

# Board Special Meeting Operations Committee

May 16, 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 Eden Mack called the meeting to order at 4:30PM. Director Patu was present. Director DeWolf arrived late at 4:42PM. The meeting was staffed by Chief Operations Officer Fred Podesta.

Director Patu made a motion to approve the agenda as presented. Director Mack seconded and it passed unanimously. (Mack, Patu)

Approval of the April 18, 2019 Meeting Minutes was deferred until the arrival of Director DeWolf.

### **2019 Committee Work Plan and Facility Capital Projects BAR Management Schedule:**

Director Mack asked if the Maintenance Labor contract would be ready for the committee's June meeting. Director of Facilities Bruce Skowyra explained that the contract expires on August 1, 2019. It will go to the Board in October 2019. The new contract still required a Board Sponsor and a conversation about the contract's parameters. Executive Assistant Jen Lincoln will add "Trades CBA" to the committee's workplan for August. Mr. Podesta and Mr. Skowyra will coordinate with a Board Sponsor and the Executive Committee.

Director Mack requested "Water Quality" be a Special Attention Item at the June meeting. This conversation would address whether the district wants to update its water quality standard in relation to the new Environmental Protection Agency standard. Ultimately, the Board might choose to separate the policy from the procedure and revise the policy. There are no drafts planned at this time.

Director Mack requested amendments to the Transportation contracts for the June meeting.

She also instructed Ms. Lincoln to add a note to the committee workplan referencing the Capital Projects BAR Management schedule.

### **Capital Financial Budget Report**

Capital Projects Financial Manager Melissa Coan referred to the February 2019 monthly financial report. She highlighted the status of each program's funds.

Director Mack inquired into the negative balance of the BTA IV program budget. Director of Capital Projects Richard Best explained that major capacity projects at Lincoln High School and Magnolia Elementary School were nearing completion to provide critical seats for students. Director Mack followed up asking about technology spending. Ms. Coan explained that technology spending is on course. Technology funds are usually spent in the first three years of a levy. She clarified that the spending relevant to this fund was for major projects.

Ms. Coan highlighted an increase in the BTA III budget. Director DeWolf asked if the funds could be applied to training. Ms. Coan specified that the dollars could be allocated to Capital Projects Operating costs. Mr. Best reiterated that the levy language details how levy dollars may be spent.

Director Mack referred to the \$6.8M contingency funds and the process for allocating them. She requested verification that this fund will see proposals from Chief Financial Officer JoLynn Berge. Ms. Coan confirmed that and added that the fund will continue to grow as projects are closed out and underspend added to it. Mr. Best added the caveat that other projects were coming in over budget and the contingency funds would be reallocated to those budgets, first. Director Mack impressed upon the committee that, after completing levy projects, the priority was addressing building needs already identified throughout the district.

### **Community Engagement**

Director Mack requested updates on SDAT announcements for recruitment and SDAT meetings. She also asked that Ribbon Cutting Ceremonies be added to the list of events on the back of the Operations Committee agenda.

### **Design Modification\Construction Change Order:**

Mr. Best confirmed that he met with Director Geary on April 18, 2019 to review the Change Order log. He highlighted that Lincoln Change Order 17 was approved by the Board at the May 15, 2019 meeting.

Mr. Best provided more context about change orders. A change order is a response to unforeseen conditions. For example, in the case of Lincoln High School, the architectural drawings had not been accurately documented over the life of the site. Therefore, new information emerged as the project developed and project plans needed to change in response.

### **Recommendation to award Fluid Milk Products, Miscellaneous Dairy Products and Juice Products Bid and Recommendation to award Fresh Produce Bid:**

Executive Director of Operations Pegi McEvoy presented two BARs. She referred to three major contracts that come from Nutrition Services for milk, fresh produce, and bread. In 2018 the district only approved one-year contracts for each of these in anticipation of hiring a new Director of Nutrition Services, Aaron Smith, and changes that he might make to school menus. Mr. Smith has made changes that affect the bread contract, but the contracts for milk and produce are remaining the same for the next two years. The new contracts will include schools opening for 2019-20.

Director DeWolf inquired into why the district must provide milk. Ms. McEvoy explained that milk is a USDA requirement.

Director Patu made a motion to advance both BARs for approval. Director DeWolf seconded and the motion passed unanimously. (Mack, DeWolf, Patu)

### **City of Seattle Summer Food Service Program**

Ms. McEvoy presented a BAR for providing food to Summer School students. The food service program is funded through OSPI and the USDA. The City of Seattle is the fiscal agent, as the program extends beyond schools to include summer programs with the Parks department and other entities. The meals include breakfast, lunch, and some suppers.

Director DeWolf inquired about the community's involvement in shaping the program's menus. Ms. McEvoy explained that there is only a little flexibility in this program due to USDA requirements and the available funding. She added Mr. Smith is conducting taste-testing with different community groups throughout the district. She agreed to provide a Friday Memo update.

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

**BTA & BEX Resolution No. 2018/19-18, Signatures of Authorized District Personnel for State Aid Programs**

Mr. Best informed the committee that OSPI requires a resolution to identify who in the district has the authority to sign documents. This BAR updates the process to include Superintendent Juneau and COO Fred Podesta.

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

**BTA IV/BEX IV: Approval of two actions related to the Webster School Modernization and Addition project**

Mr. Best highlighted that the BAR comprised two actions: a transfer of funds from the BTA IV Program contingency and a guarantee of maximum price for the project.

Senior Project Manager Eric Becker gave a brief presentation of the project, including the history, photographs, and plans for the landmarked site.

Director Mack asked about the building's capacity and designation. Mr. Best explained that it could house a 375 K-5 school. Alternatively, it also met the educational specification for a K-8, since it included an art classroom and several potential science rooms, as well as 17 General Education classrooms and two Special Education rooms.

Mr. Best highlighted the work of BNB Builders to minimize the amount for the additional request. He noted that the current construction market is very challenging to get contractors and subcontractors to bid these projects. He impressed upon the committee that it's critical to complete this project to open in Fall 2020. He confirmed that the district has worked with BNB on previous projects.

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

**BEX IV: Daniel Bagley Elementary School Modernization and Additions: Approval of GC/CM Guaranteed Maximum Price Total Contract Cost**

Mr. Best highlighted that this project includes OSPI funds. OSPI requires that the district verify with the School Board that the project is proceeding as planned within the guaranteed maximum price.

Mr. Becker gave a brief presentation of the project including the site plan, anticipated capacity, and systems to be modernized at the landmarked site.

Director DeWolf inquired into the projects alignment with the Green Resolution. Mr. Best reported that the mechanical electrical systems were being replaced and the building envelope would be improved. However, due to landmarking, the single-pane windows could not be replaced.

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

**BEX V: Award Contract K5110, Bid No. B02964, to \_\_\_\_\_ for the Cascade Parent Partnership Program Roof Replacement project**

Mr. Best presented a BAR to replace the roof the North Queen Anne building. The bids on this project were scheduled for May 23, 2019. The project is not to exceed \$2,250,000.

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

**BEX V: Award Construction Contract K5109, to Wayne’s Roofing, Inc. for the Van Asselt Elementary School at the African American Academy Roof Replacement**

Mr. Best presented a BAR to replace the roof at the African American Academy building. The bid is processing through a purchasing cooperative, Education & Institutions (E&I). The contract is not to exceed \$5,500,000, however it is expected to come in under that maximum.

Director DeWolf made a motion to advance the BAR for consideration. Then, due to the “not to exceed” clause, revised the motion to approval. Director Patu seconded and the motion passed unanimously. (Mack, DeWolf, Patu)

**BTA III: Award Construction Contract K5111, to Wayne’s Roofing, Inc. for the Olympic View Elementary School Roof Replacement project**

Mr. Best presented a BAR to replace the roof at Olympic View Elementary School. The contract is not to exceed \$950K.

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

**BEX IV: Approval of Budget Transfer and Award Construction Contract P5127, Bid No. B03973, to Slate Construction Inc. for the Sand Point and Laurelhurst Seismic Improvement project**

Mr. Best presented a BAR for two actions: first, requesting a budget transfer from the BEX IV contingency fund, and second approval to enter the contract with Slate Construction. He highlighted that this project addresses Priority 1 seismic improvements.

Mr. Podesta added that Capital Projects is requesting both Introduction and Action at the May 29, 2019 School board meeting.

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

**Policy 6900 Facilities Planning/Policy 6901 Capital Levy Planning (Best)**

K-12 Planning Coordinator Becky Asencio explained the process by which Policy 6901 was revised and divided into two policies – Policy 6900 Long Range Facilities Planning and Policy 6901 Capital Levy Planning.

Director Mack highlighted that the original Policy 6901 included Board approval of the Facilities Master Plan (FMP). She expressed commitment to Board Approval of the FMP and wanted the language added to one of the policies. Ms. Asencio conveyed that the WSSDA model advises an annual review of the FMP and recommended that schedule to keep the plan current. Mr. Podesta added that a master schedule of revisions to the FMP, aligned with the release of census data, would ensure that the most accurate data was employed for district planning. He recommended documenting that in one policy and then referring to it in the other policy. The committee agreed to this plan.

Ms. Asencio confirmed that the language about guiding principles and scoring was retained in the revised Policy 6901.

Director Mack requested that Board Approval of the Capital Projects Implementation Plan and the Technology Plan be included in Policy 6901. Mr. Podesta highlighted the need for a process to revise the plans as new information or circumstances emerge and may impact timelines and available resources. Director Mack asked that staff propose language about updates and amendments to the plans. Specific to the Technology Plan, she agreed to quarterly written reports and an annual presentation, similar to the Capital Projects Annual Report.

Director Mack requested that the revised policies be presented as BARs at the June meeting.

**Policy 3143 District Notification of Juvenile Offenders /WSSDA Model 4500 Unmanned Aircraft System and Model Aircraft/WSSDA Model 6610 Surveillance Cameras (Boy)**

Interim General Counsel Ronald Boy provided a brief overview of Policy 3143 and WSSDA Models 4500 and 6610. He highlighted why WSSDA suggested revisions to these policies at the district level.

WSSDA recommended modifications to Policy 3143 after a state audit uncovered that principals in Washington don't understand the requirements for informing students and staff about juvenile offenders and high-risk offenses. The new language is more direct. Mr. Boy advised adopting the changes to Policy 3143, to include Seattle Public School processes like notifying Safety and Security. He clarified for the committee that hate crimes are not specifically identified under this policy. Director Mack requested the revised Policy 3143 be presented as a BAR at the June meeting.

WSSDA Model 4500 refers to drones on school property. Mr. Boy did not recommend a new SPS policy for this issue as it is already included in Policy 4200 which excludes the use of drones by the public at school sites. The committee agreed. There will not be a new policy for this matter unless demand changes and a need emerges.

WSSDA Model 6610 clarifies when and why video surveillance is employed and how the video is used. The committee agreed that this would be a relevant policy for SPS given parents' concerns about the students being surveilled. Director Mack requested that Policy 6610 be presented as a BAR at the June meeting.

**Technology Plan**

Chief Information Officer John Krull conveyed the context of the district's new Technology Plan. He reported that when he was hired there wasn't a plan. The Technology Plan reflects over two years of engagement, including one-on-one meetings with six of the seven Board Directors in February 2019. The projects included in the plan draw from the BTA IV and BEX V levies.

Director Mack expressed concern that the Technology Plan had not been presented to the Board as a whole. She suggested a Work Session for that presentation, with attention to how the plan connects with Teaching and Learning. Mr. Krull agreed. He also conveyed that he had been advised that there wasn't time left in the year for another Work Session.

Director DeWolf volunteered to bring the recommendation for a Work Session on the Technology Plan to the Executive Committee for consideration and planning.

**Annual Report on Policy 4260 Facilities Activities and Rental Rates**

Facilities Director Bruce Skowyra referred the committee to the highlights of the annual report, which indicated a slight increase in building usage and number of users since 2016-17. He conveyed that a change was made to the reservations process, such that approval of schools now resides at the schools. This has made the process more efficient and reduced the number of complaints.

### **Facility Joint Use Agreements**

Mr. Skowrya referred to a summary document of the agreement between the district and Seattle Parks and Recreation. He confirmed for the committee that the last agreement was reviewed by the Operations Committee and the School Board, due to the number of changes involved. He recommended that the current agreement be maintained, as is, for another year. In the coming year, newly installed lighting will come online and is expected to change how the sites are used. Mr. Skowrya recommends collecting data on that usage and establishing a new agreement based on that information. Mr. Podesta confirmed that neither the district nor the Parks department have any changes to propose at this time.

The committee agreed to the recommendation. Director Mack requested that the Joint use Agreement be added to the Committee Workplan for review in 2020.

### **Use of Playground Development Funds**

Self-Help Projects Program Manager Gretchen DeDecker reported that four projects were awarded funds in the last year. A few additional projects are being planned. All the projects were for Title I schools. These projects were made possible through the district's Playground Development Fund. She confirmed that the projects are all within the fund's budget.

Ms. DeDecker explained that while she would welcome additional projects, several logistic constraints have influenced which schools participate in the program. A lot of the Title I schools were included in the BEX V levy and other have had work completed recently. Plus, these projects require a Master Plan and someone to lead the work. Including all these components, a project can run three – six years from start to completion.

Director Mack requested an update in the next three – six months. In that report, she would like to learn where the playgrounds that need projects are and a plan for addressing those needs.

### **Enrollment, Capacity and Facilities Planning Advisory Committee – Draft Charter**

Director Mack referred to the draft charter for the proposed Enrollment, Capacity, and Facilities Planning Advisory Committee. She confirmed for the Operations Committee that she had discussed the new advisory committee with Board President Harris and Superintendent Juneau.

Director Mack stated the goal of the advisory committee as supporting the district's planning processes with a group, which would vet the analysis as it proceeds to the School Board in the form of recommendations. Her stated intention was one long-term committee to eliminate multiple short-term committees.

She impressed upon the committee the importance of Board input on the agenda-setting of the advisory committee. The advisory committee would need to be aligned with Board process and the items coming up for Board review and vote. She cited examples like the Student Assignment Transition Plan, Boundary changes, and Capital Planning.

Mr. Best made two suggestions based upon his experience with other district committees. First, he referred to the Facilities Master Plan Task Force (FMPTF) specification of a number of members. Director Mack confirmed that the advisory committee would use the same language in its charter. Second, Mr. Best referred to the BEX/BTA Oversight Committee's term length of four-year terms with staggered start times, two-years apart. Director Mack added that it was important to have representation from the various regions of the city, as seen in the FMPTF.

Mr. Podesta suggested articulating the deliverables on which the advisory committee would advise. Such as the Student Assignment Plan. He also recommended that the advisory committee be a Superintendent committee. Director Mack concurred, as long as the charter included language about aligning the advisory committee with the Board, for example through the development of agendas. Mr. Podesta added that the advisory committee's workplan might be reviewed by the Board.

Chief Academic Officer Dr. Diane DeBacker noted that the current charter language seemed to focus on the BEX V work. She suggested that it be articulated as something broader.

Dr. DeBacker also highlighted the language about the number of members. She expressed concern that the advisory committee not be overloaded with SPS employees. Director Mack agreed to specify a restriction, particularly of Capital Projects staff.

Dr. DeBacker addressed the responsibilities captured in the charter. Director Mack clarified that the text about "adding and relocating programs" referred to balancing the demand of a given program and its building use, not whether or not a program would exist.

Dr. DeBacker inquired about the staff support required to inform and maintain the advisory committee. She was interested in how it would fit with or replace existing work for staff. Director Mack acknowledged that the work involved needed additional thought and discussion. Her intention was for the advisory committee to be responsive to staff capacity and complement the timing of items going to the Board. Director DeWolf noted that it was not the Board's role to direct staff with new work; that responsibility belongs to the Superintendent. Mr. Podesta commented that this suggested it ought to be a Superintendent's committee.

Director Mack referred to the additional planning funds included in the most recent Capital Levy. She described the advisory committee as augmenting the planning department in the face of increased planning work. She also referred to the prior work of group facilitator Barbara Grant, as a potential support to the new committee. Director Mack noted that the staff and Board designee to the advisory committee were still to be decided.

Director Mack indicated that revising the charter was the next step. Dr. DeBacker agreed to send a mark-up of the draft with track changes and comments to Director Mack.

Director Mack adjourned the meeting at 7:01

jsl