



Healthy • Active • Educated

SHAPE Washington Board

“Working to benefit our members, profession, and the organization.”

Re: November Board Meeting- 15 November 2014

Meeting Guidelines:

- Have an action plan for every agenda item: What do we do with the information?
 - Set direction based on our vision, mission, and brand (Healthy, Active, Educated)
 - Use meeting time effectively and efficiently
 - Remain professional, attentive, thoughtful, and respectful throughout the meeting
 - Think through verbal contributions and deliver them succinctly
 - Complete agreed upon work between meetings to maintain continuity and support membership
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- 9:00 – Call to order... Tracy

- Review goals for last year and share goals for this year: Increase in SHAPE WA membership (1,100!!!), Building on the momentum of the restructure, branding, & SHAPE America National Convention
 - *SHAPE Washington President Tracy Krause, called the meeting to order at 9:05 am*
 - *Brand/logo – This is what we are all about! Helps us put our head around the work we are doing this year.*
 - *SHAPE National Convention – March 17-21, 2015 in Seattle. Take advantage of this positive time and attend the convention!*
- Review motion procedures: Gayle
 - *Make a motion – if it impacts our budget or effects our by-laws then you must make a motion. Gayle See/Executive Director, will move the motion, then make a motion, and a second motion.*
 - *No talking out of turn*
- Vision for the meeting: “Working on the Work” “Lights, Camera, Action!”

- *We have been setting up for change and now it is time for the "Lights, Camera, Action!" It is all about the action. Tracy Krause's/President vision for this Board is to put ideas into action. This will help our membership and our students all over the state of Washington.*
- Approve Agenda
 - *Jeremy McIver/VP Health, made the motion and Joyce Kjorsvik/Awards, seconded the motion of the agenda*
- Introductions - Split into three groups.....longest on the board is facilitator....share experiences with new members....share back to large group
 - *Speed dating activity to learn names – The group travelled around the room and met one another. Talk about common interests and form relationships which important for our work together for this next year.*

OLD BUSINESS

- SHAPE WA financial update – Gayle

- Approve Past Minutes
 - *Make a motion to approve the minutes from the last meeting – Joyce Kjorsvik/Awards made a motion to approve the last meeting's minutes and Kristen Edminstion/VP Dance seconded the motion. Minutes approved.*
- Financial Report - West Best/SHAPE WA Combo
 - *Gayle See/Executive Director reported out about the SHAPE Washington Conference in October. Since this year has the national conference they decided to have one day conference that brought in less money than the past. We have money in the budget and Gayle doesn't anticipate any financial struggles but it is lower this year than normal. Next year we will plan ahead for finances and how to move forward as an organization. Membership went up this year so that has helped and it looks like we have bumped up membership by 200-300 people.*
 - *Handout in folder about the National SHAPE Conference in Seattle. Gayle has been sending it out to districts. Please promote the importance in joining the state professional organization, SHAPE Washington, and promote the opportunity that we have this year to attend the SHAPE National Conference in Seattle, March 17-21, 2015.*
- Thanks attendees and presenters!! - Tracy

- Membership Report – Gayle

- Advocate for new membership - Tracy

- OSPI/CCSS/H&F Cadre update - Lisa Kloke – Read by Jeana

** Health & Fitness Cadre – met in October 2014 at John Stanford Center in Seattle. The meeting was led by Lisa Kloke the OSPI Health and Fitness Specialist.*

** Review and revise our Health & Fitness standards – revision process is currently in place at the state level. Revision Committee is working hard at looking at the standards for Health and Physical Education. The committee will be working on these revisions throughout the school year and make a recommendation for Washington state.*

- Journal Report – Alice

- 3 journals – *When is the deadline? What is an idea for an article? Everyone always asks Alice Atha/Journal Editor for ideas for article subjects. Articles should support and promote advocacy within our membership, provide opportunities for members, provide*

information, resources and strategies, and promote annual SHAPE Washington State Conference in October. Next deadline is December 1st! Share your articles with your principal, curriculum director, or school board that you have been published. This is great advocacy for health and fitness!

- Advertising
- Articles are due December 1st. Next article due July 1st. *This summer journal is promoting the Fall Conference. Send everything to Alice Atha in a jpeg. Please include a photo of yourself that goes with your biography and article. You may use something from another source, just ask permission from the original source then we can use it. Everyone on the SHAPE Board needs to send in an article by the deadline! Alice tries to promote things to do and what people are doing. Promote things that our members need for their current work. There should be a presence in the journal about assessment, a consistent voice, and this is a way to get valuable information out to the membership.*

- NWD Update – Tracy (Gayle Add)

- Paul Clinton, President Elect
 - *Washington has great representation at the national level. If you have ideas or a thought for a potential connection please put the note on the poster in the room at the meeting today. This gives us ideas for future! There are 5 states for NW District. Gayle See is the Executive Director for the Northwest District. Members at large will be elected. We won't have elected specific positions anymore.*

- SHAPE America Update - Tracy

- Steve Jefferies, President Elect
- Bold, Doable Idea (Everyone is physically active and healthy by 2025)
 - *"Everyone is physically active and healthy by 2025" is the overall goal at the National level. Very exciting but we have a lot of work to do to get this level!*
- LMAS/PAL Training
 - *Gayle See is the coordinator for Washington State – LMAS (Let's Move Active Schools). Washington has 360 schools enrolled in LMAS.*
 - *Jeremy McIver asked, "Do the other states do the same trainings that we do?" Gayle See answered that every state is so different. Something that we are working toward is getting more schools signed up for LMAS.*
 - *Gayle See can bring a PAL training to your school district. Contact Gayle and the training is free. You will need 30 participants to hold the training in your district.*
 - *PAL Training – PJ Jarvis/VP Elementary shared that it was always "her" that was the leader but after the PAL training she worked with her principal to get a committee formed with grass roots ideas about healthy living. Now PJ feels like she has her principal involved and school driven instead of her being by herself.*
 - *Kristen Edmiastion/VP Dance shared the PAL training is good and she is going through the process of making "the pitch" that is encouraged in the training. Very helpful training!*
 - *Susan Sellers/Legislature shared that middle school and high school teachers could use the training at their own school. Definitely both elementary and secondary schools can use the PAL training!*
 - *Kevin Schmidt/Curriculum shared that he used the PAL training for his after school programs. Saw a connection between the data, results, and equipment at the schools.*

- *Tracy Krause/President shared that the high school teachers are working on getting the value of getting high school students to move and be active both in the classroom and the gym. This work stimulated a conversation between PE teachers and classroom teachers within a school.*

-2014-2015 conferences – Tracy

- 2015-March--National Conference in Seattle (last one in Seattle 1976, Portland 1995)
 - *It has been a long time since we have had a national conference here! A big deal! We will need a lot of help.*
 - Job duties for board members
 - *East coast vs. West coast – difficult for people on the East coast to come out to the West coast for this conference. Promote it and spread the word to come to the conference! There is an issue of travel.*
 - *Some of our chairs Carrie Kreider/PETE is chairing the student and Toni Bader is the ADA chairperson for Nationals.*
 - *Volunteers get a t-shirt (no hotel room or conference paid)*
 - *Be happy, be positive, and be nice! Be there! The overall expectation for the SHAPE Washington Board is to be there, volunteer, and help out where needed.*
 - *Tracy Krause/President talked about how great National Conference have been in the past and what a great opportunity it is to be with other "like-minded" people who take the job very professionally.*
 - *Northwest District social is Wednesday night, 6:30 – 8:00 pm. Location TBD.*
 - *Hopefully an electronic sign-up for volunteering in the future.*
- 2015-October 2 day conference at Mead HS in Spokane
 - *Next year in Spokane! This is a great opportunity to have it in Spokane. Date TBD.*

Break – 9 minutes

-AHA Speaker: Karen Hake

** American Heart Association – 3 arms*

Advocacy – nutrition labels, heart health for the general population

Education – working to advance heart care

Resource and Development – bring in resources that go to grants

- *Connection with education – grateful to partner with education!*
- *Jump or Hoops Event – teacher resource guides – all information meets the Common Core. Use information to create the calendar with lesson plans on the website.*
- *Ducks are back! Ducks were a big hit and have a heart health mission. Every duck has a tie-in to heart health (nutrition, smoking, etc.).*
- *How can the AHA help you? We are available to help and provide man-power.*
- *Karen shared that they received a sizeable grant from the Ross Association. Focus is CPR and training students at the middle school level. Ten units of CPR used to train students in hands-only CPR. The importance of CPR for students – if you have an interest please contact Karen Hake. Kits to get middle and high school students trained can be used throughout the school district. These kits will help with the new required bill for high school students to get trained in CPR/AED.*
- *Jump rope for heart grants – SHAPE deadline is in December. AHA will help write recommendations for the grant (partnership).*

- *Tracy Krause/President shared an idea at Tahoma HS – “Love is a verb week” where everyone wears red t-shirts and heart health is taught. Bring in AHA resources. Red out – promotes heart health!*
- *Kristi Winn/Marketing shared the “Staying Alive” song by Bee Gees. This song goes along with the CPR repetitions.*
- *Sometimes it is tough to get people on board on this important issue – red out is a great avenue to promote awareness at the high school level. The Jump Rope for Heart and Hoops for Heart is a great way to educate the school on the importance of heart health. Instead of focusing on the fundraising, focus on the education piece. Use the materials in the classrooms so share these resources with your classroom teachers.*

- Group Activity - Jeana

NEW BUSINESS

-Operating Codes

- *VP Positions and voting positions*
- *Tracy Krause/President, Jeana Haag/President Elect, CeCe Badda/Past President, and Gayle See/Executive Director worked on updating the operating codes. Some items were deleted. Everybody on the executive board now has their own page within the operating codes that clearly defines the roles of each position on the board. This eliminates confusion.*
- *There is also more continuity between positions because the election terms are staggered. Board members now serve 3 year terms except for Secretary and Treasurer who serve 2 year terms.*
- *VP positions: Adapted, Dance, Health, Physical Education elementary, Physical Education secondary, Young Professional.*
- *Tracy Krause mentioned that these VP positions should be focusing their efforts for their journal articles around their position “area”. Also, the goal is to share our voice through the journal and our website.*
- *Susan Sellers/Legislature suggested that the free lesson plan materials could be used as journal article ideas.*
- *Tracy Krause mentioned the importance of each VP member creating a goal for action of something that they should try to “complete” within their term.*
- *Jeremy McIver/VP Health asked about the staggered elections and which terms have 1, 2, or 3 years left.*
- **Committee Chairs**
- *There are 6 SHAPE committees: advocacy, assessment (Toni Bader), curriculum (Kevin Schmidt), legislative action (Susan Sellers), marketing (Kristi Winn) and social media (Ryan Kauffman). Everybody should align themselves to one of these committee areas. Tracy Krause mentioned that these 6 areas are seen as the focus for our Washington members and a presence for these areas should be seen in the journal and on the website to provide benefits to our members.*

-Function of Standing Committees

- *20 minutes to add sticky notes to committee posters*

-VP’s work on project/goal

11:45-1:00 – Lunch & check out – Includes walk to restaurant

COMMITTEES

-Vision for committee work, action plan with target dates, benefit members the profession or organization. –Tracy

- *Goal for committees – 2x in year conference call the members in your committee. Committee chair sets up conference call ahead of time. Committee chair will report out what they are working on and a timeline of the events. Provides accountability, helps plan agenda, and support the work that is happening.*

-Meet in committees to discuss work and develop action plan

- **Advocacy: Sara Russell, Chair**
 - *Jeana Haag, Alice Atha, and PJ Jarvis discussed what happened last year. Form letters, samples of what advocacy looks like, what other districts are doing, Board adoptions, and put information on the website so members can pull helpful information to use for advocacy. (i.e. PTAs, legislature, principal, or staff meetings about the important work we are doing)*
- **Legislative Action: Susan Sellers, Chair**
 - *Vision – educate legislature about physical education and health. We need to be proactive of what is happening in our classrooms and gym about student health. Invite legislators into our gyms to show what we are doing in PE. We want legislators to talk about what they see in PE so they are current and informed about current practices. December is a good time to invite legislators into your gym!*
 - *Susan Sellers will send out an "ask" of who is attending the "speak-out" days. We will focus on local people attending this school year due to expenses.*
 - *100 minutes, PE as a core subject, recognize adaptive PE – these are all important items that we want to bring to attention for the legislative points because that is what we feel is best for our students.*
 - *Timeline - send out a script to members about inviting a legislator into our gyms (see advocacy section on SHAPE Washington website for a sample letter)*
 - *100 minutes – PE is considered basic education in the state of Washington and needs to be taught by a certificated PE teachers (we need to change the word to MUST be taught by a certificated PE teacher). Demand 100 minutes of PE in the gym not the classroom but we must have the infrastructure in place before we demand the 100 minutes of PE.*
- **Curriculum: Kevin Schmidt, Chair**
 - *Survey members about current curriculum, possibly work with Toni Bader/Assessment Chair with assessment committee, and discussed the importance of connecting the curriculum with the learning standards. Since the learning standards are up in the air right now we will wait to see what happens with the adoption. Timeline is the beginning of February with a link or a QR code in a journal article for members to go to with curriculum needs, questions, ideas, etc.*

- **Assessment: Toni Bader, Chair**
 - *Collaborate with curriculum committee with a survey to see what assessments are currently being used. Types of surveys to use – survey monkey, google survey, stagger surveys so we don't send out repetitive surveys. Goal is to find a place to share assessment samples. Ask members to send samples of assessments for us to look at. The timeline for assessment is to gather information with surveys, input from members, and wait to see what standards are adopted, 2014-2015. For 2015-2016, session at the State Conference Oct. 2015 a "gallery walk" of sample assessments, create a share point for PE teachers to visit for examples.*
- **Marketing: Krista Winn, Chair**
 - *Vision is to create partnerships and strengthen relationships. Create a network that is a smaller level than the state similar to the ESD that we currently have in place. ESD teams that share information, provide feedback, and get out information about SHAPE Washington and what we have to offer. Get information about the National Conference in Seattle in March. First action item is a journal article and send out information via Facebook, Twitter, and SHAPE website. Send out information via ESDs with messaging about conferences then grow the network. Goal for spring is to have 1 rep per ESD, names can be sent to Krista Winn. Have informal meetings with ESD members, promote quality programs within those groups, and hopefully with the smaller networks we can get more quality people involved at the State level. Have ESD teams listed or a contact person listed on the SHAPE Washington website.*
- **Social Media: Ryan Kauffman, Chair**
 - *We will be using social media as a means to communicate. Promote the Facebook page and follow along on Twitter! Go ahead and "like" the Facebook page. Send people a welcome email or follow them back on Twitter. Advertise the social media in the journal. Long term goal – a session on social media and ways to use it to improve teaching.*
 - *Suggested sites for members to follow, utilize the current Twitter accounts as a professional development, and be looking for ways to get members to follow our accounts. PE teachers can ask a question about quality practices, instructional strategies, so we can have 2 way communication. This is a great way to build our membership!*

Break – 9 minutes

-Committee Reports

- **Action Plan Report:** to large group – *see above. The action plan will hopefully build a connection with our members. Goal is to get information from our membership so we can help and support them with their needs.*
- **Chair Action Plan/Report** to Executive Committee at monthly conference calls.
- **Dec/June - Curriculum**-Kevin
- **Jan/July - Assessment**-Toni
- **Feb/Aug - Advocacy**-Sara
- **Mar/Sept - Legislative Action**- Susan
- **April/Oct - Marketing**-Krista
- **May/Nov- Social Media**-Ryan

- Spring Board Meeting Reminders– Tracy

- April 25, 2015 – *Same location as this meeting, Seatac Best Western Plus Plaza on the Green in Kent, WA*
- Board Member Action Plan
 - *Take home the Board member action plan. Ideas for presenters, what is your project that you are working on, thoughtful about award nominations, seeking prizes for the conferences, seeking new members, seeking advertisers and sponsorships, thinking of 3-4 blasts to Ryan Kauffman for social media items. Tracy will send out an electronic version to Board members in January to fill out about their action plans.*
- Journal Ideas

- GROUP PHOTO & Adjourn

NOTES

Notes from SHAPE Washington Board Meeting November 15, 2014:

- *It is time to think about nominations for next year. Be thinking of people for a nomination! If you have someone that you would like to nominate, please email Joyce Kjorsvek/Awards.*