

## NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

### Minutes of the September 23, 2020, ESD Board Meeting

#### I. CALL TO ORDER

The ESD Board met via Zoom. Board Chair Larry MacGuffie called the meeting to order at 12:02 pm. Board members present were Susan Albert, Marcia Henkle, Mary Kunkle and Michael Musick. NCESD staff present included Superintendent Michelle Price; Assistant Superintendent Linda McKay; Director of Technology Pete Phillips; Executive Director of HR/Workers Comp Suzanne Reister; Executive Director Business office Trisha Schock; and Executive Assistant Heather Small.

#### II. CONSENT AGENDA

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

##### A. Approval of Minutes

Approved the minutes of the August 26, 2020 board meeting.

##### B. Approval of Financial Reports

Approved the financial reports as presented.

##### C. Approval of Vouchers and Payroll

Approval of vouchers and warrants

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 \$960,635.77 for September payroll.

August Co-op Month-End Warrant Number 801133990 through 801133995 totaling \$530,984.57

August Month-End Warrant Number 801133932 to 801133989 totaling \$171,564.17

July Comp Tax Wire Transfer Number 201900100 totaling \$307.03

August Extra Co-op Worker's Comp Warrant Number 801133996 totaling \$120,622.00

August Extra Co-op Unemployment Warrant Number 801133997 totaling \$334,307.30

September Mid-Month Warrant Register 801133998 to 801134043 totaling \$117,803.27

September Co-op Mid-Month Warrant Register 801134044 to 801134047 totaling \$178,130.65

August Comp Tax Wire Transfer Number 201900101 totaling \$97.75

September Payroll amount was \$960,635.77

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

D. Personnel

New Hires

- None

Resignations

- Kristin Lester, effective August 31, 2020
- Barbara Guzman, effective September 24, 2020

E. Travel Requests

- None

F. Surplus

- None

## STAFF REPORTS

### A. Educational Services - Linda McKay

Linda shared that our ESD has been providing virtual professional development to our districts since March. We continue to provide lots of paraeducator trainings. Both synchronous and asynchronous trainings are being provided by our staff.

The STEM Summit was a huge success. Our goal was to have 500 attendees and we had over 700, including the presenters. It was over 9 days with some great keynotes. Evening sessions were added from 5:30 - 7:00 pm with over 40 participants attending each session. This year focused on Early Learning during the evening sessions, which was a great time slot for childcare providers.

We have secured additional grants this year for Media Literacy, PESB, a CCW Grant for virtual career fairs and a Computer Science grant. We are currently waiting to hear back on an arts integration grant for \$35,000.

Michelle, Sue and Josie worked on a grant to provide professional development for child care and EL providers focusing in the Okanogan area.

We have provided districts with options regarding science kit rotations this year.

Linda added that she is also serving at the Assistant Superintendent representative for the AESD network this year.

### B. Administrative Services - Trisha Schock

Trisha shared that we continue to get new district contract and our financial health is looking good with a positive fund balance.

We are anticipating a larger impact on our OPEB.

We are excited to share that the student team has been working hard to get Eastmont on the Qmlativ software. They also continue to work on software migrations with other districts.

Mary and Suzie are continuing work on the accounts payable side. Both Jason and Trish have been working with local business managers to help navigate the enrollments drops and how it affects their funding.

C. Technology Services - Pete Phillips

Pete shared that there were over 700 STEM Summit attendees in August.

The STEM Summit this year was a true team effort with all the technology, zoom and recording need. We had about 15 ESD staff members helping to coordinate this online event.

Pete continues working as a state through AESD on the Learning Management System (LMS).

We have a new security contract with Okanogan school district. The ESD Net Serv department continues to provide support to our districts.

K-20 statewide has opened up the bandwidth to all our districts at the school hub.

Science kits and the refurbishment center is still going. We are currently looking at a new configuration for the space as we are out of room and looking at future expansion opportunities.

The new NCESD webpage is in the beginning stages and more will be shared as things move forward with the design and transition.

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

Suzanne shared that there are currently 17 districts participating in the ACI Employee Assistance program. This program has allowed smaller districts access to a program like this.

The team is currently helping several districts navigate reductions in staff and designing a plan that would meet their individual needs.

On the unemployment front there was an increase in claims due to furloughs at the beginning of the school year but that is slowing down with many districts bringing employees back in the building.

Most of the fraud claims through Employment Security have been removed. The August statement should be arriving any day and will be reviewed for accuracy.

There has been a decline in Workers Comp claims since March. We recently wrapped up the 2019-2020 incentive program, which is now in its 4<sup>th</sup> year. For districts that participated in this program we rebated back about \$5,600.

The Safety Services team did a great job this last spring with Zoom trainings twice a week. They will begin offering trainings again in the next month. The team will also begin walk-thrus as part of the safety incentive program in the next couple months.

#### I. OLD BUSINESS

##### A. Social Media Policy/Protocol

The board reviewed the social media guidelines shared at last board meeting. These guidelines will be added to the staff handbook and shared at the annual staff update in August, and as part of the onboarding process for new employees.

Mary suggested that board members be included in the social media guidelines and held to the same standards as ESD staff.

#### IV. NEW BUSINESS

##### A. AESD Executive Report

Marcia screen shared the AESD meeting handouts via zoom and reviewed the power point from the meeting held on September 16<sup>th</sup>.

There was a handoff of the presidential lead from Carl Johnson to John Zurfluh, who will be the new chair for the next 3 years.

Regional Coordination set course for school district support - what a good job we have done throughout the state in getting and responding to the district's needs.

Communication continues to flow from local, to regional, to state.

From April to June 2020 over 3,000 participants from 134 school districts participated in ReImagine WA Ed, the AESD Professional Learning model. This partnership continues with Jeff Utecht.

The AESD Learning Management System (LMS) has provided \$2.3 million in funding to ESD. As of today over 8,000 teachers have participated in these on-demand training modules.

410 entities received PPE through the AESD bid, which includes public and private schools plus ESDs. Approximately 10 million PPE items have been purchased.

Jessica Vavrus, Executive Director of the AESD/OSPI Network shared the 3 visions of the network which are strategic relationships, grow the network and tell our story.

The ESD Superintendents are going to put questions and scripts out to their boards to discuss at the October meeting to determine board member development needs. Marcia will provide an outline at the next board meeting. These will be reviewed by the conference planning group in November and ready for supports or more discussion at the January meeting.

The AESD 2021 Conference will be canceled due to concerns with COVID-19.

The ESD Superintendents are proposing that beginning in 2022 the conference would take place every other year starting in Spring 2022. It would be co-sponsored with multiple ESDs. For Spring 2022 ESD121 and ESD113 would work together. Further discussion still needs to take place at the November meeting.

Larry shared that he liked the every other year plan and teaming up with another ESD for the planning efforts. Mary agreed that this was a good proposal. Mike was also in agreement, as our budgets over the next couple years remain uncertain. Susan expressed concerns over connection and relationship building with having an every other year model.

## B. COVID-19 and Our Schools Update

Linda shared that Okanogan county is currently at 21 per 100,000 and are planning on bringing kids back to school in different forms in the month of October.

Chelan/Douglas counties remain in phase 1.5. Districts need to get re-entry plans approved by the health department before moving forward with re-entry.

Grant county is currently in phase 2. Moses Lake School District is currently open.

There continues to be a big push in getting more kids back in school, in small groups starting with the elementary level. There is a lot of discussion in districts about mask breaks.

Eastern Washington Superintendents will be participating in a zoom tomorrow discussing what re-open will look like for schools and learning from district Superintendents who are already in re-entry.

Our districts continue to be creative in providing services to students. One example, Orondo School District is sending paraeducators to homes to provide supplemental instruction to students and helping to troubleshoot technology.

## V. ACTION ITEMS

### A. Approval of ESD Racial Equity Policy

Mary suggested also including the board in part of the policy. Mike agreed.

As the board policies are currently separate from staff policies, it was decided that a separate policy would be added specifically for the board. Suzanne will work with Michelle to update the board policy.

\*\* It was moved by Marcia and seconded by Mary to adjourn the meeting. Motion carried.

The meeting adjourned at 1:29 pm.

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Board Chairperson

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Board Secretary