

# Board Special Meeting



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

Executive Committee  
Thursday, January 7, 2016, 4:30-6:00pm  
Board Office Conference Room, John Stanford Center

## Minutes

The meeting was called to order at 4:30pm. Directors Harris, Patu and Peters were present. The meeting was staffed by Superintendent Larry Nyland, Acting General Counsel John Cerqui and Board Office Manager Theresa Hale.

### Approval of agenda

Directors discussed changing the times that are listed for agenda items. Director Peters moved to approve the amended agenda. Director Harris seconded. **The amended agenda was approved unanimously.**

### Approval of the January 20 Legislative Agenda

Theresa Hale noted School Board Director Month as a recognition item. Directors discussed the student presentation and possible items for Superintendent Comments. Supt. Nyland noted a possible recognition for teachers and principals that have been nationally recognized. Directors and staff discussed the potential of a student representative from West Seattle High School, and staff is working on identifying a student. Directors noted the National Board Certified Teachers (NBCT) in the news lately. Supt. Nyland noted the data collection process for NBCT, and that the District can pick a time in the year for recognitions. Supt. Nyland noted that Seattle Public Schools (SPS) are not the highest number or percentage in the country, but one of the outstanding districts for NBCT. Directors and staff discussed possible items to be added to the consent agenda and agreed that action items 3, 4, 5, 8, and 9 will be moved to the consent agenda. Flip Herndon discussed action item 6, Capacity Management. He discussed the 19 spaces, and that there is a meeting with Carri Campbell, staff and community based organizations coming up. The district will not have the individual school projections until the end of the month, which will determine which schools will have further conversations. He noted that the number one priority is instructional space, second is Pre-K, then third is before/after school care. He noted that the before and after care is third as it does not require a dedicated space, like the others do. He is developing a spreadsheet that lists the sites, where they have the before and after care and the Pre-K, and the enrollment in each of those. Dr. Herndon noted that he will have more information either tomorrow in the Friday Memo or early next week. Directors noted that they will be voting on this before they will even know which schools and how many will be impacted. Dr. Herndon noted that this item is to get the process going, since it includes portables, construction, design and other aspects to create the additional needed space. Directors discussed having an FAQ for the public to outline the factors, next steps and additional information. Dr. Herndon noted that will either be done tomorrow or by Monday. Supt. Nyland noted a big picture piece that this conversation began in the fall and notices were sent out to all partners with Pre-K or before and after care, noting that the district is running out of space and they may be notified that they will not have their dedicated space anymore, to give warning. He noted this is step 2 in the process, and that when SPS has the enrollment numbers, there will be a conversation to the impacted schools to

discuss alternatives in locations and what else can be done. Directors asked how closely SPS is communicating with the principals for what their multi-use spaces are already being used for. Dr. Herndon noted that the principals are acutely aware of the space limitations in their school and are waiting on the enrollment projections. He noted that he has worked with many principals on alternatives for space and has assisted with finding alternatives, and noted that the principals know their space and the needs of their communities. Directors noted that they are pleased with the letters that went out in the fall to be proactive to those schools who may be affected. Supt. Nyland noted the dilemma we face on an annual basis: enrollment projections being high, staffing projections, and setting aside some funds to prevent having to pull teachers back. These all mean that SPS may go into the fall a little leaner compared to past years. Directors asked of the 19 expected to be moved, are any going out because SPS is putting in a Pre-K instead. Dr. Herndon noted that no, not that he is aware of. If a childcare space with a dedicated space is displaced, it would only be due to an instructional K-12 space need. Dr. Herndon noted that none of these program spaces would be leaving this year, this plan is for next year.

Director Patu called for a motion to approve the agenda for January 20, as amended. Director Peters so moved. Director Harris seconded. The amended agenda passed unanimously.

### **Approval of the February 3 Legislative Agenda**

Directors and staff noted adding outstanding principals/teachers to the recognition. Directors asked if there should be a placeholder for any charter school issues that may come up, and what about placeholders on Board Agendas. John Cerqui noted that there could be a placeholder; it would need to be publicly noted, and staff would need to be prepared to discuss. Jacque Coe asked Mr. Cerqui for Open Public Meetings Act (OPMA) clarification, around adequate notice of an item if it's a standing item. Supt. Nyland noted that there could be a resolution regarding the Charter Schools issue, and noted there are special rules regarding this special kind of lobbying, to give both sides equal time, and then it would need to be adopted. He noted that if it was a standing item, that it couldn't necessarily be acted upon due to noticing requirements. Staff and Directors discussed Superintendent Comments, student comments, and Theresa Hale noted she reached out to Interagency High School for a student representative. Directors and Staff noted that multiple capital projects are coming to the Operations Committee very soon. They agreed to move the yearbooks contract item to the consent agenda.

Director Patu called for a motion to approve the agenda for February 3, as amended. Director Peters so moved. Director Harris seconded. The amended agenda passed unanimously.

### **Special Attention Items**

Update on the request of the Mary Walker School District in Eastern Washington to provide Alternative Learning Experience (SLE) opportunities to former charter school students at Summit Sierra – John Cerqui spoke about this item. He shared two communications from Superintendent Larry Nyland and Assistant Superintendent for Business and Finance Ken Gotsch (attached). He also reviewed the communication Memorandum from the Office of Superintendent of Public Instruction (OSPI) about choice transfers. Mr. Cerqui noted that Supt. Nyland reached out to Superintendent Jacka in the Mary Walker School District and informed him that SPS would not “subvert the current legal process” and allow OSPI to enroll former charter students in Mary Walker School District, but instead the District would review and grant appropriate requests when applications are made to the District. Mr. Cerqui noted

that the 125 students that were ALE students have now filled out applications to be home schooled.

Kim Whitworth discussed the background of the District's home schooling program and its family partnership. She noted that the District is not doing any verifying, reporting, or certifying of these former charter school students. She discussed the home based instruction forms that are received and filed. Directors asked about the RCW regarding homeschooling and the filing date requirements. Mr. Cerqui noted he will look into this item. Directors asked if the funding follows the student, and if so does it go to Cascade Parent Partnership Program (CPPP) or Summit. Ms. Whitworth noted that the District does not get any funding and that no funds go to Summit. Mr. Cerqui noted that the homeschool forms just came to us late yesterday, and staff is still gathering the facts. Directors asked for clarification on where the instruction is being held. Ms. Whitworth noted that it's just an address to collect the forms. Parents are doing the instruction and Summit Sierra is doing the tutoring. Cascade is really out of this process because they are not providing educational services to these former charter school families, except to collect the forms. She noted that these students are not enrolled in SPS, they are just turning in forms to us. Dr. Herndon noted that if a parent feels that they aren't good at math, then they could sign up to have a District math teacher from the CPPP assist in math instruction by enrolling that student for one class at the District. Supt. Nyland noted that 294 home schooled students are already on file, now there are 120 more that say they want to be homeschooled. He noted that there is no issue or liability for SPS, and that SPS can't legitimately take on this issue, without taking on the 295 that are already on file. Directors asked Mr. Cerqui for clarification on if they can ask a legislator for an Attorney General's opinion. Mr. Cerqui noted it would look more powerful from the entire Board, and possibly in the form of a resolution. Directors noted that the paperwork is being turned in too late. Mr. Cerqui noted he will look in to this situation. Supt. Nyland noted that SPS has done what we need to do, that SPS has headed off the funding issue, and it is unknown what the legislature will come up with, and fully expects that these students will be SPS students next year. He noted that as they could be our students next year, the district will want to be good partners with them. Directors noted a possible resolution for their position on charter schools, to reaffirm the Board's position. Directors decided to communicate out to the rest of the Board to see what their thoughts are on presenting a resolution. Mr. Cerqui will send the old resolution to the Executive Committee as a starting point. Supt. Nyland noted to keep our focus of the legislative agenda on our top priorities, and that a resolution or reaffirmation of the old one would be an idea. Directors noted that the previous Board also made an affirmation that they did not support charter schools.

Executive Committee 2016 Work Plan – Theresa Hale noted the two handouts and gave an overview of each. She noted that these are both tentative/draft work plans. Erinn Bennett noted that some items are from feedback from Directors and/or staff. She noted some items will be presented to multiple Board committees as the work is tied to both. Ms. Hale gave the timeline to review the draft, make edits in February and move forward from there. Directors asked for the process and timeline to change a policy. Ms. Bennett noted that policies that need to be changed can be discussed in committees as they discuss the work plans. Directors asked if there is a matrix that has the policy, the short title, the procedure and the suggested committee. Ms. Bennett noted there are some spreadsheets that show the policies, but as legislation changes throughout the year, those may take priority over other policies that have not necessarily have changed in many years. Supt. Nyland noted a conversation in cabinet, an A list, a B list, and the C list, that they are prioritizing the policies as best as they can with the staff and each committee. Supt. Nyland noted past Directors had noted the possibility of

changing the Supt. evaluation to a different time of year, and to look at the pros and cons of the current process versus what other districts do.

March Retreat Planning – Theresa Hale noted that it is currently scheduled for March 5, but the Mayor is having a summit that day, and to discuss alternate dates of either March 12 or April 9. Directors discussed their preference for March 12 date, but to ask the other Directors. Supt. Nyland noted a part two to the summit, for April 23rd. The next step is to decide what the Committee wants on the retreat agenda. Ms. Hale noted the responses from the Board survey. Ms. Hale reviewed the feedback. She noted much of the feedback was to bring in outside speakers for training, and to find out how and who to look to for this. Directors asked about the African American Think Tank (AATT). Ms. Hale noted that there is a Work Session in February on SMART Goal #2. Supt. Nyland noted that the membership of the advisory committee is changing. Mr. Tolley noted that they would like more voices at the table, and that on Monday Bernardo Ruiz will be putting out information to show the process to apply to get on the task force. Directors asked who the staff person to oversee the AATT is, and Mr. Tolley noted that it's Mr. Ruiz, and possibly Brent Jones with his new position. Directors asked for updates to be sent to the whole Board, so they know that they are up to speed on the work, especially now that it's embedded in a SMART Goal, and perhaps a presentation to the Board on the work being done for greater clarity. Staff noted that Director Blanford is the liaison for the AATT. Mr. Tolley noted that Directors can be involved in the February work session, and perhaps the task force can be a part of the advisory committee. Ms. Bennett asked for feedback from the Directors on what they would like to have at the retreat as many aspects take advanced notice and planning. Supt. Nyland noted feedback from other sessions, one of the primary aspects being community engagement and the communications protocol, and to think of some new work. Directors discussed establishing two main goals of the Board, to specifically look at areas that can be completed this year. Supt. Nyland noted a facilitated piece. Directors and staff discussed potential options for a facilitator and professional development.

Board Code of Conduct – Theresa Hale reviewed the proposed steps for addressing the current Code of Conduct to bring to the Board for approval for 2016. Directors asked if this review could be included with the Communications Protocol, and Erinn Bennett suggested it might be better to have them separate. Directors discussed why they could be reviewed together.

Board 2015-16 Self-Evaluation Update – Erinn Bennett spoke to the timeline for the Board's 2015-16 evaluation cycle, noting an email that had been sent to the Board requesting feedback by January 15<sup>th</sup>. The Executive Committee will review the feedback in February, and the full Board will review at the February 17<sup>th</sup> work session. After the work session, she noted the next steps could either be to go to a Board meeting for action, be reviewed by the Executive Committee in March, or by the full Board at the March Retreat.

Use of Communications Protocol – Director Patu spoke about the Superintendent's request for new Directors to receive training on this Protocol so that all Directors are on the same page. Directors asked that the Protocol be sent out to the Board again to increase their initial awareness of the item. Supt. Nyland spoke about advantages of increasing Director awareness of the Protocol, which could be done by walking through Directors on the steps outlined in the Protocol, and also having it as a discussion item at the March Retreat, to get Board consensus on the items identified by the Board to move forward on. Directors noted the processes identified in the Protocol and how they help the Board come together to raise

concerns and how to work together on addressing issues. Supt. Nyland and Directors spoke about providing reports at the Board meeting and the usefulness for improving public perception of the work being done at the district. Prioritization was also discussed and also determining what topics rise to the level of a Board work session to get more information on the topic.

Directors and staff discussed calendar requests around the Math in Focus instructional materials and the Seattle Preschool Program, and the overall process for how to schedule work sessions for the Board.

### **Routine Items**

Superintendent 2015-16 SMART Goal #6 Update – Jacque Coe spoke to the Superintendent SMART Goal and walked through the work being done for this goal. She noted she will serve as the lead on this goal, but the work is a collaboration of multiple departments. Ms. Coe spoke about the initial work done by the Superintendent last year around the customer service focus, and the creation of FAQs and top 10 questions for district departments that are posted to the website. She noted this information is in the process of being updated by staff, and how staff is taking ownership of its service to its customers. Ms. Coe noted that there are other steps happening to support the work of this goal, including getting family feedback on how the district is doing. She also spoke about how her department is working to support other departments for communications services through templates and training. Ms. Coe spoke about the website refresh project, both cosmetically and how it can be reorganized for an improved user experience. Directors noted things they have seen on other school district websites and asked if there are mandates on what items have to be on our website. Ms. Coe noted there are some things that must be on the website for compliance that is easily locatable, and the requirement from the Americans with Disabilities Act for whenever a website has a major change. She spoke about the work of the web content manager and John Cerqui noted the Washington State School Directors' Association may have a tool that assists with that kind of work. Ms. Coe noted work on a glossary of terms and acronyms for the website.

For community engagement, staff is working to develop a protocol for how to engage with the community and what rises to the need for that engagement. She noted upcoming training for communications staff in this area, and then those staff will work to train other district staff to create greater overall consistency in this area. Supt. Nyland noted this might be a good topic for the March Retreat.

Directors asked if the website can include a direct link to the School Board page. Ms. Coe spoke about the use of focus groups to identify key navigation points for the website.

The meeting adjourned at 6:55 pm.