

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

Agenda

Call to Order

8:30am

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

Discussion and/or Action:

I. Board Action Items (8:35am)

1. Lawsuit Settlement (Cerqui) 5 mins

II. Review of the November 16 and December 7 legislative session agendas 30 mins

III. Special Attention items

1. 2015-16 Board Annual Self-Evaluation Work Session Prep (Hale) 10 mins
2. Board Meeting Minutes Discussion (Van Duzer) 15 mins

IV. Board Policies and/or Procedures

V. Routine Items

10 mins

1. Community Engagement
 - Superintendent 2016-17 SMART Goal #5 Update
2. Government Relations
3. Board Calendar/Work Plan
4. Executive Committee Work Plan
5. Board 2015-16 SMART Goals Update

Adjourn

10:30am

(*Please note that this is a working committee. Documents may change before the meeting and/or prior to introduction before the Board. The Board Office maintains the archive for documents that were presented at the meeting.)

Board Special Meeting



2445 – 3rd Avenue South, Seattle WA 98134

Executive Committee
Thursday, October 6, 2016, 8:30am-10:30am
Board Office Conference Room, John Stanford Center

Minutes

Call to Order

This meeting was called to order at 8:30am. Directors Patu and Peters were present. Director Geary arrived at 8:43am. Director Harris arrived at 9:15am. This meeting was staffed by Superintendent Larry Nyland, Deputy Superintendent Stephen Nielsen, General Counsel Noel Treat, Director of Policy & Board Relations Nate Van Duzer, Executive Director of Government Relations and Strategic Initiatives Erinn Bennett, Associate Superintendent of Capital & Facilities Flip Herndon, Assistant Superintendent of Operations Pegi McEvoy, Associate Superintendent of Teaching & Learning Michael Tolley, Chief Communications Officer Carri Campbell, Chief of Student Support Services Wyeth Jessee, Assistant Superintendent of Business & Finance JoLynn Berge, Director of Early Learning Cashel Toner, Assistant Superintendent of Human Resources Clover Codd, and Board Office Manager Theresa Hale.

1. Approval of agenda

Director Peters moved to approve the agenda. Director Patu second. The agenda was approved unanimously.

2. Approval of September 8, 2016 meeting minutes

Director Peters moved to approve the September 8, 2016 minutes. Director Patu second. The minutes was approved unanimously.

Discussion and/or Action:

I. Review of the October 12 and November 2 legislative session agendas

- **October 12 Agenda:**

Ms. Hale provided an overview of the agenda, noting the planned recognitions, presentations, reports and student representation. Dr. Nyland noted that he will provide an update on the City's bill regarding homeless encampments. Mr. Treat discussed the District's position on the matter and Director Peters indicated that she would like the position to be put in the record. She also indicated she would like Andrew Medina's name placed on the agenda next to the Internal Audit and Ethics Report. Dr. Nyland noted the presentations being planned by Native American Program Manager, Gail Morris, for Indigenous Peoples' Day.

Directors and staff discussed items to be moved from the Action section of the agenda to the Consent section. Directors moved Action Items No. 2, 4, 5 & 6 to Consent. Directors and staff discussed the ORCA Card program and how to encourage participation. Directors and staff

discussed the Duwamish Resolution. Dr. Nyland noted tribal leaders in the area that vocalized some opposition to the resolution.

Director Geary arrived at 8:43 pm.

Mr. Treat noted that Introduction Item No. 2 was being asked to be considered for introduction and action at the same meeting. Mr. Van Duzer discussed the process for placing an item for introduction and action on the same day. Dr. Nyland noted the reason for this request would be to prevent the further delay of payment. Mr. Treat discussed the details of the Settlement payment timeline and noted that there is about \$100k left to disburse.

Ms. Hale discussed the remainder of the October 12th agenda. Director Peters asked about the Growth Boundaries item and if it would be ready for introduction by the meeting. Dr. Hendon noted that the Action Report and materials would not be changed since it was presented at Committee but that if there is a need for changes, it would happen after introduction. He noted there are issues that they are looking into further, especially around grandfathering, and that they are continuing to look at the data to locate ways to adjust what the impact of those adjustments would be. Dr. Nyland noted that there will be discussions internally regarding boundaries and that not everybody will be happy with the recommended adjustments. He discussed that this is the biggest set of boundary changes as approved by the 2013 Board and that there has been a huge amount of community engagement on these recommendations. He further suggested that if there is time between intro and action then maybe a work session could be held.

Director Peters moved to approve the October 12th agenda as amended. Director Patu second. The agenda was approved unanimously.

- **November 02 Agenda:**

Ms. Hale provided an overview of the agenda, noting the planned recognitions, presentations, reports and student representation. Directors asked about a possible update from the African American Male Advisory Committee at one of the upcoming Board meetings. Mr. Jones noted that they do not have any recommendations to report on yet and that the aim is to have a complete list of recommendations by September 17, 2017. He discussed the meeting schedule and noted that the sub committees will meet six times throughout the year. Directors and staff discussed the timeline of the committee and when they could expect a report for the Board. Mr. Jones discussed providing a one page facts sheet regarding the committee achievements and suggestions.

Ms. Hale noted that Action Item No. 2 was moved to intro/action at the October meeting and would be removed from the November agenda.

Director Peters moved to approve the November 2nd agenda as amended. Director Patu second. The agenda was approved unanimously.

II. Board Action Items

1. Legislative Agenda

Ms. Bennett introduced lobbyist Cliff Traisman, District Lobbyist and noted the Action

Report which built off of last years Legislative Agenda. She discussed the top priorities on the agenda and noted the policy section around eliminating the opportunity gap, language regarding the land market, outcomes, assessments, quality of teachers, and professional development. Mr. Nielsen noted that there are a lot of things to support this year but that the ideas are focused and narrowed to fit on one piece of paper with a clear alignment with other districts around the state.

Director Harris arrived at 9:15am.

Mr. Traisman discussed how the agenda would be used as a road map for Seattle Legislative delegates and focuses on the highest priorities of the District. He discussed the responsibility of the Legislators to focus on coming up with a resolution for *McCleary*. He further discussed the Capital funding and historic battle on equity in the funding formula. He noted the enormous costs around landmark issues. Director Geary provided feedback from the Washington State School Directors' Association Conference and noted the suggestions that came from it. Mr. Traisman discussed the process of discussing Capital Projects with the delegation and with the assistance of Dr. Herndon to get funding for increasing capacity. Director Peters requested that the list of Capital request talking points be provided to the Board for reference. Directors and staff discussed the landmarking issues and associated costs. Mr. Herndon noted that the request to the Legislators would be for public schools to maintain the same exemptions as state higher education buildings. He noted the collaboration with the City and Landmark Committee and how much staff time and additional costs for modifications that bring challenges. Directors and staff discussed with Mr. Traisman the way the Board could support these efforts. Director Peters asked if other districts were experiencing the same capacity issues as Seattle. Mr. Traisman and Mr. Nielsen discussed the uniqueness of Seattle and its buildings. Directors and staff discussed the flexibility built within the agenda and the goal of the quick reference sheet of requests as well as the use of language within the agenda. Directors noted the need to make the sheet user friendly and the use of graphics to demonstrate a sharp and focused message. Directors and staff discussed the need to look ahead on potential criticisms of District actions that may not appeal to Legislators and how to reframe the message to the work that is being done to close the achievement gap and why that work matters for the success of our students. Directors indicated the need to have a collective message that everyone is aware of so that all can be on the same page. Directors and staff discussed the launch of the #CloseTheGap campaign and the t-shirts that some teachers have decided to wear. Ms. Campbell noted the tricky part is making sure that the messages are consistent and informing staff throughout the District to go through the Communications Department prior to communicating with media.

Ms. Bennett noted that the Board meeting agendas misstated the introduction and action dates and clarified that the dates on the Action Reports were accurate, that this item would be going to introduction on November 2nd, not October 12th.

Director Peters moved to advance this item to full Board with a recommendation for approval and amend the Board meeting agendas to reflect the date change. Director Harris seconded. This motion passed unanimously.

2. 2016-17 Board Governance Priorities and Superintendent Goals (Evaluation Tools)

Ms. Bennett discussed the changes to the Action Report and additional documents since the

discussion at the September retreat. She noted that this tool has been developed as a multi-year tool but has been altered every year. She noted the Superintendent Evaluation and the upcoming work sessions to discuss these items further. She noted stakeholders that will be able to demonstrate the progress of these goals will be presenting at the work sessions.

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

3. Approval of TRI Settlement with Seattle Education Association

Dr. Codd discussed the Action Report and noted the previous conversations with the Board on this item. She provided information on the payments made and the outstanding payment. She discussed the timeline and investigation that occurred after the discovery of the settlement being reached without going through proper protocol.

Director Harris thanked staff for the work and expressed her appreciation for the action plan attached to it. She discussed the potential to have all of our contracts available online and/or in one place and expressed her concerns for not being able to locate a document of such importance. She noted that there are some systemic issues that were highlighted because of this discovery and would like to know more on how the information is organized and what safety nets are in place so that this cannot occur again. Mr. Nielsen noted that part of this issue was that proper protocol was not followed and noted the different departments that maintain contracts and that they tend to keep these documents within their own division. Ms. Berge noted that the District is working on improving these systems and highlighted that these systems can increase costs and the need to hire another employee. Directors and staff discussed what fiscal impact this settlement has on the District.

Director Peters motion to move this item forward to the full Board with a recommendation for approval. Director Harris second. This motion passed unanimously.

III. Special Attention items

1. Alternative Calendar Survey Results

Mr. Van Duzer provided feedback on the alternative calendar survey from Directors and staff and identified the similarities and opposing views on some questions. He noted that the majority of Directors were satisfied with the way Committee meetings were scheduled and that staff provided a variety of preferences. He noted that Directors were fairly varied in their opinions of Committee of the Whole meeting model and that staff was more interested in this meeting model. He noted the common message of work-life balance issues with the frequency of meetings. He posed the question of whether the Committee would like this to be a discussion topic at a Retreat to assist in getting a more consistent and cohesive plan regarding the calendar. Director Peters noted that this is not necessarily a priority topic, although it is one that needs to be discussed and decided upon as a group. Director Harris proposed adding it to the Retreat agenda and that it is important to have the conversation, especially when there is a significant disagreement between staff and Directors. Mr. Van Duzer discussed the process for this item. Directors noted that they would like to deal with this question sooner rather than later. Directors and staff discussed possible placement of this discussion item on the calendar and noted that it will probably take a long period of time to fully discuss.

2. September 10th Board Retreat Follow up

Ms. Hale noted the alternative calendar and September retreat surveys received 100% participation. She provided feedback received through the survey around the Sept. 10th retreat.

3. December 3rd Board Retreat Planning

Mr. Van Duzer provided an overview of the agenda and noted that the question at this meeting is to make a decision on what the third session topic should be on. Directors and staff discussed the topics of interest and the outline of each discussion topic on the agenda. Directors and staff discussed the information that will be presented at the retreat regarding the District's Budget and noted that the discussion will be informational and that no decisions will be made at the meeting. Director Harris asked if there was a way to juxtapose the mitigation lists and get a better understanding of what is still relevant and what the identified needs are. Directors further discussed the potential topics for the third session of the Retreat. Mr. Treat noted some of the potential components of the legal boot camp. Ms. Campbell provided further information on the professional development calendar. Directors discussed the priority of the topics and identified a timeline to hold these meetings. Directors identified the need to have an in-depth conversation regarding eliminating the opportunity gap and suggested that the material be presented as far in advance to the Board so that all can be better prepared to have an in-depth and focused conversation at the Retreat to accommodate the time restraints. Directors and staff identified ways to adjust the schedule to allow for proper time designation for each topic.

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

4. Board Action Report Template and Timeline

Mr. Van Duzer discussed the template and the roll-out of the timeline for staff to begin using the new template. He noted that any items going to a Board committee in December would be required to use the new template and that staff will be provided training sessions on how to properly fill out the new Action Report leading up to the change over.

Director Peters motioned to approve the new template. Director Harris seconded. This motion passed unanimously.

5. Communications Protocol

Mr. Van Duzer discussed the internal communications protocol. He noted that some changes were needed and discussed the options available, whether to tighten up the document or repeal it. He discussed condensing the size of the protocol to a 2-3 page document. Director Harris asked if the protocol was a legal requirement. Mr. Treat stated that it was not. Director Harris indicated that she would like to see the document on 2-3 pages that is bi-lateral and clearly defines expectations. Director Harris agreed to work with Mr. Van Duzer on condensing the protocol. Director Peters noted that she would also like to assist in this project. Mr. Van Duzer noted that he would work on finding additional staff members to assist in this process.

IV. Board Policies and/or Procedures

V. Routine Items

1. Community Engagement

- Superintendent 2015-16 SMART Goal #6 Update

Ms. Campbell noted the communication plan rubric and template. She noted that more information would be provided in the Friday Memo. She discussed the data on hits to individual website and how the webpage has changed to meet accessibility concerns. Ms. Campbell provided feedback on the training provided to staff regarding the communication tool. She noted the Community engagement taskforce and provided feedback on the conversations around the communications protocol tool. She discussed the process for connecting to stakeholders and the improvements to the website. Director Harris asked if school staff pictures would be located on the website and Ms. Campbell noted that there will be a photo campaign to assist with this request. Director Patu asked about the diversity of the taskforce. Ms. Campbell indicated the diversity and demographic of the taskforce.

2. Government Relations

Mr. Nielsen provided a quick summary on the progress of *McCleary* and the accumulating fine imposed on the Legislature for not funding schools properly. Dr. Nyland discussed the progressive discipline process behind the fine and the need for the court to identify a clear violation of the court order. Director Harris discussed the potential to have Tom Ahearne attend a meeting to provide a presentation. Dr. Nyland agreed.

Dr. Nyland noted the homeless encampment and \$1.5mil to close the opportunity gap within the budget. He further provided feedback from the meeting with the Mayor and noted that the City was willing to work together on a joint opinion editorial on the October 19th events and noted the work from Mr. Traisman and need to have city lobbyists as well.

3. Board Calendar/Work Plan

Ms. Hale provided an updated Board work sessions calendar and highlighted changes to the Budget session. She noted that the request is to address any concerns with the calendar or to approve it as is. Director Harris brought attention to the Special Education placement hearing and the mandate to address this issue before October 31st. She noted her opposition to pushing this work session out further, even if there is an active Office of Civil Rights (OCR) complaint regarding this matter. Director Peters also vocalized her hesitation to pushing this discussion further back on the calendar. Mr. Treat noted the legal considerations that need to be taken into consideration when discussing a topic that is still open to legal ramifications. Directors and staff discussed the OCR complaint process, timeline and the student assignment plan. Mr. Nielsen noted that a continued discussion needed to be held on the costs to the District and the students. Directors and staff discussed the potential timing of this presentation and in what format to hold, Committee of the Whole vs. Work Session. Mr. Jessee noted that he could be provided further information in the Friday Memo.

Director Harris moved to approve the updated list. Director Patu seconded. This motion was passed unanimously.

4. **Executive Committee Work Plan**

Ms. Hale noted no specific updates at this point and will revisit in December.

5. **Board 2015-16 SMART Goals Update**

Ms. Hale noted the handouts provided and the November work session. She discussed that she would like to send out a survey to provide information on where the Board could provide feedback on where they see goals being met. Director Harris indicated that she would like the survey to not be anonymous. Ms. Hale provided some tips to filling out the form.

This meeting adjourned at 11:16 am.

Board Special Meeting

2445 – 3rd Avenue South, Seattle WA 98134



Executive Committee
Wednesday, October 19, 2016, 4:00pm – 5:00pm
Board Conference Room, John Stanford Center

Minutes

1. Call to Order: The Special Meeting was called to order at 4:03 PM.
 - a. Directors Harris and Patu were present. Director Peters arrived at 4:07 PM.
 - b. Also in the meeting was Patty Eakes of Calfo, Eakes, & Ostrovsky, PLLC
2. Executive Session
 - a. Director Patu announced at 4:03 PM that the Executive Committee was going into executive session to evaluate the performance of a public employee and the meeting was scheduled for approximately 60 minutes, with an anticipated end time of 5:00 PM.
 - b. The special meeting immediately recessed into executive session.
 - c. Director Patu called the executive session to order at 4:03 PM.
 - d. At 5:05 PM, Director Patu announced that the executive session to evaluate the performance of a public employee was running long and was now expected to go an additional 10 minutes, with an anticipated end time of 5:15 PM.
 - e. At 5:15 PM, Director Patu recessed the Executive Committee out of the executive session.
3. The Special Meeting reconvened at 5:15 PM and there being no further business to come before the Committee, Director Patu adjourned the Special Meeting at 5:15 PM.

School Board Briefing/Proposed Action Report

Informational (no action required by Board) **Action Report** (Board will be required to take action)



DATE: October 27, 2016
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Noel Treat, General Counsel, nrtreat@seattleschools.org; 252-0110;
John Cerqui, Deputy General Counsel; jcerqui@seattleschools.org;
252-0110

1. TITLE

Authorization for Lawsuit Settlement

For Introduction: Nov. 16, 2016

For Action: Nov. 16, 2016

2. WHY BOARD ACTION IS NECESSARY

Board Policy No. 6220 (Procurement) requires Board approval of all contracts and agreements in excess of \$250,000. The proposed settlement exceeds that amount and requires Board approval.

3. FISCAL IMPACT/REVENUE SOURCE

If authorized, a one-time expenditure for \$315,000 would be made to the Plaintiff.

The revenue source for this motion is General Fund.

Expenditure: One-time Annual Other Source

4. POLICY IMPLICATION

Contracts over \$250,000 in value must be approved by the School Board under Board Policy No. 6220 (Procurement). A Settlement Agreement and Release ("Settlement Agreement") is a contract between the District and a Plaintiff.

5. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to take the necessary actions to resolve the claims for damages brought by Plaintiff in her lawsuit (King County Superior Court Case No. 15-2-12565-6 SEA) in the amount of \$315,000, which would include the execution of a Settlement Agreement that contains a waiver and release of all claims. To eliminate additional expenses, remove the case from the judge's docket, and gain finality, immediate action is in the best interest of the District.

6. BOARD COMMITTEE RECOMMENDATION

This item was discussed at the Executive Committee meeting on November 3, 2016. The Executive Committee reviewed the motion and

_____. This lawsuit was also discussed in a closed executive session, as allowed under the Open Public Meetings Act, with the Board.

7. BACKGROUND INFORMATION

Plaintiff is a District teacher who alleges that she was subjected to discrimination, harassment, and retaliation.

This case was scheduled for trial for November 14, 2016 in King County Superior Court, but the trial has been continued based on the proposed settlement. Based on all the relevant facts, it is the recommendation of the General Counsel's Office that this lawsuit be settled for \$315,000, rather than allowing this case to proceed to trial. At a full-day mediation, the Parties could not reach an agreement on a settlement value, but the mediator agreed to submit a mediator's proposal for the value of the case. The mediator valued the case at \$315,000 and both sides eventually agreed to settle this case for that amount. Because this amount requires Board approval, authorization to enter into a settlement agreement is being brought before the Board.

If the Superintendent is authorized to settle this case, the attached Settlement Agreement will be signed by the Superintendent and all claims will be resolved and the lawsuit against the District will be dismissed in exchange for the \$315,000 payment.

8. STATEMENT OF ISSUE

Whether the Superintendent should be authorized to settle this lawsuit for \$315,000.

9. ALTERNATIVES

If the Settlement Agreement is not approved, the District will proceed to trial with associated risk and costs. Additional legal defense costs will be incurred and the amount of damages requested by the Plaintiff will substantially increase. In the event the District does not prevail at trial, the amount of any jury verdict is uncertain.

10. RESEARCH AND DATA SOURCES / BENCHMARKS

N/A

11. TIMELINE FOR IMPLEMENTATION / COMMUNITY ENGAGEMENT

Upon approval of this motion, the District will sign the Settlement Agreement with the Plaintiff and thereafter pay the \$315,000 amount.

12. ATTACHMENTS

Settlement Agreement (to be attached on November 10, 2016)

November 16, 2016 Regular School Board Meeting

Agenda **DRAFT**

Regular Legislative Session
November 16, 2016, 4:15 p.m.

Board of Directors

2445 – 3rd Avenue South
Seattle, Washington 98134
206-252-0040
www.seattleschools.org

I. Call to Order - 4:15 p.m.

1. General Welcome Announcement to Audience
2. Roll Call
3. Pledge of Allegiance
4. Recognition

II. Student Presentations - 4:30 p.m. (Van Asselt Music Makers)

III. Superintendents Comments - 4:45 p.m.

IV. Student Comments (Ballard High School)

V. Business Action Items - 4:55 p.m.

A. Consent Agenda

1. Minutes of the work sessions on October 26, the work session and executive session on November 01, and the Regular Board meeting on November 02.
2. Warrants

October 2016 Warrants

General Fund	*Payroll	\$
	Vendor	\$
Capital Project Fund	Vendor	\$
Associated Student Body	Vendor	\$
Expendable Trust Fund	Vendor	\$
Grand Total		\$

*Note – Payroll total reflects warrants issued to employees. It does not however, reflect cash

B. Items Removed from the Consent Agenda

VI. Public Testimony - 5:00 p.m.

Members of the public who wish to address the board may do so by [e-mailing](#) the School Board Office or calling (206) 252-0040, beginning Monday, November 14, at 8:00am. The public testimony list will be posted Tuesday, November 15. For information on how the public testimony list is created, please visit the [Board's website](#). Thank you.

VII. Board Comments

VIII. Business Action Items (Continued) - 6:00 p.m.

C. Action Items

1. **2016-17 Legislative Agenda** - (Exec, Oct. 6, for consideration) Approval of this item would adopt the 2016-17 Legislative Agenda.
2. **Approval of Collective Bargaining Agreement with Pacific Northwest Regional Council of Carpenters** - (A&F, Oct. 13, for consideration) Approval of this item would authorize the Superintendent to execute the 2016-19 Collective Bargaining Agreement with the Pacific Northwest Regional Council of Carpenters, with any minor additions, deletions, and modifications as deemed necessary or appropriate and to implement the terms of the agreement.
3. **Amending Policy No. 2030, Service Animals in Schools** - (C&I, Oct. 10, for consideration) Approval of this item would amend Policy No. 2030, Service Animals in Schools.
4. **Amending Board Policy No. 4215, Tobacco-Free Environment** - (Ops, Oct. 20, for approval) Approval of this item would amend Board Policy No. 4215, Tobacco-Free Environment.
5. **Repeal of Policy D121.00, Student Activities General Standards & Regulations** - (C&I, Oct. 10, for approval) Approval of this item would repeal Board Policy No. D121.00, Student Activities General Standards & Regulations.
6. **Annual Approval of Written Plans of Programs or Schools Using the Alternative Learning Experience Model** - (C&I, Oct. 10, for consideration) Approval of this item would approve the Alternative Learning Experiences of the Cascade Parent Partnership Program, Interagency Academy School, Nova High School, and Middle College School in the form of the Plans and Annual Reports.
7. **Acceptance from the Washington Schools Risk Management Pool (WSRMP) School Security Grant** - (A&F, Oct. 13, for approval) Approval of this item would accept the WSRMP grant in the amount of up to \$332,657 to reimburse the installation cost of

security equipment at designated schools and authorize the Superintendent to take all action necessary to implement this grant.

8. **Resolution 2016/17-6 Certifying Excess Levies and Calculation of General Fund Levy Rollback** - (A&F, Oct. 13, for approval) Approval of this item would certify the estimated taxes to be collected for the school district in the next calendar year.
9. **BTA IV: Resolution 2016/17-4: Racial Imbalance Analysis for Magnolia Elementary School Renovation and Addition Project** – (Ops, August 16, for approval) Approval of this item would approve Resolution 2016/17-4, certifying that the proposed Magnolia Elementary School Renovation and Addition Project will not create or aggravate racial imbalance. (action report edited. This item introduced on August 24.)
10. **Approval of 2017-18 Implementation Amendments to 2013-20 Growth Boundaries Plan for Student Assignment** - (Ops, Sept. 15, for consideration) Approval of this item would amend the 2013-20 Growth Boundaries Plan for Student Assignment. (action report edited and attachments added. This item was introduced on October 12th)
 - o **Amendment 1** - Approval of this item would amend the proposed 2017-18 Implementation Amendments to the 2013-20 Growth Boundaries plan in order to implement grandfathering at the elementary school level for all current Green Lake Elementary School students living in areas 41 and 44. (Directors Burke and Geary)
 - o **Amendment 2** - Approval of this item would amend the proposed 2017-18 Implementation Amendments to the 2013-20 Growth Boundaries plan in order to retain area 45 within the Eckstein Middle School attendance area and direct staff to note where appropriate in the upcoming 2017-18 Student Assignment Plan that this area would be an exception to the rule that an elementary school attendance area feeds into a single middle school attendance area. (Director Geary)
 - o **Amendment 3** - Approval of this item would amend the proposed 2017-18 Implementation Amendments to the 2013-20 Growth Boundaries plan in order to implement grandfathering at the elementary school level for all current K-4th grade West Woodland Elementary School students living in area 126 and implement grandfathering for current 6th and 7th graders living in area 126 to allow those students to finish middle school at Hamilton Middle School. (Directors Burke and Peters)
 - o **Amendment 4** - Approval of this item would amend the proposed 2017-18 Implementation Amendments to the 2013-20 Growth Boundaries plan in order to retain area 124 within the West Woodland Elementary School attendance area and Hamilton Middle School attendance area. (Directors Burke and Peters)
 - o **Amendment 5A** - Approval of this item would amend the proposed 2017-18 Implementation Amendments to the 2013-20 Growth Boundaries plan in order to open the new Cedar Park Elementary site as an option school, rather than an attendance area school, establish a geozone for Cedar Park, retain area 88 in the attendance area for Olympic Hills, retain area 95 in the attendance area for John Rogers, provide focused district support for new school visioning and community

engagement prior to and during the open enrollment process, and place a high priority on mitigation spending for the new Cedar Park Elementary until the earlier of the first two years of operation are completed or until enrollment reached 80% of capacity. (Directors Burke, Geary, Pinkham)

- [Amendment 5B](#) - Approval of this item would amend the proposed 2017-18 Implementation Amendments to the 2013-20 Growth Boundaries plan in order to open the new Cedar Park Elementary site as a Kindergarten roll-up attendance area school, allowing current students at John Rogers and Olympic Hills to remain at those schools, and direct staff to initiate a community planning process to determine a curricular focus for an option school at Cedar Park Elementary starting in the 2018-19 school year and provide the Board recommendations by September 2017 for this transition. (Directors Burke, Geary, Pinkham)
- [Amendment 6A](#) - Approval of this item would amend the proposed 2017-18 Implementation Amendments to the 2013-20 Growth Boundaries plan in order to not implement the elementary school boundary adjustments in areas 18, 128, 117, 90, 93, 101, 122, and 120. (Directors Burke, Geary, Pinkham)
- [Amendment 6B](#) - Approval of this item would amend the proposed 2017-18 Implementation Amendments to the 2013-20 Growth Boundaries plan in order to allow grandfathering for elementary school boundary adjustments in areas 18, 128, 117, 90, 93, 101, 122, and 120. (Directors Burke, Geary, Pinkham)
- [Amendment 7](#) - Approval of this item would amend the proposed 2017-18 Implementation Amendments to the 2013-20 Growth Boundaries plan in order to retain the portion of area 117 that is west of SR99 in Viewlands Elementary and Whitman Middle School attendance areas and retaining area 18 in the attendance area for Broadview-Thomson Elementary and Eagle Staff Middle School. (Director Geary)
- [Motion To Postpone](#) - Approval of this motion would postpone consideration of the proposed 2017-18 Implementation Amendments to the 2013-2020 Growth Boundaries Plan until such time that staff comes back with the 2017-18 Student Assignment Plan, to include middle school pathways, a report for Lincoln High School boundaries and use, and the demographic and Free/Reduced Lunch/socio-economic status and disaggregated data regarding racial balance or imbalance for each proposed change. (Director Harris)

11. **BTA IV: Resolution 2016/17-5, Intent to Construct: the Loyal Heights Elementary School Modernization and Addition Project** - (Ops, Oct. 20, for approval) Approval of this item would approve Resolution 2016/17-5, which certifies the intent of Seattle Public Schools to construct the Loyal Heights Elementary School Modernization and Addition project.
12. **BTA IV: Constructability Review Report for the Loyal Heights Elementary School Modernization and Addition Project** - (Ops, Oct. 20, for approval) Approval of this item would approve and accept the Constructability Review Report by Meng Analysis for the Loyal Heights Elementary School Modernization and Addition project.

13. **BTA IV: Magnolia Elementary School Renovation and Addition project: Value Engineering Report, State Funding Assistance** - (Ops, Oct. 20, for approval) Approval of this item would accept the Value Engineering Report and the Architect's Response and Recommendation Matrix for the Magnolia Elementary School Renovation and Addition project.
14. **BEX IV: Final Acceptance of Contract P5065, with Lincoln Construction Inc., for Jane Addams Middle School Repurposing and Seismic Improvements Project, Phase II** - (Ops, Oct. 20, for approval) Approval of this item would accept the work performed under Contract P5065 with Lincoln Construction, Inc., for the Jane Addams Middle School Repurposing and Seismic Improvements project, Phase II, as final.

D. Introduction Items

1. **Authorization for Lawsuit Settlement** - (Exec, Nov. 03, for) Approval of this item would authorize the Superintendent to take the necessary actions to resolve the claims for damages brought by Plaintiff in her lawsuit (King County Superior Court Case No. 15-2-12565-6 SEA) in the amount of \$315,000, which would include the execution of a Settlement Agreement that contains a waiver and release of all claims.
2. **Acceptance of Teacher Principal Evaluation Program (TPEP) iGrant 664** - (C&I, Oct. 10, for consideration) Approval of this item would authorize the Superintendent to accept TPEP iGrant funding in the amount of \$250,557 to support teacher training initiatives.
3. **Creative Advantage/CTE Media Arts Skills Center Programs and Creative Advantage Regional Arts Showcase** (A&F, Nov. 10, for) Approval of this item would
4. **Seattle Housing Authority** - (A&F, Nov. 10, for) Approval of this item would
5. **BEX IV Learning Phase II: Authorize purchase orders, through Bid No. B06691 and RFP 03662, to Thornburg, Apple, B&H Photo Video, CDW Government and Troxell for purchase of Classroom Technology** - (Ops, Oct. 20, for) Approval of this item would authorize the Superintendent to execute purchase orders with Thornburg, Apple, B&H Photo Video, CDW Government and Troxell for the amount of \$3,093,676.39 over the 2016/17 fiscal year.

IX. Adjourn - 8:00 p.m.

Calendar Reminders

- Board Special Meeting: Operations Committee, Thursday, November 17, 4:30-6:30pm, Board Conference Room, Stanford Center
- Board Special Meeting: Operations Committee of the Whole: Special Education Placement Update, Thursday, November 17, 6:30-7:15pm, Board Conference Room, Stanford Center

- District I Community Meeting (Director Pinkham), Saturday November 19, 3:45-5:15pm, Seattle Public Library, Northgate Branch, 10548 5th Ave. NE
- Board Special Meeting: Work Session: Budget; Work Session: 2015-16 Board Annual Evaluation, Tuesday, November 22, 4:30-7:00pm, Auditorium, Stanford Center
- Board Special Meeting: Executive Session: Evaluate the Performance of Public Employee, Wednesday, November 30, 4:30-7:30pm. Board Conference Room, Stanford Center
- Board Special Meeting: Executive Committee, Thursday, December 01, 8:30-10:30am, Board Conference Room, Stanford Center
- Board Special Meeting: Board Retreat, Saturday, December 03, 10:00am-3:00pm, Auditorium, Stanford Center
- Regular Board Meeting, Wednesday, December 07, 4:15-8:30pm, Auditorium, Stanford Center

December 07, 2016 Regular Board meeting

Agenda **DRAFT**

Regular Legislative Session
December 07, 2016, 4:15 p.m.

Board of Directors

2445 – 3rd Avenue South
Seattle, Washington 98134
206-252-0040
www.seattleschools.org

I. Call to Order - 4:15 p.m.

1. General Welcome Announcement to Audience
2. Roll Call
3. Pledge of Allegiance
4. Recognition

II. Student Presentations - 4:30 p.m. (Washington Middle School)

III. Superintendents Comments - 4:45 p.m.

- Native American Education Annual Report - Gail Morris

IV. Student Comments (Garfield High School)

V. Business Action Items - 4:55 p.m.

A. Consent Agenda

1. Minutes of the Work Session/Executive Session on November 09, the Regular Board Meeting on November 16, and the Work Sessions on November 22.
2. Personnel Report
3. Warrants

November 2016 Warrants

General Fund	*Payroll	\$
	Vendor	\$
Capital Project Fund	Vendor	\$

Associated Student Body	Vendor	\$
Expendable Trust Fund	Vendor	<u>\$</u>
Grand Total		\$

*Note – Payroll total reflects warrants issued to employees. It does not however, reflect cash

B. Items Removed from the Consent Agenda

VI. Public Testimony - 5:00 p.m.

Members of the public who wish to address the board may do so by **e-mailing** the School Board Office or calling (206) 252-0040, beginning Monday, December 05, at 8:00am. The public testimony list will be posted Tuesday, December 06. For information on how the public testimony list is created, please visit the [Board's website](#). Thank you.

VII. Board Comments

VIII. Business Action Items (Continued) - 6:00 p.m.

C. Action Items

- 1. Election of Officers** - Election of the Board Officers: President, Vice President, and Member-at-Large.
- 2. Authorization for Lawsuit Settlement** - (Exec, Nov. 03, for) Approval of this item would authorize the Superintendent to take the necessary actions to resolve the claims for damages brought by Plaintiff in her lawsuit (King County Superior Court Case No. 15-2-12565-6 SEA) in the amount of \$315,000, which would include the execution of a Settlement Agreement that contains a waiver and release of all claims.
- 3. Acceptance of Teacher Principal Evaluation Program (TPEP) iGrant 664** - (C&I, Oct. 10, for consideration) Approval of this item would authorize the Superintendent to accept TPEP iGrant funding in the amount of \$250,557 to support teacher training initiatives.
- 4. Creative Advantage/CTE Media Arts Skills Center Programs and Creative Advantage Regional Arts Showcase** - (A&F, Nov. 10, for) Approval of this item would
- 5. Seattle Housing Authority** - (A&F, Nov. 10, for) Approval of this item would
- 6. BEX IV Learning Phase II: Authorize purchase orders, through Bid No. B06691 and RFP 03662, to Thornburg, Apple, B&H Photo Video, CDW Government and Troxell for purchase of Classroom Technology** - (Ops, Oct. 20, for) Approval of this item would authorize the Superintendent to execute purchase orders with Thornburg, Apple, B&H Photo Video, CDW Government and Troxell for the amount of \$3,093,676.39 over the 2016/17 fiscal year.

D. Introduction Items

1. **Naming of Ingraham High School Gymnasium Court in Honor of Walt Milroy** - (Ops, Nov. 17 for) Approval of this item would
2. **Amending Policy No. 3422, Student Sports - Concussion and Head Injuries** - (Ops, Nov. 17, for) Approval of this item would amend Board Policy No. 3422, Student Sports - Concussion and Head Injuries.
3. **Approval of a Contract to __, for Web and Technology Accessibility** - (Ops, Nov. 17, for)
4. **Approval of the Annual SAP Software Maintenance Contract** - (Ops, Nov. 17, for) Approval of this item would
5. **Approval of the Joint Use Agreement with the City of Seattle** - (Ops, Nov. 17, for) Approval of this item would allow Seattle Public Schools to enter into a Joint Use Agreement with the City of Seattle.
6. **Approval of the Student Assignment Plan for 2017-18** - (Ops, Nov. 17, for) Approval of this item would
7. **Approval of Transportation Services Standards for 2017-18** - (Ops, Nov. 17, for) Approval of this item would
8. **BTA IV: EC Hughes Elementary School Renovation Project: Value Engineering Report, State Funding Assistance** - (Ops, Nov. 17, for) Approval of this item would
9. **BEX IV: Award Contract K1261, for Architectural Planning Services, to Bassetti Architects, for BEX V Capital Levy Planning-** (Ops, Nov. 17, for) Approval of this item would
10. **Recommendation to Extend Contract for Furniture Procurement for 2016, Bid No. B09501** - (Ops, Nov. 17, for) Approval of this item would

IX. Adjourn - 8:00 p.m.

Calendar Reminders

- Board Special Meeting: Audit & Finance Committee, Thursday, December 08, 4:30-6:30pm, Board Conference Room, Stanford Center
- Board Special Meeting: Oversight Work Session: Budget, Thursday, December 08, 6:30-7:30pm, Board Conference Room, Stanford Center
- Board Special Meeting: Curriculum & Instruction Policy Committee, Monday, December 12, 4:30-6:30pm, Board Conference Room, Stanford Center
- Board Special Meeting: Audit & Finance Committee - Quarterly Meeting, Thursday, December 13, 4:30-6:30pm, Board Conference Room, Stanford Center
- Board Special Meeting: Work Session: 2016-17 Board Goals; Work Session: 2016-17 Superintendent Evaluation Check-In, Wednesday, December 14, 4:30-7:00pm, Auditorium, Stanford Center

- Board Special Meeting: Operations Committee, Thursday, December 15, 4:30-6:30pm, Board Conference Room, Stanford Center
- Regular Board Meeting, Wednesday, January 04, 4:15-8:30pm, Auditorium, Stanford Center
- Board Special Meeting: Executive Committee, Thursday, January 05, 8:30-10:30am, Board Conference Room, Stanford Center

Board Meeting Minutes Briefing Paper



Problem Statement

For historical reference and public accountability, Directors have asked for a high level of detail in meeting minutes. The current level of detail provided exceeds what is called for in Policy No. 1440, Minutes. The question of what form minutes take, at what cost and for what purpose has been discussed by some board members.

Background

RCW 42.32.030 states, “The minutes of all regular and special meetings except executive sessions of such boards, commissions, agencies or authorities shall be promptly recorded and such records shall be open to public inspection.” The RCW does not give instruction about the content of minutes. According to Robert’s Rules of Order, minutes are to be a record of actions taken at the meeting, not a record of what was said. Board Policy No. 1440, Minutes, calls for minutes to include a “summary of the items discussed during the meeting by Directors and Staff and the results of any voting that may have occurred...”

For regular meetings of the Board, a video record exists and is available online, allowing members of the public to access and hear individual sections of discussion. Currently, there are no video or audio recordings of committee meetings or Board work sessions.

The current practice for minutes, shaped by Director expectations, is to capture the essence of individual questions and statements from Directors and staff. An analysis of the meetings in September 2016 (not including the two work sessions on Sept. 28) found that 6 different minute-takers spent 72 hours completing minutes for 9 meetings. The meetings themselves lasted a cumulative total of 24 hours. On average, each meeting hour leads to an additional 2 ½ to 3 hours of time spent finishing the minutes.

This investment translates roughly into \$2,000-\$2,500 of staff time for the month spent on minutes, or \$22,000-\$27,500 over the course of the year. This figure does not include the time spent by executive staff reviewing the minutes prior to approval. Unfortunately, our web analytics program cannot determine how many members of the public review approved minutes, so we cannot measure benefits.

Options

The following table details the costs and benefits of continuing or changing the current practice regarding Board meeting minutes.

Option	Description	Estimated Cost	Pros	Cons
A	Continue with current practice and adjust Policy No. 1440 to require detailed paraphrasing to align policy with practice.	\$22,000-\$27,000 annually	<ul style="list-style-type: none"> • Current staff that record minutes are now familiar with the role. 	<ul style="list-style-type: none"> • This practice requires a significant investment of staff time and takes staff away from other essential job functions. • Learning how to take a detailed level of minutes takes time and training, so this approach would not be the most efficient whenever new staff enter the role of minutes-taker.
B	Purchase audio recording equipment for committees and work sessions and keep audio files available in the Board office. Reduce meeting minutes to a record of actions and a high level summary of discussion items, allowing those who desire more detail to reference audio or video recordings.	Less than \$500 in one-time expenditure; increase in staff capacity for other duties	<ul style="list-style-type: none"> • This would be a cost effective approach is it reduces the total cost to the one-time purchase of any additional audio equipment necessary (less than \$500) and minimal staff time to save the files. • Staff have more time available for other essential job functions. • The posted minutes would include a record of all actions taken and those who would like to hear every word would be able to do so by visiting the Board office. 	<ul style="list-style-type: none"> • A detailed record of discussions for committees and work sessions would not be accessible remotely.
C	Purchase audio recording equipment for committees and work sessions AND post audio files to the Board webpage. Due to the accessibility consent decree, the posting would necessitate a written transcription of the audio. Reduce meeting minutes to a record of actions and a high level summary of discussion items, allowing those who desire more detail to reference audio or video recordings.	\$15,000-\$20,000 annually; plus one-time expenditure of less than \$500	<ul style="list-style-type: none"> • Staff have more time available for other essential job functions. • This option allows those who would like to hear every word to be able to do so. 	<ul style="list-style-type: none"> • The cost of regular transcription services would require additional resources. A rough estimate for audio transcription rates is \$2 per minute, which translates into \$15,000-\$20,000 over the course of the year for committees and work sessions. • Audio transcriptions might not be able to accurately identify all speakers.
D	Hire a part-time or contract staff position dedicated to taking minutes at all meetings and adjust Policy No. 1440 to require detailed paraphrasing to align policy with practice.	\$13,000-\$15,000 annually	<ul style="list-style-type: none"> • By having a single person responsible for taking minutes, there may be some efficiencies gained by having a highly trained stenographer. • Other staff have more time available for other essential job functions. 	<ul style="list-style-type: none"> • The individual would likely not have familiarity with educational concepts and jargon and may misunderstand certain discussions. • It might be difficult to find one individual with the scheduling flexibility to attend all meetings of the Board. • This option still requires significant resources. Assuming a well-trained stenographer would take only 1 hour of additional time per hour of meeting (as opposed to the 2 ½ to 3) to finish minutes, this would cost \$13,000-\$15,000 over the course of the year at the estimated rate of \$25 per hour.
E	Continue with current staff responsible for minutes, but reduce the content of minutes to a record of actions and a high level summary of discussion items.	\$0; increase in staff capacity for other duties	<ul style="list-style-type: none"> • This approach requires the least amount of resources. • Staff have more time available for other essential job functions. 	<ul style="list-style-type: none"> • A detailed record of discussions at committees and work sessions would not be available.