

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the February 23, 2022, ESD Board Meeting

I. CALL TO ORDER

Board Chair Marcia Henkle called the regular business meeting to order at 12:14 pm.

Board members present were Marcia Henkle, Larry MacGuffie, Susan Albert, Mary Kunkle, Richard Johnson, Michael Musick and 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.

II. CONSENT AGENDA

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

A. Approval of Minutes

Approved the minutes of the January 26, 2022 board meeting.

B. Approval of Financial Reports

Approved the financial reports as presented.

C. Approval of Vouchers and Payroll

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 \$1,237,193.71 for February.

January Month-End Warrant Register 801136739 to 801136789 totaling \$182,944.49

January Co-op Month-End Warrant Register 801136790 to 801136791 totaling \$73,821.85

December Sales Tax/Comp Tax Wire Transfer 202100034 totaling \$480.17

February Mid-Month Warrant Register 801136792 to 801136872 totaling \$157,544.23

February Co-op Mid-Month Warrant Register 801136873 to 801136876 totaling \$421,554.36

January Comp Tax Wire Transfer Number 202100041 totaling \$72.28

February Special Run 02/11/22 Warrant Register 801136877 totaling \$3,192.85

February Void/Reissue Warrant Register 801136856 to 801136878 totaling \$66.90

February Payroll amount was \$1,237,193.71

Warrant numbers and amount of expenses will be provided at the board meeting.

D. Personnel

New Hires

- Suzette Ellis, Student Software Support Analyst, effective February 7, 2022
- Cheryl Sangster, School Nurse Team Leader, effective February 1, 2022
(internal candidate)
- Debbie Cook, Business Manager Trainer, effective July 1, 2022
- Tamar Burns, Payroll Manager Trainer, effective July 1, 2022

Resignations

- Nayeli Cabrera, effective February 28, 2022
- Dina Elam, effective April 1, 2022

E. Travel Requests

- Pete Phillips, ASU + GSV Summit, San Diego CA, April 3-7, 2022

F. Surplus

- See Attached

III. STAFF REPORTS

A. Technology Services - Pete Phillips

Cyber security summit sponsored by Microsoft took place last week. This was in person with about 60 attendees. This will be a monthly cohort moving forward working to create a pathway for students interested in working in cyber security.

CCL team has a lot of events coming up. One is the Youth Employment summit is the next one coming up in March. This is a virtual event.

The eRate window closes this month. We are looking good for contracts coming in.

Facility updates - we did some painting in the stairwells, landscaping kicking off and work on the cell tower on the roof.

The Port has made progress on boundary line adjustment.

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

We have opened several positions planning for the fall. These are unique positions that can be difficult to fill.

Wellness Coach Nicole Porter. We signed a contract for 4 sessions with a weekly booster video. We had great feedback and committed to another 4 months with her.

Michelle and Suzanne were in Mansfield last night assisting with the superintendent search. There were 5 candidates that completed their applications and they will be interview three. There will be opportunity for staff and community feedback in the interview process.

Currently working with our actuary on the rate study for workers comp and unemployment. We are currently in a good position.

C. Educational Services - Linda McKay

Last week Linda attended AASA conference in Nashville with Michelle. It was a great event to connect and build relationships.

Manson work on early learner/multi-learning programing.

Tomorrow in Cashmere w/ Stephanie Andler looking at their multi-tiered system of supports.

Gearing up to add some additional staff in the Student Success and Learning department. Continuous improvement partners.

Trying to anticipate our districts needs on staffing on the special services side. We have heard that one district lost all their SLPs in one year. We are navigating through that.

This year was the first year of implementing the early literacy screener.

D. Administrative Services - Trisha Schock

Month end is looking really good with an increase in our fund balance.

We continue to grow the services are able to provide to our districts.

Currently In the middle of our audit and everything is looking good.

Two new staff members on the board agenda are returning staff. We will be able to expand services in finance and payroll and provide additional academies with these two additions. We will also be expanding to ESD 123 region with our academies.

Anxiously awaiting some legislative updates.

V. INFORMATION

A. Strategic Planning Update

Gene shared that the strategic planning committee has finalized the promise and shared commitments. Today we are looking for board member feedback to bring and then will bring that feedback to cabinet and the strategic planning committee to refine and present at the March or April board meeting.

Next Gene had the lead for each of the four commitment categories share out their SMART goals to the board and provide opportunity for questions, clarification and comments.

Rough draft of the action plan and goals. Th next step is for the cabinet to fine tune the action plan. The committee will meet one more time to review cabinet and board feedback and then present the final plan to the board in March or April.

Gene will also be zooming in for the ESD staff meeting on Friday to share the progress.

B. 3rd Year Accreditation Review Panels

Quincy via zoom. Susan and Michael volunteered to be on the panel for March 7th from 8:00 - 9:30 am. A zoom link will be sent out to the board and district.

We are still waiting to hear back from the other three districts to set dates.

C. AESD Annual Meeting

Marcia shared that based on the survey results the annual meeting will be going virtual for this year. 53% preferred a virtual meeting. The business meeting is set to take place on Wednesday, April 27th from 11:00 am - 2:00 pm. Marcia recommended that we begin our regular board meeting at 9:30 am on the same day.

VI. NEW BUSINESS

A. Policy No. 5350 - Revised Vacation Leave Policy

The policy has been updated to remove the 6-month probation period for the vacation leave policy.

** It was moved by Richard and seconded by Larry to approve the policy change. Motion carried.

IV. SUPERINTENDENT/BOARD REPORTS/COMMUNICATION

A. Superintendent Mid-Year Evaluation and Contract

Marcia asked for a motion on the mid-year evaluation for the Superintendent contract.

Larry, Susan and Marcia met and went through the categories and then met with Michelle and gave feedback. The board recommends that Michelle's contract be extended. July 1, 2022 - June 30, 2025

** It was moved by Larry and seconded by Susan to approve the mid-year evaluation for the Superintendent contract. Motion carried.

B. The Latest of "Michelle's Moments"

1st gave a heartfelt thanks to the team and what we've been able to accomplish the last two years.

Friday, March 4th art show first Friday opening.

Bridgeport board member Tracy Zahn resigned after 30 years and Michelle was able to go to present him an award.

Supt openings - Tonasket, Lake Chelan, Eastmont, Moses Lake, Entiat, Mansfield. This will provide some new mentoring opportunities next year.

We have continued with twice weekly Superintendent check-in meetings. These meetings will continue at least through March as we transition out of COVID.

Our Governor just declared that on March 21st masking requirements for public areas and schools will end. We are waiting on the final rules on this that will come out the next couple of weeks.

AASA was a good time for collaboration in Nashville. Participated on the AASA women in leadership awards committee and was able to interview candidates from across the U.S.

Cabinet has been participating in the WASA equity training.

OK Corral and Grant County Superintendents continue to meet once a month for lunch.

Lots of time currently spent on legislation and advocacy. Recently have met with Senator Wellman, Senator Wilson, Representative Ybarra, Senator Warnick, Representative Maycomber, Secretary Cardona from the Governor's Office and US Senator Patty Murray.

A couple of bills out that will impact ESDs. We've asked for foundational funding to be re-instated. There is also a bill for financial literacy, that have 7 ESD positions available.

Potential of a position for developing apprenticeships.

Transportation bill that would help with costs for homeless and special education.

House and Senate budget just came out on Monday. They now need to come out with a joint budget.

The meeting adjourned at 1:45 pm.

Board Chairperson

Board Secretary