

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the March 22, 2023, ESD Board Meeting

I. CALL TO ORDER

Board Chair Susan Albert called the regular business meeting to order at 12:07 am.

Board members present were Susan Albert, Marcia Henkle, Larry MacGuffie, Mary Kunkel, Michael Musick and Cathi Nelson. 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.

- An addition to the agenda today is two travel requests for Ashley Goetz and Kjersti Clayton.

II. CONSENT AGENDA

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

A. Approval of Minutes

Approved the minutes of the February 22, 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 \$1,568,111.69 for March.

February Month-End Warrant Register 801139503 to 801139587 totaling \$203,713.66

February Co-op Month-End Warrant Register 801139588 to 801139590 totaling \$112,096.25

January Comp Tax Sales Tax Wire Transfer 202200054 totaling \$325.39

February Special Run Warrant Register 801139591 totaling \$39,374.27

March Special Co-op Run Warrant Register 801139592 totaling \$164,758.96

March Special Co-op Run Warrant Register 801139593 totaling \$71,901.56

March Mid-Month Warrant Register 801139594 to 801139705 totaling \$200,380.67

Void/Reissue Warrant Number 801138650 to 801139635 totaling \$76.00

February Comp Tax Sales Tax Wire Transfer 202200057 totaling \$864.43

March Special Void/Reissue Warrant Number 801139684 to 801139706 totaling \$214.28

March Special Co-op Mid-Month Warrant Register 801139707 to 801139707 totaling \$48,674.00

March Special Run Warrant Register 801139725 to 801139725 totaling \$409.45

March Payroll amount was \$1,568,111.69.

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

D. Personnel

New Hires

- Kay C. Bleazard, TVI Intern, effective April 3, 2023.

Resignations

- Cathy Mullin, effective August 31, 2023
- Suzanne Reister, effective September 30, 2023

Travel Requests

- Ashley Goetz, The Courageous Principals Program, Dallas, TX, April 14-16, 2023
- Kjersti Clayton, APBS Conference for MTSS, Jacksonville, FL, March 28 - April 1, 2023
- Natalie Geisler, SOS Approach to Feeding, Chicago, IL, June 7-12, 2023.
- Stephan Troutman, ISTE Live 2023 Conference, Philadelphia, PA, June 24-28, 2023.

Surplus

- None

III. PUBLIC COMMENTS AND COMMUNICATION

There were no public comments or communication presented.

IV. STAFF REPORTS

A. Technology Services - Pete Phillips

No report today

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

- Currently working with Stehekin board on their teacher position. There are 3 candidates selected to move on for in-person interviews in Stehekin.
- In the final stages of the compensation study. Happy to report there are not significant needs in our salary adjustments at this time. This should be wrapped up by next month.
- Working with the actuaries to set rates for both pools and meeting with Exec committees on April 19th
- WA School Personnel Group invited us to come in for 3 weeks in a row to do professional development on Workers Comp. the final session wrapped up today and there were lots of positive comments from attendees.

C. Educational Services - Dr. Linda McKay

- Two weeks ago, the new round of Cycle 2 of new school improvement framework designations were sent out. We have 35 schools that are tier 2 through tier 3+ who will be responsible for comprehensive assessments and school improvement plans. This year, a new requirement is a district improvement plan based on how many schools you have in improvement status. 17 of our 29 districts will have this new requirement. Ashley has already sent out emails and started connecting with our districts.
- Last week we had a Migrant Education Program review with OSPI.
- Mick Miller Asst Supt at ESD101 is retiring this year and his replacement is Darren Nelson from Mead School District.
- We are currently expanding our MASH program with two new positions just opening this week. Anna Troutman doing an internship with the program.
- The tribe contacted Linda to lend support on HB1013 for apprenticeship program.

D. Administrative Services - Trisha Schock

- We continue to perform well with our financials overall.
- Our services continue to be relevant and needed by the districts we support.
- Met with Jason this week to discuss long-term projections.
- Launched budget workshops at the ESD.
- In Olympia this past week as the fiscal lead for the Cascade Bicycle project which will bring bicycle education to schools.
- In Yakima yesterday for some collaboration meetings with the other ESDs.
- Traveling to Los Angeles next month working through a Certificate of Ed Finance on a cohort model.

V. ACTION ITEMS

A. Policy No. 4310 Credit Card Policy - first read

- Policy revision increases the dollar amount on our ESD credit cards to accommodate staff travel.
- Larry would like to add verbiage to the employee credit card form that reads: misuse of the ESD card could lead to disciplinary action.
- The board will do a second read at the April meeting with above changes.

VI. INFORMATION

A. Audit Information

- Entrance meeting with the auditors this week. We are about two weeks from being complete with our audit this year.
- There will be an exit conference scheduled towards the end of April with an ask for board members to attend.

B. AESD Conference, April 12, 14, 2023

- A printed itinerary and hotel confirmations were provided to each board member prior to the start of the meeting today.
- Marcia review the conference agenda with the board.
- Marcia suggested everyone attending wear their NCESD shirts on Friday as we will announce the 2024 conference date and location on that day.

C. Manson 3rd Year Accreditation Review

- Michael, Cathi and Richard will participate on the panel along with Linda.

D. Accreditation Panels

- Olympia: May 15-17 - Mary will cover May 15 & 16
- Spokane: May 23-24
- Any board member interested in participating on a panel needs to confirm with Michelle or Heather.

E. Friend of Children/Board of the Year

- The awards presentation will be held on May 18th at the ESD.

VII. SUPERINTENDENT/BOARD REPORTS/COMMUNICATION

A. The Latest of “Michelle’s Moments”

- Michelle provided updated copies of the City of Wenatchee letter to all board members. Signatures were collected from board members present.
- Will be traveling to Stehekin with Suzanne for on-site interviews in April.

- Serving as the Vice Chair of Workforce Development board. The board has been engaged in audit, budget revision work in the past few weeks.
- AESD continue to lead the group. Hosting the retreat in Wenatchee in August.
- Met with Gates foundation in Seattle this month. They are excited with the AESD work and interested in meeting on a potential xx.
- Cascade Bicycle club received a large sum of money from the DOT and came to us directly due. We currently have 4 districts interested in piloting the program.
- Continuing with county-based superintendent luncheons.
- 3 new superintendents the next school year in Grand Coulee Dam, Pateros and Wenatchee.
- High school art show is going on through April 6th.
- Revenue forecast came in on the budget. We are concerned about behavior health funding.
- Recently attended a Cultural Ed Gathering with the Colville Tribe, along with Linda. We continue to build relationships, collaboration and support.
- Part of a team that built a class for incoming superintendents. This will help new superintendents navigate public meetings. The training will be rolling out soon.
- Attended the WASA Small School conference in Wenatchee this week.
- USIP board meeting took place at the ESD yesterday.
- Culture and connection focus in the cabinet meeting today. Doing check-ins on how we sustain and maintain the connection in our agency with a focus on lead, serve and support.

VIII. ADJOURNMENT

The meeting ended at 1:02 pm.

Board Chairperson

Board Secretary