



Board Special Meeting

Executive Committee

August 24, 2017 8:30 am – 10:30 am

Board Office Conference Room, John Stanford Center

2445 3rd Avenue South, Seattle, WA 98134

Agenda

Call to Order

8:30 am

1. Roll Call
2. Approval of agenda
3. Approval of June 1, 2017 meeting minutes

I. Board Action Items

8:35 am

1. Approval of the Superintendent's Professional Practice Goal 5 and Rubric for 2017-18

II. Review of the August 30 and September 6 legislative session agendas

9:00 am

III. Special Attention Items

9:30 am

1. Approval of September 9, 2017 Board Retreat Agenda (10 min)
2. Approval of 2017-18 Annual Reports List (10 min)
3. Frequency and Format of 2017-18 Oversight Work Sessions (10 min)
4. Organizational Reviews/Audits (10 min)
5. ADA Web Accessibility for Board Documents (10 min)

IV. Board Policies and Procedures

V. Standing Agenda Items

10:20 am

1. Community Engagement (Superintendent 2016-17 SMART Goal #4 Update)
2. Government Relations
3. Board Calendar/Work Plan
4. Executive Committee Work Plan
5. Board 2017 Goals Update

Adjourn

Upcoming Meetings – September 14, 2017

(Please note that this is a working committee. Documents may change before the meeting and/or prior to introduction before the Board. Special meetings of the Board may contain discussion and/or action related to the items listed on the agenda).

Board Special Meeting

Executive Committee

June 1, 2017 8:30 am – 10:30 am

Board Office Conference Room, John Stanford Center

2445 3rd Avenue South, Seattle, WA 98134



Agenda

Call to Order

1. This meeting was called to order at 8:39am. Directors Peters and Harris 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, Executive Director of Government Relations & Strategic Initiatives Erinn Bennett, Associate Superintendent of Capital, Facilities, and Enrollment Flip Herndon, Assistant Superintendent of Operations Pegi McEvoy, Capital Project Programs Assistant Wendi Abella, Director of Capital Projects & Planning Richard Best, Chief Strategy & Partnerships Officer Brent Jones, Assistant Superintendent of Human Resources Clover Codd, Associate Superintendent of Teaching & Learning Michael Tolley, Assistant Superintendent of Business & Finance JoLynn Berge, Chief Engagement Officer Carri Campbell, Senior Assistant General Counsel Ronald Boy, Public Records Officer Roxy O'Conner, and Public Records Officer Natasha Walicki.

2. Approval of agenda

Director Harris moved to approve the agenda. Director Peters seconded.

This motion passed unanimously.

3. Approval of May 4, 2017 meeting minutes

Director Harris moved to approve the agenda. Director Peters seconded.

This motion passed unanimously.

I. Board Action Items

1. Approval of the Board's Governance Priorities and Superintendent's Evaluation tools for 2017-18 (Instrument and SMART Goals/Accompanying Rubrics)

Ms. Bennett provided an overview of this item. She noted that this item would be amended and presented as two separate action reports, recommending that the professional practice goal be presented for introduction and action at the July 5th meeting and the other report to be presented for introduction on June 7th with action on June 28th. She discussed the attachments to the action report. Directors and staff provided positive feedback on the timing of the evaluation process. Director Harris asked for community engagement on this item. Directors and staff discussed the professional practice goal. Ms. Bennett provided the next steps and timeline for the evaluation.

Director Harris moved to approve this item as amended. Director Peters seconded. This motion passed unanimously.

II. Review of the June 7, June 28 and July 5 legislative session agendas

1. June 7

Mr. Van Duzer highlighted the changes to this agenda, noting the addition of the SMART Goals item and Exec Session. Mr. Best discussed that the portable item will need to go back on the agenda as an intro/action item with some changes. Dr. Nyland noted the recognitions portion of the meeting.

Director Harris moved to approve the June 7th agenda as amended. Director Peters seconded. This motion passed unanimously.

2. June 28

Mr. Van Duzer provided an overview of this agenda, noting the changes that will carry over from the June 7th agenda, and that there will not be any recognitions, student performances or comments to allow for a work session on waitlists and the budget to occur at the beginning of the meeting. Directors and staff discussed items to move to consent. Directors moved action items 3-6 to the consent agenda.

Director Harris moved to approve the June 28th agenda as amended. Director Peters seconded. This motion passed unanimously.

3. July 5

Mr. Van Duzer noted the changes that will carry over to this agenda, as previously discussed. Mr. Nielsen noted that the budget will be on the agenda as an intro item. Directors and staff discussed items that will go to consent. Directors moved action items 3-5, 8, 13-24, 26-28, and 34-35 to the consent agenda.

Mr. Nielsen suggested placing a budget update and report at the beginning of the meeting.

Director Harris moved to approve the July 5th agenda as amended. Director Peters seconded. This motion passed unanimously.

III. Special Attention Items

1. Labor Partner Discussion: Seattle Education Association

Phyllis Campano and Michael Tamayo from Seattle Education Association provided an overview of the positive feedback from the members of these organizations and provided suggestions on how to continue building positive relationships and encourage collaborative efforts. Ms. Campano and Mr. Tamayo noted bargaining, member's participation in advocacy for adequate education funding, and maintaining transparency. Directors, Mr. Tamayo, and Ms. Campano discussed professional development, the 24 credit framework, Building Leadership Teams and trainings, Ethnic Studies, Eliminating the Opportunity Gap, Special Education, and educator needs. They discussed areas of concern, including testing, the budget, technology, capacity challenges, and requests for consistency in curriculum and development.

2. Approval 2017-18 Board Meeting Calendar

Mr. Van Duzer discussed the suggested changes to the calendar and noted that he had received input from other Directors who expressed that they were okay with the staff recommendations to have the Executive Committee after all other Committee meetings. He provided an overview of the two options supported by staff and noted the pros and cons of each option. Directors and staff discussed the options

and provided their perspectives on each calendar. Director Peters asked about the January meetings and retreats. Directors and staff discussed the potential to change the calendar later, once new Board members were elected and could re-evaluate the need.

Director Harris moved to approve the 2017-18 Board Meeting Calendar Option B. Director Peters seconded. This motion passed unanimously.

3. Summer Budget Meetings

Mr. Nielsen provided an overview of the impending budget discussion timeline and legal requirements around public hearings and approving the final budget. Directors discussed potential dates to hold the public hearing and meeting to hold a vote. Directors and staff discussed notice, public participation, and meeting structures. It was agreed to hold the public hearing on July 19 and the Board Special meeting to vote on the budget on July 26.

This meeting recessed at 10:13am and reconvened at 10:16am.

4. Review of 2017-18 Oversight Work Sessions

Mr. Van Duzer discussed the schedule for oversight work sessions and noted the need for Director feedback and guidance as to how many meetings would be held next year and their topics. He provided staff recommendations and their efforts to make meetings more efficient. Directors and staff discussed the upcoming Board elections, policy oversight, and of the intended purpose of these meetings. Directors and staff discussed possible alternative ways to disseminate information that would provide oversight. Directors asked for more input from their colleagues.

5. Approval of 2017-18 Annual Reports List

Mr. Van Duzer noted the changes to the annual report list. Directors and staff discussed the review timeline, constituent transparency, and tracking. Directors expressed concerns with approving the list at the time and postponed this item until the August meeting.

6. Policy No. 0030, Ensuring Educational and Racial Equity, Annual Report

Dr. Jones provided an update on Policy No. 0030. He discussed the categories of work that the race and equity department was focused on and the progress made so far. Dr. Jones described the racial equity tool as a foundational guidepost. Director Harris requested that the information be distributed to all Directors and provided in annual report for the public. Directors and staff discussed the report, the Creative Advantage program and International Baccalaureate programs, and their expansion and sustainability. Staff noted they would provide an update in the Friday Memo on the Creative Advantage programs.

7. Policy No. 4040, Public Access to District Records, Report

Roxy O'Connor and Natasha Walicki provided an update on the public records requests received by the District over the past year. They discussed the trends in requests, noted a new records managements system and discussed legislative bills that affect public records requests regarding costs recovery, responses, and the logging of requests. Ms. O'Connor noted that there will be a need to amend District practices in response to the legislative changes. Directors and staff discussed reporting student data, especially for recruitment purposes. Mr. Boy discussed the release of information forms and parental options.

8. Board Meeting Recognitions

Dr. Nyland noted that a plan around recognitions was being developed for next school year.

9. Organizational Reviews/Audits

Mr. Nielsen noted a 1990 performance review of central office and provided an overview of the scope of the review and the resulting suggestions. Directors and staff discussed the pros and cons of the review and potential for cost savings and organizational improvements. Directors asked for more transparency in the Board budget. Directors and staff discussed the mandated and discretionary costs involved in the Board budget. Directors noted that they would like to table the discussion and action until August, allowing for further input from all Directors.

IV. Board Policies and Procedures

V. Standing Agenda Items

1. Community Engagement (Superintendent 2016-17 SMART Goal #5 Update)

Dr. Codd provided feedback on the Building Leadership Trainings and noted some future topics and structure of trainings. Dr. Nyland noted the positive reviews from those who attended. Dir. Harris noted the appreciation and importance of the focus on leadership teams and building capacity. Ms. Campbell provided an update on the website refresh and noted the launch. She noted the training for website editors and building knowledge across the District. Directors and staff discussed the communication advisory committee.

Dr. Nyland discussed the ADA consent decree. Mr. Nielsen noted that all documents would still be maintained, just not provided online. Mr. Van Duzer noted the complications with making some documents accessible and noted the possibility of removal of links due to noncompliance of documents. Directors and staff discussed the direct costs to making documents accessible and the amount of staff time that is required.

2. Government Relations

Directors and staff discussed transportation funding. Ms. Bennett provided an update on the assessment policies moving through the state legislature.

3. Board Calendar/Work Plan

Mr. Van Duzer noted that there were no updates at the time and that an update on the race and equity training would occur at the Retreat.

4. Executive Committee Work Plan

5. Board 2017 Goals Update

Adjourn

This meeting adjourned at 11:49am.

August 30, 2017 Regular School Board Meeting



Agenda **DRAFT**

Regular Legislative Session
August 30, 2017, 4:15 p.m.

Board of Directors

2445 – 3rd Avenue South
Seattle, Washington 98134
206-252-0040
www.seattleschools.org

I. Call to Order - 4:15 p.m.

1. General Welcome Announcement to Audience
2. Roll Call
3. Pledge of Allegiance
4. Recognition
 1. New Principal Welcome

II. Student Presentations - 4:30 p.m.

III. Superintendents Comments - 4:45 p.m.

IV. Student Comments (Skills Center)

V. Business Action Items - 4:55 p.m.

A. Consent Agenda

1. Minutes of the **Work Session/Regular Board meeting** on June 28, the **Executive Session** on June 29, the **Regular Board Meeting** on July 05, the **Board Special Meeting/Executive Session** on July 19, and the **Board Special Meeting/Executive Session** on July 26.
2. **Warrants**

2017 Warrants

General Fund	*Payroll	\$1,518,516.95
	Vendor	\$31,539,215.68
Capital Project Fund	Vendor	\$10,737,408.26

Associated Student Body	Vendor	\$ 377,146.71
Expendable Trust Fund	Vendor	<u>\$ 2,000.000</u>
Grand Total		\$44,174,287.60

*Note – Payroll total reflects warrants issued to employees. It does not however, reflect cash

B. Items Removed from the Consent Agenda

VI. Public Testimony - 5:30 p.m.

Members of the public who wish to address the board may do so by [e-mailing](#) the School Board Office or calling (206) 252-0040, beginning Monday, August 28, at 8:00am. The public testimony list will be posted by close of business on Tuesday, August 29. For information on how the public testimony list is created, please visit the [Board's website](#). Thank you.

VII. Board Comments

VIII. Business Action Items (Continued) - 6:30 p.m.

C. Action Items

1. [BEX II/BEX III: Approval of Authorization No. 2017-089 A \(1\) and Contract No. 20174-089 G \(1-1\) for Implementation of the Solar Photovoltaic Systems Project at Six Seattle Public Schools](#) - (Ops, June 15, for approval) Approval of this item would authorize the Superintendent to provide the Department of Enterprise Services notification of funding approval for authorization No. 2017-089 A (1) and Contract No. 2017-089 G (1-1) in the amount of \$2,174,008.03 in accordance with provisions of Interagency Agreement No. K3865 for the implementation of an energy efficiency project at six schools utilizing solar technology.
2. **Acceptance of the League of Education Voters Foundation (LEVF) grant to South Shore PreK-8** - (C&I, Aug. 22, for) Approval of this item would authorize the Superintendent to accept the LEVF grants of \$2,000,00, \$1,000,000 for the 2017-2018 school year and \$1,000,000 for the 2018-2019 school year for South Shore Pre-K-8 school. (intro/action)

D. Introduction Items

1. **Approval of the Superintendent’s Professional Practice Goal 5 and Rubric for 2017-18** - (Exec., Aug. 24, for) Approval of this item would
2. **Naming of Highland Park Library** - (Ops, Jun. 15, for approval) Approval of this item would authorize the naming of the Highland Park Elementary School Library as the LuAnne Rundall Library at Highland Park.

3. **Annual Approval of Schools per WAC 180-16-220** - (C&I, Jun. 12, for consideration)
Approval of this item would approve each school within the District as having a school improvement plan that is data driven, promotes a positive impact on school learning, and includes a continuous improvement process, pursuant to WAC 180-16-220.
4. **BTA III: Final Acceptance of Contract K5070, CDK Construction Services, Inc. for the Eckstein Middle School Phase II Fire Sprinkler Installation Project** - (Ops., Aug. 23, for) Approval of this item would

IX. Executive Session: to Evaluate the Performance of a Public Employee - This executive session will begin at the conclusion of the regular Board meeting and last approximately 60 minutes. The legislative session will reconvene at the conclusion of the executive session to adjourn the meeting if there is no further business before the Board. No action will be taken as a result of the executive session.

X. Adjourn - 8:30 p.m.

Calendar Reminders

- Board Special Meeting: Audit & Finance Committee (Quarterly Meeting), Tuesday, September 05, 4:30-6:30pm, Board Conference Room, JSCEE
- Regular Board Meeting, Wednesday, September 06, 4:15-8:30pm, Auditorium, JSCEE

September 06, 2017 Regular School Board Meeting



Agenda DRAFT

Regular Legislative Session
September 06, 2017, 4:15 p.m.

Board of Directors

2445 – 3rd Avenue South
Seattle, Washington 98134
206-252-0040
www.seattleschools.org

I. Call to Order - 4:15 p.m.

1. General Welcome Announcement to Audience
2. Roll Call
3. Pledge of Allegiance
4. Recognition
 1. Gail Sehlhorst
 2. LuAnne Rundall

II. Student Presentations - 4:30 p.m. (Eckstein MS Jazz Band)

III. Superintendents Comments - 4:45 p.m.

IV. Student Comments

V. Business Action Items - 4:55 p.m.

A. Consent Agenda

1. Personnel Report

B. Items Removed from the Consent Agenda

VI. Public Testimony - 5:30 p.m.

Members of the public who wish to address the board may do so by [e-mailing](#) the School Board Office or calling (206) 252-0040, beginning Monday, September 04, at 8:00am. The public testimony list will be posted Tuesday, September 05. For information on how the public testimony list is created, please visit the [Board's website](#). Thank you.

VII. Board Comments

VIII. Business Action Items (Continued) - 6:30 p.m.

C. Action Items

1. **Approval of the Superintendent's Professional Practice Goal 5 and Rubric for 2017-18** - (Exec. Aug. 24, for) Approval of this item would
2. **Naming of Highland Park Library** - (Ops, Jun. 15, for approval) Approval of this item would authorize the naming of the Highland Park Elementary School Library as the LuAnne Rundall Library at Highland Park.
3. **BTA III: Final Acceptance of Contract K5070, CDK Construction Services, Inc. for the Eckstein Middle School Phase II Fire Sprinkler Installation Project** - (Ops., Aug. 23, for) Approval of this item would

D. Introduction Items

1. **Repeal Natural Resource Conservation Policy and Procedure H25.00 and H25.01, and Adopt Board Policy No. 6810, Natural Resource and Conservation** - (Ops., Aug. 23, for) Approval of this item would repeal Board Policy H25.00 and Procedure H25.01, and adopt a new Policy No. 6810, Natural Resources Conservation.
2. **Adopting Policy 3116, Students in Foster Care** - (Ops., Aug. 23, for) Approval of this item would adopt Board Policy No. 3116, Students in Foster Care.
3. **BEX: Award Contract P1525 to Bassetti for Architectural and Engineering (A/E) Services for the Franklin High School Window Replacement Project** - (Ops., Jun.15, for) Approval of this item would authorize the Superintendent to execute contract P1525 with Bassetti Architects in the amount of (\$400,00-\$700,00), plus reimbursable expenses, for A/E services for the Franklin High School exterior wall, door, and window upgrades project.

XI. Adjourn - 8:30 p.m.

Calendar Reminders

- Board Special Meeting: Operations Committee, Thursday, September 07, 4:30-6:30pm, Board Conference Room, JSCEE
- Board Special Meeting: Board Retreat, Saturday, September 09, 10:00am-3:00pm, Auditorium, JSCEE
- Board Special Meeting: Audit & Finance Committee, Monday, September 11, 4:30-6:30pm, Board Conference Room, JSCEE
- Board Special Meeting: Curriculum & Instruction Policy Committee, Tuesday, September 12, 4:30-6:30pm, Board Conference Room, JSCEE

- Board Special Meeting: Work Session: High School Re-visioning; Closed Session: Labor Negotiations, Wednesday, September 13, 4:30-6:30pm, Auditorium, JSCEE
- Board Special Meeting: Executive Committee, Thursday, September 14, 8:30am-10:30am, Board Conference Room, JSCEE
- Board Regular Meeting, Wednesday, September 20, 4:15pm-8:30pm, Auditorium, JSCEE



Board Special Meeting

School Board Retreat

September 9, 2017 10:00 am – 3:00 pm

Auditorium, John Stanford Center

2445 3rd Avenue South, Seattle, WA 98134

Agenda

10:00-10:15am	Welcome and Icebreakers
10:15-11:15am	Board Professional Development: Serving LGBTQ Students
11:15-11:30am	2017-18 Major Initiatives Preview
11:30am-12:00pm	Lunch
12:00-1:30pm	Student Assignment Plan
1:30-2:00pm	Board – Superintendent Communications (Friday Memos)
2:00-2:10pm	Break
2:10-2:40pm	Board Code of Conduct
2:40-3:00pm	Board Community Engagement Goal Reports
3:00pm	Adjourn

Start times for each topic are estimated. Special meetings of the Board, including work sessions and retreats, may contain discussion and/or action related to the items listed on the agenda.

2017-18 Annual Reports to School Board

Policy	Title	Description	Department	Scheduled	How presented?	Policy Excerpt
A02.00	Performance Management Policy	District Scorecard; School Reports	T&L	November	Work Session	The School Board directs the Superintendent to publicly report the results of the annual District Scorecard and School Reports each fall. In addition, the School Board directs the Superintendent to provide the School Board with an annual report on the number of effective performance evaluations against the total number of employees, which shall be subdivided into categories of employee. The report on evaluations shall occur no later than November of each year.
A02.00	Performance Management Policy	# of effective performance evals	HR	November	Work Session	The School Board directs the Superintendent to publicly report the results of the annual District Scorecard and School Reports each fall. In addition, the School Board directs the Superintendent to provide the School Board with an annual report on the number of effective performance evaluations against the total number of employees, which shall be subdivided into categories of employee. The report on evaluations shall occur no later than November of each year.
0030	Ensuring Educational Equity	annual report on the progress towards achieving the goals outlined in the policy	Race & Equity	May	Exec	At least annually the Superintendent shall report to the School Board on the progress towards achieving the goals outlined in this policy. The report shall be based on the annual goals of the district's Equity and Race Advisory Committee which are set in partnership with the Superintendent and the School Board.
1010	Board Oversight of Management	district annual report on Operations data dashboard	All	November	Work Session	The Superintendent will prepare and present to the Board a report on the District Annual Operations Data Dashboard each November. The dashboard shall include key performance indicators for each Oversight Area (listed below).
1010	Board Oversight of Management	capital programs semi-annual report	Capital	Nov & April	Ops and Friday Memo; April Work Session	Semi-annually, the Board will receive a capital projects report, prepared by the district's Assistant Superintendent for Capital Projects, Facilities & Enrollment Planning and Assistant Superintendent for Business & Finance in consultation with the Operations Committee, designed to provide an overview of the status of capital programs and expenditures and show key trends. The report will include, but not be limited to, CEP, BEX and BTA program activities.
1310	Policy Adoption & Suspension; Creation of Manuals and Superintendent Procedures	annual report on changes to Superintendent Procedures; minor edits made to policies	Board Office	September	Friday Memo	The Superintendent shall annually provide a report on any changes to Superintendent Procedures from the previous year. The Superintendent will provide a report on any non-substantive changes to policies made without Board approval after the first year of this revised policy's implementation.
2020	Waiver of Basic Instructional Materials	annual report about the number and type of waivers requested and the disposition, including rationale, of those requests	T&L	November	C&I	The Superintendent shall annually inform the School Board about the number and type of waivers requested and the disposition, including rationale, of those requests.

2017-18 Annual Reports to School Board

2090	Program Evaluation & Assessment	annual report which reflects degree to which district goals and objectives related to instructional program accomplished	T&L	November	Board Meeting	The Superintendent shall prepare an annual report which reflects the degree to which district goals and objectives related to the instructional program have been accomplished. The Superintendent shall annually review the assessment processes and procedures to determine if the purposes of the evaluation program are being accomplished. Specifically, the district shall adjust its instructional program if student performance under the Washington State Assessment Program indicates the district's students need assistance in identified areas.
2110SP	Dept. of ELL and Int'l Programs Procedure	annual report on status of district's Transitional Bilingual Instructional Program	T&L	October	Friday Memo	Annually, the Superintendent or his or her designee will report on the status of the district's Transitional Bilingual Instruction Program.
2170	CTE Procedure	annual report detailing program adjustments and growth in CTE enrollment	T&L	January	C&I	The Board will annually review and approve the district's plan for the design and delivery of its career and technical education program. Equitable access to all programs in middle schools, high schools, and the Seattle Skills Center will be reviewed. The plan will ensure academic rigor, establish program performance targets, address the skill gaps of Washington's economy and provide opportunities for dual credit.
2200	Equitable Access to Programs & Services	three quarterly updates on decisions made previous quarter and preview of upcoming decisions	T&L	April, July and October	C&I and Friday Memo	On a quarterly basis the Superintendent or designee shall provide an update to the School Board on decisions made during the previous quarter and a preview of upcoming decisions, if known. These quarterly updates should be provided to the School Board in April, July and October. The fourth quarterly update shall be an annual report that provides detail about all the decisions that were made in the prior year and how those decisions relate to the eight decision making criteria outlined in this policy. The annual report should be provided to the School Board in January.
2200	Equitable Access to Programs & Services	annual report with detail about all decisions made in prior year	T&L	January	Board Meeting	On a quarterly basis the Superintendent or designee shall provide an update to the School Board on decisions made during the previous quarter and a preview of upcoming decisions, if known. These quarterly updates should be provided to the School Board in April, July and October. The fourth quarterly update shall be an annual report that provides detail about all the decisions that were made in the prior year and how those decisions relate to the eight decision making criteria outlined in this policy. The annual report should be provided to the School Board in January.

2017-18 Annual Reports to School Board

2255	Alternative Learning Experience Schools or Programs	annual report to the Board and review of policy	T&L	October	C&I and Board Meeting	The Assistant Superintendent for Teaching & Learning shall report annually to the district Board of Directors at a regularly scheduled Board meeting the following information for each alternative learning experience school or program listed above: 1. The alternative learning experience student headcount; 2. Full-time equivalent enrollment claimed for basic education funding; 3. Overall ratio of certificated instructional staff to full-time equivalent students enrolled in each alternative learning experience program; 4. A description of how the program supports the District's overall goals and objectives for student academic achievement; 5. The results of the annual school improvement plan; and 6. Other reports as designated by the Board. This policy will be annually reviewed by the Board.
2409SP	Competency/ Proficiency High School Credit for World Languages Procedure	annual report on number of proficiency high school credits awarded by language each year	T&L	October	Friday Memo	The Superintendent will also report to the School Board the number of proficiency high school credits awarded by language each year.
3123	Withdrawal Prior to Graduation	annual early withdrawal report	T&L	October	Friday Memo	The Board directs the Superintendent to submit an annual early withdrawal report which outlines the age and grade level for each student, the reason(s) for leaving and any follow-up data that has been collected after the student has withdrawn.
3130	Student Assignment	annual enrollment report	Capital	March	Friday Memo	The Superintendent is directed to provide an annual enrollment report to the School Board.
3208	Sexual Harassment	annual report to the Board reviewing the use and efficacy of policy	Civil Rights	August	Ops / Friday Memo / School Board Presentation	The Superintendent shall make an annual report to the Board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The Superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.
3246	Restraint, Isolation, and Other Uses of Physical Intervention	annual report to the Board on use of force	T&L	August	Friday Memo	The Superintendent will annually report to the Board on the use of restraint, isolation, and other uses of physical intervention.
4040	Public Access to District Records	periodic review by the Board	Legal	June	Exec	Public access to district records shall be afforded according to the procedures developed by the Superintendent and periodically reviewed by the Board.
4129SP	Family Engagement	annual report on progress toward meeting the goals for the plan and plan amendment recommendations	School and Family Partnerships	December	Friday Memo	The Superintendent and the School-Family Partnership Advisory Committee shall present to the Board, at least annually, a report of progress toward meeting the goals of the School-Family Partnership Plan and recommendations for amending the Plan
4260	Use of School Facilities	annual report on activities and rental rates	Facilities	February	Friday Memo	The Superintendent shall present an annual report to the School Board on activities and rental rates under this policy.

2017-18 Annual Reports to School Board

5000	Recruitment & Selection of Staff	annual report on hiring	HR	December	A&F and Friday Memo (tied to Affirmative Action Plan)	The Superintendent or his or her designee shall report on an annual basis to the School Board the number of employees hired over the last 12 months, the number of current and expected vacancies, and the steps taken to address staff recruitment for anticipated hiring needs, including hard-to-staff subject areas.
6000	Program Planning, Budget Preparation, Adoption and Implementation	monthly financial reports to Board	Finance	Monthly	A&F	Financial reports are submitted to the Board each month.
6030	Financial Reports	monthly financial and budget status report	Finance	Monthly	A&F	The business office will prepare a monthly budget status report of the following funds: A. General fund, B. Capital projects fund, C. Debt service fund, and D. Associated student body fund A "statement of financial condition" will be submitted to the Board each month.
6030	Financial Reports	annual financial report	Finance	January	A&F and Board Meeting	At the close of each fiscal year, the Superintendent, as Board Secretary, will submit to the Board an annual financial report. The report will include at least a summary of financial operations for the year. The Annual Financial Report shall include at a minimum: 1) a budget status report for each fund containing the most current approved budget amounts and the fund balance at the beginning and end of the year and an explanation of any significant variances in revenue and/or expenditures that may affect the financial status of the district; 2) an annual statement of financial conditions, including revenues expenditures, and changes in fund balance.
6530	Insurance	amount and terms of insurance protection reviewed annually	Finance	June	A&F	The amount and terms of such insurance protection will be reviewed annually by the Board as part of the district's risk management program.
6535	Student Insurance	program reviewed annually	Finance	June	A&F	The program will be reviewed annually by the Board as part of the district's risk management program.
6550BP	Internal Audit Policy	a) annual report; b) annual work plan; c) quarterly updates	Internal Audit	a) October; b) September; c) Quarterly	a) Board Meeting b) A&F c) A&F	The Internal Auditor shall submit an annual report to the School Board within 90 days of the school year calendar end indicating audits completed, major findings, corrective actions taken by administrative managers, and significant findings which have not been fully addressed by management.
6800	Safety, Operations and Maintenance of School Property	annual report on the condition of facilities and the effectiveness of the APP	Facilities	February	Ops	Annually, the Superintendent or his or her designee will report to the Board on the condition of the facilities and the effectiveness of the APP. Every sixth year, an independent assessment will be conducted and reported to the Board and the Office of Superintendent of Public Instruction
6801	Capital Assets/Theft-Sensitive Assets	annual fixed asset report to A&F	Finance	September	A&F	An annual fixed assets report will be provided to the Audit and Finance Committee addressing the implementation and ongoing management of the supporting procedures.

2017-18 Annual Reports to School Board

6882	Rental, Lease and Sale of Real Property	at least every three years, district reports on the management of inventoried and non-essential properties	Finance & Capital	March; every three years (2012; 2015, next is 2018)	A&F	At least every three (3) years, the district shall report to the Board on the management of inventoried and non-essential properties.
H13.00	Capacity Management	annual report (current and projected enrollments at the school, middle school service area, and district-wide levels)	Capital	December	Ops and Friday Memo	It is the policy of the Seattle School Board that annually the Superintendent shall evaluate and report to the School Board on current and projected enrollments at the school, middle school service area, and District-wide levels and on related issues. The purpose of such an annual evaluation and report is to monitor changes in enrollment, demographics and program demand including capital program development and/or program placement over time and to facilitate the periodic consideration of possible actions to ensure that school building and regional capacity are matched with enrollment and with demographic changes. The annual report shall identify areas of stable, increasing, or decreasing enrollment and issues of school building capacity and shall make recommendations as to possible actions (by the Board and/or the Superintendent) that would address issues identified.
H25.01	Natural Resources Conservation Procedure	annual report on natural resource conservation measures employed in capital projects	Facilities	November	Friday Memo	Additionally the capital department. shall provide annual reports to the school board on natural resource conservation measures employed in capital projects.
BEX Charter	Semi-Annual BEX Program Update		Capital	October; March	Ops and Friday Memo	[FROM COMMITTEE CHARGE:] Regular comments and recommendations to staff regarding conduct of the BEX Program, with semi-annual reports to the School Board, more often as appropriate.
Board Request	Native American Education Update		T&L	December	Board Meeting	[Requested by the Board.]
Title 1	State & Federal Grants summary report to A&F	annual grants/ Title I updates	Finance	February	A&F or Work session	[Not required by policy, but in A&F work plan.]
JSCEE Bonds	Update on Status of Debt		Finance	June	A&F	[Not required policy, but in A&F work plan.]
Affirmative Action Plan	Nondiscrimination and Affirmative Action	Results of utilization analysis of the plan, status of efforts to promote plan	HR	June	A&F	[WAC and Board policy requires the District to have an affirmative action plan, but not necessarily a report. The reporting requirement comes from the existing affirmative action plan, which runs through 2016. A new plan is being presented to A&F in June that will continue the annual requirement.]

Date: August 18, 2017
To: School Board Executive Committee
From: Nate Van Duzer, Director of Policy and Board Relations
Subject: Frequency and Format of Oversight Work Sessions

Statement of Issue

The Board holds two types of work sessions, topical work sessions on pressing issues and more general oversight work sessions on particular divisions or departments. Policy No. 1010, Board Oversight of Management, requires oversight work sessions of district divisions and departments at an established frequency of once every three years, or annually for Human Resources and Finance. In June 2016, the Executive Committee asked for oversight work sessions at a greater frequency, resulting in 15 oversight work sessions during the 2016-17 school year. At the same enhanced frequency, the Board would have 11 oversight work sessions over the course of 2017-18.

With several pressing district initiatives already on the table for 2017-18, including the need for regular budget work sessions once per month, the School Board meeting calendar will be very full. As oversight work sessions sometimes are redundant to topical work sessions or lack immediate relevancy to pending Board decisions, the question was raised with the Executive Committee about the frequency of oversight work sessions (OWSs) in 2017-18.

The Executive Committee began this discussion in June and asked for more time for director input. A survey was drafted, approved by Director Peters, and subsequently distributed and completed by five directors over the summer. The results of that survey are attached to this memo.

There are two key questions for the Executive Committee:

- 1) Frequency: How many OWSs does the Board want to schedule in 2017-18?
- 2) Format: Does the Board want to restructure the format of OWSs at all?

Options for consideration under each of these two questions are listed below.

Question 1: Frequency

Option A: Status Quo (the frequency determined by 2016 Executive Committee)

Under this option, the following OWSs would be scheduled:

1. Executive Directors of Schools (September)
2. Facilities (November)
3. Highly Capable (December)
4. Finance (February)
5. Risk Management (February)

6. Enrollment Planning (March)
7. Human Resources (May)
8. Capital Projects (May)
9. Special Education (May)
10. Curriculum and Instruction (May)
11. Internal Audit (May)

Many of these would mean having the Board come in for an additional day of meetings during the particular month noted.

Option B: Revert to the frequency established by Policy No. 1010

Policy No. 1010 requires sessions every three years for most departments but with a minimum of four per year. Finance and HR are required annually and would be the only ones required for 2017-18 unless the policy was changed.

1. Finance
2. HR
3. To be determined by Exec Committee
4. To be determined by Exec Committee

Option C: OWSs only upon request

The Board could change policy to call for oversight work sessions of particular departments only at specific request of the Board, with appropriate advance notice for staff to prepare.

Question 2: Format

Option A: Status Quo (PowerPoint template based on categories listed in Policy No. 1010)

Option B: Allow flexibility from template

The Board could allow presentations to deviate from the standard template, highlighting for the Board only the areas that are of most relevance to the department.

Option C: Allow some reports to be written only

The Board could designate certain departments to submit materials in writing but not take time during a meeting to present the information orally.

Director Responses to Oversight Work Session Survey Questions

What elements of current oversight work sessions are the most helpful?

When a clear overview is provided from the staff perspective on challenges, progress and future goals of a specific department. When a sense of history and purpose of the work is included. Having this higher level discussion with the whole Board and staff teams present allows the Board to better understand the work of staff and various depts. benchmarking information, innovations being undertaken, budgetary impacts and the impacts of policy on the work of each dept.

KPIs, Benchmarking, Org Charts, budgets

I like the understanding of what the departments do. Over time they have become more interesting, as I become more knowledgeable in my understanding of the district. I also like to hear my fellow directors' concerns with regard to different departments, especially when their area of expertise is in play.

Updates on departments via SWOT

That the format of the sessions allows board directors to talk to one another, allowing for an understanding of our logics and positions on an issue.

What elements of current oversight work sessions are the least helpful?

Overly long lists. Information that does not provide the broader scope of the department's work. Guest speakers or testimonials from outside the department.

staff running the clock so no questions or discussion can be had in the room or getting the PPoints last minute so unable to formulate questions

Reading straight from slides. I like it when interesting points can be made about the slides that highlight things the District as a whole is working on.

SWOT can be too reliant on non-measurable data. Need more data that supports progress being made.

I hate the format, with the canned template which is dated and does not allow for significant exploration of departments and critical topics.

To help determine how these sessions best support your work as a director, have you found that previous oversight work sessions have...

- a) **provided you information that helped you make a decision on a pending formal Board action?** 4 yes, 1 no
- b) **provided you information that you were able to pass along to interested community members?** 4 yes, 1 no
- c) **changed your thinking about the importance of a particular function within the district?** 4 yes, 1 no

If so, can you provide examples for any of these cases?

The HR oversight session was informative and helpful. I know there were others that were also helpful and others that were not. If given a list of the sessions we had this year I would be able to better the recall the specifics of each. It's hard to remember each session at this point in the year.

Would be helpful to have all the Oversight Work Session PPoints cross-posted to a separate page - Work Sessions as opposed to buried in the Board page - hopefully that will happen with the new design.

No. But with each presentation, I get a better understanding of how the District functions as a whole. That allows me to provide more nuanced responses to my constituents.

No specifics, but do know of occasions where the public has been under the impression the district was not addressing issues, but in fact are and continue to do so. This shows a need for more publicity on what the district staff are doing.

On a scale of 1 (less helpful) to 5 (more helpful), can you please rate the helpfulness of the different required oversight work session presentation sections listed in Policy 1010?

- Key Performance Indicators (KPIs) with the latest data available: 5.00
- Evidence of key internal controls: 4.50
- Department goals & objectives and major initiatives in process and linkage to strategic plan goals: 4.50
- Organizational structure, names and qualifications of key personnel: 4.00
- Budget and staffing overview: 4.00
- Department performance in meeting its goals and objectives, including comparing current performance to previous years: 4.00
- Key risks, challenges to delivery of service, and opportunities associated with this function: 4.00
- The functions of the department or program area, stakeholders, and relationship to academic outcomes: 3.75
- Major information technology systems necessary to this function: 3.50
- List of major outside service contracts, with brief description of each: 3.25

Can you think of specific purposes for oversight work sessions other than the ones listed below? If so, please list them in the space provided.

- **Proactive management and oversight**
- **Educate new board directors**
- **Inform the public**
- **Follow up on audits with significant findings (like audits in years past for Special Ed, HR)**
- **Inform the Board for upcoming decisions related to department**
- **Provide budgetary oversight**
- **Provide oversight of contracts**
- **Review internal controls**
- **Review staff qualifications**
- **Ensure department goals connect to District goals**
- **Highlight upcoming initiatives**
- **Celebrate accomplishments**

Provide large scale overview of the direction, vision and operations of the District currently and into the future. An opportunity for staff to bring to the Board's attention the challenges and accomplishments of their departments and projects.

I don't mean to be disrespectful but a lot of this survey feels like "make work" - and it is hard to answer these questions in this format - - let's go with all of the above.....

Allow directors to be on the same page with regard to department functions and to hear from one another with regard to concerns, comments, kudos and insights.

I do see each having this within them, but it would be nice to highlight impact on students. Can we bring in students (or schools) to share how they have been impacted (positive and negative)?

As I mentioned above, a critical element of the OWS's is the exchange of opinions on relevant topics between board members. Enough space should be provided for this to happen because we aren't then polarized into hard, sometimes uninformed positions.

Please consider the following example: A 90-minute oversight work session for Facilities could occur this fall. What would success look like for that 90 minutes of the Board's time?

The Board comes away from the session with a clear understanding of 5-10 year projections and plans for school building capacity and how the planned projects relate to enrollment trends and district needs, a clear sense of challenges and strategies, a clear sense of budget impact of all of the above, a solid plan for addressing the capacity needs of our growing district, the status of maintenance backlog, update on specific projects like Memorial Stadium, high schools (Lincoln, Mem Stadium, Ft. Lawton proposal, other), status of Magnolia Elem, etc.

90 minutes on Facilities is not nearly enough time - it is almost disturbing to me that this would be suggested as the questions that continue to accumulate - and we need to have more consistent communication on FAC MAC committee meetings and BEX V planning, etc. - The Engagement with the Board and the public are severely wanting out of Capital Facilities –

I want critical analysis of how the department has played a role in current hot topics. For example, what role does facilities play in terms of equity? This can be internally (hiring) and external (which schools get work done). This is information I can use when talking with constituents.

State of facilities- past, present and future
Unions and CBAs related to facilities
Levies and facilities

I have noticed a dynamic in OWSs that I believe is bad for our district. Because some board members are cognizant of the appropriate distinction between governance and management, staff members are less willing to share relevant information than they have been in the past. Until we move into the governance lane and allow managers to manage and execute on the details, this dynamic will not change and the appropriate exchange of information will not occur.

Please add other comments you would like to make about Oversight Work Sessions, if any.

When done as outlined and well, they are helpful. Some have been more helpful than others. They are a key component of the Board's oversight duties. Question 5 was unclear.

See comment about how hard it is to answer questions in this format - Also with the expected turn-over of the Board members shortly is hard to take direction from this. Again - more read-aheads and timely submissions - more time for questions and discussion would go a long way to "learning us up" - I thought I already sent this back in a long time ago, but frankly maybe gave up in frustration - sorry.

I also like to hear from our staff and to get to know them a little better.

Not on the subject of OWSs - I continue to be frustrated that these surveys begin by asking the board directors name, which stifles honest feedback. Survey design principles suggest that you never begin a survey by asking the respondents' name - either ask at the end of the survey (making the question optional) or don't ask at all.

Date: August 18, 2017
To: School Board Executive Committee
From: Nate Van Duzer, Director of Policy and Board Relations
Subject: Web Accessibility and Board Documents

Purpose

As the District transitions to a web site that provides maximum accessibility, the Board office is coordinating efforts to ensure documents posted for School Board deliberation meet the same standard. This memo contains recommendations for ensuring the accessibility of Board documents. Board office staff seek feedback on the following recommendations for moving forward.

Summary of Recommendations

Moving Forward (2017-18 and beyond)	<p><i>Recommendation 1:</i> Stop attaching documents to Board Action Reports that add little intrinsic value beyond what is in the BARs. For documents that might add value to the Board but generate little public interest, consider sending those to the Board and, instead of posting with BARs, making them available in the Board office or to the public upon request.</p> <p><i>Recommendation 2:</i> Return to the practice of posting only Committee Agendas and Minutes, not all the materials associated with committee work. Directors would still receive complete committee packets via email and any interested members of the public would be provided copies upon request.</p>
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Background

A variety of different document types are presented to the Board, including action reports, policies, agendas, minutes, presentations, and numerous types of attachments. The Board Office has created accessible templates for all frequently reoccurring document types, notably action reports, policies and procedures. It will be relatively easy to ensure the accessibility of these documents moving forward.

Other types of documents are not so easy. Committee staff estimate between 50-100 hours of staff time were expended making documents accessible for Board committees in June 2017.

The attachments to action reports will be the most problematic. Currently the Board sees information attached in myriad ways and sometimes these documents are created by external partners.

There is a spectrum of solutions when encountering a document that is difficult to make accessible; different document types may land on different places along this spectrum:

- 1) Do not share the document in the first place
- 2) Share the document with the Board, but do not post for public viewing
- 3) Post only a summary of the document or a link to the document on an external page
- 4) Post the document with an alternative access for accessibility (to be used only in exceptional circumstances)
- 5) Post with full accessibility

Plan for Moving Forward (2017-18 and beyond)

There are two primary elements that need require leadership direction within this body of work.

A) Board Action Report Attachments

Recommendation 1: Stop attaching documents to Board Action Reports that add little intrinsic value beyond what is in the BARs. For documents that might add value to the Board but generate little public interest, consider sending those to the Board and, instead of posting with BARs, making them available in the Board office or to the public upon request.

Staff compiled a list of the different document types that currently are attached to board action reports. Staff believe a reasonable case can be made to fit a number of these document types into the first two categories listed above: either documents that do not need to be shared or documents that do not need to be posted for wide public viewing.

Several types of documents add little intrinsic value and could instead be referenced by a line or two in the Board Action Report itself providing the same information. These include:

- Purchase orders
- Invoices
- Contractor References
- Letters of Recommendation from Architects, Engineers, etc.
- Bid Tabs
- Sole Source Justification Forms

For example, if a Board Action Report motion gives the amount of a purchase order, the payee, and the description of the item(s) purchased, then attaching a physical copy of the purchase order does not add value to the Board's deliberations because it does not add new information. Similarly, a Board Action Report could have a sentence or two that explains why sole source was used, as opposed to attaching the entire internal sole source justification processing form.

Several other types of documents could be shared with the Board via email, but are not necessary to proactively share with the public as an attachment to the Action Report. These include:

- RFPs and RFP Responses
- Some types of contracts
- OSPI forms

For these items, a line could be added to the BAR Attachments section that says, “[Document title] available upon request.”

A few other types of documents may be shared in summary form. These include long reports like a Building Commissioning Report. (This is current practice, with a complete copy of any reports available in the Board office.)

In all of these cases, the information most relevant to the Board’s decision should be shared within the Board Action Report, and full documents would be made available to Directors or directly to interested members of the public upon request.

B) School Board Committees

Recommendation 2: Return to the practice of posting only Committee Agendas and Minutes, not all the materials associated with committee work. Directors would still receive complete committee packets via email and any interested members of the public would be provided copies upon request.

Under the current Board structure, committees are working committees that often view material in draft form. Any material that eventually goes to the Full Board will need to be in an accessible format. However, some material is presented only to committees, including handouts, reports, memos, etc. Some of these materials can be time intensive to make accessible.

Currently, all available committee materials are posted two days in advance of the meeting. Any materials not ready by that point are not posted, but may still be distributed at the meeting. Board committees used to post only an Agenda and Meeting Minutes.

Staff recommend returning to the practice of only posting meeting agendas and minutes. The rationale is twofold: first, action reports will eventually be posted for introduction, so any documents related to final board action would be made available and accessible at the time of introduction (and regular Board meeting agenda pages get more than 10 times the web traffic of the committee pages). Second, the amount of staff time it would take to make non-BAR committee documents accessible on a regular basis could keep staff from ensuring the accessibility of BAR documents.

Agendas could say that materials viewed by the committee would be available upon request by contacting the committee coordinator. Even if one or two individuals asked for every meeting’s materials, it would be less resource intensive to send these materials upon request than to post them online.