

Minutes

Strategic Planning Committee Meeting

November 5, 2009
The Heathman Lodge
7801 NE Greenwood Dr
Vancouver, WAS 98662
360-254-3100

- Members Present:** Committee Chair & President Elect Stan Baker, President Dr. Patrick Charlton, Dr. Rich Bauscher for Bob Donaldson, Scott Brittain, Alvin Buerkle, David Hawk, Georgia Loutensock, Past President Terry Parker, Jerry Peacock, Dwight Probasco, Dr. Pamela Salazar, and Amy Westby.
- Absent:** Dr. Bob Donaldson
- Staff:** Leonard Paul and Dr. David G. Steadman.
- Guests:** Dr. Dick Darst and Dr. Ray Lindley

Agenda

1. Mr. Stan Baker welcomed members to the meeting in Vancouver, WA.
2. The minutes for the Strategic Planning Committee meetings of October 1, 2008, January 22, 2009, and June 21, 2009 were approved.
3. Dr. Steadman led a review of the December 2009 Annual Commission meeting agenda:
 - a. Presentation on Monday December 7 of the Strategic Planning Committee work on a proposed commission restructuring.
 - b. It was determined that additional time is to be allotted for expanded state reports as requested by state chairs.
 - c. 10:00 A.M. on Tuesday December 8 will be available for further discussion on restructuring or an IT presentation by the office staff.
 - d. David Hawk asked that a topic be forwarded to the Standards Committee to consider an indicator for employee evaluation protocols.
4. Report from the Executive council meeting held on November 4, 2009.
 - a. The evaluation of the executive director was reviewed and will be presented to the Board of Trustees as outlined in the evaluation protocol.
 - b. The topic of communication was discussed and a request was made to copy all communications from the Boise office with member schools be cc'd to the state chairs and commissioners.
5. Chair Baker turned the floor over to Terry Parker the Ad-Hoc Committee chairperson to report on the restructuring proposal.

- a. Committee feedback form - Mr. Parker reviewed the use of a feedback form to be completed throughout the presentation.
- b. Ad Hoc committee - Mr. Parker reviewed the history of the assignment of the Ad-hoc committee to consider a restructuring proposal. He reported on the presentation of AdvancEd and the follow up discussion at the June 2009 commission meeting. He reminded the committee that no proposals were made to consider any agreements with AdvanEd. The request to find additional funding sources and related restructuring for state committee work was given to the ad-hoc committee. The committee had at least two meetings with four proposals considered. Mr. Parker presented an alternative proposal for the Strategic Planning committee to consider.
- c. Restructuring Proposal – Mr. Parker reviewed the restructuring proposal.
- d. Discussion - The original proposal from the ad-hoc committee eliminated all of the at-large members which was not supported. The committee discussed having four at-large positions. The original proposal eliminated three of the state commissioners and that was not supported. Additionally it was not supported to transfer the duties of the division executive secretary to the associate director. In a consensus building activity led by Ad-hoc committee Chair Terry Parker three at-large positions was suggested including one public, one higher rep and an independent school representative along with two state commissioners and with no additional scenarios presented the proposal passed as amended. Two committee members had to leave early before the final motion was made and approved.
- e. **Motion: To accept the restructuring proposal with the following changes as requested by the committee and refer the proposal to the full commission. Approved with a vote of 6 – 1.**

RESTRUCTURING PROPOSAL

Needs/Objectives

1. To redirect more resources to the state and division accreditation committees as a means to provide better support and services to member schools.
2. To better align the decision-making authority and operational responsibilities within the state and division accreditation committees.
3. To enhance the regional office’s ability to assist state/division accreditation committees.
4. To address the current reality of commission members and standing committee members not being able to regularly attend meetings.
5. To reflect the sentiment of the Commission on Schools expressed in June, 2009, that any restructuring of NAAS occur as an internal revision process rather than affiliating with another organization such as AdvancEd.

Restructuring Proposal

1. A State Director position will be established in each state with the authority to assume all leadership, management and decision-making responsibility for accreditation work activities and the State Advisory Committee.
2. A Division Director position will be established in the Division with the authority to assume all leadership, management and decision-making responsibility for accreditation work activities and the Division Advisory Committee.
3. The State and Division Directors will serve on the Board of Directors and assume the work responsibilities of the Association as directed by the Executive Director.
4. The Division will continue to accredit international schools in a manner similar to what currently exists. The State Directors and Division Director will mutually determine which schools are accredited by the Division and which schools are accredited by the state of origin.
5. Two Board of Trustees members will be elected from each state and the Division.
6. Three at-large Commissioners will be elected to serve on the Commission – Public Commissioner (1), Higher Education Commissioner (1), and Non-Public School Commissioner (1).
7. The Executive Committee will be composed of the Chair, Chair-Elect, and the Past-Chair, each of whom will serve two-year terms in each role.
8. The Commission on Schools will be composed of the Board of Directors, the Board of Trustees, the three At-Large Commissioners, the Executive Director, and Associate Director as ex-officio members.
9. The Chair of the Commission will be elected from the Board of Trustees and the three At-Large Commissioners.
10. The Executive Committee will serve on both the Board of Trustees and the Board of Directors (ex-officio on the Board of Directors).
11. One meeting of the full Commission on Schools will be held each year in December to serve the legal purposes of the corporation.
12. Final authority for bylaws, standards, and dues will reside with the Commission.
13. Two formal meetings of the Board of Trustees will be held each year in December and June to approve recommended status of accreditation for schools. The meeting in June may be conducted electronically.
14. The Executive Director will meet with the Board of Directors on a regular basis to coordinate and conduct accreditation work activities.
15. Only the Standards and Finance standing committees will continue to exist. State/Division Trustees will comprise the membership of these committees.

Notes

1. The State Director will be hired by the State Trustees and the State Advisory Committee.

2. The Division Director will be hired by the Division Trustees and the Division Advisory Committee.
3. The salary and compensation for each State or Division Director will be determined by their respective State/Division Trustees and the State/Division Advisory Committee.
4. The annual evaluation for each State or Division Director will be prepared by their respective State/Division Trustees with input provided by the State/Division Advisory Committee and Executive Director.

Rationale

1. This design empowers the State and Division Directors with the necessary authority to achieve the accreditation mission of the association and their states.
2. This design reduces positions, meetings, travel, and standing committees – thereby freeing up resources for redistribution to the state offices for support of their member schools.
3. It provides more latitude to the States and Division to structure themselves as they deem appropriate and necessary.

Key Issues Considered

1. State Director Model
2. Selection, Evaluation and Salary of the State Director
3. Financial Implications of Restructuring
4. Size of the Commission
5. Elimination of Past-Chair and At-Large Commissioner Positions
6. Types of Schools Accredited by the Division
7. Leadership/Management of the Division
8. Role of the Associate Director
9. Phase-In of Restructuring Plan

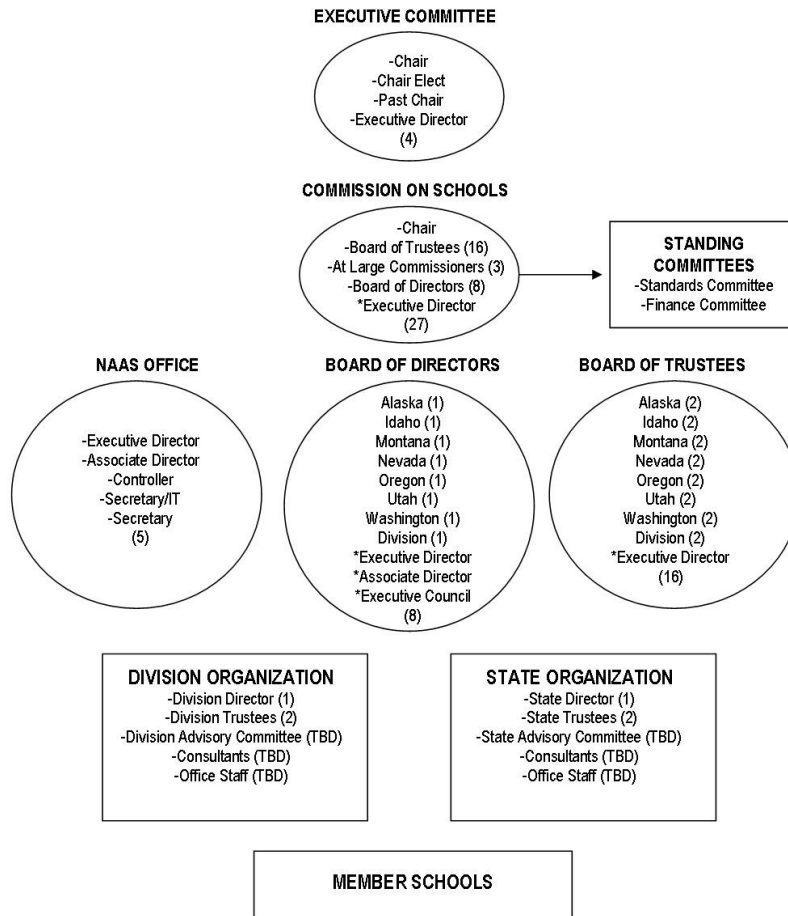
Implementation Timeline

- | | |
|---------------------------------|------------------------|
| 1. Strategic Planning Committee | November 5, 2009 |
| 2. Presentation to Commission | December 7-8, 2009 |
| 3. Transition Activities | January – August, 2010 |
| 4. Full Implementation | September, 2010 |

Northwest Association of Accredited Schools

Restructuring Proposal

Approved by Strategic Planning Committee
November 5, 2009



* ex-officio member

6. Next Meeting of the Strategic Planning Committee. The next meeting was scheduled for December 6, 2009 as a part of the Annual Commission meeting.

TENTATIVE CALENDAR

Stratosphere Hotel
2000 Las Vegas Boulevard South • Las Vegas, NV 89104 • (702) 380-7777

Northwest Association of Accredited Schools
December 6-8, 2009

December 6	Sunday	Commissioners Travel 3:30 p.m. – 5:00 p.m. Executive Committee Meeting 5:00 p.m. - 6:30 p.m. Strategic Planning Committee Meeting
December 7	Monday	8:00 a.m. - 4:00 p.m. Meeting
December 8	Tuesday	8:00 a.m. - 12:00 p.m. Meeting
December 8	Tuesday	12:00 p.m. Commissioners Travel
December 8	Tuesday	1:00 p.m. – 3:00 p.m. Board of Trustees

COMMISSION ON SCHOOLS - DAY ONE Tentative Agenda

Stratosphere Hotel
2000 Las Vegas Boulevard South • Las Vegas, NV 89104 • (702) 380-7777

Monday, December 7, 2009

8:00 a.m. – 4:00 p.m. Commission on Schools.

I. Preliminary Agenda

- a. Welcome and Introductions – President Dr. Pat Charlton.
- b. Announcements – Dr. David G. Steadman.
- c. Information Items – Dr. David G. Steadman.
- d. Goals and Objectives of the Meeting – Mr. Stan Baker.

II. Information Items

III. Consent Agenda

- a. Approval of Agenda – President Dr. Pat Charlton.
- b. June 2009 Commission Minutes – President Dr. Pat Charlton.

IV. Action Agenda

- a. Executive Council Report.
 1. Evaluation of the Executive Director.
 2. Strategic Planning Committee
 3. Recommendations for the Meeting (Robert's Rules of Order).
- b. Executive Director Report.
 1. Northwest Association of Accredited Schools Preliminary
 - 2.
- c. Associate Director Report.

10:00 a.m. Break.

10:15 a.m.

- d. School Accreditation.
 1. States Schools – State chairs, Secretaries
 2. International and Transregional Division Schools – Amy Westby, Chair

12:00 p.m. Lunch

1:30 p.m.

III. Action Agenda Continued

School Accreditation continued

1. States Schools – State chairs, Secretaries
 2. International and Transregional Division Schools – Amy Westby, Chair
- e. . Standing Committee Reports.
1. International and Trans-regional Division– Amy Westby, Chair.
 2. Strategic Planning Committee – Stan Baker, Chair.

4:00 – 9:00 p.m. State committee meetings and dinner

Appendix A

COMMISSION ON SCHOOLS - DAY TWO

Tuesday, December 8, 2009

8:00 a.m. – 10:00 a.m. Commission on Schools Reconvenes.

VI. Action Agenda (continued)

- e. Standing Committee Reports (continued).
 - 3. Standards Committee Report – Dr. Pamela Salazar, Chair.
 - 4. Finance Committee – Jerry Peacock, Chair.
 - 5. Third Party and Research Committee – Dr. Joanne Erickson, Chair.
 - 6. Member Services Committee – Rick Powell, Chair.

- f. Other Reports.
 - 1. Independent Schools – Stan Baker.
 - 2. Public Members – David Hawk and Harry Gensler reporting.
 - 3. Higher Education Report – Dr. Joanne Erickson.

9:45 a.m. – 10:00 a.m. Break.

10:00 a.m. – 11:30 a.m.

V. Discussion Agenda

- a. Restructuring continued or IT Presentation

11:30 a.m. – 12:00 p.m.

Vote on Action Items

VI. Other

12:00 p.m. Commission Adjourns.