

CITY OF SEATAC
COMMUNITY BUILDING COMMITTEE *SPECIAL MEETING* MINUTES
December 15, 2014

Members present:

Jean Blackburn, Abdirahman Hashi, Virginia Olsen, Pat Patterson, Florian Purganan and Matthew York (left 6:10 p.m.)

Members absent:

Nibret Aga

1. Call to Order

Virginia Olsen called the meeting to order at 5:31 p.m.

2. Approval of Minutes

The committee approved the October 22, 2014 meeting minutes as written.

3. Community Conversations

Members shared their experiences and observations on the community.

4. Public Comment

No audience members opted to make comments during this portion of the agenda. However, the committee voted by majority (5-0 with Matthew York and Nibret Aga absent) to allow an audience member to make comment after the conclusion of New Business.

5. New Business

Note: The Committee voted to take the items in a different order than the agenda. The items are reflected below in that order with the appropriate lettering from the agenda as published.

E. Discussion of Decision Making Process

The Committee reviewed the proposed changes to the by-laws (Attachment A) as discussed in prior meetings. The revised by-laws incorporate a formal voting process for decisions. The members agreed to move forward with that change to the by-laws.

C. Officers and By-laws

The Committee reviewed changes to the by-laws as discussed in prior meetings that would create a chair and vice chair position. By a vote of 6-0 (Nibret Aga absent), members adopted the change to the by-laws.

D. Selection of Chair and Vice Chair

Next, members made nominations for the positions of Chair and Vice Chair. By a vote of 6-0, the Committee selected Matthew York as Chair and Jean Blackburn as Vice Chair.

B. Community Cooking Class

This topic was not discussed and was moved to the next regular meeting.

F. 2015 Regular Meeting Date

The members discussed the results of the Doodle poll on potential new regular meeting dates in 2015 and voted to change the regular meeting date to the second Mondays of each month. The group also agreed to reserve the Riverton Room in the first floor of City Hall as the new regular meeting room as much as possible.

A. School District Partnerships

Dr. Susan Enfield, Superintendent of the Highline School District, joined the Committee at their invitation. Dr. Enfield shared the state of basic education funding, the district's bond issue and 2013-2017 Strategic Plan (Attachment B). In response to questions, Dr. Enfield also suggested that Committee members could assist district staff in facilitating discussions with the community, staff and students on what is important to them about their schools.

6. Future Meeting Topics

- A. January 12, 2015: A) Community Cooking Class—Nibret Aga/Matthew York; B) Status of Recommendations of Committee—Gwen Voelpel; C) Possible City of Tacoma Speaker on School District Partnerships—TBD

Note that the Committee may also meet off-site in January. Abdirahman Hashi is pursuing that location.

7. Adjournment

Virginia Olsen adjourned the meeting at 7:17 p.m.

BYLAWS OF THE COMMUNITY BUILDING COMMITTEE OF THE CITY OF SEATAC

ARTICLE 1 – NAME

Section 1.1

The official name of the Committee is the "Community Building Committee" per Ordinance 12-1001.

ARTICLE 2 – FUNCTIONS AND DUTIES

Section 2.1

The purpose and intent of the Committee is to carry out the following duties:

- Researching best practices of other jurisdictions and vetting those ideas within the community.
- Fostering communication and building trust with all City departments and within the community.
- Acting as a sounding board for projects and programs under development by the City.
- Seeking innovative, community-based ideas through sustainable, two-way communication within the community.
- Participating in existing city, school and community meetings and events to bridge communication gaps and promote active participation and community engagement.

The mission of the Community Building Committee as developed by members is: “Build stronger relationships among communities and with the City of SeaTac to enhance a safe, healthy, place for all to thrive.”

Section 2.2

The Committee shall establish a work plan at least annually. Such work plan will be published in the minutes of the committee and may be revised as appropriate by a vote of the majority of the Committee membership.

ARTICLE 3 – RELATIONS TO CITY STAFF

Section 3.1

The Assistant City Manager or other staff as assigned by the City Manager shall provide staff assistance and serve as liaison between the Community Building Committee and other staff members and citizen boards of the City of SeaTac. The liaison shall also serve to facilitate communication by the Community Building Committee to the City Council as requested by either the Committee or the Council.

ARTICLE 4 – MEMBERSHIP

Section 4.1

The Committee shall be composed of seven (7) members representing a wide range of ages, neighborhoods, schools, cultures, religions, socio-economics, special needs and skills.

Section 4.2

The Committee may include two (2) alternates. Alternates shall be welcome to attend all meetings and activities of the Committee but shall not be required to do so and will not participate in voting or holding official roles. Alternates may apply for open seats and be thus considered for regular membership.

Section 4.2

The members of the Community Building Committee shall be appointed by the Mayor, subject to confirmation by the City Council. In the event there is a vacancy, the Mayor shall appoint a successor subject to confirmation by the City Council to serve the remainder of the unexpired term.

Section 4.3

Members of the inaugural Community Building Committee shall serve for a term of one or two years. ~~Appointments are as below:~~

- ~~• Jean Blackburn (two year term) Position #4~~
- ~~• Virginia Olsen (two year term) Position #2~~
- ~~• Pat Patterson (two year term) Position #7~~
- ~~• Matthew York (two year term) Position #5~~
- ~~• Abdirahman Hashi (one year term) Position #3~~
- ~~• Abdiwali Mohamed (one year term) Position #1~~
- ~~• Keith Siebler (one year term) Position #6~~

After the initial terms are fulfilled, all members shall be appointed to serve two-year terms.

Section 4.4

If a member of the Community Building Committee shall be absent, without prior notification and excuse, from three (3) consecutive regularly scheduled meetings of the Committee, the Meeting Convener/Adjourner shall report that fact and circumstances to the Mayor, who may declare the position held by that member vacant and a new member may be appointed in the manner set forth above.

Section 4.5

Absences from six (6) convened meetings by any Committee Member, excused or unexcused, occurring within a twelve-month period, may likewise be grounds for removal.

ARTICLE 5 – MEETINGS

Section 5.1

~~A regular meeting time will be set for monthly meetings and will be selected so that the greatest number of members can attend~~
Regular meetings will be held on the second Monday of each month and will be noticed publicly if changed as required by law. Meetings are held for the expressed purpose of conducting business and taking formal action. Agendas are issued and the proceedings of the meetings are recorded and published in the form of adopted meeting minutes.

Section 5.2

The Assistant City Manager or other staff member as designated by the City Manager shall attend each meeting of the Community Building Committee and shall ensure that minutes of each meeting are taken and published.

Section 5.3

The Community Building Committee may hold joint meetings with one or more city or county committees.

Section 5.4

Special meetings may be called by the Committee as needed. Agendas are issued and the proceedings of the meetings are recorded and published in the form of adopted meeting minutes. Notice of any special meeting shall be issued as required by state law.

Section 5.5

All meetings shall be held in the Airport Conference Room, third floor of SeaTac City Hall, or Riverton Conference Room, first floor of SeaTac City Hall, starting at 5:30 p.m., unless otherwise directed by the Chairperson and publicly noticed-

Section 5.6

All meetings shall be open public meetings as required by state law.

ARTICLE 6 – ROLES OFFICERS

Section 6.1

The officers of the Committee shall consist of a Chairperson and Vice-Chairperson, elected from the appointed members of the Commission. The election of officers shall take place during the last meeting of the year prior, unless otherwise directed by the Chairperson. The term of office for each officer shall run until the next subsequent election of new officers; provided, however, that any officer may be removed at any time by a majority vote of the entire Committee.

Section 6.2

If the position of Chairperson becomes vacant, the Vice-Chairperson shall automatically become Chairperson until the next election of officers, as provided in Section 6.1. If the position of Vice-Chairperson becomes vacant, the Committee shall elect a Vice-Chairperson at the next meeting after the vacancy occurs.

Section 6.3

The election of Chairperson or Vice-Chairperson requires the affirmative vote of at least four commission members. The election of an Officer shall be continued to the next regularly scheduled meeting should the commission be unable to select an Officer in accordance with this Section.

ARTICLE 7 – DUTIES OF OFFICERS

Section 7.1

Chairperson: The chairperson shall coordinate the agendas for the meetings with the Secretary and preside over the meetings of the Committee and may exercise all powers as a member of the Committee.

Section 7.2

Vice-Chairperson: The Chairperson being absent, the Vice-Chairperson shall preside as acting Chairperson for the meeting. If both the Chairperson and Vice-Chairperson are absent, a member of the Committee shall be designated as acting Chairperson for the meeting.

Section 7.3

Secretary: The Secretary, a designated city staff member, shall keep a record of all meetings of the Committee. The Secretary shall also perform such other ministerial functions relating to the position of Secretary.

Section 6.1

The officers of the Committee shall consist of:

Committee convener/adjourner
Meeting regulator
Old and new business coordinator
Future meeting organizer
Outside speaker coordinator
Presentation coordinator
Community liaison coordinator(s):

Descriptions of the roles are contained in Section 7.1—Section 7.7.

The decision on roles for each committee member shall take place the first regular meeting of each year in January except during the first term, which shall expire six months after appointment. The term of office shall run until the next subsequent selection of new officers; provided, however, that any roles may be adjusted upon the mutual agreement of the two affected members.

Section 6.2

If any position becomes vacant, the Committee shall select new roles at the next regular meeting after a new member is selected and confirmed by the City Council. Until that

~~time, the staff person assigned to the Committee or another member may fulfill that role as appropriate or request temporary assistance from the staff liaison.~~

~~ARTICLE 7—ROLE DEFINITIONS~~

~~Section 7.1~~

~~Committee convener/adjourner: Call the meeting to order, take note of any absences/call for vote to excuse, adjourn. Track membership of committee including position numbers with staff liaison.~~

~~Section 7.2~~

~~Meeting regulator: Watch agenda and times for meeting, ask for recommendation/agreement when items are going beyond allotted time. Facilitate any discussions on amendments to by laws or adherence to by laws. Shall act as meeting convener/adjourner in the absence of that officer.~~

~~Section 7.3~~

~~Old and new business coordinator: Track any old and new business items and ensure they are followed up on in an appropriate matter. Includes maintaining a “pending agenda items” calendar and reviewing with the Committee at each meeting.~~

~~Section 7.4~~

~~Future meeting organizer: Request topics for future meetings from the Committee and facilitate agreement for future agendas to be tracked in the “pending agenda items” calendar.~~

~~Section 7.5~~

~~Outside speaker coordinator: Work with the staff liaison to schedule speakers as requested by a majority of the Committee. Converse directly with the speaker to ensure the Committee’s request is understood and met.~~

~~Section 7.6~~

~~Presentation coordinator: Work with staff liaison to schedule presentations to other committees and the Council as agreed to by a majority of the Committee.~~

~~Section 7.7~~

~~Community liaison coordinator(s): Track interactions with community members and opportunities for more community engagement. Gather contact information, calendars, etc., and report back to the Committee.~~

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ARTICLE 8 – QUORUM AND DECISION MAKING

Section 8.1

A majority of committee members shall constitute a quorum for the transaction of business. The quorum may take action based on the decision making process in Section 8.2

Section 8.2

The group ~~has agreed on a modified consensus process for decision making. In general, the group will discuss all items that need an official position and register their agreement along the following spectrum:~~will use a formal voting process for decision making. The Chairperson will call for a vote on items as necessary and, if unclear, a roll call vote. All members will respond with an affirmative “Aye” or negative “Nay” when a vote is called.

- ~~a. Agreement~~
- ~~b. Agreement with minor concern~~
- ~~c. Agreement with reservations~~
- ~~d. Stand aside~~
- ~~e. I don't know~~
- ~~f. Formal disagreement~~
- ~~g. Block~~

~~The action will move forward if all members generally agree and no one blocks/vetoes the action except that any changes to these by laws shall be by an affirmative vote of the majority of the members as outlined in Section 11.1.~~

Section 8.3

If any Committee Member concludes that s/he has a conflict of interest or an appearance of fairness problem with respect to a matter pending before the Committee, that member shall disqualify himself or herself from participating in deliberations and the decision-making process with respect to that matter. If the Mayor and City Manager conclude that a member has a conflict of interest or an appearance of fairness problem with respect to a matter pending before the Committee, that member shall be disqualified from participating in the deliberations and decision-making with respect to that matter.

ARTICLE 9 – AGENDA/RULES OF ORDER

Section 9.1

The regular order of business shall be as follows, but may be adjusted as needed:

- Call to Order
- Approval of Minutes
- Unfinished Business
- Community Conversations
- Public Comment
- New Business
- Future Meetings
- Adjournment

Section 9.2

Public comment will be allowed at the specified time in the agenda. Those wishing to speak will be asked to raise their hand at the specified time so the Meeting Regulator is aware of the number of speakers. The time allotted for public comment is a maximum of 10 minutes at each meeting. Comments are limited to a maximum three minutes per individual speaker. Should more than three individuals wish to speak, the time will be allocated equally between the speakers. Committee members will generally not respond to public comments.

ARTICLE 10 – COMPENSATION/EXPENSES

Section 10.1

The members of the Community Building Committee shall serve without compensation.

Section 10.2

The City Council may appropriate a budget for use by the Community Building Committee in meeting such expenses and expenditures as may be necessary. Such budget will be determined during the City's regular biennial budgeting process. The City shall provide to the Community Building Committee adequate space and facilities and necessary supplies to facilitate the official business of the Committee.

ARTICLE 11 – AMENDMENT

Section 11.1

These Bylaws and Rules of Procedure may be amended by the Committee. Any amendments proposed by the Committee must be forwarded by the affirmative vote of a majority of the entire Committee membership during the course of a regular or special meeting; provided, however, that the amendment was proposed at a prior regular or special meeting.

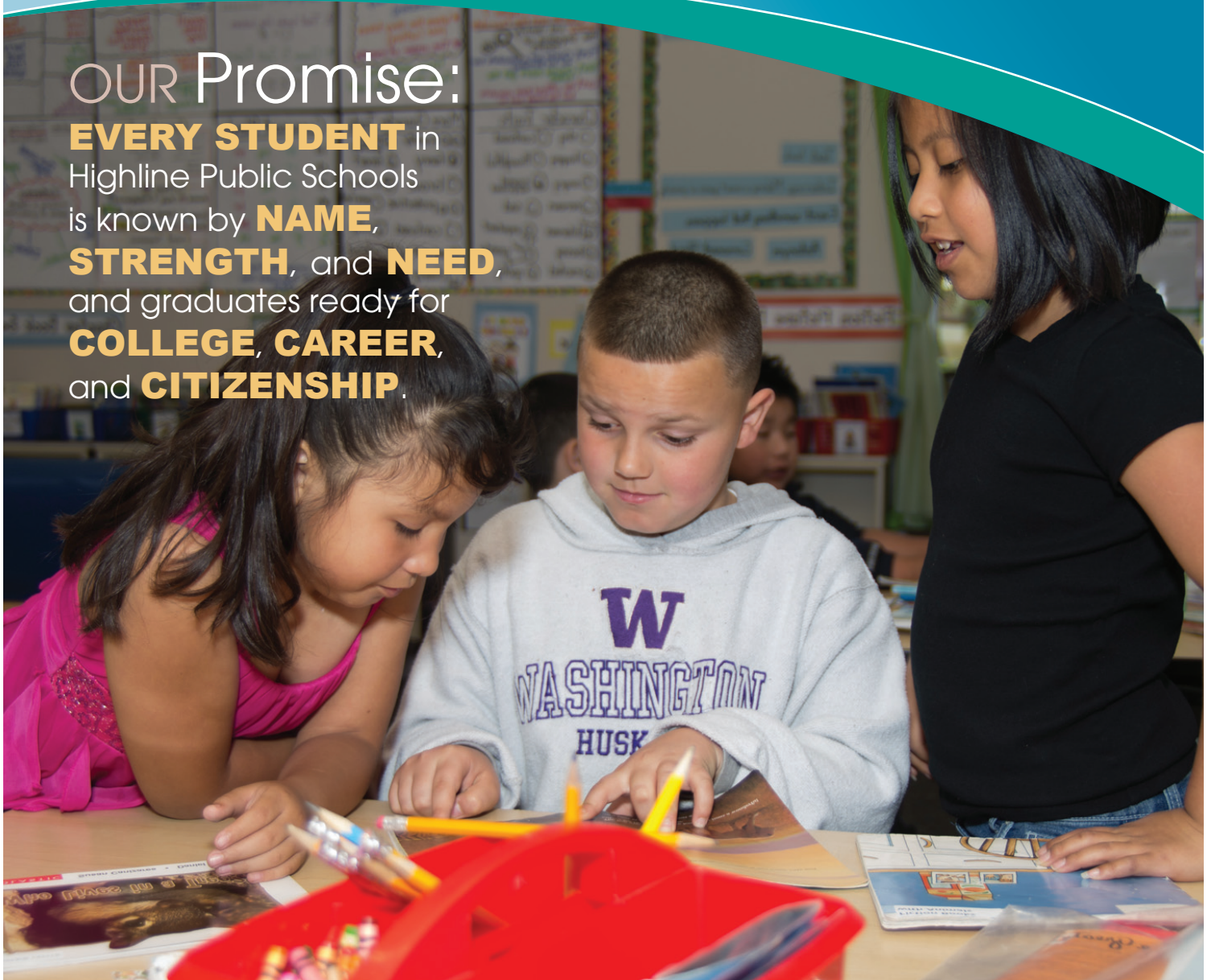


HIGHLINE
PUBLIC SCHOOLS
A path to success for every student

Community

2013 - 2017 STRATEGIC PLAN for Highline Public Schools

OUR Promise:
EVERY STUDENT in
Highline Public Schools
is known by **NAME**,
STRENGTH, and **NEED**,
and graduates ready for
COLLEGE, CAREER,
and **CITIZENSHIP.**



OUR 2017 GOALS

This strategic plan challenges us, as a community, to embrace **BOLD GOALS** for every child in Highline. It is driven by our deep **BELIEF** in our students' abilities and by their own **ASPIRATIONS** for their future.

MASTERY by Grade 3

At least **19 out of 20** students entering Kindergarten in 2013 will **meet or exceed standards** in all core subjects by the end of Grade 3.

We will...

- **EXPAND** partnerships with families, local preschools and caregivers, community organizations, and cities to ensure high-quality learning and smooth transitions for incoming Kindergarten students.
- **PROVIDE** rigorous, developmentally appropriate, full-day Kindergarten programs for all students, free of charge.
- **IMPLEMENT** Pre-K to Grade 3 instruction aligned to Common Core Standards.
- **UTILIZE** age-appropriate assessments for monitoring student growth and effectiveness of instructional practices across grade levels, and provide early intervention to support struggling students.
- **INVEST** in continuing education to ensure that all teachers, leaders, and staff are highly skilled and supported.

SUCCESS in Algebra

At least **19 out of 20** students entering Grade 6 in 2013 will **pass Algebra** by the end of Grade 9.

We will...

- **DEVELOP** a strong, early math foundation for elementary students through sustained guidance, resources, and professional development for K-5 teachers.
- **INCORPORATE** K-12 learning pathways and current technology into math programs at all levels.
- **ENSURE** successful transition in math classes in Grades 6 – 9 by aligning standards, assessments, and materials.
- **IDENTIFY** the needs of students and teachers early and accelerate support at all levels.
- **TRANSFORM** student engagement and performance in math by facilitating teachers' and leaders' mastery of instructional practices and concepts.

High School GRADUATION

At least **19 out of 20** students entering Grade 9 in 2013 will **graduate prepared** to choose their future.

We will...

- **ENGAGE** students through interest-driven programs, culturally-responsive practices, personalized learning, and timely feedback that pushes them to take responsibility for their own learning.
- **IMPLEMENT** an advisory program that ensures every high school student is known by name, strength, and need.
- **CREATE** pathways for meeting graduation requirements, (e.g., competency-based portfolio, credit recovery) and an early-warning system to help students stay on track.
- **PROVIDE** every student with community experiences and/or work-based internships prior to graduating from high school.
- **CONNECT** teachers, leaders, and staff to effective strategies, professional development, and resources for facilitating academic and socio-emotional growth of high school students.

ZERO Suspensions

Out-of-school suspensions will **drop to zero** by 2015 (except when critical for student and staff safety).

We will...

- **IMPLEMENT** fully the three tiers of Positive Behavior Interventions & Supports (PBIS) in every school K-12.
- **ENGAGE** the entire community – students, families, staff, and community-based organizations – in understanding, creating, and reinforcing fair and culturally-responsive behavior expectations.
- **EDUCATE** students and parents on how to access school and community resources to support academic, behavioral, and life success.
- **OFFER** alternatives to suspension so students learn to take responsibility for their actions and make informed choices.
- **PROVIDE** all-staff training and ongoing support on developing positive relationships and addressing “root causes” of students' behavior.

BILINGUAL, BILITERATE

Every student in the class of 2026 will graduate bilingual and biliterate.

We will...

- **ENGAGE** the community to identify the best resources for teaching languages.
- **IDENTIFY** clear objectives for individual and system-wide growth towards bilingualism and biliteracy.
- **CREATE** language-learning courses and programs for all students, K-12, that ensure access to the global workplace, promote cross-cultural understanding, and develop critical-thinking skills.
- **INVEST** in technology, staff, and resources to ensure strong bilingualism and biliteracy skills.
- **IMPLEMENT** well-supported language-learning programs with a long-term vision.

TECH-SAVVY, TECH-LITERATE

Every student in the class of 2026 will graduate tech-savvy and tech-literate.

We will...

- **ENSURE** all students achieve Common Core technology standards.
- **IMPLEMENT** a district web-based program for teacher-to-student interactions.
- **PROVIDE** technology devices to every student to enhance engagement, learning, and responsible use of technology.
- **PARTNER** with local technology organizations to provide resources and access to leading-edge technology and industry professionals.
- **PROVIDE** current and continuous professional development for teachers, leaders, and staff to ensure seamless integration of technology-driven approaches.





HIGHLINE
PUBLIC SCHOOLS
A path to success for every student

OUR Four Pillars

Our Four Pillars support our instructional vision and guide our professional practices. For each pillar, we have articulated professional practices that guide what we must do well in every classroom, in every school, across our entire district to ensure success for all students, without exception.

EQUITABLE ACCESS

to rigorous, standards-based instruction.

High-quality instruction for all students.

- Instructional System
- Disciplined Implementation
- Personalized Learning

RESULTS- FOCUSED

professional learning and collaboration.

Investing in our people so they continuously fine-tune their craft and grow in their profession.

- Professional Pathways
- Communities of Practice
- Leadership for Results

STRONG PARTNERSHIPS with families and community.

Schools can't do it alone. We are better when students, families, community, and educators work hand-in-hand.

- Family Engagement
- Trust & Inclusivity
- Shared Responsibility

A CULTURALLY- RESPONSIVE organization.

Our diversity is a strength and an asset. We are committed to equity, excellent service for all, and continuous improvement.

- Culture of Learning
- Culture of Service
- Culture of Equity