A work session of the School Board of said district was held in the Administrative Offices on
the above date. The meeting was called to order by President Bajema at 5:15 p.m.

Members Present: Mrs. Bajema, Mr. Grifhorst, Mrs. Haidle, Mr. Joseph and Mr. Thorne

Kent ISD Staff Present: Superintendent Caniff

Guests Present: Mike Washburn

With the arrival of Superintendent Caniff to Kent ISD on July 1, the purpose of the work session
was to review board-superintendent communication protocols and other topics of governance. In
addition, expectations of the superintendent’s job performance was discussed, specifically whether the
board had any priority areas it wanted the superintendent to focus on for the upcoming 2015-16 school
year. Consultant Dr. Mike Washburn facilitated the discussion.

Dr. Washburn asked Caniff to outline his approach to board communications. Caniff reviewed
various methods he employs to share information with board members, including weekly memos, the
board packet for board meetings, and phone calls. Dr. Washburn delved deeper into various scenarios
where Caniff would call board members directly, and board members expressed satisfaction with the
approach Caniff shared. Dr. Washburn also explored the topic of board members contacting assistant
superintendents directly rather than funneling that communication through the superintendent. Caniff
was very comfortable with that arrangement.

The format of board meetings was then discussed, including the topic of seating arrangements.
There was support for including all assistant superintendents at the board table and changing the table
set-up so that there are no obstructions between the board and audience. Board members also requested
an organizational chart to use at meetings with employee pictures, which Caniff will provide.

The discussion then shifted to the board’s performance expectations of Superintendent Caniff.
Board members reviewed the areas they deem essential, which include becoming familiar with the
programs and, especially, the people of Kent ISD. Building relationships with constituent districts and
community partners/agencies was noted as a priority as well. Other key performance indicators included
sustaining the financial stability of Kent ISD and furthering a collaborative culture between local
districts.

The instrument utilized to evaluate the superintendent was discussed. There was no strong
preference indicated and the board expressed satisfaction with the tool and process used in the past.
Caniff will investigate different forms/instruments and share those with the board for future discussion.
In terms of timing, Dr. Washburn recommended that an informal mid-year evaluation session occur in
December with a final evaluation conducted in the spring. The board was supportive of that schedule
and invited Dr. Washburn back in December to help facilitate that discussion.

The meeting was adjourned by President Bajema at 6:43 p.m.

Minutes Approved: August 17, 2015

Andrea Haidle, Secretary

Claudia Bajema, President