



BOARD RETREAT MEETING MINUTES

Meridian Valley Country Club, Kent, WA
Friday, June 21, 2019 | 1:00pm-4:00pm

Present: Ginger Callison, Sheree Clark, Kindra Clayton, Jill Heiney-Smith, Hannah Gbenro, Alicen Gaytley, Mike Lollar, Shannon Thompson, Todd Setterlund, Marie Verhaar, Carrie Lam **Absent:** Marci Shepard, Dave Myers, Andra Kelley-Batstone, Pam Schaff, Kasana Funk, Angel Carrizales

Welcome & Opening Activity

President **Marie Verhaar** called the meeting to order and began by welcoming and thanking the group for joining together to engage in the work of WSASCD. Board members gave brief introductions before **Marie** led the group in an opening activity -Never Have I Ever. It was a fun activity that resulted in lots of laughter and helped the group get to know each other.

Strategic Actions

Goal 1 Diverse and Active Membership

WSASCD Board Orientation & Overview

Hannah & Marie shared key aspects about WSASCD, discussed the makes of the board, and what board commitment looks like. The sustainability of WSASCD depends on board member engagement and leadership as Carrie/executive coordinator, is the only staff person employed by WSASCD and her position is half time. WSASCD contracts some management services through WASA -accounting, event registration and some communications. Board members received several resources at the meeting -WSASCD Q&A, WSASCD mission and goals, tenets of the Whole Child, past successes, and background information about existing partnerships- that **Marie and Hannah** referenced in the orientation and overview of WSASCD.

Next **Hannah** engaged the group in an activity to get to know the 5 tenets of the Whole Child. Each member began with a small card printed with one tenet of the Whole Child, they then paired up with another member to talk about how they interpret the tenet that they were given, then they swapped cards with their partner and found a new partner to engage in the first step. After sharing the second time Hannah asked us to find an object (there were two tables of random objects) from one of the two tables to represent the tenet that we had and then board members took turns sharing with the whole group. For example, Sheree chose eye drops to describe how educators need to have a clear vision to be able to identify and provide appropriate “support” for their students.

Before morning into the Leadership and Governance portion of the meeting, **Hannah** shared some Flipgrid videos with the board to so we could hear from some introductions and clips of why we serve the WSASCD board.

Goal 5 Leadership and Governance

Marie led us through the business items of the board meeting beginning with approval of the meeting minutes from April 26, 2019 board meeting. She asked if there were any questions or comments about the minutes, there were none. **Hannah made the motion to approve the meeting minutes from April 26, 2019 board meeting. Sheree seconded the motion. Marie asked all in favor...None opposed, the motion carried.**

Carrie shared the WSASCD membership report as of June 2019. The board reviewed the report and had some discussion about where our members are and how to continue to strengthen membership as there were 137 members that did not renew when they initially became members as a result of Trauma Informed Practice PD events in 2018.

Next **Carrie** explained the May 30, 2019 income statement and reviewed of current state of the budget. WSASCD is facing a shortfall this year due having low PD activity and lack of membership renewals in 2018-2019, the board has been working on the PD event planning for the 2019-2020 year to generate revenue. **Marie** asked for questions or

discussion around the May 30, 2019 income statement, there was none. **Shannon** made the motion to approve the May 30, 2019 income statement, **Mike** seconded the motion, **Marie** asked all in favor...None opposed, the motion carried. **Carrie** then led the board through the proposed budget for 2019-2020 and noted that the beginning budget is a bit lower than last year due to the shortfall from the 2018-2019 budget. Moving forward into the next year Marie discussed how it is important to generate revenue to sustain our organization. **Marie** asked if anyone had further questions or comments about the proposed budget for 2019-2020, there were none. **Kindra** made the motion to approve the proposed budget for 2019-2020 and **Sheree** seconded the motion. **Marie** asked all in favor...None opposed, the motion carried.

Carrie gave a brief overview about the partnership that WSASCD has with the Center for Educational Effectiveness (CEE) to support their Schools of Distinction recognition program and that the contribution would be \$350 (WSASCD would have their logo printed on the banners displayed at the recognized schools). The board agreed that it would like to continue to support the efforts of the CEE with the Schools of Distinction program and by participating it allows for WSASCD to be visible in schools across the state. **Todd** made the motion to approve spending \$350 to support the Schools of Distinction program and **Shannon** seconded the motion **Marie** asked all in favor...None opposed, the motion carried.

Carrie reviewed the partnership models that the board has with CharacterStrong: (1) WSASCD provides venue, like past events in Orting and Washougal, serves as clock hour provider and receives a revenue share for promoting the trainings and model (2) WSASCD serves as clock hour provider and receives revenue share for promoting the trainings for CharacterStrong. **Carrie** asked the board to reflect on the partnership this past year and share thoughts about continuing the partnership. **Sheree** spoke to the experience of hosting in Washougal in April and **Carrie** shared the estimated revenue and expenses from the partnership. There is interest to schedule a meeting with the co-founders, John and Lindsay Norlin to discuss if they have other ideas for refining aspects of the partnership and communication for future events. **Hannah** made the motion to approve continuing a partnership with CharacterStrong as it currently stands. **Sheree** seconded the motion **Marie** asked all in favor...None opposed, the motion carried.

Carrie mentioned that there are potential clock hour policy changes in the next year that are pending review/approval of the PESB board. As an OSPI approved clock hour provider, WSASCD is required to follow specific protocol and record keeping for events that we offer clock hours for -notes were included with this information. **Carrie** then asked for the board to consider the two clock hour proposals submitted by CharacterStrong for trainings this August; one in Spokane and the other in Tacoma. The board reviewed each proposal requesting 9 clock hours for each training location. **Mike** made the motion to approve the clock hour proposal from CharacterStrong for the two day Building a Safe and Positive School Culture in Spokane for 9 clock hours. **Shannon** seconded the motion **Marie** asked all in favor...None opposed, the motion carried. **Mike** made the motion to approve the clock hour proposal from CharacterStrong for the two day Building a Safe and Positive School Culture in Tacoma for 9 clock hours. **Alicen** seconded the motion **Marie** asked all in favor...None opposed, the motion carried.

The third clock hour proposal that WSASCD received was from Peter Briggs for a training titled: Growing Urban Students for 16 hours, offered this August in Tacoma. Hannah spoke to the Peter Briggs training and shared that it was well received by educators when he offered it initially in Tacoma and is offering it for a second time this summer. **Marie** asked if there was any further discussion needed about the proposal (there was none) before **Shannon** made the motion to approve the clock hour proposal from Peter Briggs for 16 clock hours for the training: Growing Urban Students in Tacoma, August 7-8, 2019. **Sheree** seconded the motion **Marie** asked all in favor...None opposed, the motion carried.

Marie gave background about the publisher (Katie Jennison). Last year Katie refreshed the look of the Curriculum In Context (CinC) e-journal with the new logo and branding guidelines, this year the contract is to continue serving as publisher and she will work with the editor for the publication. The board reviewed the contract for \$1,500 for two issues of the CinC and wanted to move forward with the contract for Katie to serve at publisher. **Jill** made the motion

*to approve 2019-2020 publisher contract for to pay \$1,500 to Katie Jennison and **Alicen**, seconded the motion **Marie** asked all in favor...None opposed, the motion carried.*

Next **Marie** reminded the board about the Summer Institute w/Kristin Souers & Pete Hall and that WSASCD is serving as the clock hour provider. We also have a PD day with Kristin Souers this fall on November 18, in Tukwila.

Marie shared that the executive board (Marie, Hannah, Kindra & Carrie) is heading to a regional Affiliates Leader meeting in Mt. Hood, OR in July. Where we will meet with other affiliate leaders and some of their board members (CA, OR, AK, HI, TX, WA) ASCD representatives, Ronn Nozoe and Walter McKenzie, will also attend the retreat. The retreat was initially headed by Colin Cameron, executive director of OR ASCD, who invited CA and WA ASCD to join and then others west coast affiliates became interested. We are looking forward to participating in this unique opportunity and will share our take aways from the retreat in September.

Before departing board member Sheree Clark moves off the board, she was asked to recommend potential candidates to serve from ESD 112 region. **Sheree** shared information about each potential candidate and the board made their selection considering the current make-up of the board -aiming for diversity in representation of job position/perspective- Following the discussion, the board agreed to invite the candidate that would bring the perspective of special education to the work of the board. **Carrie** will reach out to the candidate and invite him to submit his candidate bio and letter of support.

Celebrate Departing Board Members

Marie recognized Sheree Clark for her service and leadership on the board with a memento from WSASCD. We also appreciate the following departing board members – Heidi Hellner-Gomez, Dave Myers & Dr. Marci Shepard – that were unable to attend. Marie also presented Hannah with the WSASCD gavel plaque as tomorrow she will serve her first day as president. **Hannah** presented Marie with a gift and thanked her for leadership as president these past two years which included refreshing the look and feel of WSASCD (logo, website, materials and publications).

The meeting adjourned at 4pm.



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Saturday, June 22, 2019 | 1:00pm-4:00pm

Present: Ginger Callison, Kindra Clayton, Kasana Funk, Hannah Gbenro, Jill Heiney-Smith, Mike Lollar, Shannon Thompson, Pam Schaff, Todd Setterlund, Marie Verhaar, Carrie Lam **Absent:** Angel Carrizales, Andra Kelley-Batstone & Alicen Gaytley

Welcome & Opening Activity

President Hannah Gbenro called the meeting to order. She engaged the board in brief introductions as we had two members join today that were not present on Friday. Then **Kindra** led the group in an opening activity with playing cards. It was a fun and simple way to help board members find commonalities and get to know each other on a personal level.

After the opening activity **Hannah** reviewed the WSASCD calendar for 2019-2020 with the board and asked for suggestions for board meeting locations. In the past the board has split meetings between the east and westside of the state, however **Kindra** voiced that her location (in the Tri Cities) state would result in her traveling to WSASCD meetings regardless if they were held in Spokane or west side and cautioned that weather could be a factor when traveling from west to east in February and April. Members agreed that with the timing of the meetings and potential weather, it is more likely that meeting attendance will be better if the meetings are held on the westside. **Jill** offered to look into SPU as a potential location for a fall meeting in November 17, 2019 and proposed Roslyn as a place for the 2020 June Retreat. **Carrie** will reach out to Renton school district to see if they can host us for the 2020 February and April board meetings as that location seems to work well for those flying into Sea-Tac. There was discussion to extend the board meeting time, to avoid expenses to extend board meetings into another day the group agreed to extend the length of previous one day board meetings.

Strategic Actions

Goal 2 Communications and Publications

Curriculum in Context ejournal

Jill shared background about the co-editors (Dr. Pete Renn & Emily Huff) and how she will support their engagement as editors for the Curriculum in Context (CinC) e-journal. She reviewed the next theme for the CinC- Approaches to Access and Equity for All Learners. **Carrie** received an updated call for manuscripts which includes the *Learn*, book review guidelines, she will update the submission guideline on the website. The board was asked to send any contacts for writers to Jill, the deadline for manuscripts for the Fall/Winter 2019 CinC issue is September 1, 2019.

Critical Question Series

Carrie shared that the Critical Question Series a monthly article that is written around a theme that is relevant to the needs of educators and linked to a tenet or sometimes more than one tenet of the Whole Child- the guidelines were presented to the board with an example of the themes from last year. **Hannah** and **Marie** led the group in brainstorming themes for each month of the 2019-2020 Critical Series Question (schedule in the Dropbox and emailed to members).

Goal 3 Programs, Products and Services

Professional Development Planning in Teams

Hannah shared with new members that the board began developing PD teams at the April 2019 board meeting. Each group shared what the focus was, and new board members were invited to join a PD team to continue further planning and development of each PD event. A template was used to guide the PD planning as the board would need to review and approve certain aspects of each PD event (presenter/theme, cost, clock hours...etc). Since the board was missing a few members and there is not a date set for the Safety Summit PD, it was suggested that the board

focus on the two schedule PDs with Dr. Norm Webb and Grace Kelemanik & Amy Lucenta. The two groups began meeting with the goal to present to the group about an hour before the end of the meeting.

Share out PD next steps and discuss

Following the planning team worktime, each team shared their current progress and developed ideas further following conversation and feedback as a whole group. For example the board talked through what an early bird model would look like -participants registered up to 3 weeks before the event would be entered in a drawing for a prize at the event, the teams also align registration pricing- PD plans were then adjusted based on the conversation of the whole group. The two events titles are: Learning, Teaching, and Leading Mathematics (Grace Kelemanik & Amy Lucenta) and Ensuring Equity and Access to Complex Tasks and Rigorous Learning with Dr. Norm Webb. The details of the progress were recorded on WSASCD PD templates and chart paper that were collected. **Carrie** will organize the pieces and place the updated templates in the Dropbox as well as connect with those assigned to specific tasks and requests to continue moving the event plans forward. The goal is to have flyers for both events and begin promoting them in August. Once each event was reviewed the board took the time to formally approve each event as well as the November 18 event with Kristin Souers.

Hannah asked if there was any further discussion on the two PD plans and or if there anyone who would like to make the motion to approve the *Learning, Teaching, and Leading Mathematics PD event* and *Ensuring Equity and Access to Complex Tasks and Rigorous Learning with Dr. Norm Webb*? **Todd** put a motion on the table to approve the *Learning, Teaching, and Leading Mathematics PD event on January 22, 2020, 5 clock hours will be offered* and the *Ensuring Equity and Access to Complex Tasks and Rigorous Learning with Dr. Norm Webb on October 29, 2019, 5 clock hours will be offered for each PD and both events will have the registration fee structure of: \$245 members, \$295 non-member (will become a member), \$175 intern/retiree, bring team of 5 and (4 paid and 1 free - \$50 fee will be incurred for non-member(s).)* **Jill** seconded the motion. **Hannah** asked all in favor...None opposed, the motion carried.

Hannah reviewed the PD plans for the November 18, 2019 event with Kristin Souers, she asked if there was any further discussion or questions about the PD plans? There were no further questions or comments. **Jill** put a motion on the table to approve *Fostering a Trauma Sensitive Learning Environment: A Team Approach with Kristin Souers on November 18, 2019, 6 clock hours will be offered with the following registration fee structure: \$245 members, \$295 non-member (will become a member), \$175 intern/retiree, bring team of 5 and (4 paid and 1 free - \$50 fee will be incurred for non-member(s).)* **Hannah** seconded the motion. **Hannah** asked all in favor...None opposed, the motion carried.

Close

Before closing Hannah thanked members for their leadership and engagement during the retreat. Board members each shared a take-away from the retreat before the meeting was adjourned.

Meeting adjourned at 2:59pm

Notes respectfully submitted by Carrie Lam

2019-2020 WSASCD Activity

Friday, September 27, 2019 – Board mtg/Zoom Teleconference 10:00-11:30 am

Tuesday, October 29, 2019 – Ensuring Equity and Access to Complete Tasks and Rigorous Learning w/Dr. Norm Webb

Sunday, November 17, 2019 Board Meeting, SPU-location & time/TBD

Monday, November 18, 2019 Fostering a Trauma Sensitive Learning Environment: A Team Approach w/Kristin Souers
PD Tukwila Community Center

Wednesday, January 22, 2020 – Teaching, Learning, and Leading Mathematics, Tukwila Community Center

February 7 – April 10, 2020 - Awards Program window

xxx 2020 Kristin Souers Part 3 east and/or west side? -will need to discuss-

Friday, February 7, 2020 – Board Meeting, west side, location TBD

Friday, April 24, 2020 – Board Meeting, west side, location TBD

Friday-Saturday, June 19-20, 2020 -June Board Retreat, TBD

xxx 2020 August, September or early October?/Safety Summit or ELL PD/TBD