



## Board Special Meeting

### **Work Session: School Board District VII Appointment Process**

Monday, August 12, 2019, 4:30 - 6:00 p.m.

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 4:45 p.m. Directors Harris, Mack, DeWolf, and Geary were in attendance. Director Pinkham arrived at 5:30 p.m.

Staff in attendance were Superintendent Denise Juneau; Erinn Bennett, Executive Director of Government Relations and Strategic Initiatives; Ellie Wilson-Jones, Director of Policy and Board Relations; John Cerqui, Deputy Chief Legal Counsel; Sherri Kokx, Senior Advisor to the Superintendent; and Carri Campbell, Chief Public Affairs Officer.

#### Work Session: School Board District VII Appointment Process

- Appointment Process Meetings

Ms. Wilson-Jones provided updates on the appointment process. Ms. Wilson-Jones noted that, as requested by Directors, feedback is being collected from the August 7 forum via two methods. First feedback came back via comment cards made available during the forum and, additionally, an online form has been posted to the Board website. Ms. Wilson-Jones noted that feedback will be compiled and provided to Directors. Ms. Wilson-Jones noted the range for estimated costs for the appointment process and current planning assumptions. She noted the budget estimate assumes that no further special meetings will be filmed and that interpreters will be provided for the September 11 candidate forum.

Director Harris stated that childcare should be provided on September 11. Ms. Wilson-Jones answered that staff is working to identify childcare options for September 11 and that this cost has not been included in the estimated expenses.

Ms. Wilson-Jones noted that staff are working with King County Elections to confirm that the candidates are registered voters of Director District VII, as is required for the appointment. She noted that the Board Office has reached out to one candidate to reconfirm.

Directors discussed the process Directors will use during the Board's August 21 special meeting to select three finalists for the District VII Director appointment. Director Harris noted that Directors could put together a scoring rubric for candidates and that voting could take place in rounds. She said that the selection of finalists should be done publicly for transparency. She noted her appreciation for community input but stated that it is the job of the Board to fill the position. Director DeWolf noted that a matrix was developed for the selection of the Superintendent. Director Harris stated that this selection will be different because the Board is not meeting in executive session.

Director Geary suggested each Director could vote for their first choice to identify finalists. Director Harris noted that Directors may vote differently if asked to select a pool than to identify their first choice

one at a time. Director Geary stated that she did not want to hold one vote to determine the top three and suggested voting in rounds.

Director Mack stated that she was struggling with the process as compared with the Superintendent selection and more typical interview processes. Directors discussed the candidate questionnaire and materials received after the deadline. Directors agreed that the deadline had not been stated as a condition for being considered, but Director Harris stated that materials received after the final deadline would not be posted online. Director Harris and Mack discussed evaluating the candidates in public versus in an executive session. Mr. Cerqui spoke to when an executive session may be called to evaluate the qualifications of a candidate and noted that decisions could not be made in executive session. Director Geary stated that she would be comfortable evaluating candidates in an open or executive session given the strength of the applicant pool and the ability to focus on the strengths on each candidate. Director Mack asked whether the proposed process was to vote for each Director's top three candidates and out of that pool select a top three. Directors discussed how serial rounds of voting could be used to narrow the field.

Director Harris confirmed that Directors should be provided time to speak to why they are voting for their top three. Director DeWolf stated that the deliberations should be strength-based. Director Mack confirmed her understanding that voting would be of an unweighted top three candidates with brief comments by Directors and asked how subsequent rounds of voting would occur. Director Harris suggested opening the voting back up after removing the bottom vote getters. Director Geary suggested moving to a narrower number of candidates after the first round. Director Mack asked whether research was available on how other districts have voted to fill vacancies. Staff indicated that research into the voting procedures was not immediately available. Director Geary suggested Directors first vote for their top three, then their top two, and then their top candidate.

Director Harris invited a comment from a member of the public. Directors and staff discussed how input had been collected from the public and clarified that the input was being shared with Directors to inform their decisions and that the Board would be making the appointment.

Director Mack noted that she did not see an alternative to the proposal to vote in rounds beginning with Directors' top three candidates, then top two. Director DeWolf asked how candidates will be removed from consideration. Director Mack noted that candidates should not be removed. Director Harris stated that it was her understanding that candidates should be removed from consideration in each round. Ms. Bennett noted that she had heard Directors propose having Directors share what is resonating with them about their top choices and that the recommended candidates should be recorded visually. She asked for clarification on whether candidates should be removed from consideration if they are not recommended in a round of voting. Director Mack suggested narrowing in the second round. Director DeWolf suggested removing from consideration any candidates without any votes in the first round. Director Mack agreed. Ms. Bennett asked Directors whether all candidates with at least one vote should remain under consideration in subsequent voting rounds and asked for confirmation that voting would first be for a top three, then top two, and then top one, removing from consideration anyone without one vote each time. Directors confirmed this approach.

Ms. Bennett and Ms. Wilson-Jones asked for confirmation from Directors on the order in which Directors should vote. Director Harris stated that Directors will be seated at the dais and that voting order should be called by seat starting at one end and then calling from the opposite end in each round.

Directors discussed the logistics for the September 11 candidate forum being held at Rainier Beach High School. Director Geary noted a preference for sitting in the audience, and Director Harris confirmed that Directors would sit in the audience rather than on the stage. Director Harris stated that candidates should be provided with the opportunity to give opening and closing statements and that two minutes should be

provided for the opening and one minute for a closing. Director Harris stated that a 15-minute break should be scheduled.

Directors discussed the question response length. Director Mack noted that a two-minute opening statement felt comfortable and noted the constraints of one-minute answers. Director Harris suggested 90-second answers and confirmed 90 seconds would be the response time allowed.

Directors and staff discussed the role of the moderator. Ms. Bennett noted that a Rainier Beach High School student and Student Advisory Board member has been confirmed as the moderator. She asked for direction on the role of the moderator with respect to asking questions and managing time. Director DeWolf noted that he liked the idea of the student moderator gathering and reading questions and stated that staff support would be needed. Director Mack noted that in forums she has participated in there has been a person who assists with collecting and then reviewing questions. Director Harris noted that the student moderator has not been selected to be the filter on questions asked. Directors discussed whether and how to filter questions for duplicates versus asking all questions randomly. Ms. Kokx spoke to the invitation that had been extended to the student moderator and noted that the student had attended the prior candidate forum.

Director Harris recommended that Director Burke be seated next to the moderator and be charged with drawing questions and evaluating how similar they are to previously asked questions. Director Geary noted that she would feel comfortable with the process recommended by Director Harris and noted that the Board is ultimately charged with appointing a new director.

Superintendent Juneau asked whether the Board will be allowing anonymous questions. Directors confirmed that questions need not include a name.

Board and staff discussed filming the September 11 forum.

Directors Mack, Geary, and DeWolf indicated that the Board Vice President Burke should be seated next to the moderator and should select questions for the moderator to read and should set aside questions he deems to be duplicative.

Ms. Bennett recounted process points decided by Directors and asked whether people would be allowed to submit questions via a method besides a card physically submitted during the forum. Director Mack noted that all questions should remain anonymous. Director DeWolf noted that Director Burke can judge the appropriateness of a given question.

Director Harris stated that the forum should be filmed provided estimated filming and transcription costs fall under a \$2,500 threshold. Director Harris asked for more information about standard costs for filming events offsite.

Ms. Kokx asked whether questions would be accepted through Facebook Live. Director Harris asked for staff recommendations. Ms. Campbell recommended utilizing Facebook Live to video stream the event and stated that it would be challenging to randomly select questions from Facebook Live in a way that is analogous to drawing them from a bowl. She recommended taking questions through the website and then placing them in the bowl with those submitted at the event. Director Harris asked whether online submissions would be weighted toward people with internet access.

Director Mack confirmed that 90 seconds would be provided for question responses. Ms. Bennett confirmed Directors agreement that two minutes would be allowed for an opening statement and one minute for a closing statement and that as many questions would be asked as time allows. Ms. Bennett confirmed with Directors that they wish for questions to be taken through the website in advance and

asked how long submissions should be accepted. Director Mack recommended one day. Director Harris suggested the day of or day before the forum.

Ms. Bennett asked for confirmation from Directors on whether questions would be accepted via Facebook Live. Staff discussed how questions could be taken from Facebook Live if requested by Directors. Directors confirmed that questions would be taken through the website but not through Facebook Live. Ms. Bennett confirmed that a day-long window will be provided for people to submit questions and noted that staff would work to identify the timing of the window based on the Director feedback provided and day-of logistical needs. Director Harris confirmed that submissions should be accepted online during a window to be identified by staff based on feasibility.

Director Pinkham arrived at 5:30 p.m.

Ms. Bennett asked Directors how they wish to collect feedback from the community. Director Harris noted that she liked how feedback from the August 7 forum was collected and clarified that it should not be considered voting. Ms. Bennett noted that comment cards were collected during the August 7 forum and a webform was also added to the website. Director Harris confirmed that the same approach should be used for the September 11 forum. Directors Geary and Pinkham confirmed that the same questions should be used to collect feedback from the community.

Director Pinkham confirmed that questions asked during the forum will be for all candidates. Director Harris noted that questions asked should not be compound questions.

Ms. Wilson-Jones asked who would assist the moderator in filtering questions for redundancy should Director Burke be unavailable at any point during the forum. Director Harris confirmed that she would step in as needed.

Ms. Bennett confirmed with Directors that additional logistical questions will be reviewed with the Executive Committee on August 21.

### **Adjourn**

Director Harris adjourned the work session at 5:45 p.m.