



**BOARD MEETING MINUTES**

Centerplace at Mirabeau Point  
 Saturday, June 25, 2011  
 8:30 a.m.-12:15 p.m. – Everyone  
 12:15-3:00 p.m. – 2011-12 Board only

**In attendance:** Jill Burnes, Becky Cooke, Josh Garcia, Barry Hoonan, Brent Howard, Karen Johnson, Kyle Kinoshita, Barbara Lomas, Tim Nootenboom, Janet Regge, Jose Rivera, Patricia Shanander, Jessica Vavrus, Mike Villarreal, Ismael Vivanco and Kathy Clayton.  
**Absent:** Andrew Lumpe, Jim Howard, Dave LaRose, Gayle Mar-Chun, Susana Reyes, and Gene Sementi

**I. Call to Order**

President **Tim Nootenboom** called the meeting to order with a review of the agenda for the day. The agenda from 8:30-11:30 included new, returning, and departing board members. Lunch took place from 11:30-12:15 when we will said our final good-byes to our departing board members. The 2011-12 board met from 12:15-2:30 p.m.

**II. Opening Activity**

**Jill Burnes** continued her expert facilitation of the *How Full is Your Bucket?* activity throughout the day.

**III. Strategic Actions**

**A. Goal 5: Leadership and Governance**

***Board Expectations and Engagement***

**Tim** and **Josh** facilitated a discussion related to board expectations, expressing the importance of promoting all WSASCD events and signing up to help out at our conference, regional workshops and symposiums. A master Calendar of Events was provided. Board members were encouraged to obligate themselves to three activities.

**B. Goal 5: Leadership and Governance**

***Strategic Planning***

Where we've been: 1) Understanding that our PURPOSE is to create a long-range (3-year) strategic plan grounded in the 5 tenets or pillars of the Whole Child Initiative; 2) Learning and creating a PICTURE of what the Whole Child really means (charts); 3) Generating a broad base of ideas for each of the pillars - safe, healthy, engaged, supported and challenged, as they relate to 1) Communications and Publications; 2) Programs, Products and Services; and 3) Influence and Policy.

Where we're going: continue to brainstorm ideas with the new board members and use Jill's template to help us to fine-tune our ideas. We will create the PLAN, focusing on what PART board members will play in the implementation of the plan.

HEALTHY	SAFE	ENGAGED	SUPPORTED	CHALLENGED
Jill	Mike	Becky	Jose	Jessica
Karen	Barbara	Gayle	Patricia	Barry
Josh	Janet	Ismael	Brent	Kyle

What happened during today's planning: During the brainstorming activity, each group edited, changed, deleted, and added new ideas. As we began to share out, it became

evident that there were some common themes, all related to using the Whole Child as the umbrella concept for four specific action steps. Following are the Action Steps (in general) with the board members who will work on those steps:

- 1) Spotlight a Whole Child tenet every two months to develop awareness and reinforce the concepts related to our brand and revised mission statement. An icon will be developed to represent each tenet. Team members: **Jill Burnes, Janet Regge, Ismael Vivanco**
- 2) Revamp entire State Recognition Awards Program to fit more closely with the Whole Child tenets. Team members: **Brent Howard, Jose Rivera, Mike Villarreal**
- 3) Align Annual Conference (Seattle) and Whole Child Conference (SKSD) Program elements with the tenets of the Whole Child. Team members: **Jessica Vavrus, Kyle Kinoshita, Karen Johnson, Barry Hoonan**
- 4) Consider the resources provided by ASCD to support our influence and advocacy work related to the Whole Child. Team members: **Kathy Clayton, Josh Garcia, and Tim Nootenboom**

To make sure all elements of each tenet group's discussion are not lost, each group sent their list of details to Kathy for future use.

Regarding the Affiliate Agreement and our Strategic Plan, **Ismael** made a motion that our strategic plan consist of the action steps listed above. **Janet** seconded the motion. The motion passed. **Tim** and **Kathy** will work to create a framework, whereby all activities are linked to the tenets of the Whole Child, which will become our Strategic Plan.

## C. Goal 2: Communications & Publications

### 1) *Critical Question Series*

Based on the board's earlier discussion about featuring a tenet every two months, they decided that all topics will align with this concept. Following is the general plan for the 2011-12 Critical Question series, with board members soliciting authors from their regions.

- Tenet: Engaged
  - August - **Jeff Halstead** - What are the instructions?
  - September – **Karen Johnson** – Topic TBD
  - October – **Becky Cooke** - Topic TBD
- Tenet: Supported
  - November – **Jill Burnes** - Topic TBD
  - December – **Jill Burnes** - Topic TBD
- Tenet: Safe
  - January – **Patricia Shanander** – Topic TBD
  - February – **Mike Villarreal** - Topic TBD
- Tenet: Challenged
  - March - **Jose Rivera** – Topic TBD
  - April – **Tim Nootenboom, Molly Carolan, Leslie Camden Gould** - Topic TBD
- Tenet: Healthy
  - May – **Ismael Vivanco** – Topic TBD
  - June – **Barbara Lomas** – Topic TBD

### 2) *Curriculum in Context*

**Becky** provided information regarding the journal for this fall. Due to the high cost of publishing and printing, all future journals will be electronic. A benefit of the electronic journal is that there will be more flexibility with article lengths. The theme for the fall journal is '*Leading with Values in Troubled Times.*' The list of outstanding authors includes **John Goodlad, Bill Robinson, Gene Sharratt, Tom Murphy, Raj Manhas, Whitney Meisner, and Mary Alice Heuschel**. It was decided that the journal will come

out in September and will have a special section to advertise the conference. The journal theme fits nicely with the conference theme which is *'Hope for Tomorrow: Change for Today.'* The fall journal will be **Becky, Gene and Jim's** last journal as our editors. WSASCD has enjoyed the benefit of having WSU serve as our host university over the past 5 years and look forward to this next journal. The board also wanted to recognize **Kelly LaGrutta**, who has served as the layout editor for the journal for the past five years. **Kathy** will send **Kelly** flowers as a token of our appreciation. **Kathy** will also arrange to send \$2,500 to WSU to be used for an education scholarship in the name of WSASCD for hosting the journal. This \$2,500 was promised to WSU in 2009, but because of our financial situation at the time, was delayed until now. We will send another \$2,500 to WSU next July to take care of their second cycle of editorship.

**Josh** and **Tim** shared information regarding our next cycle of journal editorship. The journal will be hosted by Seattle Pacific University, with publication services through NEWESD 101. The co-editors will be **Dr. David Denton**, assistant professor, SPU; and **Dr. Mike Dunn**, superintendent, NEWESD 101. **David** will serve as the lead editor and will attend our board meetings. **Mike** will be the supporting editor, focusing on recruiting authors. Our layout editor will be **Deb Ramsay**, director of technology, NEWESD 101. **Deb** will begin this summer, taking on the responsibility of the layout for the fall journal. **David** plans to be involved in our September teleconference and will attend the October board meeting.

### C. Goal 3: Programs, Products, and Services

#### *Program Planning*

##### a. Whole Child Conference in South Kitsap School District

**Josh Garcia** guided a discussion related to our Whole Child Conference, which will be hosted in South Kitsap School District. **Josh** has met with **Dave LaRose** a few times to design a preliminary plan for the conference. The theme will be *'Password: HOPE,'* and will use the South Kitsap 'key' as part of the logo for the conference. The conference will take place Friday afternoon and all day Saturday, May 11<sup>th</sup> and 12<sup>th</sup>. The target audience goes beyond educators to healthcare personnel, police, school boards, churches, chambers, Rotary... any type of agency that serves as a resource for kids, schools and districts. Presenters for the conference will be from SKSD and 2-3 other district/community teams. We will be looking for sponsors for this event, as we want to offer the conference at a minimal registration fee. **Kathy** will also write an ASCD Influence Grant to cover some costs. **Josh** and **Kathy** will work with **Dave** and members of the SKSD staff in planning the event. Board members who plan to help out at the event are: **Karen Johnson, Barry Hoonan, Jose Rivera, and Josh Garcia.** **Jessica Vavrus** will find someone from OSPI to help at the event.

### D. Goal 3: Programs, Products, and Services

#### *Program Updates*

##### a. Regional Workshops

Board members volunteered to serve as hosts for the 2011-12 regional workshop series.

- August 15 (Rick Wormeli – Differentiation and Grading) at Bowdish Middle School in Central Valley School District- **Ismael Vivanco/Tim Nootenboom** – hosts
- September 17 (Eaker/Keating - PLCs) at Central Valley High School– **Tim Nootenboom/Becky Cooke** – hosts
- November 5 (Jeanine Butler - Assessment) at University High School in Central Valley– **Becky Cooke/Tim Nootenboom** – hosts
- December 9 & 10 (Mike Mattos - RTI) at West Valley High School– **Becky Cooke/Mike Villarreal** – hosts

- February 29 (Austin Buffam - RTI) at ESD 112 in Vancouver – **Jessica Vavrus and Barbara Lomas** - hosts
- March 2 (Austin Buffam - RTI) in Federal Way Public Schools – **Jill Burnes and Janet Regge** (after 10:00) – hosts
- March 13 (BJ Stone – Class Instruction that Works) site to be determined – **Mike Villarreal** – host

#### b. 2011 Annual Conference

**Kathy** and **Janet** provided the board with a brief summary of the conference program, including the concurrent program schedule of presentations. **Kathy** will also provided information about board responsibilities at the conference and solicited volunteers to serve as hosts for presenters. **Kathy** will have a bookstore schedule for the board for the September teleconference.

##### Annual Conference Hosts

- Gene Sharratt – **Ismael Vivanco** – host
- Harvey Alvy – **Brent Howard** – host
- Tammy Campbell – **Jill Burnes** – host
- Pete Hall – **Karen Johnson** – host
- Flint Simonsen – **Jose Rivera** - host
- Elham Kazemi – **Kyle Kinoshita** – host
- Sharon Kramer – **Barry Hoonan** – host
- Richard Thomas – **Josh Garcia** – host
- Selected Concurrent Sessions – **Mike Villarreal, Brent Howard, Ismael Vivanco, Becky Cooke, Janet Regge** - hosts

The board decided to offer complimentary registration to any board member who is responsible for 10 people registering for the Annual Conference. Board members will send the list of registrants to **Kathy**. When she sees that they are registered, she will send a special complimentary registration form to the board member.

#### c. 2011 WSASCD Awards and Whole Child Award Selection

**Kathy** shared the list of award recipients for the State Recognition, OYEA and SSOC Awards.

- Outstanding Young Educator Award
  - **Celina Brennan**, Elementary Teacher, Cheney Public Schools
- Individual Award One
  - **Pamela Schaff**, Instructional Coach, Federal Way Public Schools
- Individual Award Two
  - **Carrie Sorensen**, Kindergarten Teacher, Lake Chelan School District
- Individual Award Three
  - **Mark Ray**, Teacher Librarian, Vancouver Public Schools
- Program Award One
  - **Middle Years Program**, International Baccalaureate, Vancouver Public Schools
- Program Award Two
  - **Educational Technology Team**, Federal Way Public Schools
- Team Award One
  - **Bridgeport High School and Wenatchee Valley College**
- Team Award Two
  - **Fort Vancouver High School Learning Walk Program**, Vancouver Public Schools
- Community Award – There were no nominees. At this meeting, **Josh Garcia** nominated a community agency that has been working with Federal Way Public

Schools. **Tim** made a motion that we accept Josh's nomination as our Community Award winner. **Ismael** seconded the motion; motion carried.

- o **Advancing Leadership and Advancing Leadership Youth**, Federal Way Chamber of Commerce

The board recommended that **Kathy** send a special message to the superintendents of each of our award winners. She will plan to do this in September when she sends the press releases.

**d. 2012 Annual Conference**

**Kathy**, along with conference co-chairs **Adam Uhler** and **Greg Borgerding** (White River School District), met with the 2012 conference committee on May 5<sup>th</sup>. She presented the committee's recommendations for theme, which is *'Empowered Learners: Teaching and Leading for Student Success.'* She also shared a very conservative proposed budget. **Kathy** showed the board three options for the logo for input from the board. The board's first choice was the logo with the person superimposed over a graduation cap. For the conference, **Dr. Tammy Campbell** from Spokane Public Schools has been selected to be one of the keynote speakers. **Doug Fisher** has also been selected to present one of the Saturday Action Labs.

**e. State Schools of Character**

As our new liaison to the State Schools of Character Program (co-sponsored by WSASCD, Learning Improvement Team and Whitworth University), **Jose Rivera** provided information about his training and next steps for the program. The SSOC program involves intense work with the eleven principles of effective character education. This year, we only had one applicant. That school will be honored at the 2011 WSASCD-OSPI Annual Conference. **Jose** shared that the SSOC team would like to challenge ESD superintendents to personally contact and encourage one principal/building team to participate in the process. While a 25-page narrative is the expectation for application for the award, it is the process that is worth the time and effort. The document becomes the result of schools working through the process. The SSOC Team (**Heather Knight** (LIT), **Debbie Tully** (Whitworth), **Dave Colombini** and **Jose Rivera** (WSASCD) are willing to help support educators in the application process. Applications are due December 1<sup>st</sup> and reviewed in January and February. All applicants will be recognized at the 2012 WSASCD-OSPI Annual Conference. For more information about the SSOC Program, go to [www.character.org](http://www.character.org). **Tim** expressed gratitude to Jose for serving as our liaison for the program.

**E. Goal 5: Leadership/Governance**

**1) Review of 2010-11 Budget**

**Kathy** guided the board through a review of the budget from last year. As of May 31, our profit showed \$53,681.90. Knowing that we have approximately \$10,000 in encumbered expenses, we hope to end the year with around \$43,000. Following this part of the discussion, **Kathy** was invited to step out of the room while the board discussed some financial items. **Kathy** was invited back and the board shared the following decisions:

- a. Bonus for Executive Director - Base salary for Executive Director = \$51,899 (includes \$4,205 payroll taxes). Beginning with the June 2011 financial statement, **Kathy** will be given a bonus based on net profits. The maximum bonus allotment is \$5,000 (approximately 10%). The Executive Director Bonus Structure is as follows:
  - i. 100K or above = \$5,000
  - ii. 75K to 99K = \$3,500
  - iii. 50K to 74K = \$2,500
  - iv. 40K to 49K = \$2,000
  - v. 30K to 39K = \$1,500
  - vi. 20K to 29K = \$1,000

**Janet** made the motion to establish the bonus structure for the executive director beginning with the 2010-2011 school year to continue each year thereafter. **Brent** seconded the motion; motion carried.

- b. Transfer funds to CD (6 month) – Last year, we put \$7,000 in a CD. The board is recommending the following savings structure based on net profit:
- i. 100K or above = \$5,000
  - ii. 75K to 99K = \$3,500
  - iii. 50K to 74K = \$2,500
  - iv. 40K to 49K = \$2,000
  - v. 30K to 39K = \$1,500
  - vi. 20K to 29K = \$1,000

**Jose** made the motion to establish the savings structure listed above beginning with the 2010-2011 school year to continue each year thereafter. The motion was extended to add an additional \$9,000 to the CD this year. The total to add to the CD this year would likely be \$11,000. **Jill** seconded the motion; motion carried.

**2) Proposed 2011-12 Budget**

**Kathy** presented the proposed budget for 2011-12 for discussion and input. The budget is built conservatively projecting a \$4,000 profit. Final approval of the 2010-2011 budget will be taken at the September 17 teleconference.

**3) WASA Contract**

**Tim** shared information regarding the 2011-12 Professional Services Contract with WASA. **Ismael** made a motion to accept the terms of the WASA Service Contract; **Barry** seconded the motion; motion carried.

**2:30 Adjourned**

**September Teleconference Agenda Items:**

- 2011-12 Budget Approval
- 2011 Conference Details
  - Hosts and Bookstore Staffing