

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the May 24, 2023, ESD Board Meeting

I. CALL TO ORDER

Board Chair Susan Albert called the regular business meeting to order at 11:58 am.

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 of Technology Pete Phillips; Executive Director of HR/Workers Comp Suzanne Reister; 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 April 26, 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 \$1,5764,746.01 for May.

April Special Co-op Month-End Warrant Register 801140010 totaling \$33,533.57

April Special Credit Card Warrant Register 801140011 totaling \$45,133.44

April Month-End Warrant Register 801140012 to 801140094 totaling \$258,945.87

April Co-op Month-End Warrant Register 801140095 to 801140098 totaling \$69,090.27

March Comp Tax Sales Tax Wire Transfer 202200068 totaling \$451.68

May Special Co-op Mid-Month Warrant Register 801140099 totaling \$25,371.82

May Mid-Month Warrant Register 801140100 to 801140212 totaling \$240,044.53

May Co-op Mid-Month Warrant Register 801140213 to 801140215 totaling \$577,695.88

April Comp Tax Sales Tax Wire Transfer 202200069 totaling \$472.52

May Special Co-op Mid-Month Warrant Register 801140216 totaling \$38,175.87

May Special Co-op Warrant Register 801140236 totaling \$35,557.43

May Payroll amount was \$1,564,746.01.

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

D. Personnel

New Hires

- Angela Allred, Business Manager Trainer, August 2023
- Jesse Horwath, MASH BCBA, effective August 15, 2023
- Karly Kingrey, MASH Social Worker, effective August 15, 2023 (*internal candidate*)
- Samantha Leahy, Special Education Specialist, effective August 15, 2023

Resignations

- None

Travel Requests

- Jason Williams, Laserfiche Conference, Long Beach, CA, May 30-June 2, 2023
- Cari Haug, OpenSciEd Facilitator Academy, Denver, CO, June 19-24, 2023

- Cari Haug, NSTA Professional Learning Institute, Detroit, MI, July 18-21, 2023
- Shanna Brooks, The Reading League Conference, Syracuse, NY, October 1 - October 5, 2023

Surplus

- See Attached

III. PUBLIC COMMENTS AND COMMUNICATION

There were no public comments or communication presented.

IV. STAFF REPORTS

A. Technology Services - Pete Phillips

- NetServ is starting to slow down a little with the end of the school year and the team is using this time to gear up for summer projects
- CCL is wrapping up events for the school year.
- STEM Summit coming up in August. Planning is underway.
- Recently visited the Microsoft campus in Redmond for an all-day presentation on AI and learned about Microsoft's plans to roll out this technology.

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

- Workers Comp claims review on Monday in Renton. These reviews happen a couple times a year. Paul Harrison also attended and will be taking over the program in September.
- Busy hiring. Reasonable assurances letters went out through DocuSign.
- Working on contracts and salaries for staff to be ready for July and September.

C. Educational Services - Dr. Linda McKay

- No report today

D. Administrative Services - Trisha Schock

Michelle provided the financial report in Trisha's absence today.

- We are up in the year as of April 30th We continue to be a good shape financially with no concerns for the future.
- Watching for next year: waiting on financial information from OSPI to complete budgets.
- Behavioral Health received funding to continue. Student Attendance and Reengagement is still pending funding.
- Learn to return position has another year for a half position. OSPI from student safety is providing the additional funding for this position.

V. NEW BUSINESS

A. ESD Audit Report

- Our closing audit meeting will be tomorrow at the ESD. All board members are invited to attend.
- The auditors found no findings or concerns.
- Our districts are needing additional support with their federal dollars spent during COVID. Trisha and Jason are working with the state lead of audits on this matter.

B. AESD Conference Planning for 2024

- The conference will be held in Lake Chelan April 3-5, 2024
- We will have a committee of the board and ESD staff members on the planning committee. Cathi, Marcia and Susan all expressed interest in participating on the committee. We will calendar some planning dates at the June board meeting.

VII. INFORMATION

A. Statewide Accreditation Updates

- Mary and Michelle participated in panels in Tumwater. Mary enjoyed participating on the panel and learning about the different schools.
- Linda and Cyndy Valdez have been participating on panels in Spokane this week.
- Michelle will ask ESD 189 to provide the panel dates for next year earlier so we can get more participation.

B. Friend of Children/Board of the Year Event

- The event was held last Thursday, May 18th at the ESD. It was a great evening to honor the award members and hear about the great work that they are doing for students in our districts.
- The board discussed updating the awards presentation format for next year to hold the award ceremony prior to a board meeting in the district to encourage more district participation and help increase attendance. We would also like the ESD board member representing that district to give the awards at.

C. Program Updates

- Michelle shared that we are adding a couple new programs and services for next year. We have recently hired a person to help districts with DVR.
- Linda and Bill will be working with 5 districts on strategic planning for next year.
- We have added a second MASH team through a grant with OSPI.

D. Foundation Update

Cathi shared the following updates:

- The leadership team which consists of Cathi, Lois Davies and Michelle met earlier today to discuss goals and plans.
- Eldene recently sent out the grant information to schools.
- The next meeting is in August.

VIII. SUPERINTENDENT/BOARD REPORTS/COMMUNICATION

A. The Latest of “Michelle’s Moments”

- Wrapping up 7 Habits training for staff this Friday with Waterville students will be sharing their Leader in Me experience in their district.
- Suzanne and Michelle are facilitating a retreat for ProServ staff this Friday at the Residence Inn in Wenatchee.
- After initial interviews for the HR Director position, it was decided to promote the current HR Program Assistant, Flor Lopez. Suzanne has committed to training with Flor through September 2024.

- Continuing to work with tribal relationship. Recently attending a tribal convening. Linda is meeting with them today regarding tribal consultation in districts.
- Recently attended CWU PEAB board meeting.
- We recently rented a facility in Moses Lake for our B3 team in Moses Lake which has significantly grown this past year.
- Our ISC team, which provides WSIPC software support, have been in conversations with ESD105 and ESD112 on collaborating and putting our teams together to pool resources and create a transition team to support our districts with the transitioning to Qmlativ.
- Michelle provided copies of the ESD strategic plan and the board yearly work plan to all the board members for review.

IX. ADJOURNMENT

The regular business meeting was adjourned at 1:10 pm.

X. EXECUTIVE SESSION

The board went into held an executive session following the board meeting at 1:11 pm to discuss the superintendent contract and evaluation.

The executive session adjourned at 1:30 pm.

Board Chairperson

Board Secretary