

# Board Special Meeting



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

Executive Committee/Executive Committee of the Whole  
Thursday, December 1, 2016, 8:30am-10:30am  
Board Office Conference Room, John Stanford Center

## Agenda

### Call to Order

This meeting was called to order at 8:32am. Directors Patu, Harris, and Geary were present. Director Peters arrived at 9:29am. This meeting was staffed by Superintendent Larry Nyland, Deputy Superintendent Stephen Nielsen, General Counsel Noel Treat, Director of Policy and Board Relations Nate Van Duzer, Executive Director of Government Relations & Strategic Initiatives Erinn Bennett, Board Office Manager Theresa Hale, Assistant Superintendent of Operations Pegi McEvoy, Associate Superintendent of Capital & Facilities Flip Herndon, Associate Superintendent of Teaching & Learning Michael Tolley, Executive Director of Labor & Employee Relations Stan Damas, Chief Communications Officer Carri Campbell, and Web Content Editor, Pauline Amell Nash.

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

Director Harris requested an additional 5-10 minute discussion regarding volunteers at schools. Mr. Treat noted that an addition to the agenda topic is allowed as long as no action is taken. Dir. Patu noted the length of the meeting with the topics already on the agenda and that adding a topic would elongate the meeting. Directors discussed shortening time on other discussion topics and adding a number 6 to section 5 to allow for this discussion.

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

#### **2. Approval of November 3, 2016 meeting minutes**

Harris moved to approve the November 3, 2016 meeting minutes. Director Patu seconded. This motion passed unanimously.

### Discussion and/or Action:

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

##### **1. Approval of Agreement with Local 609 Nutrition Services Pay Scale**

Mr. Damas provided an overview of the pay scale adjustments made and noted this is in compliance with the \$15.00 minimum wage increase directed by the City's new minimum wage ordinance. He noted the discussion at a closed Executive Session on the issue and that this adjustment would start January 1, 2017. He discussed the adjustments made throughout the pay scale, as negotiated with the labor union. Director Harris thanked staff for the rich discussion during the Executive Session.

Director Harris motioned that this item be moved forward to the full Board with a recommendation for approval. Director Geary seconded. This motion passed unanimously.

## **2. Approval of Revised Pay Scale for Non-Represented Hourly Classifications**

Mr. Damas noted that this adjustment is also due to the \$15.00 minimum wage increase directed by the City's new minimum wage ordinance and noted that adjustments were made throughout the pay scale and that this item did not involve union representation.

Director Harris motioned that this item be moved forward to the full Board with a recommendation for approval. Director Geary seconded. This motion passed unanimously.

## **II. Review of the December 7 and January 4 legislative session agendas**

- **December 07:**

Ms. Hale noted the recognition scheduled for this meeting and Dr. Nyland noted the small reception for recipients to be held in the lobby 20 minutes before the meeting and invited the Directors to attend if they were able. Ms. Hale discussed the student presentation cancellation due to the school's inability to arrange for transportation to the meeting. She noted that Garfield will be providing a Student Representative and a Speaker. She discussed the Election of Officers process and noted the Narratives for the Board and Superintendent Evaluations. She noted these Narratives will most likely not be posted until the Monday before the meeting. Directors and staff discussed moving items from Action to Consent. Directors moved Action Items No. 2 and 3 to Consent. Ms. Bennett noted that documents for Action Item No. 1 would probably be posted late as the two Directors working with outside Counsel and Dr. Nyland would need time to discuss and finalize the contract and that this item is for introduction/action at the same meeting. Mr. Nielsen noted that Introduction Items No. 4 & 5 would go into effect on January 1<sup>st</sup> and that approval of this item is scheduled for after that date. Directors requested that verbiage be included within the Action Report stating that the pay would be retroactive. Directors and staff discussed the wage increase effect on the budget deficit.

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

- **January 04:**

Ms. Hale noted that at this time there were no scheduled recognitions for this meeting and noted the student performances and that Roosevelt was scheduled to provide a Student Representative and Speaker. She noted that the Native American Annual Report had been approved to be moved from the December meeting to January due to a staff training opportunity. Dr. Nyland noted that the Student Assignment Plan would be voted on at this meeting and commented on the communications with the portions of the Native American and Licton Springs communities. Director Harris asked that a menu of options be provided to the Board for consideration on this topic. Directors and staff discussed the

Licton Springs community concerns. Directors requested further data on the Licton Springs program and the former Indian Heritage High School. Directors and staff discussed moving items from Action to Consent. Directors discussed Action Item No. 7. Directors moved Action Items No. 2, 4, 5, 7, 9, 10 & 11 to Consent. Director Harris noted her objection to moving item no. 2 to consent. Ms. Hale noted that Introduction Items No. 5 & 14 had been requested to be removed from the agenda. Director Harris asked if the Amendment to the Concussion and Head Injuries policy would also include club sports. Mr. Van Duzer discussed the proposed amendments to the policy. Director Harris noted that she would like to see this policy cover a broader spectrum of activities and include training for club sports. Directors and staff discussed the difference between club sports and Washington Interscholastic Activities Association approved sports.

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

### **III. Special Attention items**

#### **1. December 3rd Board Retreat Agenda**

Ms. Hale noted this agenda was approved at the November Executive meeting but wanted to make all aware that it will be posted. Directors and staff discussed strategies for the Budget conversation and the drafting of Op-Ed pieces from the District and its partners. Mr. Treat reminded Directors and staff of legal restrictions to encouraging indirect grassroots campaigns.

#### **2. 2016-17 and 2017-18 Superintendent SMART Goal Processes**

Ms. Bennett discussed the one-page graphic. She discussed the adoption of these goals and the timeline for staff check-ins on the progress of each goal. She noted ongoing conversation on how the SMART Goals need to fit into the Superintendent evaluation process. She suggested designating a person/persons to discuss the process so that it can fit the needs of this Board. She noted that the 17-18 SMART Goals would be influenced by the design of the process for 16-17 Goals. Director Patu noted that she would solicit volunteers for this conversation.

Ms. Bennett discussed the December Work Session that will be the first check-in on the 16-17 Goals. Director Harris asked if there would be a discussion at the work session on the format of these check-ins.

#### **3. Preparing for December 14 Board 2016-17 Goals Work Session**

Mr. Van Duzer provided an overview of the structure and purpose of this work session. Director Harris noted that this topic was not required by law but rather a Board Policy. Mr. Van Duzer asked for suggestions on how to frame the goals. Director Geary noted that benefits to having self-regulating policies in place. Directors discussed the concept of accountability and evaluations while in a publicly elected position. Dr. Nyland noted that a briefing paper could be provided with potential options for the Board to consider at the Work Session.

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

Mr. Van Duzer provided an overview of the draft 2017 Executive Work Plan and noted that the plan will be reviewed more thoroughly with the new Executive Committee members. He noted the anticipation of a new policy and procedures regarding Language Access and how that will fit into the Washington State School Directors' Association new model policy(WSSDA). He noted that staff will be engaging the community for input. He asked the Directors to contact him if they would like to look at any other policies and procedures during the next year. Director Patu noted the abundance of meetings over the last year.

#### **5. Process for Absence of a Board Member/Policy No. 1450**

Ms. Hale discussed the policy and that WSSDA has made an edit to their policy on this, which brought the question on how to address different kind of absences, if at all. Director Harris asked for clarification. Ms. Hale and Mr. Van Duzer noted the language around types of meetings and excused and unexcused absences. Dr. Nyland noted that the state law notates that a Board can take action when a Director misses 4 consecutive regular meetings. Ms. Hale noted that she was working on providing benchmarks from other Districts on this policy and that the Board Manager and Policy Director would be working with the new Board President to review our policy, once those benchmarks were established. Directors and staff discussed the need to make the policy uniform.

Director Peters arrived at 9:29am.

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

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

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

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

Ms. Campbell and Ms. Amell-Nash, discussed the website refresh process. Ms. Amell-Nash noted that the District is about half-way through the process and looking to launch the new site after the school year concludes. Ms. Amell-Nash discussed the user guideline summary report, the user functionality of adding items to personal calendars, and noted the initial design and development process. She noted the variety of user perspectives sought to increase analysis throughout the process and will adjust framework as needed. Ms. Amell-Nash recommended that once a demo site has been fully created that it will be brought to the Board to get further input from Directors. Director and staff discussed the transparency and value of having a user friendly and easily navigable website and how that can improve customer service throughout the District. Directors and staff discussed partnering with tech industry leaders and tech savvy students. Directors and staff discussed frustrations around error messages and document link breaks on the Board Archive page and with the format of Friday Memos. Ms. Campbell indicated that an update would be provided in the Spring.

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

Ms. Bennett noted the various meetings with different legislative bodies around the

District's Legislative Agenda. She noted conversations on budget concerns and connection established with the City. She provided feedback on a meeting with the Office of Superintendent of Public Instruction (OSPI) regarding some of the capital formulas and will be brainstorming on some specific ways to adjust the formula. Directors and staff discussed the budget and strategies in addressing these concerns with the legislature. Directors and staff discussed the City Council's initiative regarding sanctuary for immigrant students and families.

**3. Board Calendar/Work Plan**

No update provided

**4. Executive Committee Work Plan**

No update provided

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

No update provided

**6. Discussion on mentorship program**

Director Harris noted the great deal of discussion regarding mentorship programs and volunteer programs and how they are vetted and wanted to know what the guidelines between building leaders and administration were with respect to policy in having consistent guidelines for our schools to follow. Dr. Nyland noted that staff would have to research that and that there are different mentorship programs in our schools, some are internal and others are through partnerships with outside organizations. Directors and staff discussed the history of volunteer coordination within the District and concerns about lack of consistency and clarity. Mr. Treat noted that there is a volunteer and visitor manual and that the duty for volunteer coordination currently falls to the individual school's leadership. Directors and staff discussed some issues that came up in the past and the duties of the Executive Directors of Schools (EDS's). Director Geary discussed the need to have clear expectations of what the EDS's role is at the school.

**This meeting adjourned at 10:28 am.**