



TEI Governing Board Meeting Minutes • January 3, 2018

University of Wyoming • Videoconference/Phone Conference

Attending: David Palmerlee; John McKinley; Ben Blalock; Thomas Botts; Jay Harnack; D. Ray Reutzel; Dave Bostrom; John MacPherson; Alan Buss; Jill Lovato for Carol Mead; Jillian Balow; Laurie Nichols; Amy Pierson; James Rose; Keegan McClain; Dave True.

Absent: Mark Northam; David Fall.

Via Videoconference/Phone Conference

Call to Order and Introduction

- Co-Chair Palmerlee drew attention to the new motto at the top of the agenda: “Uncertainty is a characteristic of groundbreaking effort. We will embrace it and blow the doors off in 2018.” This captures the nature and spirit of the initiative.
- Co-Chair Palmerlee thanked the retiring Governing Board Members Craig Dougherty, Wava Tully, and Kate Greenwell for their service.

Introduce New Board Members and Executive Committee

- Co-Chair Palmerlee noted the terms of each board member provided on the roster in the meeting materials and welcomed new Board Members: David Fall, Jay Harnack, and Keegan McClain.
- Board Member Bostrom made a motion to approve the appointment of the new Governing Board members.
- Board Member MacPherson seconded the motion.
- The motion passed on a unanimous voice vote.
- **New Governing Board Committee Structure to be Developed; Enhanced Governing Board Participation; and Transition from Innovation Development to Planning and Implementation.**
 - Co-Chair Palmerlee stated that the goal for the Governing Board in 2018 will be to increase the intellectual and emotional commitment from the Board Members.
 - University of Wyoming Enterprise for Elevating Educational Excellence (UW-E4) and other approved TEI proposals are approved TEI projects with goals, timelines, and budgets. They require substantial funds along with additional personnel and consultants. This will require enhanced participation from the Board Members.
 - Co-Chair Palmerlee shared his letter to President and Chief Executive Officer of the Daniels Fund, Ms. Linda Childears, which describes the initial meeting with the Daniels Fund in April 2015 as the inspiration for UW-E4, and details the unanimous support for UW-E4 among all the key players.
 - Co-Chair Palmerlee stated that TEI will implement a new Governing Board Committee system to support the approved proposals’ implementation. These committees will be a strong and necessary resource for Executive Director Watts. The committees and their respective membership have not yet been determined.
 - Co-Chair Palmerlee listed the committees being considered so far:
 - Legislative Affairs,

- Finance and Fund Development,
- Procurement,
- Education and Business, and
- Planning and Implementation for the whole UW-E4 effort.
- Co-Chair Palmerlee hopes that the Board Members get some intellectual contribution from these committees to assist Executive Director Watts and provide a direct liaison to the Governing Board, hence the University Trustees.
 - Governing Board Members will have the opportunity to travel to meet with national reformers.
- Co-Chair Palmerlee suggested a mid-year retreat in 2018 to assess the first six months of the implementation process.

Approval of October 17, 2017 Meeting Minutes

- Board Member Reutzel made a motion to approve the October 17, 2017 meeting minutes as presented.
- Board Member Buss seconded the motion.
- The motion passed on a unanimous voice vote.

Approval of November 2017 Financial Reports

- Executive Director Watts explained the Financial Report was the one TEI submitted to the Daniels Fund for our year-end report.
- The Liability section reflects all commitments to date, including the budgets of all approved proposals.
- Co-Chair Palmerlee stated that the budgets in approved proposals are not a fixed liability to third parties. They do not have to be paid no matter what. They are subject to scheduling, priority, funding, and availability on approved proposals.
- Board Member Bostrom stated budgets are put together as a guess, but educated estimates. TEI cannot hold the budget to an exact moment. TEI needs to spend the money to be fiscally responsible and prudent. When needs are greater than anticipated, proposers should not be bashful in asking for additional funds with justification.
- Board Member Botts noted an error in the totals line on the Budget to Actual table.
- Co-Chair Palmerlee tabled any action on the report pending corrections to be presented at the next board meeting.

TEI Proposal 2017-08

- Board Member Bostrom presented TEI Proposal 2017-08 for the Board's consideration and action.
- The Early Childhood Education Research Work Group proposes the development of a Wyoming Early Childhood Outreach Network (WyECON) to act as an organizing body to provide high-quality field experience options, to make existing professional development opportunities available to all Early Childhood educators, and to create a degree pathway to the University of Wyoming.
- UW Faculty Member Dr. Tricia Johnson described the four components in the proposed network:
 - Field placements in a wide variety of settings across the state such as small communities and on the Wind River reservation
 - Community hubs based at community colleges, or other locations or centers
 - Professional development network to support partnerships between existing provider systems
 - Degree pathway to provide the highest quality of education to the Early Childhood workforce

- Discussion of the proposal:
 - Board Member Fall emailed his support for the proposal in advance of the meeting, stating, “I like both new proposals, especially the Early Childhood Network. If we want to better serve the Wyoming students, we might want to consider using the 14 developmental centers that already exist as the hubs along with our community colleges.”
 - Board Member Botts wants hear more about the innovation aspect of the proposal. Dr. Johnson stated that this type of network is rare across the country. Further, WyECON innovatively sets priorities to work with the families for their children’s education.
 - Board Member Harnack likes this proposal. Because in his community there is a lack of early childhood providers and asked if WyECON would provide educators with the background to start their own daycare in their community? Small communities in Wyoming are lacking in good high quality providers and programs. He also encouraged looking beyond community colleges for the outreach network, as many communities in Wyoming are quite distant from the closest community college.
 - Board Member Reutzel said he needs to be assured that the lessons learned from WyECON implementation will be shared to inform the development of an Early Childhood Education degree program.
 - Board Member Balow said we need to provide full disclosure of the benefits and risks to entering the field of Early Childhood Education.
 - President Nichols’ asked that the work to develop a degree pathway be simultaneous to the development of WyECON.
 - Board Member (Dean) Reutzel and Agriculture and Natural Resources Dean Galey have submitted a recommendation to Provost Miller for forming an Early Childhood Education degree committee to start the process to work on this degree.
 - Board Member Buss questioned the sustainability of WyECON, both in leadership and finance (coordinators, hubs, stipends and leadership throughout the state).
 - Board Member Balow reported on a legislative management audit revealed a lack of coordination at the state level and sometimes not at the community level. WyECON lays the groundwork to coordinate efforts statewide around professional development.
Co-Chair Palmerlee suggested sending the proposal back for addition of the assurances Board Members Harnack, Reutzel, Buss and Nichols shared and committed to a special meeting of the TEI Governing Board, potentially by phone or by email vote, once refinements have been made to the proposal.

TEI Proposal 2017-11

- Board Member Bostrom presented TEI Proposal 2017-11 for the Board’s consideration and action.
- The proposed innovation is the Wyoming Coaching Laboratory (WY-COLA). WY-COLA is an innovative and new year-long intensive professional development experience that would begin in the summer of 2018 for pre-service teachers, in-service teacher leaders, aspiring instructional coaches, and instructional coaches. In this experience participants will observe teaching for the purpose of extending this observation into the study of both teaching and coaching.
- Discussion of proposal:

- Board Member Harnack is tremendously supportive as there is a great need for this. He comments first on the opportunity for pre-service teachers to participate in the process, view and teach, then participate in reflection on their teaching practice through a debrief. The highest priority in his district is that teachers are receptive to feedback and peer-to-peer improvement on practices. The greatest weakness is the teachers do not understand that this is an expectation. This program can diagnose on a regular basis and when they become teaching professionals this expectation will continue. There is a significant difference between coaching and mentoring. The need is still there and it may be dispersed to existing teachers or administrators. Identifying core instructional practices is a question. His district is very specific about their instructional framework. They have a new teacher academy, whether they are new out of college or new to the district. How do you determine what those core teaching components will be when the instructional framework might be different? Educational Leadership academy for principals perhaps may be a good idea.
- Dr. Welsh is working with the University of Michigan Teaching Works Program that has identified 19 core practices. They call them the high leverage practices. She is confident it will fit into frameworks districts currently have. They will spend time looking at those high leverage practices and mapping them on to various school districts instructional frameworks.
- Board Member Buss asked about sustainability since it is such a high cost for two years. What are we anticipating for sustainability and scalability to provide these opportunities for all students?
- Dr. Welsh said about 25 pre-service teacher/ students per year on elementary age students. We may not be able to recruit that many. Funding would bring community college education students in as part of the pool, which includes travel, room and board. In the future, the Wyoming Department of Education (WDE) would handle some federal funding for professional development. Since some grants have gone away, Board Member Reutzel possibly has a coaching/teacher pathway innovation in the form of a Master's program, to develop the skills in a mentoring or coaching program which would offer a certificate perhaps. Instead of us paying for the teacher, the teacher pays us to earn a certificate to be a coach or a mentor. We need both mentors and coaching in the state.
- Board Member Balow said in the federal Every Student Succeeds State Plan, the WDE included this in hope that it would go forward. It is called Title IIA which is a mechanism built-in but, not promised. The WDE wrote it in to move forward with WY-COLA.
- Dr. Welsh commented that Mark Bowers from WDE worked on the group and gave great feedback. He was very helpful.
- Board Member Balow said Executive Director Watts looked at the state plan to make some proposed alterations so the ground work was laid to move forward.
- Board Member Bostrom made a motion to approve TEI Proposal 2017-11 as presented.
- Board Member Harnack seconded the motion.
- The motion passed on a unanimous voice vote.

Matching Funds Update

- Board Member Blalock stated over \$2 million dollars have been committed to the match.
- We are committed to a \$2 million match in 2018 and have about a half million in commitments to date toward that requirement.

- Board Member Blalock summarized President Nichols' role in participating in match funding and President Nichols stated that she stands ready to fundraise for TEI.
- Co-Chair Palmerlee said that in the next six months TEI will design the fundraising program with the specifics necessary.

Strategic Plan Update and Executive Director Report

- Executive Director Watts presented a proposed revision to the TEI Strategic Plan. The revision reflects streamlined Goals, Objectives, and Tactics and aligns directly to Daniels Fund grant agreement.
- Discussion:
 - Board Member Reutzel will incorporate the TEI Strategic Plan with the College of Education Strategic Plan.
 - Board Member Buss asked if Goal III focused exclusively on innovations developed elsewhere. He offered that in addition to identifying innovations, TEI also is developing innovations.
 - Co-Chair Palmerlee that TEI was created to identify innovations once identified, to develop and modify them for Wyoming.
 - Board Member Reutzel says inherent in the word implement is the idea of development. You can't implement something that is not developed.
- Board Member Reutzel made a motion to approve the new Strategic Plan as presented.
- Board Member Buss seconded the motion.
- The motion passed on a unanimous voice vote.

2017 Interim Report to Daniels Fund

- Executive Director Watts will make the correction on the Budget to Actual table and send to the Daniels Fund.

National Reformer Connections

- Executive Director Watts reported on connections with national reformers and innovators to date: America Succeeds, Relay Graduate School, Arizona State University Mary Lou Fulton Teachers College, Educators Rising, and the American Enterprise Institute.
- Amber Ash, Executive Director for Wyoming Excels, the Wyoming affiliate of America Succeeds, reported that she has started work with America Succeeds using processes for adoption of core principles to represent business in the education community.
- Executive Director Watts received a new educator preparation policy guide from America Succeeds President Tim Taylor, which is very much aligned with TEI's focus and work to date, e.g., strengthened clinical practice for pre-service candidates.

Governing Board Meeting Schedule

- Co-Chair Palmerlee suggested four meetings a year; one face to face and the others via Zoom or telephone conference.
- Co-Chair Palmerlee asked Executive Director Watts to seek input from Governing Board members on their preferences for standing meetings.

Potential Consultants

- Co-Chair Palmerlee says demands on TEI will skyrocket in the next six months. We need to build a platform for Executive Director Watts to manage all these things.
- Executive Director Watts has engaged with the Clayton Christensen Institute, which referred TEI to Entangled Solutions as a potential consultant to help with the optimal implementation design, stakeholder participation, and process.
- Executive Director Watts said external consultants need to have an RFP process to identify what the scope of work would be, what services would be needed, and establish a board of approval process on engagements with these consultants.
- Executive Director Watts will draft a set of bylaws for the TEI Governing Board and RFP processes for external consultants that are in alignment with the General Counsel.

TEI Personnel Needs and Action Steps

- Executive Director Watts stated there are some personnel items in each of the proposals moving forward, therefore, there will be needs for external support and engagement of full-time personnel to support implementation.

Adjournment

- Co-Chair Palmerlee adjourned the meeting at 11:55 a.m.