

## **BOARD MEETING MINUTES--REVISED**

October 12, 2021

### **Call to Order**

President Jernigan called the Study Session of the Shoreline Board of Directors to order in the Shoreline Room of the Administrative Offices at the Shoreline Center at 6:00 p.m. on October 12, 2021. This meeting was also available to the community via Zoom.

### **Roll Call**

Present: Meghan Jernigan, President; Rebeca Rivera, Vice President; Sara Betnel, Member; Sarah Cohen, Member; and Sky Stark, Shorecrest Student Representative.

Absent: Emily Williams, Member and Yubi Mamiya, Shorewood Student Representative

President Jernigan announced that this meeting was convened for the purpose of receiving reports from the Board Communications Committee and the Board Metrics Committee. President Jernigan would also provide information around the newly formed Board Policy Committee. Board Policy 1130, adopted in June of 1986, outlines the committee development process for the Board of Directors. The policy states: "Committees of the Board may be created by a majority of the Board. The president shall appoint board members to serve on such committees; the purpose and terms of which shall be determined by a majority vote of the Board. Board committees shall be limited to two members." This was the guiding policy that was used to establish two committees.

The following topics were discussed:

### **Board Communications Committee Report**

*Presenters:*

*Sara Betnel, School Board Director*

*Sara Cohen, School Board Director*

This committee was established in February 2021 and the purpose of this committee is to review existing Board communications in order to bring recommendations that respond to Board and community requests and transparency, access to information, opportunities for input and accountability in the work of the Board.

Director Betnel reviewed the goals of this meeting:

- Discern initial communication enhancements to address needs/concerns shared by students, families, community, staff and the Board
- Initiate conversation on overall vision and goals for Board communications

In forming these recommendations, the Communications Committee reviewed requests and input received from public comments, emails to the Board, and communication enhancements requested by fellow board members in meetings and retreats.

Key themes that emerged were:

- 1) Improving clarity of and access to board meetings, agenda items, information and decision-making
- 2) Increasing awareness and understanding of what is/not within the Board's purview
- 3) Increasing understanding of how to best effectively advocate with the Board

In the recommendations that follow, the Communication Committee intends to do as much of the work implied as possible to minimize impact on staff time or workload, e.g. writing, tech evaluation, etc.

## Study Session Minutes – October 12, 2021

Director Cohen reviewed the three recommendations:

*Theme 1 Recommendations – Increase clarity of and access to board meetings, agenda items, information and decision-making*

### Website:

- Reorganize and streamline the School Board section of the website
- Modify the Meeting Schedule page for clarity
- Provide brief overview of what's on the next meeting's agenda on agenda page without requiring people to click into the PDF (also shared in public notices, below)
- Create a page that outlines what people can expect for each part of the agenda, e.g. How to Provide Public Comment, What is the Consent Agenda, etc.
- Post videos of board meetings after they are concluded
- Explore transitioning board materials to BoardDocs

Comments from board members also included desires around the community being able to offer public comment at meetings that include a first reading so the feedback can potentially be incorporated into the second reading. It would also be nice to have first readings included in the definitions of the agenda components as listed above.

There was conversation around the “fuzziness” of the “what and the how” of these suggestions and the acknowledgement that the Board is not charged with managing the website and providing the public information around board meetings. Instead, the question becomes how can we make this information more consumable for our community. Dr. Reyes demonstrated how much is available to the community just on the home page of the website alone, including a one-click option to this study session's agenda and presentation.

### Public Notices:

- Add a list of Reports and Presentations and Action Items on the agenda

### Meeting Materials:

- In addition to the information already included on the Board Background document, add a consistent “Next Steps” slide in all presentations and reports to the Board to help community members track issues and understand what action the Board may be taking following the report and/or presentation, for example:
  - Presentation is for informational purposes only
  - Item will be brought for approval in the Consent Agenda of the next meeting
  - Item will be brought for a vote as an Action Item in the next meeting, etc.

Director Cohen acknowledged that this usually does happen during presentations—next steps are listed sometimes at the beginning and at the end and that there is a lot of clarity around this already.

*Theme 2 Recommendations – Increasing awareness and understanding of what is/not within the Board's purview*

### Website:

- Add a page on the what vs. the how – what is in the Board's purview and what is managed by the Superintendent and district staff
- Add a page on the different roles in the school system and their responsibilities
- Add a page that outlines the different committees that exist in the District and their responsibilities

## Study Session Minutes – October 12, 2021

A discussion ensued as to which committees would be included, since this is about the school board's page on the website. Director Cohen responded that it would be all district committees in order to increase transparency about the decision-making structure within the District. President Jernigan recommended more dialogue around this topic as to its appropriateness for the school board section of the website.

### Presentation Materials:

- The "Next Steps" slide assists in this, as well, to clarify what the next steps are with the information shared and any potential action the Board may be taking following the report and/or presentation

### *Theme 3 Recommendations – Increasing understanding of how to best effectively advocate with the Board*

#### Website

- Create a page on how to advocate for your student and/or frequently asked questions (FAQs) on communicating with the Board

#### Email:

- Create an auto-reply for school board email account that includes links to resources on the site, e.g. staff responsibilities, how to advocate, etc.

Director Betnel stated that these were intended to be initial recommendations that felt relatively doable in a short period of time and that can address the needs and concerns that had been heard. This is not intended to include all recommendations and adjustments to board communications; there are more conversations to take place.

### Board Communication Vision and Goals

What goals do board members have for communicating with students, staff, families and the community?

#### Initial ideas from Communications Committee:

- To proactively share the work of the Board with students, staff and the community so all we serve are aware of the work we are doing and how they can participate in informing our decisions and the direction of the District
- To create multiple ways for the community to connect and share with the Board about their experiences in our schools, decisions before the Board, and the direction of the District
- To center student voices and experiences in the input and feedback we receive
- To support increased input and participation in the work of the Board by those historically underserved
- To respond to notable moments of joy, celebration, disaster, tragedy and/or shared trauma or concern within the District

#### Future conversations:

In addition to the recommendations proposed, the following are higher level desires that have been expressed for Board consideration and conversation which were recommended for future discussion:

- Board listening sessions/town halls – there was much discussion about this prior to COVID; needs more conversation around intent, purpose, logistics, keeping in mind the capacity of community with superintendent listening sessions already in play
- Community communication/feedback process for Board decision-making

## Study Session Minutes – October 12, 2021

- Regular (possibly quarterly) updates from the Board, e.g. Flagship (distributed to entire community)
- Board communication norms – individual vs. collective – social media accounts; emails to individual board members vs. emails sent to [school.board@shorelineschools.org](mailto:school.board@shorelineschools.org); ensuring that concerns brought to this committee were heard and taken care of in one way or another
- Ongoing Board communications review – ensuring that adjustments made are meeting the needs of the community

In terms of a timeline, Directors Betnel and Cohen proposed a retreat or future study session to discuss that further. They did not want to move forward at this time without Director Williams being part of this conversation. In terms of listening sessions, Dr. Reyes stated that interest in the Board conducting listening sessions was shared with her the previous evening. She and Curtis Campbell have had several discussions as to how this might look and possible dates; they would just need further direction from the Board in order to begin implementation.

### Next steps:

- Revisions and additional initial recommendations
- Board Communications Committee works with Superintendent and her team to implement recommendations
- Board President works with Superintendent to schedule board communications study session/retreat for larger discussion on higher level conversations
- Follow-up and evaluation: Six months following implementation, Communications Committee revisits effectiveness of communication adjustments and brings forward continuing and/or new themes emerging from input

Director Betnel suggested that these initial recommendations be re-shared in a Friday Briefing in order for the board members to provide any revisions or thoughts for additional goals with Dr. Reyes, who would then share with the Communications Committee. This would be in preparation for a presentation at a future regular meeting with full board discussion and then bring forward for adoption on the consent agenda.

President Jernigan thanked Directors Betnel and Cohen for the time and energy they had put into this work. She stated that she needed some time to evaluate these recommendations and think about what actually is included in the purview of the Board; what is our job and what isn't and use that as a filter for understanding our work. According to the policy that was adopted in the 1980s, the Board committees are to define their purpose and then adopt through board vote any recommendations that come out of the committees. And the Policy Committee, in its work, will review and consider the language in the policies to ensure that they reflect the work of the Board in 2021. Director Betnel asked if two weeks would be a reasonable amount of time to bring feedback on these recommendations to the superintendent in order to share with the committee. Dr. Reyes reported that it was her understanding from conversations with WSSDA that they recommended not using the superintendent as a go-between but rather to have a full discussion during an open board meeting. The feedback would need to be compiled and presented to the Board for their consideration. The committee could make any adjustments based on the discussion and then bring forward the revised recommendations for adoption at the next meeting. So it is a two-step process—first reading and adoption.

Director Cohen suggested that it might be wise to collaborate with the District regarding the feasibility of the various recommendations prior to having the discussion at a board meeting. Dr. Reyes added that the District's website platform will be changing in the next year. There was also a discussion about converting to BoardDocs and the logistics of an FAQ component on the Board's page regarding

attending board meetings, making public comments, etc. Dr. Reyes suggested that the Board contact other school districts about their experiences with BoardDocs.

President Jernigan stated that much of the recommended work was time-intensive, e.g. creating guiding documents to help individuals navigate the system—creating FAQs, creating additional pages for the website, etc. She asked if the two committee members saw that as work they would be doing personally. Recognizing how much the District’s team is already doing in the area of communications, Director Betnel responded that she and Director Cohen could provide initial drafts of the proposed items [1) a page on the website re: the what and how—what is in Board’s purview and what is managed by the superintendent and her staff and 2) a page on the website outlining roles in the school system and their responsibilities]. The Committee will defer to Superintendent Reyes’ preferences regarding delegation of work and they will also be looking to determine what is manageable within staff time.

Student Rep Stark asked how the two student reps might be able to assist with this work as well, particularly since their prime focus is communication. They were both invited to serve on the Communications Committee. President Jernigan asked whether or not there was a set schedule for the meetings; the response was that they meet as needed.

### **Board Metrics Committee Initial Steps**

*Presented by Rebeca Rivera, School Board Vice President*

This committee is comprised of Directors Rebeca Rivera and Emily Williams. The Board was interested in understanding what kind of metrics might be asked of the District to present, either in regular or annual updates, as they relate to equity. Director Rivera has been reviewing different ways to think about data that might be helpful to the Board in understanding equity and how it relates to policies, resolutions and budgetary input as well as understanding, celebrating and helping to identify areas of need around equity in the District as it relates to the equity policies recently passed.

A 17-page document entitled “Equity Performance Metrics Table”, prepared by Directors Rivera and Williams was provided to each board member. The document can be accessed at the following link: <https://app.eduportal.com/share/7c3814a0-288a-11ec-a182-06c64aa3b8d4>. Additionally, a video recording of this meeting can be found here: <https://www.shorelineschools.org/Page/1235>

Director Williams could not be at this meeting but asked Director Rivera to share, on her behalf, her reasons and goals for the work on this committee:

- 1) To shed light on equity gaps and to hold ourselves as a board accountable to our use of the race and equity tool in our policy and resource decision-making and our commitment to our equity-focused resolutions
- 2) To support the ongoing work of the Department of Equity and Family Engagement and embedding equity metric accountability and transparency across the district as a whole

Director Rivera added that this was a work in progress and that they both wanted to ensure that the work of obtaining these metrics wouldn’t be delegated to the Department of Equity and Family Engagement. Director Rivera shared her reasons for serving on the metrics committee as well:

- 1) To establish a baseline of equity metrics that allowed the Board to understand progress and means, especially as it relates to our recent equity-related resolutions
- 2) To identify areas of support for future policy setting and budgetary needs

The goals for capturing data/metrics on equity include:

- 1) Create a baseline of information in order to set goals
- 2) To identify areas of concern in order to address needs and equity of students
- 3) To ensure multiple aspects of equity in schools are highlighted and addressed in the District

## Study Session Minutes – October 12, 2021

- 4) To help the Board make decisions with an understanding of equity impacts

The goals for this meeting were:

- 1) Ensure the Board understands the table and the purpose for these data points/metrics
- 2) Understand the views and needs of this Board around equity metrics and understand what is important to them and why
- 3) Identify which data points are most important to the Board
- 4) Identify which data points the Board would like to add or remove

Director Rivera reviewed the blue headers which included the following:

- Metric type
- Focus area (student population or program, etc.)
- What equity gaps are we hoping to address with this information
- Proposed frequency, deadline and communication method (board meeting, Friday Briefing, etc.)

Director Rivera then reviewed the green headers (sub topics):

- District wide
- Program enrollment
- Teaching and Learning
- Assessment
- Athletic Department
- Counseling
- Business Services
- Food and Nutrition Services
- Home School
- Learning Assistance Program (LAP)
- School Board
- Safety and emergency preparedness
- Student Services
- Superintendent's Office
- Extracurricular and enrichment activities
- Career and Technical Education (CTE)
- Equity and Family Engagement
- Human Resources
- Technology
- Transportation
- District Committees
- Facilities, Maintenance and Operations
- Health Services
- Public Information Office
- External organizations

Director Rivera highlighted the first category on page one, "District Wide," and specifically student disenrollment disaggregated by race, ethnicity, gender, grade level, school. The Board engaged in discussion, in particular, regarding reporting of gender. Student Rep Stark inquired about where the information from the new gender form goes in terms of the student information system. Superintendent Reyes stated she would research further and report back. The form has been made available in order to allow students to self select and have more autonomy as to identifying who they are and how they identify in the absence of the availability of doing so within the current student information system. This process makes it clearer for staff who are working with students.

## Study Session Minutes – October 12, 2021

Superintendent Reyes stated that gathering the information/data that is being requested would take a substantial amount of staff time. She thought it would be helpful for the committee to provide their end goal and purpose of gathering the information; yes, it's addressing equity gaps but what does that actually look like so that what is gathered is meaningful and responsive to the committee's vision. Director Rivera appreciated the feedback and the knowledge that the gender form was voluntary and therefore, had limitations in terms of presenting a complete and accurate picture.

After going through most of the categories listed in the document, Director Rivera requested that the board members provide what might be the priorities over the next two-year period. President Jernigan asked if, prior to proposing priorities, would it be possible to determine what data points were already being collected by the District.

President Jernigan stated she was interested in assessment and she wanted to know the test scores, broken out by specific categories.

Director Cohen suggested the possibility of starting this process by using information that has already been collected and is accessible, e.g. OSPI. Additionally, Superintendent Reyes referred to the ongoing data that is being collected in active daily work by teachers and our staff around the different pieces of work taking place in response to Board direction in a number of areas, such as equity (including current equity audit) and the deliverables of the anti-racism resolution. These are pieces that staff is already engaged in that might provide at least an initial review of the work in progress and how it's informing us to possibly adjust our practice in order to make the impact around equity that we know is a clear goal of the Board for all groups of students. Director Betnel expressed agreement and mentioned many of the initiatives already in progress. She also mentioned the need to keep in mind any priorities of the Board in terms of the budget development process that will begin in January/February.

From that budgetary perspective mentioned by Director Betnel, Director Rivera added that she would like to get additional information on two areas: 1) the amount of money each school receives in donations from external organizations (including PTA), and 2) music (orchestra and band) participation in fifth grade.

Student Rep Stark spoke to the significant amount of data that is being requested through the 17-page document under review; significant enough to likely require hiring additional staff. Director Betnel stated this could possibly be a discussion point over a period of time among the board members in determining which priorities to include in the budget. However, she did not think that was something that the Board would direct at this point in time.

Noting the time, President Jernigan suggested a similar process regarding the work of the Metrics Committee as indicated with the Communications Committee—take time to assimilate this information and bring it back at a future board meeting for feedback and additional discussion. Director Rivera added that the Metrics Committee would like to meet with Superintendent Reyes to begin the process of determining what data points would be shared with the Board in upcoming reports. Long term, she would like to see a centralized data system; this could include ensuring that the optional gender information mentioned earlier in the meeting was tied in some way to the student data. Both committees would open up participation to our student representatives.

Superintendent Reyes shared how she interpreted the path forward in terms of sharing information. She would like to provide reports to the Board based on what is currently taking place in our system, e.g. work that connects to the Instructional Strategic Plan and equity as outlined in policy and resolutions. This would create an awareness of where the District is currently in the process of

ensuring that the Board’s vision of every single student having what they need to be successful, to experience a wonderful education in our system and to leave our district in a way that makes them feel ready, prepared, happy, joyful, eager and excited about their future. Upcoming reports to the Board in November and December would include a report on the Instructional Strategic Plan and the School Improvement Plans. Superintendent Reyes also shared a recent experience when she attended a meeting with Latinx parents as part of the Natural Leaders Program. The staff member worked through the equity audit in Spanish with the group; this was an example of “how the equity audit is materializing and manifesting across our system.”

In answer to Director Rivera’s question about any additional data points, Director Betnel shared the following: early learning/kindergarten readiness, Running Start, CTE graduation pathways, before/after care, Healthy Youth Survey, guidance counseling and next level readiness. Student Rep Stark added that many students were not aware of the CTE graduation pathways.

### **Board Policy Committee Report**

*Presented by Meghan Jernigan, School Board President*

President Jernigan reported that she would like to establish the Board Policy Committee in accordance with the recommendation from a WSSDA facilitator at one of the Board’s retreats. There’s so much overlap between policy and pretty much everything else with which the Board interacts. She would like to dedicate a significant amount of time in understanding existing and past policies, beginning with the 0000 and 1000 series. She invited another board member and the student reps to join her as well.

Superintendent Reyes added that she was working on getting a staff member from WSSDA to present, possibly via Zoom, at the study session on October 19 on the topic of policy review. President Jernigan suggested that if they were unable to find someone from WSSDA to present, the Board could spend the time getting familiar with those first two series of policies. Director Betnel expressed her desire to serve on the Policy Review Committee. President Jernigan stated that the Board would vote on the committee assignments at the next regular meeting.

Adjournment: 8:58 p.m.

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Meghan Jernigan, School Board President

Attest: November 16, 2021

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Dr. Susana Reyes, Secretary to Board of Directors