

## NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of November 26, 2024, ESD Board Meeting

### I. CALL TO ORDER

The regular board meeting was called to order by Vice Board Chair Michael Musick at 12:00 pm.

Board members present were Michael Musick, Marcia Henkle, Mary Kunkle, Larry MacGuffie, and Susan Albert (via zoom). NCESD staff present included Superintendent Michelle Price; Deputy Superintendent Linda McKay; Executive Director of Student Success and Learning Bill Eagle; Executive Director of Technology Services Pete Phillips; 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 Mary and seconded by Larry to approve the Consent Agenda. Motion carried.

#### A. Approval of Minutes

Approved the minutes from October 23, 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 \$1,844,080.64 for November.

October NCWWCT Special Co-op Warrant Register 801144460 totaling \$71,115.56

October NCWWCT Special Co-op Warrant Register 801144479 totaling \$32,080.56

October Month-End Accounts Payable Warrant Register 801144480 to 801144578 totaling \$220,377.02

September Use Tax Wire Transfer 202200121 totaling \$0.22

October Void/Reissue Warrant Register 801144352 to 801144579 totaling \$546.30

October Void/Reissue Warrant Register 801142955 to 801144580 totaling \$1,510.71

November Co-op Month-End Quarterlies Warrant Register 801144581 to 801144587 totaling \$826,675.94

November NCWWCT Special Co-op Warrant Register 801144588 totaling \$17,773.20

November Mid-Month Accounts Payable Warrant Register 801144589 to 801144725 totaling \$267,889.48

November NCWWCT Special Co-op Warrant Register 801144726 totaling \$2,177.87

November Special Accounts Payable Run Warrant Register 801144753 to 801144756 totaling \$4,165.49

November Void/Reissue Warrant Register 801144004 to 801144753 totaling \$767.60

November Void/Reissue Warrant Register 801143316 to 801144754 totaling \$119.26

October Use Tax Wire Transfer 202200125 totaling \$654.71

November NCWWCT Special Co-op Warrant Register 801144757 totaling \$61,863.38

November Payroll amount was \$1,844,080.64

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

#### D. Personnel

##### New Hires

- Maria Castaneda, Family Resource Coordinator, effective December 9, 2024

##### Resignations

- Michelle Owens, effective November 29, 2024
- Katie Hamersky, effective December 31, 2024

##### Travel Requests

- Anna Troutman, DADD Annual Conference, Clear Water Beach, Florida, January 21-28, 2025
- Jason Williams, Laserfiche Empower Conference, Las Vegas, NV, April 14-17, 2025

## Surplus

- See Attached

### III. PUBLIC COMMENTS AND COMMUNICATION

- None

### IV. STAFF REPORTS

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

- We currently do not have any open positions and are in the process of providing new hire orientation with our last new hire.
- Suzanne is back on a contract two days a week to assist in mentoring and the Laserfiche transition.
- Open enrollment for insurance closed yesterday and the process went smoothly with staff.

#### B. Educational Services - Linda McKay/Bill Eagle

- Launched strategic planning with the Manson school district and attended the board meeting last night to present the process and plan.
- We have added some personal touch to our Teaching and learning co-op days this year and have met with districts in person to discuss the supports they are looking for in the 2024-25 school year.
- We are receiving great feedback from districts on our two new Migrant nurse coordinators that started in September. These are new positions for our ESD this year.
- Linda continues her work with Ed Advocates and Institution Ed, working collaborating with OSPI on funding.
- Attendance and Reengagement network met on November 12<sup>th</sup>. It has been fun to reengage with our schools and this work.

#### C. Technology Services - Pete Phillips

- Wrapped up the CCL expos this month. We continue to have great turnouts at all locations and are already setting dates for next year.
- The bike program continues to be popular with our districts and the program is continuing to grow.
- Working on our internal AI policy as an ESD. Pete recommended the free Microsoft Copilot app for anyone who wants to test this out on their device.

- Link to our logo wear store will be coming out again next month to give staff an opportunity to purchase additional items.

D. Administrative Services (Internal) - Jason Williams

- We continue to maintain a healthy fund balance.
- Continuing to receive contracts from district and grants.
- Currently working through year end financials and are waiting on actuary reports to come in the first week of December. A final year end summary will be available at the January board meeting.
- Jason provided an update on our bond and provided a handout to each board member to review. We will continue to track these and keep an eye on interest rates.
- We have begun using Laserfiche in the business office. This system helps us streamline paperwork and create efficiency in both time in searching for documents and costs for our agency. Jason will be attending their annual conference.

E. Administrative Services (External) - Trisha Schock

- Shared that Laserfiche also has a timesheet component that will help streamline the payroll process for our payroll staff. We are currently looking into that option with ESD 112.
- We wrapped up year end for our school districts. We have no districts in binding conditions.
- Continuing to work on developing canvas courses for business managers.

**VII. NEW BUSINESS**

A. Superintendent Evaluation

- Michael shared that Susan asked how the superintendent evaluation differs from our new staff employee evaluation. Michelle provided copies of both evaluations for the board to review.

B. ESD Board Re-organization

- Michelle shared a reminder on board Policy No. 1210 and Policy No. 1220. On non-election years we will re-organize our board in January. Cathi has expressed interest in serving as our next board vice chair. This will be on the board agenda for January.

### C. WSSDA Annual Conference Debrief

- Mary and Marcia both attended the WSSDA annual conference in Spokane last week. Mary said the keynote Jeff Utech was amazing and she learned a lot from attending.
- Marcia agreed on the keynote. Marcia also attended a Wenatchee School District presentation on closing a school and said the information provided by those presenting was very good.

### D. AESD Executive Report

Marcia shared a report from the AESD executive meeting, which took place during the WSSDA conference.

- The AESD constitution will have a revision that will be voted on at that state meeting in April.
- The Annual conference will be April 16-18<sup>th</sup> at the Centennial hotel in Spokane. Marcia passed out a save the date magnet to everyone.
- There was a discussion on the conference venue for 2026 and the committee went through all the pros and cons. A decision was made by the executive board to hold the 2026 meeting at the Clearwater Lodge in Poulsbo.
- Accreditation panels will be held May 19<sup>th</sup> - 20<sup>th</sup> in Spokane and May 13<sup>th</sup>-15<sup>th</sup> in Tumwater. More details will be coming out later.

Michelle shared the legislative updates from the meeting.

- Behavioral Health remains a focus and Institutional Education continues to be a hot topic in some areas in the state.
- Special Ed, MSOC and Transportation continue to be the big three focus areas.
- TK is only funded through mid-year and districts have been notified.

### E. NCEF Foundation Report

- The foundation recently had three awards presentations to present awards checks to teachers in Ephrata, Okanogan, and Wenatchee. In 2010 the foundation started with eight grants totaling \$2,000 and the program has grown to 225 grants and \$65,000 being awarded in 2024.

### F. Advocacy Report

- We recently hosted a legislative forum at the ESD and continue to advocate and engage with our legislators.

## VII. SUPERINTENDENT/BOARD REPORTS/COMMUNICATION

### A. The Latest of “Michelle’s Moments”

- January 10<sup>th</sup> 12:00 - 3:00 pm we will host an all-staff winter gathering at Eastmont Lanes in East Wenatchee. We will have refreshments and bowling for all staff.
- The SAC meeting last month focused on Cybersecurity with several presenters covering the topic.
- Continues to be out in districts and recently traveled to Moses Lake, Soap Lake Warden, Ephrata, Waterville, Eastmont and Cashmere.
- Working with Whitworth University on a grant to grow your own counselor program.
- Spent some time with the ProServ team conducting empathy interviews and gathering information and preparing for the retirement of Barb Nuxoll.
- County superintendent luncheons continue each month and are well attended in all three locations.
- WSSDA was a great conference with several of our districts providing presentations this year and many of our districts board members attended.
- Grant County Economic Council recently held a Lead Conference that included representation of many lead agencies in the area with a focus on the future.
- Currently service on the executive committee for the Workforce Development board. They recently went through their audit and will report at the next meeting.
- Have been conducting evaluation meetings and check-ins with staff.
- Will be traveling to AESA conference in Orlando with Michael in December.

## VIII. ADJOURMENT

The regular business meeting adjourned at 1:16 pm.

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Board Chairperson

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Board Secretary