

Board Special Meeting



2445 – 3rd Avenue South, Seattle WA 98134

Executive Committee
Wednesday, August 17, 2016, 8:30am-10:30am
Board Office Conference Room, John Stanford Center

Minutes

Call to Order

This meeting was called to order at 8:30 am. Directors Harris, Pinkham and Patu were present. Director Burke arrived at 8:36am, serving for Director Peters in her absence. This meeting was staffed by Superintendent Larry Nyland, Deputy Superintendent Stephen Nielsen, General Counsel Noel Treat, Director of Policy, Board Relations & Special Projects Nate Van Duzer, Executive Director of Relations and Strategic Initiatives Erinn Bennet, Assistant Superintendent of Capital Facilities Flip Herndon, Assistant Superintendent of Operations Pegi McEvoy, Assistant Superintendent of Human Resources Clover Codd, Assistant Superintendent of Teaching and Learning Michael Tolley, Chief Communications Officer Carri Campbell, Director of School Family Partnerships Brett Jones, Director of School Family Partner Race and Equity Bernardo Ruiz and Board Office Manager Theresa Hale.

1. Approval of agenda

Director Harris moved to approve the agenda. Director Patu seconded. The agenda was approved unanimously.

2. Approval of June 2 and June 16, 2016 meeting minutes

Theresa Hale noted that Director Peters had emailed a request to remove some language on page 6 of the June 2nd meeting minutes, regarding committees of the whole.

Director Patu moved to approve the June 2nd minutes, as amended. Director Harris seconded. The June 2nd minutes were unanimously approved as amended.

Director Harris moved to approve the minute June 16th minutes. Director Patu seconded. The June 16th minutes were unanimously approved.

Discussion and/or Action:

I. Board Action Items

1. Resolution 2016/17-1, Memorialize support for Federal Recognition of Duwamish Nation (Pinkham)

Director Pinkham provided a historical context of the Duwamish Federal recognition status and noted the intention for this resolution as a symbolic gesture to acknowledge the people whose land our schools inhabit. He discussed how this resolution supports the District's Race and Equity work. Director Pinkham also noted the District use of the tribal longhouse in the past.

Director Rick Burke arrived at 8:36am and is sitting in for Director Peters. Dr. Nyland noted

some of the travesties that occurred to the Duwamish people and the continued struggles for federal recognition. Director Pinkham provided an overview of the recognition issues the Duwamish tribe has experienced and their continued efforts to obtain recognition and noted this would be a good gesture toward the tribe. Director Patu noted her appreciation for this resolution and how it is a good way of blending the support for the District's Race and Equity efforts as well as closing the achievement gap. Director Burke also provided his support for the resolution. Noel Treat noted the timeline on this resolution. Director Pinkham noted he would like the Duwamish font to be used for this resolution once it is made available.

Director Harris moved to move this item to the full Board with a recommendation for approval. Director Burke seconded. This motion passed unanimously.

II. Review of the August 24 and September 7 legislative session agendas

- **August 24 Agenda:**

Erinn Bennett noted the difference in formatting of the agenda and the attempt to consolidate the versions of the agenda to reduce room for error and staff time spent building the agendas every month. Director Harris asked about resolving the amount of clicks it take to get to the agenda from the home page and noted that she would like to make the website a standing agenda item. She asked about the student presentation and representative time slots on the agenda. She suggested contacting Principal Jeff Clark from Denny Middle School to see if any students from the summer program would be available. Dr. Nyland noted the previous participation of Freedom School. He further noted that he could not give an estimate to how long the Superintendent Comments may be for this meeting yet. Theresa Hale noted the changes to the agenda and the requests to remove three items from the agenda.

Stephen Nielsen noted the timeline of the Principal Association for Seattle Schools (PASS) negotiations and the reason for the need to move action on this item to September 21st. Director Harris asked if there was going to be a closed session to discuss the progress of this item. Theresa Hale noted that meeting was currently being scheduled.

Ms. Hale noted the request to remove the CloudBook item from the agenda as an action item and noted that it is scheduled to be re-introduced at the September 21 Board meeting. Mr. Nielsen noted the July 6th Board meeting pushed this item back to the Curriculum & Instruction Policy (C&I) Committee. He further expressed that this contract will be split up more to address the concerns noted by the Board. Director Burke asked for clarification on if this item was supposed to be a part of the C&I work plan. Ms. Hale indicated that not all items necessarily go on the work plan, but that would be up to the Chair and Lead for the Committee, if they wanted to include this piece. Directors discussed the technical piece of instruction. Director Burke indicated that there needed to be a more solidified instructional philosophy in regards to technology. Directors and staff discussed the past theories of practice involving technology and the current needs. They further discussed the benefits to limiting the contract term to a shorter timeline and what Levy funds will be utilized for technology in the classroom. Director Burke noted that the discussion would go deeper into the future specific educational advantage to use technology in the classroom. Mr. Nielsen noted the anticipated cost reduction to this item due to the reduction in length of contract. Director Patu asked if the contract price was the absolute best price available. Mr. Nielsen noted that the price was the best price at the time of the RFP and that he was uncomfortable with locking into a long term contract, especially with technology changing so quickly.

Ms. Hale noted action item No. 6, the Ingraham award Contract K5071, was asked to be removed as an action item. Flip Hendon noted that this item went to introduction before the bid process was complete and that only one company entered a bid, which was 200% over the approved budget. Dr. Herndon stated that at this time, Capital is asking to remove the item completely and will re-introduce the item later, once it is determined how to proceed.

Directors discussed items to be moved from Action to Consent. Dr. Herndon suggested item Nos. 7, 5, 9, 10, 12, 13, 14, and 11 as possible Consent items. Director Harris asked for more information on item No. 9. Dr. Herndon noted that the E.C. Hughes item is a modernization that is using the education specifications that fit with that building already. He further distinguished that it is different with the Loyal Heights education specifications, since Loyal Heights is an addition and not a modification. Director Burke asked if the education specifications had been adjusted to fit the current class size reduction. Dr. Herndon indicated that adjustments are being made to meet these new requirements.

Director Harris motioned to move all mentioned items to the consent agenda. Director Burke Seconded.

Dr. Herndon requested to remove introduction item no. 10 and place it on the September 7th agenda instead. Director Harris asked if the concerns brought forth at the July 6th meeting regarding the Northwest School of Innovative Learning contract had been addressed. Wyeth Jessee, noted that the procedures are now aligned with the District's. Theresa Hale noted that this item is being asked to be brought as an intro/action item. Director Harris indicated that the fact that an item is going to intro/action at the same meeting needs to be highlighted on the agenda for the public. Erinn Bennett noted that some of these items are going to Audit & Finance Committee on Thursday and depending upon the outcomes, there may be changes to the agenda approved today.

Dr. Nyland noted that there may be available time for an executive session on the PASS topic after this meeting. Mr. Nielsen noted that Garfield and Thurgood Marshall may not be presenting during the Aug 24th meeting, which would reduce the overall meeting time and support the scheduling of an Executive Session after the meeting on the 24th.

Staff and Directors discussed the process for developing Superintendent Procedures (SP) in relationship to Board Policies. Director Harris vocalized her significant and serious concerns with a SP that does not align with the current Advance Learning and Highly Capable Policy. She further noted that she would like General Counsel to weigh in on this topic and would like to carefully examine the how the District will allow schools to apply for waivers in a standardized fashion. She further noted that if the District allows for one school to issue waivers than it needs to allow for all of them to. Director Patu noted that there has been an ongoing issue and that the District needs to notify parents and families that are served with a clear process. Director Burke noted that these issues may need to be further examined in the upcoming work session and would like to come up with a vision that can be tested against our schools' unique needs. He noted the need to draw a line between site-based management and accountability. Dr. Nyland noted that he will try to get both Thurgood Marshall and Garfield to present on their waiver process for their schools.

Director Harris moved to approve the August 24th legislative session agenda as amended. Director Burke seconded. This motion passed unanimously.

- **September 7 Agenda:**

Directors and Staff discussed action item no. 6 and noted the changes that were made to this item were due to changes in law that needed to be reflected in the Handbook. Directors discussed the Refuse Disposal Contract and whether it could be placed on the consent agenda. Dr. Herndon and Mr. Treat noted the differences in the contract since the time of the initial introduction of this item. Directors discussed the items they felt could be moved to consent. Director Harris asked if the Team Read program could do a presentation at the meeting to highlight the great work it is doing. Director Patu asked if action items no. 7 and 8 are standard and if they would be okay to move to consent. Dr. Herndon noted they items are pretty standard and are routine state requirements. Directors moved items 6, 7, 8, 9, 11 and 12, to the consent agenda.

Director Harris moved for the approval of moving the stated action items to consent. Director Burke seconded. This motion passed unanimously.

Directors and staff discussed the lack of introduction items on the agenda for this meeting.

Director Harris moved to approve the September 7th legislative session agenda as amended. Director Burke seconded. This motion passed unanimously.

III. Special Attention items

1. June Retreat follow up

Theresa Hale provided feedback on the four survey responses received after the last Board Retreat in June and noted the list of suggestions made. Director Harris asked for an update from Carri Campbell on the community engagement portion of the meeting. Director Patu noted that Ms. Campbell will be presenting on the topic later in the meeting.

2. September Retreat Agenda approval

Erinn Bennett provided an overview of the building of the September Retreat agenda. She noted this is scheduled to be about a five-hour retreat with a heavy Budget focus. Ms. Bennett noted that a large portion of the retreat will look at the budgeting process and will provide an update to examine how the District spends and prioritizes funding. The retreat will also allow for discussion on planning and the next steps needed to get to our goals. Mr. Nielsen noted that there will be some parallel meetings that will provide the public with more information. He further noted that the Board is invited to attend these community meetings, but that the information shared at the community meetings will also be presented at the retreat. Dr. Nyland noted the retreat will provide a sketch of where the District is spending money and how it compares to peer districts. He further noted that this goal is to provide more content and will not be evaluative in nature, but rather a look at where the money is being spent. He noted the idea is to get a good look at the whole picture to assist in the decisions on where the District needs to evaluate and focus more.

Ms. Bennett noted the second discussion at the retreat will provide more informational staff updates and continued conversations on the budget that did not get covered at the June retreat. Director Harris indicated she would like assurance that more robust information will be provided at these sessions. Ms. Bennett noted that staff is gathering the necessary information around the budget to be able to meet this request. Mr. Nielsen noted Ms. Bennett's efforts in obtaining the information and noted that a lot of the ventures are too new to provide some of the data requested. Director Harris asked for more information on the \$2M "seed" money. Ms. Bennett noted that rubrics are being updated from the feedback provided at earlier work sessions and the last retreat, but the consistent problem staff is

running into is not having the financial capacity to support the goals within the rubric. Director Burke noted he would be interested in hearing from the staff on how they would utilize the \$2M. Ms. Bennett noted the 3rd section of the retreat is still being developed and noted the necessary, but brief, conversation scheduled around the Board Code of Conduct.

Director Harris noted the presentation at the Summer Leadership Institute from Dr. Nyland and Director Patu and wanted to know if the Board would be getting the same presentation. Dr. Nyland indicated that he would be providing that information. He noted the vision of being able to spend some time at the retreat to identify ten or twelve initiatives that we want to focus on, to look at what the problems being solved are and what the strategy for this is.

Director Harris moved to approve the September Board Retreat agenda. Director Burke seconded. This motion passed unanimously.

3. **2016-17 Conference Schedule**

Theresa Hale noted the list of conferences that have typically been attended by Directors in the past and that there are specific funds set aside in the budget for Directors to attend. She further noted the liaison roles of each Director. Director Harris indicated that she is uncomfortable with the way Directors are chosen to attend specific conferences and what they do with the information afterwards. Ms. Hale noted that the budget only allows for Directors to go to one conference each that has a travel component. Director Harris asked for a line item and budget information. Ms. Bennett suggested that this be brought to the September Executive Committee meeting, which would allow staff time to provide more budget information and outline the value added with these conferences. Director Patu noted the need to send somebody to certain conferences. Dr. Nyland noted that travel for conferences usually happens for two reasons, one to get information and the other is advocacy. He noted that the District is trying to be more thoughtful in the attendance of conferences that are more information gathering. He further noted that the current list of conferences are all advocacy type conferences and that influence happens by being present at these type of events. He noted that there needs to be a clear idea of what the purpose, strategy and focus of attendance is at these conferences. Director Burke noted that focused travel is important and the decision to attend a conference that requires travel should be deliberate and focused on the value added by attending.

4. **Board Meeting Process Update**

- **Agenda Format:**

Ms. Hale noted that the agenda page format on the website has changed due to the need to make one location where agendas are built and maintained. She further noted the impact of having tables on the webpage which creates issues for accessibility. She noted that the copies of the agendas at this meeting were printed from the website and seem to be more functional for the end user and noted this will be the look going forward.

- **Closed Captioning:**

Ms. Hale noted the District's accessibility coordinator has been working with the Board Office to make sure we are compliant with all ADA requirements in regards to posting Board meeting videos on the web, which includes closed captioning. She noted doing things in-house is a lower cost and quicker turn around. Ms. Hale discussed that the closed captioning process will provide a transcript of Board meetings when requested. She also

discussed the potential translation abilities by providing the closed captioning options. Ms. Bennett confirmed that this is a new process and there will probably some lessons learned throughout the beginning of implementation of this method and that things may need to be altered down the road. Director Burke asked about printability issues with the agendas and paper used at meetings. He suggested taking out things that may use more toner and take more paper to print. Director Harris asked that supporting documents at meetings, such as PowerPoints, stop being printed in color and on nice paper to reduce costs.

- **Board Action Report (BAR) Template:**

Ms. Bennett discussed the feedback over the years on the BAR has been such that the need to look at the functionality of the BAR itself is apparent. She noted that a lot of information is repetitive and discussed the addition of the Race and Equity tool and Community Engagement sections. Director Harris noted her support for moving toward considering and implementing these tools and that it is an important part of the reflection process. Director Burke asked for clarification on what was being added and noted that for everything added something should be removed. He asked that staff consider what is on the BAR that does not add value to the process and look at what can be combined. Dr. Nyland provided feedback on his perspective about what is put into the BAR and noted that a lot of the information does not make sense to anybody who does not work for the District. Director Harris noted that she is not interested in box checking and is interested in the accountability. Director Burke noted that the BARs as they stand do not necessarily reflect the minority voice and the need to include some aspect of what the adverse or unintended consequences to the item being presented might be. Director Harris asked for clarification on what the present ask was to the Committee. Ms. Bennett noted that the ask was to change the template and bring it back to the Committee for approval. Director Harris motioned to change the BAR template to reflect the changes discussed and asked that the District start using Arabic numerals rather than Roman numerals. Director Patu noted that she would like to go over the template more. Director Harris withdrew her motion. Director Burke suggested adding this topic to the September Executive Committee meeting. Noel Treat noted that the hope is to look at ways to streamline the document process.

IV. Board Policies and/or Procedures

V. Routine Items

1. Community Engagement

- **Superintendent 2015-16 SMART Goal #6**

Carri Campbell noted the kickoff of the taskforce created to focus on community engagement. She noted there are 28 participants representing a wide range of perspectives. Participants were selected by using the race and equity tool. She noted the group will meet for the next 6 months and will provide their recommendations to the Board sometime in December. Director Patu asked if 28 participants in a taskforce is a normal amount of people. Ms. Campbell noted that the number is large due to the quality of advocates who applied to be included and the need to include necessary community partners.

Ms. Campbell noted the changes to the website to provide more information based on parent and community feedback and noted the next refresh won't launch until spring. She noted the customer service focused SMART goal and how her team is working to meet

these goals. Director Harris noted the recent concerns vocalized by Special Education parents. Ms. Campbell noted that communication had gone out to the incoming kindergarten special education students informing them of the delayed start date. She further noted that all students will have the same start date and special education students are to be treated as general education students first. Dr. Nyland noted that this issue will not be a problem in the future. Director Harris noted she just wanted to know it was being cleaned up as quickly and elegantly as possible.

2. Government Relations

Stephen Nielsen noted the engagement with State Representatives and Senators in the 46th district and that they are working on reaching out to others. He noted it was clearly a year of advocacy and evaluating voting patterns. He indicated that the picture so far did not look great for *McCleary* funding. He noted the engagement of Director Geary in the process. Dr. Nyland noted the partnership with Alan Burke to head up a taskforce or committee on how to best proceed. Regarding the City's Education Summit Advisory Committee, he noted the possibility of holding 2 x 2's with the Advisory Committee chairs for those Directors who are not a part of the Committee but would like to have an update and that any recommendations from the committee would most likely be available late fall. Director Patu asked what the City can do to help support the District and how the two could come together to make things happen. Director Burke asked if the housing and facility growth in the area is being discussed and noted that growth of our education infrastructure is a part of the City's infrastructure. Dr. Nyland noted he would be distributing a list of the partnerships between SPS and the City. Director Harris asked what the strategy was for the City Council. Dr. Nyland noted that staff meet with them about once a year. Mr. Nielsen noted that Flip Herndon is most active with the City Council.

3. Board Calendar Work Plan:

Theresa Hale noted the work session list and the scheduling of work sessions. She noted that there are only two open spots available for Wednesday work sessions and that anything added to the calendar would have to be placed on a Tuesday or Thursday time slot. Ms. Hale noted changes made to the calendar due to staff requests and that one oversight work session is out of compliance with policy due to the timing. Director Harris noted the benefit to the delay in some oversight work sessions to meet the changing job descriptions. Director Burke noted the absence of technology on the calendar and expressed his discomfort with a \$6M need going before the Board. Mr. Nielsen recommended a C&I Committee of the Whole discussion specifically on technology. Ms. Bennett noted that the work plan can change as it was a working document.

Director Harris moved to approve the calendar. Director Burke seconded. This motion passed unanimously.

Director Burke left at 10:40am.

4. Board SMART Goals:

Ms. Bennett noted that this conversation will have to be revisited due to time. Mr. Nielsen noted that there is a strategic planning work session on September 14th that will also discuss this in more depth.

This meeting adjourned at 10:43am.