

Board Special Meeting
Monthly Audit & Finance Meeting
Monday, March 12, 2018, 4:30-6:30pm
Board Office Conference Room, John Stanford Center
2445 – 3rd Avenue South, Seattle WA 98134



Minutes

Call to Order

This meeting was called to order at 4:33 pm Directors Pinkham, Mack and DeWolf were present.

Assistant Superintendent for Business & Finance JoLynn Berge staffed this meeting.

Approval of agenda: Director DeWolf moved to approve the agenda. Director Mack seconded. This motion passed unanimously.

Approval of meeting minutes Director DeWolf moved to approve the February 5, 2018 meeting minutes. Director Mack seconded. This motion passed.

Special Attention Items

1. Notification of Contract Exceeding \$250,000: ADA Compliance (Krull) Director of Enterprise Applications Nancy Petersen spoke about informing the Board of the need to increase the current contract Seattle Public Schools (SPS) has with our American with Disabilities Act (ADA) accessibility project manager. We hired the manager on May of 2017; the first contract was for \$50,000. Ms. Petersen stated that they need to extend the contract until July of 2018. Ms. Petersen stated that the consent decree deadline is October of 2018. While she expects to have most of the work done by this summer, it is important that processes are in place to keep our online resources accessible so it could take longer. The contract modification for June will bring the total to \$235,000. Ms. Petersen stated that the work included making our website and all the attachments ADA accessible along with adding a new web platform. It also included district educational software and changes to purchasing practices for the district in terms of electronic software.

Director Mack asked if the contract was a sole source contract. Ms. Petersen stated that it was not, it was competitively procured. Director DeWolf inquired where the additional funds would come from. Ms. Petersen stated that the increase would come out of BTA IV.

Director Mack asked the Assistant Superintendent of Human Resources, Clover Codd what the strategy was for hiring internally instead of contracting the work outside the district. Ms. Codd stated that we try to hire internally but depending on the need and the fact that SPS cannot find a person to do the work for the amount that SPS pays we end up contracting the work. Assistant Superintendent of Business and Finance Ms. Berge stated that the contract and work is not meant to be ongoing. Ms. Petersen stated that the work also depends on the skill set. The contracted person had previous experience working with T Mobile and updating their website. None of our current employees had the experience necessary. Director DeWolf asked if there was a cap on the funding of this project or if they expect another increase. Ms. Petersen informed the Board that the first increase was expected; they knew the work would not be done by August but they did not want the contract to span two fiscal years. Ms. Petersen informed the Board that part of the delay was due to the work of assessing the accessibility of educational software which was taking longer than expected. Director Mack asked if there were deliverables the contractor was

being asked to report on the actual completed work. Ms. Petersen stated that her team submits a quarterly report to the plaintiff and the attorney. Director Pinkham inquired if future software purchased by the district would be ADA compliant. Ms. Petersen said that it would and that they had updated the specifications for future request for proposals.

2. Notification of Contract Exceeding \$250,000: Career Staff (Mills) Director of Special Education Elizabeth Mills spoke about the increase in contract to one of the agencies that provide occupational and physical therapy to our students. The original plan was to end our contract with the agency and fill the positions with District staff. Her department has hired and filled positions but they have not been able to fill all positions. Director Mack asked if the increase in contract added to a deficit in the budget line item. Assistant Superintendent of Business and Finance Jolynn Berge stated that the District was \$2.5M in the red for that particular line item, but we remain within total budget for the year.

Regular Agenda Items

1. Monthly Financial Status Update (Berge) Ms. Berge stated that she was going to go over the highlights regarding the fund balance document. She stated that the fund balance was trending upward which her team expected. Ms. Berge explained that as expenditures and revenues grow, the fund balance should trend along with it unless there is a specific spend down. Ms. Berge stated that December enrollment was 500 less than what they had adopted for the 2017-2018 school year. Ms. Berge went on to say that the 2018 -2019 budgeted enrollments would be 250 less than what they adopted last year. Ms. Berge stated that State revenues were up compared to last year and expenditures were trending the same way. The increase was primarily due to more staff as well as transportation expenditures. Ms. Berge also commented on the Capital fund balance which was \$88.5M compared to \$79.6M in our prior year. The committee inquired about possibly charging the City of Seattle the use of our buildings to help with revenue, specifically preschools. Ms. Berge stated that we could not under our current policies.

2. Monthly Budget Update (Berge)
No Update

3. SMART Goal #3 Budget (Berge)
No Update

4. Committee Annual Work Plan (Berge) Ms. Berge stated that she needed to make a revision on the Annual Work Plan. Her team asked to move the rental lease and sales of real property from March to April. Ms. Berge stated that her team will be conducting the report next month.

Adjourn 5:19pm