

**Highly Capable Cooperative Council Meeting
October 20, 2015
12:00 pm – 1:00 pm**

Highly Capable Cooperative Council Members Present:

- Cindy Simonsen, Anacortes
- Jenn Angelis, Burlington
- Megan Dickson, Lynden
- Patty Duncan, Darrington
- Rob Matthews, Sedro-Woolley
- Karin Manns, Granite Falls
- Chris Pearson, Conway
- Pam Estvold, Facilitator
- Chad Norman, Mt. Vernon
- Jake Rodgers, Sultan
- Mary Obee, Oak Harbor
- Jack Monpas-Huber, Marysville
- Darcy Becker, Monroe
- Carolyn Sytsma, Meridian
- Jennifer Longchamps, note taker

Review Minutes

The group reviewed the minutes from the HiCap Cooperative Council Meeting dated April 28, 2015. These minutes can be viewed [HERE](#). No changes were requested. Motion was made to approve the Minutes as written and approved by all.

Follow-up on Action Items from April 28, 2015

OSPI Handbook – The handbook is now available. Each district received a copy and the link to the document is available on the HiCap website.

Website – The website was shared during the morning meeting. It has become a great resource of information. If districts would like to have something added to the website they should send it to Anita.

Plans for the Year

PLC's – A discussion was had about upcoming PLC's. It was decided that the Cooperative would benefit from stand-alone workshops rather than a PLC series focusing on differentiation. The Council discussed the possibility of generating revenue for the Cooperative by selling seats to these workshops. It was decided that the member districts would be able to fill the seats with their own staff and therefore not needing to sell seats to non-member districts.

Each member district will have 4 seats available to them. Should they not need all 4 seats they are to notify Anita. She will fill those extra seats on a first come basis with other member district staff.

The three workshops scheduled are as follows:

- December 10, 2015 – Primary Source Analysis with Kim Kellogg
- February 18, 2016 – Math Differentiation Strategies with Mary Ellen Huggins
- March 24, 2016 – ELA Differentiation Strategies with Kim Kellogg

There will also be a PLC series on these same dates for HiCap Directors and Coordinators to work on program coherence, documentation, timelines, etc. Todd Christensen and Jan Bonzon will be facilitating this PLC.

Anita will send out registration information in November about all of these workshops and the PLC. Registration will be open only to HiCap Cooperative member districts. There will be no registration fee.

Contractor Support – It was suggested in April that there be a standing agenda item to have districts share how they are utilizing the support of their contractor. A brief discussion was held about how districts have used Jan Bonzon’s services last year. Most shared that they were able to have Jan work with them on the ID process, research, PD, and data collection.

Each member district receives 12 hours of contractor support. NWESD will keep an accounting of contractor hours used and share at upcoming Council Meetings.

Budget Status 2014-15

Pam shared the current state of the budget. There was more carryover from 2014-15 than planned. The Cooperative will be responsible to pay for Kim Kellogg’s time to facilitate the two workshops. The budget can be viewed [HERE](#).

Other – The Council discussed ID process for K-2 kids and many agreed that it’s problematic. Mary Obee, Oak Harbor School District, shared the informal screening process that her district is using. She is willing to share with others. Megan Dickson, Lynden School District, shared that Jan Bonzon developed a K-2 observational form. Pam suggested that we meeting via K20 with Bob Butts and Jodi Hess from OSPI to bring these concerns forward. Pam will check with Todd Christensen to see if this could be part of his upcoming PLC session in December.

ACTION ITEM: Pam will speak with Todd Christensen to work an OSPI K-20 meeting into his PLC agenda. Pam will connect with Bob Butts and Jodi Hess from OSPI to schedule the meeting for December.