

Board Special Meeting

Monthly Audit & Finance Meeting

Monday, June 11, 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 4:30 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 as amended. Director Mack seconded. This motion passed unanimously.

Approval of meeting minutes: Director Mack moved to approve the May 14, 2018 meeting minutes. Director DeWolf seconded. This motion passed.

Items Requiring Board Action

1. BAR: City of Seattle Families & Education Levy (FEL) CBO's (Stone)

Director Grants & Strategic Partnerships Michael Stone spoke about annual contracts for Families & Education Levy (FEL) and what the programs it will support. Mr. Stone listed the contract agencies are for Seattle Parks and Recreation, City Year, University Tutors, Community in Schools and Seneca Family agencies.

Director DeWolf asked if Seattle Public Schools (SPS) has anyone on the hiring teams of these agencies that help decides who is allowed in our schools. Mr. Stone explained no one from SPS is on the hiring panel.

Director DeWolf asked if these agencies align with our equity goals. Ms. Stone explained the memorandums of understanding (MOU) will show the alignment. And he explained how the agencies are vetted by the City of Seattle and all go through the equity plan at the City of Seattle prior to being brought on as a vendor.

Director DeWolf asked when do Directors get to see educational outcomes. Mr. Stone explained the data is at the schools and his team is in the process compiling that information.

Director Mack asked Assistant Superintendent of Business & Finance JoLynn Berge if these FEL dollars are included in the school budgets. Ms. Berge explained these are in addition to the Weighted Staffing Standard (WSS) budget. And these amounts are included the big sheet which was given to all the directors.

Director Mack asked about the cost of the counselors compared to our full-time employees (FTE). Ms. Berge explained SPS FTE are slightly more than this.

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

2. BAR: Specially Designed Instruction (Mills)

Director of Special Education Beth Mills spoke about how the next items she is presenting are under a request for qualifications (RFQ) and she will be revising this process in the coming months. She summarized additional support and behavioral support reasons that this contract is needed for.

Ms. Mills explained the length of the services provided can vary based on the need of the student(s) that service is being provided to.

Director Mack asked can we measure hours instead of students. Ms. Mills explained hours of services for a specific student can be identified.

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

3. BAR: Therapeutic Day Treatment (Mills)

Director of Special Education Beth Mills spoke about how this contract is for highly specialized special education services that will be provided to SPS students. For background information Ms. Berge explained one contract that we have worked with before that we have been verifying with the State and the contractor that they are follow all RCW's and WAC's.

Director Mack asked if student numbers can be in the background. Ms. Mills can have it included but will need to speak with legal before moving forward.

Director Pinkham asked if all of these agencies are confirmed by Office of Superintendent of Public Instruction (OSPI). Ms. Mills confirmed that is correct for public agencies. Non-public agencies approval will be clarified.

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

4. BAR: Birth to 3 Intervention Service Providers (Mills)

Director of Special Education Beth Mills spoke about how the service providers are approved by the Department of Early Learning and they tell us who we use as contractors. Ms. Mills summarized the services provided by Birth to 3.

Director Mack asked if this is the contract will be going with the State after this year. Ms. Berge confirmed it would be the last year that this will pass through SPS and would be going to the State after this year.

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

5. BAR: Private Schools Proportional Share Services (Mills)

Ms. Mills spoke about how this amount is calculated based on how many private school students that reside in Seattle. OSPI calculates the amount and these dollars are also pass through. She reviewed how students that do qualify for services and are at a private school are able to make use of the services.

Director Mack asked if we have students that are partial enrolled, we get dollars, but for students that don't have an Individual Education Program (IEP) we receive only special education dollars. Ms. Berge explained we get state funding for all partially enrollment students.

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

6. BAR: Sign Language Interpreter (Mills)

Director of Special Education Beth Mills spoke about this is a contract for student IEP services. These are positions that we were unable to fill within the district. She summarized when these services would be needed by students and families.

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

7. BAR: Experimental Education Unit (Mills)

Director of Special Education Beth Mills spoke about how this is for the Experimental Education Unit (EEU) at the University of Washington. She explained how they serve preschool and kindergarten students with special needs.

Director Mack asked what the full enrollment number. Ms. Mills explained the number of students is based on our students.

Director Pinkham asked if this number included EEU and inclusion schools. Ms. Mills explained it is more than the basic preschool amount, 48 are developmentally delayed and 24 are students with extended day for a total of 72.

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

8. BAR: Policy & Procedure Update: F12.00,.01 Job Sharing (Codd)

Item was removed from agenda.

9. BAR: Economic Stabilization Fund (Berge)

Budget Director Linda Sebring spoke about the Directors previous discussions of how they decided where they would like extra resources allocated. She explained they wanted to increase curriculum adoption. And an increase with the economic stabilization to 3.2% of 2016-17 expenditures as part of the 2018-19 budget.

Director Mack asked about a policy change. Ms. Sebring explained how the policy was simplified and now aligns more with other Districts. Ms. Sebring explain the prior policy was based on anticipated budget grant portion, which was very difficult because the budget had not been set and the numbers were constantly moving. Now, all expenditures from the previous fiscal year are used. And it is better for transparency purposes.

Director DeWolf asked about the language that mentions it would decrease the structural shortfall for the following year. Assistant Superintendent of Business & Finance JoLynn Berge explained this is the amount the board decided they wanted to have paid back. This will not solve the shortfall in 2019-20 but it will give some cushion.

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

10. BAR: Resolution 2017/18-18, Fixing and Adopting the 2018-19 Budget (Berge/Sebring)

Budget Director Linda Sebring gave each Director a budget book. She spoke about how the budget book is available online.

Director DeWolf stated \$955m is underfunded from the State and asked if they have a way to calculate the actual cost. Ms. Berge explained a calculation has not been done to determine if the State funded us for everything. She estimated the are about \$2 billion dollars short still for the system statewide.

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

Special Attention Items

1. Annual Report: Insurance & Student Insurance per Policies 6530 and 6535 (Staudt) 1:11

Risk & Loss Prevention Manager Richard Staudt spoke about the two annual reports that are require by SPS policies to make sure we have adequate insurance. The reports explain and lay out what the insurance programs looks likes. He summarized the improvements that have been included in the policy. Director Mack asked for more information on the cyber liability coverage. Mr. Staudt explained if a breach occurs on any private information the District has coverage for claims and our work that is done to re-secure the systems.

Mr. Staudt explained the insurance options packet that students receive at the start of the school year. He is working with communications on possible options for website notification for additional reminders for students and parents to review the insurance packet. Mr. Staudt gave an example of why the student insurance would be useful to a family in case of an injury at school. The cost is \$32 for families, and he explained the number of students that have participated has increased in the last year.

2. Policy & Procedure Update: 5253 Maintaining Staff/Student Boundaries (Codd)
Item was removed from agenda.

3. Nondiscrimination and Affirmative Action Plan (Codd)

Director of Human Resources Strategy & Operations Shelia Redick spoke about updating the five-year affirmative action report last year. It was approved last year, and now we are updating the committee on the progress towards goals within the report. Ms. Redick explained the bigger goal of the District is to have a workforce that is reflective of the student population. She explained the affirmative action report is dictated by the OSPI which is based on King County populations and it is using 2010 data. Ms. Redick summarized the power point presentation.

Director Mack asked if the City of Seattle compared to King County is more or less racially diverse. Ms. Redick explained it is Seattle Public Schools compared to King County and we are more diverse based on our comparisons.

Ms. Redick reviewed the 168 sub-groups they used to compare the data for this report. She explained last year we were below 2% or more in 33 out of 168 of those subgroups. This lead to one of the goals for the next five years of this report they would like to see 2.5-5% increases in those 33 sub-groups.

Director DeWolf asked if the lower paying jobs have a different racial representation and he would like a further breakdown of those 33 sub-groups. Ms. Redick will get that information to him. And she added 25 of the 33 subgroups have had an increase in the year.

Ms. Redick summarized additional classroom teachers and she explained the meaning of not available/availability within the report.

Director DeWolf asked if the District has an exit interview process in place yet to find out why teachers leave. Ms. Redick explained we do not yet, however it is being worked on. And the hopes is it will help the District discover why teachers and teachers of color leave our District.

Director Pinkham asked do we always use King County and City of Seattle data for this. Ms. Redick confirmed it is based on them always and is dictated by OSPI.

4. Annual Report: JSCEE bonds/building update (Fleming)

Assistant Superintendent of Business & Finance JoLynn Berge spoke about the one-page report. The District will be paying the usual payment amount and is on track to pay the building off by 2026-2027.

5. Notification of Contract Exceeding \$250,000: Project Management & Quality Assurance (Berge)

Assistant Superintendent of Business & Finance JoLynn Berge spoke about the need to add additional funding to the contract. Ms. Berge explained the additional funds will cover the accounting code project. She added the ongoing payroll project which the contract was originally set up for. The committee had no additional questions.

Regular Agenda Items

1. Monthly Financial Status Update (Fleming)

Assistant Superintendent of Business & Finance JoLynn Berge spoke about how the monthly financial report is normal. Currently the District property tax receipts for the month of April was lower than expected and in May they did come up. A call has been made to the King County to see if this was an overall trend or just us.

2. Monthly Budget Update (Berge)

No Update

3. SMART Goal #3 Budget (Berge)

No Update

4. Committee Annual Work Plan (Berge)

Assistant Superintendent of Business & Finance JoLynn Berge spoke about the updates to the budget book presentation being done at this meeting in June rather than in September.

Director Mack would like a quick recap in September in the work plan section of the agenda.

Adjourn 6:17pm