



2014-10-08

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

Approval of Minutes:

Discussion: Those present examined the minutes.

Conclusion/Action: The September 2014 minutes were approved.

Lightning Round:

Discussion: Directors shared their current and upcoming focus areas.

Kyle: Coordination with area district for tech services, recently redid all back-up systems here at NWESD, Kevin is problem-solving recent K-20 issues.

Buck: Meeting with all new superintendents, as of October 1st Buck has been on-site at NWESD two days a week but is always available by phone or email.

Carol: Closing the fiscal year, Carol will be out of the office over the next two weeks.

Shirley: Coop personnel, professional development getting up to speed, School Nurse Corps hosting a big meeting this month.

Jodie: Community Wellness and Prevention Interventionists started professional development training, system building efforts and website development underway, expanding in Whatcom County, OSPI approached NWESD to participate in a \$10 million dollar grant, along with other 2 other ESDs, that will provide drug and alcohol counselors and provide mental health and first aid training in Marysville SD.

Karma: NW Early Learning Coalition hosted a successful Early Learning Leadership Brunch on Sept. 30th, pilot group of PreK teachers who are using Teaching Strategies Gold aligned with kindergarten and for use with federal Special Education requirements.

LCC Update

Endorsed the ESD Strategic Action Plan, recommended that it be sent on to Board.

Discussion Items

Outlook Managed Folders Update:

We've updated Outlook to Exchange 2013. Through this upgrade, we will be moving from a "managed folders" system for saving email to a "retention tag" system. This will need to be applied to Outlook Calendars and Tasks, too. There will be approximately a three-week window after the next all-staff meeting for people to transition. Kyle will be able to tag existing managed folders so that anything staff currently have in 2, 6-year or permanent folders will be incorporated.

Conclusion/Action: Kyle will present this at an all-staff meeting and he will send out directions for how to tag managed folders with the retention option so that we can keep as much of our existing structure as possible.

Resetting Passwords:

Kyle shared that the current password resetting process used by remote-sites needs to be revised. Currently, remote-site staff can call in for a new password. Kyle proposes that instead, they would send a new password to designated administrators.

Conclusion/Action: Kyle will discuss the issue further at the upcoming remote-site meeting.

External Websites:

At our last meeting, directors discussed potential risk to HIPPA compliance when and if staff with access to online information leave the NWESD. Since the last meeting, Kyle compiled and shared the list of websites that ESD staff shared that they maintain username/passwords for.

Discussion: What steps should we take to assure that people can't access sensitive information after they leave?

Conclusion/Action: Shirley suggested adding a line item to documentation completed at employee departure. Carol requested the list of what came from her department.

Holiday Raffle:

Buck provided an overview of the Winter Celebration Basket Raffle purpose and plan for 2014. We should have a “cut-off” for purchasing tickets so that the off-site programs receive the funds raised prior to when they release for winter break.

Conclusion/Action: Shirley requested that Jennifer Longchamps connect with the remote sites to get a deadline for ticket sales. Departments should contact Jennifer which basket-theme they are choosing.

Culture Survey: Initially considered for NWESD co-op programs, it was suggested that we also include the main office in a “culture survey” process.

Discussion: Shirley reviewed the purpose and process of a culture survey.

Kyle suggested it would be interesting to see the results by job-type.

Jerry (stepped in briefly at this time) feels that there are numerous cultures and cautions that we are not a single entity and as such, there would need to be elements specific to the unique sites and contributions of all the various sites and staff.

Shirley noted potential alignment to our book study and part of a plan, do, study, act process. Buck and Jerry suggested it as part of a larger action.

Conclusion/Action: Shirley suggested that as we get further into our book study, a direction might become more clear. Buck and Shirley will meet to discuss going forward with the off-site survey. Kyle will add it to the next agenda for continued discussion.

Director Book Study Discussion: Participants reviewed chapters 1-4 of Leaders *Eat Last* by Simon Sinek.

Directors’ should read chapters 5-8 prior to next meeting.

Minutes respectfully submitted by: Karma Hugo

Posted by Tammy Lee