

Board Special Meeting



2445 – 3rd Avenue South, Seattle WA 98134

Executive Committee
Thursday, November 3, 2016, 8:30am-10:30am
Board Office Conference Room, John Stanford Center

Minutes

Call to Order

This meeting was called to order at 8:32am. Directors Peters and Harris were present. Director Burke arrived at 8:38am, who was attending in Director Patu's absence. The meeting was staffed by Deputy Superintendent Stephen Nielsen, General Counsel Noel Treat, Director of Policy and Board Relations Nate Van Duzer, and Board Office Manager Theresa Hale.

1. **Approval of agenda**

Director Peters moved to approve the agenda. Director Harris seconded. The agenda was approved unanimously.

2. **Approval of October 6 and October 19, 2016 meeting minutes**

Director Harris noted a request to amend page 3 of the October 6 meeting minutes to include more detail on the description for the materials for the legislature.

Director Peters moved to approve the October 6th minutes as amended and the October 19th minutes. Director Harris seconded. The minutes were approved unanimously.

Discussion and/or Action:

I. Board Action Items

1. **Lawsuit Settlement (Cerqui)**

Deputy General Counsel John Cerqui discussed the action report requesting authorization to sign a settlement agreement, noting that staff is requesting that this item be moved forward for introduction and action on the same meeting. Noel Treat noted the previously held executive session on this topic.

Director Peters noted the plaintiff was not mentioned within the Board Action Report (BAR). Mr. Cerqui further explained the status of the agreement and the sensitivity around disclosing the plaintiff's name at this time. Mr. Treat noted the settlement agreement would be attached for the Regular Board meeting and would include this information.

Director Burke arrived at 8:38am.

Director Peters asked for clarification around the process for public testimony on these type of items. Mr. Treat stated that testimony could be taken on the use of public funds or litigation, but there is a Board rule against testimony for specifically

named staff and personnel matters. Director Harris suggested having an impactful graphic for the Board legal boot camp portion of the spring retreat, regarding the legal budget and litigation payouts and what the District is doing to minimize risk.

Director Peters inquired why the item needed to be considered for introduction and action at the same meeting. Mr. Cerqui discussed the timeliness of this item and needing to remove the case from the docket in an orderly fashion. Director Peters noted that the previously held executive session could be referenced if a question were to arise regarding this item.

Director Harris made a motion to move this item forward to the full Board with a recommendation for approval for introduction and action on November 16th. Director Burke seconded. This motion passed unanimously.

II. Review of the November 16 and December 7 legislative session agendas

- **November 16:**

Directors and staff discussed the November 16th agenda. Ms. Hale noted the student participation and that there were no scheduled recognitions. Staff and Directors discussed the participation of an outside agency presenting to the Board at a Regular Board meeting and the plan of action to reach out to this agency to better address their request. Director Harris requested historical information regarding the American Indian Heritage School.

Directors discussed possible speakers who could provide updates on items affecting the District during the Superintendent Comments at upcoming meetings. Staff noted the large amount of agenda items expected in the next couple of months and highlighted the potential length of the meetings. Directors and staff discussed items on the agenda that could be moved to consent. Dr. Herndon requested that Action Item No. 9, Magnolia Racial Imbalance, be removed from the agenda. Director Peters noted that she would like to be informed of any community engagement around Magnolia and the Racial Imbalance discussion. Directors moved Action Items Nos. 3, 4, 6, 7, 8, and 14 to Consent, noted that Action Item No. 9 would be removed from the agenda completely, and that Intro Item No. 1 would be moved as the first action item for intro/action.

Director Harris asked for further information on introduction item no. 5. Mr. Nielsen noted that this item covers the replacement of old computers that are 4+ years old. Ms. Berge noted that some new laptops would be purchased as a fulfillment to a bargaining agreement. Director Burke indicated his concerns around approving \$3M on this item without further clarity on the District's vision around technology. Director Peters asked about whether or not there is a policy or procedure around replacing equipment every five years. Mr. Nielsen clarified that there is not a policy that requires an update every five years, but that it is good practice as some programs updates do not run on older computers and the age of the computer can reduce work productivity in some situations. Ms. Berge noted that a lot of District computers are five to eight years old and are not operationally efficient. Mr. Nielsen noted that the amount noted on the BAR is a maximum number and not an exact amount. Director Peters indicated she would like to know what the replacement cycle was for the District. Ms. Berge noted that this was an area that they were planning on working with the new Chief Information Officer.

Director Harris moved to approve the agenda as amended. Director Burke seconded.

This motion passed unanimously.

- **December 7:**

Staff noted that the Executive Committee will review the December 7th Legislative Agenda at the next Committee meeting on December 1st. Ms. McEvoy noted that the Transportation Service Standards item would be moving to the January meeting.

Director Harris moved to table the approval of the December 7th Legislative Agenda to the December Executive Committee meeting. Director Burke seconded. This motion passed unanimously.

III. Special Attention items

1. 2015-16 Board Annual Self-Evaluation Work Session Prep

Theresa Hale provided an overview of the November 22 Board Self-Evaluation Work Session, noting that a survey had been distributed to all Directors and had a November 11th deadline. Ms. Hale also noted that the evaluation cycle would be discussed at the Work Session. Director Harris asked about the Special Education update and Ms. Hale noted that update would be provided at the November 17th Committee of the Whole. Director Burke asked if the evaluation process included community feedback. Ms. Hale noted that there was not currently a process that included that type of feedback but the Board could make it apart of the process for the next evaluation process. Ms. Bennett noted that the evaluation was on the Board's goals so the process was dictated by them. Directors discussed the idea of obtaining public input on the Board evaluation process and the complexities around that process. Mr. Van Duzer pointed to customer service surveys as a possible way to obtain feedback. Mr. Nielsen noted that there were some measurement tools that could be used through the Washington State School Directors' Association. Ms. Hale noted that at the December Work Session on the Board's 16-17 SMART Goals they could discuss whether to include a process for community feedback.

2. Board Meeting Minutes Discussion

Mr. Van Duzer opened the conversation around the Board's Minutes policy and discussed the financial and staff time costs associated with producing the level of detail requested within meeting minutes. Mr. Van Duzer discussed the data gathered from the September meetings and noted the potential options to reduce the staff time designated to meeting minutes. Director Harris expressed her discontent with the framing of the conversation and options around audio recordings. She opined that only having audio available for the public did not address issues of transparency and was not a reasonable suggestion. Mr. Nielsen asked for clarification around the purpose of minutes. Director Harris responded that the minutes are a way to build trust with the public and let them know what is being discussed at the meetings. Director Peters noted that the minutes are one of the ways the public is informed on what questions were being asked. Directors and staff discussed local and national benchmarks and noted other local and state governing practice. Director Burke asked for a web analysis on how often minutes were accessed. Mr. Van Duzer noted that the information was requested, however the information was unavailable because the data does not track how many pdf files were downloaded. Director Burke requested that something be put in place that would assist in keeping track of these type of things. Director Peters noted that even if something is not being

accessed, it doesn't mean that it is not valuable. Directors and staff discussed the options, budget implications, and technical feasibility of audio recordings. Mr. Van Duzer noted that if the current practice was to continue then it would be suggested that the policy be amended to be in line with the current practice. Director Burke asked for more information and examples of minutes from benchmark areas. Mr. Van Duzer confirmed the desire to be transparent but noted the need to balance efficiency and productivity with the details requested. Staff discussed the potential loss of work productivity in addition to concerns for asking staff to perform work outside of their job requirements. Ms. Berge noted that they could pilot the audio recording in an Audit & Finance Committee meeting to see what affect it could have and to price the staff cost compared to hiring a private transcriptionist.

IV. Board Policies and/or Procedures

V. Routine Items

1. Community Engagement

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

Carri Campbell provided feedback on the community engagement survey regarding the additional 20 minutes. Sherri Kokx noted that the survey engaged principals and families and resulted in 12k responses. She provided a breakdown of the results and described patterns that suggest breaking apart the 20 minutes, to have a 10 minute earlier start time and 10 minute later release. She discussed the impact on the different Tiers. Ms. Campbell discussed the results around which day would be most desirable for early release and while most would like to have an early release on Fridays, the purpose of the early release is to have additional staff collaboration and professional development opportunities. Ms. Campbell noted data that indicated that teaching staff often missed Friday's and that holding staff development on Friday would potentially decrease staff participation. Ms. Campbell asked for direction on the best way to communicate the survey results and the final recommendations to the public. Directors and staff discussed the budget restraints and cost implications. Directors and staff noted the variety of topics in front of the Board that are intertwined and affect transportation cost. Ms. Campbell discussed the communication phases and the community engagement on these topics and noted the responses gathered so far. Directors and staff discussed the timeline for providing the final decisions on any scheduling and transportation changes to families.

Director Harris left at 10:47 am.

2. Government Relations

Ms. Bennett provided feedback on the meeting with the Seattle delegation. She discussed the focus on the way to communicate the needs of the District and the community in a consistent and effective way. Mr. Nielsen noted Director Geary's participation at the meeting and highlighted the discussion around capital projects. Directors and staff discussed the Levy Cliff and the Legislative Agenda.

3. Board Calendar/Work Plan

No update provided.

4. Executive Committee Work Plan

No update provided.

5. Board 2015-16 SMART Goals Update

No update provided.

This meeting was adjourned at 10:51am.