

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the August 28, 2024, ESD Board Meeting

I. CALL TO ORDER

The regular board meeting was called to order by Board Chair Susan Albert at 12:00 pm.

Board members present were Susan Albert, Larry MacGuffie, Michael Musick, Mary Kunkle and Cathi Nelson. NCESD staff present included Superintendent Michelle Price; Deputy Superintendent Linda McKay; Executive Director of Human Resources Suzanne Reister; Executive Director of Technology Pete Phillips; Assistant Superintendent Trisha Schock; Executive Director of Finance & Operations Jason Williams and Executive Assistant Heather Small.

II. CONSENT AGENDA

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

A. Approval of Minutes

Approved the minutes of the June 26, 2024, 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 \$1,865,710.69 for July and \$1,852,592.53 for August.

June Month-End Warrant Register 801143567 to 801143646 totaling \$331,220.82

June Co-op Month-End Warrant Register 801143587 to 801143616 totaling \$46,438.27

May Use Tax - Sales Tax Wire Transfer 202200101 totaling \$165.92

July NCWWCT Special Co-op Warrant Register 801143647 totaling \$58,583.25

July NCWWCT Special Co-op Warrant Register 801143648 totaling \$21,233.34

July Mid-Month Warrant Register 801143649 to 801143751 totaling \$489,801.87

June Use Tax - Sales Tax Wire Transfer 202200102 totaling \$167.15

July Void/Reissue Warrant Register 801143270 to 801143649 totaling \$1,438.96

July NCWWCT Special Co-op Warrant Register 801143752 totaling \$45,532.68

July NCWWCT Special Co-op Warrant Register 801143778 totaling \$31,120.49

July NCWWCT Special Co-op Warrant Register 801143779 totaling \$24,900.54

July Month-End Warrant Register 801143780 to 801143878 totaling \$640,225.98

July Co-op Month-End Warrant Register 801143842 to 801143875 totaling \$52,516.81

June Use Tax - Sales Tax Wire Transfer 202200106 totaling \$825.62

August NCWWCT Quarterlies Warrant Register 801143879 to 801143881 totaling \$606,578.73

August GF Special Run Warrant Register 801143882 totaling \$1,188.41

August NCWWCT Special Co-op Warrant Register 801143883 totaling \$51,098.06

August Mid-Month Warrant Register 801143884 to 801143965 totaling \$382,002.29

August Co-op Mid-Month Warrant Register 801143887 to 801143949 totaling \$60,640.71

July Use Tax - Sales Tax Wire Transfer 202200107 totaling \$7,798.01

August Void/Reissue Warrant Register 801143740 to 801143966 totaling \$1,438.96

August Void/Reissue Warrant Register 801142730 to 801143967 totaling \$199.27

August Special GF Run Warrant Register 801143968 totaling \$11.00

August NCWWCT Special Co-op Warrant Register 801143969 totaling \$29,917.35

July Payroll amount was \$1,865,710.69 and August Payroll amount was \$1,852,592.53

D. Personnel

New Hires

- Blaine Pellegrini, Systems Tech 1, effective July 1, 2024. (internal hire)
- Devon Owley, System Tech 1, effective July 2, 2024. (internal hire)
- Deisy Tovar, Migrant Education Nurse, effective September 1, 2024
- Blanca Salgado, Migrant Education Nurse, effective September 1, 2024

Resignations

- Debbie Cook, effective August 31, 2024
- Samantha Leahy, effective August 31, 2024
- Suzanne Reister, effective September 30, 2024

Travel Requests

- Carissa Haug, NSTA Conference, New Orleans, LA, 11/6/2024-11/12/2024

Surplus

- See Attached

III. PUBLIC COMMENTS AND COMMUNICATION

- There were no public comments or communication presented.

IV. STAFF REPORTS

A. Human Resources and Crisis Co-op - Suzanne Reister

- Mentoring and training Flor for the past year and have been continuing the transitioning the past 3 months with moving Flor into the HR office.
- Currently interviewing for several positions based on the needs of our schools and contracts coming in.
- Transitioned all our school district to Red Rover.
- Michelle shared that Suzanne's last board meeting will be in September, followed by a retirement celebration.

B. Educational Services - Linda McKay/Bill Eagle

- Bill shared that this is a busy time for Learning and teaching as we help schools kick off the new year.
- There has been feedback from our district's staff who attended our annual Leadership Summit and a great time for districts to connect. Some of the districts have already been implementing what they learned at the event.

- Bill had the opportunity to participate in Cashmere School Districts Leadership Team Kick-off meeting.
- Another successful STEM Summit just wrapped up, Pete will share more in his update today.
- We have two migrant nurse coordinators who will be joining the ESD in September. This is a new position for us.
- Linda and Bill have applied for a grant to coach attendance and reengagement work in collaboration with ESD105.
- Linda is working closely with the OSPI leadership team on institutional education (HB1701) that works with incarcerated students.
- We are continuing to provide support services to Moses Lake School District.

C. Technology Services - Pete Phillips

- STEM Summit was a great success with attend just under 400 on the first day.
- 3 additional ESDs were added to the Bicycle Education program for this coming year. This is all coordinated out of our ESD.
- The science cooperative and refurbishment center are continuing its transition with kits currently being delivered to interested districts now.
- Completed the HVAC update in the building. Everything is running much more efficiently in the building.
- Currently sitting on statewide AI, Cybersecurity and Canvas teams.
- We currently provide weekly training emails to staff on Cybersecurity and internet safety.

D. Administrative Services (Internal) - Jason Williams

- Jason and Trisha have reviewed most of the district budgets to date and are ready to move towards year end.
- Paul and Jenny have been out doing safety walkthroughs with our districts. All our districts participate and will be receiving safety incentive checks this year.
- Our financials continue to be in good shape.
- We currently have a 10-year plan for our building payoff. Michael requested an amortization schedule for our current loans be provided to the board members.

E. Administrative Services (External) - Trisha Schock

- Continuing work on the new financial dashboard documents.
- Excited for the launch of our new Business Managers Academy and our working on branding and modules. This will be ready for year-end, with plans for other modules to roll out by the end of the year.
- We are moving forward on our Laserfiche conversion with Accounts Payable as the first step, and then moving forward with Human Resources. This new system will save both time and money.

VI. **NEW BUSINESS/BOARD COMMENTS**

- Susan shared that the board loves all the work on the new evaluation tool that the leadership team has put together.
- Cathi added that the NCEF had a booth and provided a breakout session at the STEM Summit this year. The breakout session was well received by the teachers in attendance.
- Richard gave a shout out to Michelle, Trisha and Jason on all the work and planning they did in the upgrade of the building HVAC system.

VII. **SUPERINTENDENT/BOARD REPORTS/COMMUNICATION**

A. The Latest of “Michelle’s Moments”

- In closing, Michelle expressed gratitude for the amazing leadership team at the ESD and all the support of the ESD board for the work we do.

VIII. **ADJOURMENT**

The regular business meeting adjourned at 12:42 pm.

Board Chairperson

Board Secretary