

LEADERS COUNCIL MEETING MINUTES

Wednesday, September 5, 2012

Present: Scott Swisher, Brian Halstead, Beth Wierda, Freida Lange, Sharon Katt, Diane Stuehmer, Russ Inbody, Scott Summers, Mary Ann Losh, Melody Hobson, Betty VanDeventer, Roger Breed, Valorie Foy

Also present: Brent Gaswick, Dave Rasmussen, and Jill Aurand

Commissioner Breed added REL Central to the Agenda.

1. **SLDS (Scott Swisher, Jill Aurand)**

State Support Team provided by NCES to help with data dictionary, CEDS, and data governance plan. They will come to Nebraska to assist. A special meeting with these representatives will be scheduled with the Leadership Council.

SLDS Team consists of Jill Aurand, Sameano Porchea, Eva Shepherd, Debe Dockhorn, Ben Baumfaulk, Matt Heusman, Rachel La Bounty, Russ Masco, and Pam Tagart. Others will participate as needed.

A webpage is being developed for SLDS.

2. **Educational Technology Services Team Discussion (Roger Breed, Jill Aurand, Brent Gaswick)**

Review proposal (Network, Education and Technology Services Team – NEaT). This would take members from several teams and create a Technology Team under leadership of a separate Leadership Council Member.

This would allow and improve security, coordination, and collaboration regarding technology. Consideration of the proposal continues. Other issues should be directed to the Commissioner within the next 30 days.

3. **Records Retention (Scott Swisher, Dave Rasmussen)**

Schedule 39 (NDE Retention Schedule) was discussed. Changes will be sent to teams for review. Outlook has a records retention program built in regarding email. Initially, training for use of the Outlook system will be provided to two members of each team.

The ultimate goal is for the state to have systematic program for records retention beyond hard copy documents.

The manual for Outlook's system is located on the Secretary of State's website.

4. **Assessing Work Calendars on Personal Phones (Diane Stuehmer)**

Process is available through NITC. There is a restriction on the software allowed. The major caution is that all information could be removed from the device and wiped clear by the State without recourse.

5. ESUPDO Meeting at ESU3 on September 11 (Freida Lange)

An agenda for the meeting was provided by Freida Lange. Several NDE staff will be presenting and attending. An in-depth look at ASSIST will also be held for correlation to the work of NDE.

12. Truancy Task Force (Roger Breed)

The annual report has been electronically submitted to Clerk of Legislature and available on that website. Task Force consists of Ellen Brokofsky, Kerry Winterer and Roger Breed. Dr. Breed provided a summary of the report. Recommendations were submitted to the Governor, Senator Adams and Senator Ashford.

6. Formal Process – Reports & Documents Published by NDE (Sameano Porchea/Brian Halstead)

Discussion followed on the process regarding “Published by NDE” on documents. Scott Summers explained the process for copyright, service mark. The process will be explored by Legal.

10. Midcontinent Regional Laboratory NE (MRL Report) – (Mary Ann Losh)

Mary Ann Losh inquired as to what other services REL Central is offering Nebraska. Others include Educator Effectiveness, Closing the Achievement Gap and Postsecondary and Workforce Readiness. Dr. Breed provided a brochure regarding the focus of the REL program.

11. Human Trafficking Task Force (Mary Ann Losh)

Mary Ann Losh was appointed by the Commissioner to represent NDE. Mary Ann Losh reported on the make-up and purpose of the Task Force and the forming of the work of the Task Force.

9. Summary of Listening Tour (Roger Breed)

Dr. Breed provided a summary of the tour with the Governor and Senator Adams of various schools to learn about student learning issues and programs.

7. Contract Template Discussion

8. Streamlining Accounting Requirements (Roger Breed)

Concerns were discussed concerning accounting procedures and completion of work. Dr. Breed pointed out that:

- We have to have accounting processes. We handle public money.
- Accounting should be a supportive part of the department, just like legal counsel, should help you find a way to resolve, not point them out.

The question becomes how can we meet the standards and streamline the process? Dr. Breed identified key issues as:

1. Consistency in procedures, training, communication
2. Handling of minor errors
3. Develop Letter Contracts that are narrow, clear, consistent
4. Create an understandable, usable contract for facilities

A task force was appointed by Dr. Breed to develop a potential solution to the process.