

# Board Special Meeting



2445 – 3<sup>rd</sup> Avenue South, Seattle WA 98134

Executive Committee  
Thursday, January 5, 2017, 8:30am-10:30am  
Board Office Conference Room, John Stanford Center

## Minutes

### Call to Order

This meeting was called to order at 8:31am. Directors Peters and Pinkham were present. This meeting was staffed by Superintendent Larry Nyland, Deputy Superintendent Stephen Nielsen, General Counsel Noel Treat, Director of Policy & Board Relations Nate Van Duzer, Associate Superintendent of Teaching & Learning Michael Tolley, Associate Superintendent of Capital & Facilities Flip Herndon, Chief Communications Officer Carri Campbell, Assistant Superintendent of Operations Pegi McEvoy, and Chief Information Officer John Krull.

#### **1. Approval of agenda**

Director Pinkham moved to approve the agenda. Director Peters seconded. This motion passed unanimously.

#### **2. Approval of December 1, 2016 meeting minutes**

Director Pinkham noted that he was not at the last meeting. Director Peters tabled these minutes until the February meeting.

### Discussion and/or Action:

#### **I. Board Action Items**

##### **1. Superintendent Evaluation Process Update**

Erinn Bennett provided an update on the evaluation process and noted that Director Patu designated Director Burke to assist in working on improving the process. She noted that Directors Patu and Burke have met with Dr. Nyland and have discussed concepts for the evaluation system. Ms. Bennett noted the timeline for the Action Report. Dr. Nyland provided feedback on the discussions so far and that they are looking at something that works for the long term. Directors and staff discussed the process for other Directors to provide input and the evaluation timeline.

#### **II. Review of the January 18 and February 1 legislative session agendas**

##### **January 18<sup>th</sup> Agenda:**

Directors reviewed the agenda. Director Peters asked that all reports listed on agendas be provided at the time of posting whenever possible. Directors and staff discussed the action items that could be moved to consent. Directors

moved action items 2, 3, 5, 7, 8, and 10 to consent.

Dr. Nyland highlighted the K-5 ELA introduction item, noting that the curriculum is ready for purchase, however the challenge is financing. Mr. Tolley noted that the action report would be to approve the purchase and allow for contract services. Director Peters asked when the last ELA adoption occurred. Dr. Codd noted the last adoption was in 1997. Director Peters noted the importance of curriculum material and need to have updated materials in the classroom.

Director Pinkham moved to approve the January 18<sup>th</sup> agenda as amended. Director Peters seconded. The motion passed unanimously.

### **February 1<sup>st</sup> Agenda:**

Directors reviewed the agenda. Directors and staff discussed action item number 3. Dr. Nyland noted the introduction item on concussions and the partnership with the University of Washington. Directors and staff discussed the racial imbalance items and the difference between the Magnolia item and the Daniel Webster item. Directors and staff discussed introduction items.

Director Pinkham moved to approve the February 1<sup>st</sup> agenda. Director Peters seconded. This motion passed unanimously.

## **III. Special Attention items**

### **1. Budget Overview and Meetings Update for Budget Approval**

Mr. Van Duzer discussed scheduling budget approval meetings for the summer and the timeline for the budget decisions. Directors and staff discussed the legislative timeline and how it will affect the budget allocation for the District. Staff noted the public hearing requirements. Directors and staff discussed possible timing of holding public hearings and engaging the community through budget updates throughout the year, until the budget is finalized and adopted. Staff discussed the communication plan.

### **2. December 3 Retreat Follow-Up**

Mr. Van Duzer noted the results of the survey from the retreat and provided an overview of the feedback and what Directors would like to see at the next retreat. Staff noted they will bring an agenda to the next Executive Committee meeting for approval. Pinkham noted how he feels like a retreat should be to build relationships with staff and professional development. Peters noted the value of brainstorming and open discussions and that it would be nice to learn something new and have professional development.

### **3. Meeting Minutes Pilot Follow-Up**

Mr. Van Duzer discussed the minute's pilot program and the costs associated with the transcripts done through audio services. He provided feedback on minutes from similar size Districts and Districts around the area. Mr. Van Duzer discussed re-formatting the regular Board meeting minutes to provide links to the video and a higher level summary of discussion on the action and

introduction. Directors and staff discussed electronic archiving, the pilot program and audio recordings. Directors expressed comfort with piloting the new approach for regular Board meeting minutes.

#### **4. 2017 Executive Committee Work Plan**

Mr. Van Duzer noted the addition of the Language Access Policy to the work plan, scheduled to be reviewed in June. Staff discussed upcoming policy changes and agreed the work plan could be amended by mutual agreement of the Chair and lead staff. Director Peters asked about adding a communications protocol to the work plan.

Director Pinkham moved to approve the amended work plan. Director Peters seconded. This motion passed unanimously.

#### **5. Potential Board Survey Regarding Meeting Efficiencies**

Director Peters indicated she would like to create a survey on how to hold efficient meetings. She noted she would like a direct mission statement of the meetings and concrete times for discussion/questions. She discussed the possibility of holding work sessions on major topics before they come to the Board for a vote. Director Peters discussed her hope to create a survey to get feedback from the Board on how to make the meetings more efficient. She discussed the hope to reduce redundancy and have a Board member assist in some of the process of preparing presentations to align them with Director expectations. Dir. Peters stated that she would prepare questions for staff to review as a next step.

#### **6. Board Website Update**

Nate gave an overview of the memo and discussed the reorganization of the Board's webpage. He noted the review of website analytics and the goal of highlighting the popular pages and reducing redundant content. Director Peters asked about making a resolutions page with a search function.

### **IV. Board Policies and/or Procedures**

#### **V. Routine Items**

##### **1. Community Engagement**

- **Superintendent 2016-17 SMART Goal #5 Update**

Ms. Campbell noted the website refresh set to launch in the fall of 2017 and feedback provided by the community. She noted the hope to make things more accessible, providing ease of functionality and navigability. She discussed the development of a communication calendar and integrated calendar of annual items, translation abilities, and the Superintendents blog. Directors and staff discussed the compatibility of the website with mobile devices.

##### **2. Government Relations**

Ms. Bennet provided an update on the last legislative meeting and the focus on

capital priorities, budget issues and *McCleary*. She noted that the group was invited to go to Olympia and speak to the Seattle delegation next week. Dr. Nyland provided feedback from his meeting with the Mayor.

### **3. Board Calendar/Work Plan**

Mr. Van Duzer noted the changes to the work plan and Board calendar due to budget work sessions and the addition of the student assignment plan. Directors and staff discussed the parameters of the student assignment plan work session on January 11 and confirmed there would be no public comment at that work session.

### **4. Executive Committee Work Plan**

### **5. Board 2016-17 SMART Goals Update**

Mr. Van Duzer noted the work towards drafting goals on community engagement and professional development.

This meeting adjourned at 10:34am.