

MINUTES
ESD 105 Board of Directors
September 24, 2024

A meeting of the ESD 105 Board of Directors was held on Tuesday, September 24, 2024, at 6:00 PM in person in the Ahtanum Room located at 111 So. 2nd Avenue, Yakima, WA 98902.

<u>Those in attendance:</u>		<u>Staff:</u>	
Gwyn Trull	Chair	Cassie Gunter	Executive Assistant
Angela Abrams	Vice Chair	Tom Fleming	Chief Financial Officer
Mark Grassel	Member	Veronica Naranjo	Executive Director HR
Alan Taylor	Member	Cynthia Juarez	Executive Director Early Learning
Rafael Fonseca	Member	Mike Closner	Executive Director T&L
Shane Backlund	Superintendent	Emily Nelson	Executive Director Student Support
<u>Absent:</u>		Darcie Jamieson	Assistant Director T&L
Wayne Nelson	Member	David Reynolds	Director of Accounting
James Sebree	Member	Lynn Harlington	Director of Head Start

Call to Order	Gwyn Trull, Board Chair, called the regular meeting to order at 6:00 PM, followed by the flag salute.
Review Agenda – Additions/Deletions	The meeting agenda was reviewed without any changes.
Public Comment	No public comment was given.

Consent Agenda Approval

	Mark Grassel moved to approve the Consent Agenda as presented; Rafael Fonseca seconded; motion carried.
Approve Minutes	Regular Meeting Minutes August 27, 2024.
Head Start Budget Reports	<u>Head Start:</u> <ul style="list-style-type: none"> Total July expenditures \$270,102 total remaining \$6,710,557. <u>Early Head Start:</u> <ul style="list-style-type: none"> Total July expenditures \$221,845 total remaining \$2,398,860. <u>Migrant Head Start:</u> <ul style="list-style-type: none"> Total July expenditures \$597,597 total remaining \$4,461,976. <u>Credit Card Expenditures for the month of July 2024</u> <ul style="list-style-type: none"> Head Start <u>\$6,181.35</u> Early Head Start <u>\$3,627.48</u> Migrant Head Start <u>\$3,549.76</u> Total credit card <u>\$13,358.59</u>
Out of State Travel	Cassandra Choi Izzac Chavez September 26-27, 2024 <u>Boise, ID</u>

	<p>Laserfiche Regional Conference</p> <p>Melissa Matczak October 9-11, 2024 <u>Phoenix, AZ</u> GCU Cohort Opportunity – All expenses are paid for by GCU.</p> <p>Cynthia Juarez November 14-18, 2024 <u>Houston, TX</u> National Migrant & Seasonal Head Start Association Board of Directors Meeting</p>
<p>Vouchers & Payroll</p>	<p>The following expenditures were presented for approval: General Fund voucher #148475 through 148480 in the amount of \$3,032.73; General Fund voucher #148481 through 148560 in the amount of \$555,808.86; General Fund Voucher #148561 through 148628 in the amount of \$867,115.23; General Fund Voucher #148667 through 148778 in the amount of \$1,367,498.74; Travel Fund Voucher #148636 through 148666 in the amount of \$4,946.35; Workers Compensation Fund Voucher #520679 in the amount of \$126,618.44; Workers Compensation Fund Voucher #5520680 in the amount of \$95,912.14; Unemployment Fund Voucher #510455 in the amount of \$123.20; and ESD payroll in the amount of \$2,840,623.14.</p>

Board/Superintendent Report

<p>Agency Updates</p>	<ul style="list-style-type: none"> • Policy Review Process: Policy Manual is out of date. We are contracting with an attorney to do a review for us and help with the process. They will establish a uniform numbering system more in accordance with school districts. Attorney will review one series at a time, starting with 1000’s, then moving to 5000’s since they have biggest impact with entire agency and then moving through each series. • US Bank Building: Work has begun on the first floor. This will be some simple remodel work. The second floor is being evaluated by an architect and hoping to start this work in the spring once the price and design is finalized. • 4th Street sale has gone through, and funds have been received. • The conference center is getting sound panels and chair rails installed in the final portions of the refresh. • We are heavily into legislative advocacy right now. Currently have a legislative advocacy coalition of regional superintendents meeting and aligning our messaging with state and local priorities. Executive leaders from the 9 ESDs (AESD) are also involved with our lobbyist in creating messaging around our network’s priorities. • Strategy Plan: Implementation – all teams met in September and came up with change ideas based on strategy areas we identified. We are prioritizing them and putting them into a 5-year road map. • OPMA Board Training: Due for Rafael Fonseca, James Sebree, Mark Grassel and Wayne Nelson. Available at WSSDA on November 21st. There are also
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videos available to watch – about 30 minutes in length. Keep that in mind and we’ll decide on how we want to complete the training.

- November meeting date: Scheduled for the 26th, which is the week of Thanksgiving. Due to holiday travel, we want to make sure we will have a quorum. Board members in attendance will be available so we will keep the November 26th date.

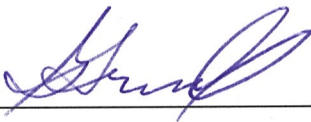
Division Reports

Fiscal Reports	The General Fund Year to Date Fund Balance report for the month of August 2024 was presented for review, as well as the Insurance Funds Year to Date Activity Report.
Early Learning Report	Cynthia Juarez, Executive Director of Early Learning, delivered information about the Early Learning Programs. ECEAP and Head Start have been collaborating and it has been very successful. Enrollment in Head Start and Early Head Start has been going well. The team has been doing all the work to implement the corrective action requirements. Monitoring appointment schedule for November. So far, the regional office has been very supportive and positive. Lynn Harlington, Director of Head Start, delivered information on the Migrant Seasonal Head Start and Early Head Start on the child data outcome checkpoints and the final rule from the Office of Head Start.

Action Items

Resolution No. 363: In the Matter of Voiding Outdated Warrants	Mark Grassel moved to approve Resolution No. 363: In the Matter of Outdated Warrants as presented; Alan Taylor seconded; motion carried.
Resolution No. 364: In the Matter of Surplus Property	Mark Grassel moved to approve Resolution No. 364: In the Matter of Surplus Property as presented; Alan Taylor seconded; motion carried.
Student Support: WAC 246-811 Substance Use Disorder Policies	Mark Grassel moved to approve Student Support: WAC 246-811 Substance Use Disorder Policies as presented; Rafael Fonseca seconded; motion carried.
Student Support: WAC 246-341 Behavioral Health Policies	Mark Grassel moved to approve Student Support: WAC 246-341 Behavioral Health Policies as presented; Alan Taylor seconded; motion carried.
Policy 3300: Salary Administration – Second Reading	Mark Grassel moved to approve Policy 3300: Salary Administration as presented; Rafael Fonseca seconded; motion carried.
Policy 6250: Vacation Accruals – Second Reading	Mark Grassel moved to approve Policy 6250: Vacation Accruals as presented; Rafael Fonseca seconded; motion carried.
Policy 4040: Public	Mark Grassel moved to approve Policy 4040: Public Access to District

Access to District Records – Second Reading	Records as presented; Rafael Fonseca seconded; motion carried.
Monthly Informational Reports	<ul style="list-style-type: none">• August Travel Report• Head Start Program Report• Head Start Policy Council Meeting Minutes• Migrant Seasonal Head Start (2nd) & Early Head Start (4th & Final) Child Outcomes• ACF-OHS-PI-24-05 Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming
Adjournment	The general session/regular meeting was adjourned at 6:44 PM.



Chairman



Secretary