



# 2014-05-14

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

## Approval of Minutes:

First by Buck; seconded by Karma

Conclusion/Action: Unanimous approval as written: Ready to post.

## Lightning Round:

### Buck:

- Working diligently on the modular unit for NRLC: This project is nearly completed.

### Carol:

- Fiscal welcomes Lori McLeod, replacement under training for Marilyn Sollers' upcoming retirement;
- Undergoing discussions on future district supports /fiscal services;
- Attended HIPPA training with the group that is setting-up compliance/ procedures related to this requirement for behavioral health services.

### Karma:

- After thorough consideration & investigation, the ECEAP application process with Anacortes School District has been abandoned;
- Current focus on full-day K rollout, including summer PD support;
- Department is making plans to host annual FDK conferences for this year and future.

### Jodie:

- Working on HIPAA /compliance needs and has moved to DSM-V coding;
- Providing professional development for Prevention staff;
- Completing evaluations;
- Hired two therapists for replacement positions and two additional for Whatcom and San Juan counties;
- Reviewing OSPI grant regarding recent *Tobacco Policy* (potential 0.5 FTE for one year);
- Coordinating with other ESD's on *Transformation Grant*.

**Jerry:**

- Shepherding NWESD budget through several district superintendents;
- Providing guidance, advise, and support related to several school district budget developments;
- Supporting several new superintendents;
- Engaged in collective bargaining discussions and support with several district superintendents;
- Assisting with TPEP interpretations and implementations.

**Kyle:**

- Working with technology upgrades and hardware replacement (Anacortes School District); installing technology for renovated downstairs;
- Coordinating network equipment & phone systems for NRLC modular;
- Developing technology support for Lopez;
- Monitoring the orders for approximately 55 computer replacements, most of which are at off-site locations;
- Gearing-up for school district, summer projects.

**Shirley:**

- AOP has finished trainings for this year & now planning for next year;
- Cooperative programs are completing certificated evaluation process and finalizing evaluations on all other employees;
- Sheila is also coordinating Co-Op professional development for next year;
- Both Eastside summit and NRLC will have commencement ceremonies this year and Skagit discovery is hosting a spring concert (see Angela for time/dates);
- AP&S starting Program Specialist (Linda Sieg) this Friday as .5 co-op and .5 SpEd admin services;
- Ken Chovil recently identified as new Site Administrator for Whatcom Discovery, replacing Carolyn Jenkins who will be starting with Meridian School District next year;
- Finalizing 442 compliance reports which are due to OSPI at the end of this month;

- Starting professional development series with WEA on bridging IEPs with Common Core;
- School Nurse Corps is finalizing year and reports.

Conclusion: Spring is always busy time of year & there are lots of activities planned for 2014-15.

### **LCC Update:**

Discussion: Incomplete cleaning of meeting rooms was reviewed at LCC meeting (as well as support staff meeting); see list of expectations.

Responsibility to clean and prepare meeting rooms per guidelines must be followed. Staff is required to restock the coffee condiments, wipe down all tables, vacuum, straighten chairs, etc., after each usage.

In the event that a workshop participant group breaks-out to alternative meeting room which was not previously scheduled, Administrative Assistance (AA) for the department will receive a call by the receptionist. A department AA must communicate with the break-out group regarding utilization (e.g. duration needed, time which the room must be vacated, as well as expectation for cleaning up after themselves), and the potential to relocate the group to a new area when needed. The department AA will be expected to ensure the room is clean and ready for the next group to occupy as scheduled. If the break-out usage exceeds a one-half hour increment, the department AA will be responsible for ensuring the room is scheduled/booked through Outlook, and JV is processed with appropriate account code.

Jerry suggested that department administration communicate room expectations to outside presenters and coordinate room utilization in advance.

**Conclusion/Action: Directors will communicate clear message to ALL department staff regarding the expectation to maintain meeting room protocol.** All program administrators will be directed at this time to ensure expectations and responsibilities regarding the utilization and cleaning of meeting rooms, as well as appropriate fiscal accounting, are adhered to across all units within a department.

### **Discussion Items:**

#### **Travel Reimbursement (Eric)**

Discussion: None

**Conclusion/Action:** add to next meeting agenda

#### **Accidental Damage to Devices (Carol/Kyle)**

Discussion: Parameters regarding accidental loss/damage v. negligence were considered. Clearly, a lack of security is considered negligence; all devices must be in a locked trunk when employee is in travel mode and not in the vehicle. Repeated carelessness, such as placement or handling, which results in device damage could be deemed negligence.

**Conclusion/Action:** The responsibility for replacement of damaged equipment will continue to be reviewed on an individual basis. The final decision regarding accidental or careless negligence will be made by the executive administration (Carol/Jerry).

### **Director Position Description Update (Jerry & Buck) -handout provided**

Discussion: A clarifying note was previously inserted into the position description/director matrix. The insertion states that “Significant cross program/department support during transitional development or expansion phases may, at the Superintendent’s discretion, result in additional responsibility”. Directors are advised that special-cause consideration for matrix placement is reviewed annually.

**Conclusion/Action:** Directors need to submit their matrix review to Buck ASAP.

### **FLSA Exempt Employee Work Week Adjustments (Buck) -handout provided**

Discussion: see [PDF summary statement on internet](#) for thorough explanation of requirements and NWESD expectations. Clarification regarding FLSA and work week adjustments provided. Time-and-a-half (overtime rate) must be provided for FLSA employees during the same work week, whenever work requirements exceed 40 hours. Compensation time may be substituted for overtime pay, at the employee’s discretion with employer approval. All adjustments are made within the same work week, as defined by NWESD policy/procedures (Friday midnight to the following Friday at 11:59pm).

Non-FLASA (aka: exempt) employees are expected to work a professional work week. Work week adjustments are also made within the same week, at the discretion of the supervisor. Such work week adjustments must be communicated and approved in advance.

**Conclusion/Action:** Consistent communication across departments is critical to ensure that employees are held to the same standard. Please refer to the summary document, Work Week Adjustments, FLSA Requirements, NWESD 189 Expectations, to guide decisions: Contact Buck Evans for clarification.

### **Issues around use of videos (Karma) -handout provided**

Discussion: The reviewed a copy of notes taken during a task group meeting on 5/5/14, regarding the use of video recordings which capture individual students and teachers within the classroom. Bulleted points regarding key issues were discussed. Director

group provided feedback, suggesting that guidelines would apply to any recording device-audio, still photos, video, etc. There was also a brief discussion regarding areas of consideration, such as matching the attendance list for the day with permission slips, FERPA, etc..

- Jerry noted that any proposed policies/procedures regarding the use of recording devices would need to be approved by our attorney before a final document is published.
- Carol noted that policy/procedure regarding use of recording devices during or for professional development and related activities, would also need to be added language (perhaps as an addendum) in contracted provider agreements.

**Conclusion/Action:** Additional work and input from those currently participating in this conversation is needed. Director group will continue discussion at next meeting- add to agenda.

#### **14/15 board presentation schedule. (Jerry)**

Discussion: Recent email from Jerry regarding board presentations. No discussion

**Conclusion/Action:** Dates confirmed as proposed; Directors to coordinate and ensure presentation coverage as needed.

#### **TED Video:** (Jodie) [Surprising Lessons From 100 Days of Rejection: Jia Jiang \(12 min\)](#)

Discussion: General discussion regarding the positive use of rejection and failure as feedback for learning and personal growth. Biggest lessons are often found in failure. Every presentation we make provides opportunity for reflection & growth.

**Conclusion/Action:** Karma volunteered to select the next Ted-Video

**Next meeting-June 11th:** Kyle will send out meeting invite with new room location for meeting room downstairs in lower-level.

Meeting concluded at approximately 10:10 am

*Minutes respectfully submitted by: Shirley Cutshall*

*Posted by Tammy Lee*