

BOARD SPECIAL MEETING OPERATIONS COMMITTEE



2445 – 3rd Avenue South, Seattle WA 98124

Stanford Center, Board Conference Room
Thursday, November 17, 2016

Approved Minutes

Director Stephan Blanford called the meeting to order at 4:00pm. Directors Jill Geary and Scott Pinkham were also in attendance. Director Leslie Harris joined the meeting at 4:53pm. Associate Superintendent Flip Herndon, Assistant Superintendent Pegi McEvoy, and Capital Projects Director Richard Best staffed the meeting.

The agenda and minutes of the September 15, 2016 meeting were approved.

Capital financial report – Yearend Closeout for Semi-annual report: Melissa Coan reviewed the yearend report with committee members. She noted that at the point in time of cutting off and closing out the year, in the capital fund balance section, BEX IV shows as being \$35.2 million overspent; she said this was due to the acceleration of the Arbor Heights project. The total BEX IV program is in the black. In response to questions about the nature of the \$300,000 BTA IV deficit, she said that is caused by Seattle World School and the transfer to the BEX IV funding of that project; she is choosing to remain conservative and reflect the transfer in the fund where it occurs. She said that the fiscal year-to-date table is straight annual costs, not just encumbrances. The district is anticipating an ending fund balance of \$6.5 million.

Naming Ingraham gym basketball court in honor of Coach Walt Milroy: Tom Redman began the presentation by describing the process this proposed action has done to date. Mr. Milroy was very active in the Ingraham community for many years and was the winningest coach in Washington State during his tenure. The Ingraham community, including former players and the booster club, initiated this recognition, following board policy and procedure for naming part of a facility. They chose to ask for naming the basketball court and not the entire gym to leave space for volleyball and other future gym-related recognitions. In response to committee questions, Principal Martin Floe described the vetting process, noting it has been a front page story so that it would unearth anything untoward about the individual being recognized. He said there have been no comments in the community that would normally surface during this process. Dr. Herndon agreed, noting that the public nature of this award would surface any issues. Staff is interested in presenting this award by early February at the end of the basketball season. The committee moved this item forward to the full board with a recommendation for approval.

Award of contract for web and technology accessibility: Michael Miller and Kelli Schmidt discussed the use of a contractor for web accessibility, noting that all the work required to do this work was too much to do as staff; the contractor does all the web accessibility testing, corrects errors, and certifies the website for accessibility, indemnifying the district in any future judgments and resolving the long list of issues raised in the consent decree, particularly around accessibility in The Source. Michael noted this contractor has a good reputation, and this

proposal was by far the best the district received. When asked about staff efficiencies resulting from the use of a contractor, Mr. Miller said that 3-4 staff members in DoTS had assumed much of the additional work on top of what they do, and that there is a need to have an accessibility coordinator for the periodic reports required, in-house training and developing staff standards and understanding on the requirements, performing periodic audits of the website, and working with communications. Kelli said that this position also has assumed the district-wide 504 compliance coordinator work. She noted that the Office of Civil Rights has looking at 14 districts in the western region and that the Seattle suit has been blazing the trail for this work across the country. Committee members asked for reference information on AudioEye for introduction and then moved this item forward to the full board with a recommendation for approval.

Approval of the annual SAP software maintenance contract: Nancy Petersen introduced this item, noting it is the next annual maintenance contract for SAP and was the same amount as last year's renewal. She said there was no substantial change and that the district has not added any major SAP components or licenses. She said there are BTA IV funds earmarked for SAP type projects but that the district will do RFPs for that work. Ms. Petersen described the functionality the district uses SAP for, including all financial transactions, purchasing, human resources staffing, tracking of dues and hires for 28 different labor unions, all payroll and financial systems and related security and upgrades. Budget development is still handled in Access for another year while the department looks at a number of different vendors and any newer and more modern interfaces and functionality.

New Chief Information Officer John Krull and project manager James Bradley described the historical use of large systems like SAP in large systems like the ten largest school districts in the country who use it. It is important because of the variety of functionalities and the maintenance support, including updated logic for tax rules, Affordable Care Act changes, and enhancements that have major impacts to schools. It is not accessible via the web for security reasons. While third party vendors can also do this maintenance, SAP is on the phone round the clock, with a support group that is nationally known. Mr. Krull said the district and the industry are creating a whole ecosystem where SAP can be core, with other developers being added for different uses. In response to questions, Ms. Petersen noted that a three-year contract is standard, as three years allows the district to amortize costs over a longer period of time and have enough time to switch over to any new systems if it is being considered. The committee moved this item forward to the full board with a recommendation for approval.

Approval of furniture procurement contracts extension: Richard Best and Anita Hornby discussed the extension of the contracts with existing vendors for another year, noting that attachments reflect current products and updates on products that were discontinued. The contract for one vendor was not renewed, so seven contracts are coming forward for board action. In response to questions, they said that the supply issues this last year were due to projects being bunched up at the end of the summer, which will not be occurring this year. They also noted the vendors and products are available to the full district, not just Capital Projects; schools are able to purchase off these contracts with their funds and get contract pricing. The district is under no obligation to purchase the amount on the contracts. The committee moved this item forward to the full board with a recommendation for approval.

Award of contract for master planning services to Bassetti Architects for the BEX V capital levy planning: Richard Best said that this contract was an agreement to begin BEX V planning. There are 17 school sites identified and three schools added because of their facilities conditions assessment and educational adequacies. The ranking system has been available on the web for

two years. An interim contract was awarded for this work to look at how to shift schools around, three geographic areas for elementary, K-8 schools, and a downtown high school stand-alone. He said that the board will be voting on BEX V in February 2019. This contract will cover the year it will take for master planning for these schools, a programmatic EIS which will take a year, and then the September-October 2018 time frame is when the determination of which projects will go forward. Three schools will be selected in the June 2017 time frame. In response to questions, he said that:

- these schools have not been identified yet and that Drs. Herndon, Nyland, and the board will look at these schools.
- As to how they will be prioritized, he said the facilities condition assessments will be overlaid with capacity information.
- Staff will be bringing the board a menu of selections that will need to be narrowed down by the board, when tied in with capacity management, the work of a task force, and buildings currently being used, the question will be what more does the district need.

After some discussion, the committee moved this item forward to the full board with a recommendation for approval.

EC Hughes Elementary School value engineering report: Richard Best said that the brainstorming session with staff and contractors resulted in the recommendation to accept 6 of the 32 that had potential of cost savings. The committee moved this item forward to the full board with a recommendation for approval.

Approval of the Student Assignment Plan for 2017-18: Ashley Davies said the amendments on growth boundaries from the board meeting the previous evening had not yet been incorporated and described updates for this plan. She described the updates to the plan for 2017-18, including the new schools, Cedar Park, Robert Eagle Staff and the links with other option schools; Madrona transitioning from K-8 to a K-7 school in 2017-18 (two community meetings have been held for that). Conversation with board and staff ranged on various topics and questions, including (but not limited to):

- HCC cohort pathways. With Eagle Staff being a new middle school pathway, the conversation began in 2013 with the Whitman, McClure, and Hamilton communities who are HC eligible. Eagle Staff/Whitman and McClure/Hamilton assigned to Hamilton for HCC.
- Elementary pathways: The plan had been for the Thornton Creek campus to be used for additional students, geo-split the Eckstein service area (inc TCrk) and Cascadia as a secondary default pathway. Given approval of amendments last night, there are some alignments that no longer align with that plan, with many elementary changes not implemented. Staff will use Decatur and Cascadia space to make sure the district is not filling Decatur from the start, allowing each building a little space while the cohort grows.
- Ashley said the plan includes moving the wait list to August 30th from August 15th. The earlier date (from September 30th in 2015/16) worked out fairly well for both schools and parents in providing stability for schools and assurances to parents on where students would be going, but moving the list a little later in August would allow time for staff to return to schools and prepare.

- Director Pinkham began a discussion on Licton Springs by noting he was not clear on Licton Springs capacity size. Conversation following about a high school program (i.e., the old Indian Heritage High School), but staff noted that the plan for the program had always been 14 classrooms at the interim Lincoln site to allow the program to grow, and seven classrooms at the Wilson-Pacific site when completed that will accommodate three schools. Flip said no one has been denied enrollment at Licton Springs and there have been no artificial caps. The planning for 150 students has been there from the very beginning, allocated within the middle school; if it was going to grow much than that, the program would need to move. In any conversation or commitment about reinvigorating the high school, Flip said that the 150 capacity for Licton Springs has been vetted by the board every step of the way.
- Conversation then transitioned to the SE language immersion program, where there was a promise to the community about having that program available through high school in the southeast. Director Blanford expressed concern about making K-12 articulation commitments that are not well thought out, planned and sustainable so they can be resourced. Committee members talked about parents expecting a level of certainty and then not having that play out and planning for capacity in buildings as the district starts adding programs within them.

Discussion followed about the proposed option of using the language immersion program at Sealth for Mercer students who want to continue with language immersion into high school. Noting that transportation options east-west are not the best, other families have indicated that the Franklin pathway where there is no language immersion program but has many language offerings would be their choice.

- Committee members also questioned turning Madrona from K-8 to K-5, wondering whether the district has starved some of the programming in a neighborhood that primarily attends private schools. They wanted the district to honor the population that seeks out K-8 schools.

With the number of concerns and questions raised during the meeting, committee members were hopeful that the vetting of the document that this committee has done and input from other directors will result in a document that will not need many amendments. The danger is that everyone has their own particular issue and then the power of the document is diluted.

Ashley said the timeline is tight as this has to be approved prior to open enrollment so families have time. There are five community meetings scheduled from this meeting through December to get questions asked and answered. Representatives from different departments will be at the community meetings. After some discussion, the committee moved this item forward to the full board for consideration, noting changes will need to be added as a result of this conversation and community meetings.

BEX Oversight Committee Semi-Annual Report: John Palewicz, Chair of the BEX Oversight Committee, reported on the committee activities for the past half year. He said they meet once a month for two hours and are closing out BEX III projects and working on BEX IV. The committee gets reports ahead of time to read, including what the significant issues are, so that they can focus on problems the committee can help with. They review financial reports in detail at every meeting. Their task is not to approve projects or issues but just bring their eyes to the

table to offer perspective to district staff. Topics have included balancing operating costs vs. capital costs, portable and modular classrooms and how they can be a quality space that can be integrated into the rest of the school, passive design and energy use. The committee is interested in looking at BTA projects if their charter is updated. They have been supportive of the district using the GC/CM process; a number of the members have been using this for at least 20 years, as it brings the contractor in very early in the process to understand the building.

Mr. Palewicz said there are currently nine members on the committee, community-industry people who are well balanced, with good ideas, attitudes, and who bring a lot of experience to the district. He recommended that the charter be updated and that the committee membership be refreshed periodically, starting slowly and creating a good replacement cycle.

Jill Geary commented that this committee is absolutely the best, bringing technical cutting edge practice and different perspectives to the table. She expressed her appreciation about their public service, acknowledging the amount of time they put into this work. She and other directors suggested that the executive committee take up the recommendations about the oversight committee charter and membership, particularly about including BTA, as more major construction projects are being included in that levy. All directors there expressed their gratitude for the work this oversight committee does on behalf of Seattle Public Schools.

Policy 4237, Advertising and Commercial Activities: Flip Herndon said the changes to the policy are not huge, just outlining fields and stadiums and athletic venues so that revenues could be generated to replace the loss of vending machines. For smaller enclosed areas the thought is to use temporary sandwich boards vs. permanent advertising, which could also be used for cross-country type of events to increase access for more sports than the traditionally male ones. In response to a question, he said there was a WIAA limitation on uniform advertising. Committee members asked for a redline version to be attached for introduction and moved this item forward with a recommendation for approval.

Update on the Joint Use Agreement with the City of Seattle: Flip Herndon said that more long, drawn out conversations with Parks have centered around the financial aspects and getting data that was verifiable. Commitments ranging from being able to finish any games that have started and capital projects the district will be working on are being discussed. The district is looking at the issues of point of sale and meeting quarterly to review data on revenue.

Update on transportation service standards and contract: Pegi McEvoy said that work continues on the potential of doing two tiers vs. keeping the current schedule. The district is also discussing the possibility of external funding sources for the two tier move.

The meeting recessed at 6:35pm.

Operations Committee of the Whole - Special Education Placement Update

This session was called to order at: 6:41 pm.

Directors Blanford, Geary, Harris and Pinkham were present.

This meeting was staffed by Director of Special Education Dr. Michaela Clancy and Chief of Student Support Services Wyeth Jessee.

Director Pinkham opened the meeting by thanking everyone who was present for attending.

Mr. Jessee provided a brief history of the Special Education placement process for students with Individualized Education Plans (IEPs). He pointed to information provided in the report submitted to the Board in September which detailed the student assignment process plan for students with IEPs, as well as updates provided in Friday memos. He also noted meeting with individual Directors on the topic. He discussed the importance of timelines since enrollment does not stay stagnant.

Dr. Clancy presented an overview of the assignment process for students with IEPs.

Director Pinkham asked for clarification on what intensive services means. Dr. Clancy explained that it refers to students who need more intensive instruction and that it used to be called self-contained classes.

Director Harris asked whether or not parents know how many seats are available and what parts of the Continuum of Services are at the option schools. Mr. Jessee explained that parents are able to see the services on the Linked School Chart and discussed the complexity to determining the appropriate placement for a particular student.

Director Pinkham asked how many students use Skills Center. Dr. Clancy said that currently there are two students utilizing the Skills Center program.

Director Geary noted the new pathway split for Green Lake students and would like to make sure that there is exceptional language to prioritize flexibility for students to go where it is most healthy for them.

Mr. Jessee discussed how the Special Education department is very respectful of the pathways for students and will further look at those students' individual situations. He noted that although the split pathway for this one particular school is distinct the long-term implications need to also be considered.

Director Geary asked where the district was in offering the full continuum of services. Dr. Clancy provided further information on which services were available at different grade levels, noting that not all levels are being offered the full continuum.

Director Harris expressed that there might be a need for a paragraph in the Student Assignment Plan which states a student's IEP trumps the pathways.

Director Geary expressed her opinion that the placement process should consider allowing students whose disability causes them to have difficulties developing relationships with peers the ability to move with their peers and that it is appropriate to look at all of the student's disability before making a placement decision.

Mr. Jessee noted that this issue will be revisited with the revisions in the Student Assignment Plans.

Director Harris thanked the team for the work and was wondering if there is a sense of how many students would be affected by an IEP exception. Would it be less than 20, or in the hundreds.

Mr. Jessee estimated that this exception would affect about 20 students.

The meeting adjourned at 7:15 pm.