

2014-02-13

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

Approval of Minutes: [11-13-2013 Minutes](#)

Shirley moved an Buck seconded that the minutes from the 11/13/2013 meeting be approved. Directors approved unanimously.

Lightning Round:

Buck:

- Finished the last round of CIT with Ferndale School District (for now), finished the strategic planning process with Meridian School District; and is working with NLRC to get a new portable constructed on Arlington School District property.

Shirley:

- Working on the budgets and preparation for next year. So far, there are “pretty good numbers” of students for next year.
- Shirley is working on compliance verification.
- The School Nurse Corps is participating in a Johnson and Johnson leadership project. The work is going well and they are currently refocusing some of the goals.
- The Autism Outreach Project supervisor at OSPI left and replacement hasn’t been hired yet. This has created minor issues for the NWESD AOP Project.

Karma:

- Karma as a video conference at the end of this moth regarding WA Kids. The aim of the meeting is to work with the other program administrators and share

data. The NWESD is one of two ESDs in the state that has been piloting the new transition form. Karma is participating in the PBIS training with Shirley.

Jodie:

- Jodie is preparing for a site visit from OSPI coming this month for the PI and EA programs and is working to expand substance abuse treatment in Skagit county.
- The grant for transition program at Denny Youth Center has been extended for another year.
- Jodie is working with ESDs 113 and 114 as they are thinking of developing a similar mental health program. Jodie thinks we will have a contract (BHAP) to provide additional mental health services in Whatcom County.

Kyle:

- Working on a Technology Program Review (TRP) for Lynden School District.
- Migrating the exchange services and working on the technology plan for downstairs (see Jerry's comments). Noted that Dennis Small from OSPI is trying to get people together to talk about Educational Technology.
- In the process of hiring a new person and three viable candidates.

Jerry:

- Working with others on Co-Op management issues.
- Dealing with legislative issues, specifically with a proposed increase in instructional program house – the district issue is that an increase in instructional hours would required that they go back and renegotiate with all their unions.
- Jerry is working with three districts with superintendent and/or board issues.
- Jerry is Serving on the WSIPC reorganization committee. Jerry noted that Greg Lynch, the new superintendent from ESD 114 visiting today.
- Jerry announced that they are going to add back a full-time fiscal technician to work on monthly reconciliation, to increase floater AA time, and hire a one-year temporary position to support Jodie in the Behavioral Health program, especially around issues of HIPPA compliance.
- Jerry will propose to the board that we use the empty space downstairs for new conference rooms. Jerry announced that there was an election day yesterday and it was pretty positive for most levies, but bonds not so much.

Carol:

- Carol has been working mostly on the budgets and the audit. Still she has managed to heroically cut space allocation costs for the agency. Carol apologized for missing her own deadline regarding making the budget books available.

Eric:

- Working with Kyle on the Lynden TRP project.
- Working with Jodie on the project evaluation and end-of-year report for the Skagit County Mental Health Program.
- In the middle of erate bidding.

Kathy:

- Kathy has been engaged in a lot of work around highly capable student programs – the law changed making programs required.
- Kathy is working a lot on the consolidated program review for this year and working hard on the HCAP programs. Much of the focus of this work is on student growth and common core state standards. Also working with the Bill and Melinda Gates Foundation. Kathy is working hard on the assessment co-op and planning summer programs.
- Kathy has posted two positions, one as a result of Beth Niemi's resignation, effective July 1.

LCC Update:

Discussion: The only topic of the last LCC meetings was to discuss technology fees (see below)

Discussion Items:

13-14 Tech fees (Kyle)

Discussion: Kyle presented tech fees which are a little high overall to compensate for increased license fee and increased staff costs resulting from the pending COLA

Conclusion/Action: None

Removed employees data (Kyle)

Discussion: Kyle brought up the issue of how we handle staff data when we leave. As it is done now, TS forwards the person's email to another NWESD employee for one year and someone is designated to have access to the former staff member's electronic files, which are also archived for a year.

Jerry was concerned that if someone doesn't intentionally save important files (those that we are required to keep for a specified period of time) then we risk deleting them inadvertently.

Conclusion/Action: Files will be proactively transferred to someone who will then be responsible for archiving them as necessary.

Email retention clarification (Shirley)

Discussion: Shirley brought up three issues relating to records retention:

1. Retention for threads which involved fiscal or sensitive issues, how much and for how long do we keep those things;
2. Who retains a strand of information? If multiple people involved in the conversation who retains the records
3. Printing -

Conclusion/Action: Emails should be saved by the person that initiated the email. We should not be printing emails to save in lieu of saving the electronic copies with the meta data but can print for working copies assuming they are shredded or otherwise properly disposed of when the project is over.

Director's Retreat (Buck)

Buck asked if we had established a date for the next director's retreat. Consensus was that we had not.

Conclusion/Action: Buck will send out dates soon

WSIPC reorganization (Jerry)

Jerry provided a historical overview of WSIPC and mentioned that it is undergoing some reorganization. Jerry believes that their current business model is untenable, that a committee has been formed to address this, but suspects that a change is still five to ten years off.

Conclusion/Action:

Future Meetings (Kyle)

Kyle wondered if an 8:30 meeting still worked. Some discussion and consensus that the meeting ought to be changed back to nine so that the BH group could meet at 8:30.

Conclusion/Action: Future meetings will start at 9:00AM

NWESD Strategic Plan (Kathy)

Kathy asked us to review sections 3.2 and 4.1 for future meetings and be prepared to discuss what they mean in the context of our collaborative work with T&L. Some discussion ensued relating to department flyers and it was agreed that we would not make a decision now. However, Kathy and Karma will meet with other departments to get a better sense of what their contributions might look like.

Conclusion/Action: Update on agenda next month.

Ted Video: [Stanley McChrystal: Listen, learn ... then lead](#)(15:39 min) (Lead By Mary K)

Discussion: Everyone participated in a discussion, focused mostly on leading across space.

Conclusion/Action: None

Minutes respectfully submitted by: Eric Chambers

Posted by Tammy Lee