**Iowa ASCD Board of Directors**:

**July 14, 2022-Summer Retreat Minutes-Face to Face: Viterbo-West DM Campus**

**Directors Attending:** Diane Campbell, Michelle Havenstrite, Lou Howell, Tamela Johnson, Kim Jones, David Keane, Becky Martin, Jodi Noga, Sara Oswald, Susan Pecinovsky, Cindy Swanson, Matt Townsley, Pam Vogel, Mona Yanacheak

**Directors Not Attending:** Anna Upah (Alaska), Kevin Vidergar (Canada), Lora Rasey, Tesha Ruley, Michelle Krogulski

1. **Networking (8:30 A.M.)**
2. **Welcome (9:00 A.M.)**

* **Passing of the Gavel - (Becky to Diane)**
  + - Board Challenge

**ACTION ITEM:** EVERY MONTH EVERY MEMBER DO SOMETHING RELATED TO IOWA ASCD

Promote the vision to support every school in the state of Iowa**.**

* + - [Board Activity Update](https://docs.google.com/document/d/1GMNWzVSYrr_ixEjmvJPyvyzUP83HLA5O/edit)**-**update monthly

**ACTION ITEM:** Diane will send us the Board Activity Update form 2 weeks before the board

meeting as a reminder. Board members add their monthly Iowa ASCD activity.

* **Intended Outcomes of Meeting:** 
  + - Strategic Plan updates resulting in common understanding of accomplishments and next steps in our work
    - New Opportunities
    - Updated Strategic Plan
    - Professional Learning
    - Hot Topics 2022-23
* **Welcome the New and Introduce the “Veterans” (Diane)**
  + - **Connector -** What leadership nugget have you leaned into that has kept you grounded with your responsibilities?

**Diane Campbell**-*District Support-Mississippi Bend AEA*. Nugget-Distributive Leadership/ Collaboration/ Reaching out/Leaning into the team.

**Tamela Johnson**-*Principal St. Paul’s Lutheran School in Waverly*. Nugget-Networking with Parochial school educators and keeping in touch with other public school educators

**Cindy Swanson**-*ISEA*. Nugget-Networking with SAI and Professional Organizations to engage in conversation. Advisory team of educators—members to help guide

**Lou Howell**–*Executive Director of IA ASCD*. Nugget-Collaboration on advocacy. Dealing with teacher recruitment and retention.

**Pam Vogel**-*Heartland SpEd consultant.* Nugget-Legislative engagement. Helping others to see what is possible—pushing thinking

**Michelle Havenstrite -***Superintendent PCM.* Nugget-opportunity everyday to influence someone.

**Susan Pecinovsky-***Viterbo Adjunct/Director of Inst Framework.* Nugget-Role of connections

**Matt Townsley-***UNI-School Admin Programs*. Nugget: Beware of the “What If” but don’t hang out in that space too long.

**Kim Jones**-*Retired from Lewis Central/now Independent Contracting.* Nugget: It’s not about me—it’s about who I am serving and about the learning

**Sara Oswald-***West Branch-Curriculum/Principal.* Nugget: What matters is the kids, it’s why we are here.

**Mona Yanacheak**-*NW AEA*. Nugget-You know when you making a difference when you show up in someone else’s story

**Becky Martin:**  *Retired from Cedar Rapids.* Nugget: Learning for Common Understanding/ Importance of Collaboration/ Systems’ Thinking/Everyone is important and everyone has a skill.

**Jodi Noga:** *Facilitator of Teaching & Learning-Martensdale St. Mary’s*. Nugget: Muddling-it’s okay it’s a learning experience. Even if you are new, find their skills, make them feel valued and provide resources.

**David Keane:** *West Burlington ISD Director of Curriculum.* Nugget: Measure leadership success by the impact on how you make people better. Can’t define yourself by “just your job”

* **Review of Norms and Agenda - (Diane)**
* Listen for Understanding,
* Speak to Be Truthfully Understood,
* Confront the Tough Challenges,
* Come Prepared, Have Fun,
* Start on Time and End on Time,
* Value Diversity, Honor Confidentiality

1. **Business Information and Approvals (Diane) ( 10:00 A.M.)**

* Approval of [Minutes of Spring Board Meeting](https://docs.google.com/document/d/1yrgIzN5zwaDJSx89lYUh67zbwnV6q3uTe_iRVCiVpaw/edit#heading=h.gjdgxs) (Tamela)

It was moved by Becky and Susan seconded by to accept the minutes, which were approved unanimously by those that attended the April meeting.

* Approval of [Financial Update](https://docs.google.com/document/d/1ziXEN0nXSXCJv__mQmC4w8I6ZCI2aWAM/edit?usp=sharing&ouid=101938856184439768352&rtpof=true&sd=true) (Sara) $21,669.20. Several invoices to be paid.

It was moved by Becky and seconded by Susan to accept the financial updates,

which were approved unanimously.

* Update of Events/Progress in Registrations (Becky)
* Update on Meeting Dates for 2022-2023 - **Mark your calendars now!** (Diane)
  + Summer Retreat – July 14, 2022 – Viterbo University – West Des Moines Campus
  + Fall Meeting – September 26, Following Day 1 of Workshop with Danielle Theis. 4-8:00ish/Virtual and in Person
  + Winter Meeting – February 6, Following Day 3 of Workshop with Danielle Theis 4-8:00ish/Virtual and in Person
  + Spring Meeting – Date to be determined once the Spring event is set
* Update on Nominations Plan for 2023 Election (Becky)
  + Need candidate from AEA 8–let Becky know
* [12 Month Calendar-Events](https://docs.google.com/spreadsheets/d/1wggalrOrafBLSQUf8JyJStMSgeD5w67yQQxCL5U6-Lw/edit#gid=501526028)
* IA ASCD Survey results shared

[Conflict of Interest](https://docs.google.com/document/d/1kv4_tm9Jhby8f1arfARHWn5hQWDltVJS/edit?usp=sharing&ouid=105002136456644287329&rtpof=true&sd=true) & [Operating Procedures](https://docs.google.com/document/d/1sz5uaObcDTOC1JP6041oy4oN-GESB8E_/edit) – Sign [Conflict of Interest](https://docs.google.com/document/d/1kv4_tm9Jhby8f1arfARHWn5hQWDltVJS/edit?usp=sharing&ouid=105002136456644287329&rtpof=true&sd=true) and share with Lou Howell ([LouHowell@gmail.com](mailto:LouHowell@gmail.com)); review of [operating procedures](https://docs.google.com/document/d/1sz5uaObcDTOC1JP6041oy4oN-GESB8E_/edit) (Lou). Update [contact information at this link](https://docs.google.com/document/d/1a_Bq-NKQyLMey05dgNMdT5c2yZy6ojcB/edit?usp=sharing&ouid=105002136456644287329&rtpof=true&sd=true). (Lou)

**ACTION ITEM:** UPDATE contact info and complete the Conflict of Interest form:

* [The Source](https://docs.google.com/spreadsheets/d/1Eu3lDsiY1I2Losa7hT_oMv3yUhDDtC4NNxz0B7G3MxA/edit#gid=1352017849) – four articles by each for 2022-2023 (Diane) 1st and 3rd Friday of the Month. Sign up and you will get a reminder a week before.
  + Suggestions: Attend an event and then promote it/Direct people’s attention to Resources/Recent dissertation candidate/Article about ASCD mentoring/Professional Development Goals

**ACTION ITEM:** WRITE and RECRUIT articles for the source.

1. **Updates from Strategic Plan Team (10:15 A.M.)**

* **Strategic Action 1: Innovation and Leadership in Teaching and Learning (Becky Martin)** 
  + [**Update on NIET**](https://docs.google.com/document/d/1UBCKXGIT9XT-I2Aaff2PNfBe-duxSxgW/edit) **(Susan Pecinovsky)**
    - Rescheduling July 19 NIET workshop-motivating student engagement.
    - Planning accelerated workshops addressing Elem math & literacy, HS math, & HS ELA. Virtual-help minimize the achievement gap.
    - Working with Shauna Smith of Marshalltown-create NIET *principal leadership s*eries. (Order form-ISEA website for the Inst. Framework book aligned with ITS)
  + [**Update on PK-12 Systematic Approach to Mental Health Needs**](https://docs.google.com/document/d/1t4ns6nT-nJ4ztgubOrEKEFF3DAdXxtF2/edit?usp=sharing&ouid=105002136456644287329&rtpof=true&sd=true) **(Susan Pecinovsky/Becky Martin/Cindy Swanson)**
    - Danielle Thies-Presenter
    - 22 scheduled for the workshops – September 26-27 and February 6.

Goal: 100. ISEA pays for Counselors who are members.

* + - Districts could use funding through Title Four and Elementary and Secondary School, ESSER/ARP/CARES ACT

Another opportunity **A PK-12 System Approach to Support Mental Health in Our Schools**

**(Life Space) September 26, September 27, and February 6, 2023** (virtual snow date of 2/27/23)

**Facilitated by Danielle Theis**, national consultant on trauma-responsive schools.([teachtoheal.org](https://s.smore.com/e/hsca3/dMyhll))

**Part 1: *Teach to Heal: Foundation & Recovery-***June 28 repeated September 26, 2022

**Parts 2 & 3: *Teach to Heal: Role Definition & Culture and Environmental Management-***September 27, 2022

**Part 4: Teach to Heal: Setting the Interdependent Table-**February 6, 2022

**ACTION ITEM:** Send phrases to promote the event to Becky. Commit to communicate. Challenge-each one of us to recruit at least 4 people to attend.

* + [**Update on Curriculum Leadership Academy**](https://docs.google.com/document/d/1PRSFpELFQgOZBtgycwj7Noa-c134jq7y/edit?usp=sharing&ouid=105002136456644287329&rtpof=true&sd=true) **(Kevin Vidergar)**

The planning team met on July 6 to review plans for the Academy:

* 106 people registered-88 are paying registration. registrants from all AEAs – Marketing strong-FFA Center.
* Using Event Planning Protocol.
* Viterbo University and [iCEV Online](https://www.icevonline.com/) sponsorships
* All sessions filled-21 sessions among three strands – Survey/Overview, Going Deeper, and Special Topics.
* Opportunity to focus on SEL that Veta shared. This presentation during lunch on July 21-provide an ideal time to market Iowa ASCD’s fall workshops on SEL.
  + - [**Conversation on Nuts and Bolts for New Curriculum Leads**](https://docs.google.com/presentation/d/1-xAih3zKZJv8ZihXhfSwJiFiSP_MwclNlEZP8-ZMRFI/edit?usp=sharing) **(Susan Pecinovsky/Lou Howell)** All board members who are presenting will also lead one of these slides.
  + [**Update on Higher Education**](https://docs.google.com/document/d/1mTZbEYASk_EoibIgzMbTVW8qP1oiZigQ/edit?usp=sharing&ouid=105002136456644287329&rtpof=true&sd=true) **(Matt Townsley and Michelle Krogulski)**
    - **UNI-**sharing IA ASCD events to future principals. Require candidates to attend a state/national conference.
    - ANNUAL ICEPA Meeting-in conjunction with SAI Conference
  + **No Update on Iowa Department of Education (Lora Rasey)**
  + **Update on ISEA (Cindy Swanson)** Ross Trust/[Course Catalog](https://isea.org/course/)/Advocacy.
    - Hot Topics Activity - World Cafe (Diane)
* **Strategic Action 2: Membership and Communication** 
  + Update on Membership - 516 members (Tesha Ruley) (1505 members pre-Covid)

**ACTION ITEMS:**  Strive to get a member from every district. Lou sent us names of schools needing recruited. Send e-mail to Becky with local curriculum e-mail addresses.

* + Social Media
    - Twitter (Lou) - 3460 followers
    - Facebook (Becky) 340 followers
    - Website (Becky) updated with *The Source* Resources
    - Instagram (Tesha)
* [*The Source*](https://docs.google.com/spreadsheets/d/1w2N7ccCctqP4TqSOg9bHR-G-Z3dbcHE4g21Pd2DgaCk/edit#gid=1682693000)- (Diane and Lou)
  + Board commits to writing or providing 4 articles. Event Chairperson will write a summary of events. All Board members submit 4 – The Source Contributions - [Sign up NOW](https://docs.google.com/spreadsheets/d/1Eu3lDsiY1I2Losa7hT_oMv3yUhDDtC4NNxz0B7G3MxA/edit#gid=1352017849) - (Diane and Lou)

**ACTION ITEM**: WRITE or Recruit others to write. Promote events/ “like” posts, etc.

* **Strategic Action 3:** [**Advocacy and Influence**](https://docs.google.com/document/d/1sCcvol8D2vB42UFolR8Bc8kqbXmTL5t7/edit?usp=sharing&ouid=105002136456644287329&rtpof=true&sd=true)(Anna and Pam)
  + Meeting monthly.
  + Advocacy Leadership team meet in January

FOCUS AREAS:

* + Teacher retention and recruitment
  + Whole Child-Whole School-Whole Community
  + Increased funding for schools

**ACTION ITEMS:**  Possible topics for advocating send to Pam

1. [**World Cafe**](https://docs.google.com/document/d/106-wN59AskjXyvoecEWvofFWMMUOPLWTGXrLb-r4FAk/edit?usp=sharing) **- Strategic Plan for 2022 - 2025**

**Round 1: Pairs-Ideas:** Keep the plan/narrow the focus; Importance of Advocacy; Plan may be fragmented due to COVID; Add the new and wean out the old concepts/ideas in the plan; Monitoring and ensure we all have a role to play; Purposeful toward our audience; Influence a smaller targeted group—like Teacher Leadership; Have plan help us be more proactive; Align to some “Future Ready” work; What is our niche;

* 1. [Strategic Plan 2019-2022](https://docs.google.com/document/d/1_-RUFoUxCpzgXE0oI6DQFb1VaWqY7uegy6ZnPpFgUgU/edit#heading=h.gjdgxs)

1. **Lunch (approximately 12:15) and Networking**
2. **Professional Learning - Systems in Action (Becky and Diane)**

**Systems Thinking for Implementation:**  <https://tinyurl.com/IAASCDBoard>

Prompt: Think about an improvement project you are undertaking

Becky Quote: “Make the Difficult Look Doable”

* [Waters Center](https://waterscenterst.org/)
* [Habits of Systems Thinking Cards](https://thinkingtoolsstudio.waterscenterst.org/cards)
* Plan, Do, Study, Act (PDSA): Visual Stimuli/Data: Aids–Use Picture/Bullets
  + **1. Lotus Diagram**–main concept in center/Essential Learning
  + **2. Process for Implementation**
    - Essential Question/Critical Issue
    - Affinity-Concepts-Align with Mission
    - Describe/Define-summary/value/impact/cost/resources
    - Priority Matrix: Don’t eliminate ideas
      * Determine criteria: ex. Value/Impact and Feasibility
    - Graph Results
  + **3. Forced Choice**
    - Prioritize previously identified options
    - Identify preferred choice
    - Arrive at a team decision
    - Problem solving
    - Develop a plan
    - Monitor - Consensogram
      * Based on criteria
      * Image view of current state
  + **4. Pre-Mortum**
    - **Preparation:** include brainstorming materials and any necessary “tools”.
    - **Imagine a Fiasco:** “Oh, no, oh, it's a failure!
    - **Generate Reasons for Failure:** Ask each person write down all the reasons they think the failure occurred, giving them just three minutes of quiet time to generate a full list.
    - **Affinity Diagram:** Each person shares one item on their list. A facilitator records them on a whiteboard or flipchart paper and groups them into themes
    - **Revisit the Plan and Prioritize Risks:** Multi-voting hot dot (or some other method)
    - **Generate Solutions/Interventions:** Solutions and/or interventions should be both proactive as well as present possible back-up plans
    - **Periodically Review the List**

**XII. Adjournment (Diane) (4:00 P.M.)**

[**Action Update Form**](https://docs.google.com/document/d/1KBfhayavrzVd1thmHE7VEMRfshw1mN6i/edit)

[**Expense/Mileage Form**](https://docs.google.com/spreadsheets/d/16OtYjSSLeTzsTPA5s9e3NHtRNjLfnU-U/edit?usp=sharing&ouid=105002136456644287329&rtpof=true&sd=true)

**Next Meeting:** September 26, Following Day 1 of Workshop with Danielle Theis at FFA Center in Ankeny

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| --- | --- |
| **Action Report**  **2022-2023**  **President: Diane Campbell**  **President-Elect: Kim Jones**  **Past President: Becky Martin** | **Strategic Plan Update:**    **Topic:**    **Date of Report:**    **Chair/Designee:** |
| **Action 1: Innovation and Leadership in Teaching and Learning (Programs/ Events, Partnerships)**  **· Becky Martin, Co-Chair/Past President**   * **Matt Townsley – Higher Ed** * **Lora Rasey – DE** * **Cindy Swanson – ISEA** * **David Keane – Members at Large** * **Jodi Noga – Members at Large** * **Michelle Havenstrite – Members at Large** * **Mona Yanacheak – Members at Large** * **Events Chairs**    + **Susan Pecinovsky – NIET/Theis**   + **Kevin Vidergar – Curriculum Leads**   + **Tricia Kurtt** * **Kim Jones – President-Elect** * **Lou Howell – Executive Director (*ad hoc)***   **Action 2: Membership & Communication**  **· Tesha Ruley – Membership**  **· Michelle Korgulski - Higher Ed**  **· Matt Townsley – Higher Ed**  **· Tamela Johnson – Secretary**  **· Sara Oswald - Treasurer**  **· Lou Howell – Executive Director (*ad hoc*)**    **Action 3: Advocacy and Influence**  **· Anna Upah - Co-Chair**  **· Pam Vogel– Co-Chair**  **· Diane Campbell – Kim Jones**  **· Michelle Korgulski - Higher Ed**  **· Lou Howell – Executive Director (*ad hoc*)**    **Finance**  **· Sara Oswald – Treasurer**  **· Kim Jones– Present-Elect**  **· Lou Howell - Executive Director**  **· David Keane – Members at Large**  **· Michelle Havenstrite– Members at Large**    **Nominations**  **· Becky Martin (Past President)**  **· Jodi Noga (Members at Large)**  **· Mona Yanacheak – Members at Large**  **· Lou Howell, Executive Director (*ad hoc*)**  **Other – as needed** | **Board Action Needed: (Delete those not appropriate or highlight one appropriate)**   * **Information Only** * **Discussion for Feedback** * **Discussion for Action** |
| **Recommendation:** |
| **Ensuring Learning:** |
| **Summary of Information:** |
| **Additional Information Attached:** |