



## Board Special Meeting

### **Work Session: Superintendent Search Engagement Process**

Tuesday, December 12, 2017, 2:30 - 4:00pm

Board Office Conference Room, John Stanford Center

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

## Minutes

### Call to Order

Director Harris called the meeting to order at 2:30pm

Director Harris, Director Patu, Director Geary, and Director Mack were present.

Staff present were Erinn Bennett, Executive Director of Government Relations & Strategic Initiatives; Carri Campbell, Chief Engagement Officer; Nate Van Duzer, Director of Policy and Board Relations; Michele Ramirez, Board Office Administrator, and Rachel Nakanishi, Communications Specialist.

### Work Session: Superintendent Search Engagement Process

Erinn Bennett gave an overview of what she needed to cover with the directors during the meeting.

#### Qualities Survey

Ms. Bennett discussed with the board some of the language used for the self-identifier questions in the qualities survey. She specified that Ray and Associates can go as broad or narrow as the board would like. The Board and staff discussed some of the language used here and how other options could best serve the purpose of the survey. Ms. Bennett summarized the changes needed based on the feedback given during this discussion.

Ms. Bennett recapped some of the changes suggested at the last meeting and the results made in coordination with Ray and Associates. The board was content to move forward with these changes.

#### Focus Groups

Carri Campbell discussed with the board the recommendations regarding the focus groups. She explained that staff recommended 5 focus groups with a town hall on the last day. Director Harris suggested that the focus groups contain more mixed participants to give diverse discussions. Ms. Campbell explained to the board how the focus groups could be held in order to accommodate all of these partners. The directors and Ms. Campbell discussed the focus group details.

Ms. Campbell went through a list of the different community organizations and advisory committees representing families, as well as strategic partners and community based organizations that would be involved in the focus groups. Directors suggested some additional organizations that they would like to include on this list, including governmental agencies, a City Council representative, and the University of Washington.

Ms. Bennett gave an overview of the questions asked by Ray and Associates on the application for the position.

Ms. Bennett read aloud an email from Director Scott Pinkham with additional organizations representing native communities to be added to the Search Focus Groups.

Directors and Ms. Campbell discussed the possibility of having central office staff included in the focus groups. Ms. Campbell discussed some of the ways the communications team could reach out to staff and families, including some questions that may be included in the survey. She explained how the data is used and summarized in order to come to a conclusion.

Directors discussed the amount of time we are asking of participants and the importance of making sure this focus group is worth their time. Director Mack suggested that we do not include additional engagement at this stage through ThoughtExchange and other directors agreed.

#### Timeline

Mr. Van Duzer and Ms. Bennett gave an overview of the “Superintendent Search Suggested Process and Timeline” document handed out to the board and staff.

The board is comfortable with the shifted timeline as suggested in the revised document.

#### Focus Groups (revisited)

The board reviewed the “Focus Group Invitation” letter and gave feedback and edits to Ms. Campbell regarding the language used. Ms. Campbell will make edits to the document based on the suggestions given. All edits will be due by Wednesday, December 13, 2017 evening from the Board Directors in order for Ms. Campbell to have the documents submitted to Ray and Associates for translation.

Ms. Nakanishi brought up the issue of how to include students in the focus groups. It was determined by the board and staff that students should be in their own focus group of 20 students, and Principals and activity coordinators will help identify and assist students in attending the focus group.

#### Adjourn

Director Leslie Harris adjourned the meeting at 4:00pm.