

Board Special Meeting Operations Committee

January 10, 2019 4:30pm

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



Minutes

Call to order: Director Eden Mack called the meeting to order at 4:32 p.m. Director DeWolf was also in attendance. Director Geary participated by phone. The meeting was staffed by Deputy Superintendent Stephen Nielsen.

Capital Communications Specialist, Tom Redman, indicated that he needed to leave the meeting early in order to attend a levies community meeting. Director Geary made a motion to amend the agenda by moving Standing Item 2C, the update on community engagement, to the top of the meeting. Director DeWolf seconded and it was accepted unanimously. (Mack, DeWolf, Geary)

Deputy Superintendent Stephen Nielsen and Director of Capital Projects Richard Best also noted their needs to depart the meeting at 6:15 PM.

Director Mack presented the minutes from the December 6, 2018, Operations meeting and made a motion to accept them. Director DeWolf seconded the motion. Directors Mack and DeWolf approved the minutes. Director Geary abstained, as she was not present at the December meeting. (Mack, DeWolf)

Update on upcoming capital levies community engagement: Tom Redman highlighted key events scheduled related to the upcoming levies. He reported that 35 people participated at the most recent community meeting at John Rogers and that support for both levies was strong. He was leaving this evening's meeting early to attend another community meeting at Montlake. He conveyed that the final community meeting would be on January 22, 2019, at Rainier Beach High School.

Mr. Redman directed the committee to the levies webpage, on the Seattle Public Schools (SPS) website. He highlighted new and upcoming videos on each of the schools planned to receive major improvements should the levies pass.

Mr. Redman informed the committee of the district's social media campaign on Facebook, Twitter, Instagram and YouTube, which includes a 15-minute paid advertising clip that directs viewers to the SPS website. Chief of Public Affairs, Carri Campbell, confirmed that all verbiage has been reviewed by the district's legal department and they do not anticipate any conflicts with Facebook's ban on campaigning.

2019 Committee Work Plan: Director Mack reported on a meeting she had with Mr. Best and Executive Assistant Jen Lincoln, regarding the committee workplan for 2019 and this meeting's agenda. She highlighted three new work sessions she is requesting and the topics for each event. Director Mack confirmed that Director of Policy and Board Relations, Ellie Wilson-Jones, has already been made aware of the requests.

The first work session will be planned for late February or early March. It will cover an overview of ongoing BEX IV and BTA IV capital levy implementation and a presentation of the BEX V capital levy

implementation plan. In this way, the work session will incorporate several Board reports, which are required by Board policies. Mr. Best confirmed that the Implementation Plan is a planning document and that he desires to share thoughts with the Board to hear members views. He does not believe that the BEX V capital implementation plan requires Board approval or other action by policy.

The second work session is being planned for April. The working title for this meeting is “Annual Enrollment Report, Evaluation, and Recommendations to Preliminary Actions.” The content will include reports to the Board in accordance with policies: 3130, H13.00, F21, and 2200.

The third work session will be planned for May. It will include the annual Capital report, in accordance with policy 1010, further conversation about capacity management, and an update on community engagement for 20-21 school year regarding boundaries.

Director Mack inquired into the portables replacement plan and reminded staff that an update was due to the Operations Committee. Mr. Best reported that staff are continuing to work on this plan and agree to provide an update at the February Operations Committee meeting. K-12 Planning Coordinator, Becky Asencio, added that staff are starting with the McKinstry condition report and then assessing which portables will be available and which will be needed as capacity needs change at schools. Mr. Best confirmed that this includes identifying which portables need to be replaced.

Director Mack informed the committee that a Capital Grants Update will become a recurring part of the meetings. The intention is to provide a more comprehensive understanding of which projects receive which grants and the timeline for grants. It is unclear, at this time, whether this update will be a regular Standing Item or a periodic Special Attention Item. Mr. Best committed to providing an update on grants and an overview of SCAP funding at the February meeting. Director Mack requested a simple document accompany the update.

Director Mack referred to a pending item, the Facilities Master Planning Advisory Committee (final name to be determined). She envisions that it would function like the former “FACMAC” but with a more defined and refined role. This committee is seen as vital to supporting district planning.

Director Mack addressed Director DeWolf and Mr. Best for an update on Community Workforce Agreements. Mr. Best reported on a meeting Director Burke, Director DeWolf, the Vice Chair of the Board BEX/BTA Oversight Committee Steve Goldblatt and himself. He noted that they discussed how to best position the district’s CTE program to be a pre-apprenticeship program. He noted that the industry can provide valuable partners and funding to facilitate this effort, however significant research and discussion remain. He highlighted that this type of program will require collaboration across multiple areas of the district, including Budget, Capital, and Curriculum. Director DeWolf added that rather than convening a panel of divergent views to be expressed at a one time, he recommends a work session to develop Guiding Principles for this project in cooperation with a targeted short-term task force. Director Mack confirmed that Directors DeWolf and Burke will draft a charter for the proposed task force, starting with guiding principles.

Director Mack raised the matter of school facilities safety and recent questions from the public about particular buildings. She suggested that staff draft and distribute a memo describing ongoing and upcoming work on this matter. Mr. Best agreed, noting that it could take the form of a Special Attention Item or a Friday Memo to the Board. Mr. Nielsen added the caveat that the document not include the fine details of facilities safety but convey general process. Director of Facilities, Bruce Skowyra suggested that staff identify the tools employed, such as A-Phones and Card Readers. The committee also wants to see a summary document, which could be issued to families at the start of the school year. Staff

committed to a Special Attention Item on building security for the February Operations Committee meeting.

Capital Financial Budget Report Melissa Coan referred to the October 2018 monthly financial report. She highlighted the increase in funds due to levy collections. The BTA III program budget shows a gradual increase due to interest earnings. The BTA IV program budget is still early in implementation, with numerous projects remaining. She noted that Capital Projects and Planning is forecasting spending the entire budget.

Design Modification\Construction Change Order: Mr. Best reported on the change orders, which were reviewed December 18, 2018 by Director Geary with Senior Project Managers Eric Becker and Mike Skutack. There were four change orders related to construction and one design modification. All the changes were within normal range. Mr. Best highlighted that the Loyal Heights construction change order was a credit back to the district.

Post-Consumer Food Waste (Compost): Mr. Skowyra presented the BAR for the district's compost program. He reported that this went out for bid in October 2018 and received only one bid for the contract. It is a two-year contract with significant savings over the previous contract, due to the increase in the amount of compost collected.

Director Mack noted that the committee had not received all the attachments referenced in the contract. She requested that Exhibit A, the specifications, and Exhibit B1, the site service schedule, be included when the BAR goes forward to the Board, in order to provide more context.

Director DeWolf, moved to approve the BAR, with Exhibits A and B1. Director Geary seconded the motion and it passed unanimously. (Mack, DeWolf, Geary)

BEX IV/BTA IV: Approval of Budget Transfer from the BEX IV/BTA IV Food Service Equipment Fund and Award Construction Contract K5108, Bid No. B12838 to _____, for the JSCEE Freezer Upgrade Project:

Mr. Best highlighted two items pertaining to this Board Action Report (BAR):

- 1) It includes a budget transfer from Food Service Equipment to the Food Service Freezer project to allow implementation of a larger freezer repair project at JSCEE (The project would repair 30 feet of freezer wall and replace all the mechanical equipment. It will go to bid on February 5, 2019. Bid amounts will be added to the BAR before it goes to the Board for Action.)
- 2) The construction contract is expected to cost between \$700K to \$900K

Mr. Nielsen clarified that while the district had adopted a model of a central kitchen at JSCEE and reheating food at schools, it was now shifting back to a model of site level kitchens. Director Geary referred to a report from two years prior, which analyzed SPS's food service, and asked that it be provided to Director Mack. Mr. Best agreed to do so.

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

BTA IV: Award Contract No. K5105, Bid No. B10819, to _____ for the Relocation and Setup of Portable Classrooms at Multiple School Sites: Mr. Best explained that the goal of this BAR is to contract with a vendor to relocate 10 portables in summer 2019. Historically, when bids open closer to the summer, vendors do not respond. The bids for this contract will open on January 16, 2019. Prices will be added to the BAR before it goes to the Board for Introduction. This contract is in keeping with the Capacity Management BAR, which was accepted by the Board on January 9, 2019.

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

BTA IV: Award Construction Contract K5104, Bid No. B12841, to _____ for the Franklin High School Window and Door Replacement project: Mr. Best clarified that this BAR is to re-bid a contract for replacing the windows and doors at Franklin High School with new thermal pane windows. Costs have not been identified at this time, as the bid opens on January 31, 2019. Prices will be added to the BAR before it goes to the Board for Action. Prior bids received were not completed correctly. The urgency of this BAR is due to the long lead times for materials.

Mr. Best confirmed that the current windows are original to the building and were constructed in 1912. Director Geary requested that the BAR be updated to specify that these are the original windows and doors.

Director DeWolf moved to advance the BAR to the Board for consideration, with the amended language. Director Geary seconded and it passed unanimously. (Mack, DeWolf, Geary)

Policy H13.00, Capacity Management and “Space Available”: Richard Best reported that the flowchart of interdepartmental processes is still in development. It is a shared project of Devin Cabanilla, Becky Asencio, Ashley Davies, and himself. Mr. Best noted that the planning process is further complicated by the City’s building permit process, which had taken between two and three months but now can take six months or longer.

Director Mack highlighted two of her concerns for the flowchart. First, she called out the different enrollment projections used by Finance and Capital Projects, such that Finance works with a lower number. Second, she asked if intermediate capacity management was included in the flowchart. Becky Asencio clarified that the flowchart maps the processes for one-year of capacity management planning. Mr. Best clarified that after the one-year map was completed, then the group would look at further planning matters, such as Boundary Changes and its impact on families and student enrollment.

Director Mack referred to Policy H13.00 and its specification that enrollment analysis take place in the Fall. She highlighted that the district is conducting this in April. Mr. Nielsen explained that Fall was identified in the policy because the original intention was to analyze the prior year’s actuals. Mr. Best added that the October 1st enrollment count hasn’t been able to be analyzed in time with the policy due to staff bandwidth.

Director Mack asked about functional support an advisory committee could provide to the capacity management process. She suggested longer term boundary issues as one area where a committee could help. Mr. Best referred to the regional representation, which was prioritized in the Facilities Master Plan Task Force, and suggested that as a useful approach to composing and engaging a committee.

Director Geary left the conversation at 5:53pm

Director Mack concluded the discussion by describing the next steps: mapping the capacity management processes, starting with short term, then intermediate term, as per the policy. Directors Mack and Geary will connect about next steps for developing the task force. Director Mack will connect with Super Juneau on the matter, as well.

Viewlands Playground – Playground Redevelopment Fund, Information Memo: Gretchen DeDecker, Facilities Self-Help Projects Manager, presented a memo to the committee regarding the

Playground Redevelopment Fund. She explained the process for accessing this fund, such that requests are made to the Self-Help Review Team for consideration and approval.

Ms. DeDecker provided background on the playground project at Viewlands Elementary School. Phases one and two of the project were completed with existing funds. Phase three is a running path on the lower field at the school. While this school is included on the BEX V levy, this project is not nor is it in conflict with the work planned for the site. In addition, a permit from the City of Seattle has already been approved for the work.

Director Mack confirmed with Mr. Best that the school's current playground equipment will not be replaced with BEX V. She followed up, inquiring into other schools' new equipment and levy plans. Ms. DeDecker confirmed that there are no conflicts. She clarified that the term "playground" includes more than play structures, such as asphalt in a courtyard. She continued, describing a database of playgrounds, ages of equipment, and cited 164 play structure areas which require repair.

Director Mack requested additional information on the playgrounds be included in the Capital Projects Report.

Policy 1010 Semi-Annual Report: Richard Best presented the report in the form of a one-page document noting what is in construction and what is in design for each levy source. Director Mack noted that, in accordance with Policy 1010, the report ought to cover all Capital Projects and not only the levies.

Mr. Best suggested a review and revision of Policy 1010 specific to the number and timing of reports, citing the reports already delivered on a weekly, monthly, and annual basis. Director Mack agreed that the brief report conveyed at this meeting was enough, in anticipation of the "glossy" Capital Projects Annual Report, which will be delivered to the Board at a Work Session in May 2019.

Agency Certification for GC/CM Construction: Mr. Best presented a memo to the committee recommending that the district consider GC/CM certification. This matter arose from an audit finding by Kimberly Fry, Capital Projects Audit Manager. Under the current process, the district must seek approval from CPARB for each project, which costs \$20 – 25K per project. However, if the district had agency GC/CM certification, there would be a one-time cost of \$20K and then \$5,000 per project. The committee agreed that this discussion would go to the Board in the form of a Work Session. While Board approval is not required before the district can seek certification, the conversation would be an opportunity to explain the process and share the advantages and disadvantages of GC/CM agency certification. Director Mack requested the matter be discussed at the BEX/BTA Oversight Committee meeting in February concerning alternative public works construction procurement.

Director DeWolf departed at 6:10 p.m.

The meeting adjourned at 6:15 p.m.

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