

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the September 28, 2022, ESD Board Meeting

I. CALL TO ORDER

Board Chair Marcia Henkle called the regular business meeting to order at 12:04 pm.

Board members present were Marcia Henkle, Susan Albert, Mary Kunkle, 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.

II. CONSENT AGENDA

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

A. Approval of Minutes

Approved the minutes of the August 24, 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 \$1,583,676.07 for September.

August Month-End Warrant Register 801138162 to 801138234 totaling \$350,619.25

August Co-op Month-End Warrant Register 801138235 to 801138237 totaling \$57,772.75

September Special AP Run Warrant Register 801138238 to 801138240 totaling \$628.29

Special Payroll Run Warrant Register 801138241 to 801138241 totaling \$267.38

September Mid-Month Warrant Register 801138242 to 801138334 totaling \$241,705.34

Void and Reissue Warrant Register 801138176 to 801138259 totaling \$3,514.87

July Comp Tax Sales Tax Wire Transfer 202100104 totaling \$415.97

September Co-op Mid-Month Warrant Register 801138335 to 801138361 totaling \$293,457.11

August Mid-Month Special Run Warrant Register 801138130 to 801138130 totaling \$455.38

September Payroll amount was \$1,583,676.07.

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

D. Personnel

New Hires

- None

Resignations

- None

Travel Requests

- Sue Kane, Lumina Conference, Indianapolis, IN, September 27-October 1, 2022
- Sue Kane, Tech Spark, El Paso, TX, October 2-7, 2022
- Lindsey Harvey, STAR Sensory Symposium, Denver, CO, October 12-16, 2022
- Jannel Burton, STAR Sensory Symposium, Denver, CO, October 12-16, 2022
- Rayana Hill, ASHA Convention, New Orleans, LA, October 16-20, 2022
- Suzanne Reister, PRIMA Conference, Alexandria, VA, October 17-22, 2022
- Paul Harrison, PRMIA Conference, Alexandria, VA, October 17-22, 2022

- Leanne Lafferty, ASHA Convention, New Orleans, LA, November 17-19, 2022
- Anna Munsey, ASHA Convention, New Orleans, LA, November 17-19, 2022
- Maurita Andrews, ASHA Convention, New Orleans, LA, November 17-19, 2022
- Cathy Mullin, ASHA Convention, New Orleans, LA, November 17-19, 2022
- Kaelyn Bruner, ASHA Convention, New Orleans, LA, November 17-19, 2022
- Erin Seaburg, ASHA Convention, New Orleans, LA, November 17-19, 2022
- Madison Andrews, ASHA Convention, New Orleans, LA, November 17-19, 2022

E. Surplus

- See Attached

III. STAFF REPORTS

A. Technology Services - Pete Phillips

- The Career Connected Learning team is busy with events, including Science in our Valley series.
- We have a Computer Science Fair coming up on November 9th.
- The TEALS program has been a very successful computer science program.
- Coming off summer of installing new equipment in our districts. Continuing to migrate districts to the cloud and 2 factor authentications for security.
- The first-floor staff room will be going through an update this fall.
- We recently started some weekend trainings with Code.org
- Attended the NW Tech Alliance awards luncheon this past week.

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

Michelle shared that the team has been out in the districts and making connections with all the new superintendents, as well as delivering incentive checks.

C. Educational Services - Dr. Linda McKay

- In August we were busy with the Leadership Summit, Inclusionary practices and STEM Summit.
- We provided onsite August trainings in Wenatchee, Warden, Brewster, Waterville, Moses lake, Cascade and Quincy, just to name a few.
- Wenatchee has established their Math Identity with Andy that they rolled out at their August institute.
- We have really ramped up our team, which is very exciting.
- We received more School Improvement and Migrant funds this year, which allowed us to make some additional hires.
- We recently hired a new MTSS person who came from the Wahluke School District.
- Darcy, Leanne and Janelle are doing a great job on special services.
- Continuing support and mentoring in Moses Lake School District.
- Recently started working with new leadership team in Grand Coulee School District along with Eric Johnson and Darcy Johnson.
- Currently serving on a small AESD workgroup as the Asst Supt representative.
- Working closely with Veronica Guerrero with OSPI this year.

D. Administrative Services - Trisha Schock

Trisha shared that our fund balance is currently strong and spent time review the financial documents included in the board packet this month.

Our workers comp and unemployment fund balances are also strong.

We will begin implementing the new GASBY requirements this year.

We are currently providing services in many of our districts and recently converted another district to Qmulativ in September. Software migrations will continue into next year.

We have expanded our finance offerings into other ESD regions.

We recently launched a new payroll academy that is going very well.

IV. NEW BUSINESS

A. Communications Update

Becca shared an update on communication priorities for the coming year.

The new program guide and directory is currently at the printers.

Many departments are now sending out department specific newsletters out to their contacts.

B. Board Retreat Follow-up

Marcia thanked Cathi for hosting our August board retreat at her home and everyone agreed it was a great meeting at a great location.

C. AESD Executive Board Meeting Debrief

Michelle attended the AESD Executive board meeting on Monday.

There was a presentation from the Region16 Washington state grant directors. The grant is in year 4 of a 5-year grant.

The legislative session begins in January. This could be a significant turn over in the legislature.

The state budget is looking in good shape. Employment is up and unemployment down.

The OSPI decision package for their budget recently went out.

The next meeting is November 16th via zoom.

The new contract and agreements should be ready by the April meeting.

V. ACTION ITEMS

A. Adoption of Board Operating Principles

The board discussed the operating principles document and made suggestions for changes.

The document will be updated with changes requested and presented at the October board meeting for approval.

B. Adoption of Emergency Plan

Michelle review the internal emergency plan binder with the board.

** It was moved by Michael and seconded by Cathi to approve the Updated internal emergency plan. Motion carried.

VI. INFORMATION

A. NCEF Teacher Grants

The foundation has received a significant number of applications and will be reviewing application next week.

The awards will be presented via zoom on October 27th at 6:00 pm.

VII. SUPERINTENDENT/BOARD REPORTS/COMMUNICATIONS

A. The Latest of "Michelle's Moments"

Michelle shared that it has been a great fall. Exciting to be back out in districts and have a full building with trainings.

There are 14 new superintendents this year and we are doing mentoring and regular check-ins to support them this year.

Currently participating in the WASA mentor academy, and mentoring Stephanie Andler.

Recently started serving on the InvestEd board.

WSISP board meeting, work force development board meeting

County superintendent groups have kicked off monthly luncheon meetings in Chelan/Douglas, Grant and Okanogan counties. These are informal in nature and designed for them to collaborate regarding county work.

We continue to meet with the Department of Health twice a month via zoom. We discussed new COVID rules in August and another update will be coming on October 17th.

Currently serving as the Chair/Lead for AESD Superintendents group and continuing as the executive sponsor for Career Connected Learning

We will have a 7 Habits focus at our staff meetings this year.

Participating as a keynote presenter for Women in Leadership in Pendleton, Oregon this coming weekend.

The next board meeting will be held on Wednesday, October 26, 2022 beginning at 12:00 pm at NCESD.

End time 1:46 pm.

Board Chairperson

Board Secretary