

**Highly Capable Cooperative Council Meeting  
April 28, 2015  
12:00 pm – 1:30 pm**

**Highly Capable Cooperative Council Members Present:**

- Kat Grossman, Anacortes
- Jenn Angelis, Burlington
- Megan Dickson, Lynden
- Patty Duncan, Darrington
- Mike Olson, Sedro-Woolley
- Lisa Condran, Mt. Vernon
- Jake Rodgers, Sultan
- Mary Obee, Oak Harbor
- Todd Christensen, Marysville
- Kathy Shoop, Facilitator
- Pam Estvold, Guest
- Jennifer Longchamps, note taker

**Review Minutes**

The group reviewed the minutes from the HiCap Cooperative Council Meeting dated February 12, 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 February 12, 2015**

**OSPI Handbook** – Kathy spoke to Gayle Pauley in regards to the request of the Council to release the handbook in draft form. Kristina Johnstone needs to align the handbook to the WAC before it is made public.

**ACTION ITEM:** Kathy Shoop and Todd Christensen will work together to compose an email to Kristina Johnstone and copy Gayle Pauley with their request.

**Review District Accounting for Contractor Services** – An accounting of each districts' use of contracting services (a.k.a. Jan Bonzon) was reviewed. The document can be viewed [\[HERE\]](#). Discussion ensued about the best ways to use these services. Sultan shared how they were able to make the best use of this time.

Kathy surveyed the group to find out who would still be using Jan's time in their district. All districts present confirmed that they would be using Jan's time either in the form of technical assistance or site visits.

Discussion ensued about what to do with any unused time/funds on Jan's contract. Two particular issues were discussed:

- Could it be used to backfill the \$1200 of Anita's time that was spent on the website work?
- Should it be used to continue the website work between now and September 1, 2015?

After discussion about each issue, the group approved motions backfill \$1200 of Anita's time spent to date on website development and to use up to \$1200 that is unspent on Jan's contract to pay for additional website work.

**ACTION ITEM:** There will be a standing agenda item next year during the HiCap Council Meetings for districts to share how they are making use of the contracting services (Jan Bonzon & Todd Christensen).

**ACTION ITEM:** As of June 30, 2015 any time remaining on Jan's contract will be closed out. The associated funds will be transferred to salary and benefits to backfill Anita's time spent working on the website. Should additional funds be available Anita will continue working on the website but not to exceed \$1,200 in salary and benefits. Any remaining funds will carry over to the next budget year.

### **Budget Status 2014-15**

Jennifer shared the current state of the [budget](#). Kathy explained that there are expenses that are not being realized by this program right now. Kathy's time is being paid for by core funding. Jennifer's time is being paid by NWESD T&L program. Lunches are being provided by this same program. It will be at the discretion of Pam Estvold beginning July 1, 2015 if these expenses will continue to be supported in this way.

### **Plans for 2015-16**

**Membership** – Lakewood School District has informed NWESD that they won't be participating in the Cooperative next year. Kathy surveyed the members present and all confirmed their participation for 2015-16. Todd Christensen will be working with Jan Bonzon next year as a contractor to provide site visits and technical support to member districts. With that additional support it was agreed that the Cooperative would open membership to more districts with no more than 12 districts participating.

**ACTION ITEM:** Kathy Shoop will invite other districts to join.

**Program Evaluation Survey Results** – The Council reviewed the collected survey data from the question posed to them earlier that morning ([2014-15 HiCap Co-op Recap](#)), the electronic

survey sent to member districts ([HiCap Cooperative Program Evaluation](#)), and Jan's input ([Accomplishments and Challenges](#)). The Council used this information to guide the work for next year.

**Contractors** – Todd Christensen shared possible plans for contracting services for 2015-16. There was discussion about how Todd and Jan's work would be divided (geographically, area of need, development of program, etc.) and what services they could provide. It was requested that Todd and Jan work on possible modules or topics for 2015-16.

**ACTION ITEM:** Todd and Jan will propose topics/modules for 2015-16 by June 15, 2015. These will be shared via email with the Council members.

**Council Meetings** – The Council agreed that meeting three times per year would be acceptable. They would prefer to meet following a general leadership cooperative meetings. Lunch will be included. The schedule for these meetings is tentatively set for:

- Meeting #1 – Late September/October
- Meeting #2 – January/February
- Meeting #3 – April/May

The dates for these meetings will be decided after Todd and Jan share the proposed topics for 2015-16.

**Cooperative Meetings** – The Council agreed that having 3-6 cooperative meetings would be desired next year. They prefer that Todd and Jan facilitate these meetings. Three of the meetings would be general leadership meetings followed by Council meetings. These leadership meetings would consist of the following format:

- Consultancy or 'Problem of Practice' protocol;
- Contractor updates on emerging issues determined from site visits;
- Other big topic to be determined at that time.

The content and format of the other optional three cooperative meetings could be professional development that could be offered regionally after school. Dates will be determined upon need.

**ACTION ITEM:** NWESD will select meeting dates after receiving topics from Jan and Todd. Member districts will be informed of meeting schedule no later than August 1, 2015.