

Executive Committee
Thursday, October 6, 2016, 8:30am-10:30am
Board Office Conference Room, John Stanford Center

Minutes

Call to Order

This meeting was called to order at 8:30am. Directors Patu and Peters were present. Director Geary arrived at 8:43am. Director Harris arrived at 9:15am. This meeting was staffed by Superintendent Larry Nyland, Deputy Superintendent Stephen Nielsen, General Counsel Noel Treat, Director of Policy & Board Relations Nate Van Duzer, Executive Director of Government Relations and Strategic Initiatives Erinn Bennett, Associate Superintendent of Capital & Facilities Flip Herndon, Assistant Superintendent of Operations Pegi McEvoy, Associate Superintendent of Teaching & Learning Michael Tolley, Chief Communications Officer Carri Campbell, Chief of Student Support Services Wyeth Jessee, Assistant Superintendent of Business & Finance JoLynn Berge, Director of Early Learning Cashel Toner, Assistant Superintendent of Human Resources Clover Codd, and Board Office Manager Theresa Hale.

1. Approval of agenda

Director Peters moved to approve the agenda. Director Patu second. The agenda was approved unanimously.

2. Approval of September 8, 2016 meeting minutes

Director Peters moved to approve the September 8, 2016 minutes. Director Patu second. The minutes was approved unanimously.

Discussion and/or Action:

I. Review of the October 12 and November 2 legislative session agendas

- **October 12 Agenda:**

Ms. Hale provided an overview of the agenda, noting the planned recognitions, presentations, reports and student representation. Dr. Nyland noted that he will provide an update on the City's bill regarding homeless encampments. Mr. Treat discussed the District's position on the matter and Director Peters indicated that she would like the position to be put in the record. She also indicated she would like Andrew Medina's name placed on the agenda next to the Internal Audit and Ethics Report. Dr. Nyland noted the presentations being planned by Native American Program Manager, Gail Morris, for Indigenous Peoples' Day.

Directors and staff discussed items to be moved from the Action section of the agenda to the Consent section. Directors moved Action Items No. 2, 4, 5 & 6 to Consent. Directors and staff discussed the ORCA Card program and how to encourage participation. Directors and staff

discussed the Duwamish Resolution. Dr. Nyland noted tribal leaders in the area that vocalized some opposition to the resolution.

Director Geary arrived at 8:43 pm.

Mr. Treat noted that Introduction Item No. 2 was being asked to be considered for introduction and action at the same meeting. Mr. Van Duzer discussed the process for placing an item for introduction and action on the same day. Dr. Nyland noted the reason for this request would be to prevent the further delay of payment. Mr. Treat discussed the details of the Settlement payment timeline and noted that there is about \$100k left to disburse.

Ms. Hale discussed the remainder of the October 12th agenda. Director Peters asked about the Growth Boundaries item and if it would be ready for introduction by the meeting. Dr. Hendon noted that the Action Report and materials would not be changed since it was presented at Committee but that if there is a need for changes, it would happen after introduction. He noted there are issues that they are looking into further, especially around grandfathering, and that they are continuing to look at the data to locate ways to adjust what the impact of those adjustments would be. Dr. Nyland noted that there will be discussions internally regarding boundaries and that not everybody will be happy with the recommended adjustments. He discussed that this is the biggest set of boundary changes as approved by the 2013 Board and that there has been a huge amount of community engagement on these recommendations. He further suggested that if there is time between intro and action then maybe a work session could be held.

Director Peters moved to approve the October 12th agenda as amended. Director Patu second. The agenda was approved unanimously.

- **November 02 Agenda:**

Ms. Hale provided an overview of the agenda, noting the planned recognitions, presentations, reports and student representation. Directors asked about a possible update from the African American Male Advisory Committee at one of the upcoming Board meetings. Mr. Jones noted that they do not have any recommendations to report on yet and that the aim is to have a complete list of recommendations by September 17, 2017. He discussed the meeting schedule and noted that the sub committees will meet six times throughout the year. Directors and staff discussed the timeline of the committee and when they could expect a report for the Board. Mr. Jones discussed providing a one page facts sheet regarding the committee achievements and suggestions.

Ms. Hale noted that Action Item No. 2 was moved to intro/action at the October meeting and would be removed from the November agenda.

Director Peters moved to approve the November 2nd agenda as amended. Director Patu second. The agenda was approved unanimously.

II. Board Action Items

1. Legislative Agenda

Ms. Bennett introduced lobbyist Cliff Traisman, District Lobbyist and noted the Action

Report which built off of last years Legislative Agenda. She discussed the top priorities on the agenda and noted the policy section around eliminating the opportunity gap, language regarding the land market, outcomes, assessments, quality of teachers, and professional development. Mr. Nielsen noted that there are a lot of things to support this year but that the ideas are focused and narrowed to fit on one piece of paper with a clear alignment with other districts around the state.

Director Harris arrived at 9:15am.

Mr. Traisman discussed how the agenda would be used as a road map for Seattle Legislative delegates and focuses on the highest priorities of the District. He discussed the responsibility of the Legislators to focus on coming up with a resolution for *McCleary*. He further discussed the Capital funding and historic battle on equity in the funding formula. He noted the enormous costs around landmark issues. Director Geary provided feedback from the Washington State School Directors' Association Conference and noted the suggestions that came from it. Mr. Traisman discussed the process of discussing Capital Projects with the delegation and with the assistance of Dr. Herndon to get funding for increasing capacity. Director Peters requested that the list of Capital request talking points be provided to the Board for reference. Directors and staff discussed the landmarking issues and associated costs. Mr. Herndon noted that the request to the Legislators would be for public schools to maintain the same exemptions as state higher education buildings. He noted the collaboration with the City and Landmark Committee and how much staff time and additional costs for modifications that bring challenges. Directors and staff discussed with Mr. Traisman the way the Board could support these efforts. Director Peters asked if other districts were experiencing the same capacity issues as Seattle. Mr. Traisman and Mr. Nielsen discussed the uniqueness of Seattle and its buildings. Directors and staff discussed the flexibility built within the agenda and the goal of the quick reference sheet of requests as well as the use of language within the agenda. Directors noted the need to make the sheet user friendly and the use of graphics to demonstrate a sharp and focused message. Directors and staff discussed the need to look ahead on potential criticisms of District actions that may not appeal to Legislators and how to reframe the message to the work that is being done to close the achievement gap and why that work matters for the success of our students. Directors indicated the need to have a collective message that everyone is aware of so that all can be on the same page. Directors and staff discussed the launch of the #CloseTheGap campaign and the t-shirts that some teachers have decided to wear. Ms. Campbell noted the tricky part is making sure that the messages are consistent and informing staff throughout the District to go through the Communications Department prior to communicating with media.

Ms. Bennett noted that the Board meeting agendas misstated the introduction and action dates and clarified that the dates on the Action Reports were accurate, that this item would be going to introduction on November 2nd, not October 12th.

Director Peters moved to advance this item to full Board with a recommendation for approval and amend the Board meeting agendas to reflect the date change. Director Harris seconded. This motion passed unanimously.

2. 2016-17 Board Governance Priorities and Superintendent Goals (Evaluation Tools)

Ms. Bennett discussed the changes to the Action Report and additional documents since the

discussion at the September retreat. She noted that this tool has been developed as a multi-year tool but has been altered every year. She noted the Superintendent Evaluation and the upcoming work sessions to discuss these items further. She noted stakeholders that will be able to demonstrate the progress of these goals will be presenting at the work sessions.

Director Harris motioned to move this item forward to the full Board for consideration. Director Peters seconded. This motion passed unanimously.

3. Approval of TRI Settlement with Seattle Education Association

Dr. Codd discussed the Action Report and noted the previous conversations with the Board on this item. She provided information on the payments made and the outstanding payment. She discussed the timeline and investigation that occurred after the discovery of the settlement being reached without going through proper protocol.

Director Harris thanked staff for the work and expressed her appreciation for the action plan attached to it. She discussed the potential to have all of our contracts available online and/or in one place and expressed her concerns for not being able to locate a document of such importance. She noted that there are some systemic issues that were highlighted because of this discovery and would like to know more on how the information is organized and what safety nets are in place so that this cannot occur again. Mr. Nielsen noted that part of this issue was that proper protocol was not followed and noted the different departments that maintain contracts and that they tend to keep these documents within their own division. Ms. Berge noted that the District is working on improving these systems and highlighted that these systems can increase costs and the need to hire another employee. Directors and staff discussed what fiscal impact this settlement has on the District.

Director Peters motion to move this item forward to the full Board with a recommendation for approval. Director Harris second. This motion passed unanimously.

III. Special Attention items

1. Alternative Calendar Survey Results

Mr. Van Duzer provided feedback on the alternative calendar survey from Directors and staff and identified the similarities and opposing views on some questions. He noted that the majority of Directors were satisfied with the way Committee meetings were scheduled and that staff provided a variety of preferences. He noted that Directors were fairly varied in their opinions of Committee of the Whole meeting model and that staff was more interested in this meeting model. He noted the common message of work-life balance issues with the frequency of meetings. He posed the question of whether the Committee would like this to be a discussion topic at a Retreat to assist in getting a more consistent and cohesive plan regarding the calendar. Director Peters noted that this is not necessarily a priority topic, although it is one that needs to be discussed and decided upon as a group. Director Harris proposed adding it to the Retreat agenda and that it is important to have the conversation, especially when there is a significant disagreement between staff and Directors. Mr. Van Duzer discussed the process for this item. Directors noted that they would like to deal with this question sooner rather than later. Directors and staff discussed possible placement of this discussion item on the calendar and noted that it will probably take a long period of time to fully discuss.

2. September 10th Board Retreat Follow up

Ms. Hale noted the alternative calendar and September retreat surveys received 100% participation. She provided feedback received through the survey around the Sept. 10th retreat.

3. December 3rd Board Retreat Planning

Mr. Van Duzer provided an overview of the agenda and noted that the question at this meeting is to make a decision on what the third session topic should be on. Directors and staff discussed the topics of interest and the outline of each discussion topic on the agenda. Directors and staff discussed the information that will be presented at the retreat regarding the District's Budget and noted that the discussion will be informational and that no decisions will be made at the meeting. Director Harris asked if there was a way to juxtapose the mitigation lists and get a better understanding of what is still relevant and what the identified needs are. Directors further discussed the potential topics for the third session of the Retreat. Mr. Treat noted some of the potential components of the legal boot camp. Ms. Campbell provided further information on the professional development calendar. Directors discussed the priority of the topics and identified a timeline to hold these meetings. Directors identified the need to have an in-depth conversation regarding eliminating the opportunity gap and suggested that the material be presented as far in advance to the Board so that all can be better prepared to have an in-depth and focused conversation at the Retreat to accommodate the time restraints. Directors and staff identified ways to adjust the schedule to allow for proper time designation for each topic.

Director Harris moved to approve the Retreat agenda as amended. Director Peters seconded. This motion passed unanimously.

4. Board Action Report Template and Timeline

Mr. Van Duzer discussed the template and the roll-out of the timeline for staff to begin using the new template. He noted that any items going to a Board committee in December would be required to use the new template and that staff will be provided training sessions on how to properly fill out the new Action Report leading up to the change over.

Director Peters motioned to approve the new template. Director Harris seconded. This motion passed unanimously.

5. Communications Protocol

Mr. Van Duzer discussed the internal communications protocol. He noted that some changes were needed and discussed the options available, whether to tighten up the document or repeal it. He discussed condensing the size of the protocol to a 2-3 page document. Director Harris asked if the protocol was a legal requirement. Mr. Treat stated that it was not. Director Harris indicated that she would like to see the document on 2-3 pages that is bi-lateral and clearly defines expectations. Director Harris agreed to work with Mr. Van Duzer on condensing the protocol. Director Peters noted that she would also like to assist in this project. Mr. Van Duzer noted that he would work on finding additional staff members to assist in this process.

IV. Board Policies and/or Procedures

V. Routine Items

1. Community Engagement

- Superintendent 2015-16 SMART Goal #6 Update

Ms. Campbell noted the communication plan rubric and template. She noted that more information would be provided in the Friday Memo. She discussed the data on hits to individual website and how the webpage has changed to meet accessibility concerns. Ms. Campbell provided feedback on the training provided to staff regarding the communication tool. She noted the Community engagement taskforce and provided feedback on the conversations around the communications protocol tool. She discussed the process for connecting to stakeholders and the improvements to the website. Director Harris asked if school staff pictures would be located on the website and Ms. Campbell noted that there will be a photo campaign to assist with this request. Director Patu asked about the diversity of the taskforce. Ms. Campbell indicated the diversity and demographic of the taskforce.

2. Government Relations

Mr. Nielsen provided a quick summary on the progress of *McCleary* and the accumulating fine imposed on the Legislature for not funding schools properly. Dr. Nyland discussed the progressive discipline process behind the fine and the need for the court to identify a clear violation of the court order. Director Harris discussed the potential to have Tom Ahearne attend a meeting to provide a presentation. Dr. Nyland agreed.

Dr. Nyland noted the homeless encampment and \$1.5mil to close the opportunity gap within the budget. He further provided feedback from the meeting with the Mayor and noted that the City was willing to work together on a joint opinion editorial on the October 19th events and noted the work from Mr. Traisman and need to have city lobbyists as well.

3. Board Calendar/Work Plan

Ms. Hale provided an updated Board work sessions calendar and highlighted changes to the Budget session. She noted that the request is to address any concerns with the calendar or to approve it as is. Director Harris brought attention to the Special Education placement hearing and the mandate to address this issue before October 31st. She noted her opposition to pushing this work session out further, even if there is an active Office of Civil Rights (OCR) complaint regarding this matter. Director Peters also vocalized her hesitation to pushing this discussion further back on the calendar. Mr. Treat noted the legal considerations that need to be taken into consideration when discussing a topic that is still open to legal ramifications. Directors and staff discussed the OCR complaint process, timeline and the student assignment plan. Mr. Nielsen noted that a continued discussion needed to be held on the costs to the District and the students. Directors and staff discussed the potential timing of this presentation and in what format to hold, Committee of the Whole vs. Work Session. Mr. Jessee noted that he could be provided further information in the Friday Memo.

Director Harris moved to approve the updated list. Director Patu seconded. This motion was passed unanimously.

4. **Executive Committee Work Plan**

Ms. Hale noted no specific updates at this point and will revisit in December.

5. **Board 2015-16 SMART Goals Update**

Ms. Hale noted the handouts provided and the November work session. She discussed that she would like to send out a survey to provide information on where the Board could provide feedback on where they see goals being met. Director Harris indicated that she would like the survey to not be anonymous. Ms. Hale provided some tips to filling out the form.

This meeting adjourned at 11:16 am.