



EXECUTIVE BOARD RETREAT MEETING MINUTES

Tele-conference

Friday, September 21, 2018 | 10:00am-11:30am

Members Present: Sheree Clark, Alicen Gaytley, Dr. Hannah Gbenro, Mike Lollar, Dr. Kathryn Picanco, Dr. Jill Heiney-Smith, Dr. Shannon Thompson, Pam Schaff, Marie Vehaar, Carrie Lam **Members Absent:** Marissa Rathbone, Heidi Hellner-Gomez, Dave Myers, Dr. Marci Shepard, Kindra Clayton

- I. President **Marie Verhaar** called the meeting to order at 10:00am and welcomed members joining via Zoom meetings.
- II. **Marie** shared that the meeting minutes from June 22 & 23, 2018 Retreat were included in the email with the meeting agenda as well as the Dropbox and asked if there was a motion to approve the June 2018 Board Retreat meeting minutes or discussion of the meeting minutes. **Dr. Jill Heiney-Smith** moved to approve the minutes and **Dr. Shannon Thompson** seconded the motion, all in favor, none opposed, the motion carried.
Carrie shared dues for 2018-2019-Learning First Alliance (LFA) will be invoiced in January 2019 for \$500. The board discussed continued participation with LFA. **Marie** asked for a motion to approve the \$500 dues to LFA for 2018-19. **Dr. Shannon Thompson** moved to approve the \$500 dues for LFA and **Mike Lollar** seconded the motion, all in favor, none opposed, the motion carried. **Carrie** reminded the Board about the Schools of Distinction recognition program and the Board did vote to support at the June 2018 retreat, however the sponsorship ask has increased to \$350 from \$250. The board had some conversation to continue to support the Schools of Distinction recognition program. **Dr. Jill Heiney-Smith** moved to approve the \$350 sponsorship to support the Schools of Distinction program and **Dr. Shannon Thompson** seconded the motion, all in favor, none opposed, the motion carried.

Carrie reviewed the 2018-2019 budget and highlighted adjustments made by the Board at the June retreat. The general revenue will remain at 45K as set in 2017-2018 budget, **Carrie** noted there was an increase for bank charges as fees continue to rise, as long as we continue to plan PD and have continued success with registrations the organization is on a good financial path. **Marie** asked if there was a motion to approve the 2018-2019 budget. **Mike Lollar** moved to approve the 2018-2019 budget and **Dr. Shannon Thompson** seconded the motion, all in favor, none opposed. **Carrie** reviewed the July 2018 financial statement, there has not been too much activity as the fiscal year ended June 30, 2018. **Hannah** noted that the spending in for L2L was the executive committee retreat that took place in lieu of traveling to L2L this year, however it was important for the committee to still meet and plan for board activity. **Carrie** anticipants that the president and executive coordinator will participate in the Educational Leadership Conference in 2019 (new name for L2L). **Marie** moved to approve the July 2018 financials, all in favor, non-opposed, the motion carried.

Last **Carrie** shared data from the latest membership report with the chart below. Most of the membership loss is from those participants from the initial Trauma Informed Practice Summit in 2017 that were not renewed. **Carrie** also shared that we have representation from 154 districts and organizations in Washington State (see chart at the end of the minutes). WSASCD is beginning to collect -gender, age, ethnicity- from members and that data will be available for the November 2, 2018 board meeting.

Membership Type	March 2016	March 2017	June 2018	September 2018
ASCD joint dues	263	183	180	208
Complimentary	22	6	26	37
Members as a result of PD	366	176	336	266
Renew from previous year	242	329	234	221
Retired/student/intern/para	5	8	1	0
Totals	899	702	777	732

- III. **Strategic Plan and Action Items**
Goal 5 Leadership and Governance

Jill shared a doc in the Dropbox with an outline for the data/program evaluation project that came out of the June 2018 retreat, with the goal to retain membership. She has support from professors at SPU and two doctoral students could help with this project as an independent study. She shared possibility of an ideal timeline and will connect with the executive committee to discuss details/direction for this project and the timeline. Carrie will connect Jill with executive committee. Jill is also seeking a student intern to serve on the board, most likely she will have someone who can attend the February meeting as it may be difficult to have a student travel for the November meeting.

Goal 2 Communications and Publications

Dr. Kathryn Picanco joined in on the meeting and shared an update on the articles and content received so far for the upcoming Fall/Winter 2018 Curriculum in Context ejournal. She has received one article and anticipates other articles for this issue. Carrie shared that Kathryn and Katie (publisher) met and have a timeline for the journal to be complete near the end of October. Kathryn asked if the Board had a direction or theme for the Spring/Summer 2019 issue. The Board had not begun to discuss next themes however Kathryn would like to have a theme before November's meeting. Marie asked the Board to send Carrie theme ideas for Kathryn to consider.

Carrie shared updates to the Newsflash have been made following concerns and requests from the June retreat (i.e. share button, moving social media logos up to be more visible, some members were not receiving the Newsflash).

Goal 4 Influence and Policy

Marissa was not able to attend the meeting today however she welcomes questions or requests for OSPI updates, please email Marissa or Carrie if needed. Carrie shared that the Learning First Alliance group has been going through a revisioning process the past year. Hannah attended the recent LFA meeting with Carrie and shared the invite from AWSP to use their media/video room at their AWSP office in Olympia. The October meeting agenda will include goal setting around the mission of the group.

Goal 1 Diverse Active Membership

Marie shared updates on board members, Pam Schaff -consulting for OSPI and Alicen Gaytley- Coordinator, Instructional Programs - AVID, HiCap, AP, Directed Study. We are pleased Pam and Alicen's new roles will allow them to continue to serve on the WSASCD board. There are two openings that remain on the board: ESD 189 and ESD 123, we have some potential interest from recommended candidates, however they are not in the regions we have openings, which brings us to just begin this idea of considering a different approach to board recruitment. Hannah spoke to the following resources from IOWA ASCD as resources for our affiliate. Marie also asked if there were any other knowledge/ideas for board recruitment that board members may have experienced from other boards. We will revisit this again at the November 2018 board meeting for deeper discussion.

1. Future board recruitment, consider a new approach due to recent turn over and current open positions
2. Resources from IOWA ASCD Board:
 - What if Washington State ASCD Board Members had a specific role to fill and we figure out what that commitment looks like? (Like Director of Marketing)
 - An example is with [Iowa ASCD](#). I've worked with Lou, their ED, on some committees with ASCD Int'l. Lou explained to me they're clear about the commitment for specific roles for people who are passionate about certain topics.
 - Then, they have "Members at Large" positions to ensure representation from across the State. This structure is how they're able to support a robust [Strategic Plan](#).
 - Volunteer "[job descriptions](#)" for Iowa ASCD Board Members are available online, and their [constitution](#) outlines the specifics re: these renewable positions.

Goal 3 Programs, Products and Services

Carrie shared communication from PSES that they have raised the clock hour fee from \$2/per hour to \$3/per hour to keep up with increasing costs to process registrations and clock hours. Sometimes PSES refers those requesting clock hours to WSASCD if their ASCD online coursework isn't approved by their organization. PSES shared that the nine WA ESD's increased clock hour fee to \$3 as of September 2018. Pam asked a clarifying question of where the revenue from the increase would go. Carrie shared that revenue goes to WSASCD when she receives clock hour requests. There are fees for the credit card/check processing, however WSASCD does profit and it is not shared with PSES. She added that organizations are able to adjust their fees and is wondering if the Board is interested in considering an increase like the ESDs in the state. Mike Lollar moves to approve increasing the clock hour fee to \$3/per clock hour, Dr. Shannon Thompson seconds the motion, all in favor, non-opposed, the motion carries. Hannah adds that it would be nice to have a start date,

like January 2019, the board agreed. Carrie will update the website and begin to share this information to CharacterStrong partners.

Carrie shared the clock hour evaluation summaries and preliminary profit summary from the CharacterStrong Trainings from August 18-19, 2018, where our partnership included WSASCD serving as the clock hour provider and a revenue share of \$75/registration that mentioned WSASCD. Revenue from clock hours= \$1,971 and revenue share= \$525, combined \$2,496, so far, clock hour requests are still trickling in). Carrie also shared that CharacterStrong has just posted events for January 5&6, 2019 in Sammamish and Kennewick, WSASCD will continue to partner as we did for the August 2018 trainings.

Marie spoke to the November 2, 2018 Trauma Informed Practice -Part 2 in Spokane. She is unable to attend due to a family commitment, Hannah will be there to support, along with Mike, Pam, Kindra, Alicen, Heidi, Dave & Carrie. Marie summarized the agreement sent to offer 10 complimentary registrations for the Summit for West Valley SD in exchange for a/v equipment and support and that a Board meeting will follow at Steam Plant 4:30-6pm. **Carrie** thanked Mike for all his support for the event and planning that has taken place and is looking forward to the event.

Upcoming professional development opportunities

Hannah shared details from the meeting we had with AWSP executive director, Scott Seaman last week. Scott is interested in collaborating with WSASCD and we discussed the potential for PD around MTSS (multi-tiered system of supports). We did not touch on the financial aspects of working together, **Hannah** would be able to co-lead the planning and asked for support from another Board member. **Sheree** is working with MTSS in her district and is interested in serving on this planning team with Hannah. **Carrie** will **coordinate** the planning sessions and the team will update the board in November.

Marie reviewed WSASCD's tentative January 26, 2019, Trauma Informed Practice -Part 3 (Kristin Souers & Pete Hall) that we asked Kristin to hold for us. Considering the cost and recent events in the state with bargaining, Marie is cautious with this commitment/cost for this event -9K presenter fee, Kaiser Permanente support is not guaranteed, and we are not certain we have the base to have a successful Part 3. **Hannah** agrees and is wondering if we need to let the January date go to keep our relationship with Kristin strong and not over commit fiscally with a Trauma Informed Practice-Part 3 at this time. **Marie** looks ahead at the July 15-16, 2019 Kristin Souers & Pete Hall Summer Institute, that Kristin has reached out to WSASCD about. The executive committee had discussed the following ways to support their summer institute (serving as a clock hour provider, use our book seller, put a call out to request speakers via Newsflash or eNewsletter, offer to promote institute with a revenue share) we can serve as a support in these ways to Kristin and Pete as they see fit and then make a decision based on this event to see if we offer a Trauma Informed Practice-Part 1 again in fall of 2019, there was consensus on this decision.

Sheree shared an update on the CharacterStrong training offering that had been discussed at the June retreat. Sheree has a meeting schedule with her superintendent to begin planning for the CharacterStrong training March 2019, we are going for a model similar to the training last May in Orting SD. **Sheree and Carrie** will connect to coordinate further planning and will share an update in November.

Marie thanked everyone for their participation and welcomed anymore questions or discussion of WSASCD business. She reminded everyone of the "save the dates" and the meeting adjourned at 10:20am

Save the Dates

- September 21, 2018 - Teleconference 10:00-11:30am
- November 2, 2018, Trauma Informed Practice-P2 at Millwood Community Presbyterian Church, Spokane.
Board Meeting to follow at Steam Plant, eta 4:15/30pm-6:30pm
- February 1, 2019 - Renton
- April 26, 2019 - Renton
- June 21-22, 2019 -Meridian Country Club

WSASCD Membership in School districts/Organizations September 2018

Aberdeen School District	Cheney Public Schools	Grandview School District	Montesano School District	Ocean Beach School District	Ridgefield School District	Tumwater School District
Archdiocese of Seattle, Office of Catholic Schools	Chimacum School District	Granite Falls School District	Mount Baker School District	O'Dea High School	Riverside School District	UCiC School K-6
Arlington Public Schools	Christian Faith School	Harrington School District	Mount Rainier Lutheran High School	Olympia School District	Roosevelt School District	Union Gap School District
Association of Washington School Principals (AWSP)	City University of Seattle Educational Administrative Programs	Highline Public Schools	Montesano School District	Omak School District	San Juan Island School District	University Place School District
Auburn School District	Clover Park School District	Highline Public Schools	Mount Baker School District	Onalaska School District	Seattle Christian	University Prep
Bainbridge Island School District	Clover Park Technical College	Hood Canal School District	Mount Rainier Lutheran High School	Onion Creek School District	Seattle Pacific University	Vancouver Public Schools
Battle Ground School District	Columbia - Burbank School District	Issaquah School District	Mount Vernon School District	Orondo School District	Seattle Public Schools	Vashon Island School District
Bellingham School District	Concrete School District	Kaiser Permanente	Muckleshoot Tribal School	Orting School District	Sedro-Woolley School District	Waitsburg School District
Bethel School District	Conway School District	Kalama School District	Mukilteo School District	OSPI	Shelton School District	Walla Walla Public Schools
Blaine School District	Dalian American International School	Kaplan Early Learning Company	Naches Valley School District	Othello School District	Snohomish School District	WASA
Bremerton School District	Darrington School District	Kennewick School District	Napavine School District	Pascahl Sherman Indian School	Snoqualmie Valley School District	Washington State ASCD
Brewster School District	Deer Park School District	Kent School District	NE Washington ESD 101	Pasco School District	South Kitsap School District	Washougal School District
Bridgeport School District	East Valley S D - Spokane	La Conner School District	Nine Mile Falls School District	Peninsula School District	Spokane International Academy	Wellpinit School District
Burlington-Edison School District	Eastmont School District	Lacrosse School District	North Beach School District	Pomeroy School District	Spokane Public Schools	Wenatchee School District
Capital Region ESD 113	Edmonds School District	Lake Washington School District	North Central ESD 171	Port Angeles School District	Stanwood-Camano School District	West Valley S D - Spokane
Carbonado School District	Ellensburg School District	Lakewood School District	North Franklin School District	Puget Sound ESD	Steilacoom Historical SD	Westside School
CDA #271	Enumclaw School District	Lamont School District	North Kitsap School District	Pullman School District	Sumner-Bonney Lake School District	White Salmon Valley School District
Cengage Learning	Everett Public Schools	Liberty Christian Schools	North Thurston Public Schools	Puyallup School District	Sunnyside School District	Whitworth University
Center For Educational Effectiveness	Federal Way Public Schools	Liberty School District	Northshore School District	Quincy School District	Tacoma Public Schools	Wilbur School District
Center for Strengthening the Teaching Profession	Fife Public Schools	Lynden School District	Oak Harbor Public Schools	Reardan-Edwall School District	The Native Project	Willapa Valley School District
Central Valley School District	Franklin Pierce Schools	Manson School District	Oakesdale School District	Renton School District	Toutle Lake School District	Yakima School District
Central Washington University	Freeman School District	Marysville School District	Oakville School District	Richland School District	Tukwila School District	Yelm Community Schools

