



**ESD 112 Board of Directors' Meeting  
October 25, 2022**

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**ROLL CALL**

Board Members Present: Darlene Stickel, President; LeAnne Bremer; Kevin Davis; and Heidi Rosenberg. Guests: Shauna Bilyeu, Jason Cox, Dana Miles, Karie Rolfe, Effie Triol, Kirk Pawlowski, and Tina Vessey. Cabinet Members Present: Marnie Allen, Monique Dugaw, Gavin Hottman, Jeffrey Niess, Mike Nerland, and Kathy Whitlock.

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**CALL TO ORDER**

The ESD 112 Board of Directors' Business meeting was called to order by Darlene Stickel, *President*, at 3:01 pm on October 25, 2022. A quorum of four members were present.

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**INTRODUCTIONS AND WELCOME OF GUESTS**

- Darlene Stickel welcomed attendees and the following guests: Shauna Bilyeu, Jason Cox, Dana Miles, Karie Rolfe, Effie Triol, Kirk Pawlowski, and Tina Vessey.

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**OATH OF OFFICE**

Tim Merlino administered the Oath of Office to Nancy Miller, newly appointed Director for ESD 112 District 5.

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**SPECIAL RECOGNITIONS**

- The ESD 112 Board of Directors recognized Washington State Teacher of the Year, Dana Miles, and ESD 112 Classified Employee of the Year, Karie Rolfe.

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**REPORTS AND DISCUSSION**

- Early Head Start and ECEAP Program Monthly Report: Tina Vessey, *Compliance & Quality Assurance Manager*, shared highlights of the monthly report including an update on the recent annual professional development day for staff that featured training on Universal Design for Learning and serving children through a trauma-informed lens. A Policy Council Meeting was held this month that included a presentation on the Working Family Tax Credit that many families in EHS/ECEAP qualify for. Approval was requested from the Board of Directors to approve the Early Head Start Change in Scope Application (#10SH011303) for the budget period 9/1/2022-8/31/2023. This request was approved by the Board of Directors and signed by Board President, Darlene Stickel.
- Construction Services Group Report: Kirk Pawlowski, *Executive Director*, provided a report on the ESD 112 [Construction Services Group](#) (CSG) program and services. Since the CSG was established in 1994 at the request of local districts, CSG has provided services for 145 school districts in the State of Washington. ESD 112 is the only ESD in the state with a construction services program.
- First Reading, New Policy 3424: Mike Nerland, *Assistant Superintendent of Teaching and Learning*, shared an overview of the proposed new Policy 3424 regarding Opioid Related Overdose Reversal.

- Superintendent's Report: Tim Merlino, *Superintendent*, briefed the board on the following:
  - A. DISTRICT 1 VACANCY TIMELINE:
    - Superintendent Merlino shared the proposed timeline for filling the vacancy in District 1 due to the retirement of Dr. Graham.
  - B. NEW BOARD MEMBER, NANCY MILLER:
    - Nancy Miller attended a board orientation with ESD 112 Leadership on October 11, 2022.
  - C. ESD 112 REGIONAL COMMITTEE ON SCHOOL DISTRICT ORGANIZATION:
    - ESD 112 is responsible for maintaining a regional committee to consider requests from citizens to transfer the territory from one district to another or the consolidation of one or more school districts. The ESD 112 Board is responsible for appointing members to this committee. There are currently two vacancies in Districts 3 and 5, as well as two terms that will be expiring in Districts 2 and 4 where current members do not plan to continue their service. ESD 112 will be seeking new candidates and will advertise the openings in local newspapers and on the ESD website.
  - D. AESD Update:
    - An update was provided on the redesign of the AESD Network and AESD Association, as well as a historical overview of these groups. At a future meeting, the ESD Board will be asked to approve new interlocal agreements which better define the role of stakeholders in AESD.
  - E. ON TARGET REPORT:
    - The On Target Report will be presented to the Board of Directors at the November board meeting.
  - F. ESD 112 LEGISLATIVE FORUM:
    - The ESD 112 Legislative Forum will be held as a virtual event on November 28<sup>th</sup>.
  - G. NEW CHARTER SCHOOL:
    - Superintendent Merlino recently met with a new charter school, Rooted School, which will open in Vancouver in August 2023, regarding ESD 112 programs and services.
  - H. ESD 112 COMPENSATION STUDY:
    - Marnie Allen, *Assistant Superintendent of Human Resources, Legal Services, and Insurance Programs*, shared an overview of the process that the ESD is embarking on to review the over 200 positions on the ESD salary schedules. The ESD will work with a consultant to complete this study by March.
  - I. ELECTRONIC SIGNATURES:
    - Sara Moore, *Executive Assistant*, shared a demonstration of the new electronic signature process.
- Employee Acknowledgements and Recognition: Monique Dugaw, *Executive Director for Communications and Public Engagement*, recognized employees Wendy Niehaus, Kathy Whitlock, and Mike Nerland for their work to host an online seminar on "Creating Gender Inclusive Schools" that was attended by over 50 district and ESD staff.

## PROPOSALS FOR ACTION

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- **Motion passed** to approve the consent agenda items including minutes of the ESD 112 Board of Directors' Meetings – September 28, 2022; ESD 112 Personnel Activity Reports for September 2022, ESD 112 Expenditure Reports for September 2022; and Early Head Start Budget Status/Expenditure Reports for September 2022.
- **Motion passed:** Board Resolution R.22.07 – In the Matter of Obsolete/Surplus Items – School Bus
- **Motion passed:** Board Resolution R.22.08 – In the Matter of Obsolete/Surplus Items – PPE Supplies/Office Items

## PUBLIC AND BOARD COMMENTS

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- Public Comments: There were no public comments.
- Correspondence:
  - Thank you to ESD 112 Administration from Mayor Anne McEnerny-Ogle and the Vancouver City Council.
  - Thank you message to Mallory Fleshman, ESD 112 STEPS Program, from Kelso School District.
- Board Participation at Events:
  - Darlene Stickel shared an update on the recent AESD Executive Board Meeting.
  - Heidi Rosenberg shared an update on the October EHS/ECEAP Policy Council Meeting.

## CALENDAR

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- ESD 112 Board of Directors' Business Meeting – ESD 112 – November 22, 2022 – 3:00 pm – 5:00 pm
- AESA National Conference – Atlanta, GA – November 30 – December 2, 2022
- ESD 112 Board of Directors Business Meeting – ESD 112 – January 24, 2023 – 3:00 pm – 5:00 pm
- ESD 112 Board of Directors Business Meeting – ESD 112 – Feb 21, 2023 – 3:00 pm – 5:00 pm
- ESD 112 Board of Directors Retreat – TBD – March 27, 2022
- ESD 112 Board of Directors Meeting – TBD – March 28, 2022 - 8:30 am – 12:00 am

## ADJOURNMENT

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The meeting adjourned at 4:52 pm.



For questions, please contact Sara Moore, Executive Assistant to the Superintendent, at (360) 952-3318 or email: [sara.moore@esd112.org](mailto:sara.moore@esd112.org). Approved minutes of the Board of Directors' meetings are kept in the ESD 112 Administration Offices and are public record.