

**WASHINGTON SCHOOL INFORMATION PROCESSING COOPERATIVE  
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

Video Teleconference

Wednesday, May 21, 2014 ♦ 10:00 A.M.

**VTC Locations**

**ESD 105 via Toppenish S.D. Admin Bldg. – NCESD 171 – NEWESD 101  
PSESD 121 – Reardan-Edwall S.D.**

**1. Roll Call/Call to Order**

The meeting was called to order at 10:00 A.M. by the Chair, Mr. Bruce Hawkins. A quorum was present.

***Voting Representatives***

ESD 105	-Steve Myers at Toppenish S.D.
ESD 112	-Tim Merlino, Alternate at PSESD
ESD 113	-Dana Anderson at PSESD
ESD 123	-Bruce Hawkins, Chair & Secretary at PSESD
NCESD 171	-Rich McBride
NEWESD 101	-Mike Dunn, Vice Chair
NWESD 189	-Jerry Jenkins at PSESD (arrived at 10:39 A.M.)
OESD 114	-Greg Lynch at PSESD
PSESD 121	-John Welch

***Ex-officio Representatives***

Auburn SD	-Neil Vien at PSESD
Grandview SD	-Brad Shreeve at PSESD
ESD 113 T&L Liaison	-Andrew Eyres at PSESD
WSIPC Executive Director	-Marty Daybell at PSESD

***Excused:***

OSPI	-Peter Tamayo
Reardan-Edwall SD	-Marcus Morgan

***WSIPC Staff and Guests***

WSIPC	-Jerri Matson at PSESD
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**2. Adopt Agenda**

**Lynch moved, seconded by Merlino to “adopt the agenda as presented.” Motion carried unanimously.**

3. **Consent Agenda**
  - A. Approval of the Minutes of the April 16, 2014*
  - B. April 2014 Disbursements*
  - C. Executive Director Out-of-State Travel*
  - D. Employment Status & Payroll Changes*
  - E. 2014-15 WSIPC Official Calendar*

Dunn moved, seconded by Myers to “approve the Consent Agenda as presented.”  
Motion carried unanimously.

4. **Discussion Items**

- A. Sub-Committee Update**

Welch noted the redesign committee is scheduled to meet following today’s Board meeting. The work will focus on two areas; defining roles and responsibilities, and where overlap may exist between WSIPC, ISCs and the ESDs. Welch explained potential recommendations will be drafted around a framework consisting of roles and responsibilities, communications, structure and governance, and revenue models.

Welch provided a recap of the meeting in Chelan. There were three areas for discussion however the meeting focused on the issue of reducing the number of service centers; should that option remain on the table? The discussion was candid and at this time there is no desire to reduce the number of service centers. There was support for looking at efficiencies and fees at the service centers.

Chair ~~Kim~~ Hawkins clarified the meeting in Chelan was not a WSIPC Board meeting but a meeting of the ESD Superintendents’.

Depending on the outcome of today’s redesign meeting the June meeting could be cancelled or held as an online meeting.

- B. What Do We Call WSIPC?**

Daybell explained with the expansion of services outside the state of Washington using the term “Washington School Information Processing Cooperative” gives the impression WSIPC is limited to districts in the state. He proposed changing the name to “Western State Information Processing Cooperative” for outstate business.

Discussion ensued.

Our in-state customers don’t resonate with the WSIPC name; however they do with Skyward.

It may be time to rebrand and remove the "Information Processing" reference. It was noted the redesign work includes some recommendations for branding and marketing.

Consider consortium vs cooperative in the naming for "Western States" and in rebranding.

Daybell asked if there were any objections to using "Western States" outside the state of Washington while branding work is done.

In response to a question regarding any legal issues with WSIPC's interlocal cooperative agreement, it was suggested that as long as there are separate contracts for outstate customers using the following language would suffice: *Western States Information Processing Cooperative, a division of Washington School Information Processing Cooperative.*

There was general consensus from the Board to operate under this premise as long as there was support from legal counsel and/or until rebranding is completed (by the end of September).

Daybell will get back with the Board if there are any issues with legal and bring a rebranding strategy to the Board in September.

**5. Action Items**

***A. Recommendation: RFP No. 14-01 – Computer Hardware & Equipment***

Daybell reviewed the information provided in the read ahead.

**Anderson moved, seconded by Welch that "the WSIPC Board accepts the recommendation from the WSIPC RFP Evaluation Committee and authorizes the Executive Director to award RFP No. 14-01 per the summaries presented."**

Discussion ensued.

**Motion carried unanimously.**

***B. Executive Director 2014-15 Contract Renewal***

Hawkins explained in the absence of notice to the Executive Director by June 1 the contract is automatically renewed for an additional year. There are a couple of items to review in the existing contract. He will email the information to the voting Board representatives and plan to follow-up in Executive Session at the June meeting.

***C. Adopt 2014-15 Meeting Schedule***

**Welch moved, seconded by Myers to "adopt the 2014-15 meeting schedule as presented."**

Discussion ensued.

Daybell and Matson will work with McBride to look at the feasibility of scheduling some of the Board meetings before or after the ESD Superintendents' meetings next year.

**Motion carried unanimously.**

*Scribes Note: Jenkins joined the meeting at 10:39 A.M.*

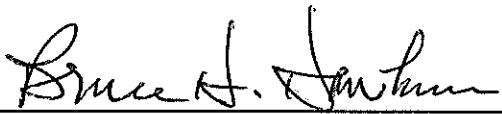
**6. Confirm Next Meeting Date**

- Wednesday, June 18, 2014 – 10:00 A.M. – 11:30 A.M. at PSESD, Puyallup Room
  - WSIPC Redesign Committee Meeting directly follows: 11:30 A.M. – 2:30 P.M., PSESD/Puyallup Room

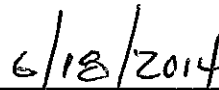
**7. Adjournment**

There being no further business to come before the Board, Chair Hawkins adjourned the meeting at 10:42 A.M.

**OFFICIAL APPROVAL OF THE MINUTES**



Mr. Bruce H. Hawkins, Chair & Secretary



Date