

Executive Committee  
Thursday, June 2, 2016, 8:30am-10:30am  
Board Office Conference Room, John Stanford Center

## Minutes

### Call to Order

The meeting was called to order at 8:30am. Directors Harris and Peters were present. Director Patu was absent. The meeting was staffed by Superintendent Larry Nyland, Deputy Superintendent Stephen Nielsen, Deputy General Counsel John Cerqui, Executive Director of Government Relations and Strategic Initiatives Erinn Bennett, Associate Superintendent of Facilities & Operations Flip Herndon, Associate Superintendent of Operations Pegi McEvoy, Assistant Superintendent of Human Resources Clover Codd, Assistant Superintendent of Teaching and Learning Michael Tolley, Chief Engagement Officer Carri Campbell, Chief Partnerships Officer Brent Jones, Director of School Family Partnerships and Race & Equity Bernardo Ruiz, and Board Office Manager Theresa Hale.

#### 1. Approval of agenda

Director Peters moved to approve the agenda. Director Harris seconded.

Directors noted the Board Code of Conduct item on the Agenda. Directors and staff discussed why the item was still on the agenda. The agenda was unanimously approved.

#### 2. Approval of May 5, 2016 meeting minutes

Director Peters moved to approve the meeting minutes for May 5, 2016. Director Harris seconded. The minutes were unanimously approved.

### Discussion and/or Action:

#### I. Board Action Items

##### 1. Principal Association for Seattle Schools Collective Bargaining Agreement

Clover Codd noted this item is in negotiations and that the Board Action Report will be filled out between introduction and action. She noted the request is for the Committee to move this item to the full Board for consideration and that the placeholders would be supplemented with the corresponding information by time action will be needed.

Director Harris moved the item forward to the full Board for consideration. Director Peters seconded. This motion passed unanimously.

## **2. Board Code of Conduct**

Theresa Hale discussed the timeline of this item and noted that discussion of this item had moved from a prior work session. She noted that this item is on the agenda to determine the next step, whether or not to hold another work session or committee of the whole for this topic. She noted the feedback request in January was not very responsive and therefore it is now in front of the Committee to make a decision. Directors discussed whether this document is useful and something this Board will want to pursue putting effort into. Directors noted that there is not a legal requirement for this type of document. Directors further discussed difficulties around enforcement. Erinn Bennett noted this item came from a previous work session discussion by other Directors. Ms. Bennett further clarified that this item was asked to be put on the Executive Committee agenda by Dir. Patu. Directors and staff discussed the necessity of this item and noted the recommendation made by the Legal Department. It was decided that Theresa Hale would send out a focused survey to Directors on if there should be a Code of Conduct and if so, what format would it be in. John Cerqui noted the need to be sure the survey questions do not violate the Open Public Meetings Act (OPMA).

Director Harris moved to table this item to the next regular Executive Committee meeting. Director Peters seconded. This motion passed unanimously.

## **II. Review of the June 15 legislative session agenda:**

Theresa Hale provided an overview of the June 15, Regular Board meeting agenda. Flip Herndon provided information on the Spring Championship Team recognitions. Directors requested a media presence at recognition events such as these. Directors and staff discussed items to be moved from action to consent. Directors moved action items 3-9 and 12-14, to consent. Directors requested to place committee dates and recommendations on the agenda. Erinn Bennet noted that introduction item no. 1 on the 2016-17 Board Governance priorities and Superintendent SMART Goals would need to be moved to the August agenda. Stephen Nielsen noted the Budget work session that will precede the June 15<sup>th</sup> meeting and will help inform the discussion on the Budget Book item up for introduction. Directors requested information be presented within a spreadsheet that would explain the funds designated in last year's budget to help address the opportunity gap. Michael Tolley noted that Pat Sander would be providing feedback on that one item in the overall budgeting details. Directors asked for clarification on the Special Education contracts listed as introduction items and if they were new contracts or renewals. Staff noted the contract cycle and highlighted that they are annual contracts not renewals. Stephen Nielsen noted that the Risk Management agreement was also an annual contract. Flip Herndon noted the bid timeline for the Waste-Recycle contract.

Director Harris moved to approve the June 15 legislative session agenda with edits as discussed. Director Peters seconded. This motion passed unanimously.

Mr. Nielson suggested for future agendas combining similar items, such as the RFQ contract renewals, when presenting to the full Board to save time in the discussion process. Directors asked for an easy to view table that would identify any changes between the contracts prior to voting.

## **Review of the July 6 legislative session agenda**

Theresa Hale noted there would not be a performance or student speaker during the summer months and noted that there were no recognitions scheduled for July.

Directors and staff discussed potential action items that could be moved to consent. Director Harris noted her hesitation in moving items to the consent agenda without having further knowledge on the topics. Directors noted that action item no. 8 could be moved to consent. Directors asked if there was a possible opportunity to change the agenda after the items were introduced on June 15<sup>th</sup>. Directors and staff discussed the process of approving the agenda and moving items on the agenda after approval. Directors and staff noted another Executive Committee meeting could be set to review the July 6<sup>th</sup> agenda after the Board meeting to discuss which items might be appropriate to move to consent. Theresa Hale stated she would follow up to find a date and time for the Committee to meet for this specific request. Michael Tolley noted introduction item no. 1 will most likely include an amendment to Policy 2190 and asked for it to tentatively be added to the title with the understanding that it might get pulled if the Policy is not ready to go to the Board at that time.

Director Harris moved to approve the July 6 legislative session agenda with edits as discussed. Director Peters seconded. This motion passed unanimously.

### **III. Special Attention items**

#### **1. Informational Item: Amending Policy No. 6805, Keys**

Clover Codd provided an overview of Policy 6805 and noted that it will be discussed again at the Audit & Finance Committee meeting on June 9<sup>th</sup>. Dr. Codd provided background for the amendment and noted the serious safety concerns that were a motivating factor in the revision process. She discussed the issues around controlled access to buildings and noted the collaboration between Local 609 and the District to address safety concerns. Dr. Codd noted the policy is intended to provide clear accountability measures and enhance faculty safety and building security protocol. Directors and staff discussed the protocol in place for third party service providers, such as before/after school care, and the need to address these concerns at the onset of the contract. Local 609 Representative, David Westberg, suggested the use of District employees for jobs that are currently being contracted out and addressed some of the benefits to using employees that have already gone through the District's extensive vetting process. Dr. Codd noted that this policy is short lived, as the District is in the process of implementing key card access in all buildings. Mr. Westberg noted the safety concerns with access to buildings at night. Directors suggested that staff work with Mr. Westberg on assessing the fiscal impact of using contracted vendors versus in-house resources.

#### **2. 2016-17 Board Governance Priorities and Superintendent SMART Goals process update**

Erinn Bennett invited Carri Campbell to the table to discuss the community engagement portion of the retreat scheduled for Saturday, June 6. Ms. Bennett

provided feedback on the discussion that occurred prior to building the agenda and noted some of the information that will be presented at the retreat. She also highlighted the goals of the upcoming meeting on June 29<sup>th</sup>. Ms. Bennett further provided an overview of the retreat agenda and noted the individual evaluations that will be available to provide feedback at the end of the retreat and noted additional upcoming meetings designed to support the goals of the retreat. She also provided an update on draft topics for the 2016-2017 retreat agenda.

### **- Approval of Amended June 4<sup>th</sup> Board Retreat Agenda**

Erinn Bennett noted changes made to the agenda since the last Committee meeting. Carri Campbell and Director Harris commented on the intended deliverables of the community engagement portion of the retreat. Ms. Campbell noted the changes made to this portion of the agenda were mostly formatting and stylistic. Cecilia McCormick provided information on District Parent Teacher Association (PTA) community engagement and partnership focus. Directors and staff discussed participation rate in the survey sent out in preparation for the retreat.

Director Harris moved to approve the Board Retreat agenda as amended. Director Peters seconded. This motion passed unanimously.

### **3. 2016-17 Oversight Work Sessions, per Policy No. 1010**

Theresa Hale provided an overview of the 2016-17 school year Oversight Work Session (OWS) schedule. She highlighted the changes made to the schedule as requested by Directors. She noted the schedule is for the next school year. Directors and staff discussed the impacts on staff time with the increase of sessions. Director Harris asked for clarification between an annual report a department provides and an OWS. Ms. Hale noted that the work sessions discuss the Department's functions.

Ms. Hale noted Internal Audit has an annual report and could have it presented at a work session and not just a Board meeting. Director Harris indicated that the public should also hear from the Auditor as well as having an OWS for the Board to discuss. Directors and staff discussed the role of the Auditor and how an OWS with the Auditor would be structured. Directors noted the need to maintain an annual reporting schedule with the Auditor that provided an opportunity for the Board to discuss the information and allow the public to be informed.

Theresa Hale noted discussion with staff on the Committee's request for more Teaching & Learning sessions. Ms. Hale noted the large capacity lift for staff and provided feedback from her discussion that indicated that staff would like to keep the current schedule of having a session every other year, which is more than is required by current policy. Dr. Nyland asked how many sessions are currently scheduled and what the increase would be. Ms. Hale noted that the increase would be from 9 OWS to 12. Ms. Hale provided further insight on the current meetings scheduled and the ones that have been requested.

The meeting recessed at 9:43 am and reconvened at 9:46 am.

Ms. Hale noted some of the additional sessions that occurred this year as well as

provided a comparison on the number of OWS and Work Sessions (WS) that have been held in the past and are newly requested. Director Harris noted that if the Board is not addressing these issues on an annual basis then it defeats the purpose of the Board. She further noted that the delivery of services to young people is the number one focus and acknowledged the additional time commitment that these requests create. Michael Tolley provided a historical background on the Teaching & Learning OWS/WS and noted his understanding that as the work grows the need for more of these sessions exists. Director Peters noted the mutual benefit to holding these sessions. Staff and Directors discussed the potential for combining some topics and the time needed for each topic in order to have an in-depth conversation about an item. Ms. Hale noted she will discuss the timing of these meetings with Mr. Tolley and confirmed the committee's recommendation of keeping the annual presentation schedule.

Director Harris moved to keep changes. Director Peters seconded. This motion passed unanimously.

#### **4. Review of annual required reports, per Policy No. 1010**

Theresa Hale provided an overview of the annual reports and how these reports are provided to the board. She noted her work with staff to suggest scheduling changes. She noted the changes and color coding of the document outlining the schedule and further highlighted that the dates listed were compiled per staff member's availability. Ms. Hale noted the process of notification to staff regarding deadlines and when reports are due and how things work if an item needs to be delayed. Erinn Bennet noted that the May Superintendent Evaluation will be held in June and noted that the date listed in November for the Board and Superintendent Evaluations are tentative and will check back in as it gets closer to the date. Director Harris asked for clarification on the annual reporting and evaluation. She indicated that she would like to highlight the annual reports more and was not comfortable with having the report hidden in a Friday memo. She suggested a web page that would have a calendar and link all of the annual reports. Director Peters asked if the annual reports could be presented at a Board meeting in the Superintendent comments. Ms. Hale noted the process and timeline of that design and schedule.

Approved as amended Harris moved and Peters seconded. Director Harris moved to approve as amended. Director Peters seconded. This motion passed unanimously.

#### **5. Public Access to District Records Annual Report (per Policy No. 4040)**

Public Records Officer Natasha Walicki provided information on the annual report on how many public records requests (PRR) the department takes in. She further noted that they have recently seen a decline in requests. Ms. Walicki provided information on the average time it takes to respond to requests. She noted the complexity of the PRRs has increased due to the generalized and expansive nature of some of the requests. Ms. Walicki provided an overview of the different ways information is gathered in order to respond to the PRRs. She provided information on who generally submits PRRs to the District and how the District handles reimbursement for costs associated with responding to such requests. Director Harris discussed the document management systems that are used to assist in responding to these type

of requests. Ms. Walicki indicated that the District is moving from *Barracuda* to *Rational Review* and noted that this new program will expand what information can be searched and located. Director Harris asked if email subject lines or naming conventions would assist in the response time. Ms. Walicki indicated that the program would still need to do the search using different phrases that may not be indicated in a subject line. She discussed the process in place to keep information confidential. Director Harris asked if there were any issues regarding the use of PRRs in a harassing way and if there is any indication that there will be a reduction in these requests the more transparent the District is. Ms. Walicki noted that a portion of PRRs are from parents who want a larger view of what is occurring in their children's schools. Director Harris and Ms. Walicki discussed the probability of the reduction of PRRs if issues were addressed at a lower level of complexity and earlier in the project. Director Peters noted her conversation with Ms. Walicki regarding revising laws that dictate PRRs to meet the digital age. Staff discussed the push to revise these laws at the legislative level due to more pressing priorities. Directors and staff discussed the practical necessity to revising these laws and indicated that there are high costs associated with these type of requests. Director Peters asked about the volume of documents and emails being reviewed by staff each month. Staff provided information on the typical request for information and the volume of documents they tend to involve.

**6. Annual Report: Policy No. 0030, Ensuring Educational and Racial Equity**

Bernardo Ruiz presented a follow up to his department's training on cultural competency and school culture and noted a survey that was sent out to staff and volunteers and he will provide the full report to Board once results are in. Mr. Ruiz noted a presentation from the previous night. Director Harris asked when the Board could expect the reports from the survey. Mr. Ruiz provided a soft timeline of June.

**7. Alternative Calendar**

Theresa Hale noted that this item is revisiting an old topic on how to adjust the Board calendar to have fewer meetings throughout the year. She noted that these discussions were had but no consensus was achieved. Ms. Hale asked if this is a topic that the Committee would like to address or if this something that they would like to table indefinitely. Director Peters opined that she would like to have more community meetings and more Committee of the Whole meetings and less of other meetings. Director Harris asked for information on what kind of transparency is provided at committee meetings. Directors noted public interests in participation. Directors and staff discussed tabling the conversation to November. Director Peters asked staff to survey the Board on this topic, to see where people land on the calendar and would like the results brought to that meeting in November.

**IV. Board Policies and/or Procedures**

**V. Routine Items**

10 mins

**1. Superintendent 2015-16 SMART Goal #6 Update**

Directors noted this item will be discussed at retreat on Saturday, June 4.

## **2. Government Relations**

Stephen Nielsen discussed developing a legislative platform for next year and noted that the focus will be on a limited amount of issues, with an emphasis on legislative funding. Director Harris noted how pleased she was that Erinn Bennett will be specifically working in this capacity. Mr. Nielsen noted that Seattle Public Schools will be looking to work with other districts to align topics on issues around funding. He further noted that staff will be working throughout the summer to connect with legislators and community partners. He noted that Director Geary will be the Board's point person for these meetings. Mr. Nielsen noted the recent *Seattle Times* article on funding. He further addressed support for the Weighted Staffing Standards model and noted the potential to look at it as a piece of *McCleary*. Director Harris asked how the District missed the International Baccalaureate (IB) funding Bill. Mr. Nielsen provided information on the timing of that specific Bill and noted that there was not an opportunity to provide input. Director Harris acknowledged the need to have a stronger relationship with the legislative body in order to not be blindsided. Mr. Nielsen confirmed that the District is looking into ways to enhance those relationships. Director Peters asked why Tacoma was not included in the coalition of school districts that Seattle is in. Mr. Nielsen noted that Tacoma is a member of a different coalition. Directors and staff discussed the alignment of school districts on certain topics and the miscommunication and misunderstanding regarding certain acts or legal decisions made.

## **3. Community Engagement**

Dr. Nyland noted the efforts put forth to notify parents of changes to Bell Times in the fall. Carri Campbell noted the website refresh progress. Director Harris noted the need to have a direct link to the Board's website on the SPS homepage. Bernardo Ruiz provided information on a meeting with family University graduates and the continued partnership between Seattle Community Colleges and the District.

## **4. Board Calendar/Work Plan**

Dr. Nyland noted the diligent work of staff to be prepared for upcoming items and obligations in October and November. Staff and Directors discussed international and national partnerships and SPS representations at events. Director Peters noted that it would be helpful for the Board to know if the District has representatives participating in events and trainings.

## **5. Executive Committee Work Plan**

Dr. Nyland noted the legislative follow up on the 16<sup>th</sup> and scheduling an add-on Executive Committee meeting to discuss July 6 agenda consent items.

The meeting adjourned at 10:50 am.