

MINUTES
ESD 105 Board of Directors
February 25, 2025

A meeting of the ESD 105 Board of Directors was held on Tuesday, February 25, 2025, 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	Veronica Naranjo	Executive Director HR
Wayne Nelson	Member	Mike Closner	Executive Director T&L
James Sebree	Member	Darcie Jamieson	Assistant Director T&L
Alan Taylor	Member	David Reynolds	Director of Accounting
Shane Backlund	Superintendent	Alicia Jacob	Assistant Superintendent
		Tom Fleming	Chief Financial Officer
		Cynthia Juarez	Executive Director of Early Learning
<u>Absent:</u>			
Mark Grassel	Member		

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

	Wayne Nelson moved to approve the Consent Agenda as presented; James Sebree seconded; motion carried.
Approve Minutes	Regular Meeting Minutes January 28, 2025.
Head Start Budget Reports	<u>Head Start:</u> <ul style="list-style-type: none"> Total December expenditures \$611,124 total remaining \$3,787,686. <u>Early Head Start:</u> <ul style="list-style-type: none"> Total December expenditures \$223,728 total remaining \$1,313,733 <u>Migrant Head Start:</u> <ul style="list-style-type: none"> Total December expenditures \$122,614 total remaining \$2,514,496. <u>Credit Card Expenditures for the month of December 2024</u> <ul style="list-style-type: none"> Head Start <u>\$2,478.60</u> Early Head Start <u>\$593.76</u> Migrant Head Start <u>\$214.64</u> Total credit card <u>\$3,287.00</u>
Out of State Travel	Brandon Riddle Emily Nelson Alicia Jacob Shane Backlund Darcie Jamieson

	<p>Mike Closner March 29-April 2, 2025 <u>San Diego, CA</u> National Summit on Improvement in Education</p> <p>Brittany Kaple Vanessa Larios July 19-23, 2025 <u>Washington D.C.</u> 2025 National School Public Relations Association (NSPRA) Seminar</p> <p>Claudia Dominguez Cindy Cholico Laura Quintana Raquel Lopez Oscar Godinez April 13-16, 2025 <u>San Francisco, CA</u> 2025 National Migrant Education Conference</p> <p>Leonel Lustre April 22-25, 2025 <u>Portland, OR</u> 23rd Annual NWPBIS Conference</p> <p>Jessica Lara Cynthaia Juarez Lynn Harlington May 18-24, 2025 <u>Columbus, OH</u> National Head Start Conference</p> <p>Tom Fleming April 13-16, 2025 <u>Las Vegas, NV</u> Laserfiche Empower Conference</p>
<p>Vouchers & Payroll</p>	<p>The following expenditures were presented for approval: General Fund Voucher #149952 in the amount of \$20,400.00; General Fund Voucher #149953 through 150042 in the amount of \$759,769.99; General Fund Voucher #150043 in the amount of \$600.00; General Fund Voucher #150045 in the amount of \$3,546.92; General Fund Voucher #150070 through 150193 in the amount of \$1,168,523.87; Travel Fund Voucher #150046 through 150064 in the amount of \$4,413.70; Travel Fund Voucher #150065 through 150069 in the amount of \$1,596.84; Workers Compensation Fund Voucher #520694 in the amount of \$520,680.13; Workers Compensation Fund Voucher #520695 in the amount of \$25,000.00; Workers Compensation Fund Voucher #520696 through 520697 in the amount of \$86,580.13; Workers Compensation Fund Voucher #520698 in the amount of \$127,167.22; Unemployment Fund Voucher #510453 in the amount of \$130.45;</p>

and ESD payroll in the amount of \$2,794,679.83.

Board/Superintendent Report

Agency Updates	<p>Shane Backlund, Superintendent, gave an update on what is going on within the agency:</p> <ul style="list-style-type: none"> • AESD Conference is coming up in April. We have Shane, Alicia, Veronica, Angela, Jim and Gwyn attending. • Award of Distinction Nominee idea: The board would like to nominate JP Enderby, former ESD 105 Board Chair. • Don't forget to bring in your basket items for the AESD raffle. • The Student Art Show is on March 27th. Judging is on March 11th. Jim is not able to serve as a judge after all. If anyone is available to help Wayne with judging, we would love you to join him. As of now, Wayne is the only one available. • Diligent Community platform – meeting with them next week to begin implementation and training. • Agency Service Profile – project is complete. The board all received a printed-out copy. • Strategy Implementation Teams – we have 12 teams with over 80 people involved. A few things we are working on include job description audits to update them and prepare for a salary survey, a team working on an evaluation framework, and a team working on our technology platforms, among others. • Tom Fleming, Chief Financial Officer, gave an update on how the work is going at the new building. We have done a lot of work ourselves. Right now we are doing bathroom remodel. We have an architecture looking at the floor plan for the second floor. Structural Engineer will be coming out next week and once that happens, we can begin doing a bit more work. • Mike Closner, Executive Director of Teaching & Learning, and Darcie Jamieson, Assistant Director of Teaching & Learning, gave an update on the attendance campaign. We are partnering with ESD 171 on this project.
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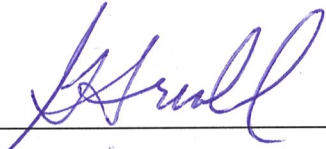
Division Reports

Fiscal Reports	The General Fund Year to Date Fund Balance report for the month of January 2025 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 and Head Start programs. An overview of the Head Start action items was presented. The Head Start Impact Report was also provided.


Action Items

Head Start & Early Head Start Self-Assessment	Wayne Nelson moved to approve Head Start & Early Head Start Self-Assessment as presented; James Sebree seconded; motion carried.
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Migrant Seasonal Head Start Self-Assessment	Wayne Nelson moved to approve Migrant Seasonal Head Start Self-Assessment as presented; Alan Taylor seconded; motion carried.
Eligibility Selection Criteria 2025	Wayne Nelson moved to approve Eligibility Selection Criteria 2025 as presented; Alan Taylor seconded; motion carried.
5000 Policy Series – First Set	<p>James Sebree moved to approve 5000 Policy Series – First Set as presented, except for Policy 5010 which has been revised. The revised policy will now be in Packet #2, given to the board to review for the March meeting; Wayne Nelson seconded; motion carried.</p> <p>Policies presented in Packet #1 are:</p> <ul style="list-style-type: none"> 5000 – Recruitment, Selection, and Assignment of Staff 5001 – Hiring Retired School Employees 5004 – Infection Control Program 5050 – Classifications 5161 – Civility in the Workplace 5201 – Drug-Free Workplace 5222 – Job Sharing 5231 – Work Schedule 5240 – Performance Evaluation 5252 – Staff Participation in Political Activities 5254 – Staff Expression 5270 – Resolution of Staff Complaints 5271 – Reporting Improper Government Actions
Monthly Informational Reports	<ul style="list-style-type: none"> • January Travel Report • Head Start Program Report • Head Start Policy Council Meeting Minutes • Fiscal Year 2025 Monitoring Process for Head Start Recipients ACF-OHS-IM-25-02 • Human Resources Staff Changes and Updates • 5000 Policy Series – Second Set
Adjournment	The general session/regular meeting was adjourned at 6:56 PM.



 Chairman



 Secretary