

Board Special Meeting Operations Committee

April 18, 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 4:30PM. Director DeWolf was present. Director Patu was unable to attend. The meeting was staffed by Chief Operations Officer Fred Podesta.

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

Director DeWolf moved to approve the minutes from the March 14, 2019 meeting. Director Mack seconded and the motion passed unanimously.

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

Director Mack observed that the 2019 Committee Work Plan was sparsely populated for the June 2019 meeting. Mr. Podesta commented that several Board Action Reports (BARs) were planned for that meeting. Director Mack added that items currently scheduled for the May meeting might also move to June.

Director Mack inquired about a Work Session, tentatively planned for June 2019, regarding the Student Assignment Transition Plan (SATP), boundary adjustments and corresponding community engagement for changes in 2020-2021. Both Director Mack and Mr. Podesta will follow up with the Board Office to verify the scheduling of that Work Session. Jen Lincoln will add it to the Committee Work Plan.

Director Mack commented that public meetings related to enrollment planning were absent from the list of meetings on the second page of the Operations Committee agenda. Ms. Lincoln agreed to request the schedule of public meetings from the Enrollment Planning staff and maintain them on the list.

Director Mack praised staff for appropriate handling of the coolant leak at John Muir Elementary School. She requested a Special Attention Item for the committee's June meeting to review and discuss the policies for responding to emergencies in the district. She expressed confidence that staff possess and follow a set of procedures but wanted to confirm that this information is reflected in policy. Director Mack outlined the conversation as a high discussion of the policies that govern the procedures, including verification that the procedures exist, articulation of their location, and identification of the parties responsible for carrying out the procedures. Mr. Podesta added that the Operations division is currently hiring an Emergency Planning role. Ms. Lincoln will add the item to the June agenda and invite the new hire, as available.

Director DeWolf inquired about how the Operations Committee would resume the conversation about Community Workforce Agreements (CWA), which was the topic of the April 3, 2019 Board Work Session. Director Mack requested the timeline for the maintenance contract that was mentioned at the Work Session. Bruce Skowyr (title) explained that the current contract expires on August 31, 2019. The goal is to establish a new contract before that, which would go to the Board in August or early September.

He added that a collective bargaining agreement includes one or more Board sponsors to set the goals and parameters of the contract. The contract will be discussed in a closed session or in one-on-one conversations. Director DeWolf concluded that he would connect with Directors Mack and Burke regarding next steps for the CWA discussion.

Capital Financial Budget Report

Capital Projects Financial Manager Melissa Coan referred to the January 2019 monthly financial report. She highlighted the status of each program's funds and the anticipated unspent balance of \$6.7M. Ms. Coan confirmed for the committee that these funds are not allocated, at this time, but must be applied to Capital related expenditures. She confirmed for Capital Projects and Planning Director Richard Best that the anticipated balance was calculated after funds for the Olympic View roof had been earmarked for that project.

Director Mack verified that the process for decided how to spend the balance occurs in Capital Projects and Planning and would include the proposed planning advisory committee in the future. Ms. Coan provided the example of the solar projects, to clarify how the process works. Funding for the solar projects included reserve funds from the BEX II and BEX III programs, after much discussion and a contract presented to the Operations Committee. Mr. Best advised the committee that the levy language ought to be reviewed in order to confirm that all expenditures were consistent with what voters approved.

Ms. Coan reminded the committee that the Capital Budget, which includes the BEX V budget, would be presented to the Board at the May 7, 2019 Board Work Session. Director Mack advised the committee to review it on their own and convey their questions to staff.

Capital and Operations Community Engagement

Director Mack requested additional context for the departures meeting Roosevelt High School. Mr. Best explained that the permit for the portables at Roosevelt included a "sunset" clause, which mandated their removal from the site in Summer 2019. This was in accordance with the City of Seattle Landmarks Preservation Board. However, since the units were placed in 2016 the district has changed the plan for opening Lincoln High School. According to the new plan, Lincoln will only open with grades 9 and 10 rather than all four grades. Therefore, Roosevelt will still face capacity challenges. The district does not expect to need the portables in school year 2019-2020 but enrollment projections suggest that they will be needed at Roosevelt within the next five years. Now, the district seeks to amend the departure requirement in order to leave the units in place. The new plan would save the district approximately \$1M in removal and replacement costs.

Director Mack reminded the committee of a request for information made at the April 3, 2019 Budget Work Session. She reiterated the request for current post-open enrollment data, to be viewed alongside the waitlist. Mr. Podesta agreed to follow up on the request. K-12 Planning Coordinator Becky Asencio noted that it would be included in the May 8, 2019 Work Session on Capacity and Enrollment Evaluation.

Design Modification\Construction Change Order:

Mr. Best confirmed that he met with Director Geary on March 8, 2019 to review the Change Order log. The log was included in the meeting materials.

BEX/BTA Oversight Committee Semi-Annual Report

John Palewicz, Chair of the BEX/BTA Oversight Committee, presented the committee's semi-annual report. He opened the presentation with an overview of the committee members, provided background on the four new members, and conveyed the meeting schedule, including standing items and recent topics of discussion.

Director Mack, who also sits on the BEX/BTA Oversight Committee, requested that energy efficiency presentation that was made to that committee be abbreviated into a 10-minute version and presented to the Board. She also suggested that the BEX/BTA Oversight Committee recommend other items for brief reports to the Board, ongoing.

Mr. Palewicz highlighted four “Items of Importance” from the Oversight Committee’s work:

1. Recommended that the BEX V Implementation Plan be adopted and only modified as little as necessary, after thoughtful consideration.
2. Suggested that the Delegated Authority granted to the Capital Projects staff at a threshold of \$250K is too low. He shared an example, from the University of Washington, of a variable structure of authority, with different dollar amounts granted to different levels in the institution.
3. Advised that GC/CM certification would increase the efficiency of the Capital Projects staff.
4. Proposed a robust review and discussion of the use of portables across the district.

Portables Plan

Mr. Best presented a preliminary Portables Plan. He referred to the recommendation of the Facilities Master Plan Task Force that the district identify the age of each portable and the date at which the unit will be vacated or demolished. McKinstry scored all of the portables with a range from 100, meaning good condition, down to the teens, meaning poor condition.

Director Mack requested the score for the oil-burning portable at Aki Kurose. She expressed surprise when Mr. Best told her that it scored in the 80s and was not currently scheduled for removal.

Mr. Best reported the timeline for the Portables Plan:

- 2018-19 – relocating portables related to construction
- 2019-20 – demolishing portables

He added that, by law, portables must have a “gold label” in order to be moved in public right of way. Units that lack this sticker will either remain in place or be demolished.

Director Mack inquired about the correlation between the McKinstry score and a healthy learning environment in the portables. Mr. Best replied that it should be possible to correlate the McKinstry scoring with student health. Mr. Skowrya added that the Facilities staff are removing oil furnaces and installing electric heat in all of the oil-burning units, as budget allows. Director Mack requested that the Portables Plan be updated to include replacement or upgrading of remaining units.

Mr. Best conveyed that the Portables Plan will be included at the May 8, 2019 Work Session. Staff will incorporate feedback from the Board and the final version of the plan will be a subset of the BEX V Implementation Plan. Director Mack concluded with a request to review the Portables Plan in light of the Board’s Guiding Principles for the BEX V Levy.

Transportation Update

Mr. Podesta reminded the committee that the current discussion of the district’s transportation service was sparked by late service experienced in Fall 2018. He referred the committee to a graph conveying the number of late buses at different points in the last few years. He defined “late” as a delay of 15 minutes or more. Mr. Podesta highlighted the solution to the late service of Fall 2018 as hiring a second vendor in January 2019. In addition to working with two vendors, driver recruitment and compensation have also been adjusted. The situation has stabilized in recent months.

Mr. Podesta also highlighted the lessons learned from the two weeks of severe weather in February 2019. These included: formalizing relationships with partner agencies like Seattle Department of Transportation (SDOT) and Metro, establishing a district-wide procedure for snow removal at schools, assigning snow

routes for all door-to-door service users, and improving and implementing communication tools so that families know what to expect during inclement weather.
routes

Mr. Skowrya reported that the district employs 353 yellow buses for 1400 daily yellow bus routes. Mr. Podesta conveyed that the final plan will be shared this summer. Mr. Skowrya reminded the committee that a Board Oversight Work Session on Transportation is scheduled for May 22, 2019. Mr. Podesta highlighted the Transportation Think Tanks, which were held at the request of Superintendent Juneau, as a means to initiate long-term transportation planning for a rapidly changing district.

Water Quality

Mr. Skowrya referred to a Seattle Times article that cited a recommendation of 1 part per billion lead in drinking water. He provided the Environmental Protection Agency (EPA) recommendation of 15 parts per billion. He highlighted that Seattle Public School's (SPS) employs a standard of 10 parts per billion. All of the district's drinking water fixtures meet or improve on that standard.

Mr. Skowrya reported that of 2600 tested fixtures there are 103, that are not intended for drinking water, which do exceed the 10 parts billion standard. All 103 fixtures will be replaced this summer. He added that, per Board policy, SPS does not test restroom faucets and does not plan to start testing them. These fixtures are not intended for drinking water.

Director Mack expressed concern with both the policy and the posted signs prohibiting drinking water from fixtures in the district. She requested that the replacement of the 103 fixtures be communicated to the public. She also requested a reconsideration of the policy and the signage text. This topic will return to the committee in June 2019 with the Board policy.

BTA IV: Resolution 2018/19-23: Acceptance of the Building Commissioning Report for the E.C. Hughes Elementary School Modernization project

Mr. Best reminded the committee that their acceptance of the Building Commissioning is required for submission of OSPI form D-11. He confirmed that all of the items were complete.

Director DeWolf moved to advance the BAR to the Board for approval. Director Mack seconded and the motion passed unanimously. (Mack, DeWolf)

BEX IV/BTA IV: Approval of construction change order #17 for the Lincoln High School Modernization and Addition project.

Mr. Best highlighted that this change order exceeds the \$250K threshold. It will require \$1M from the construction contingency fund. He confirmed that these changes will improve the spaces in the East Building at Lincoln High School.

Director DeWolf made a motion to advance the BAR to the Board for consideration, with the edits proposed by Director Geary at the Change Order review meeting before the committee meeting time. Director Mack seconded the motion and it passed unanimously. (Mack, DeWolf)

Final Acceptances:

- BTA III: Resolution 2018/19-24, Final Acceptance of Contract K5080 with Mike Werlech Construction Inc., for the Blaine K-8 Water Mains and Fire Sprinklers project
- BTA III / BTA IV: Resolution 2018/19-25, Final Acceptance of Contract K5074 with FieldTurf, USA, Inc., for the Synthetic Turf Replacement, Track Re-Surfacing and Field Lighting Infrastructure at Roosevelt High School project

- BEX III/BTA IV: Resolution 2018/2019-21, Final Acceptance of Contract K1303 with Aeries Building Systems, LLC, for the Purchase and Installation of Portable Classroom Modules project
- BTA IV: Resolution 2018/19-14, Final Acceptance of Contract K5088 with Wayne's Roofing, Inc. for the Ballard High School & West Seattle High School Roof Replacement project

Mr. Best reported that all four of the final acceptances were within budget. He highlighted that the project at Blaine K-8 included significant change orders due to last minute requirements from SDOT for additional work on the surrounding sidewalks and curb-cuts. Mr. Best conveyed that the district has begun conversations with SDOT to avoid last minute charges at future projects. SDOT perceives the issue as a matter of repairing damage caused by contractors' heavy machinery. SPS experiences the issue as expanded scope. In the case of Blaine K-8, the change order demanded new design, permitting, and work, which delayed final acceptance by one year.

Director Mack indicated that this matter belongs in the partnership agreement with the city.

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

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

Director Mack clarified what she wants to review and discuss as a committee regarding policy revisions. For example, she would like to see a WSSDA model and a SPS draft policy to compare the content of the two documents. This comparison would inform the committee of the rationale behind policy changes and shape policy development.

Acting Chief Counsel Ronald Boy suggested adopting this approach by presenting a WSSDA model with a memo, from staff, describing the differences. Director Mack agreed to this method.

Mr. Podesta that in order to present a draft policy, staff must route it through district executives for review and approval. This process ensures that district leaders agree with the suggested policy and are confident that the policy has been vetted. Ultimately, policy recommendations come from the Superintendent and are conveyed to the Board. Routing drafts ensures internal alignment of district staff before a proposal goes to the Board.

Director Mack approached the matter from the perspective that the Board is responsible to set policy for the district. Therefore, she asserted that the committee ought to review policy content for agreement and changes before it goes to staff for drafting. She agreed that documents presented by staff should be routed.

Mr. Boy suggested a new process for the Operations Committee for reviewing and drafting policy. He proposed that a portion of every committee meeting be allocated to a discussion of the most recent WSSDA recommendations. He offered to attend each meeting to present the pertinent WSSDA models, articulate the district's experience and processes for the issue at hand, and provide a brief memo identifying items for the district to consider for its policy development. Director Mack agreed to this new process. She commented that other committees might benefit from this process, as well. Director Mack concluded that a BAR would come after the discussion, when the policy is ready to be vetted.

WSSDA Model 6900 Facilities Planning/Policy 6901 Capital Levy Planning (Best)

Director Mack defined the goal of the policy revisions as separating levy planning from facilities master planning as two discrete policies, 6900 (Facilities Planning) and 6901 (Capital Levy Planning). She sought a staff recommendation on timelines for the planning, such as 10 years for facilities master planning and six years for levy planning. She also proposed incorporating enrollment projections to the

levy policy and an advisory committee to the facilities planning policy. In the same way that the BEX/BTA Oversight Committee supports the levy planning and implementation, a new Enrollment, Capacity, and Facilities advisory committee would be included in Policy 6900 and support the district's work in these areas.

Mr. Best expressed appreciation for the Facilities Master Plan Task Force, of Summer 2018, and highlighted the benefits of engaging representation from throughout the city. He added that the best census data for the district to work with comes from the ten-year census. He recommended synchronizing Policy 6900 with the release of that information. Director Mack concurred. She added that an ongoing advisory committee would provide consistency and prevent churn.

Director DeWolf inquired about the inclusion of CWA within the scope of the new committee. Mr. Podesta acknowledged the value of an advisory committee for CWA but suggested that it may function as part of the execution of the district's plans while this policy focused on the development of plans.

Mr. Podesta requested the matrix of tasks and deliverables for the new advisory committee. He asked for the specific problems this group would be addressing, to help inform the charter that would shape their work. Director Mack committed to drafting a charter to be reviewed by Director DeWolf, Mr. Podesta, and Dr. DeBacker. She asked staff to bring drafts of policies 6900 and 6901 with the content discussed at this meeting.

Director Mack adjourned the meeting at 6:47 PM.

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