

**BEST PRACTICES TASK FORCE**  
Wednesday, November 16, 2005  
Highline Community College  
Higher Education Center, Bldg. 29, Room 105  
3:00 p.m. to 5:00 p.m.

**MEETING MINUTES**

**I. Review Draft Report/Recommendations ..... John Boesenberg/Group**

- a. A draft copy of the Report was discussed, section by section. Language changes were suggested, discussed and agreed to or rejected through consensus. John Boesenberg will forward the revised report to the Task Force members and participants, for a final review, prior to inclusion in the Board Agenda.
- b. As the Task Force reviewed the Report, it was understood that the State Board would act to adopt the identified principles, not the full Report. Focus then centered on ensuring the principles clearly communicated the intent of the Task Force.
- c. Task Force members agreed, through a consensus process, to the principles and to forward the revised report to the State Board.

**II. Discuss Board Presentation ..... Group**

- a. John Boesenberg described how he intended to introduce the Report and recommendation – both in the written Board Agenda Item and verbally. Discussion ensued. Task Force members agreed that the introduction should provide background information.
- b. Through consensus, it was agreed that each stakeholder group would participate in the verbal presentation to the State Board.

**III. Closing.....**

- a. John Boesenberg agreed to continue communicating with Task Force members and participants - as action was taken on the Task Force Report and Recommendations.
- b. Task Force members were thanked and thanked each other for the completed work and their collegial approach to the task.