

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the September 25, 2024, ESD Board Meeting

I. EXECUTIVE SESSION

The executive session was called to order at 12:00 pm and the board convened in Michelle's office for this portion of the meeting. The executive session ended at 12:10 pm and the board return to the main meeting room.

II. CALL TO ORDER

The regular board meeting was called to order by Board Chair Susan Albert at 12:15 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.

CONSENT AGENDA

Michelle requested that a personnel/leave request be added to the consent agenda. It was seconded by Richard.

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

A. Approval of Minutes

Approved the minutes from August 28, 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 \$1,862,536.23 for September.

August NCWWCT Special Co-op Warrant Register 801143992 totaling \$26,043.32

August Month-End Warrant Register 801143993 to 801144072 totaling \$257,011.30

August Co-op Month-End Warrant Register 801144021 to 801144066 totaling \$376,475.59

August Void/Reissue Warrant Register to Wire Transfer 801144017 to 202200111 totaling \$230.41

September NCWWCT Special Co-op Warrant Register 801144073 totaling \$28,100.69

September NCWWCT Special Co-op Warrant Register 801144074 totaling \$13,808.24

September Mid-Month Warrant Register 801144075 to 801144190 totaling \$156,363.16

September Co-op Mid-Month Warrant Register 801144085 to 801144188 totaling \$106,081.63

September NCWWCT Special Co-op Warrant Register 801144215 totaling \$55,710.15

September Mid-Month Credit Card Warrant Register 801144216 totaling \$46,382.42

September Mid-Month Credit Card Warrant Register 801144217 totaling \$205.64

August Use Tax - Sales Tax Wire Transfer 202200115 totaling \$572.50

September Void/Reissue Warrant Register 801142910 to 801144218 totaling \$34.12

September Void Warrant Register 801141818 totaling \$(700.00)

September Void/Reissue Warrant Register 801138721 to 801144219 totaling \$200.00

September Void/Reissue Warrant Register 801142050to 801144220 totaling \$983.50

September Void/Reissue Warrant Register 801137375 to 801144221 totaling \$5.85

September Payroll amount was \$1,862,536.23

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

D. Personnel

New Hires

- None

Resignations

- Brenda Lemus, effective October 4, 2024
- Carly Reiser, effective December 31, 2024

Travel Requests

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

Surplus

- None

III. PUBLIC COMMENTS AND COMMUNICATION

- Michelle read a letter of commendation from Cascade School district board regarding the work Trisha Schock and her team provided to their district.

IV. STAFF REPORTS

A. Human Resources and Crisis Co-op - Suzanne Reister, Flor Lopez & Selina Sencion

- Suzanne introduced Selina Sencion and Flor Lopez who recently came on board as the HR Admin Assistant. She has been with the ESD for 5 years. Flor has been with the ESD for 2 years.
- Recently hired 3 new employees who will be coming on board soon.
- Recently wrapped up all employees, Red Rover and ACI contracts. We unfortunately lost two districts ACI contracts this year.
- Flor and Selina will be working on open enrollment for staff at the end of October.

B. Educational Services - Linda McKay/Bill Eagle

- We have a team out in Cashmere today. Eastmont 7th graders on a field trip for Horan Natural area today.
- Continuing our work in Oroville, Tonasket, Soap Lake, Quincy
- Shout out to Shanna Brooks who received many compliments from the Supt at Quincy on her structured literacy work in their district.
- Our new migrant case service managers have started. They are currently in Leavenworth, Cashmere, Orondo, Quincy, Ephrata, and Warden. OSPI is looking at adding an additional nurse in Okanogan County.
- Hosting the Migrant Quarterly meeting at our ESD last week.

- We did not receive the Attendance and Reengagement grant that we applied for but are continuing the work with districts this year and partnering with ESD 105.
- Continuing work with Institutional Ed, Migrant, School Improvement and TPEP.

C. Technology Services - Pete Phillips

- The Netserv department is running smooth.
- Career Connected learning team is gearing up for the expos coming up in October. There will be close to 2,000 students attended these three events. This even is open to high school students.
- Third annual Cybersecurity Summit takes place in Wenatchee on October 10
- AI innovation Summit with take place ⁱⁿ October with both an East ^{and} Westside event.

D. Administrative Services (Internal) - Jason Williams

- September is a busy time for the business office, especially with payroll as school is back in session.
- We are currently waiting on numbers on the unemployment pool and cooperative. We are hopeful our estimates will come in line with the final numbers.
- We are through our fiscal year and will be working on accruals. Final numbers for last fiscal year will be reported at the December board meeting.

E. Administrative Services (External) - Trisha Schock

- Working in districts and wrapping up year end.
- We have labs in the building today and tomorrow.
- The financial topic of the SAC meeting last week focused on key financial indicators that superintendents need to be paying attention to. The information was very well received by all that attended. Next month the SAC meeting will have a financial piece on levies.
- We were able to provide support to several districts who were having financial difficulties this past year.
- Trisha shared that we are providing eleven districts coming on for our payroll academy.

VI. ACTION

A. Adoption of the Board Workplan for 2024-2025

- A new board work plan for the 2024-2025 school year was presented at the August board retreat and the board was asked to review and be prepared to adopt or modify at the September board meeting.

**It was moved by Mike and seconded by Cathi to approve the 2024-2025 board workplan as presented. Motion carried.

VII. NEW BUSINESS

A. Communications Report - Becca Freimuth

- Becca provided a communication recap report for 2023-24. The board received a copy of the presentation at their board retreat in August.

B. Bicycle Education Program Report - Ian Woodford

- Ian joined the meeting today to introduce the bike program to the board and gave an overview of what the program is currently doing and how the program is growing.

C. Board Operating Principles

- Approval of the board principles that were provided at the board retreat in August.

**It was moved by Richard and seconded by Larry to approve the board operating principles. Motion carried.

D. Board Elections/Succession Plan

- Michelle passed out the updated board election document. The next elections take place in the fall of 2025. Each board member shared their plans for continuing their service as board members:
- Larry shared that this will be his last year on the board.
- Richard plans on running again in the 2025 election.
- Mary is undecided but may resign next year.
- Cathi, Michael and Susan all expressed their interest in continuing with their board positions.

E. AESD Executive Board Report

- Michelle shared the AESD Executive Board report on behalf of Marcia. Marcia previously shared her notes with the board via email.

F. NCEF/Christmas Project Donations

- Michelle reminded the board of the upcoming Christmas project and donations we are collecting. This year we will be going to Nespelem School District.

VII. SUPERINTENDENT/BOARD REPORTS/COMMUNICATION

A. The Latest of “Michelle’s Moments”

- Kudos to Trisha for the great presentation at the SAC meeting last week and providing reports and examples to share at the meeting. And thank you to Linda for facilitation.
- The September SAC meeting had a suicide prevention focus with presenters from the ESD and several school districts.
- In October Trisha’s financial component will be on getting your district ready for a levy.
- The leadership team has met a couple times in September with a focus on communication and consistency in our agency along with mentoring and coaching skills.
- We are continuing this year with the regional superintendent lunches. They continue to be well attended.
- AESD has taken on behavioral and mental health executive sponsorship and continues to learn a lot.
- The CCL sponsorship duties have been passed to Shane Backlund at ESD 105.
- Has been out in districts.
- SWAT analysis at our staff retreat in September. Share at October board meeting.
- Enrollment seems to be stagnant across our districts, with the exception of Wenatchee School District being down in numbers.
- Notified yesterday that we have received a national award from the EPA. This was one of 24 awards given.
- In the process of submitting a grant to expand our telehealth model.
- Michelle reminded everyone she will be leaving on vacation at the end of the week.

VIII. ADJOURMENT

The regular business meeting adjourned at 1:52 pm.

Board Chairperson

Board Secretary