

**MINUTES**  
ESD 105 Board of Directors  
December 17, 2024

A meeting of the ESD 105 Board of Directors was held on Tuesday, December 17, 2024, at 6:00 PM in person in the Ahtanum Room located at 111 So. 2<sup>nd</sup> 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
Wayne Nelson	Member	Veronica Naranjo	Executive Director HR
James Sebree	Member	Cynthia Juarez	Executive Director Early Learning
Mark Grassel	Member	Emily Nelson	Executive Director Student Support
Alan Taylor	Member	Mike Closner	Executive Director T&L
Shane Backlund	Superintendent	Darcie Jamieson	Assistant Director T&L
<u>Absent:</u>		David Reynolds	Director of Accounting
Rafael Fonseca	Member	Lynn Harlington	Director of Head Start
		Alicia Jacob	Assistant Superintendent

Call to Order	Angela Abrams, Board Vice 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. It was requested that Action Item 4.5 be added to the agenda for the Head Start Policy 410: Use of Security Cameras and Surveillance in ESD 105 Seedlings Facilities for a second reading and approval.
Public Comment	No public comment was given.

**Consent Agenda Approval**

	<b>Wayne Nelson moved to approve the Consent Agenda as presented; James Sebree seconded; motion carried.</b>
Approve Minutes	Regular Meeting Minutes November 26, 2024.
Head Start Budget Reports	<u>Head Start:</u> <ul style="list-style-type: none"> <li>Total October expenditures \$604,639 total remaining \$5,028,350.</li> </ul> <u>Early Head Start:</u> <ul style="list-style-type: none"> <li>Total October expenditures \$220,598 total remaining \$1,754,347.</li> </ul> <u>Migrant Head Start:</u> <ul style="list-style-type: none"> <li>Total October expenditures \$646,470 total remaining \$2,732,103.</li> </ul> <u>Credit Card Expenditures for the month of October 2024</u> <ul style="list-style-type: none"> <li>Head Start <u>\$5,632.56</u></li> <li>Early Head Start <u>\$2,086.28</u></li> <li>Migrant Head Start <u>\$5,396.14</u></li> <li>Total credit card <u>\$13,114.98</u></li> </ul>
Out of State Travel	Kathleen Lenihan April 22-25, 2025

	<p><u>Portland, OR</u>                  Northwest PBIS Annual Conference</p> <p>Christine Champie                  January 23-25, 2025</p> <p><u>Concord, CA</u>                  Mt. Diablo Unified School District MLL Training</p> <p>Jessica Lara                  Lynn Harlington                  Cynthia Juarez                  January 26-31, 2025</p> <p><u>District of Columbia, Maryland</u>                  National Head Start Association: Winter Leadership Institute Conference</p> <p>Mark Cheney                  Hugo Moreno                  Ariel Medina                  Hanah Singco                  February 11-16, 2025</p> <p><u>Washington, DC</u>                  Education, Innovation, and Research Directors and Evaluators Annual Meeting</p> <p>Mike Closner                  Darcie Jamieson                  Mark Cheney                  April 4-10, 2025</p> <p><u>San Diego, CA</u>                  ASU+GSV Summit: Learning at the Speed of Light</p> <p>Anthony Maldonado                  February 25-28, 2025</p> <p><u>Arlington, VA</u>                  Project Prevent Grant Required Meeting</p> <p>Molly Draben                  Alma Castillo                  January 14-15, 2025</p> <p><u>Portland, OR</u>                  Discovering the Power of Collective Impact conference for LEADER</p>
<p>Vouchers &amp; Payroll</p>	<p>The following expenditures were presented for approval: General Fund Voucher #149420 through 149518 in the amount of \$832,310.17; Travel Fund Voucher #149520 through 149545 in the amount of \$7,855.14; Workers Compensation Fund Voucher #520690 in the amount of \$185,230.72; Unemployment Fund Voucher #510449 in the amount of \$347,347.77; and ESD payroll in the amount of \$2,732,668.64.</p>

<p>AESA Conference Report</p>	<p>Shane Backlund, Wayne Nelson, James Sebree, Veronica Naranjo, Tom Fleming, Alicia Jacob and Emily Nelson attended the AESA Conference December 4-6 and shared some key takeaways. James Sebree thought the conference was heavily focused on AI. Tom Fleming agreed. Wayne Nelson attended a general session where a comment was made that districts should be aware of what the students are using AI for and what they are doing with it. Shane Backlund thought it was interesting to see how different organizations are funded and structured.</p>
<p>AESD Spokane</p>	<p>Scheduled for April 16-18 at the Centennial Hotel in Spokane. They have asked us to provide a raffle basket. More info will go out as it's available.</p>
<p>Agency Updates</p>	<p>Shane Backlund shared the latest updates within the agency:</p> <ul style="list-style-type: none"> <li>• Aligning with our Mission – “Partnerships” we have done a school district outreach, work with school boards on new topics, enhanced statewide legislative partnerships, partnering with Superintendents for fiscal support and training, over 250 at BTLS in 2024. “Internal Collaboration” we have a new meeting structure focused on learning and collaboration, agency and district profiles, over 65 staff involved with strategy implementation work, weekly training and service request meetings and intake process. “Innovation” non-tradition strategic planning process, dynamic case management vision, staff created leadership framework, evaluation standards and professional development standards, internal process automations and standard operating procedures.</li> <li>• Legislative Breakfast – we had 45 leaders from the region, including the YVC Interim President. Four legislative representatives made up our Q&amp;A panel.</li> <li>• Agency holiday celebration on Thursday Dec 9. We have 225 RSVP's!</li> <li>• We have created our “What is an ESD” video and it's now up on the website.</li> <li>• The Legislative Conference (WASA, WSSDA, WASBO) is set for January 11-12 at the SeaTac Hilton.</li> </ul>

**Division Reports**


<p>Fiscal Reports</p>	<p>The General Fund Year to Date Fund Balance report for the month of November 2024 was presented for review, as well as the Insurance Funds Year to Date Activity Report.</p>
<p>Early Learning Report</p>	<p>Lynn Harlington, Director of Head Start, and Cynthia Juarez, Executive Director of Early Learning, delivered information about the Early Learning and Head Start programs and shared the information for the grant submission. Information was also shared about the 2024 Annual Report, the Community Assessment and the Program Goals for 2025-2030.</p>

**Action Items**

<p>Head Start &amp; Early Head Start Funding Application</p>	<p><b>Mark Grassel moved to approve Head Start &amp; Early Head Start Funding Application as presented; Wayne Nelson seconded; motion carried.</b></p>
<p>Head Start &amp; Early</p>	<p><b>James Sebree moved to approve Head Start &amp; Early Head Start 2024 Annual</b></p>

Head Start 2024 Annual Report	<b>Report as presented; Mark Grassel seconded; motion carried.</b>
Head Start & Early Head Start Community Assessment	<b>Wayne Nelson moved to approve Head Start &amp; Early Head Start Community Assessment as presented; Mark Grassel seconded; motion carried.</b>
Head Start & Early Head Start Program Goals 2025-2030	<b>Wayne Nelson moved to approve Head Start &amp; Early Head Start Program Goals 2025-2030 as presented; Alan Taylor seconded; motion carried.</b>
Policy 410: Use of Security Cameras in ESD 105 Seedlings Facility – Second Reading	<b>Wayne Nelson moved to approve Policy 410: Use of Security Cameras in ESD 105 Seedlings Facilities – Second Reading as presented; Mark Grassel seconded; motion carried.</b>
Monthly Informational Reports	<ul style="list-style-type: none"><li>• November Travel Report</li><li>• Head Start Program Report</li><li>• Head Start Policy Council Meeting Minutes</li></ul>
Executive Session – Performance Review	The Board members were adjourned to executive session at 6:55 PM and it was stated it would last around 15-minutes. The executive session adjourned to the general session/regular meeting at 7:10 PM.
Adjournment	The general session/regular meeting was adjourned at 7:11 PM.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary