



## Board of Directors Retreat Meeting Minutes

People's Community Center  
602 Martin Luther King Jr. Way  
Tacoma, WA 98405  
Cedar Room  
Saturday, February 22, 2020 09:00 AM

### 1. WELCOME

Directors Heinze, Cobb, Bonbright and Keating were present. Director Leon was noted as absent-excused. Superintendent Santorno was present. Facilitator Jim Hager was present.

### 2. LET THE DISCUSSIONS BEGIN

Director Leon submitted his comments in [this letter](#).

Director Heinze welcomed everyone and went over the intent of the retreat.

Mr. Hager re-introduced the book *The Governance Core*, by Davis Campbell & Michael Fullan, as a good guidance resource.

The board discussed the Board/Superintendent relationship. Superintendent Santorno offered helpful suggestions. Superintendent Santorno offered that each board member has a different preferred method of communication and it's important to know that, for effective and timely communication. Superintendent Santorno requested as much advanced notice as possible when there are concerns or requests.

Director Heinze suggested that board members study meeting material a minimum of 24 - 48 hours prior to meetings. The board agreed that if one member asks for clarifying information, then they all will receive the response. Director Cobb requested that when clarifying information is asked during a meeting, then the response should also be given at a meeting, or as soon as it's available.

Directors Cobb and Keating stated they want the public to understand that while the district and board have every intention of being as transparent as possible, not everything can be publicly disclosed, for legal reasons.

The board discussed the importance of timely responses to constituents who are seeking information, for example via email, but that as the superintendent is responsible for day to day operations of the district, the superintendent should be consulted prior to board members responding to constituents.

The board agreed to strive for a consensus among the board before moving forward with a directive or issue. However, if three board members vote to support an issue, it will move forward. The full board is obligated to publicly support the district and its work, even if an individual board member does not fully agree.

The board discussed the reasoning behind the process this year for establishing and working on priorities. The board established 3 major priorities at their retreat in August 2019. Committee of the Whole meetings are utilized to discuss and further outline the focus and intention. That information is then used to inform the Study Session work, which then informs the work of district leadership.

The board discussed parliamentary procedure and when to call for the question.

The board reviewed the Operating Protocol that was developed in 2012. There were many edits made and the board will have a first reading at the next business meeting and second reading and adoption at the next following business meeting.

**3. ADJOURN**

Board President Heinze moved to adjourn the meeting at 12:00pm.

Minutes approved by the Board on: \_\_\_\_\_

Signed by: \_\_\_\_\_  
Superintendent Carla J. Santorno

By: \_\_\_\_\_  
Board President, Scott Heinze