

## NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the August 23, 2023, ESD Board Meeting

### I. CALL TO ORDER

The board met for their annual board retreat prior to the regular board meeting.

Board Chair Susan Albert called the regular business meeting to order at 12:40 pm at Cathi's home in Waterville.

Board members present were Susan Albert, Marcia Henkle, Larry MacGuffie, Mary Kunkel, Michael Musick, Richard Johnson and Cathi Nelson. NCESD staff present included Superintendent Michelle Price; Executive Director and Executive Assistant Heather Small.

### II. CONSENT AGENDA

\*\* It was moved by Richard and seconded by Mary to approve the Consent Agenda as amended. Motion carried.

#### A. Approval of Minutes

Approved the minutes of the June 28, 2023 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 \$1,695,354.73 for July and \$1,652,020.85 for August.

June Month-End Warrant Register 801140494 - 801140493 totaling \$326,701.10

June Co-op Month-End Warrant Register 801140608 - 801140610 totaling \$119,869.90

April Comp Tax/Sales Tax Wire Transfer 202200080 totaling \$309.82

Void Warrant Register 801139140 totaling \$-175.00

Void and Reissue Warrant Register 801139237 - 801140462 totaling \$98.75

Void and Reissue Warrant Register 801140340 - 801140497 totaling \$1,078.13

Co-op Void Warrant Register 801140331 totaling \$8,231.21

June Special AP Run Warrant Register 801140611 totaling \$40,192.79

Co-op Void and Reissue Warrant Register 801140612 totaling \$11,017.01

July Special Co-op Warrant Register 801140613 totaling \$23,687.48

July Special Co-op Warrant Register 801140614 totaling \$26,995.93

July Mid-Month Warrant Register 801140615 to 801140720 totaling \$245,639.95

June Comp Tax Sales Tax Wire Transfer 202200081 totaling \$6,502.64

July Special Co-op Warrant Register 801140721 totaling \$90,140.37

July Special Co-op Warrant Register 801140752 totaling \$10,777.71

July Month-End Warrant Register 801140753 to 801140854 totaling \$468,812.40

July Co-op Month-End Warrant Register 801140855 to 801140858 totaling \$608,984.53

July Special Co-op Warrant Register 801140859 totaling \$23,386.03

August Special Co-op Warrant Register 801140860 totaling \$25,404.52

August Special Co-op Warrant Register 801140861 totaling \$40,489.52

August Mid-Month Warrant Register 801140862 to 801140936 totaling \$231,801.48

August Co-op Mid-Month Warrant Register 801140937 to 801140939 totaling \$550,232.92

July Comp Tax Wire Transfer 202200086 totaling \$1,714.61

August Special Co-op Warrant Register 801140964 totaling \$29,275.83

July Payroll amount was \$1,695,354.73 and August Payroll amount was \$1,652,020.85.

#### D. Personnel

##### New Hires

- Tija Payne, Business Software Support Analyst, effective July 24, 2023
- Karina Zendejas, Family Resource Coordinator, effective July 31, 2023
- Ian Woodford, Bicycle Ed Project Manager, effective August 21, 2023
- Jill Moon, Physical Therapist, effective August 21, 2023
- Lanea Cate, School Nurse Team Leader, effective August 21, 2023
- Maria Navarrete, Migrant Out-of-School (OSY)/Health Coordinator, effective September 1, 2023

##### Resignations

- Daniel Martinez, effective June 13, 2023
- Melissa Barajas, effective July 27, 2023
- Ashley Arrez, effective August 31, 2023

##### Reduction in Contract

- Sue Kane, effective September 1, 2023

##### Travel Requests

- Sue Kane, SREB Conference, Orlando, FL, July 17-21, 2023
- Jennifer Chamberlain, Skyward Training, Milwaukee, WI, October 1-4, 2023
- Leanne Lafferty, Council for Exceptional Children, San Antonio, TX, March 13-16, 2024

##### Surplus

- None

### III. PUBLIC COMMENTS AND COMMUNICATION

There were no public comments or communication presented.

#### **IV. NEW BUSINESS**

##### **A. AESD Member Survey**

Marcia passed out the AESD member survey to each board member and provided time for each board member to complete. She will take the completed surveys to the next executive board meeting on September 12<sup>th</sup> and provide a report at the September board meeting.

##### **B. Board Elections**

New board election process was discussed at the board retreat prior to the board meeting. We have three board members up for re-election this year.

#### **V. INFORMATION**

##### **A. WSSDA Fall Conference - Bellevue, WA**

- Attending Full Conference: Michelle, Linda, Marcia and Cathi
- Attending Law Conference Only: Michael, Suzanne and Flor

#### **VII. SUPERINTENDENT/BOARD REPORTS/COMMUNICATIONS**

##### **A. The Latest of “Michelle’s Moments”**

- Hosted the annual AESD retreat at the ESD, along with a dinner at Michelle’s home. This will be the last year for the AESD leadership piece before turning over to Steve McCullough from ESD112.
- Traveled to meet all the new superintendents in their districts.
- Recently completed a new superintendent gathering at the ESD, with an evening networking event for superintendents and their guest following.
- Two-day Leadership Summit at convention center had 125 attendees.
- STEM Summit at convention center had 470 attendees.
- Threat Assessment, Read Well and Safety Cares trainings have all recently taken place at the ESD.
- Business manager services continue with yearend and budgets with our districts. Written feedback was provided to the business managers and their superintendents this year.
- Held a Leadership Retreat yesterday for the ESD leadership team.
- School starts next week for most of our districts.

**VIII. ADJOURMENT**

The regular business meeting was adjourned at 1:38 pm.

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Board Chairperson

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Board Secretary