

# Board Special Meeting Operations Committee

February 7, 2019 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 4:32pm. Directors DeWolf and Burke were also present. Director Burke served as a substitute for Director Patu, until her arrival later in the meeting. The meeting was staffed by Deputy Superintendent Stephen Nielsen and Chief Operations Office Fred Podesta.

The committee decided against adding to the agenda an update on the plans and impact of snow. Director DeWolf moved to accept the agenda as presented. Director Burke seconded the motion and it passed unanimously. (Mack, Burke, DeWolf)

Director Mack referred to the minutes from the January 10, 2019 meeting. Director DeWolf moved to approve them. Director Mack seconded the motion and it passed with approval from Directors Mack and DeWolf. Director Burke abstained as he was not in attendance at the January meeting.

**2019 Committee Work Plan and Facility Capital Projects BAR Management Schedule:** Director Mack referred to the Committee Workplan for 2019. She highlighted three upcoming Board Work Sessions: March 6, 2019 on BEX V project implementation with an update on BEX IV projects, April 3, 2019 on community workforce agreements, and May 7, 2019 on the Capital Annual Report and the Capacity and Enrollment Evaluation. She described a pending work session for June, which would address waitlists, enrollment, and capacity with a view to the next school year.

Director Mack addressed upcoming policy revisions and related discussions. She reported that while the Facilities Master Plan policy discussion would begin at this meeting, the policy revision wasn't scheduled, yet. She reminded the committee that it is responsible to provide input into the Capital Budget. That topic was scheduled for the March 14, 2019 meeting, which influenced the scheduling of the Implementation Plan Work Session prior to that date.

Director Mack explained that the report for policy H13.00 will be delivered annually in May, however the revisions to that policy were still in progress. Staff are mapping the processes that, together, deliver on the policy. She requested an update on that mapping for the March meeting, if the agenda allows.

Director Mack conveyed that the report for Policy 4260 was scheduled for May 2019. This policy refers to how school buildings are used by other organizations. It will be a Special Attention item on the committee's May agenda. Director Mack wants to learn the procedures for renting space in district buildings.

An update on the Portables Plan will be presented to the committee at the March 2019 meeting as a Special Attention Item.

**Capital Financial Budget Report** Melissa Coan, referred to the November 2018 monthly financial report. The BTA III program budget shows a gradual increase due to investment earnings. She reported that all of Capital Projects is in the black.

She provided a brief status update on specific program budgets:

- BEX II and BTA II are still listed on the budget
- BEX II and BEX III are for solar projects
- BEX II will spend down first
- BTA II won't close out until the project at World School is totally closed out next year
- BTA III, BEX IV, BTA IV are still active projects
- BTA III includes district-wide efforts like nutrition and maintenance

Director Mack asked about how Capital Projects prioritizes all the needs in the district and identifies how to allocate funds to specific projects. Richard Best explained that a team comprised of himself, Melissa Coan, and the Senior Project Managers conduct a half-year check in to review outstanding levy items and remaining program funds. For example, the district received grants specific to solar projects so BEX II remaining dollars were added to that to fully fund the projects.

**Update on Capital and Operations Levies Community Engagement:**

Tom Redman conveyed to the committee that the first report on the levy vote will be available on Tuesday, 2/12, 8:15 p.m. He reported on the current status of ballots received. He assured the committee the King County Elections is employing various media to remind the public to vote. He reminded the committee of the community engagement the district conducted to education citizens leading up to the vote.

Director Mack asked if a consolidation of all the levy informational articles could be compiled and shared with the full Board. Stephen Nielsen advised that Schools First could send that to personal, not district, email addresses.

**Design Modification\Construction Change Order:**

Richard Best reported that he met with Director Geary Friday, January 11, 2019 to review four change orders and one design modification. All the changes were within the normal range. Richard Best highlighted that the EC Hughes construction change order was the last one for this project. Now, the project can start close out.

Director Mack requested a hand-out about the change orders be shared at committee meetings going forward.

**Purchase of Student and Staff Computers for new BEX IV Schools, BTA IV Projects, K-3 Class Size Reduction, Portables and Enrollment Growth Capacity Classrooms Opening Summer 2019:**

Chief Information Officer John Krull reported that this purchase was part of the project of opening the new schools. The BAR is coming to the committee at this time in order to facilitate the work being done this summer for school start dates in the fall.

Director Mack highlighted the cost reduction from original estimation in BEX IV. Joh Krull explained that while specific items have changed in price, the package remains within the original budget.

Director DeWolf expressed concern that the equity analysis wasn't conducted. John Krull confirmed that a new analysis was not done for this specific purchase, rather this purchase fell under the analysis of BEX

IV. Director DeWolf requested a Board level conversation about how the Racial Equity Analysis tool is employed.

Director Mack noted that technology purchases are part of the Capital Budget. She confirmed with Richard Best that DOTS and Capital Projects cooperate to identify and include the technology budget.

John Krull confirmed that the district provides a technology cart, stocked with 15 computers, in every classroom. This provides a 2:1 ratio of students to laptops. He added that DOTS meets with principals to verify that the district is meeting the school's needs. Director DeWolf asked that that be explicitly noted in the BAR.

Director Burke asked about Queen Anne, where the ratio looks more like 1:1. The additional computers at that school were supplied by the PTA. Richard Best clarified that Capital Projects is only providing technology at Queen Anne for the eight new classrooms and the gym.

Director DeWolf made a motion to advance the BAR for approval. Director Patu, who arrived during the conversation, seconded the motion and it passed unanimously. (Mack, DeWolf, Patu)

**BTA IV: Approve purchase of Fortinet firewall equipment, software, and five-year support with Xiologix, LLC in the amount of \$1,718,555.55:**

John Krull presented a slide deck on the two DOTS BARs before the committee in order to contextualize the requests.

John Krull explained that the current firewall was updated in 2011, however it is no longer able to respond to and manage contemporary threats, such that the district is experiencing client-level infection on its devices. April Mardock explained that the Fortinet firewall would give the district improved control of what travels through the firewall. The Fortinet firewall would handle all the district's schools, with redundancy, and provide protection from internal and external threats. The cost would be distributed over five years.

The proposed Fortinet unit is sold and supported by Xiologix, a value-added reseller. Funding for this purchase would come from BTA IV. John Krull clarified for the committee that Fortinet has high standard for its resellers. April Mardock highlighted that the solution was recognized in the Gartner Quadrant.

John Krull shared that the district has a discount on this purchase pending with E-Rate. If the discount is approved, the funds would go back into BTA IV. John Krull indicated that the district would rather not wait for a decision on the discount but proceed with the project this summer. There is no guarantee that the district will receive the E-Rate discount.

Director DeWolf made a motion to advance the BAR for consideration. He requested the status of the E-Rate discount and verification of the price.

Director Mack suggested that April Mardock attend the Board Meeting to explain the firewall and answer any questions.

Director Patu seconded the motion and it passed unanimously. (Mack, DeWolf, Patu)

**BTA IV: Approve purchase of Metropolitan/Wide Area Network (MAN/WAN) upgrade and five-year support with Dyntek, Inc. in the amount of \$2,000,000.00:**

John Krull explained that the MAN/WAN is a network that connects all the schools to the central office and Roosevelt. The current solution was placed in 2011. The district's needs for bandwidth, to address security, number of devices, and internet use, have exceeded that solution's capacity. He confirmed that the new solution will work with the new firewall. He reported that the district has received E-Rate approval for the new MAN/WAN.

Director Mack inquired about how security cameras would work with the new MAN/WAN. John Krull explained that the current solution does not provide sufficient bandwidth to transport the video clearly. April Mardock added that it is very challenging to locate and acquire the tools to repair and support the current solution.

Director Mack asked about why the proposed MAN/WAN is less expensive than the other bids received for this project. April Mardock explained that there are different ways to solve the problem. DOTS selected a less expensive method with some trade-offs. For example, if the district limits the number of sites on a given "ring" of the network it can afford for one outage on the city's network and still reach all of the schools. However, if there are two outages then access is lost.

Director Burke requested clarification of what exactly the contract purchases. April Mardock explained that this is only for node hardware. The existing fiber is considerable and allows for significant expansion. Director Burke asked that the BAR specify that contract is for hardware components that allow SPS to leverage the existing fiber.

Stephen Nielsen advised that the presentation slide deck not go to the Board Meeting. He recognized that it was appropriate for the committee to have the deeper information.

Director DeWolf caught a typo in the date and asked that it be corrected to 2018.

Director DeWolf made a motion to advance the BAR for consideration. Director Patu seconded and the motion passed unanimously. (Mack, DeWolf, Patu)

**BTA III: Award Construction Contract K5106, Bid No. B12839, to Construction for the John Muir Geothermal Wells project:**

Richard Best highlighted that while this contract has not gone out to bid yet, it will bid on February 26, 2019. The goal is to present the contract for introduction at the March 13<sup>th</sup> Board Meeting and for action on March 27<sup>th</sup>. The contractor names will be included in the BAR for those meetings. The contract is expected to cost between \$1.5 – 1.6M.

Richard Best reported that this work will conclude the six green projects planned for BTA III. The project entails 80 vertical geothermal wells. While this work presents some upfront costs, it reduces annual operating costs and is an excellent method of energy conservation.

He referred to page two of the BAR which outlines the building's history, noting that the heat pumps were replaced two years ago.

Director DeWolf made a motion to advance the BAR for consideration. Director Patu seconded and the motion passed unanimously. (Mack, DeWolf, Patu)

**BEX IV: Award Construction Contract P5123, Bid No. B09813, to Construction for the Catharine Blaine Seismic Improvements project (Best)**

Richard Best reported that this contract is for Priority 1 seismic improvements. The costs are expected between \$700 – 800K. He clarified that the only other improvements to the site would be fresh paint on the wall where the seismic work is installed.

Director DeWolf made a motion to advance the BAR for consideration. Director Patu seconded and the motion passed unanimously. (Mack, DeWolf, Patu)

**Policy 6900 – Facilities Planning and 6901 – Levy Planning:**

Director Mack introduced policies 6900 and 6901 by explaining that SPS has a levy planning policy not a master planning policy. She recommended a transition to master planning and the incorporation of Policy 6901 into 6900.

Becky Asencio explained that facilities planning is the starting point in the levies planning process. The facilities plan establishes the six-year vision for education, buildings, and capacity. From that document, the district plans for levies and makes annual adjustments. Richard Best added that Ed Specs are related to facilities planning, but separate documents, and are referred to in the Facilities Master Plan. He noted that Ed Specs are revised every six years for each type of school.

Director Mack highlighted the complexity of the planning work and recommended an ongoing advisory committee. She suggested that this committee be written into the policy. The committee’s work would support the planning and intersectionality of elements like enrollment, housing developments, programs, and boundary adjustments. Director Burke requested a policy jigsaw or diagram, to visually map out the cooperating functions and their timing in the process. Director Mack suggested adding an annual review of the Implementation Plan against the capacity, procedural systems in place so to ensure that we’re checking in more robustly.

Director Mack requested that staff start revising Policy 6900 to incorporate 6901. Fred Podesta highlighted the value of two discrete and complementary policies such that the district could choose when to talk about one or both. Director Mack agreed to retain two policies, where one contained the facilities master planning content and the other would address the levy work and could reference the master planning. Richard Best suggested including the issue of funding in the policy and Director Mack concurred.

Richard Best requested two months to work on the policies, given that the Capital Projects team is currently focused on the BEX V implementation plan. Director Mack agreed and the policies are due at the April meeting of the Operations Committee.

**Overview and Update of Capital Grants:**

Director Mack prefaced Richard Best’s report explaining that it was intended to provide transparency into the district’s other sources of funding for Capital Projects.

Richard Best referred to a list of projects, including completing and in progress work. He reported on which sites received OSPI Distressed Schools funding, the dates of the project, and the dollar amount. He clarified that while requests for funding were submitted in particular budget year the funds could be used in later years. He agreed to add that to the report.

Richard Best cited one caveat regarding requests for funds, such that the district did not request funding for Eckstein, which received better scores than other SPS sites, according to the Ming and McKinstry analyses of building conditions. However, legislators decided to allocate funds to work at Eckstein.

Richard Best also reported on six grants for solar projects funded by the Department of Commerce.

Director Mack requested that SCAP funding be added to the report.

**Update on Building Security:**

Richard Best referred to the update memo as a general list of what the district has and does for security. He clarified that it is not an all-inclusive list. He highlighted that the district is working on setting up video cameras at all sites, using funding from BTA IV.

Director Mack inquired into the security measures at Catharine Blaine, citing a fence that is left unlocked and a break-in that affected all of the school's portables. The school requests card readers so they can lock but still access the units. Director Mack reported that the PTA was considering paying for the card readers and requested the status of this situation. Stephen Nielsen explained that a PTA is not responsible to cover that purchase. Director Mack requested follow up on the status of the card readers for Catharine Blaine.

Director Burke asked about how the security video is stored and processed. Stephen Nielsen explained that it depends on the age of the technology at a given school. The older technology can only be viewed at the schools and then it is recycled. Sites with newer technology send video from the main office back to the John Stanford Center's security office. He clarified that the district does not have facial recognition technology.

**Asset Preservation Annual Report:**

Richard Best explained that the Asset Preservation Annual Report is a requirement of OSPI. He explained that Becky Asencio has been tasked with summarizing the report into one table. The information will be issued to the Board in a Friday Memo.

**Transportation Task Force**

Chief Operations Officer Fred Podesta shared that instead of a transportation task force the superintendent has initiated a Transportation Think Tank. Superintendent Juneau plans to assemble a multidisciplinary group to suggest long-term improvements to the district's transportation system. Participants will include transit agencies, logistics vendors, rideshare vendors and others. This will be a one-time event rather than a series of meetings. The objective is to review the district's current model of transportation and identify what to think about in order to prepare for the future. Current topics include the shape of Seattle, SPS enrollment, and how residents use transportation.

Director Mack recommended inviting participants from the Office of Community and Planning Development.

Stephen Nielsen clarified that the Think Tank is not a public workshop. He encouraged the Board to attend as listeners rather than participants. He confirmed that notes and a summary of the event will be drafted and shared with the Board.

**Community Workforce Task Force**

Director Mack confirmed that everyone could remain for an additional five minutes to address this topic.

Director DeWolf explained the goal of the Community Workforce Board Work Session was to conduct a conversation about Guiding Principles for a taskforce, like what was done for BEX V. The work session is scheduled for April 2, 2019.

Director Mack asked Director DeWolf to lead the process of structuring the work session, including setting the agenda. Director DeWolf agreed to do so with Director Mack's support. Director Mack

advised an introductory meeting with staff to establish the agenda. She agreed to attend and chair the work session.

Director DeWolf's identified three intentions for the taskforce's work:

- Student-centered
- Racial equity leading
- Attending to cost considerations

Director Mack asked Directors Burke and DeWolf to draft initial content for the work session. Jen Lincoln will schedule a meeting for the two directors with COO Fred Podesta. Then another meeting will be scheduled for Directors Burke, DeWolf, and Harris with Stephen Nielsen, Fred Podesta, and Richard Best.

Meeting was adjourned at 6:40

jsl