

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the June 26, 2024, ESD Board Meeting

I. CALL TO ORDER

The Budget Hearing was called to order at 12:00 pm by board chair Susan Albert. The 2024-25 budget was presented by Jason Williams.

** It was moved by Cathi and seconded by Michael to approve the 2024-2025 budget as presented. Motion carried.

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

WASBO award presentation Brianne King, Exec Director of WASBO, Alina Lake Stevens School District. Presenting an award for Angela Allred who served on the WASBO board. Highlighted some of Angela's accomplishments while serving on the board.

Michelle presented Angela with the Extraordinary Teamwork award from our NCESD staff awards.

II. CONSENT AGENDA

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

A. Approval of Minutes

Approved the minutes of the May 22, 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 \$1,947,590.16 for June.

May Special Month-End Run for GF and WC Warrant Register 8011423405 to 801143406 totaling \$46,255.57

Void Warrant Register 801143405 to 801143406 totaling \$-46,255.57

June Special AP Run Warrant Register 801143407 to 801143408 totaling \$27,606.00 GF and \$43,610.17 WC

June Special WC Run Warrant Register 801143409 to 801143411 totaling \$37,037.33

June NCWWCT Special Co-op Warrant Register 801143412 totaling \$38,531.49

June Mid-Month Warrant Register 801143413 to 801143529 totaling \$206,149.26

June Co-op Mid-Month Warrant Register 801143452 to 801143526 totaling \$20,912.02

May Use Tax - Sales Tax Wire Transfer 202200097 totaling \$161.30

June NCWWCT Special Co-op Warrant Register 801143530 totaling \$53,379.02

June Mid-Month Special Run GF Warrant Register 801143531 to 801143537 totaling \$27,418.57

June Mid-Month Special Run US Bank CC Warrant Register 801143538 to 801143539 totaling \$41,500.09 GF and \$2,441.46 WC

June Mid-Month Special Run US Bank CC Warrant Register 801143566 totaling \$48.57

June Payroll amount was \$1,947,590.16

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

D. Personnel

New Hires

- Selina Sencion, HR Program Support Specialist, effective July 1, 2024 (internal candidate)

Resignations

- None

Travel Requests

- None

Surplus

- None

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

- New applicant tracking software has been implemented and the first two applicants have gone through the new system.
- Flor and Suzanne are currently working on their transition with Flor moving into Suzanne's office this week.
- July contracts and employee notices are in process and will be sent out via Docusign in the next week.
- Interviewed and hired Selina Sencion to replace Flor's position. Selina will step into her new role beginning July 1st.
- Lots of unemployment claims have been coming in and Flor and Suzanne will continue to monitor those claims and be part of the communications. Suzanne provided a brief overview to the board on the unemployment process.

B. Educational Services - Linda McKay/Bill Eagle

- No Report Today

C. Technology Services - Pete Phillips

- No Report Today

D. Administrative Services (Internal) - Jason Williams

- 75% of the way through our fiscal year. Financials continue to be in good shape.
- Financial reports look a little different this month due to the account system conversion to Qmlativ. Reports will continue to be fine-tuned in the new system.

- Trish, Jason and Michelle meet every month to discuss financials and have implemented some additional checkpoints to our processes.
- All funds are reconciled monthly with initials and dates from all checkpoints.
- Monthly Check-in: Financial reports, reconciliations, department overview and discussion,
- Audit update: everything has been provided to auditors for the accountability audit. Currently waiting to hear from the auditors on their feedback.
- Migrated our payroll and accounting to Qmlativ on June 3rd which included staff training.

E. Administrative Services (External) - Trisha Schock

- Presented an ESSER audit webinar for ASBO yesterday.
- Attended the board meeting in Cascade School District on Monday evening.
- Provided an overview of binding conditions and the process.
- Will be working with Oroville with Business Manger services and Accounts Payable
- Will continue to bring a financial component to the monthly SAC meetings.
- Budgets are coming in from districts.
- Moses Lake has a new business manager starting July 1st. Trish will help with the transition and getting the new person settled in.

V. **ACTION ITEMS**

A. Resolution No. 2024-02 Budget Approval

** It was moved by Cathi and seconded by Michael to approve the 2024-2025 budget as presented. Motion carried.

B. Resolution No. 2024-03 Summer Payroll and Accounts Payable

** It was moved by Mary and seconded by Larry to approve Resolution No. 2024-03 for Summer Payroll and Accounts Payable as presented. Motion carried.

C. Resolution No. 2024-04 July New Hires and Resignations

** It was moved by Michael and seconded by Cathi to approve Resolution No. 2024-04 for July New Hires and Resignations as presented. Motion carried.

D. Superintendents Contract

** It was moved by Larry and seconded by Cathi to approve the superintendent contract for a 3-year period as presented. Motion carried.

VI. NEW BUSINESS

A. Auditor Report

- Michelle shared that the auditor report is not yet available. We will present at the August board meeting.

B. WSSDA Fall Conference (November 21-23, 2024, in Spokane)

- Michelle provided information on the upcoming conference. A draft agenda was included in the board packet today.

C. Friend of Children/Board of the Year Updates

- Michelle and Richard presented to Paschal Sherman at their June 3rd board meeting.
- Entiat's award will be presented this evening.

D. August Board Retreat and Board Meeting

- The board retreat will take place at the ESD this year for the board retreat with a start time of 9:00 am. The board meeting will begin at the regular time.

VII. SUPERINTENDENT/BOARD REPORTS/COMMUNICATION

A. The Latest of "Michelle's Moments"

- AESD is currently working with WASA on a legislative agenda on school funding. Michelle will send info out to all board members on this project, and this will be a topic at August board retreat.
- Excited for the internal hiring of Flor's position. We will not be filling Selina's position and restructuring the ProServ workload around this shift.
- Staff Awards took place at Ohme Gardens on June 14th. It was a great day to celebrate staff.
- AESD meeting said farewell to Kevin and Larry. Ismael and Shane step into their new roles on July 1st.
- Significant insurance cost increases will be coming in Washington state.
- Currently sitting on the OSPI Roundtable. The final meeting is tomorrow with the unveiling of Chris Reykdal's priorities.
- Serving on the Workforce Development board. Exciting things going on with continuing with industry growth.
- Attending a farewell to Tim Payne, Ephrata Superintendent tomorrow.

- Meeting with Ibarra and Steele on the AESD ask of behavioral and mental health needs and the current state of school districts.
- Heading to New Haven, CT the 2nd week in July to serve on the AESA foundation board.

VIII. ADJOURMENT

The regular business meeting adjourned at 1:31 pm.

Board Chairperson

Board Secretary