



2012-11-14

Attendees		Absent	
Buck Evans	Kyle Bunker		
Carol Browder	Jodie DesBiens		
Jerry Jenkins	Mary Kernel		
Kathy Shoop	Shirley Cutshall		
Eric Chambers	Karma Hugo		

Approval of Minutes:

Buck made the motion to approve the September 2012 minutes. Kathy seconded the motion and a vote was taken and minutes were approved.

Lightning Round:

Discussion:

Mary

- Providing training regarding legal requirements for migrant out-of-school youth
- Working on science and writing
- Working with T&L regarding ELL

Karma

- Early Learning walk throughs to take place

Jodie

- Just hired two more people, need one more
- Has seen her clients
- Working with Eric regarding Medicaid match

- Juvenile Justice

Carol

- Trying to close last year and finish 2011/12 report. However, state changed accounting method for all ESDs for 2011/12 in October 2012 so must go back through last year and change how things were accounted for

Shirley

- SpEd Admin-Cindy Prouty resigned, Will need to reconfigure program services;
- Co-Op implementation of 5D work with UW going well & the enrollment population is stabilizing;
- SNCorps transitioning to Anne Elkins at end this month due to Nancy Hoffman's resignation;
- AOP is mid-year in PD offerings, Patty Yates has used the new registration program - cumbersome, yet will work once the quirks are fixed; and
- Early Childhood/SpEd completed a very successful PD on "Building Blocks" last Friday.

Buck

- Finished the fourth of a five day CIT training in Ferndale. Ferndale is interested in scheduling an additional CIT training in the spring
- NWRDC Leadership team is learning about continuous improvement and how it relates to their job responsibility
- NWRDC Leadership team is reading the book "Good to Great"

Eric

- Farms to Schools program - they are looking for someone else to take it over. Fully funded but need fiscal agent; will be providing evaluation support for now.
- Behavioral Health Support - second round of interviews; working on Medicaid application; writing policy
- Erate Program, added one new district this year (Coupville)

Kathy

- TPEP - 8 SDs in fall; 4 in spring
- Common Core state standards - math & language arts
- Schools & student success data tool
- To Yakima regarding intentional teaching

Kyle

- Working with new tech coordinator, Louise. Happy to have her
- Gearing up for Windows 8 - big change but cool features. Microsoft fired the fellow who developed it
- Working on TS strategic targets to work with smaller SDs so they can better use our services

Jerry

- Been in preliminary discussions with Microsoft regarding teacher development funding - nothing specific yet
 - Working with two SD boards retransitioning supintendents
 - Mcleary Decision - how to take small doable steps without imploding system
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LCC Update (Kyle & Jerry):

Discussion: Signed Action Plan; no minutes yet

Conclusion/Action: None

Employee Services Committee (Wendy)

Discussion: The Employee Services Committee is asking for support for the annual winter celebration raffle program which benefits our Discovery programs. Instead of the usual one large prize, the Committee thought that each department could be responsible for a theme basket. Then we can raffle off six baskets instead of one prize. Wendy provided a list of theme suggestions.

Conclusion/Action: Buck made the motion to support the proposal, Mary seconded and vote passed. Wendy asked each department to notify her regarding the theme selected so the themes are not duplicated.

Employment Practices Liability Risk Assessment Survey (Carol)

Discussion: Distributed a hard copy of Intranet's [Formally Filed Student Incident and Staff Grievances Guidance](#) so Directors are aware there is guidance available in case an incident or grievance occurs. The summary was prompted by our Risk Pools current push to reduce liability possibilities in the employee arena.

Conclusion/Action: Keep locked down to Directors' group only but add Sheila

E-mail retention (Kyle)

Discussion: During the OneNote training session, Kyle discovered there are issues regarding how emails are retained. The understanding is no one will keep emails outside of the email system; however, some folk have been making Word or PDF copies and filing them elsewhere or making hard copies of grant related emails for fiscal.

A few other examples were brought up during our discussion including other legal requirements such as the need to keep emails for 6 years for Erate and the need to retain documentation regarding compliance issues.

Jerry -Understands governmental entities are required to keep metadata (history of each email), but is not sure how this relates to paper copy. Keeping in other formats means it is hard to search for them. We want to narrow the place to search for email to within Outlook.

Kyle attended a Cyber Liability class provided by our insurance providers (WSRMP). One of the risks identified was if TS doesn't know about sensitive data in our system. Kyle needs to know if anyone is downloading student or other personal information. He doesn't need to know what is downloaded so much as he needs to know where it is downloaded. He is interested in large sets of data and doesn't need to know about small bits of information such as information regarding one individual. He also needs to know regardless whether the download was in the system or on a computer or other equipment. TS will be encrypting everyone's hard drives.

Conclusion/Action: Jerry said there will be no saving email to OneNote. Unless a special cause has been approved by Jerry & Kyle, do not save emails outside of our email system, aka Outlook. Two special causes have been approved including printing off grant information for fiscal and the compliance issues referred to by Shirley.

Notify Kyle of any large downloads of sensitive information.

PD Cross Department Collaboration Efforts (Shirley)

Discussion:

Shirley related the history of the collaboration efforts including:

- Directors' Mission Statement refers to continuously learning, communication, collaborating and supporting each other; however, have found it difficult to communicate and collaboratively plan so the need for a system was discussed;
- Previously discussed coordinated planning using Outlook together;
- With Buck's help, previously discussed barriers where are we and where do we want to go;
- In December 2011, discussed what is the purpose of collecting data so came up with the reason to raise awareness regarding working collaboratively;
- Seem to have lost focus and question whether there is a need;
- Decided to use a common planning calendar in addition to the secured events calendar;
- Kathy, Mary, Shirley and Jodie discussed and came up with purpose statement (last slide on Handout pg 2).

Mary - We came back to one general broad bigger issue - take one bite & make progress.

Kyle - Going to have to change how we do it so not just treating the calendar as a separate tool. Needs to be part of process.

Karma - Should focus on what are we planning to do rather than reflecting on what has been done so share future plans.

Buck - Would be helpful to know who else is working with the same group of SD people so sending consistent messages - building off of each other.

Mary - Will still need to talk with the other person to get details about what is being done.

Kathy - Has found it can even be hard within a department.

Shirley- Would look at the common calendars before developing a PD- found the information helpful. Also piloted a comprehensive system for tracking services supports in our Dept last year-found the system was not cost effective as it takes lot of AA time to input and keep it up to date.

Karma - Some things are stand alone - nursing, etc - while others can be shared.

Mary - It would be helpful to have early understanding of what is coming, who is involved, what is effect, maybe can just be on an "as needed" basis.

Eric - Would like to know what are big themes across departments.

Buck - Current calendar system is too much work, it needs to be less time intensive.

Shirley - 3 key points made here

1. project planning
2. know what is happening in other departments
3. know key collaborators

Buck - Need to keep simpler, less complicated.

Mary - If you hear something during lightening round that is of interest, make a note to discuss it later with that person.

Mary finds her needs are more topical rather than oriented to which SD is receiving which service.

Conclusion/Action: Continue with group meeting before Directors' meeting to discuss a target SD as determined by frequency of user and strategic activities. Can use Rachael's Accountability Report matrix to summarize services and bring to meeting.

Ted Talks: [Salman Khan: Let's use video to reinvent education](#) (20 min) Eric Chambers

Discussion:

Much discussion ensued.

Conclusion/Action: Karma will choose next video

Minutes respectfully submitted by Carol Browder

Posted by Anne Knutzen