



2014-06-19

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

Approval of Minutes: [2014-05-14](#)

Shirley suggested a minor update. Motion to approve by Shirley. Seconded by Eric.

Action: Kyle will have Tammy edit a small section. Minutes were unanimously approved as amended.

Lightning Round:

Kyle: Working in Anacortes SD Tech Services; with Lopez to support network; summer project of replacing computers at remote sites; a few replacements at the NWESD site.

Eric: Finishing projects to include -- annual report to Skagit County; HIPPA work with site team (at NWESD). Anna Bell will begin to work with Eric on E-Rate business; Kyle and Eric are working with Lynden. Upcoming annual leave -- road trip.

Jerry: New superintendent orientation; updating Admin ProCert agendas and candidate forms; certification mails; WSIPC redesign; working to move Behavioral Health in Snohomish County.

Carol: Working on Electronic Travel Reimbursements via ERMA; Contract Review/ Updates; Wedding.

Kathy: Hiring/Transitions; High Cap Collaborative Project; TPEP planning for 14-15; Accreditation redesign work.

Shirley: Cooperative Programs- Snohomish/NRLC modular sites completed & moving started 6/18; graduations held at Eastside summit and NRLC; Ken Chovil selected as the new program administrator; completing detention program invoicing for June; PBIS- Cohort IV registration in process with six of 818 slots reserved; Shirley and ESD colleagues across Dave are coordinating service supports, including state need project and state-wide CCSS/IEP training; invited to participate in state-level PBIS leadership

group; children's policy executive team (CPET) will be collecting family/youth survey information from past; AOP finishing combine summer Institute and professional development offerings for next year; Lorali is heading off to school nurse national conference as part of the Johnson & Johnson leadership Grant; Anne Elkins' last day is 6/30; Linda Sieg is supporting detention programs and will assist in special education admin services/CSA implementation.

Karma: FDK Conference in July -- Low enrollment (30) ; WA Kids Trainings; Early Learning Project -DEL (potential new hires); Thrive by Five WA --35k STEM grant for preK-K students; fall brunch re ACES.

LCC Update:

No meeting last month.

Discussion Items:

Travel Reimbursement and Meals (Eric/Carol)

Discussion: Various issues discussed regarding the policy /enforcement of agency vs private car for travel. Reimbursement, use of car in off hours, time used to complete travel forms, and time used for travel were among the items discussed.

Distance traveled in agency vehicle to have a meal while in travel status was discussed.

Conclusion/Action: Pilot practice to begin immediately: employees who begin and end their work day at the NWESD Anacortes office and have a meeting off site during their work day will use an agency vehicle to attend the meeting. If they elect to use their own cars and the agency vehicle is available, they will receive the 'lower' rate for reimbursement. If the agency vehicle is not available, they will receive the full rate.

Employees should make 'reasonable, cost-effective' decisions about distance traveled for meals while in travel status using agency vehicles.

Action Plan Identification for 14/15 (Buck/Jerry)

Discussion: Discussion about the effectiveness of the 'themed' focus of the Action Plan was discussed. Consensus was

- for those who provide internal service, the 'themed' focus was no different than our past practice. Those folks know that they support the work of Early Learning and TPEP.
- 13-14 was a learning year, as we considered how our work connects to the work of others.

- if we share what our program is and what our challenges are, that might provide more opportunities to collaborate.
- we could learn from and improve upon our 'themed work' from 13-14 to continue to 14-15.

Conclusion/Action: Before the Directors' retreat in August, examine the Action Plan to identify/draft statements for two draft activities attached to each target in the Strategic Plan:

Karma and Kathy: Early Learning/Childhood

Jodie, Shirley, and Eric: School Health

Agreement Authorization Discussion (Carol)

Discussion: Carol shared a discussion she had with an employee regarding an "agreement" the employee encountered and was asked to agree to while on-line. The employee did the right thing in bringing it to administration's attention before taking action. The situation involved setting up a vendor relationship and committed the NWESD to taking and/or not taking certain actions. It included many of the clauses that are part of a legal contract.

Conclusion/Action: Employees should not be making agreements that commit the NWESD. Jerry will take to All-Staff.

Ted Video: [Gilbert: The psychology of your future self](#) (6:48) (Karma)

Other: Behavioral Health Meetings

Discussion: Do we still need to meet before Directors' meetings since we are meeting as a HIPPA group on a regular basis?

Conclusion/Action: No; Tammy will remove from calendars.

Other: Video Protocol

Discussion: Update on the information brainstormed in May and now refined. Counterpart ESDs who do a great deal of video work were identified.

Conclusion/Action: Karma/Kathy will contact the ESDs noted above to gather their policies/procedures regarding video usage; will read, and will share with directors.

Minutes respectfully submitted by: Kathy Shoop

Posted by Tammy Lee