

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of October 23, 2024, ESD Board Meeting

I. CALL TO ORDER

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

Board members present were Susan Albert, Marcia Henkle, Michael Musick, Mary Kunkle and Cathi Nelson. NCESD staff present included Superintendent Michelle Price; Deputy Superintendent Linda McKay; Executive Director of Student Success and Learning Bill Eagle; Managing Director of Human Resources Flor Lopez; Assistant Superintendent Trisha Schock; Executive Director of Finance & Operations Jason Williams and Executive Assistant Heather Small.

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 from September 25, 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 amounted to \$1,857,776.76 for October.

September NCWWCT Special Co-op Warrant Register 801144222 totaling \$47,324.18.

September Month-End Warrant Register 801144223 to 801144329 totaling \$204,799.73.

August Use Tax - Sales Tax Wire Transfer 202200116 totaling \$332.29

August Co-op Accruals Mid-Month Warrant Register 801144330 to 801144331 totaling \$38,272.98.

October Extra Payroll Run Warrant Register 801144332 totaling \$417.41.

October Special Account Payable Run Warrant Register 801144333 to 801144336 totaling \$737.39.

October NCWWCT Special Co-op Warrant Register 801144337 totaling \$81,720.09.

October NCWWCT Special Co-op Warrant Register 801144338 totaling \$51,842.00.

October Void/Reissue Warrant Register 801143898 to 801144339 totaling \$3,503.88.

October Special Accounts Payable Run Warrant Register 801144340 to 801144340 totaling \$200,900.57.

October NCWWCT Special Co-op Warrant Register 801144341 totaling \$54,616.00.

October Mid-Month Accounts Payable Warrant Register 801144342 to 801144458 totaling \$234,295.30.

October Co-op Mid-Month Warrant Register 801144380 to 801144443 totaling \$55,551.61.

October Mid-Month Accounts Payable Warrant Register 801144459 to 801144459 totaling \$28,805.34.

October Void/Reissue Warrant Register 801143460 to 801144388 totaling \$463.64.

October Void/Reissue Warrant Register 801143609 to 801144410 totaling \$544.11.

October Void/Reissue Warrant Register 801144252 to 801144461 totaling \$4,574.84

September Use Tax Wire Transfer 202200117 totaling \$19.29

October Payroll amount was \$1,857,776.76.

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

D. Personnel

New Hires

- Destiny Romero-Williams, Education Advocate, September 30, 2024
- Debbie Cook, Business Manager Trainer, October 2, 2024
- Amber Valdez, Student Software Support Analyst October 7, 2024
- Sabine Kaul-Connolly, Occupational Therapist, October 7, 2024
- Tara Madsen, Educational Advocate, effective November 8, 2024

Resignations

- Kathryn Metcalfe, effective November 30, 2024 (retirement)

Travel Requests

- Crystal Fickey, Advancing School Mental Health Conference, Orlando, FL, December 5-7, 2024

Surplus

- None

III. PUBLIC COMMENTS AND COMMUNICATION

- None

IV. STAFF REPORTS

A. Human Resources and Crisis Co-op - Flor Lopez

- HR has completed five new hires and has been busy with on-boarding.
- Two open positions with interviews will be scheduled for next week.
- SEBB open enrollment begins next week.
- A new Vice Chair will be elected for the Unemployment pool at the SAC meeting tomorrow.

B. Educational Services - Linda McKay/Bill Eagle

- The AI Innovation Summit took place in Spokane with our six partner organizations. There were about 270 participants registered for this event. Bill took the lead on planning and organizing this event on behalf of our ESD, along

with Molly Naff who supported the registration process. There will be a westside summit held in Seattle on February 3-5th.

- Bill and Linda recently completed the first strategic planning session with Ellensburg school district.
- There is a statewide Civil Rights review that is coming through OSPI this year, as a state mandate. We will be walking along with our districts on this work. OSPI's goal is that all districts will submit their report by December so they can begin their review process.

C. Technology Services - Pete Phillips

Michelle shared the technology report today in Pete's absence.

- The ESD logo wear store will be opening again soon for staff who want to buy more items.
- We are currently working on AI policies for our agency.
- The NetServ team is busy out supporting our districts.
- CCL team has the college and career expos going on right now. Grant County was last week, Okanogan County is today, and Chelan County is next week. These events continue to be very well attended by students.
- In January we are looking to hire more interns and provide them with work experience in the field.

D. Administrative Services (Internal) - Jason Williams

- We have had several delays in contracts being signed this year, which is reflected in our September financials. This will show an increase in our October financials as the contracts are coming in.
- We continue to be on track with our budget projections.
- Currently working through year end and are waiting on our actuaries. We will have a report on year end at the December board meeting.
- Working with our districts on their year end and are gearing up to review all 29 of our districts over a two-week period.
- Continuing to implement Laserfiche in the business office that will provide some automation and streamline processes and efficiencies. We will also be using this with HR.

E. Administrative Services (External) - Trisha Schock

- Many of our districts have already sent their year-end in for review.

- Currently using AI in Canvas training for LMS and continuing to learn and implement AI tool for creating content.
- Trisha shared about the business managers academy and bringing Debbie Cook back on a part-time basis and the tools they are creating for providing on-going support for business managers in our districts.

VII. NEW BUSINESS

A. Strategic Plan Report

- Michelle passed out the 2024-2025 strategic plan goals to each board member for review and to share highlights.
- Michelle will be opening office hours for all staff. Supervisors to be out at each school site and least once per year.
- Under leadership we will be developing a formal mentoring program this year, as well as lunch and learns for staff around technology.
- All action items are based on feedback from our districts and ESD staff.
- We will be designing a customized annual report for each of our districts that will provide a list of services they receive from our ESD.
- Instead of an email survey sent to our districts, we will be conducting in-person questionnaires.
- We are continuing to update our website as well as celebrating our staff and their accomplishments.

B. NCEF Grant and Board liaison report

Cathi Nelson provided a foundation update today.

- Grant applications have been received and they are currently in the review process. There were 300 teacher grants submitted this year.
- Submitted a grant through the Community Foundation to further the teacher education grant opportunities. They expect to hear back in November.
- The eleven members of the foundation board have broken into work groups to complete their goals this year, with all members taking part in the fundraiser group.
- There are three awards nights scheduled in November to present the awards to the award recipients.

VII. SUPERINTENDENT/BOARD REPORTS/COMMUNICATION

A. The Latest of “Michelle’s Moments”

- USIP board retreat took place in Ellensburg last week.
- This week we have had cabinet and leadership team meetings at the ESD. These meetings are scheduled throughout the year.
- The SAC meeting will take place tomorrow with a focus on Cybersecurity and preparing for levies.
- Will be in Ellensburg on Friday for a PEAB board meeting.

VIII. ADJOURMENT

The regular business meeting adjourned at 1:05 pm.

Board Chairperson

Board Secretary