Executive Committee of the Whole

Minutes

Call to order
The meeting was called to order at 4:32pm. Directors Carr, Martin-Morris, McLaren, Patu, Peters, and Peaslee were present. Director Blanford arrived at 4:35pm. Staff present was Interim Superintendent Larry Nyland, General Counsel Ron English, Deputy Superintendent Charles Wright, Assistant Superintendent for Operations Pegi McEvoy, Assistant Superintendent for Capital, Facilities & Enrollment Planning Flip Herndon, Assistant Superintendent for Human Resources Brent Jones, Assistant Superintendent for Teaching & Learning Michael Tolley, Assistant Superintendent for Business & Finance Ken Gotsch, Director of Policy, Board Relations, & Special Projects Erinn Bennett, Executive Director of Strategic Planning & Partnerships Clover Codd, and Board Office Manager Theresa Hale.

Executive Committee of the Whole:
Erinn Bennett outlined the agenda and provided background on the 2013-14 Superintendent Evaluation.

Superintendent Evaluation 2013-14
- SMART Goal #1: Michael Tolley provided background on this item and noted the June 2013 baseline of unsatisfactory (at least one element of basic was complete) in this category. Staff believes the District will reach proficient by the time of the November 2014 annual evaluation, dependent upon budgetary and capacity limitations. Directors asked for clarification on the goal’s interpretation and Ms. Bennett noted there will be a summary of evidence on each goal that will be provided in the November 2014 evaluation. Directors and Mr. Tolley discussed professional development provided and the implementation of the teacher evaluation.

- SMART Goal #2: Mr. Tolley provided background on this item and noted the June 2013 baseline of unsatisfactory in this category. Staff believes the District will accomplish almost all of the elements of basic (B-) by the time of the November 2014 annual evaluation, dependent upon budgetary limitations. Directors spoke about the differences between being categorized as unsatisfactory and just starting the goal. Supt. Nyland spoke about multi-year goals.

- SMART Goal #3: Mr. Tolley provided background on this item and noted the June 2013 baseline ranking found the District had accomplished almost all of the elements in the basic category (B-). Staff believes the District will complete all elements of basic by the time of the November 2014 annual evaluation, dependent upon the system
support for the Special Education department and financial investment in providing professional development to teachers.

- SMART Goal #4: Brent Jones presented this item and noted the June 2013 baseline ranking found the District had accomplished almost all of the elements in the proficient category (P-). Staff believes the District will complete all elements of proficient by the time of the November 2014 annual evaluation.

- SMART Goal #5: Dr. Flip Herndon presented this item and noted the June 2013 baseline found the District had accomplished all of the elements in the basic category and at least one element in the proficient category (B+). Staff believes the District will maintain its B+ status for the November 2014 annual evaluation, while continuing to strive for completion of more elements of proficient. The forward progress is dependent on finding a Director of Enrollment Planning, the implementation of the LEAN process, and budgetary support.

- SMART Goal #6: Pegi McEvoy presented this item and noted the June 2013 baseline found the District had accomplished all of the elements in the basic category and at least one element in the proficient category (B+). Staff believes the District will complete all elements of proficient by the time of the November 2014 annual evaluation plus some elements of the distinguished category.

- SMART Goal #7: Charles Wright presented this item and noted the June 2013 baseline ranking of unsatisfactory in this category. Staff believes the District will accomplish almost all of the elements of basic (B-) by the time of the November 2014 annual evaluation, dependent upon budgetary limitations.

- SMART Goal #8: Dr. Jones presented this item and noted the June 2013 baseline ranking of unsatisfactory in this category. Staff believes the District will accomplish at least one element of basic (U+) by the time of the November 2014 annual evaluation. Directors noted the importance of including the Human Resources processes and practices to this goal as a foundational piece. Clover Codd spoke about one of the actions that staff is currently taking to support this goal by developing the data system to analyze where staff is for recruitment and employment and noted staff is working on improving this process.

- SMART Goal #9: Ken Gotsch presented this item and noted the June 2013 baseline ranking found the District had accomplished all of the elements in the basic category. Staff believes the District will maintain its B status for the November 2014 annual evaluation, while continuing to strive for completion of elements in the proficient category. Directors addressed a point that was raised earlier in the work session on how the budget process is not aligned with the Board priorities process. Directors asked what can be done to align both the budget process and Board priorities process and Mr. Gotsch noted the possibility of looking into another strategy to review any misalignment of these two processes. Directors asked how staff allocates funds towards priorities when the priorities are set in September and Mr. Gotsch spoke about the process of reviewing the budget and reconfirming unmet strategic needs. Mr. Wright further explained the budget allocation strategies and spoke about the expectations of funding this year. Directors noted the budget cycle is fixed by state law
and is passed in June so it is established and the Board has been setting goals and priorities that are aligned with the Superintendent’s Evaluation. Directors spoke about the need to review the budget process and Board priorities at least twice a year at the Board retreats in order to better align with the Superintendent’s Evaluation cycle. Directors recommended reviewing the Board priorities at both the September and March Board retreats. Directors noted including standing governance items on the Board retreat agendas.

Ms. Bennett spoke about the timeline of the 2013-14 Superintendent Evaluation process.

**Board Committee Structure and Calendar**

Ms. Bennett and Theresa Hale provided background for this item. Directors asked if there had been a prior conversation on how realistic it was for getting through the committee meetings in one hour and Ms. Bennett noted the need to be judicious in planning a committee agenda. Ms. Bennett described the three options available to the Board for the Board Committee structure and calendar. Ms. McEvoy asked if there was an opportunity to include consent agenda on committee agendas. Directors discussed achieving efficiency by having shorter committee meetings, but not at the cost of addressing important items. Directors also discussed the possibility of not having a committee meeting every month and Ms. Bennett noted she did not look into this and wanted to first loop in with staff members on the impact of that option.

Directors discussed the possibility of moving a Committee of the Whole meeting after a legislative session and asked about the feasibility of this option. Directors believe that the legislative sessions, work sessions, and oversight work sessions are taking more time than the committee meetings. Directors discussed the possibility of rolling over work session topics to a committee meeting and staff noted it would be difficult to receive input from the entire Board that way. Directors noted concerns around discussing the committee agenda items in one hour, as it does not allow enough time to ask staff follow-up questions.

Directors noted the possibility of holding a 90-minute Committee of the Whole on a Tuesday and Thursday once a month. Directors suggested the idea of looking at Committee items as they come along and earmark the items that would benefit from the Committee of the Whole, which would hopefully shorten the legislative sessions. Directors spoke about different ways to economize other meetings so the Board does not end up meeting three times per week.

Directors noted committee meetings are a great way to discuss items and commented on the opportunity of having 2x2 meetings with staff. Directors discussed how the current committee structure may not serve the Board as a whole and noted the Board can achieve a better sense of ownership as a whole if they were all together to discuss Audit & Finance, Operations, and Curriculum & Instruction Policy content areas. Directors noted the possibility of adding one more meeting in the week to do this, as they believe it will shorten the discussion and help bring fewer items to Board meetings. Directors discussed the importance of having a high level of trust if they are not a member of a particular committee, so that they know the issues are being appropriately vetted. Directors noted attending three committee meetings may overwhelm Board members and that it is important to trust the committee members’ expertise in this domain.
Ms. Bennett highlighted two options and asked to hear from Directors and the staff leads to see what their opinions are regarding either 1) having two Committee of the Whole a month and limiting work sessions to one Wednesday a month or 2) keep the current system and limit the work sessions to those listed on the assumptions document. Mr. Tolley spoke about the opportunities of the work sessions for deeper discussions with staff and the Board. Staff and Directors commented on their preference for the Board structure and calendar.

Ms. Bennett spoke about moving to option 3, which is to discuss moving to an alternative calendar in August 2015. Directors asked if the Board Office can take a look at all the items and compress the calendar and structure to shorten the length of meetings or schedule fewer meetings. Directors thanked both Ms. Bennett and Ms. Hale for their work.

**Board Evaluation**

Ms. Bennett provided background on the 2013-14 Board Self-Evaluation.

- **SMART Goal #5**: Ms. Hale provided background on this goal. Directors asked if the goal is measured for the Board as a whole or for individual Directors. Ms. Bennett referred to the Board Self-Evaluation Rubric handout (page 22) that goes hand-in-hand with the goal. Ms. Bennett explained it is up to the Board to interpret the goals and rubric and noted this work will need to happen in the next month. Directors asked about the budget to complete this work and Ms. Bennett noted that the Board Office will need to review its budget once it is known how much is needed. Directors discussed the budget for professional development and noted concerns around having to complete this goal by October 31, 2014. Ms. Bennett noted these goals were created by the Board with a short time frame to complete. Directors and staff discussed the possible funding and Ms. Bennett recommended professional development could be done at Board Retreats. Directors Blanford and McLaren volunteered to develop the professional development plans for this goal. Ron English noted the Board’s decisions to do professional development should not be contingent on the Board Office budget. Directors discussed the need to significantly increase the Board Office’s budget for future professional development and conferences.

- **SMART Goal #4**: Ms. Bennett provided background on this goal. Ms. Hale asked Directors to submit their community organization list to her or Kathie Pham by October 1 and spoke about the timeline of this goal. Directors discussed the importance of meeting with underrepresented students and their parents and different ways to reach out to connect with community organizations within schools. Directors noted schools may not be the only place where the community would feel comfortable having discussions. Directors discussed finding new and different ways to connect with the community and spoke about directly reaching out to families and the community that the Board does not normally hear from. Ms. Hale noted she will be sending a community organizations list template to the Board to fill out. Directors asked rather than recreate a community organizations list; perhaps it would be best to check if Lesley Rogers and Bernardo Ruiz have a current list. Ms. Hale said she would check and send to Directors.

- **SMART Goal #3**: Ms. Bennett provided background on this goal and asked Directors for advice on improving the Board Retreat survey. Directors suggested having a protocol on the development of the Board retreat agenda for the next retreat.
also suggested aligning the survey questions to the specific Board retreat agenda. Directors spoke about the possibility of selecting items that would help build the next Board retreat agenda. Directors also noted the importance of the Board’s role in building policies. Ms. Bennett noted related policy check-ins could be included at the Board retreats. Directors suggested including specific policies to discuss during the retreat planning process that would allow for staff’s input as well. Directors discussed a need to develop a process during retreat planning on how staff and Directors will be weighing in on policies.

**Executive Session of the Executive Committee of the Whole: Evaluate the performance of a public employee:** Director Peaslee announced at 6:50 pm that the executive session was regarding the performance of a public employee and the Committee of the Whole immediately recessed into executive session.

The executive session was called to order at 6:55 pm.

All Directors were present.

Staff present was Interim Superintendent Larry Nyland, General Counsel Ron English, and Director of Policy, Board Relations, & Special Projects Erinn Bennett.

**Adjourn**
The meeting adjourned at 7:25 pm.