

**North Kitsap School District #400**  
**Special Meeting of the Board of Directors**  
**August 10, 2018**  
**District Office**  
**18360 Caldart Avenue NE**  
**Poulsbo, WA 98370**

**MINUTES**

**Board Members Present:**

**Beth Worthington**, President, and Legislative Representative

**Glen Robbins**, Vice President

**Rick Eckert**, Director

**Jim Almond**, Director

**Cindy Webster-Martinson**, Director

Dr. Laurynn Evans, Superintendent

Kori Henry, Recording Secretary

**August 10, 2018**

**Call to order at 9:00 a.m.**

**1. Introductions & Session Objectives**

Introductions were made and session objectives for the day were discussed.

**2. Communication Overview**

Common understanding (goals), common expectations (responsibilities), common foundation (operating principles), and access and transparency. Budget timelines, and development of a budget plan were discussed.

**3. Roles & Responsibilities**

a. Roles: Governance vs. Management- Discussed common expectations and operating principles.

b. Responsibilities; WSSDA Board Standards, Vision & Accountability

**4. Operating Protocols**

a. Review and re-evaluate- Operating principles define the beliefs, values, and methods of working together. Discussion on operating protocols.

**5. Lunch**

**6. Goals**

a. Discussion on goals: Board, District, and Superintendent. The district goal is the strategic plan, and the board and superintendent goals support the district goals.

b. Calendaring discussion.

**7. Superintendent Evaluation**

- a. The board examined two models/tools for superintendent evaluation.
- b. The board reviewed a sample timeline for superintendent evaluation, and best practices in scheduling the steps and communication for superintendent evaluation.

**8. Board Q & A**

Items that needs to worked on and discussed or reviewed: fund balance policy in September/October, policy on parameters around budget, update board goals based on WSSDA standards, develop calendar and process for superintendent evaluation, consultant to provide board with document on trust, and hire consultant to further the work regarding superintendent/board relationships.

**9. Adjournment at 5:30 p.m.**

The regular meeting adjourned at 5:30 p.m.

Reconvene at 9:00 a.m. August 11, 2018

**August 11, 2018**

**Open Meeting at 9:00 a.m.**

- 1. Exempt/Closed session per 42.30.140 collective bargaining.**
- 2. The meeting adjourned at 11:00 a.m.**

The meeting minutes were approved by the board as written by:

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**Secretary to the Board of Directors**

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**Board President**