



## BOARD RETREAT MEETING MINUTES

### Day 1 Zoom

Friday, June 18, 2021 | 12:00pm-4:00pm

**Present:** Amy Salinas, Mannu Sikka, Ginger Callison, Mike Lollar, Greg Larsen, Jill Heiney-Smith, Michael Baskette, Kindra Clayton, Dana Richardson, Pam Schaff, Todd Setterlund, Ken Turner, Alissa Farias, Hannah Gbenro, Shannon Thompson, Carrie Lam  
**Absent:** Andra Kelley-Batstone, Alicen Gaytley, Angel Carrizales

The meeting opened with **welcoming new members:** Amy Salinas and Mannu Sikka. Kindra Clayton received a moment in the mail from WSASCD for her service from 2017-2021, we shared sentiments and gratitude with Kindra before she signed off. We also welcome Shannon Thompson as incoming president and Hannah Gbenro moving into past president after serving two years as president.

#### Consent Agenda

Approval of April 20, 2021 meeting minutes, the minutes were sent prior to meeting for review, there was opportunity for discussion and questions prior to the motion that was moved by Mike Lollar and seconded by Todd Setterlund. None opposed and the motion carried.

Approval of May 31, 2021 financial statement. Carrie shared a summary of the May financials. There was discussion and opportunity for questions prior to the motion that was moved by Pam Schaff and seconded by Greg Larsen. None opposed and the motion carried.

Review of June membership report, ESSER fund request and PD revenue tracker from 2020-2021

#### Goal 5 Leadership & Governance

Review of 2021-2022 proposed budget – The board reviewed and discussed the proposed budget, keeping in mind the necessary funds needed to sustain the organization we are going to continue to reflect and move this item for consideration of approval for day 2 of the retreat.

Approval of the management contract for 2021-2022- Carrie shared a review of the management contract for the upcoming year. There was discussion and opportunity for questions prior to the motion that was moved by Todd Setterlund and seconded by Pam Schaff. None opposed and the motion carried.

#### Goal 1 Membership

Jill shared updates for the e-journal CinC spring/summer that was recently published. She shared the idea for the e-journal to go from bi-annual to annual publication due to the response for the call for writers. With overall agreement, Jill will determine the number of issues based on the response to the current call for the fall/winter issue. Offering one publication of the journal a year would be a reduction of cost for WSASCD.

#### Goal 4 Influence and Policy

Ken shared updates from OSPI. OSPI is undergoing a department re-org, there will be an early learning + elementary and then a department for secondary. Ken is not sure yet which department his role will fall. We asked if Ken could share any insight to when WSASCD may hear about ESSER funds, he is thinking July-ish and following the meeting provided additional information in regard to the financial

challenges: <https://content.govdelivery.com/accounts/WAOSPI/bulletins/2e492c7>

Last, Ken shared that there is more funding - prioritized for districts + ESDs, we may have more of a chance for access to funds if we partner. For example, if WSASCD was to partner with several of the ESD's to deliver Character Strong PD sessions at ESD's and video to teacher groups who cannot travel, that may be an interested use of funding- especially if it is SEL focused.

### Goal 3 Programs, Products, & Services

Carrie pointed the board to the area on the WSASCD.org website where professional learning evaluations are located and asked board members to review events that clock hours have been offered <https://wsascd.org/professional-learning-evaluations/>; not only do we need to review the evaluations annual as an approved clock hour provider by OSPI, doing so will also inform us on what members and educators are looking for as future professional learning as we plan the 2021-2022 PD calendar.

Next, Shannon led us in the last segment of day 1 of the retreat. Reflecting on past events, the professional learning 5 topics in the ESSER request and considerations for additional themes to support educators as we plan for the upcoming school year. The goal for the retreat is to have two professional learning opportunities fleshed out as much as possible to open in late summer and fall. The board shared thoughts, discussion, and two additional topics evolved: teacher/paraprofessional learning opportunity and administrator leadership PD. The board broke out into two break-out rooms to further discuss: timeline, audience, description/objectives...etc and then the whole board came pack to share out and receive feedback.

Day 1 concluded with reviewing agenda items for day 2.

Meeting adjourned.

Notes respectfully submitted by Carrie Lam

	<h2 style="margin: 0;">BOARD RETREAT MEETING AGENDA</h2> <p style="margin: 0;">Day 2 Zoom</p> <p style="margin: 0;">Saturday, June 19, 2021   8:00-11:00am</p>
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**Present:** Andra Kelley-Batstone, Mannu Sikka, Mike Lollar, Greg Larsen, Jill Heiney-Smith, Michael Baskette, Dana Richardson, Pam Schaff, Todd Setterlund, Ken Turner, Alissa Farias, Hannah Gbenro, Shannon Thompson, Carrie Lam  
**Absent:** Ginger Callison, Amy Salinas, Alicen Gaytley, Angel Carrizales, Ken Turner

Hannah Gbenro opened the meeting and welcomed board members for day 2 of the retreat. Hannah shared sentiments around her role as WSASCD president as she moves into the past president role and welcomed Shannon Thompson as the incoming president.

### Goal 1 Diverse and Active Membership

Carrie led the board in signing up for other board roles (awards committee, social media support...etc.). Carrie will follow up with each board member for their role.

#### WSASCD Board Support

Awards Committee	Treasurer	Sponsorship + Partnership	Social Media
Chair or co-chair: Pam Schaff	1: Todd Setterlund	1.	1. Mannu
Co-chair:		2.	2.
Selection team: Jill (I'll consider co-chair if no one else signs up!)	Think Tank - business planning		3.
Selection team: Dana Richardson	1.	Membership	ASCD Professional Learning Community
Selection team: Andra KB	2.	1.	Mtgs: 7/13 1p & 7/16 12p
		2.	1. Shannon

## Goal 2 Communications and Publications

Next, Alissa led the board in developing Critical Question series aligned with the upcoming professional development themes. Members met in breakout rooms and engaged in crafting questions and potential writer contacts using a [Jamboard](#) the executive board will match with timeline for the topic/questions.

## Goal 3 Programs, Products, and Services

Before heading into break out rooms to continue PD development from day 1, were reminded to be prepared to review the proposed budget for 2021-2022 once more and we would make considerations for accepting the proposal. Each PD team met and furthered their development. Each group shared day 2 progress/updates with the whole group and board members had an opportunity for questions and input, as well as to share plans for next steps for continuing to move the plans forward (PD themes: teacher/paraprofessional learning opportunity and administrator leadership PD). The Teacher Para Team PD will connect with Dana Richardson on presenter schedule/date -mid October, Carrie will reach out to Curriculum Associates to seek continued partnership to support a math presenter for mid-October, the Admin leadership team will continue to collaborate on next steps.

The 2021-2022 proposed budget was reviewed and there was brief discussion for the importance of the level of revenue needed to remain solvent as an organization. Prior to the motion there was opportunity for questions and conversation. Andra Kelley-Batstone motioned to approve the 2021-2022 proposed budget and the motion was seconded by Jill Heiney-Smith. None opposed and the motion carried.

Last, the board determined fall meeting dates: Tuesday, September 21, 4-6pm and October 12, 4-6pm – both meetings will be held remotely via Zoom.

Shannon thanked the board for their collaboration and engagement the past two days. Carrie will follow up with minutes and updates throughout the summer.

Meeting adjourned.

Notes respectfully submitted by Carrie Lam

### 2021-2022 Meeting Dates:

Tues Sept. 21, 4pm- Zoom

October 12, 4pm- Zoom

Will discuss winter/spring meeting dates in October.

Potentially: Fri. 2/4, Fri, 4/1, Retreat 6/17-18 or consider moving retreat to July