

# Board Special Meeting

## Monthly Audit & Finance Meeting

Monday, May 14, 2018, 4:30-6:30pm

Board Office Conference Room, John Stanford Center

2445 – 3<sup>rd</sup> 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 Pinkham moved to approve the agenda. Director Mack seconded. This motion passed unanimously.

Approval of meeting minutes Director Pinkham moved to approve the April 16, 2018 meeting minutes. Director Mack seconded. This motion passed.

### Items Requiring Board Action

#### **1. BAR: Washington Schools Risk Management Pool (WSRMP) Annual Payment (Staudt)**

Risk Management Manager Richard Staudt spoke about Seattle Public Schools (SPS) being members of the Washington Schools Risk Management Pool (WSRMP) since 2002. The annual payment renewal was higher this year due to an increase in peer district student sexual abuse claims. Approximately 135 districts across Washington State are part of the pool. WSRMP has had to pay a lot of money which affected their surplus by 34M. For WSRMP to maintain their financial stability they had to increase their rates. Director DeWolf asked what kind of preventative measures was SPS taking to avoid this kind of abuse. Mr. Staudt stated that he is actively involved with the Washington Risk Management Pool Sexual Abuse Prevention Advisory Committee. The Committee is working with Human Resources to update their appropriate professional boundaries with students Policy which is up for revision. Director Mack would like to make a note that Mr. Staudt will provide the Board with the actual total increase of the annual payment when the BAR comes to the Board for Introduction.

**Director DeWolf made a motion to move this item forward to the full Board with a recommendation for approval, Director Mack seconded. This motion passed unanimously.**

#### **2. BAR: Families & Education Levy (Stone)**

Director of Grants, Michael Stone spoke about needing approval for the funds from the City of Seattle Families and Educational Levy Funding for Summer learning 2018 and the 2018-2019 school year. The total amount being \$19,646,687 in grant funding. The grant covers Family Support workers, school health programs and any other small program that the Levy has funded over the past school year. Director DeWolf asked why there was an increase in the funding. Mr. Stone informed the Committee that the increase was due to the Summer Learning programs. The City of Seattle dropped their Summer programs with the Young Men's Christian Association (YMCA) and then providing the funding for schools directly.

**Director DeWolf made a motion to move this item to the full Board with a recommendation for approval, Director Mack seconded. This motion passed unanimously.**

### **3. BAR: Best Start for Kids Grant (Stone)**

Director of Grants, Michael Stone spoke about applying for the Best Start for Kids grant. The Best Start for Kids grant is a school-based screening and brief Intervention and referral to treatment program through King County. Mr. Stone spoke about this being a new grant to Seattle Public Schools (SPS). The grant will provide services for three middle schools for a total of 1M over the next 3 years. Director DeWolf inquired how the three schools were chosen. Lisa Davidson, Manager of Prevention & Intervention stated that all though all middle schools could apply for the grant they went with the King County report recommendation which showed that five of our schools did not currently have similar program investments. Three of the five schools applied for the grant. Director Pinkham inquired if each school had to write their own grant. Ms. Davidson stated that she worked with all three to schools to prepare their implementation plan and then submitted them as a package. Director DeWolf noticed that Seattle World School, Meany and Hamilton middle schools grant was going to run out next year. Ms. Davidson spoke about being notified of the information after they had submitted the grant application. Ms. Davidson and the Principals from those schools were able to get an extension on their grant as long as they continued their work with the new grant. Director Mack inquired if Principals were given a choice to apply to grants. Ms. Davidson stated that having a Principal or School lead help with the application process was one of the grant requirements. Director DeWolf stated that the equity analysis talked about targeted universalism and he was asked what steps were being taken to achieve the equity analysis goal. Ms. Davidson stated that each school had to add their equity implantation plans as part of the application process. All three implantation plans were included in the BAR. Director Mack recommended having someone from the District office support schools/principals with the application process and taking out the ability to opt out of the opportunity to receive support. Director Mack is concerned that the help is not reaching our students. Director DeWolf inquired if there was a template that Principals could use to help with the application process. Ms. Davidson said the application process varies some are initially easy to apply but then require more time and dedication.

**Director DeWolf made a motion to move this item to the full Board with a recommendation for approval, Director Mack seconded. This motion passed unanimously.**

### **4. BAR: CDC Control HIV Education Grant (Stone)**

Director of Grants, Michael Stone spoke about asking for pre-acceptance of the Center for Disease Control (CDC) and Prevention grant funds if the grant is awarded to SPS. Mr. Stone will not know if SPS will receive the grant until July 2018. If they do receive the funding they would like to get started on the services right away before the start of school. Director DeWolf inquired what it meant by school based surveillance on the application process. Our Manager of Health Education, Lisa Love stated that SPS had been a recipient of the grant for over 20 years but had lost eligibility in recent years. The CDC has changed their requirements which has made SPS eligible again. Ms. Love stated that there are two components to the application process. One would be administering the National Youth Risk Surveillance Survey to collect data. Director DeWolf inquired if the survey was Lesbian, Gay, Bisexual, Transgender & Queer (LGBTQ) inclusive. Ms. Love explained that the survey was inclusive by design and that over the years the states and districts that receive the funding have lobbied for that to be the case. Director DeWolf inquired how the program works and how the students access it. Ms. Love explained that the Surveillance survey is administered to students every other year. Health teachers and Principals also fill out an annual survey regarding what kind of health services and policies they offer at their schools. Director DeWolf inquired how the money was spent. Ms. Love stated that the bulk of the money is used to pay for part of an FTE to oversee the Surveillance survey plus supplies and incentives for staff to administer the survey at schools. The \$300,000 pays for a full time and part time administrative support person and to working with school based health centers to make sure they have everything they need including professional development. Ms. Love stated that another component is working on current health curriculum. Director Mack inquired how many schools had school based

health services. Ms. Love informed her that all comprehensive high schools along with some middle schools. Director Mack inquired how important health information and support reached schools without health centers. Ms. Love said they work with Community agencies to make sure some of the services are available to students for referrals. Director Mack requested to receive a copy of all the schools that have and do not have health centers. She would also like to know which schools have full time nurses.

**Director DeWolf made a motion to move this item to the full Board with a recommendation for approval, Director Mack seconded. This motion passed unanimously.**

**5. BAR: Kids in the Middle Grant Nesholm Foundation (Stone)**

Director of Grants, Michael Stone spoke about the Kids in the Middle Grant bringing the Nesholm foundation support to the district to 7.2M. The grant brings literacy support to Aki middle school, Mercer International school and Denny International school for the 18-19 school year. Director Mack wanted to make a note of the additional dollar amount that Nesholm Foundation pays for a coordinator that supports the program.

**Director DeWolf made a motion to move this item to the full Board with a recommendation for approval, Director Mack seconded. This motion passed unanimously.**

**6. BAR: Implementation Services from LSI Consulting for HR's Success Factors Recruiting/ Onboarding project (Codd)**

Assistant Superintendent of Human Resources, Clover Codd spoke about using the 1.5M funds the Board had recently approved towards a \$385,000 personal service agreement in order to implement SAP Success Factors which are the Human Resources modules for recruitment and onboarding. Ms. Codd spoke about the need automate our processes for the District to move forward. Ms. Codd spoke about the new system replacing the NEOGOV system. Director DeWolf asked Ms. Codd to clarify the equity analysis portion of the BAR. Ms. Codd explained that every year the District has around 80 positions that are not filled on the first day of school, disproportionately in high need Title 1 schools. Ms. Codd spoke about any advantage of onboarding a new teacher and getting them into a classroom faster and easier and a more efficient way will contribute towards a positive advantage for our students. Director Pinkham inquired if the complicated system was a contributor to the lack of teachers. Director Mack inquired about the software and if it has been tested. Nancy Peterson, Director of Enterprise Apps & Data Service mentioned that the software had not been tested by SPS but the software module is integrated with SAP specifically with Success Factor modules.

**Director Mack made a motion to move this item to the full Board with a recommendation for approval, Director DeWolf seconded. This motion passed unanimously.**

**7. BAR: Approval of Contracts for Special Education Related Services RFQ05790 (Mills)**

Special Education Director Beth Mills spoke about the contract approval for the coming year. Ms. Mills said that they are currently interviewing and trying to fill school psychologist, speech language pathologist and occupational therapist but typically we they are unable to fill them all. The contract is necessary to collect a number of agencies that can do the work if Special Education positions are not filled by the first day of school. Director Mack would like to know how many hours are filled in house and how many hours are going to outside agencies.

**Director Mack made a motion to move this item to the full Board with a recommendation for approval, Director DeWolf seconded. This motion passed unanimously.**

**8. BAR: Seattle Children's Hospital (Mills)**

Special Education Director, Beth Mills asked to approve the agreement with Seattle Children's for Hospital-Based Educational services. The money is funded by the Office of Public Instruction (OSPI) and then flowed through us to support the work at Children's.

**Director DeWolf made a motion to move this item to the full Board with a recommendation for approval, Director Mack seconded. This motion passed unanimously.**

**9. BAR: Head Start 2018-19 Grant Application for Preschool (Gousie)**

Program Manager of Head Start, Gene Gousie spoke about Head Start accepting the funds that the 5-year grant provides. Mr. Gousie stated that the approximate amount for 2018-19 would be \$4,647,138 but that they would not know the final amount for another two weeks. This amount includes a 2.6% COLA, which is part of the approval request. Mr. Gousie pointed out that the approval process will also go to the Head Start Policy Council in early June. Mr. Gousie spoke about providing a Self-Assessment Improvement Plan that engages the Board, staff and parents. The input drives his program's improvements from year to year. Mr. Gousie would like approval for one change in Scope of work. The change would be to switch out a 4-year-old classroom and make it a 3-year-old classroom due to an increasing supply of slots in the area that give priority to 4-year-olds. The change is based on the community assessment in the Olympic Hills area. The change would help SPS target that age group as they feed into our 4-year-old classrooms. The change will still need to be approved by the Federal government. Mr. Gousie stated that the program's preferred future, based on research showing the impact of full day and the preferences of the community, is moving more and more towards full day classrooms. Director DeWolf requested to be invited to one of the parent meetings.

**Director DeWolf made a motion to move this item to the full Board with a recommendation for approval, Director Mack seconded. This motion passed unanimously.**

**Special Attention Items**

**1. Head Start Annual Report (Toner/ Gousie)**

Program Manager of Head Start, Gene Gousie spoke about there being 7 elements that all districts need to report on. The report is on the website to make it available to the public. Mr. Gousie stated that some of the required elements are submitting the funding received and how we are expending the funds. The report also includes the number of students and families served among other items. Director Mack requested that Mr. Gousie added an author and date to the report. Director Mack inquired if the developmental domains were improving. Mr. Gousie stated that they've been on a steady track.

**2. Informational Only: Coast Property Management Contract Terms (Skowyra)**

Director of Facilities & Operations, Bruce Skowyra stated that they are still working on the contract with Coast Property management contact but he wanted to share some info regarding the contract. The contract is for the Lake City property. Mr. Skowyra spoke about the contract only being for one-year contract with a 60 days termination notice for either party. There is a 5% fee on the gross revenue which will be around \$4,000 a month fee that we will pay Coast Property to manage the contract. There is a \$1000 authority for Coast Property to use for day to day purposes, anything over would need approval. Mr. Skowyra brought this information to the Board for information only.

**3. Notification of Contracts Exceeding \$250,000: Sum of Learning and CHILD (Mills)**

Special Education Director, Beth Mills Spoke about needing to extend the Sum of Learning services which exceeded the original contact amount. Director Mack inquired how many students the services were for. Ms. Mills stated that they were for two students for one year. Ms. Mills also informed the Board that they will not be contracting with Sum of Learning next year partly due to the cost. Ms. Mills also wanted to inform the Board that Children Institute for Learning Differences (CHILD) contract will also exceed the \$250,000 threshold. Ms. Mills spoke about the overage being due to a student that was enrolled in the program and moved into the District. SPS continued her placement.

#### **4. Informational Only: 2018-19 Schools' Funding Allocations (Purple Book) (Sebring)**

Director of Budget, Linda Sebring spoke about there being a question regarding what the purple book is. Ms. Sebring stated that the purple book is a complex Excel workbook where we enter school funding formula for the school staffing standards model. We enter information like enrollment numbers, annual average full time equivalent FTE, ELL programs, how many students are eligible for free and reduce lunch the worksheet then calculate show many principals, office support workers, librarians and other allocations schools receive. Ms. Sebring stated that they now display the total dollar amount each school receives. Ms. Sebring stated that the worksheet is a point in time that is allocated to the schools through the staffing model. The Directors requested that Ms. Berge send a copy of the big sheet with all the allocation to the Board.

#### **5. Informational Only: Items Financial Impacts of Capacity Issues (Committee)**

Director of Capital Projects, Richard Best spoke about the spreadsheet and that helps track a number of things including facilities improvements, furniture fixtures and equipment, technology and curriculum. The spreadsheet informs us of what we are spending and where. Director Pinkham was inquiring what the solution was going to be regarding Robert Eagle Staff and the portables. Mr. Best stated that his team is looking for an alternate location of the of the murals and doesn't think the cost will be much different than what was originally estimated. Director DeWolf noticed that Nova school was not on the spreadsheet. Mr. Best stated that Nova is a service school. Director DeWolf is requesting more information regarding capacity at Nathan Hale and the BEXIII commitment of having 1400 seats as oppose to the numbers on the worksheet. Mr. Best said he would check into it and get back to the Board. Director DeWolf requested to receive the percentage on average from Ashely Davies. Mr. Best will submit the information to the Board.

#### **6. Confirmation Budget Hearing Date (Berge)**

Assistant Superintendent of Business & Finance, Jolynn Berge requested to have the budget hearing and the budget intro on the same day of June 27, 2018. Adoption of the budget would be on July 11, 2018. The Board would like to make sure that the we inform the public as soon as possible.

### **Regular Agenda Items**

#### **1. Monthly Financial Status Update (Berge)**

Ms. Berge stated that everything is tracking as expected. Ms. Berge highlight the negative balance for the unassigned ending fund balance due waiting for tax collection. Ms. Berge stated that it was a normal pattern.

#### **2. Monthly Budget Update (Berge)**

Ms. Berge stated that SPS is capped at the \$2,5,00 per student for our Operations levy, but she would like to offer the Board an option to give SPS capacity in case the legislature changes its mind and gives us more authority to levy a higher amount. Ms. Berge stated that she wants to make sure that the Board doesn't have any concerns about her suggestion. Ms. Berge wanted to give the Board a heads-up and plans to bring more info and numbers next month.

#### **3. SMART Goal #3 Budget (Berge) None**

#### **4. Committee Annual Work Plan (Berge)**

Ms. Berge stated that next month Clover Codd will give an update on maintain staff student boundaries and job sharing. Ms. Berge said they will also cover any risk updating on the insurance in student, insurance per policies and update on the John Stanford bonds.

**Adjourn 7:11pm**