

## NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

### Minutes of the September 27, 2023, ESD Board Meeting

#### I. CALL TO ORDER

The board meeting was called to order by Marcia Henkle at 12:05 pm.

Board members present were Marcia Henkle, Richard Johnson and Cathi Nelson. NCESD staff present included Superintendent Michelle Price; Pete, Suzanne Trisha, Jason and Executive Assistant Heather Small. Bill Eagle, Becca

#### II. CONSENT AGENDA

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

##### A. Approval of Minutes

Approved the minutes of the August 23, 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 \$1,782,946.77 for September.

Void August AP Payroll Warrant Register 801140950 and 801140955 totaling \$-7,440.00

Reissue August AP Payroll Warrant Register 8011400965 - 801140966 totaling \$7,440.00

August Special Co-op Warrant Register 801140967 totaling \$14,937.69

August Month-End Warrant Register 801140968 to 801141052 totaling \$503,360.64

July Comp Tax Sales Tax Wire Transfer 202200092 totaling \$356.04

June Adj. Comp Tax/Sales Tax Wire Transfer 202200087 totaling \$-26.79

August Co-op Warrant Register 801141053 to 801141055 totaling \$83,023.67

Void Warrant Register 801140716 totaling \$-5,648.61

September Special Co-op Warrant Register 801141056 totaling \$37,334.84

September Special Co-op Warrant Register 801141057 totaling \$79,697.70

September Special Co-op Warrant Register 801141058 totaling \$195,702.33

September Mid-Month Warrant Register 801141059 to 801141197 totaling \$243,462.48

September Co-op Mid-Month Warrant Register 801141198 to 801141226 totaling \$323,732.60

August Comp Tax Wire Transfer 202200093 totaling \$435.00

Co-op Void Warrant Register 801141202 totaling \$-6,500.00

Co-op Reissue Warrant Register 801141227 totaling \$6,500.00

September Special Co-op Warrant Register 801141228 totaling \$23,863.33

September Special Co-op Warrant Register 801141255 totaling \$16,107.06

September Payroll amount was \$1,782,946.77.

#### D. Personnel

##### New Hires

- Beidit Escalera, Student Assistant Professional, effective September 8, 2023
- Araceli Flores, Student Assistant Professional, effective September 11, 2023
- Kylie Fordon, Occupational Therapist, effective September 18, 2023
- Mayra Mora, Family Resource Coordinator Assistant, effective September 25, 2023

### Resignations

- None

### Travel Requests

- Carissa Haug, 2023 Safer Choice Partner Awards Summit, Arlington, VA, October 1-3, 2023
- Jason Williams, ASBO Annual Conference, National Harbor, MD, October 17-23, 2023
- Jennifer Chamberlain, ASBO Annual Conference, National Harbor, MD, October 17-23, 2023
- Nicole Courtney, ASBO Annual Conference, National Harbor, MD, October 17-23, 2023
- Debbie Cook, ASBO Annual Conference, National Harbor, MD, October 17-23, 2023
- Angela Allred, ASBO Annual Conference, National Harbor, MD, October 17-23, 2023
- Bill Eagle, Courageous Principals, Dallas, TX, September 28-October 1, 2023
- Ashley Goetz, Courageous Principals, Dallas, TX, September 28-October 1, 2023
- Carissa Haug, OpenSciEd Training, Nashville, TN, December 5-9, 2023
- Pete Phillips, ASU+GSV Summit, San Diego, CA, April 13-18, 2024

### Surplus

- None

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

There were no public comments or communication presented.

#### IV. NEW BUSINESS

##### A. Board Operating Principles

The board operating principles were previously reviewed by the board at the August board retreat.

\*\* It was moved by Cathi and seconded by Richard to approve the board operating principles as presented. Motion carried.

##### B. Policy No. 5350 - Vacation Leave Policy

This change separated the policy from the procedure to follow the format of our other policies and procedures, no other changes made to language.

\*\* It was moved by Richard and seconded by Cathi to approve the separation of the vacation leave policy and procedure as presented. Motion carried.

##### C. Procedure No. 5350 - Vacation Leave Procedure

See above

#### V. INFORMATION

##### A. Communications Plan Update

Becca joined the meeting today to provide an update on our communications plan and share a recap of how the communications plan works in our school district.

She shared that we have been having a large focus on external communication this past year and launched our external monthly newsletter. We saw a 16 % increase in subscriber growth with the newsletter. The most engaged with the newsletter is the ESD staff.

- 33% increase on overall website blog traffic in the last year. Next steps are updating the website and ADA compliance into the work we are doing.
- LinkedIn grew by 54.78% with regular posting and highlighting ESD stories.
- 75% increase in Facebook engagement.
- Looking to increase social media growth for the coming school year.

- Becca has created a menu of services for individualize marketing support for our districts as part of our pd outreach
- The #NCESDinAction campaign was a paid campaign that highlighted NCESD staff stories.
- Last year we developed a staff intranet that includes employee resources that include HR & employee resources, logos & templates, department highlights archives and travel resources. We will continue to add resources for staff.
- NCESD department highlights was a highly visited page. This included short 5 minute or less videos that gave more information on individual departments at the ESD. 90% of staff said they learned something new about a department based on watching a video highlight.
- A handout was provided to the board after the presentation.

#### B. OSSI Presentation

- The OSSI presentation with Ashley Goetz will be moved to the October board meeting.

#### C. AESD Executive Board Meeting Update

- Marcia shared the report for the AESD executive board meeting on September 12<sup>th</sup>.
- Legislative updates from Melissa Gombosky. The democrats currently have complete control over the house and senate. Everyone is currently focused n the November elections.
- Behavioral health and Career Connected Learning to continue to be hot topics, along with transportation.
- Attended an educational opportunity Zoom yesterday for legislature. There were 27 legislators and committee chairs on the Zoom, as well as someone from the governor's office. Provided an overview of the AESD and how they work collaboratively and the work that they have been doing. A video on SAP services, including student voices on the impact of the program was shared. The ask is to maintain current support and add additional funds for these important services.
- Planning a meeting with HCA on behavioral health services before the legislative session.
- Hot topics: In August 3 of 5 school board members at Richland School District were voted out by court order. They reviewed the WACs and RCWs

- An action item was given to each ESD to write a letter to congress urging them not to close. The board previously received a copy of the letter from Michelle via email.
- Discussed the new board election process through WSSDA and encouraging our local school boards to vote.
- Highlighted the importance of accreditation and of board members participating in the panels
- Upcoming dates for state accreditation panels are: May 13-15 in Olympia and May 20-21 in Spokane
- The theme for the 2024 AESD conference in Lake Chelan will be, The Future is Bright! Elevate. Empower. Engage.
- The meeting ended with review of the surveys on professional development they would like at the upcoming meetings. Conference, more opportunities for networking and mixing with other ESDs. Content of the conference should focus on ESD work. Collaboration with school district boards was also another wondering. Actual conference planned by AESD executive board. Another topic of discussion was the fee structure that is equitable for upcoming conference.

#### D. Board Elections

- The board election window is from October 1<sup>st</sup> to October 16<sup>th</sup>.
- All current board members up for re-election have submitted their declaration of candidacy through the WSSDA website elections page.

## VI. STAFF REPORTS

### A. Student Success & Learning - Bill Eagle

- Linda and Bill are currently working with three districts on their Strategic Plans.
- Will be attending the Courageous principals conference in Texas this coming week with area district principals.

### B. Human Resources - Suzanne Reister

- Beginning Sept 1<sup>st</sup> Paul Harrison steps into his role as manager for workers comp, with Suzanne reducing her schedule to 3 days a week beginning Monday.

- Currently wrapping up most of hiring. It was a busy August with bringing on 20 new staff since late spring. We have a total 175 total staff as of yesterday.
- Kick-off 7 Habits with staff again beginning with the staff meeting this coming Friday.

C. Technology Services - Pete Phillips

- Career Fairs are coming up in October in Okanogan, Moses Lake and Wenatchee.
- The bike program is up and running. The bike trailer arrived last week and is currently in Orondo providing a bike safety training.

D. Workers Comp / Administrative Services (Internal) - Jason Williams

- Workers comp - Paul and Jenny out in district handing out safety incentive checks to our districts. All but 2 of our districts participated in the rebate program this past year.
- Financial - new report in the board packet today. Worked over the last month to help streamline the reports.
- Michelle, Jason and Trish meet monthly to go over reports thoroughly program by program.
- OSPI would like to meet with the ESDs on financial statements and budgets and help streamline our documents. The first meeting took place yesterday.

E. Administrative Services (External) - Trisha Schock

- Jason's team rocked September payroll.
- Continuing to work through ISC collaboration. Lots of new challenges and exciting work.
- Year end labs have been taking place. 7 labs with several more to go. Year end is due October 25<sup>th</sup>.
- Two new business managers coming on in districts in the next couple of months.

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

A. The Latest of "Michelle's Moments"

- Thank you to the leadership team and board at the ESD. We have such a dynamic and amazing team.

- Becca just recently put together something the migrant team.
- Getting out into districts. Spending extra time with the 5 new superintendents in our region
- AESD continue to serve as chair for superintendent group. MTSS and Behavior Health.
- Recently met with Senator Wilson and Melissa G. to discuss coordinator
- Helped at Westside HS welcome back
- Port partners with Pete
- Chelan PUD grand opening October 4<sup>th</sup>
- County lunches have all taken place with every superintendent participating.
- SAC meeting was last Thursday at the ESD.
- Collaboration zoom Monday took place this week
- Work as CCL executive sponsor continues
- We received a grant from HB1013 to work on pre-apprenticeship development over two years in Okanogan county.
- Last day in a half with cabinet and associate directors at the ESD. Working on collaboration, troubleshooting and teamwork with our staff.
- WSU and CWU develop local regional principal prep program. WSU attended September SAC meeting and CWU will be at the October meeting.
- Vice-chair of workforce development board. Facilitated a meeting last night.
- Kicked of our regional tele-health model. Manson, Soap Lake, Orondo, Wilson Creek and Waterville are all participating in the program. Tremendous work by Cathy Meuret on getting this work going. We hope to see this program expand and remove barriers for children and families to receive medical care when they need it.
- Mentoring a principal in Quincy this year.
- Dr. Sue Kane just wrote two grants to the Gates Foundation that we received.
- Staff retreat took place on September 8<sup>th</sup> at the convention center.

## VIII. ADJOURMENT

The regular business meeting was adjourned at 1:27 pm.

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Board Chairperson

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Board Secretary