

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the May 25, 2022, ESD Board Meeting

I. CALL TO ORDER

Board Chair Marcia Henkle called the regular business meeting to order at 11:58 am.

Board members present were Marcia Henkle, Larry MacGuffie, Susan Albert, Richard Johnson, Cathi Nelson and Michael Musick. NCESD staff present included Superintendent Michelle Price; Assistant Superintendent Linda McKay; Director of Technology Pete Phillips; Executive Director of HR/Workers Comp Suzanne Reister; Director of Finance Jason Williams and Executive Assistant Heather Small.

II. CONSENT AGENDA

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

A. Approval of Minutes

Approved the minutes of the April 27, 2022 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 \$1,235,890.34 for May.

April Month-End Warrant Register 801137307 to 801137391 totaling \$247,088.14

April Co-op Month-End Warrant Register 801137392 to 801137394 totaling \$199,013.87

Void/Reissue Warrant Register 801137260 to 801137372 totaling \$221.17

Void/Reissue Warrant Register 801137150 to 801137381 totaling \$1,250.00

March Sales Tax/Comp Tax Wire Transfer 202100062 totaling \$108.02

May Special Payroll Check Warrant Register 801137395 totaling \$2,153.65

May Special Run Warrant Register 801137396 totaling \$17,717.89

May Mid-Month Warrant Register 801137397 to 801137489 totaling \$137,608.68

May Co-op Mid-Month Warrant Register 801137490 to 801137491 totaling \$514,934.85

April Comp Tax Wire Transfer Number 202100072 to 202100072 totaling \$82.73

May Co-op Mid-Month Extra Run Warrant Number 801137492 totaling \$110,440.62

May Payroll amount was \$1,235,890.34

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

D. Personnel

New Hires

- Patsy Rearden, Desktop Support Technician, effective May 18, 2022
- Elizabeth Moore, Regional Behavioral Health Specialist, effective August 8, 2022
- Jessica Gutting, Teacher of the Visually Impaired O & M (TVI), effective September 1, 2022
- Ashley Davidson, School Psych, effective September 1, 2022
- Kaelyn Bruner, SLP, effective September 1, 2022

Resignations

- Rebecca Wolfe, effective April 21, 2022

- Donna Drollinger, effective August 31, 2022

Travel Requests

- Pete Phillips, AESA Summer Leadership Conference, Nashville, TN, July 18-21, 2022
- Cari Haug, PLC + Certification Training, San Diego, CA, May 22-24, 2022
- Lisa Monahan, PLC + Certification Training, San Diego, CA, May 22-24, 2022
- Andy Boyd, PLC + Certification Training, San Diego, CA, May 22-24, 2022

E. Surplus

- See Attached

III. STAFF REPORTS

A. Technology Services - Pete Phillips

CCL Team continues to provide events out in the community as they promote students entering the work force. 2-3 events happening each month.

May - Chelan PUD, Vortex, and East Wenatchee City Hall.

Apple STEM network partnership promoting STEM and vocational readiness

E-Rate season continues.

New CTE position just opened.

New Communication Intern position open. This summer intern will work alongside of Becca.

Monthly Cyber Security meet-ups still happening at the ESD.

STEM Summit planning is in full swing for August. Registration opened last week and we are currently at 140 attendees.

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

Workers Comp - the board asked at the last board meeting to go out and put together health and wellness support for staff. Contracted with Nicole Porter Wellness with clock hours being offered for these sessions.

Traveled to Portland last month for a claims meeting.

Paul was made aware that the local health districts will start going in and inspecting schools. The ESD is working on partnering with them on these inspections. This will start in the fall.

Unemployment - things seem to be settling down. Not seeing the fraud claims we were. A lot of hearings for claims from 2022-21.

C. Educational Services - Linda McKay

Leadership Summit for Superintendents, Principals and Office Administration on August 10th - August 11th.

Sue will be leading a Gates foundation call as part of the CCL work.

Our allocation of funding for school improvement and supporting migrant students went up considerably. We will be able to hire support with these additional funds.

Assistant Superintendents meeting next week in Renton.

For the month of June Linda shared she will be in Moses Lake providing successful transition and year-end closing support as the new superintendent transitions into the district.

D. Administrative Services - Trisha Schock & Jason Williams

We are fully in budget season with our districts and have taken on support in additional districts due to staffing changes.

Our audit exit was a couple weeks ago and we are excited to have another year completed with no findings, letters or exit items. Marcia added her thanks to the team for all their hard work.

Financials continue to look good with grants coming in and additional opportunities to work with and provide services to our districts.

IV. ACTION ITEMS

A. VEBA

Suzanne provided an overview of our VEBA plan for the employer contribution of \$50.00 for ESD beginning July 1st. Phase 2 of the plan would allow employees to make their own contributions and has a tentative start date of September 1, 2022.

** It was moved by Larry and seconded by Richard to approve the employer contribution portion of the VEBA plan for ESD staff. Motion carried.

B. NCESD Strategic Plan

Board members were provided a one-page document on our final strategic plan created by Becca. that we have been working on.

** It was moved by Cathi and seconded by Susan to approve the 2022-2027 NCESD Strategic Plan as submitted. Motion carried.

V. NEW BUSINESS/INFORMATION

A. AESD Conference Debrief

Links were emailed for the presentation and full slides.

At our August retreat we will delve into more details if you have more questions on the content of the meeting. The board shared that it was very well-done and easy to follow for an online meeting.

The AESD Annual Conference will be held in Atlanta, GA November 30th - December 2nd.

B. Update to Policy #5320 - Personal Leaves and Absences

Updates to the policy were made to clarify existing language to make it easier to understand.

** It was moved by Mike and seconded by Susan to approve the changes to Policy #5320 - Personal Leaves and Absences. Motion carried.

C. Superintendent Contract and Evaluation

Marcia shared that every year on July 1st Michelle's contract is determined for salary and benefits beginning in July 1st. We have already reviewed the performance and agreed to extend her contract. Susan, Larry and Marcia will meet to look at the salary package and review salary information across the state and will have a proposal for the board at the June 22nd board meeting. Please email any comments or questions to Marcia prior to the next board meeting.

D. Budget Review

Jason passed out a draft budget to the board and shared that it included the new VEBA plan, staff and benefit increases.

The final 2022-23 budget will be presented at the June board meeting.

The board discussed the importance of school safety and potentially having that listed as a separate budget line item in the future. The board requested that Eric Johnson, Associate Director of Student Safety and Well-being provide a safety presentation at the June board meeting.

E. Statewide Accreditation Panels

Marcia and Cathi recently participated on accreditation panels in Spokane. Cathi shared that she enjoyed participating in the panel and hearing the stories from the schools and what they are doing. It is amazing that schools went through that process coming out of COVID. Lots of difference between a virtual and in-person panel review.

Mike participated in panels in Olympia and agreed it was a rewarding experience.

F. July Board Meeting

The board discussed continue with the schedule of not having a board meeting in July.

** It was moved by Mike and seconded by Susan to not hold a July board meeting. Motion carried.

G. August Board Retreat

Our August board meeting will be on Wednesday, August 24th with the board retreat taking place prior to the regular board meeting beginning at 8:30 am.

VI. SUPERINTENDENT/BOARD REPORTS/COMMUNICATION

In closing, Linda reiterated that Michelle brings great leadership and is a great model to our team at the ESD.

Larry added that the Friend of Children and Board of the Year awards a couple weeks ago was a great event.

Out next board meeting is on June 22nd beginning with lunch at 11:30 am and the budget hearing beginning at 12:00 pm followed by the regular board meeting.

End time: 1:31 pm.

Board Chairperson

Board Secretary