

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

Minutes

Call to Order at 8:37am

This meeting was called to order at 8:37 am. Directors Patu and Peters were present. Director Geary was present by phone. Director Harris arrived at 8:59 am. 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 and 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, and Board Office Manager Theresa Hale.

1. Approval of agenda

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

2. Approval of August 17, 2016 meeting minutes

Director Peters moved to approve the August 17th minutes. Director Patu second. The minutes were approved unanimously.

Discussion and/or Action:

I. Board Action Items

1. **2016-17 Superintendent Evaluation Documents (Board Governance Priorities and SMART Goals)**

Erinn Bennett noted that the majority of the information in this Board Action Report (BAR) would be discussed at the Retreat scheduled for the upcoming Saturday. She provided a timeline for this BAR to go to the full Board for introduction on September 21st, with action on October 12th. Her ask was for the Committee to move this item forward with consideration as changes would be made based upon the discussions at the Retreat.

Director Peters asked for clarification on when the Board established the governance priorities and SMART Goals. Ms. Bennett addressed the flow chart provided and noted that it was very similar to the year before. She noted that part of the motion was to adopt priorities and SMART Goals at the same time.

Director Patu noted the discussion of this item a few weeks ago and Dr. Nyland discussed how this BAR relates to goals 3 and 9 and that a major focus of the Retreat will be to drill down these goals. Noel Treat noted that this item would be a placeholder on the legislative agenda as there may be a need to push it out due to what path the Board wanted to take. Ms. Bennett noted that the BAR could be delayed if there was an interest in having that happen.

Director Peters asked why there was only one Regular Board meeting scheduled in October. Staff indicated that was due to the conference schedule and the commitment of key staff and Board members' participation in those conferences.

Director Peters made a motion to move this item to the full Board for consideration pending the Retreat discussion. Director Patu seconded. The motion passed unanimously.

Directors and staff discussed the opportunity gap. Dr. Nyland noted that it is a term that may not be fully defined. Directors and staff discussed the Council of Great City Schools conference that focuses on this topic. Dr. Nyland drew a correlation between student attendance and the gap and noted the complexity to these issues.

II. Review of the September 21 and October 12 legislative session agendas

Director Peters noted that there have been guest speakers during the Superintendents Comments at the Board meetings and would like to have that shown on the agendas. Dr. Nyland addressed that it may be difficult to get all of the speakers on the agenda before posting due to the notification of speaker's availability sometimes not occurring until after the posting, but that his office would provide the information ahead of time when they can. Director Peters noted that she would like that to be included in the agenda, but at the very least have the Board be informed of the speakers before the meeting.

Director Geary asked if there would be a speaker on Indigenous Peoples Day at the October 12th meeting. Dr. Nyland confirmed that Gail Morris would most likely be asked to present. Director Geary provided feedback from a discussion with Chandra Hampson regarding getting speakers in to present. Dr. Nyland suggested coordinating with Ms. Morris in regards to having students present.

September 21 Agenda

Theresa Hale discussed the scheduled recognitions for this meeting. Director Geary provided feedback on the staffing change at Laurelhurst in regards to Deborah Halperin. Dr. Nyland noted that there is an effort to recognize the community partnerships during at least one meeting a month.

Directors Peters asked if the Magnolia action item would be ready to go forward at this meeting. Flip Herndon noted that this item is only on the education specifications, which are standard, and that the item that was postponed for further discussion was the Magnolia Racial Imbalance BAR, which was rescheduled to be

presented to the Board at the November 16th meeting.

JoLynn Berge discussed the brief overview of the State Auditor's Office expenditure that is scheduled to be called out during the Superintendent Comments. Stephen Nielsen and Ms. Berge provided information on how this item is not a contract and is an expenditure for the District, and as such would not be coming to the Board as an intro/action item. Directors and staff discussed that the item would be pulled from the agenda as a BAR and would be presented as a report, since there is no choice in paying the stated amount from the State Auditor's Office. Mr. Nielsen noted that the approval of this expenditure would be made as a part of the approval of the warrants.

Director Harris asked if there were other reports that required notice as an item on the agenda and whether having a specific place for those type of reports on the agenda would be appropriate. Staff and Directors discussed what type of items would require notice.

Staff noted items that would need to be removed from the agenda due to a need for further review before introduction. Director Harris asked if there would be further discussions on the CloudBook item, if there was a philosophy document with this BAR, and if there was any possibility for further community engagement on this item. Mr. Nielsen noted that there would be more discussions on this item. Director Harris requested that Director Burke and Carri Campbell coordinate a plan for engaging the community in this discussion. Director Peters asked what the District's vision on Technology was. Mr. Nielsen noted that there has not be a group discussion on this item and that there are two ways to look at technology, one is the replacement of equipment and the other is to address the long term vision on what technology can do for our students. Director Harris discussed her opinion that this vision is really critical as this has the capacity to be revolutionary and that the District has not done our homework and that these discussions do not just belong in the Curriculum & Instruction Policy (C&I) Committee but in a Committee of the Whole atmosphere. Michael Tolley noted that the prior technology vision summit engaged the community and defined a vision at that time. He discussed that the past Chief Information Officer (CIO) took steps to move forward with that vision in mind, but noted that a vision from the District has not been holistically defined. Dr. Nyland noted that some conversations on the long term vision have been discussed at the BTA Committee and that no plans or budget has used the one-to-one device philosophy. Mr. Nielsen noted that this is one of the key things that will be discussed with the new CIO. He further noted that the District made broad promises to the community and that the District needs to look at the balance that provides for students needs and is sustainable. Director Harris asked for more information on where this information is available on the website and for staff to provide links to Directors so that they can read up on the topic.

Staff and Directors discussed removing introduction items 2, 3, 4, 6 and 8 from the agenda. Ms. Hale noted that the October 12th agenda would also be looked at in the October Executive Committee and suggested that the Committee review the agenda but table the approval until the October meeting.

Director Peters moved to approve the September 21st Regular Board meeting

agenda as amended. Director Harris seconded. This motion passed unanimously.

October 12 Agenda

Ms. Hale noted the presentations that will be added as discussed earlier.

Director Geary asked if the Board could get Ms. Halperin to come in for recognition and if so, to inform her so that she could let Laurelhurst parents know.

Dr. Nyland identified the Satterberg Foundation item on the October agenda would make it appropriate to recognize the Nesholm Foundation as a community partner at this meeting as well. Ms. Hale highlighted the audit and ethics annual report that would be presented at this meeting. Director Harris asked if this report was something that would fall under notice and noted that she would like it to be called out on the agenda in a more formal way.

Clover Codd noted the need to add a placeholder for the local 609 salary item on the October agenda. Noel Treat identified the need for an executive session at the September 21st and October 12th meetings.

Director Harris asked for an update on the Principals' Association of Seattle Schools (PASS) contract. Dr. Codd noted that the contract had been negotiated and that the document is with the Legal Department for final review before it goes to the Board on September 21st. Staff and Directors discussed the need to have an executive session after the September 21st meeting.

Director Harris moved to add an executive session to September 21st, agenda. Director Peters seconded. This motion passed unanimously.

Director Peters asked for clarification on why the labor contract is an intro/action item. Dr. Codd noted that this item went to introduction before negotiations occurred and therefore it is now up for action. Dr. Nyland noted that there may be a more intro items in October. He also provided a heads up that there will be the growth boundaries and the 20-minute extended instructional time BARs will be coming in November, and that if the District was going to act on them in November and will need to be added to the October agenda as introduction items.

Director Harris asked if there was any community engagement for the negotiated contract that is coming up for approval. Mr. Nielsen noted that the process of distributing information and bargaining will occur in accordance to the parameters provided by the negotiation and that the public was not allowed at the table. Noel Treat indicated that the public is usually not brought into this process and noted two components, one that staff is delegated to attend these negotiations and we also want to respect and be mindful of the labor relationship. Director Harris clarified that she was not asking for the public to be at the table, rather her question is about notice and the need to let the folks know what the District is doing. Dr. Nyland noted that some of the information will be presented at the Retreat and noted the salary in proportion to the overall budget and that the Districts resources get tighter every year because we approve more teacher contracts every year to provide the quality of services we require and the law requires with classroom sizes.

III. Special Attention items

1. Review of September 10th Board Retreat Agenda

Erinn Bennett noted the redline of the agenda was to provide more transparency for when the discussions on certain topics will happen during the retreat as a lot of the topics are intertwined. Director Peters noted that her main concern was that the Board deal with the subjects and that merging the topics together may prevent a clear delineation of the discussion. Director Harris noted that she concurred that these topics are combined throughout and expressed that she likes the way it was pointed out so that people who are focused on certain issues know when to join the meeting. Director Patu expressed that she was okay with combining the topics as it is presented. Director Peters asked for clarification on how the time at the retreat was going to be used and how to make sure that these important topics were going to be covered.

Ms. Bennett discussed how the meeting was structured and how the agenda reads according to that structure, however she expressed that she would gladly change the language to provide the clarity requested. Director Harris asked if the agenda could also identify the name of the goal rather than just the number. Dr. Nyland suggested calling out the one-time use funds to make sure the discussion does not get overlooked. Director Peters agreed with the need to secure time for a thorough discussion on the topic and noted that there needs to be a separation of the budget discussion from the opportunity gap conversation. Directors and staff discussed the topics set for the Retreat and the correct way to highlight the important topics and the time allowed for each to assist with the flow of the conversation. Directors and staff discussed the Code of Conduct portion of the agenda.

Director Harris asked for some guidance in terms of lobbying for the one-time spend funds with fellow board members, as she would like \$3M of the funds to go to math curriculum and support. Mr. Treat stated that he would send out a memo.

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

2. Board Action Report Template

Nate Van Duzer discussed the proposed changes to the BAR template and provided an overview of the feedback provided by staff. He provided an overview of the intent of the changes and what content was expected to be filled in by staff. Noel Treat suggested calling the Racial Equity tool just Equity tool, as the intent of this tool is to provide a broader analysis. Director Harris asked if there could be sub-paragraphs in the recommendations section regarding alternatives. Director Peters asked for further information on the policy on the equity analysis. Mr. Treat noted that there is a policy that does state Racial Equity, even though it is more broad. Director Peters indicated that she would also like to have alternative options listed on the BAR and asked what problems we are trying to solve by the changes on the template. Mr. Van Duzer noted that the intent is to address the need to add certain items, such as the Equity tool, and removing items that were not adding value to the BAR. He further noted that the feedback is that the BAR has a lot of duplicative features and that it is

not very readable to those who are in the public. The overall goal is to make this a more useful tool for all who are looking at it and using it. Ms. Bennett expressed that this would be a new thing that the District is trying and that we want to make sure this is a streamlined document with the hope to do a lessons learned to make sure we are getting what we need from it. She further discussed the rollout of using the new template, so that staff can be trained with plenty of time to implement the new template. Staff bring the timeline of the implementation process to the Committee in October.

Director Harris motioned to approve the template as amended and discussed. Director Peters seconded. This motion passed unanimously.

3. **Alternative Calendar Process Discussion**

Ms. Hale noted the previous discussion on this item and that there will be a survey sent out to Directors to provide feedback on an alternative meeting schedule. She suggested adding key staff to the survey to get an idea of the staff's perspective on this calendar schedule as it would affect their work load. Director Peters asked for clarification on the proposed calendar and if this is about whether the Board wants Committee of the Whole meetings rather than individual Committee meetings. Ms. Hale noted this would also cut down on oversight work sessions and that the alternative calendar would be to reduce the overall number of meetings the Board holds. She pointed out that only one of the currently scheduled Oversight Work Session would be affected by the scheduling change. Ms. Bennett noted that the information discussed at this meeting would also be in the survey. Director Peters asked for clarification on the calendaring question, as she was under the impression that the calendar and schedule was set for the oversight work sessions. Ms. Hale confirmed that the schedule was adopted at the June meeting and that the alternative calendar would change that schedule. Director Harris expressed her discomfort with changing the calendar after it had been approved. Ms. Bennett noted that this is a part of the conversation on the calendar and that we are really at a process question.

Director Peters expressed that she was more concerned with the effectiveness of the meetings, not the number of them, and did not want to have mega meetings, nor was has she been impressed with the effectiveness of Committee of the Whole meetings. Ms. Hale noted that some of our models work and some do not and that the survey is one way to gather the information and feedback from all Directors. Director Harris requested the decisions made in June regarding the calendar be included in the survey so that it tracks the fact that the Committee made decisions on these calendars already and to provide more context for the answers.

Ms. Hale noted that the question on the table is can we bring the conversation back in October and include about 5 lead staff in the survey. Director Harris asked for the reason behind the anonymity in the survey process. Ms. Bennett noted that it had been as a courtesy. Director Harris expressed her feelings that this is a leadership and accountability issue. Director Patu expressed that she would like the input of the other Directors on this topic. Director Peters noted her agreement with Director Harris that if people are anonymous in their answers then they are less inclined to stand by their views later. Director Geary asked for clarification on what anonymous

information was trying to be gathered and that she sort of agrees with Director Harris, that the position needs to meet the needs of the public we serve and that the decisions made need to be ones that they can stand by. Ms. Hale noted a concern with requiring staff to identify themselves in survey answers, as they are not elected officials. Director Patu agreed with that concern. Director Harris expressed that the Directors have a right to know where the comments are coming from and that staff has a right to know how Directors are responding as well. Director Geary noted that we should not be inviting people to do public records request. Mr. Nielsen expressed as long as there was room for an explanation of why the decision was made, he did not personally see a problem with identifying who presented the information in a survey. Director Patu recommended an open survey method on this topic item.

4. Update on Policy No. 1440, Minutes

Nate Van Duzer discussed the purpose of this item on the agenda and noted that this item was informational only. He noted the primary focus of this item is to make sure the minutes reflect Board Policy. He noted the feedback from minute takers and the idea of audio recordings. Mr. Van Duzer also discussed the potential issues around resources. Director Patu noted the possibility of recording minutes. Mr. Van Duzer noted that internal recordings would be easier but challenges exist in posting the recordings online due to file size and ADA requirements. Director Peters expressed that recordings could be a great first step but that minutes would still need to exist. Mr. Van Duzer noted that if there were recordings the minutes would allow for a higher level of summary and would lessen the burden on staff. Director Peters noted that the City is able to keep a high level on minutes because they film all of their meetings. Mr. Van Duzer noted that the City is also exempt from certain ADA requirements that the District is not. Director Peters indicated that even if there were recordings of the meetings that there would still be a need for minutes. Mr. Nielsen noted the way the legislature captures their minutes and the process of public records and further noted that the law would not be violated by being sparse. Mr. Treat discussed the information that is legally required to be provided within minutes.

Directors and staff discussed how many meetings require minute takers and the challenges they face. Mr. Nielsen noted the challenge of keeping track of the speakers and how much time do we want staff to spend in working and how much we need in documentation. Mr. Van Duzer noted that the staff want to be compliant with policy while balancing the time these detailed minutes are taking away from work productivity. Director Harris expressed that part of the conversation feels defensive and that the identification of Directors is to be proactive. She asked about potentially placing the audio recordings in a cloud based system. Mr. Treat noted that the difficulty with placing audio files online is about ADA access, not just the large file size. Director Harris noted that whether it's based in the cloud or down the hall, the issue would be the same. Ms. Hale noted that the ADA issues are around posting the information online, since if the information is available online then it is mandatory that all ADA requirements are met, but if the recordings are stored down the hall, ADA requirements are only necessary when someone asks for the recording and those ADA needs are met per the requestor's individual needs. Mr. Van Duzer noted that this issue will come back to the Committee in October with further information and an ask will be made at that time.

5. 2016-17 Conference Schedule

Ms. Hale provided an overview of the conference list, the associated costs with attending conferences, and the themes of the conferences. Ms. Hale noted that Director Geary, as the Legislative liaison, had indicated interest in attending three of the conferences. Ms. Hale identified the options available, 1) not have Directors attend conferences and use the designated funds elsewhere, 2) take the designated funds and split them evenly between the Directors to allow them to choose what conferences they would like to attend, or 3) send the list to Directors asking for their interest and having President Patu approve any request. We could then use remaining funds to bring speakers in to hold in-house discussions. She noted that she could send out an email to Directors to gauge the individual interest in attending the conferences identified. She noted that all Directors would be informed that there is an expectation of a report after the conference so that all can see the value added by attending. Director Peters asked if this budget amount included food and transportation costs. Ms. Hale noted that those expenses are under a different budget code and noted the advantages to planning in advance for conference attendance regarding travel costs. Dr. Nyland discussed the difference between the political vs professional development focuses of the conferences listed and benefit differences between the two. He advocated the attendance at Washington State School Directors Association (WSSDA) and Council of Great City Schools (CGCS) conferences. Directors and staff further discussed the benefits in attending some of the conferences vs others. Director Harris suggested setting up a procedure on the expectations set when attending these conferences. Mr. Van Duzer suggested providing an email to Directors highlighting the important conferences, providing the option for bringing speakers in, and making a clear statement of what is expected. Director Patu noted that there needs to be a procedure in place regarding conferences. Staff and Directors further discussed the attendance at the CGCS conference in October.

IV. Board Policies and/or Procedures

V. Routine Items

1. Community Engagement

- Superintendent 2015-16 SMART Goal #6 Update

Carri Campbell provided an update on the progress with the community engagement tool and noted the task force meetings. Director Harris noted that there was not a great number of staff attending scheduled community engagement taskforce meetings and provided her feedback from the first taskforce meeting. Ms. Campbell noted that this process is about relationship building and looking at the design and hopes for the next meetings. Director Harris discussed the excitement around these engagement opportunities but noted she hoped that the team looks at bringing in non-traditional media groups to the meetings as well. Ms. Campbell provided an update on the website refresh and feedback received, including the insertion of direct links to Director pages, and noted that Directors should work at keeping those as up-to-date as possible. Director Patu expressed the hope that these meetings are

being held throughout the district. Ms. Campbell ensured that they were. Director Harris asked about her previous request to getting the Board link called out on the home page so that people do not have to search for it. Mr. Van Duzer noted the information provided by the Webmaster regarding web traffic to the Board pages. Director Harris argued that this contributes to the issue of transparency. Mr. Van Duzer noted that there is a need to look at how we want users to use our site and how we want to direct people using the site. Ms. Campbell noted that we will continue to talk about this process and will be looking at a lot of other ways to communicate to the community as well.

2. Government Relations

Mr. Nielsen noted that the education funding taskforce met in Olympia earlier this week and many parents testified as well as consultants giving a progress report. He noted the next meeting will be on the same date as our next Regular Board meeting. He noted that the *McCleary* focus with our Legislative agenda and that there will be a meeting with other districts in Washington to discuss the work that can be done together as a loose coalition.

Director Patu asked about the *Dorn* lawsuit. Mr. Treat noted that there was a Motion to Stay in front of the court and the oral argument will be held later in the month. Dr. Nyland noted that the discussion regarding the Capital money requests to the City and the upcoming meeting at the Seattle Center regarding the land use agreements in that area. Directors and staff discussed the issues around the use of that land, the community partnerships involved and the purpose behind these meetings. Staff noted an effort to be more collaborative in this area. Director Patu expressed her hope that staff was on the same page regarding our message on this subject. Director Harris asked for clarification and Director Patu noted that the message should be that we are not going to release that land due to the complexity of the capacity management issues we are experiencing. Mr. Nielsen noted that the District has been very clear that it needs the use and revenue that this property provides. Directors and staff discussed the possible opportunities of community partnerships for our students in regards to this land specifically.

3. Board Calendar/Work Plan

Ms. Hale noted that there was nothing new to report on this item since last meeting.

4. Executive Committee Work Plan

Director Peters asked if the Board should do a resolution to ask the City Council to impose impact fees. Mr. Nielsen noted that it is a very complex formula. Dr. Herndon noted that the draft calculation was low and that it has since gone up a little. Directors and staff discussed the formula and the issues around affordable housing in our district. Staff noted the concerns around landmark costs when remodeling our buildings and the impact of those costs to our districts budget. Mr. Nielsen noted that staff is currently working on a response to the City's discussion around homeless encampments and housing and indicated there are a lot of moving pieces in regards to housing in our area in relation to our students and their families.

5. Board 2015-16 SMART Goals Update

- Board 2015-16 Annual Evaluation Planning

Ms. Hale noted that there will be a Board evaluation work session on November 22 and that the information will be gathered in October in preparation. She noted that there is work being done on the timeline for these goals.

This meeting adjourn at 11:46am.