

**Board Special Meeting**  
**Operations Committee**  
October 8, 2020, 4:30 PM  
*Meeting held remotely*



**Minutes**

**Call to Order**

1. This meeting was called to order at 4:32 PM. Directors Mack, Rankin, Rivera-Smith participated with Microsoft Teams or by phone. This meeting was staffed by Chief Operations Officer Fred Podesta, Senior Project Manager Eric Becker, Transportation Manager Hunter Maltais, Executive Director of the Department of Technology Services Carlos del Valle, Chief Financial Officer JoLynn Berge, Senior Project Manager Mike Skutack, and Director of Board Relations and Policy Ellie Wilson-Jones.

Director Mack noted that the meeting was being held remotely consistent with the Governor's proclamations prohibiting the meeting from being held in person due to COVID-19. Director Mack noted that the public had been provided remote access through Microsoft Teams and teleconference.

2. Approval of agenda

Director Mack proposed two amendments to the agenda. She requested that the Special Attention Item BEX/BTA Oversight Committee Semi-Annual Report include a discussion and requested an update from Mr. Podesta about the Joint Use Agreement timeline.

Director Rankin moved to approve the agenda as amended. Director Rivera-Smith seconded. This motion passed unanimously.

3. Approval of meeting minutes

Director Rivera-Smith moved to approve the 9/10 meeting minutes. Director Rankin seconded. This motion passed unanimously.

**Standing Agenda Items**

1. 2020 Committee Work Plan and Facility Capital Projects BAR Management Schedule

Director Mack reported that changes were in progress regarding which policies go to which committees. She referred staff to Ms. Wilson-Jones for new language in Operations Committee charter.

2. Technology Budget Update

Mr. Del Valle provided background on the Technology budget actuals for fiscal year 19-20 and highlighted that invoices were still being received as the year was in close-out.

Ms. Berge clarified the difference between software licenses and curriculum. Director Mack requested clarity between where the different items were booked, such as a learning platform versus a curriculum.

Ms. Berge confirmed that the Technology Budget Update could be presented to the Operations Committee on a quarterly basis.

### 3. Capital and Operations Community Engagement

Mr. Podesta referred to the schedule of committee meetings and public events at the end of the meeting agenda. Directors and staff discussed additional places to disseminate the information about community meetings, such as posting the links in more than one calendar on the district website. Mr. Podesta committed to augmenting the advertisement and conveying the updates in a Friday Memo to the Board.

### 4. Design Modification/Construction Change Order Review

Mr. Becker referred to the Change Order log from the September meeting with Director Rivera-Smith. Director Rivera-Smith provided background on the Covid-19 mitigation costs.

## **Board Action Reports (Discussion and/or Action)**

### 1. Approval of the renewed agreement with King County to purchase ORCA Business Passport Products (Metro Transportation)

Mr. Podesta introduced the new Transportation Manager Hunter Maltais. He highlighted that the BAR was for both Introduction and Action on the same date due to delays caused by changes in leadership and restructuring the contract with the City of Seattle. He confirmed that the contract was for an annual renewal. Mr. Maltais provided background on the eligibility and distribution of ORCA cards, and the new payment structure.

Directors and staff discussed expanding the eligibility of middle school students who may need access to transportation to district programs during this year of remote learning. Mr. Podesta committed to researching the potential number of additional students and the costs for providing them with ORCA cards.

Director Rankin made a motion to move this item forward to the full Board with a recommendation for consideration with amendments about increasing access to ORCA cards for middle schoolers not currently eligible under the Transportation Services Standards. Director Rivera-Smith seconded. This motion passed unanimously.

### 2. BTA IV: Approval of Budget Transfer and Construction Change Order #17 for the Webster School Modernization and Addition project

Mr. Becker provided background on this fund transfer from the program contingency. He reported that the building will be occupied in November 2020.

Director Rivera-Smith 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: Resolution 2020/21-11 Racial Imbalance Analysis for Viewlands Elementary School project

Mr. Becker provided background on the requirement to conduct a Racial Imbalance Analysis for OSPI. He summarized the analysis to clarify that enlarging the building does not change the racial make-up of the school.

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

4. BEX V: Approval of the Site-Specific Educational Specifications for the Viewlands Elementary School Replacement project

Mr. Becker provided background on the purpose and benefit of Site-Specific Educational Specifications. He confirmed that the building will include a gender-neutral restroom.

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

5. BEX V: Approval of the Value Engineering Report for the Viewlands Elementary School Replacement project

Mr. Becker provided background and the results of the Value Engineering process.

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

6. BEX V: Resolution 2020/21-10 Racial Imbalance Analysis for Northgate Elementary School project

Mr. Becker reported that the analysis verified that the project will not create or aggravate racial imbalance within the school.

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

7. BEX V: Resolution 2020/21- 8 New-in-Lieu Replacement Option for the Van Asselt School Addition project

Director Mack requested that the background of the BAR include the building's address.

Director Rankin made a motion to move this item forward to the full Board with a recommendation for approval, with the addition of the address. Director Rivera-Smith seconded. This motion passed unanimously.

8. BEX V: Award Architectural & Engineering Contract P1788 to Bassetti Architects for the Rainier Beach High School Replacement project

Mr. Skutack provided background on the selection process and the reasons for pursuing a GC/CM procurement process. He confirmed that the new school library will retain Director Patu's name. He also described the participation of Moody Architects in this project.

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

## **Special Attention Items**

### 1. Student Assignment Transition Plan

Ms. Davies reminded the committee of two matters raised at the September meeting: defining the set aside for Native Heritage seats at International schools to prioritize English Language Learner students and changes to the Montessori program at Bagley Elementary to rebalance programs and classrooms to be more racially equitable.

### 2. Growth Boundaries

Ms. Davies provided background on the overcapacity at Mercer Middle School. She referred to the timeline of next steps in the committee packet. She confirmed that the Capacity, Enrollment, and Facilities Master Plan advisory committee will have a role in reviewing this case and making recommendations to the School Board.

Directors and staff discussed the timeline and how to simplify navigation to the relevant webpages on the district's site.

Director Mack requested that Board Directors be updated about school boundary meetings with their districts via the Friday Memo to the Board. Ms. Davies noted that the information was historically conveyed via an email to the pertinent directors and agreed to review the method.

Director Mack requested adding "2x2" meetings into the timeline. Ms. Davies confirmed that those are being scheduled, now.

### 3. Enrollment Update October 1 Count

Ms. Davies reported that counts are conducted weekly and the numbers are provided in the Friday Memo to the Board. She highlighted that the high schools' counts are not reliable, at this time, due to issues with the Running Start data, which is still being corrected. She confirmed that the final official count will be shared via a Friday Memo to the Board.

### 4. BEX/BTA OC Semi-Annual Report (~~written update only~~)

Director Mack reported that Director Harris resigned from the BEX/BTA Oversight Committee and recommended Director Rivera-Smith for her seat. Director Rivera-Smith's confirmation was pending Director DeWolf's approval.

Director Mack referred to the committee roster and highlighted that many terms were expiring. She requested a meeting to address next steps.

### 5. Joint Use Agreement Timeline update

Mr. Podesta that a revised timeline does not exist, now. He provided background on the discussions between the Parks Department and the district and highlighted that Parks requested clear, specific "asks" from the district before they could commit to supporting outdoor education and including it in the Joint Use Agreement.

Director Mack requested that the Board be informed about how school leaders were solicited for outdoor education pilot proposals and that staff verify that the information was shared with principals.

**Adjourn**

This meeting adjourned at 7:26 PM

**Minutes submitted by:**

*The Office of Chief Operations Officer Fred Podesta*