



**BOARD MEETING MINUTES**

Hilton Garden Inn – Airway Heights/Spokane  
 Saturday, June 25, 2016  
 8:30 a.m.- 3:00 p.m.

In attendance: Celina Brennan, Christie Christman, Sheree Clark, David Cooke, Abby Dekoekkoek, Hannah Gbenro, Heidi Hellner-Gomez, Lori Johnson, Jennifer Klauss, Keith Lambert, Lisa Laurier, Thomas Mosby, Kevin Parr, Marissa Rathbone, Janet Regge, Anastasia Sanchez, Brian Stewart, Marie Verhaar, Ismael Vivanco, and Kathy Clayton.

Absent: Brad Brown, Sue Ann Bube, Kurt Hatch and Marci Shepard

**I. Call to Order**

President **Janet Regge** called the meeting to order and explained the agenda for the day. She explained that we would work as an entire board from 8:30-11:45 a.m.; have lunch; then Ismael, Anastasia and David would be departing and the new board will work from 12:30-3:00 p.m.

**II. Strategic Actions**

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

**1. Review of 2014-16 Budget and Proposed 2016-17 Budget**

**Kathy** guided the board through a review of the budget from last year and presented the proposed budget for 2016-17 for discussion and input. Because the fiscal year does not close until June 30 and our accountant will be getting bills through July for June, formal approval of the budget will not take place until the September teleconference.

**2. WASA/WSASCD Contract for Services**

**Kathy** explained the contract that we have with WASA which includes services for accounting, registration, membership and email newsflashes. She also explained that the Executive Director contract is separate from the WASA contract.

**3. Executive Coordinator Discussion**

**Janet** guided the discussion regarding the posting of the executive coordinator position with timelines. It was decided to change the selection date for the EC from October 21, 2016 to Fall 2016 to give the board more flexibility in hiring. It was also decided that 2-3 letters of reference were sufficient and upon receiving an application, a link to a skill set questionnaire will be sent to the applicant to send on to his/her references. **Marie** and **Heidi** will create the skill set questionnaire. Minor changes were made to the brochure Board members are encouraged to promote the position with anyone who may be interested.

**4. Board Expectations and Engagement**

**Marie** facilitated a discussion related to board expectations. Board members signed up to assume the following responsibilities in the coming year:

Event Date	Activity	Board Members
Nov. 4 (Cheney) Board Meeting	Bring Snacks	Jen, Lisa, Lori
	Opening Activity	Celina
Nov. 4 (Tacoma)	Bring Snacks	Christie

Board Meeting	Opening Activity	Janet
February 3 (Renton) Board Meeting	Bring Snacks	Janet
	Opening Activity	Christie
April 21 (Renton) Board Meeting	Bring Snacks	Marissa
	Opening Activity	Abby
October 8 (Seattle) PD Event	Host Kate Kinsella Institute	Marissa
		<b>Need someone</b>
Monthly meetings (Olympia)	Attend Learning First Alliance Meetings	<b>Need someone</b>
		<b>Need someone</b>
Various times of the year	Awards Co-Chairs	Kevin
		Marissa
Conference Co-Chairs	Cheney Site	Celina/Kevin
	Tacoma Site	Hannah, Marissa, Marie, Janet
Yearlong	Treasurer	Celina
Yearlong	Communications Sub- committee	Brian, Lisa, Lori, Hannah, Kevin

**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 for next year.

<b>Month</b>	<b>Topic</b>	<b>Board member</b>
August	TPEP	Heidi
September	Why attend teachers' conference	Keith
October	Social/emotional	Marissa
November	STEM	Christie
December	Career/College Readiness	Thomas
January	Restorative Practices	Sheree
February	Math Growth Mindset	Jenn
March	Project Based Learning	Marie
April	Game-Based Learning	Hannah
May	Trauma	Celina
June	Reflections of a Senior	Sheree

## 5. **Goal 3 – Programs, Products, and Services**

### **Professional Development Activities**

1. **Kevin and Ismael** reported on the Whole Child event which took place in Wenatchee on June 14<sup>th</sup>. Ismael shared that he was able to present the Challenged Students Award to WestSide High School at the event. Kevin shared that the event was well received by WSD staff. A copy of the program was also given to the board members.
2. **Kathy** shared information regarding possible PD activities for next year. More information will be given as it becomes available.
  - a. October 8, 2016 - **Kate Kinsella** 'Preparing ALL Students for Common Core Academic Interaction Demands' in Seattle October 8<sup>th</sup>

- b. November 5, 2016 - **Washington Teachers' Conference** in Tacoma and Cheney
- c. TBD - Five-day Series with **Greg Benner and Josh Garcia** focused on Planning for Whole Child Community and School Transformation in Yakima
- d. TBD – Series with **Gene Hall and Shirley Hord** related to Innovative Change and K-12 Education

### 3. **Washington Teachers' Conference Planning**

**Kathy** guided the board through the next steps in planning for the Washington Teachers' Conference. A separate document related to the minutes for conference planning is provided.

**11:45 Lunch** – Baked Potato Bar

Following lunch, board members **Ismael Vivanco, Anastasia Sanchez, and David Cooke** departed.

-----12:30-3:00-----

## 6. **Goal 3 – Programs, Products, and Services**

### 1. **Washington Teachers' Conference Planning – continued**

### 2. **Awards Discussion**

**Marissa** and **Kevin** reviewed the process used for the Whole Child Awards and Outstanding Young Educator Award this year. Based on the discussion, the following was decided:

- We will discontinue the Cultivating Character Award as there have been no nominations since 2012.
- The Whole Child Awards will be redesigned to create an overall Whole Child award rather than the individual awards based on the tenets. **Marissa** will redesign the nomination form.
- A new award entitled the Distinguished Educator Award was proposed by **Marie**. The board agreed that the recognition for seasoned educators is needed. **Marie** and **Celina** will create the nomination form.
- The timeline for award nominations will be as follows:
  - Whole Child – February 7-March 31
  - OYEA and Distinguished Educator– March 1-June 20

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

### **Authors for Fall/Winter Curriculum In Context**

**Lisa** and **Lori** guided the board in a discussion about possible authors for the issue themed 'Redefining Literacy in Education' The deadline for articles is September 16, 2016. **Lisa** and **Lori** made a list of possible authors, whom they will be contacting. Board members were encouraged to seek authors and send their contact information to **Lisa** and **Lori**.

## 8. **Closing**

Janet reviewed the goals created by each group from the day before, speaking specifically to the need for a Communications Plan Sub-committee. **Brian, Lisa, Lori, Hannah** and **Keith** committed to serving on the committee.

**September Teleconference Agenda Items:**

- 2016 Conference Details
- 2016-17 Budget Approval
- Report from Communications Plan Sub-Committee
- Status of Executive Coordinator Applications
- Report related to L2L Conference
- Learning First Alliance Representation

**For Future Planning:**

- Online Meeting: Friday, September 23, 2016 – 10:00-11:30 a.m.
- Friday, November 4, 2016
  - Board Meeting - 10:00 a.m.-1:00 p.m. – Professional Development Center (Tacoma) and Westwood Middle School (Cheney) - day before WTC – We will make it possible for the two sites to be linked electronically
  - 1:00- 4:30 – Set up for Conference
  - 5:30-7:00 p.m. – Welcome Receptions at Hotel Murano (Tacoma) and Hilton Garden Inn (near Spokane Airport)
- Annual Conference: Saturday, November 5, 2015 – Tacoma Professional Development Center and Westwood Middle School in Cheney
- Board Meeting: Friday, February 3, 2017 – Kohlwes Center in Renton - 8:45 a.m.-3:00 p.m.
- Board Meeting: Friday, April 21, 2017 – Kohlwes Center in Renton - 8:45 a.m.-3:00 p.m.
- Board Retreat: June 23-24, 2017 – in Spokane

Respectfully submitted: Kathy Clayton