



## BOARD MEETING MINUTES

Tim Nootenboom's Home  
Saturday, June 23, 2012  
8:30 a.m.-12:15 p.m. – Everyone  
12:15-3:00 p.m. – 2012-13 Board only

**In attendance:** Jill Burnes, David Cooke, David Denton, Suzann Girtz, Barry Hoonan, Brent Howard, Kyle Kinoshita, Tim Nootenboom, Janet Regge, Jose Rivera, Anastasia Sanchez, Jessica Vavrus, Mike Villarreal, and Kathy Clayton.

**Absent:** Karen Johnson, Josh Garcia, Dave LaRose, Andrew Lumpe, and and Ismael Vivanco

### 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 said our final good-byes to our departing board members. The 2012-13 board met from 12:15-3:00 p.m.

**Suzann Girtz** video-taped board members as they came to the meeting and used the clips to create a clever iMovie about our board. The movie was shared at the opening of the board meeting.

### II. Opening Activity

**Jill Burnes** guided the board through an M&M activity related to the tenets of the Whole Child Initiative. Each board member selected a colored M&M that correlated with one of the tenets. Based on the color they picked, they had to think of something in their school or district that related to that tenet – healthy, safe, engaged, supported or challenged.

### III. Celebrating our Success

**Kathy** guided the board through two more rounds of 'Celebrate! Consider! Imagine!' using the same 'Celebrating our Success' document from yesterday. Board members worked in different groups to review the other four other goal areas – Communications and Publications; Programs, Products and Services; Influence and Policy; and Leadership and Governance. Again, they chose specific activities to celebrate, as well as thinking of ideas we should consider and imagine for the future. Ideas were used for the Strategic Planning activity.

### IV. Strategic Actions

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

##### ***New 'State Recognition Awards' Program***

**Kathy** shared information regarding our new program which includes the following awards recipients:

- Outstanding Young Educator – Genevieve Ramsey, Renton School District
- Healthy School Award – Opportunity Elementary, Central Valley SD
- Safe School Award – Madison Elementary, Olympia School District
- Safe School Award – Minnehaha Elementary, Vancouver Public Schools
- Student Engagement Award – Vancouver School of Arts and Academics
- Supported Students Award – Mullenix Ridge Elementary, South Kitsap SD
- Supported Students Award – McLoughlin Middle School, Vancouver PS
- Challenged Students Award – Skyview High School, Vancouver PS
- State School of Character – Hidden Creek Elementary, South Kitsap SD

This will be the last year that we co-sponsor the SSOC award with Leadership Innovations Team and Whitworth University. We will be designing our own award for next year.

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

***Strategic Planning***

The following sub-committees utilized work time to create their own action plans for each area. **Jill Burnes** provided an Action plan for each Action Committee which included a short description of the purpose and goal for each sub-committee, as well as specific activities, a timeline (with benchmarks), and information about who takes responsibility for specific items in the plan.

- Membership Action Committee– How do we renew our commitment to increasing our membership? What are educators looking for in an association membership?
- Professional Development Action Committee – What should be the focus of our future PD offerings? How should they be marketed?
- Partnership Action Committee – Partnerships are needed to move our Whole Child emphasis forward. What are ways that build partnerships that involve ‘no-risk’ or ‘low-risk’ for WSASCD? Are there purposes beyond providing professional development activities?

<i>Professional Development Action Committee</i>	<i>Membership Action Committee</i>	<i>Partnership Action Committee</i>
Jill Burnes - chair Ismael Vivanco Suzann Girtz Karen Johnson David Cooke	Tim Nootenboom - chair Dave LaRose Kyle Kinoshita Janet Regge Anastasia Sanchez	Mike Villarreal - chair David Denton Jessica Vavrus Greg Borgerding Brent Howard
Barry Hoonan* Mike Nelson* Janel Keating* Forrest Griek*	Jose Rivera* Helene Paroff* Becky Cooke* Vince Blauser*	Greg Lobdell* Josh Garcia* Mike Dunn* Andrew Lumpe*

In general, here is what each Action Committee discussed:

- Professional Development Action Committee
  - Encouraged board members to dive into the website to learn more about what we are offering
  - Suggestion for BJ Stone Instructional Strategies session: Each board member commit to encouraging 4 people to attend the September session. Remind colleagues that these sessions support all three teacher evaluation models. Forward emails and newsflashes to colleagues.
  - 2012 Conference – Familiarize yourself with the program and keynote speakers so you can be a stronger advocate for the conference.
  - Plan a Regional Assessment Institute – Host in Spokane – Suzann with help plan - Gonzaga students will be heavily involved.
  - Plan a Conference for Pre-Service teachers in Spokane (June 2013) – Use exceptional teachers for sessions – GU and Whitworth students share their research – Suzann will work with Kathy on planning.
  - Would like to investigate how to use webinars for future events, so educators do not have to travel. Consider trying one with Barry Hoonan as the presenter.
- Membership Action Committee
  - Need to consider what members are looking for in a membership
  - Utilize the website as a repository of great resources – i.e., TPEP, CCSS, ProTeach.
  - Consider portions of website to be for members only
- Partnership Action Committee
  - We need meaningful connections to other organizations – Want them to want us as much as we want them.

- It is important to be at the table when Jessica brings organizations together.
- Need talking points about how we can partner when seeking partnerships with ESDs, organizations, school districts and universities.
- Need to look at the connections we do have. Who do we know? What do we know?
- Consider hosting a Career Fair.

Action Plans developed by each Action Committee will be posted to Dropbox in the Strategic Planning folder. The leaders of the Action Committees will have a conference call before September to discuss the progress of their committees, and will report out to the board during our September teleconference.

#### C. Goal 5: Leadership and Governance

##### ***Board Expectations and Engagement***

**Tim** facilitated a discussion related to board expectations. A master schedule of events, with related responsibilities, was provided. Board members signed up for specific activities related to the conference and other events. Following are the responsibilities that will be assumed related to our board meetings:

- February 8<sup>th</sup> (Renton School District office) – Treats: **Janet**; Opening Activity: **Tim**
- March 29<sup>th</sup> (Renton School District office) – Treats: **Jill**; Opening Activity: **Suzann**

#### D. Goal 4: Influence and Policy

##### ***OSPI Report***

**Jessica Vavrus** shared information related to support for the implementation of Common Core State Standards and TPEP. Documents are available in the Dropbox in folders specifically for CCSS and TPEP. In March, **Brent Howard** attended a collaboration meeting of all educational content associations, led by **Jessica** and her OSPI team, to learn what other associations are doing to support CCSS, as well as share what we are doing. A handout with that information was shared. There will be two more meetings this coming year of association leaders – one is September and one in March. **Kathy** and **Mike Villarreal** will attend the September 27<sup>th</sup> meeting and **Mike** and **Greg Borgerding** or **Tim Nootenboom** will attend the March 21<sup>st</sup> meeting. Both meetings will take place somewhere in the Seattle area.

##### ***Learning First Alliance***

**Kathy** shared that it has been challenging for her to attend the LFA meetings, as often they are scheduled when she is hosting a workshop or attending an ASCD event. For this year, **Kathy** will attend the September 19<sup>th</sup> meeting. **Greg Borgerding** and **Janet Regge** volunteered to attend the meetings, which take place at the Washington School Directors Association building in Olympia on November 28, January 16, February 20, and March 20.

#### E. Goal 5: Programs, Products and Services

##### ***Future Partnership Activities***

**Kathy** shared information related to a possible partnership with Richland School District for an Institute in August 2013. **Mike Villarreal** and **Brent Howard** will join **Kathy** and attend the Institute in Richland this year to learn more about the PD they are providing in the institute. **Brent** also shared information from a discussion he's had with the WERA president. We will seek a partnership with WERA on a regional workshop.

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

##### ***Program Updates***

##### **a. 2012 Annual Conference**

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

**Tim** led a discussion about the need for board members to encourage educators, with whom they have influence, to attend the conference... and challenged them to get involved in a contest related to the number of people board members bring to the conference. The board will assume the following responsibilities:

- Concurrent Session Hosts – See separate document in Dropbox
- Set up at 6:30 p.m. on Wednesday, October 10<sup>th</sup> – **Tim, Janet, Brent, Anastasia**
- Work in Bookstore – **Janet and Tim** (10:00 a.m.); **Jill, Brent, Anastasia, Mike, Suzann** (not during her two presentations)
- Bringing LCD projectors and setting up – **Tim, Jill, Mike, Kathy**

#### **b. 2013 Annual Conference**

**Kathy** met with the 2013 conference committee on May 11<sup>th</sup>. She presented the committee's recommendation for the theme – 'Engagement: Learning to Shape the Future.' Kathy shared three options for the logo, seeking input from the board. Kathy also guided the board in a conversation related to our dates and possible sites, as we do not have a site at this time. The board agreed that we should pursue AWSP as a possible partner for the 2013 conference, possibly utilizing their dates and facility.

#### **c. BJ Stone 'Instructional Strategies' Series**

As indicated earlier, board members will commit to encouraging 4 people to attend the September session. Colleagues will be reminded that these sessions support all three teacher evaluation models. Forward emails and newsflashes to colleagues. Hosts for the series are as follows:

- September 20 – **Janet Regge**
- December 4 – **Jill Burnes and Greg Borgerding**

Hosts for January 22, March 6, and May 9 will be determined at the October meeting.

### **G. Goal 2: Communications & Publications**

#### **a. Curriculum in Context**

The Spring/Summer Curriculum in Context, with its theme 'Pursuing Excellence: Performing Teacher and Principal Evaluation in Washington' is certainly something to celebrate! The theme for the Fall/Winter eJournal relates to Common Core State Standards. David Denton is looking for a teacher to write on his/her efforts at understanding and integrating CCSS, as well as an administrator who is preparing his/her staff at understanding and integrating Common Core Standards.

#### **b. Critical Question Series**

Jill guided the board in a conversation about topics and contributors for the 2012-13 Critical Question series. It was decided that we would try shorter articles and link them to Facebook, rather than the blog format, with the hope that more people will connect with the articles. In addition to the articles, we are asking contributors to provide links to other resources related to their topic. Following are the board members who will take responsibility for finding Washington state authors this year:

- September – Brent Howard (Tenet – Safe)
- October – David Cooke (Tenet – Engaged)
- November – Mike Villarreal
- December – Janet Regge
- January – Anastasia Sanchez
- February – Greg Borgerding
- March – Jill Burnes
- April – Kyle Kinoshita
- May – Jessica Vavrus
- June – Tim Nootenboom and Ismael Vivanco

## H. Goal 5: Leadership/Governance

### a. Review of 2011-12 Budget and Proposed 2012-13 Budget

**Kathy** guided the board through a review of the budget from last year and presented the proposed budget for 2012-13 for discussion and input. Due to the fact that we had low participation at our 2011 annual conference and all of our regional workshops, we suffered a loss of \$92,693.31 for the 2011-12 school year. **Kathy** recommended that we tighten our upcoming budget by not sending a team to the legislative conference, and send the minimum number to the national conference. We also expect to spend less on our board meetings, as we will be moving to Renton School District office, rather than paying to host meetings at Puget Sound ESD. We will also work to improve our marketing of upcoming workshops. After a discussion of specific line items, it was decided to keep the executive director travel budget at \$1,000. **Mike** made the motion to approve the budget accepting the recommended change. **Greg** seconded the motion; motion carried.

### b. WASA Contract

**Tim** shared information regarding the 2012-13 Professional Services Contract with WASA. Action is required on the contract. **Janet** made the motion to approve the WASA contract. **Jill** seconded the motion; motion carried.

**3:00 Adjourned**

### September Teleconference Agenda Items:

- 2012 Conference Details
- Action Committee Reports

### For Future Planning:

- Online Meeting: Friday, September 21 (10:00-11:30 a.m.)
- Annual Conference: Thursday-Friday, October 11 & 12 – Seattle Airport Doubletree Hotel
- Board Meeting: Saturday, October 13 – Seattle Airport Doubletree Hotel (day after conference)
- Board Meeting: Friday, February 8, 2013 – Renton School District Office (8:45 am-3:00 pm)
- Board Meeting: Friday, March 29, 2013 – Renton School District Office (8:45 am-3:00 pm)
- Board Retreat: June 22-23, 2013 – in Spokane