



MINUTES FROM MEETING

PRESENT:

- Jenn Angelis, Burlington-Edison
- Terri Bookey, Arlington
- Mischelle Darragh, Sedro Woolley
- Andrea Downs, Coupeville
- Bridget Rossman, Mt. Baker
- Michael Schweigert, Sedro Woolley
- Randy Elsbree, Blaine
- Michael Merrin, Sultan
- Dawn Cottnair, Blaine
- Megan Dickson, Lynden
- Laura Schonberg, Mt. Vernon
- Dana Wendland, Arlington
- Kristen Ryan, Lopez Island
- Rosalind Schumann, Meridian
- Todd Christensen, NWESD Consultant
- Nancy Menard, NWESD
- Jennifer Longchamps, NWESD
- Kim Kellogg, NWESD
- Pam Estvold, NWESD

1.0 Welcome

Review minutes from March 21, 2019. Buck Institute will be coming back, seats will be available for a \$500 registration fee.

2.0 Budget Review

The budget was reviewed (see budget information below). It is projected that we'll have \$8,000 additional funds available. Time was allowed for the group to discuss possible ideas for spending the funds.

3.0 2019-20 HiCap Cooperative Plans – What should be done with the potential \$8,000?

Brainstorm Topics:

- Secondary programing
- Austina De Bonte repeat a Social & Emotional session
- STEAM Program – (Mt. Vernon staff have content developed)
- Secondary Programming – Todd will contact UW professors, have this take place early winter or in January or Feb. Todd will get a description of the event and send to districts so teams can be built.
- Austina De Bonte – Laura Schonberg will contact Austina to find out potential content. This course could be offered in February 2020.
- STEAM: offer in May 2020.
- **ACTION ITEM:** Todd will get some information together. A planning group formed consisting of the following people: Laura Schonberg, Megan Dickenson, Kim Kellogg, Verlaine Meyers, and Roselind Schumann and will meet via Zoom to finalize details and move forward with planning.

Hi Cap Cooperative Budget Status as of 8/31/19

			Budget		
Revenue					
Fund Balance			\$22,850		
Cooperative Fees:	Base Membership	19 districts x \$2,000	\$37,450	Coupeville Pro-rated	
Total Revenue:			\$60,300		
Expenses			Revised 3/1/19	Year to Date	Balance
Salary & Benefits (NWESD Staff)		Added 4 days of Kim	\$18,054	\$13,578	\$4,476
Purchased Services (Contractors)			\$10,000	\$9,553	\$447
Instructional Materials			\$700	\$151	\$549
PD Allowance			\$13,100	\$13,100	\$0
Food			\$2,240	\$959	\$1,281
Misc: Copies, Room Fees, Registration Fees, etc.			\$1,320	\$1,175	\$145
			\$45,414	\$38,516	\$6,898
Indirects		9%	\$4,087	\$3,466	\$621
Total Expenses:			\$49,501	\$41,983	\$7,518
Total Net Revenue:			Projected Carryover \$10,799	\$18,317	

Hi Cap Cooperative Budget Status as of 9/25/19

			Budget		
Revenue					
Fund Balance			\$18,317		
Cooperative Fees:	Base Membership	18 districts x \$2,000	\$36,000		
Total Revenue:			\$54,317		
Expenses				Year to Date	Balance
Salary & Benefits (NWESD Staff)			\$21,812		\$21,812
Purchased Services (Buck Inst. & Todd)			\$14,450		\$14,450
Instructional Materials & Supplies			\$700		\$700
Food			\$1,250		\$1,250
Misc: Copies, Room Fees, Registration Fees, etc.			\$1,300		\$1,300
			\$39,512	\$0	\$39,512
Indirects		9%	\$3,556	\$0	\$3,556
Total Expenses:			\$43,068	\$0	\$43,068
Total Net Revenue:			Projected Carryover \$11,249		

NWESD Policy 6060

\$3,293

Cooperative service programs will maintain a minimum fund balance of no less than one month (1/12) of total budgeted cooperative expenditures. Exceptions will be supported by a plan of action to correct the imbalance by the budget year closure.

