

Board Special Meeting

Operations Committee

Oct. 3, 2019, 4:30-6:30 p.m.

Board Office Conference Room, John Stanford Center
2445 3rd Ave. S, Seattle WA 98134



Minutes

Call to Order

1. This meeting was called to order at 4:34 p.m. Directors Brandon K. Hersey and Rick Burke were present. This meeting was staffed by Chief Operations Officer Fred Podesta.
2. Approval of agenda: Director Burke moved to approve the agenda. Director Hersey seconded. This motion passed unanimously. BEX/BTA Oversight Committee Semi-Annual Report struck from the agenda because John Palewicz was unable to attend the meeting.
3. Approval of meeting minutes: The Sept. 5, 2019 meeting minutes were not approved because the same people were not in attendance. The minutes will be carried forward for approval at the November meeting.

Standing Agenda Items

1. 2019 Committee Work Plan and Facility Capital Projects BAR Management Schedule
 - a. Director Mack reminded the Committee that the Work Plan addresses the calendar year. The 2020 Work Plan will be finalized following the Board's turnover and committee assignment changes, in January.
 - b. The BEX/BTA Oversight Committee Semi-Annual Report was rescheduled for the November meeting.
 - c. Mr. Podesta noted the date for presenting the Transportation Service Standards was dependent on the Student Assignment Transition Plan.
 - d. Director Hersey requested clarification regarding Capital Projects contracts and if any of them would be contracted through a community workforce agreement. Director Mack noted the related task force is starting, now. There is no agreement in place currently.
 - e. Director Mack requested a reminder about education specifications and the Board approval process. Mr. Best explained that the Office of Teaching and Learning establishes district-wide education specifications, which are adjusted to be site-specific. Playgrounds are included in the district-wide ed. spec. The district-wide ed spec is reviewed by community. Site-specific specs go to the Board with each project. Mr. Best highlighted that 95 percent of general ed spec is included in the site-specific version. Mr. Best noted that the BEX V workplan is still being vetted and the site-specific ed. Specs. Would be presented later in the process.
 - f. Director Mack inquired about when the Board receives and update on BEX IV projects and outstanding smaller projects. Mr. Best replied that a Board Work Session on the status of all the levies is scheduled for May 5, 2020. He highlighted that the district still has projects from BTA III, BEX IV and BTA IV to be completed.
 - g. Director Mack asked for clarification about when the Board and community approve changes to the allocation of levy funds to specific projects. Mr. Best explained that Capital Projects submits requests to the Board for approval, especially when there is an underspend. Director Mack suggested that matters like this be presented to the new

Capacity, Enrollment and Facilities Master Planning (CEAFMP) Advisory Committee. Mr. Best added that he would like input from the Chief Financial Officer, as well. Mr. Podesta agreed, noting that there might be other building needs that Capital Projects was not already aware of. Director Burke added that, per his interpretation, the Board establishes the budget and Capital Projects allocates those funds. Mr. Best agreed and gave the example of BEX II underspend, which was applied to solar projects. In that example, Capital Projects sought Board approval for combining the underspend with new funds from the Department of Commerce and City Seattle Light for this work.

2. Capital Financial Budget Report

- a. Capital Projects Financial Manager Melissa Coan referred to the program summary through July 31, 2019.
- b. Director Mack confirmed that underspend dollars remain in Capital Projects. Mr. Podesta added that while in planning process, Capital Projects would like to prioritize contingency in BEX V to mitigate uncertainties, such as the rise in steel costs and the potential impact of workforce agreements.
- c. Ms. Coan reminded the Committee that the department is still in the process of closing out the fiscal year, which will continue into November 2019.
- d. Director Mack asked for clarification on income for property rentals. Ms. Coan reported that of the \$14.5M budget, \$13.2M has been realized and \$1.3M is still expected. This program is the only non-levy. These are local dollars through revenue received from lease and rental income and surplus property sales.

3. Capital and Operations Community Engagement

- a. Chief Operations Officer Fred Podesta reviewed list of upcoming meetings listed on the agenda. He added a public meeting on Oct. 10 regarding boundaries and referred to handouts with that information. Director Mack noted that the southeast boundaries meeting is at Mercer Middle, 6:30-8:30 p.m. and that the community appreciates when Board directors are in attendance.
- b. Mr. Best provided information for a community meeting about all the project development (10-12 large projects) in the Rainier Beach community. The meeting is scheduled at South Shore K-8 Oct. 17, 6-8:30 p.m. It's hosted by City of Seattle. Mr. Best agreed to provide Mr. Podesta for a one-pager about the meeting, to be distributed to all Board directors.
- c. Director Mack raised the issue of coordinating the District's Enrollment Planning with housing developments. Mr. Podesta suggested that understanding the awards the Housing Authority makes would be one way to do that.
- d. Director Mack asked that additional meetings be added to the list such as School Design Advisory Team (SDAT) and State Environmental Policy Act meetings.
- e. Director Hersey asked for clarification on how the District does community engagement. For example, he reported that South-end schools don't engage by emails. Mr. Best reported that robocalls are employed on a school-by-school basis. Historically, school newsletters have been used. Mr. Best highlighted that Capital Projects is working with Deborah Northern, in the Department of Racial Equity Advancement, to identify additional ways to engage underrepresented groups. He reported that Rachel Nakanishi, in Communications, is the department's new communications lead.

4. Design Modification/Construction Change Order Review

- a. Best said four change orders were reviewed September 13, 2019 with Director Jill Geary.

- b. Best highlighted that the Magnolia projects budget is projected to be \$250K over. He reported that the enrollment projections for Magnolia indicate that the project must proceed, however, he agreed to verify this with Enrollment Planning.
- c. Mr. Best reported that in the BEX V master plan, Old Van Asselt (OVA) is identified as an interim site. It is scheduled to open for the 2023-2024 school year.
- d. Capital Projects staff continue to revise the BEX V plan based on input from Board directors and staff. Mr. Best will confirm that the Board is provided a current version of the plan.

Board Action Reports (Discussion and/or Action)

1. BTA III/ BTA IV: Final Acceptance of Contract P1448 with KCDA – Williams Scotsman, Inc., to provide for the Move and Setup of Portable Classroom Modules at Multiple School Sites for the 2016-17 school year
 - a. Director Mack clarified the Board’s role in Final Acceptance. After Capital Projects received Final Acceptance from the Board, they notify three agencies (Department of Revenue, Department of Employment Securities, and Department of Labor and Industries). They make sure contractor did what they needed to do.

Director Burke 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. BTA IV: Final Acceptance of Contract K5093 with KCDA – Williams Scotsman, Inc. for the Relocation and Setup of Portable Classrooms at Multiple School Sites for the 2017-18 school year

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

3. Approval of the renewed agreement with King County to purchase ORCA Business Passport Products (Metro Transportation)
 - a. Mr. Podesta presented that annual renewal with King County Metro for ORCA cards. He reported that the funding for the cards is reimbursed and the cards have already been issued to students.
 - b. Director Mack expressed concern that the agreement had been signed prior to Board approval. Mr. Podesta recognized the error and attributed it to the need to issue cards before the start of school.
 - c. Mr. Podesta reported that the District issues 7,500 ORCA cards.
 - d. Mr. Podesta agreed that this annual contract should be added to the Operations Committee Work Plan for July. Director Mack added that all large recurring contracts should be on the plan, to help avoid Board Introduction and Action in the same meeting.
 - e. Director Burke inquired about the fiscal impact \$1.7M ORCA card program. Mr. Podesta explained that it is funded through general fund and refunded at the end of the year at 100 percent.
 - f. Director Burke requested additional information about the program, such as what the City provides versus the District’s responsibilities, be included in the BAR.

Director Burke made a motion to move this item forward to the full Board with a recommendation for approval as amended to include clarification about the intersection of the city’s ORCA card program. Director Hersey seconded. This motion passed unanimously.

4. Approval of Property Alterations Valued at \$400,000
 - a. Senior Assistant General Counsel Ronald Boy reported that the Seattle XFL football team asked to rent Memorial Stadium. In addition, they are proposing site improvements, valued at \$400K, including permanent improvements that would become District property. Examples include lockers, flooring, ventilation, wiring for digital camera equipment, etc.
 - b. Director Mack inquired about additional improvements to the upper restrooms and drinking fountains. Mr. Boy explained that the XFL is focused on the areas they will be utilizing and not areas the upper levels, which are spectator areas.
 - c. Mr. Boy clarified that the rental agreement does not require Board approval, because it is under the financial threshold of \$250K. The XFL requested an hourly rental for dates December 2019-April 2020 and December 2020-April 2020. The rental will not impact SPS access to the fields. It is aligned with policies 4262, 4260, and 6882.
 - d. Mr. Boy reported that Risk and Loss Prevention Manager Richard Staudt is aware and comfortable with the agreement, in terms of insurance and risk.
 - e. Mr. Boy assured the Committee that the agreement sufficient “escape” language, in the event that the District has other intentions for the stadium.
 - f. He confirmed that the rental rate is standard, and allows for an increase, if needed.
 - g. Mr. Podesta confirmed that the facility improvements represent value added by the rental. He highlighted the unique opportunity it provides to the District and the tight timeline to establish the agreement.
 - h. Director Mack requested changing the BAR’s title to “Approval of Property Alterations valued at \$400K at Memorial Stadium.”

Director Burke made a motion to move this item forward to the full Board with a recommendation for approval as amended to the title to include Memorial Stadium (Approval of Property Alterations Valued at \$400,000 at Memorial Stadium). Director Hersey seconded. This motion passed unanimously.

5. Approval of the Student Assignment Transition Plan for 2020-21
 - a. Director Mack reminded the Committee about a recent Board Work Session where the Board reviewed and discussed the major changes proposed to the Student Assignment Transition Plan (SATP). She referred to a red-lined document, which highlighted the proposed boundary changes.
 - b. Director Mack highlighted a point of clarification for the introduction of the SATP. She requested a revision to say, “Changing of the location of Licton Springs K-8 to the Webster building within the Whitman Service area....” to create clarification.
 - c. Director Mack requested that the GeoZones be updated to extend to the westbound of the district. Ms. Davies agreed, noting that when the BAR goes to Board Introduction the updated map will be provided as a reference point.
 - d. Director Burke referred to the cutout in the Licton Springs area for Salmon Bay, and noted that as the District expands Salmon Bay, the two will overlap. Director Mack concurred. She expressed concern that there are two K-8 Option Schools next to each other, which overloads the surrounding elementary schools. She noted it as a future problem.
 - e. With proposal of moving Licton Springs to Whitman, staff are proposing the expansion of the GeoZone. Ms. Davies anticipates that the schools will attract different population of students than McDonald and John Stanford (two International Option schools). Dr. Pedroza added that another reason the GeoZone is expanded so broadly is in an effort to maintain diversity to Licton Springs.
 - f. Director Burke asked that the shaded red box on Salmon Bay be removed and left as a box, to maintain the current GeoZone for Licton Springs with a note at bottom to explain.

- g. Director Burke articulated for the record that there are no representatives from Licton Springs at the Committee meeting. He expressed concern to verify that the District is acknowledging their concerns and recognizes that they are embracing this change.
- h. Dr. Pedroza reported that there were three community meetings for Licton Springs with the Superintendent. In addition, the community is in communication with Richard Best and principal to discuss next steps. Ms. Davies agreed to request formal feedback from the principal to provide to the Board when the BAR goes to Introduction.
- i. Director Burke reported that he had attended most of the meetings for the development of these boundaries. He witnessed both guarded excitement for a new building and a sense of betrayal in how Seattle Public Schools was treating the struggling Licton Springs.
- j. Ms. Davies clarified that staff met with the Licton Springs' principal before the school year started and drafted communication, which was provided to school website and families. It included all the Board meeting dates and outlined the process. Director Burke advised including this information and the principal's participation at Board Introduction.
- k. Dr. Pedroza agreed that staff will reach out to the principal to learn how to process is being received and learn if a community meeting is desired.
- l. Director Mack said other maps are GeoZones for Cleveland, Cedar Park, South Shore, Hazel Wolf, Orca, Salmon Bay, STEM and Thornton Creek. These are to align with the walk zones. It provides a tie breaker for student close by and encourages walking.
- m. Director Burke asked if expanding GeoZones will impact diversity at school and produce a racial imbalance. Davies said there is no way to directly measure this because it's about all who applies. Expanding the GeoZones increases access for those who live closer to the school. It limits access to those coming from outside the GeoZone.
- n. Director Burke inquired about developing a multi-year plan to explore boundary changes to relieve Green Lake. Ms. Davies suggested employing a Board resolution, for example committing the district to explore and make a recommendation by the 2021 student assignment plan for the set aside and a boundary change. Dr. Pedroza added that if this approach is taken, then it should be employed for all dual language programs. The programs currently have different structures and that is inequitable.
- o. Director Mack requested removing the GeoZones changes for McDonald and John Stanford because it likely won't impact capacity, but it would impact equity.
- p. Director Mack requested adding a 30 percent set aside for all dual language programs.
- q. Davies said 30 percent would fluctuate year to year and expressed concern that we might have neighborhoods that do not meet the requirements for a dual language program. For example, Beacon Hill might not have the 30 percent to fill of native speaker families.
- r. Pedroza highlighted the gentrification in the Southeast region of the city. She advised priority for bilingual students in the dual language programs as a way to stop the gentrification of that program and was done by design. The neighborhood is primarily native speakers. The same for Beacon Hill. Those schools were earmarked to be that way because the neighborhood was that way. Gentrification may change that. Option schools are opposite. We need to be flexible. She recommended it as a future conversation.
- s. Director Burke clarified a request by Director Mack for a 30 percent set aside for all Option schools as part of bigger plan
- t. Director Mack asked if Option schools have a set aside. Director Burke said it might be something our neighborhood schools meet now. Pedroza will look into it and report back.
- u. Director Mack requested a bullet for option international schools with 20 percent set aside and then taking out GeoZone expansion for those two schools.
- v. Director Mack acknowledged that the we don't have a solution for Green Lake.
- w. Ms. Davies reported she had no additional details on TAF at Washington (Page 5 of Redlined Student Assignment Transition Plan for 2020-21). Director Mack requested a confirmed date

in place to notify parents of services. Ms. Davies said people closely tied to this are not in room. Director Mack asked for them to be in the room and said the Board cannot move forward without questions being answered.

- x. Ms. Berge suggested adding language “except for creative approach schools.” Director Burke expressed concern that the District hasn’t been bold and clear in establishing TAF, and, therefore, families don’t see the benefits. Ms. Berge explained that TAF will be a separate plan worked though with SEA.
- y. Director Mack indicated that she would be comfortable with language that allowed reversing the decision, and maintaining a cohort, if TAF doesn’t come through. She specified that the language would need to clearly detail that 7th and 8th graders are served in cohort model contingent upon TAF providing services. Director Mack expressed concern about removing a program without a clear replacement, which articulates how students will be served.
- z. Director Burke asked if the structure of the TAF model excluded other students. Ms. Berge explained that the model is defined. Director Mack said HCC is very specific in its meaning. She relayed that some schools are mixing, and HCC is not self-contained. Director Burke said distinction of assigned or served as cohort important. If assigned as cohort and served via the TAF model, is that viable? Director Burke wants clarity in TAF model.
- aa. Director Hersey described the “cluster model” used in Federal Way. Dr. Pedroza raised several questions about the cluster model. How do we get at self-contained? What is the purpose of the student assignment plan? What do want to convey to families? How can we make sure they understand what they can expect when they get at the school? It’s not about how students are served but where they are assigned. Director Burke agreed it is about assignment and not service. Ms. Davies built on Dr. Pedroza’s argument that we need to be clear with families what their choices are. Director Mack suggested taking out the language and restoring at Board introduction with more information that clarifies it.
- bb. Summary of amendments to this document were provided by Director Burke:
 - Page 1: Not expanding GeoZone for McDonald and John Stanford (third bullet), first bullet around Licton Springs should be changed to Webster building within Whitman Service area, adding a bullet after international schools to increase heritage set aside to 20% for options schools and all schools if possible
 - Page 5: Redlined text starting with “Beginning in fall 2020, Washington Middle School” will be removed, evaluated and several options brought for considered. No change to advance learners and other GeoZones.
 - Diagram around Licton Springs will remove shaded area.

Director Burke made a motion to move this item forward to the full Board with a recommendation for consideration as amended. Director Hersey seconded. This motion passed unanimously.

Mr. Podesta requested a time-check. Director Mack committed to adjourning the meeting by 7:30 p.m.

6. Approval of Southeast Elementary Attendance Area Boundary Changes in 2020-21 and 2021-22
 - a. Ms. Davies said three maps will be shared with community at the October 10, 2019 meeting. Enrollment Planning staff are not presenting recommendations currently. They continue to solicit feedback from the community on the various scenarios.
 - b. Director Mack said testimony around option G recommended it for the most equitable results and walk area.
 - c. Director Mack asked about a recommendation before Introduction. Ms. Davies explained that October 16, 2019 is the goal, however, she wasn’t certain they could meet the document

routing process deadline. If not, they will summarize feedback with pros and cons of each scenario.

- d. Enrollment Planning is considering adding another community meeting to share the proposal before Board Action. Director Mack requested one proposal now and others for review. Ms. Davies clarified that the task force was asked to provide their top three proposals.
- e. Director Hersey inquired about the balance between what is currently know versus what is gained from community meetings. Dr. Pedroza advised that a balanced approach is best: community meetings, the Let's Talk tool, and the Board meeting.
- f. Ms. Davies asked about proceeding without a recommendation from the Committee, due to the tight timeline.

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

Board Policies and Procedures

1. Discussion of Policy H13.00 and related policies and procedures:
 - a. Director Mack explained to the Committee that she requested this discussion topic to help identify any gaps in capacity management policies. For example, identifying the impact of preschools on SPS's physical capacity.
 - b. Mr. Podesta introduced Frank Griffin, the Interim Director of Facilities, who attended the meeting because the facilities policies directly impact his staff. Mr. Griffin reported that there are 60 daycares in our schools under community alignment agreements. Thirty-nine programs have dedicated spaces (classrooms). The remaining programs use lunchrooms and flex spaces. In recent years, nine programs were displaced from dedicated space to another area. None were permanently displaced.
 - c. Policy 4260 addresses after-hour rentals, such as schools, parks, PTA, and community groups aligned in education. Director Mack asked when rent is charged. Mr. Griffin explained that there is a waiver for school-approved activities.
 - d. Rentals are submitted and approved through SchoolDude. Mr. Griffin acknowledged that it can be a challenging tool and staff are looking into the problems with it.
 - e. Policy 4260 doesn't impact capacity because its use after hours.
 - f. Podesta said the policy is clear as is and said these uses are not allowed to impact capacity. Director Burke shared story of a family that said they would be impacted without the services provided at the school.
 - g. Director Mack requested review and discussion of Policy 4265 because it impacts capacity.
 - h. Director Mack also requested additional review of Policy 6882. In particular, she inquired about Parks Department's potential use of portables.
 - i. Pat McCarthy addressed Policy 4262. He reported that all schools can use Memorial Stadium and marching band in summer. Schools are prioritized, then space is rented to community groups.
 - j. Policy 4260 covers athletic fields, however, Memorial Stadium is addressed separately. Mr. McCarthy advised keeping this as-is, because school always have the priority.

Adjourn

This meeting adjourned at 7:35 p.m.

mac