

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the January 26, 2022, ESD Board Meeting

I. CALL TO ORDER

Board Chair Marcia Henkle called the regular business meeting to order at 12:09 pm.

Board members present were Marcia Henkle, Larry MacGuffie, Susan Albert, Mary Kunkle, Richard Johnson, Michael Musick and incoming board member Cathi Nelson. NCESD staff present included Superintendent Michelle Price; Assistant Superintendent Linda McKay; Director of Technology Pete Phillips; Executive Director of HR/Workers Comp Suzanne Reister; Executive Director Business office Trisha Schock; and Executive Assistant Heather Small.

Our new ESD board member, Cathi Nelson was sworn in at 12:12 pm by Superintendent Michelle Price.

II. CONSENT AGENDA

** It was moved by Richard and seconded by Michael to approve the Consent Agenda. Motion carried.

A. Approval of Minutes

Approved the minutes of the December 16, 2021 board meeting.

B. Approval of Financial Reports

Approved the financial reports as presented.

C. Approval of Vouchers and Payroll

Approval of vouchers and warrants

The following warrant numbers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified,

as required by RCW 42.24.090, are approved for payment. In addition, payroll amount \$1,191,467.67 for January

December Month-End Warrant Register 801136559 to 801136627 totaling \$167,451.36

December Co-op Month-End Warrant Register 801136628 to 801136629 totaling \$62,131.94

November Sales Tax/Comp Tax Wire Transfer 202100032 totaling \$480.15

January Mid-Month Warrant Register 801136630 to 801136714 totaling \$144,990.87

January Co-op Mid-Month Warrant Register 801136715 to 801136716 totaling \$77,408.85

December Comp Tax Wire Transfer Number 202100033 totaling \$191.74

January Special Run 01/19/22 Warrant Register 801136717 totaling \$2,380.00

January Special Run 01/21/22 Warrant Register 801136718 totaling \$5,605.00

January Payroll amount was \$1,191,461.67

D. Personnel

New Hires

- Cindy "Michelle" Owen, Physical Therapy Assistant, effective January 10, 2022
- Stacy Steinburg, External Business Manager, effective January 18, 2022
- Brenda Lemus, Family Resource Coordinator, effective February 1, 2022

Resignations

- Madison McNeil, effective January 3, 2022
- Emily Pugh, effective January 14, 2022

E. Travel Requests

- None

F. Surplus

- See Attached

III. STAFF REPORTS

A. Technology Services - Pete Phillips

Pete shared that the NetServ team continues to be in eRate season.

The state is still looking at broadband issues and getting families who don't have it service.

The Career Connected Learner team is amazing and has monthly events going on now helping kids getting ready to graduate high school to get exposed to different career options.

We have several Careers After School opportunities comping up.

Feb 18th is our online Cyber Security event. This event is being put on through a grant from Microsoft and is helping to connect the education community with private businesses.

A brand new ESD email newsletter called ConnectEd will be coming out monthly on the 3rd Tuesday of the month. Michelle has emailed a sample to the board members.

No changes in property.

We are currently helping districts with PPE and COVID test distribution. Schools are running out of COVID tests and as the state made more tests available we became the distribution center for our districts for tests, as well as PPE.

B. HR/Workers Comp and Crisis Co-op - Suzanne Reister

Suzanne shared that Paul has been getting out into districts and engaging in them in the incentive program.

4th quarter unemployment statements just started arriving yesterday and the numbers are looking really good so far.

We wrapped up the 3rd self-care and wellness session for staff a week ago. We have had a good turnout of staff and attendance has been consistent. We hope to continue with these sessions, as it shows the staff we care about them.

Suzanne and Michelle are actively involved in the Mansfield Superintendent search. The position closes on February 21st, with interviews to take place in March.

C. Educational Services - Linda McKay

Linda shared that January is mentor month, and thanked board member Larry MacGuffie for being her mentor. She shared some of the wisdom he has provided to her over the years with everyone.

Linda also shared a tribute to Ric Pilgrim, ESD 105 Assistant Superintendent who recently passed.

There has recently been some restructuring in leadership teams at OSPI.

The team is still out and about in districts.

OSPI is delegating some funds to ESDs around Open Ed Science Resources.

We are working on a digital equity grant with our special services team around adaptive technology.

Recently had our quarterly team meeting where we reviewed team goals and am currently scheduling one-on-one meetings with staff.

D. Administrative Services - Trisha Schock

Jason Williams joined the board meeting today and shared the monthly and year-end financial reports. There are not a lot of changes from the prior month and we are still coming in on target with our projections. Jason passed out a document to the board and discussed reserve funds.

Michelle shared how she is impressed with Trisha and Jason on how they run the budget.

V. INFORMATION

A. Strategic Planning Update

Becca Freimuth joined the meeting today and shared the strategic planning committees draft Promise and Commitments statement, along with Gene Sementi. She shared that the committee thinks this encompasses a lot of the work we do as an agency.

Board members were given the opportunity to provide feedback to help refine the wording and gain additional clarification of the statement.

The committee leads shared out on each of the 4 categories of advocacy, communications, leadership and relationships.

The next step in the process is getting the committee back together and solidifying goals and working through the action plans for each goal. February 23rd is the planned date to return with the final goals and action plan.

VI. NEW BUSINESS

A. AESA Conference recap

Michael shared that it was a great conference to attend. There were a number of student groups in attendance and a great keynote speaker. Overall it was a good event with lots of opportunities to meet people and connect with our team.

B. Foundation Update

Susan provided the foundation update today. She shared that they wrapped up their last meeting earlier in the month and welcomed Becca Freimuth to the board, while saying goodbye to Rufus who is leaving the board. Rufus will still continue to be involved in the Woods Foundation mini-grants.

At the last meeting they voted on a partnership with the Ag Farm Careers forum for a scholarship that will run through the foundation and help open up more opportunities to student. Approved the budget. They are not yet sure about an in-person awards presentation for this year. The foundation will be looking to add one more board member this year.

C. AESD Executive Board Update

Marcia shared constitution changes handout to the board. There were some updates made to grammar and wording.

They are continuing to work on the network redesign. This will be approved at the annual board meeting in April.

The board is also currently working on Jessica's job description as part of the redesign process.

The meeting continued with budget discussions and review and work on cleaning up and updating the language of the constitution. Marcia will bring the constitution again for review by the board at a future meeting. These items will be voted on at the business meeting in April at the AESD conference.

D. Superintendent Evaluation

Marcia shared that the board reviews Michelle's contract and goals twice a year.

At the February meeting the board discusses and votes on the contract renewal.

June is the final evaluation where we finalize the contract. Larry, Susan and Marcia go through the goals and June 2021 evaluation and get input from all the board members. This will be discussed at the February board meeting.

Board members will provide feedback using the electronic evaluation form that was emailed out with the board documents.

IV. Superintendent / Board Reports / Communication

Michelle thanked everyone for coming to the board dinner in December and taking informal time to connect with each other.

A thank you also to the ESD cabinet and the incredible work that they do.

Michelle continues to lead the superintendents through the process of the AESD redesign work and is ready to take it back to the full committee.

Linda, Trisha, Marcia and Michelle currently all have leadership roles in the AESD network.

We have asked if a couple of ESDs can pilot a new legislative bill on financial literacy.

Michelle is working closing on the youth apprenticeship bill, which would provide two positions at each ESD.

There is currently a bill out asking for ESDs to be able to be in SEBB instead of moving to PEBB.

We continue to advocate for foundational funding for ESDs.

We also continue advocating for positions that are not in the funding formula to be turned over to staffing units.

On the district side, districts are asking to keep the dollars they were allocated in the budget and not current enrollment numbers.

Districts are also asking for no new mandates.

There is a substitute shortage in every category across the state. There is a new retiree bill coming out that will increase the hours that retirees could work.

There is a district consolidation bill out that incentivizes districts in funding school construction. This is currently voluntary for districts.

A shout-out to Francisco at the refurbishment center, Pete and the rest of the ESD team who have been all hands-on deck to get COVID-19 supplies out to our schools.

Chelan-Douglas County Health District has put together an emergency management team to keep track of what is going on in our region in regards to COVID-19.

Another huge shout out to Suzanne and her team for the COVID-19 tracing and testing they have been doing and for helping to keep our staff healthy and safe.

Our ongoing self-care seminar with Nicole Porter is coming up soon.

We currently know of Superintendent openings in Moses Lake, Eastmont, Entiat, Lake Chelan and Mansfield. Quincy had a mid-year turnover with Nick Bergman coming on board as the new Superintendent.

Michelle has recently been out doing board trainings in Palisades, Lake Chelan, Waterville and Cascade school districts.

The Rotary auction for kids is this weekend. Michelle is doing center pieces for the event.

The meeting adjourned at 2:28 pm.

Board Chairperson

Board Secretary