

**Highly Capable Cooperative Council Meeting  
March 22, 2017  
12:00 pm – 2:00 pm**

**Highly Capable Cooperative Council Members Present:**

- Jenn Angelis, Burlington
- Dawn Christiana, Bellingham
- Buck Marsh, Darrington
- Megan Dickson, Lynden
- Adrienne Somera, Meridan
- Laura Schonberg, Mt. Vernon
- Ray Houser, Marysville
- Mischelle Darragh, Sedro Woolley
- Mike Schweigert, Sedro Woolley
- Pam Estvold, NWESD
- Jennifer Longchamps, NWESD/Notetaker
- Todd Christensen, Contractor

**Districts Not Present:**

- Granite Falls
- Monroe
- Mt. Baker
- Oak Harbor
- San Juan Island
- Sultan

**Review Minutes**

The Council reviewed the minutes from the HiCap Cooperative Council Meeting dated September 20, 2016. These minutes may be viewed [HERE](#). No changes were requested. Motion was made to approve the Minutes as written and approved by all.

**2017-18 HiCap Cooperative Plans**

The following planning documents were shared with the Council members to guide their conversation and subsequent actions.

- [HiCap Cooperative Enrollment Statistics](#)
- [HiCap Administrator Survey Responses](#)
- [Budget Report](#)

After reviewing the documents, discussion ensued about the use of technical assistance hours. Some districts used their TA time in August (2015-16 funding). Districts were informed that they have until August 31, 2017 to use their TA hours. Council members didn't feel that having TA time included in next year's cooperative model would be useful to the majority of all the member districts. Those wanting TA time may contract outside of NWESD.

Pam presented the differences of a Cooperative vs. a Network.

1. Cooperative operates as a collective group with a Council directing the decisions and work of the cooperative. Only those districts participating in the cooperative are eligible to use the agreed upon services unless otherwise directed by the cooperative council. NWESD is required to maintain 1/12 of the annual expenses in reserve.

2. Network – is similar to the ELA, Math, and Science Networks or the Curriculum Directors’ or Assessment Directors’ groups. Meetings are organized by Pam and district leaders willing to contribute to the work. These can run as PLCs or be determined by the needs in the region. They are open to all districts in the NWESD region.

The budget report shows that there is a potential of \$6,000 carryover for next year. If the HiCap Cooperative decides to migrate towards a Network, this remaining revenue would be used at the discretion of NWESD to operate the HiCap Network meetings. If the HiCap Council decides to remain as a cooperative, the \$6,000 would carryover; however, only approximately \$3,000 would be available to use because of the NWESD policy that states cooperative programs have to maintain a fund balance of no less than one month of total budgeted cooperative expenditures.

Pam also shared that should the HiCap Council decide to continue as a cooperative the costs could increase as she will no longer be able to charge her time working in the program to Core. As well as other NWESD operating costs have increased.

The Council discussed various options but the majority of the member districts present felt that by operating as a cooperative they were guaranteed professional development and other services that they may not use if changed to a network.

Buck Marsh, Darrington School District, moved to establish a HiCap Cooperative Base Fee that would include four network/PLC sessions to be facilitated by Pam Estvold and Todd Christensen. Additional teacher trainings would be an additional package available to districts at an additional fee. Districts (member and non-member) could also buy seats at various teacher trainings at an additional per person fee. The motion was seconded and approved by all present.

**ACTION ITEM:** NWESD will send to all HiCap Cooperative districts the new base fee for 2017-18 no later than March 28, 2017 so they can decide if they would like to remain in the Cooperative. The deadline for districts to inform NWESD of their discontinuation in the Cooperative is April 1, 2017.

Discussion continued about what the teacher trainings would include and who would facilitate them. The Council discussed the idea of having teacher leaders from their districts do some of the presenting if applicable. It was suggested that the following four events be included in the ‘Add-on Teacher Training’ package.

1. Cluster Grouping Differentiation Strategies (3-part series)
  - Presenters may be teachers from Bellingham or Mt. Vernon School Districts;
  - Camille Jones (Quincy SD) may be a good presenter for day 1 of this series.
  - Dates will be selected in September, November and February.

2. Social Emotional Needs/Executive Functioning (1 day)
  - The day will be broke out into sessions. Austina De Bonte will facilitate the morning and Laura Schoenberg, Mt. Vernon School district, will facilitate the afternoon.
  - Afternoon breakout sessions for teachers and councilors
  - Date will be selected in late September or early October.
  
3. Concept-based Curriculum & Instruction (2-day series)
  - Mischelle Darragh will present;
  - Dates will be selected the first week of November.
  
4. GLAD Strategies (1 day)
  - Dawn Christiana, Bellingham School District, will present;
  - Date will be selected in March or April.

Teachers who are presenting for the HiCap Cooperative will be paid a \$600 stipend per training day. This stipend will be paid through their respective school districts. This stipend will be inclusive of planning and delivery time. Their district will also be given a substitute allowance if necessary (\$150/day).

**ACTION ITEM:** NWESD will cost out the above mentioned training series and inform districts of the additional costs. The 'Add-on Teacher Training Package/Option' will be inclusive of all four events.

**ACTION ITEM:** NWESD will send the schedule of trainings and other events to HiCap Cooperative members by the end of June to allow districts time to plan.

The Council members present discussed the potential topics of the PLC meetings. A few of the topics discussed were, Identification Process, Continuing Service Model, and Secondary Models of Support. Dawn Christiana, Laura Schoenberg, and Todd Christensen volunteered to serve on the HiCap Cooperative Advisory Committee to help plan these PLC meetings with Pam Estvold. Any other Cooperative members wishing to serve on this committee please contact Pam Estvold.

It was also agreed upon by the Council members present that the HiCap Cooperative Council would meet twice a year.

The meeting adjourned at 2 p.m.