



AESD EXECUTIVE BOARD MEETING – Minutes

March 13, 2023 // PSESD,

- **Networking – 11:00am – 11:30am**, Hemlock Room, 1st Floor
- **Meeting & Lunch – 11:45am**, Duwamish Room, 1st Floor

Executive Board

President

Marcia Henkle, NCESD 171

President Elect

Terry Brandon, ESD 123

Members

June Sine	NEWESD 101
James Sebree	ESD 105
Darlene Stickel	ESD 112
Dale McDaniel	CRESO 113
Cliff Huenergard	OESD 114
Mehret	
Tekle-Awarun	PSESD 121
Terry Brandon	ESD 123
Marcia Henkle	NCESD 171
Merle Kirkley	NWESD 189

Superintendents

Rob Roettger	NEWESD 101
Kevin Chase	ESD 105
Tim Merlino	ESD 112
Dana Anderson	ESD 113
Aaron Leavell	OESD 114
John Welch	PSESD121
Steve McCullough	ESD 123
Michelle Price	NCESD 171
Larry Francois	NWESD 189

Legislative Liaison

Melissa Gombosky

Executive Director, AESD/OSPI Network

Jessica Vavrus

Meeting Minutes

Present: June Sine, De Stickel (virtual), Dale McDaniel, Cliff Huenergard, Mehret Tekle-Awarun, Terry Brandon, Marcia Henkle, Merle Kirkley

Absent: James Sebree

I. Welcome

Introductions, Pledge of Allegiance, Review of Agenda
Lead: President, Marcia Henkle

President Marcia Henkle called the meeting to order at 12:15pm and led the attendees in the Pledge of Allegiance, introductions, and a review of the agenda. AESD Director Jessica Vavrus introduced her new Executive Assistant, Shayna Burmeister, to the attendees.

[Meeting materials can be found here.](#)

II. Consent Agenda

Actions to approve agenda for 3/13/23 and minutes from the 1/17/2023 Executive Board meeting.

Lead: President, Marcia Henkle

Terry Brandon motioned to approve. Merle Kirkley seconded the motion. The 3/13/23 agenda and 1/17/2023 AESD Board meeting minutes are approved.

II. Legislative Updates & AESD Priorities

Lead: Melissa Gombosky (via Zoom @ 12:15pm)

Melissa used a PowerPoint presentation to highlight the status of the legislative session. She shared that in the 105 day session, there are 40 days left. Mar 8, 2023 was the day bills needed to be moved out of the House of Origin. Out of 1637 bills introduced, there are currently 611 bills still alive.

Melissa shared next steps for understanding ESSER redistribution from OSPI, the debriefs with lawmakers and looking forward to what lies ahead next year. In addition to participating in WASA's legislative priority process, special education and transportation, update to regionalization and staffing.

Melissa posed the question, "What other policy areas might you recommend?"

Topics that were raised for discussion:

- Isolation/restraint bill: John Welch commented that it appears as though it's been presented as having an ESD stamp of approval. But we have not taken a position on the isolation and restraint bill. We've

offered expertise and support as ESDs and have let the districts take this on. John commented that we have provided insight into how ESDs could/would support.

- Transition to Kindergarten bill & proposed ESDs' role with early entrance: The question was asked, are we going to be written out of the TKK bill? It would put the ESDs in position as to who would enter school early. Local districts are still retaining the ultimate authority to decide. Comments from meeting attendees stemmed around ESDs not wanting to be put in the position of being the ones overseeing compliance for early entrance.

IV. **2023 Annual Conference Updates**

Leads: Jessica Vavrus, Dana Anderson, John Welch

Jessica Vavrus provided a status update on the AESD Annual Conference and current sponsorship confirmations. She began by reviewing the schedule of conference events for Apr 12-14, 2023 and provided updates on behalf of the 2023 Conference Design team of which Marcia, Terry, Mehret, and Dale were a part of.

The board was interested in where there would be space to connect with new board members.

- Jessica clarified that there is a separate room reserved for the **New Board Member Networking** session on Thursday. This room is reserved from 11:45 am to 1 pm. This session will follow the morning breakout sessions. A lunch buffet will be available. During this networking/lunch session, the other event attendees of the event will be eating in the ballroom.
- Terry suggested having guiding questions to help provide a framework for the networking room conversations, making it more formalized along with developing scripted questions such as "What type of in-service are you in need of?" "What are your thoughts coming in as a new board member?" "What areas of concern/opportunities/wins."
- Terry voiced that historically, new board members have not always had a clear idea of what is expected of them. And to give an opportunity for them to ask questions they may not feel comfortable asking with "their group yet." Marcia stated she is willing to facilitate the conversation and will have scripted questions.
- The group also suggested having copies of the AESD Board Member Handbook available in hard copy for the Networking Session.

Gathering feedback from board members and conference attendees was also a priority for the Design team. Jessica explained that an important part of the conference is gathering information and feedback from those in attendance. There will be Guiding Questions that collect information about what is wanted/expected from the association/network. This will be done in the spirit of building community between new and standing board members and having a better understanding of their expectations. This could be an ongoing exercise that is implemented strategically throughout the year.

The information collection will be done throughout the conference:

- Prepare and have available on tabletops in the main room, a set of two or three Guiding Questions to prompt conversation.
- Feedback Cards with a QR Code, so those choosing technology can use it. But also respecting that some may want to put ink on paper.

Award of Distinction

Jessica explained that there is ongoing conversation about when to present the Award of Distinction. It was Marcia and Terry's opinion that it should be done during the time that most people will be present. And that it would make sense to award it on Thursday evening. There was consensus from those in attendance to move this item to Thursday evening. Jessica agreed to work with the Design Team and venue on timing and adjust the conference agenda as needed.

Sponsorships/Event Budget

Jessica explained that sponsorships are coming in. Confirmed sponsorships have reached just below \$30,000. Arrangements have been made with Nancy Woodland through PSESD's Learning Communities Foundation to receive specific sponsorship dollars which will be used to pay for the alcohol/beverages at the receptions. Shayna is working with the hotel on meal selection, meeting room set up, technology needs and is ensuring that we are staying within the proposed budget for the conference. More updates will be shared as we get closer to the event. At the event, exhibit tables will be provided for Gold + sponsors. All sponsors will be recognized throughout the conference in printed materials as well as verbally in the sessions.

Event Flow/Scripts/Recognitions

Students will be assisting with the conference and introductions/transitions.

Jessica will be preparing talking points/scripts for everyone at the podium throughout the conference. There will be running slides to spotlight AESD initiatives that will show between sessions and during breaks.

V. AESD Redesign Work

a. AESD Governance Document Alignment – Proposed Constitution Updates

AESD Governance Document Alignment Leads: Marcia Henkle, Terry Brandon, Michelle Price, Jessica Vavrus

Jessica referenced the Overview of Proposed AESD Governance Documents. And simplified by explaining, "here is where we started." She then went into a deeper dive specifically about the Constitution and the updates.

AESD Constitution Revisions/Phases & Recommendations handout.

In conversation, the group agreed that the redline copy of the AESD Constitution should be provided to the membership for approval. As to show what changes have been made, Jessica explained that AESD Executive Board Members June Sine, Terry Brandon, De Stickel and Marcia Hinkle were the committee who did the review and updates to bring the Constitution into the updated status. She shared that Darlene "De" Stickel did a great job in pointing out redundancy and suggesting refreshing language. Terry commented that it is his belief, the bulk of changes were simplifying language and providing clarification. And that much of the work was removing inconsistency in language, reference, and correcting grammatical errors.

Terry explained that moving forward, the magic happens in how we explain the updates to the membership. Jessica commented that she has ample time to set the stage for changes. Board members will be provided with review and conversation time. Cliff asked about the process for unexpected or expected vacancies. Jessica explained that this issue was addressed in the Constitution updates.

Action on Proposed Constitution Revisions

Jessica requested action so that the changes made to the Constitution can be presented to membership for vote at the AESD Annual Conference. Terry moved for approval to recommend the changes to the Constitution, as presented and to present these changes to membership at the Annual Conference. Merle seconded the motion which passed with unanimous support of the AESD Executive Board.

b. AESD Association & Network Budgets

Leads: Tim Merlino, Jessica Vavrus, Marcia Henkle, Terry Brandon

The group reviewed the 2022/23 projected/YTD AESD Network budget and discussed the proposed separated 2023/24 Network and Association budgets.

AESD Network Budget - Handout 2022/2023 and 2023/2024 side by side.

Tim Merlino explained that last year we used fund balance. We will not spend as much of the fund balance as projected. Instead looking at allocated costs to the ESDs.

The 2022/2023 assumption included the Leadership Council adding in a \$100,000 contingency. The proposed budget takes into account the cost of living and increases due to inflation. With a modest increase related to the Network of Nine and Canvas Course, which has simplified the process for all educators, now having just one login for 15,000 plus users.

The Superintendents landed on the assessment impact to each ESD having a proportional share. With a 45% increase. Within the workgroup, Tim provided comments on the budget and Jessica provided insight on staff and the Canvas/Instructure program.

Regarding the AESD Network Budget: Tim pointed out that there is not a large difference over last year if you take the \$100,000 contingency out of the equation.

The question was asked, "How do we come up with \$613,000 revenue/funding?" Tim walked through the various revenue sources that contribute to the AESD Network budget: OSPI, Construction Services, WSIPC, Accreditation, various statewide programs, and individual ESD assessments.

- Discussion regarding ESD contributions to the Network and the methodology for 23/24 that was shared.
- Merle commented that the explanation made sense. We need to be acknowledged for what we contribute to OSPI.

Regarding the AESD Association Budget:

- The question was brought forward about the detangling and what the true cost of the Association has been in the past. Tim and Jessica both shared that it hasn't been separated out before. There was a time when bills were sent to ESDs for dues, but that was years ago. Formal dues have not been collected for some time.
- Based on discussion with Marcia and Terry, a "starting" budget for the AESD Association was proposed that would be built from a portion of the Network's pre-COVID fund balance (\$16,000 at the time) with \$8,000 for board development.

- Terry suggested that as a group, we need to be very clear on what goes to Network and what goes to the Association. With clarification on 1) what supports the activity of students/school districts? (external=Network) and 2) What supports the activities of the AESD member development and Executive Board? (internal = Association)
- With the use of Zoom and virtual ways of meeting, Marcia suggested that AESD could increase additional ways of generating revenue and support to ESD board members (AESD members) through conferences and additional professional development opportunities.
- Additional ideas discussed and open for further conversation included:
 - Should the new Association budget pay for Exec Board travel or should individual ESDs continue to pay?
 - Regarding the Annual Conference - The general thought of those in attendance was that the AESD Annual Conference should pay for itself. And can generate revenue depending on the concept.
- Cliff commented that many members have not been around too many budget cycles. And, seemingly it could appear as though it is always being redone. It may be helpful to develop messaging as AESD continues to shape.
- Marcia recommended that the starting point of budget/what the budget would broad include/expenditures should be easily recognizable. Marcia doesn't believe a special meeting will be needed prior to the Annual Conference for further discussion.
- Cliff commented that if he was presented with this revenue budget, his question would be "what are you going to do with it all?" Be clear about where the money is going. As an example, Annual Conference, Board Development, Networking, Carryover etc.
- Michelle suggested the Executive Board should set some goals. Dale suggested that with all the changes, it may be helpful to develop a 30-second speech. This can be shared with membership/new board members and others highlighting the impact/lack of impact in an easy to understand manner.

Action on Proposed Association Budget:

Marcia requested board action to approve the proposed Association Budget to move forward to AESD membership for discussion and adoption at the upcoming Annual Business Meeting. For the identified \$14,900 create broad expenditure categories. Cliff moved to approve the proposed category with Marcia seconding the motion. The motion unanimously passed by those in attendance.

VI. Good of the Order & Upcoming Lead: Marcia Henkle / All

Lead: Jessica Vavrus, Dana Anderson, John Welch

Merle gave kudos to everyone involved in the AESD Annual Event sponsorships. Jessica explained that we've also had a lot of people reaching in asking to be a supporter.

Michelle suggested that as part of the communication work, a Thank You card is created for the Executive Board to sign at the Annual Event. Jessica and Shayna will work with the Communications team.

VII. Adjourn: The meeting was adjourned at 2:20p on March 13, 2023.