

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the January 25, 2023, ESD Board Meeting

I. CALL TO ORDER

Incoming Board Chair Susan Albert called the regular business meeting to order at 12:00 pm.

Board members present were Susan Albert, Marcia Henkle, Larry MacGuffie, Richard Johnson, Mary Kunkel and Michael Musick. NCESD staff present included Superintendent Michelle Price; Assistant Superintendent Linda McKay, Executive Director of Technology Pete Phillips; Executive Director of HR/Workers Comp Suzanne Reister; Executive Director of Admin Services Trisha Schock; 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 December 14, 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 \$1,594,607.52 for January.

December Month-End Warrant Register 801139085 to 801139188 totaling \$280,879.16

December Co-op Month-End Warrant Register 801139189 to 801139191 totaling \$414,690.56

November Comp Tax Sales Tax Wire Transfer 2022000231 totaling \$266.24

January Mid-Month Warrant Register 801139192 to 801139268 totaling \$141,900.35

January Co-op Mid-Month Warrant Register 801139269 to 801139269 totaling \$202,072.39

December Comp Tax Sales Tax Wire Transfer 202200033 totaling \$259.63

Void Warrant Number 801138925 totaling \$-125.00

January Payroll amount was \$1,594,607.52.

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

D. Personnel

New Hires

- None

Resignations

- None

Travel Requests

- Leanne Lafferty, NASP Conference, Denver, CO, February 7-10, 2023
- Lisa Agnew-Santos, NASP Conference, Denver, CO, February 7-10, 2023
- Ashley Davison, NASP Conference, Denver, CO, February 7-10, 2023
- Ashley Jantzer, NASP Conference, Denver, CO, February 7-10, 2023
- Heather Kelly, NASP Conference, Denver, CO, February 7-10, 2023
- Suzie Broaddus, NASP Conference, Denver, CO, February 7-10, 2023
- Ric Escobedo, Western Forum for Migrant Health, Long Beach, CA, February 13-17, 2023

- Kevin Knoll, National Cybersecurity Conference, Austin, TX, February 21-24, 2023
- Julia O'Donnell, National Cybersecurity Conference, Austin, TX, February 21-24, 2023
- Trevor Coates, National Cybersecurity Conference, Austin, TX, February 21-24, 2023
- Will Borders, National Cybersecurity Conference, Austin, TX, February 21-24, 2023
- Greg King, National Cybersecurity Conference, Austin, TX, February 21-24, 2023
- Frank Pecka, National Cybersecurity Conference, Austin, TX, February 21-24, 2023
- Drew Abercrombie, National Cybersecurity Conference, Austin, TX, February 21-24, 2023
- Leanne Lafferty, APTA Convention, San Diego, CA, February 23-25, 2023
- Shana Anders, APTA Convention, San Diego, CA, February 23-25, 2023
- Myra Kurtz, APTA Convention, San Diego, CA, February 23-25, 2023
- Cindy (Michelle) Owen, APTA Convention, San Diego, CA, February 23-25, 2023
- Sue Kane, SHEEO/Gardner Transfer Project, Denver, CO, February 27-March 02/2023
- Leanne Lafferty, AOTA Inspire Conference, Kansas City, MO, April 20 -23, 2023
- Brian Wilgus, AOTA Inspire Conference, Kansas City, MO, April 20 -23, 2023
- Jennifer Weeks, AOTA Inspire Conference, Kansas City, MO, April 20 -23, 2023
- Mikel Smith, AOTA Inspire Conference, Kansas City, MO, April 20 -23, 2023

Surplus

- None

III. PUBLIC COMMENTS AND COMMUNICATION

There were no public comments or communication presented.

IV. STAFF REPORTS

A. Technology Services - Pete Phillips

- The NetServ team is continuing their great support in our districts.
- Thank you to the board for the opportunity to travel to Austin, TX to learn more about Cyber Security at an upcoming conference
- Cyber Security meet-ups are in year two and are going well. Continuing to spread the word and provide information on this topic.
- Career Connected Learning has an upcoming event to tour WSDOT with Tami McBride leading this group.
- The kitchen remodel on the first floor is complete and looks great. Pete invited the board to stop by and see the progress after the meeting today.

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

- We received our Workers' Comp financial study from PricewaterhouseCoopers and wanted to share we out performed what was anticipated when rates were set. There are a few reasons for this:
 - Member (district) contributions were greater than budgeted
 - Prior year ultimate loss estimates were reduced
 - Other expenses were less than anticipated
 - Changes in L&I assessments and other items lined to lower loss estimates decreased cost
- The Pool is very secure and performing above anticipated risk capital target.
- We received our Unemployment Pool financial study from PricewaterhouseCoopers and wanted to share we also out performed what was anticipated when rates were set. There are a few reasons for this:
 - Claims have decreased from the COVID time
 - Administrative fees/cost were lower than anticipated
- The Pool is very secure and is meeting the financial goals set by the executive committee.

C. Educational Services - Dr. Linda McKay

- Staff continue to be out working in our districts - 16 out of 29 districts visited in the past month.

- Sometime in mid-February OSPI will be doing a re-identification of schools in improvement under ESSA. Calls to districts will be happening around that time. Tier II, Tier III, Tier III+. Linda will provide at the next board meeting if information is available.
- The team is gearing up with communications and simplified ppts to help our districts help with the info. On this designation.
- Will be traveling back to Olympia on February 7th to participate in the small group work with OSPI.
- Continuing strategic plan work with Moses Lake School District. There was a 98% approval of the new plan from the committee at the last meeting. Shared website of their plan. The strategic plan can be viewed online here: <https://www.mlsd161.org/apps/pages/strategicplan>

D. Administrative Services - Trisha Schock

- Revenues are tracking and expenditures are down.
- Our healthy fund balance continues.
- Continuing to offer amazing services to our districts and utilizing grant opportunities available to us.
- Next board meeting we will have additional information on year end to report.
- There is lots going on with our districts on the legislative side.
- There is a statewide webinar on the ESSER cliff coming soon.

V. **ACTION ITEMS**

A. NCESD Board Policy No. 5215 - Calendar of Holidays

Updated the current policy to match the holiday scheduled that we have previously adopted. Added that employees less than 260 days are not eligible for holidays.

B. NCESD Board Policy No. 4370 - Staff Recognition (first read)

Enacts a policy to honor staff with de minimis gifts for staff drawings at meetings etc.

C. NCESD Board Policy No. 5460 - Staff VEBA Plan (first read)

We adopted the VEBA plan last year and this is the policy to match.

D. NCESD Board Procedure No. 5460 - Staff VEBA Plan (first read)

Approval at the next board meeting.

VI. NEW BUSINESS

A. Superintendent Mid-Year Evaluation

Marcia shared that per the superintendent contract we do a mid-year evaluation prior to March 1st. Goals, objectives and previous years evaluation are reviewed at this time. The executive team will be working in the month of February and would like to vote on the contract at the February board meeting. Evaluation forms and the contract have been emailed out to all board members with an ask to submit any feedback by February 10th.

B. Parkway Road Conversation

Michelle shared that the City of Wenatchee has received money to do a new road running along our building. Discussion on whether the board would like to submit a letter to the City over any concerns or considerations with this new project.

Susan - one of the challenges could be the speed. Both PUD and the Port have submitted letters already sharing their concerns.

Richard - safety for employees and our guests with the increase in the speed limit is a concern.

Larry - street crossing with the increase speed is also a concern.

Pete has negotiated an agreement with P & E to have 20 parking spots along their fence line to help with off-street parking for staff.

Michael - this is an educational institution and safety is our primary concern.

It was decided a committee will come together to draft a letter to submit to the City of Wenatchee.

C. AESD Conference, April 12-14, 2023

The AESD conference is coming up April 12-14th. Registration will open soon and we will be getting everyone registered and hotels booked.

D. Accreditation

Michelle reminded everyone that statewide accreditation panels will be taking place in April and May of this year. Dates have not been set yet and will be sent out as soon as they are available.

Manson will be doing a 3rd year review this spring. We provide an update on panel dates soon.

E. July Board Meeting

As we typically do not hold a board meeting in July, Michelle asked for a vote to continue with that schedule again this year. We will continue to approve payroll and hiring resolutions in the month of June.

** It was moved by Larry and seconded by Mary to not hold a board meeting in the month of July. Motion carried.

F. August Board Retreat

We have not held a January retreat since 2020, but would like continue to hold a retreat in August prior to the board meeting. Michelle asked everyone to mark their calendars for Wednesday, August 23rd for the board retreat followed by the regular board meeting.

VII. INFORMATION

A. AESD Executive Board Meeting Update

The board election process is going to transfer from OSPI to WSSDA. Tim Garchow and his team were present to share how the process will go. It will be a more formalized process. More information will be sent out soon.

Marcia shared a handout on the constitution updates that reviews what will be decided on at the April state meeting.

Legislative updates were provided by Michelle at the AESD meeting.

There is currently a Career Connected Learning apprenticeship bill. It is work that we are already doing, and the bill was in last session. There is a lot of sponsorship on this bill.

There are also currently two AESD initiatives, with behavioral health receiving a lot of attention.

B. NCEF Meeting Update

- The board is working on some strategic planning.
- Two new board members are Tyler Russell and Jeff Kimbell.
- The board wants to focus on raise more funds.
- They will be out this spring at different events to share about the foundation and tell the story.
- The board is still looking at whether they will do the foundation awards in-person or online.

VIII. SUPERINTENDENT/BOARD REPORTS/COMMUNICATION

A. The Latest of “Michelle’s Moments”

- The board agreed not to continue with AESD conference baskets.
- SAC meetings have been amazing this year. There are 3 strands for the meetings this year SEL, Financial and Systems Improvements. The meetings build on themselves and are well received, they are digging into the data and providing feedback. Cashmere SD presented at the last meeting.
- North Central Accountable Community of Health will implement telehealth in our region. We have a couple of schools identified to begin with and a couple providers we are connected with.
- Districts shared at the last SAC meeting that they would like to continue with their own small events in their districts rather than hold the county-wide Excellence Banquets we had done in past years.

IX. ADJOURNMENT

The meeting ended at 1:24 pm.

Board Chairperson

Board Secretary