

## NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the October 25, 2023, ESD Board Meeting

### I. CALL TO ORDER

The board meeting was called to order by Board Chair Susan Albert at 12:01 pm.

Board members present were Susan Albert, Marcia Henkle, Mary Kunkle, Richard Johnson and Cathi Nelson. NCESD staff present included Superintendent Michelle Price; Director of Technology Pete Phillips; Executive Director of Finance Jason Williams; Executive Director of Student Success and Learning Bill Eagle and Executive Assistant Heather Small.

### II. CONSENT AGENDA

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

#### A. Approval of Minutes

Approved the minutes of the September 27, 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 \$1,765,598.50 for September.

September Month-End Warrant Register 801141256 to 801141343 totaling \$208,710.

August Comp Tax Sales Tax Wire Transfer 202200094 totaling \$928.17

September Co-op Warrant Register 801141344 to 801141346 totaling \$174,851.50

Void/Reissue Warrant Register 801136200 to 801141318 totaling \$-2,000.00

Void/Reissue Warrant Register 801140210 to 801141337 totaling \$-30.00

October NCWWCT Special Co-op Warrant Register 801141347 totaling \$41,283.88

October NCWWCT Special Co-op Warrant Register 801141348 totaling \$29,604.84

October Mid-Month Warrant Register 801141349 to 801141467 totaling \$249,989.84

October Co-op Mid-Month Warrant Register 801141468 to 801141469 totaling \$81,876.74

September Comp Tax Wire Transfer 202300005 totaling \$1,470.13

October NCWWCT Special Co-op Warrant Register 801141470 totaling \$44,877.41

October Special Warrant Register 801141491 totaling \$17,074.05

September Payroll amount was \$1,765,598.50

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

#### D. Personnel

##### New Hires

- Holly Bringman, Apple STEM Network Coordinator, effective October 9, 2023

##### Resignations

- Robin Richter, effective October, 17, 2023

##### Travel Requests

- None

##### Surplus

- See Attached

### III. **PUBLIC COMMENTS AND COMMUNICATION**

There were no public comments or communication presented.

#### IV. STAFF REPORTS

##### A. Technology Services - Pete Phillips

- Cyber Security Summit will take place at the convention center, with 5 keynote speakers
- Provided an updated map of the new road proposal to all board members
- Jason and Pete attending a meeting at the city and shared a timeline proposal for the road project. In January there should be communication on some meetings with businesses that will be affected by the project. They will continue to keep the board updated on this project as it develops.

##### B. Human Resources and Crisis Co-op - Suzanne Reister

- No Report Today

##### C. Educational Services - Linda McKay

- Strategic planning kicked off with Eastmont last month. The 4<sup>th</sup> session with Orondo was completed last night and the team will be meeting with Waterville soon.
- Recently had on-site visits at Lake Roosevelt, Nespelem, Soap Lake, Chelan, Manson, Orondo, Eastmont and Wilson Creek.
- ESD will be continuing as field supervisors for the EWU Teaching Program again this year. EWU Train to Teach program has 19 teachers in the program this year.
- Eleven administrators recently attended the Courageous Principals training in Texas. Shout-out to Ashley Goetz for coordinating and making this happen. There are currently 39 signed up for the next session.
- Attendance and Reengagement work is beginning.
- Migrant and School Improvement work is a large focus again this year.
- Recently attended the Career Expo in Moses Lake. The team did an amazing job putting the event together and it was a fun experience.
- March 21<sup>st</sup> the superintendents meeting will be at the government building in Nespelem and will include building principals as well.
- Bill added that we continue to provide training to principals who evaluate teachers and have picked up the trainings for ESD 113 this year. These are required trainings for principals to be able to evaluate teachers and content is specific to the framework selected by the district.

- Shout-out to Darcy Johnson and her work on our MASH program, which is a mobile behavior support unit for students. The program was recently observed in action while at Ephrata and we received very positive feedback on the program.

D. Administrative Services (Internal) - Jason Williams

- Trisha's team is hard at working district month ends, which are due today.
- Currently have a lab of 15 business managers working in the building today to meet the deadline.
- 17 districts that are running a levy next year, so currently receiving lots of questions for guidance.
- Workers Comp is getting the year kicked - off for the safety incentive program with Paul and Jenny out visiting districts.
- ESD team is currently working hard on getting our year end wrapped up.
- Our spending and revenues are right in line with our projections for the new fiscal year.
- Potential for additional money coming in the MASH program.

E. Administrative Services (External) - Trisha Schock

- Report provided by Jason today (see above)

## V. ACTION ITEMS

A. Resolution No. 2023-05 November Payroll and Accounts Payable

\*\* It was moved by Richard and seconded by Marcia to approve the Resolution No. 2023-05 and Resolution No 2023-06. Motion carried.

B. Resolution No. 2023-06 November New Hires and Resignations

- See above motion for approval.

## VI. NEW BUSINESS

A. Policy No. 2905 Opioid Overdose Policy

Michelle shared that we are asking to have a policy added to provide Narcan to our school districts and have staff trained to administer and carry Narcan for home visits for our ESIT team. It is required for Narcan to be provided in our schools.

\*\* It was moved by Cathi and seconded by Mary to approve Policy No. 2905 Policy No. 2910 as presented. Motion carried.

B. Procedure No. 2905 Opioid Overdose Procedure

- See above motion for approval.

C. Policy No. 2910 - Defibrillator Policy

- We currently have defibrillator on-sit and are formalizing our policy. Appr
- See above motion for approval.

## VII. INFORMATION

A. OSSI Presentation - Ashley Goetz

Ashley joined the meeting today via zoom to provide an overview on school improvement and the work we do. She provided a short presentation. The role of the ESD in this process is provide support, develop and deploy a team to districts and schools based on need, provide individual content support, technical support and program development, and embed Improvement Science principals into SIP goals and activities as well as collaborate with OSPI and our continuous improvement partners.

Linda is the school improvement champion and shared that every time she meets with Liza, the overall supervisor at OSPI, she is complementary of Ashley and the work she has done.

B. AESD Executive Board Report

Marcia shared the next meeting will be in November and she will provide a report at our December board meeting.

C. AESD Conference Planning Update

Nothing new to report today. The team will meet again in early December and will share any updates at the December board meeting.

The team is currently in the process of solidifying keynotes.

D. NCEF Report

Cathi shared that this year they have added collaborative grants for the awards this year. 44 collaborative applications and 135 individual applications

were received. 99 grants were funded for 186 teachers, which totaled almost \$50,000 which is the largest amount so far. Currently there are 65 grants that were not funded so the foundation is doing some work out in the community in asking for donations to support these grants.

November 14<sup>th</sup> at 6:00 pm will be the foundation awards in Soap Lake, Wenatchee and Pateros.

E. Board Elections

Congratulations to Larry, Marcia and Michael who won re-election and will continue on in their current board positions.

F. WSSDA Conference

Reminder of the upcoming WSSDA conference. We will debrief the conference at the December board meeting.

**VIII. SUPERINTEDENT/BOARD REPORTS/COMMUNICATIONS**

A. The Latest of “Michelle’s Moments”

- The December board meeting will be on Wednesday, December 13<sup>th</sup> at 5:00 pm at Michelle’s home.
- Recently visited Stehekin to meet with new teacher Mechelle LaLanne.
- Have also been out to Entiat, Orondo, Palisades and Quincy.
- Recently kicked-off telehealth with 5 sites up and going in districts enabling kids to access their health provider remotely.
- Will be attending USIP board meeting so. There is a lot of discussion on the increased costs of insurance. The board has come up with some strategies. There is May 1<sup>st</sup> deadline to have numbers out.
- Presentation to healthcare authority on behavioral mental health of students. We hope to continue the work we are doing with SAPS and to expand.
- Superintendent lunches continue and are well attended.
- Recently held a new staff welcome by zoom with 20 staff members.
- Participated in WSSDA board of distinction. Quincy and Cascade were both nominated for recognition.
- HVAC system is on target to be installed next year.
- We are on track with our goal to pay off our building this year.
- CCL team did a great job on the recent career expos in three counties. All events were well attended by students.

- We recently added Holly Bringman in the Apple STEM role.
- Will be working on a pre-apprenticeship model in Okanogan county.
- Good Jobs funding - end of November we should know if some of these grants will be funded.
- Working with CWU and WSU on a partnership to have a grant available for a principal prep program.
- Michelle provided each board member with a copy of the book Answering Why by Mark C. Perna.

**IX. ADJOURMENT**

The regular business meeting was adjourned at 1:30 pm.

---

Board Chairperson

---

Board Secretary