

BOARD SPECIAL MEETING OPERATIONS COMMITTEE



2445 – 3rd Avenue South, Seattle WA 98124

Stanford Center, Board Conference Room
February 1, 2018

Minutes

Director Mack called the meeting to order at 4:34pm. Director Pinkham was also present. Assistant Superintendent Pegi McEvoy and Capital Projects Director Richard Best staffed the meeting. Director Patu arrived at 4:55pm.

Director Mack asked that there be a discussion item on capacity management planning added, as well as a facilities master plan update and the annual work plan.

The agenda for the meeting as revised was approved. Minutes from the January 4th committee meeting were also approved.

Monthly capital financial report: Melissa Coan reviewed the November report with the committee, noting an increased fund balance due to additional BTA III interest earnings collections. She discussed how Capital makes multi-year encumbrances and that this monthly report reflects the current fiscal year.

Approval of the annual SAP software maintenance and licensing agreement: Nancy Petersen and Phil Sayers, the SAP support team manager, said this annual maintenance renews the support and maintenance contract that provides updates to the system for all issues, including Affordable Care Act information, invoicing, expenses, payroll, HR, purchasing, inventory, budget and finance, reconciliation of parent online payment systems. Committee members asked that more information be added in the background section to this effect and moved the item forward to the full board for approval with the suggested amendments. They also recommended that the executive committee put this on the consent agenda for approval.

Approval of contract amendment with QBSI-Xerox: Kathy Katterhagen outlined the amendment to the five-year contract that ends July 31st of this year to include taxes and new school growth. Committee members asked that the costs be broken out in the background information and moved the item forward to the full board for approval with the suggested amendments. They also recommended that the executive committee put this on the consent agenda for approval.

Award contract to Bassetti Architects for Franklin High School window replacement: Richard Best explained the need to replace the windows in conjunction with the masonry work on the historic façade; some historic doors will be replaced on the main building. In response to questions, he noted these are historically accurate thermopane single pane windows. The committee moved this item forward to the full board for consideration, noting there was no money included in the BAR.

Operations Committee 2018 work plan: Pegi McEvoy said the work plan presented represents the natural rhythm of business in Capital Projects. The committee noted they are beginning to look at the list of policies around facilities planning for future discussion which will be added to the work plan.

Capacity management planning discussion: Richard Best said more detailed capacity management planning will be presented at the March 28th board work session around BEX V. requirement of policy. He explained the cycle of enrollment planning updates in the spring and Budget staff telling schools what to

plan for FTE enrollment. This information then guides the number of home rooms are needed at each school; committee members asked questions about how wait lists work in the system, and Richard also talked about the impact of collective bargaining agreements, K-3 classroom size reduction, and spaces available by grade/combined grade level classrooms as needed. Discussion followed on:

- How to define the process in policy so staff has a procedure to follow.
- Providing community engagement for clarity around school sizes and how the wait list drives decisions.
- Some non-capital solutions that can be implemented (i.e., a roving teacher/specialist for K-3, Art on a Cart, tech labs in libraries)
- Opportunities to create systems to improve planning, tying original number of building home rooms to facilities master plan
- Use of a joint City/school district technical working group
- Differences between long-range projections and neighborhoods and short-term capacity management
- Looking at where the district needs more property, including closed and open properties
- Touching base on what are the capacity problems coming up in boundary shifts, processes that we have hit or missed over the past few years.
- How the decisions get made about boundaries (i.e., Schmitz Park/Genesee Hill and the collaborative effort that made that successful)
- Changes to Robert Eagle Staff due to Licton Springs being added to that building, impact of Seattle Preschool on classroom

Appointment of Betty Patu to the BEX Oversight Committee: Betty Patu was confirmed as the Operations Committee representative to the BEX Oversight Committee for 2018.

Appointment of Jill Geary to review Capital Projects change orders: Jill Geary was acknowledged to be the board representative to continue to review change orders on behalf of the Board.

Update on the SEPA process: Pegi McEvoy noted that the district is in a cycle of SEPA comment periods and appeal periods on capital projects and explained her role as the independent Responsible SEPA Official.

The meeting adjourned at 6:25pm.