

Board Special Meeting

Operations Committee

April 8, 2020, 4:30 – 6:30 PM

Meeting held remotely

By Teleconference: +1 206-800-4125 (Conference ID: 519 596 879#)



Minutes

Call to Order

1. This meeting was called to order at 4:35 PM. Directors Mack, Hersey, Rankin, and Rivera-Smith were present. This meeting was staffed by Chief Operations Officer Fred Podesta.

She reminded participants to mute themselves, and not use video or chat functions.

2. Approval of agenda

Director Hersey moved to approve the agenda. Director Rankin seconded. This motion passed unanimously.

3. Approval of meeting minutes

Director Rankin moved to approve the 3/2/20 and 3/12/20 meeting minutes. Director Hersey seconded. This motion passed unanimously.

Standing Agenda Items

1. 2020 Committee Work Plan, and Facility Capital Projects BAR Management Schedule
 - a. Director of Capital Projects and Planning Richard Best confirmed that several BARs will be presented at the 4/27/20 meeting. He was considering which BARs went to 4/27 or 5/14 with attention to new bidding schedules.
 - b. Mr. Best reported that due to the school closure, the team was identifying which smaller projects could start early and provide contractors with more time.
 - c. He also reported that larger projects were being postponed due to supply chain concerns.
2. Capital Financial Budget Report
 - a. Capital Projects Finance Manager Melissa Coan Cap presented the budget report through January 31, 2020.
 - b. There were no variances to report. Spending proceeded as expected.
 - c. Ms. Coan highlighted that property taxes were being delayed until June 2020, however she did not anticipate any issues since that would still be within the current fiscal year.
 - d. She reported that 20% of the budget was committed as of January 31. She confirmed that there will be an uptick in commitments for contracts in February through April.
3. Capital and Operations Community Engagement
 - a. Mr. Podesta referred to list of meetings that are scheduled for after the current stay-at-home order. He reminded the Committee that the District has suspended public meetings in the meantime.

- b. He highlighted that the report from the Student and Community Workforce Agreement (SCWA) Task Force was scheduled for a work session on May 6, 2020.
 - c. Mr. Podesta suggested that plans for convening the Capacity, Enrollment, and Facilities Master Plan (CEAFMP) Advisory Committee wait another week or more, in case the stay-at-home order was extended, again.
 - d. Director Mack requested that the schedule for the Information Technology Advisory Committee (ITAC) be added to this list of meetings included on the Operations Committee agendas.
4. Design Modification/Construction Change Order Review
- a. Mr. Best reported meeting with Director Rivera-Smith on March 13, 2020 to review five change orders.
 - b. He referred to the Change Order Log and explained that the first entry reflected compensation to Basetti Architects for owner-requested changes that occurred during the Lincoln High School Phase 1 project.

Board Action Reports (Discussion and/or Action)

1. Policy 3423 Parent/Guardian Administration of Marijuana for Medical
- a. Senior General Counsel Ronald Boy relayed that the recent new legislation included a law permitting parents to administer marijuana-infused substances to students with a Recognition Card. The new law outlined a specific process for schools:
 - i. The School Board must establish a policy, which aligns with the law.
 - ii. Only the parent noted on the Recognition Card may administer the product.
 - iii. The parent brings the product to the school and takes any remainders with them when they depart.
 - iv. The student never has the product.
 - v. The new law also requires an exception be added to Policy 5201, which will allow a parent to possess a marijuana-infused product on campus.
 - vi. Mr. Boy confirmed that no changes are needed to Policy 3416, because that policy refers to nurses administering medication. The marijuana-infused product is not a medication and can not be administered by a school nurse.
 - vii. Director Rankin raised a topic for later discussion regarding the implementation of medication policies and how that affects which school a student is assigned, such that the student is placed where there is a nurse to administer the medicine. She noted that similar practice also impacts where students in Special Education programs are assigned.
 - viii. Mr. Boy clarified some of the details of the new law.
 - 1. He reiterated that only the parent listed on the Recognition Card can administer the product; there is no back-up adult.
 - 2. He reported that a procedure is being drafted, which will outline how school maintain the data and expiration date of the Recognition Card.
 - 3. He explained that there is not a separate policy for staff treated with marijuana-infused products – largely because this treatment is reserved for individual s living with life-threatening illnesses and it is considered unlikely that a staff person would be working in that state of health.

Director Rankin made a motion to move this item forward to the full Board with a recommendation for approval. Director Hersey seconded. This motion passed unanimously.

2. BEX V: Award Contract P1721 for Construction Project Management Services to CBRE | Heery for the Lincoln High School Phase 2 Seismic Improvement & Theater Renovation project
 - a. Mr. Best reminded the Committee that the District employs outside construction management services for secondary school projects.
 - b. He highlighted that CBRE Heery managed Phase 1 of the Lincoln High School project, therefore they had particular knowledge and expertise for Phase 2.
 - c. He described the scope of Phase 2:
 - i. The work focuses on the East buildings, which are from the 1950s.
 - ii. The project includes seismic improvement for the gym, auditorium, and Career and Technical Education (CTE) space, plus additional improvements to the auditorium.
 - iii. He emphasized that the structures would remain intact and receive improvements. For example, the auditorium will keep the existing seats but receive new rigging and lighting to bring the services up to current standards.
 - d. Director Rankin inquired about who would have access to and benefit from the upgrades.
 - i. Mr. Best clarified that the CTE classrooms were updated prior to the Phase 1 renovation. The program currently offers medical and health sciences, with plans to add a food service program.
 - ii. He explained that the seismic code requires accessibility improvements and that is budgeted into this project.
 - iii. Director Rankin added that technical theater provides another career opportunity, especially is students could start learning those tools and skills in high school, for example, at a state-of-the-art facility at Lincoln HS. She planned to bring that idea to the Curriculum and Instruction committee.

Director Hersey made a motion to move this item forward to the full Board with a recommendation for approval. Director Rankin seconded. This motion passed unanimously.

3. BEX V: Award Construction Contract P5139 to Wayne's Roofing, Inc., for the West Seattle High School Roof Replacement project
 - a. Mr. Best reported that this is a landmarked clay-top roof with technical challenges.
 - b. The selection was made through a purchasing cooperative, which allows the contractor to participate in the design.
 - c. The old roofing system was installed in 2001. He confirmed that it is reasonable to be replacing it in 2020.

Director Rankin made a motion to move this item forward to the full Board with a recommendation for approval. Director Hersey seconded. This motion passed unanimously.

Special Attention Items

1. Ms. Coan presented an updated view of the Capital Budget for Fiscal Year 21, as a follow-up to the information presented on February 13, 2020.
 - a. She noted that both the total project budget (multi-year) and the individual slice for the fiscal year were provided.
 - b. She highlighted projects that were added to Fiscal Year 21 in response to the impacts of Covid-19.
 - c. She reminded the Committee of the three categories of work in the Technology budget and noted that Chief Financial Officer JoLynn Berge would lead a more in depth discussion of that budget, soon.

- d. She reminded the Committee that the JSCEE bond payments come from this budget in the form of transfers. Principle payments come from the levy and interest payments from CPE.
- e. Ms. Coan relayed that at least 10% or more is held in Program Reserves so that the team can respond nimbly to a new situation, such as a grant opportunity or expediting projects.
- f. She reported that the project budget is now at \$275M. It will continue to be reviewed and refined through May 2020.
- g. Director Mack inquired about which positions are funded through the levies, with attention to effective and appropriate allocation of funds.
 - i. Ms. Coan explained that while that list is not shared with the Board and the public, it is shared with leadership and audited annually.
 - ii. Mr. Best added that the line item only covered the implementation of the Capital Projects portion of the levy. It does not address funding for staff in the Department of Technology Services (DoTS). He added that indirect costs, such as legal services, are included in this line item.
- h. Director Mack requested clarity about the technology budget, to distinguish between staffing costs and device costs.
 - i. Ms. Coan confirmed that staffing is funded from Student Learning and Support. She will follow up on the funding for devices.
 - ii. Director Mack added that some of her concern was about the impact of Covid-19 on the technology budget in the short and long term.
- i. Ms. Coan clarified that Special Education Improvements fund changes required by the Special Education program throughout the year. For example, modifying a physical space, and purchasing equipment like grab bars. These items ensure that students needs are met all year, as the population grows and changes.
- j. Mr. Best clarified that Special Education funding was not applied to structural changes for accessibility. He reminded the Committee that accessibility will be assessed as part of the Building Facilities Assessment and a plan derived from that data. It is not a separate line item in this budget.
- k. Ms. Coan explained that “Volunteer Projects” refers to the Self-Help department’s program for playground improvements. The funds in this line start the project and are reimbursed by grants for the project.
- l. Director Mack reminded the Committee that the next conversation about the Capital Project Budget for Fiscal Year 21 will be with the full board in a work session.

2. Enrollment and Capacity Process Planning

- a. K-12 Planning Coordinator Becky Asencio referred to the one-page update, which was distributed in the Committee’s meeting packet.
 - i. She highlighted current work identifying locations requiring Capacity projects, to complement the Capacity Plan. For example, Mercer Middle School has grown beyond what was projected and requires relief.
 - ii. Ms. Asencio indicated that contingency plans are being developed, in case Covid-19 continues to impact project schedules.
- b. Director of Enrollment Planning Ashley Davies relayed which processes are on the usual schedule and which tasks were impacted by Covid-19.
 - i. Enrollment continues progress on the standard timeline for Open Enrollment. Results will be disseminated to school on Friday, and then to families on April 21.
 - ii. While community engagement regarding capacity needs and potential boundary changes for the 2021-2022 year are on pause due to Covid-19, conversations continue with school principals.

- iii. CEAFMP applicants have been notified of their selection for the committee. Convening the group is tentatively planned for the end of May, depending on the stay-at-home order. Staff have drafted a schedule for the first 12 months of the committee, with attention to the three, parallel, “swim lanes” of work in Capital Projects, Enrollment Planning, and the School Board.

3. Rainier Beach High School (RBHS) Community Outreach

- a. Mr. Best introduced the team planning and facilitating the RBHS community engagement:
 - i. Senior Project Manager Mike Skutack
 - ii. Project Manager Paul Popovich of Parametrix
 - iii. Department of Racial Equity Advancement (DREA) Manager Deborah Northern
 - iv. Jordan Keele of Bassetti Architects
 - v. Monisha Harrell with Rule of 7
- b. Mr. Keele referred to a graphic timeline of the project’s pre-design process and its participants.
 - i. He highlighted that the School Design Advisory Team (SDAT) would be adjusted, in response to Covid-19, to employ remote methods like virtual tours of other schools, and photographs.
 - ii. He listed some of topics for conversation such as the relationship between built environment and educational goals, and tailoring the District’s general educational specifications to meet the priorities and stated needs of this school community.
 - iii. He noted that the team anticipates needing more meetings due to the impact of Covid-19. The goal is to reconvene in October 2020 and share a specific design, reflecting the community’s input.
- c. Ms. Harrell outlined the plan for engaging the broader community, and highlighted changes made to address the impact of Covid-19. If school does not resume, the team is still confident of effective outreach using the following methods:
 - 1. Video town halls including students , community and businesses, parents and neighbors, and alumni.
 - 2. A phone line was added so that community members can call-in to provide feedback.
 - 3. There will be a website and online survey.
 - 4. A postcard mailing was added, noting the new website and phone number, to go out to all current students. Plus, the survey can be mailed out as requested to include participants not accessing it online.
 - 5. Postcards will also be distributed a food sites, to engage participants who don’t have a permanent address on file.
 - 6. A robo-call has been added to inform community members about the website, phone number, and inviting feedback on the project.
- ii. Ms. Harrell reported that the team, comprised of the RBHS principal, assistant principal, and Ms. Northern, are positive about the new plan and will continue to evaluate its result to identify any gaps and plan additional outreach.
- d. Director Mack suggested outreach to future students, who are in middle school now.
- e. Director Hersey requested more information about the landmarking process and the strategy.
 - i. Mr. Keele explained that while nomination is a risk, community voice helps the Landmark’s Board to understand the public’s point of view about the site. He described a plan that includes collecting letters and video testimonials, and sharing talking points with the community about what people might address in their own words.

- ii. Mr. Keele noted that City of Seattle has not decided yet on whether or not to employ digital meetings for this Board.
 - iii. Mr. Best added that the Capital Projects team has received the same advice from its legal counsel. He informed the Committee that a BAR will be coming soon, with a resolution for the Board, asking that RBHS not be nominated as a landmark. Similarly, Superintendent Juneau will send a letter with the same request. Mr. Best reminded the Committee that the same strategy was used for Northgate Elementary School and was successful.
 - f. Ms. Harrell confirmed that the outreach communications will be translated in the community's most common languages and will respond with additional translation as requested.
4. Bid Update: Adjustments due to Covid-19
- a. Mr. Best relayed that the situation continues to change and reported on Capital Projects responses to that fluidity:
 - i. He referred to advice from legal counsel to operationalize compliance with the stay-at-home order and the Governor's memorandum regarding construction projects, which was issued on March 25, 2020.
 - ii. He confirmed that construction activities can continue, per that memorandum.
 - iii. However, there is no clear instruction in that memorandum regarding bidding new projects, therefore the District has been advised to postpone bids. This resulted in postponing more complex projects, which require a more substantial supply chain.
 - iv. He noted that upcoming BARs will be presented to the Committee with blanks, because they are preparing the documents prior to bid openings. However, the blanks will be completed in time for Board Introduction and Action.

Adjourn

This meeting adjourned at 6:59.