



BOARD RETREAT MEETING MINUTES

Holiday Inn -Airport - Spokane
Saturday, June 24, 2017
8:30 a.m.- 3:00 p.m

In attendance: Abby Dekoekkoek, Ashley Leneway, Brian Stewart, Carrie Lam, Christie Christman, Dave Myers, Heidi Hellner-Gomez, Kevin Parr, Janet Regge, Dr. Keith Lambert, Kindra Clayton, Dr. Marci Shepard, Marie Verhaar, Marissa Rathbone, Dr. Shannon Thompson **Absent:** Celina Brennan, Monica Chandler, Sheree Clark, Dr. Hannah Gbenro, Dr. Forrest Griek, Lori Johnson, Dr. Doreen Keller, Lisa Laurier, Lori Johnson

1. Call to Order

President **Marie Verhaar** called the meeting to order and reviewed the agenda for the day.

Marissa lead the board in an opening activity that got everyone outside and moving around. Each member was given a yogurt lid to place in front them on the ground (all were white except 1 that was blue) we got in a big circle and the person with the blue lid was "it" and said, "I love my colleagues that love ____ (i.e. Maui)" and everyone that agreed with the statement would run to a different lid than the lid they were previously in front of and could not move to a lid that was right next to the lid they were previously in front of, one person, by default would end up with the blue lid and say, "I love my colleagues that ____". Prompts were used every other time that were related to WSASCD. Thanks for sharing this fun activity Marissa!

2. Strategic Actions: Goal 5 Leadership/Governance

- a. **Carrie** guided the board through a review of the budget from last year and presented the proposed budget for 2017-18 for discussion and input. **Heidi** asked about or revenue from the June 2nd event. **Carrie** explained that we do not have a report for that yet as our fiscal year ends at the end of June and the income statement that we reviewed is through the month of May. She expects to receive a report on the June 2nd event from Eve and Lisa soon. **Brian** asked what expenses are related to the website category. **Carrie** shared that the services are for hosting our website, domain name, and tech support for updates to the website. **Marissa** asked if a monetary amount could be linked to the Whole Child Award and there was some discussion supporting the idea. **Carrie** had communicated with Michelle Johnson/McGraw Hill Education and she was open to supporting the Whole Child Award if we did not have an OYEA to recognize. **Janet** motioned to approve the review of the May income statement and proposed budget for 2017-2018 and **Marissa** seconded the vote, the motion carried with no one opposed.
- b. **Carrie** reviewed the WASA/WSASCD Contract for Services agreement with the board, she went over the services that are provided by WASA -accounting, membership, registration and the portion for the WASACD executive coordinator salary. **Dave** made a motion to approve the contract and **Kevin** seconded the motion, no one opposed, the motion carried.

3. Goal 3 Programs, Products and Services

- a. **Carrie** shared responses from the exit survey from the June 2nd event with Kristin Souers. Most feedback was positive, Kristin was an engaging presenter and her focus around trauma was a current and relevant PD topic. **Marie** suggested using the same exit survey for the fall event. **Brian** shared that the rating portion of the survey may need to be shorted as it was quite time consuming to complete. **Marie** made notes to revise that for the next survey. **Marie** reminded the board that we offered clock hours for participants at the June 2nd event and asked the board to consider offering clock hours at the October 27th, 2017 event with Kristin Souers. **Heidi** made the motion to approve offering clock hours for the October 27th, 2017 Kristin Souers event and **Marci** seconded the motion, the motion carried.
- b. **Marie** led the board in discussion about some details for the October 27, 2017 Trauma Informed Practice Summit with Kristin Souers @Whitworth. **Keith** gave an overview of what the venue set up would be like at Whitworth and also shared that a colleague Kathryn P. who went to high school with Kristin could meet with Kristin prior and talk about the set up for the venue. The setting in the morning (depending on how many registrations we receive) might need to be more stadium seating and then in the afternoon we could move to a space with round tables. The board also discussed whether to offer lunch on site or off. The venue could hold up to 200 people or more, there will be tech support for the event, there will not be a fee (for venue) for WSASCD to hold the event at Whitworth. **Keith** is going to look into food services at Whitworth to provide box lunches. We also discussed how coffee service and selecting a simple continental breakfast for the morning and snacks (healthy) for the afternoon. The board had a discussion around the time for the event, the decision is the following event schedule:
 - o 8:30-11:45am
 - o Lunch 11:45am-12:30pm
 - o 12:30-3:30pm **build in an afternoon break 2:45-3:00pm for participants to complete the exit survey

- The board discussed ways to promote the Oct. 27th event, ideas included social media, designing graphics to use on social media, word of mouth, **Brian** suggesting using some funds to print flyers and advertisement, receiving something in hand can be beneficial in getting the word out to districts and ESDs about PD events. It would be a good idea to begin to set a date with Kristin Souers for possibly January and begin advertising the event on Oct. 27. **Carrie** will update the initial flyer for the Oct. 27th event to include that a continental breakfast and lunch will be provided on site.
 - In regards to sponsorships for the fall event, **Marie** urged members to begin thinking about their connections. **Keith** will connect with WACTDE and Kaiser Permanente for the eastside event this Oct. 27th and **Janet** can assist with making a connection for a sponsorship with Kaiser Permanente on the westside for a PD possibly in January with Kristin Souers.
 - Whole Child Award
 - **Marissa** shared with the board her visit to Port Angeles to present the Whole Child Award to Hamilton Elementary. The school was recognized with the award during an all school assembly, the superintendent, assistant superintendent, board members and parents were there. Marissa felt a Whole Child, happy presence when she was there, she felt like the award was appropriately selected and the school was appreciative of receiving the award. She liked presenting the WC award at a school during an assembly verses at a school board meeting.
 - **Marie** reminded how the awards program recognizes WSASCD, the board continued to discuss further ideas for supporting the WC award with a monetary amount and Marissa and Marie mentioned seeking sponsorship from Shape Fitness and Committee for Children, Second Step and Kaiser Permanente. **Keith** cautioned approaching Kaiser Permanente for the awards and the Oct 27th event, the board agreed. **Janet** made a motion to approve the current \$2,000 we receive from McGraw Hill could be divided -\$1,000/OYEA, \$500/WC, \$500 to support award costs, **Marissa** seconded the motion, none opposed.
 - Outstanding Young Educator Award
 - **Kevin** presented Alissa Farias with the Outstanding Young Educator award at the June 2nd event, she was also recognized at a school board meeting as the recipient of the award. Alissa was honored to receive this award.
 - Outstanding Instructional Leader Award (OILA) idea for this award from CA ASCD-is something that the board is interested in learning more about and developing this year.
 - Overall this year the number of applicants for both the awards was good, more than we have received in the past (we received 6-7 applicants for each award. It was suggested that we automate the application to simplify the review process, as well as revise the application for redundancy.
- c. **Review Clock Hour Application from Educurious**
- **Marie** led the board through the clock hour application from Educurious, **Carrie** answered clarifying questions on how WSASCD is a verified clock hour provider. **Janet** and **Marie** shared some background about Educurious and the blended model. **Christie** made a motion to approve the clock hour application **Marci** and **Shannon** seconded the motion, the motion carried.

4. Goal 2 Communications & Publications

- a. **Janet** reviewed the upcoming theme for the Fall/Winter issue of Curriculum in Context: Building Resiliency. Board members wrote down contacts that Carrie will send to Doreen.
- b. We are seeking a new contact for publication of ejournal, our previous publisher is having some health issues and has been notified that we are moving in a different direction in terms of publishers.

5. Goal 5 – Leadership and Governance

- a. **Janet** facilitated the selection of topics for our Critical Question series. Board members brainstormed a list of possible topics; then signed up for specific months.

Month	Topic	Board Member
August	Welcome Back	Reykdal (Marissa bring Marie and Reykdal together)
September	Trauma	Heidi
October	Early Learning	Shannon
November	Holiday Stress-Why Do Students Fall Apart Right Before the Holidays?	NEED SOMEONE
December	Selfcare	Marissa
January	How to Create a Whole Child Environment?	Marissa
February	Intercultural Education	Keith
March	Highly Capable Students	Marie (Camille Jones/Ashley)
April	Ed Tech	Ashley
May	College/Career -Portrait of a Graduate	Marci

June	Grit -Dweck	Brian
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b. **Snack & Opening Activity**

Month	Snack	Opening Activity
October 26	Doreen & Keith	Heidi
February 2	Forrest & Marie	Dave
April 27	Janet	Monica
June 22&23	Marissa	Celina & Kindra

Lunch 11:15am - 12:15pm -on site from Pepper’s Grill

After lunch **Marie** led the board in a conversation about planning for next year’s board retreat. Several board members had issues with travel and flight in and out of Spokane this year. The board discussed possibly changing the date of the retreat and location and came to the decision that next year the retreat will take place in Renton. **Marissa** suggested that we revisit this year to year. **Keith** cautioned that he did not want the retreat to feel like “work” verses “fellowship” the board agreed. With that in mind, the board agreed to changing the first day of the June retreat meeting to begin in the early evening with a BBQ at Janet’s home (we will have some meeting items and a celebration of those departing from the board) and then meet the next day for an all day board meeting at Kohwles Education Center (KEC) in Renton. The executive board will meet with new members for their board orientation following the April board meeting.

**6. Goal 5 – Leadership and Governance
Board Expectations and Engagement**

c. **Marie** and **Janet** led the board through WSASCD’s mission and 5 goal areas. The board engaged in a reflection of past activities and involvement in the 5 goal areas using the “Celebrate our Successes 2014-2017” -handout. In small groups, the board noted on post-its specific activities and things that WSASCD has done and placed them in the “Garage Sale” categories below.

- o Museum: It was great back then, but doesn’t work now.
- o Not for Sale: This is the good stuff (strategies, materials, lesson) you want to keep
- o Repair Shop: Things that could work with some adjustments
- o Garbage Can: Just throw this out! Give it up!
- o Toxic Waste Dump: People have actually have been damaged by this and we need to take actions to repair the damage.

d. **Committee Sign up & Work Time**

After the items were categorized in the “Garage Sale” board members signed up for one of 4 committees, a chair was assigned, and the committee worked together to set goals and timelines. Each committee presented their plans for their committee and received feedback from the group, if any, committee work plan notes will be attached to an email to the board along with meeting minutes.

- o Diverse Active Membership, Membership committee
 - o *Chair: Sheree Members: Keith, Shannon, Marie, Carrie*
- o Communications & Publications, Marketing/Website and Social Media committee
 - o Social media sub committee
 - o *Chair: Members: Marci, Ashley, Brian, Doreen*
- o Programs, Products and Services, PD committee
 - o *Chair: Janet Members: Kindra, Celina, Forrest*
- o Influence and advocacy committee & Leadership and governance committee
 - o *Chair: Heidi, Members Monica, Dave, Marissa*
 - o Awards sub-committee – *Chair Marissa and Co-Chair Heidi*
 - o New Treasurer- Dave
 - o LFA meetings – Dave and Carrie

e. **October 27, 2017 Trauma Informed Practice Summit with Kristin Souers**

- Hosts available day of event are: **Heidi, Marissa, Marie, Kindra, Celina, Carrie**

f. **Additional meeting items discussed:**

- **Janet** shared that Janel Keating from White River is interested in partnering in an event surrounding the topic of the co-teaching model- general education teacher and special education teacher (work of Marilyn Friend)
- **Janet** spoke with Kristin Souers and the board would like to invite Kristin Souers for another Trauma Informed Practice Summit in January (location TBD), we will have the date and flyer ready to begin advertising at the October 27th event at Whitworth.
- **Marie** shared that Marissa Gbenro would be a possible publisher to approach to continue the work that previous publisher Deb Ramsey has done in the past for the Curriculum in Context ejournal. Marie gave the board an overview of the work samples that Marissa has shared and the possibility of also asking Marissa to

help WSASCD with branding and website refresh. The board agreed to have Marie invite Marissa to work with WSASCD and suggested that we offer Marissa \$750 per issue of the ejournal (fall/winter and spring/summer) and a one time \$500 for branding and website refresh. **Keith** motioned to approve and **Marissa** seconded the motion, the motion carried, all in favor, no one opposed.

Meeting adjourned 3:05pm

Respectfully Submitted By Carrie Lam

Save the Dates

- **September 22, 2017** -10:00-11:30 am, Teleconference
- **October 26, 2017** - 5-6:30pm, Board Meeting in Spokane, Whitworth Campus
- **October 27, 2017** – time? in Spokane, Whitworth University, (Eastside) PD with Kristin Souers.
- **February 2, 2018** - 8:45am – 3:00pm Board Meeting in Renton Kohwles Education Center -KEC
- **April 27, 2018** - 8:45am – 3:00pm Board Meeting in Renton, Kohwles Education Center -KEC
- **June 22, 2018** -2:30?/5:00pm – *Janet's Home in Renton*
- **June 23, 2018** -8:30-3:30pm -*Renton TBD/KEC?*