

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

**Highly Capable Cooperative Council Members Present:**

- Cynthia Simonsen, Anacortes
- K.C. Knudson, Burlington
- Elizabeth Hamming, Lynden
- Patty Duncan, Darrington
- Lisa Condran, Mt. Vernon
- Jake Rodgers, Sultan
- Mary Obee, Oak Harbor
- Kathy Shoop, Facilitator
- Pam Estvold, Guest
- Jennifer Longchamps, note taker

**Review Minutes**

The group reviewed the minutes from the HiCap Cooperative Council Meeting dated November 5, 2014. These minutes can be viewed [HERE](#). The Council reviewed the action items. It was agreed that the Council will send a request to Gayle Pauley at OSPI to release a draft form of the handbook.

**ACTION ITEM:** Kathy Shoop will draft the letter to OSPI.

**Budget Status 2014-15**

Jennifer shared the current state of the [budget](#). It was shared with the group that the program is over budget in salary and benefits. Much of the administrative time has been spent on the development of the website. Kathy has agreed to use another funding source to support the website work since the website is open to all NWESD regional districts and public.

It was shared that Jan Bonzon has only used \$3,545 of her contract as of December 17, 2014. Council members discussed various ways that they are using Jan's time in their own Districts. It was suggested that each District be provided with a 'statement' of how much time they have remaining with Jan.

**ACTION ITEM:** Jennifer will send statements to each District to make them aware of how much more time they have available.

### **Website**

The website framework has been built to house a multitude of information and resources. The cost to maintain the website can be costly if it is the desire of the Council to populate each element of the site this year. Kathy suggested that the Council prioritize the top two topics to focus on this year.

Discussion was had about whether or not districts could add their own resources to the website. It was agreed that housing district created resources on the website would be beneficial for everyone. However, it was agreed that district created resources would clearly state that they are created by the district and not NWESD.

To ease and expedite the process to post website submissions NWESD will create an electronic submission form.

**ACTION ITEM:** Jennifer and Anita will create an electronic submission form and process for district created resources/forms that are to be posted to the HiCap website.

**ACTION ITEM:** Districts will send any documents using this new process by June 30, 2015.

### **Professional Development**

Kathy informed the Council of the upcoming HiCap class being taught by Nancy Smith and Linda Varner. It's the same class that they offered last summer. Council members requested that this class be offered again in June.

**ACTION ITEM:** Anita will find dates in June to offer the HiCap class, *HiCap Students: Proven Strategies to Meet Their Need* and inform the Council of the new dates.

### **Other & Future Plans**

Kathy reviewed the HiCap Cooperative Agreement Section IV – reminding the Council of their obligation to inform NWESD before May 1, 2015 if they would like to leave the Cooperative. The next meeting Council members will discuss the model for next year.

Discussion was had about the positive work Jan is doing with each member district. It was suggested that an electronic survey be designed for Cooperative members to use to evaluate Jan's work. The purpose of the evaluation would be to offer suggestions and appreciation to Jan; to inform her of what is working well and what could be enhanced. Categories to be included on the survey will be: technical assistance, site visits, planning, and professional development. It would also include a comment area for Cooperative members to record their biggest area of need.

Cooperative members are also curious to know Jan's perspective. They would like to know what she thinks of the program – a plus/delta of the program.

**ACTION ITEM:** NWESD will design an electronic survey to evaluate the HiCap Cooperative and Jan's work with each member district.

Sultan shared forms and resources that Jan has designed for their district. The other Cooperative members were excited to hear about such great work. It was suggested that when Jan creates any tools/forms for a district that they are then shared with the other member districts. It was suggested that these created resources be posted on the website.

**ACTION ITEM:** Kathy will ask Jan if the forms/tools that she creates for member districts could be posted on the website.

Member districts are creating their own forms. There are a multitude of forms and letters necessary for each HiCap program. It was suggested that the member districts share their forms/tools that they are using to make a set of cohesive, universal forms/tools. It was proposed that if there is a lot of unused time on Jan's contract that she could use that time to review the forms that districts are using and create a set of forms for everyone to use.

**ACTION ITEM:** If time on Jan's contract will allow for the deviation of services Kathy will ask Jan if she would be willing to create a set of forms/tools and have them posted on the website.

Next HiCap Cooperative Council meeting is on April 28, 2015.