

# Board Special Meeting Operations Committee

June 7, 2018, 4:30pm

Board Office Conference Room, John Stanford Center  
2445 – 3<sup>rd</sup> Avenue South, Seattle WA 98134



## Minutes

**Call to order:** Director Mack called the meeting to order at 4:30pm. Directors Patu and Pinkham were also in attendance. Associate Superintendent Flip Herndon, Assistant Superintendent Pegi McEvoy, and Capital Projects Director Richard Best staffed the meeting.

The agenda and minutes from the March 8, April 15, and May 10 Operations Committee meetings were approved.

**Monthly capital financial report:** Melissa Coan reviewed the activity for March 2018 and ending fund balances for each of the funds. There were no questions.

**Update on proposed technology budget for 2018-19:** Assistant Superintendent JoLynn Berge made the presentation of the proposed technology budget for 2018-2019 with John Krull providing detail. The PowerPoint showed the technology dollars as part of the total capital funds and the technology dollars that have been spent as part of each of the BEX and BTA levies. In response to committee questions, John Krull said the two-pronged approach for technology maintenance is to help teachers on how to use technology in schools (8.0 FTE) and the other is to make sure things are working. The transfers reflected are there to support the board's request for more analysis prior to spending for both student computers and telephone systems. Building technology plans are part of the educational specifications, and the C&I Policy Committee reviews the educational technology spending as well. Principals have developed their building C-SIP plans, dollars are set aside for secondary visioning and other computers that support specific projects. A more comprehensive plan will come forward in August and September to both Operations and C&I committees.

**2018 committee work plan:** Director Mack asked for one-page work plans on potential boundary changes, expectations for community meetings, and timeline for introduction and action.

**Capital change order review:** May 11, 2018 Director Geary met with Richard Best to review Capital Projects design and construction change orders, including: EC Hughes #10 for \$124,010; Loyal Heights #17 for \$34,805; Meany Middle School for \$10,323; Lincoln High School #4 for \$211,161; Magnolia CO #3 for \$249,393; Hazel Wolf K-8 #21 for \$7,700; West Seattle Roof Replacement #8 for \$105,555; Arbor Heights #17 for \$68,000 and 2017 Portables for \$119,751.60.

**Award contract for fluid milk products for 2018-19:** Pegi McEvoy said the bid was sent to multiple vendors, and the district received one response. The district has been with this vendor for ten years and has managed the contract well with them. The committee moved this item forward to the full board with a recommendation for approval.

**Award fresh produce contract for 2018-19:** Pegi McEvoy noted that again, this bid had only one response, from the vendor that district has been with for ten years. She noted the disparity between the annual contract of \$423,000+ and the dollar amount of \$750,000 in the motion, which is due to the district application for the fresh fruit grant and the need to build capacity for that grant. The committee moved this item forward to the full board with a recommendation for approval.

**Award of publishing services contract:** Kathy Katterhagen said there were 12 submittals for this contract which are still being evaluated. The package will be complete for introduction. The committee moved this item forward to the full board for consideration.

**Approval of agreement with King County to purchase student ORCA cards:** Kathy Katterhagen reviewed which students get ORCA cards from Seattle Public Schools per the transportation service standards eligibility and talked about the cards the City is interested in funding. The distribution of those cards will be handled through the school district. The committee asked that an attachment be put on the BAR describing card security and handling and then moved this item forward to the full board for consideration.

**BEX IV and BTA IV, Approval of the Cleveland Field interlocal cooperative agreement with Seattle Parks and Recreation:** Richard Best noted that this project references the joint use agreement with the City of Seattle Parks & Recreation, has been through the SEPA process, and will be installing synthetic turf at Cleveland High School. He requested that this item be allowed on the board agenda for introduction and action June 27<sup>th</sup> to help with construction schedules. The committee agreed and moved it forward to the full board for consideration.

**BEX IV and BTA IV: Award of construction contract for the Cleveland High School athletic field improvement project:** Richard Best said the bids are being reviewed and should be complete by June 27<sup>th</sup>. He again asked that this item be on the June 27<sup>th</sup> board agenda for introduction and action, which the committee agreed to. They moved it forward to the full board for consideration.

**Athletic trainer support services contract:** Tara Davis said that Seattle Children's Hospital was the successful bidder and have been providing excellent service to the high school athletes. This is a three-year contract with the first-year costs of \$346,000. In years 2-3, costs will go up with the addition of another school. The committee asked that the BAR reflect which schools are included and then moved this item forward to the full board for consideration.

**BEX IV, Award A/E contract to DLR Group for the Broadview-Thomson K-8 School seismic improvements:** Richard Best asked the committee to move this forward for consideration only. He is taking a more active part in negotiations as he feels the identified A/E fees are high. The committee moved this item forward to the full board for consideration.

**Use of playground redevelopment project funds – Highland Park:** Gretchen DeDecker reviewed the \$25,000 request from Highland Park for the playground project with the committee. Richard Best volunteered in the future to provide review for this report on behalf of the Self-Help team whenever a request is made.

**BEX V Planning – June 25<sup>th</sup> work session:** Director Mack asked that the draft facilities master plan headings and table of contents follow the one she distributed earlier, including the minor subheadings. She asked that an analysis of enrollment growth since 2010 be included in information, with a comparison of projections and actuals. In the neighborhood sections, she said that there should be a demographics overview, speaking to racial imbalance from an historical perspective. They agreed to set another meeting for the following week to develop the agenda for the work session.

**BEX V Communications planning:** Carri Campbell and Tom Redman reviewed documents that outlined the various activities currently underway or in planning stages between now and the February 2019 election. They included telephone surveys, community meetings, and Strategies 360 work with constituents on what information and messages communicate the levy information, including social media. They noted that 2x2s with directors on communication are being scheduled for July 9-10.

8/22: BEX V work session, 6:30-8:30 after Ops.

9/26: BEX V work session, 4:30-6:30

9/12: Boundaries 2019-20 work session, 4:30-6:00

10/26: SAP work session

Community meetings concerning BEX V are scheduled for September 12, 13, 24, 25, 2018

Communication strategies for BEX V include print, social media, radio, brochures, our annual report to community which will be distributed to all families and our levy information brochure. SPS is working on branding with Strategies 360.

Concerning messaging - clarifying property state tax, city levy, public needs to map of puzzle piece. June 21- 2018 meeting with Schools First, Director Harris is also attending.

**BTA III: Approval of John Muir Elementary budget increase and award an A/E contract with DOWA IBI Group Architects:** Richard Best noted that this is the last of six projects noted in the BTA III levy as a green energy projects. The committee moved this item forward to the full board for consideration.

**Final acceptance for MJ Takasaki contract for the Laurelhurst Elementary School upgrades:**

Richard Best reported that this project came in \$220,000 under budget. The committee moved this item forward to the full board with a recommendation for approval.

**Final acceptance for Mike Werlach Construction for the Jane Addams Middle School Phase III improvements:** The committee moved this item forward to the full board with a recommendation for approval.

**Final acceptance for Western Ventures Construction contract for the Jane Addams Middle School Phase IV improvements:** The committee moved this item forward to the full board with a recommendation for approval.

The meeting adjourned at 7:05pm.

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