

Board Special Meeting Operations Committee

December 6, 2018 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 4:31 p.m. Directors Burke, Patu, and Pinkham were also in attendance. Director DeWolf participated by phone. The meeting was staffed by Deputy Superintendent, Stephen Nielsen.

Directors Burke and DeWolf requested an adjustment to the agenda. Special Attention item 5B, regarding the development of a Work Session to address Project Labor and Community Workforce Agreements, was moved to the beginning of the meeting, following the Standing Items. Director Burke made a motion to accept the new agenda. Director Patu seconded the motion and it was accepted unanimously. (Mack, Burke, DeWolf, Patu, Pinkham)

Director Mack presented the minutes from the October 4, 2018 and November 1, 2018 meetings. Director Patu made a motion to accept both sets of minutes. Director Pinkham seconded the motion and it was accepted unanimously. (Mack, Patu, Pinkham)

Impact of Operations Budget Shortfall JoLynn Berge, Chief Financial Officer, informed the committee that she was bringing a recommendation to the upcoming Budget Work Session to move \$3M from the Capital Projects Fund to the General Fund. She explained that the funding source was underspend from BEX IV underspend of dollars initially allocated for technology infrastructure. She confirmed for the committee that an underspend is a normal result and related to the district's conservative approach to budgeting for projects. Ms. Berge reiterated that this transfer would constitute a onetime event to address costs for both this year and next year. She noted that this information will also be presented in a PowerPoint slide at the Budget Work Session.

Year-End Close-Out Melissa Coan, Capital Projects Financial Control Manager, referred to the August 2017-18 year-end report. She highlighted the program fund balance to date, \$46.1M, and the fiscal year budget to date. She noted that 79% of the budget was spent, resulting in funds to roll into the next fiscal year for projects. Ms. Coan clarified that while BTA IV was in the red \$22.3M due to an acceleration of several projects, the total capital fund was in the black.

Director Mack inquired into the funding source for buildings the district leases. Deputy Superintendent Nielsen explained that state accounting rules dictate that buildings employed to educate students must be sourced by the General Fund. Director Mack requested an examination of that and Mr. Nielsen agreed to further discuss the matter with the Audit and Finance Committee.

Ms. Coan referred to the September 2018-19 Capital Fund Budget Report, the first report for the new fiscal year. She explained that when funds are remaining from a project's budget, they are reallocated into unearmarked funds or they go into the contingency fund for use by other capital levy projects to which the district has committed completion to the voters. If an issue later arises for a completed project that

exceeds \$250,000, then the Director of Capital Projects and Planning returns to the Board to request funds be allocated to address the matter either the contingency fund or the unearmarked funds.

Director Mack noted that the committee still needs to schedule the review of the Capital Budget for fiscal year 2019-2020. Richard Best, Director of Capital Projects and Planning, recommended waiting until March 2019, after the BEX V levy vote.

2018 and 2019 Committee Work Plans: Director Mack referred to the original draft of the 2018 Committee Work Plan and the new draft of the 2019 Committee Work Plan. She requested a meeting, in two weeks, to review policies that require reports to the committee and a comprehensive review of the schedule. She reminded the committee that it is responsible to review joint-use agreements and requested them for the committee.

Update on upcoming capital and operations community engagement: Tom Redman, Communications Specialist, referred to a list of past and upcoming community engagements events and initiatives. He highlighted three community meetings scheduled for January 8, 10, and 22, which will be held in different regions of the district to discuss the Educational Programs and Operations Levy and the BEX V Capital Levy. The meetings will share information about the levy and answer the provide the public with an opportunity to ask questions. He also noted the January meetings at community centers, with a focus on engaging the city's seniors.

Mr. Redman shared materials that will be issued as mailers, including the Report to the Community. This document describes what the district has completed with past levy dollars. This will be the first time that this report has been sent directly to families. A levies brochure will also be mailed the week of January 23, 2019, when the ballots go out.

Deputy Superintendent Nielsen reminded everyone that district staff are permitted to inform the public about the levies but most not promote or market the levies.

Design Modification\Construction Change Order: Richard Best reported on the change orders, which he had reviewed with Director Geary on November 9, 2018.

BEX V Master Planning Additional Services Request#3 with Bassetti Architects in the amount of \$125,592.50; Lincoln High School Construction Change Order #10 with Lydig Construction in the amount of \$245,215.35; E.C. Hughes Elementary School Construction Change Order #15 with Lincoln Construction in the amount of \$34,897, he noted that he anticipates this to be the last construction change order for this project; Magnolia Elementary School Construction Change Order #9 with FORMA Construction in the amount of \$156,668; Queen Anne Elementary School Construction Change Order #2 with Hensel Phelps Construction in the amount of \$41,763; Portables Contract K1304 Construction Change Order #6 with Acc-U-Set Construction in the amount of \$59,934; and Ingraham High School Construction Change Order #1 with Cornerstone Construction in the amount of \$67,341. He also noted that he discussed Ingraham High School Construction Change Order #2 with Cornerstone Construction in the amount of \$1,447,288 that will be submitted to the full Board to approve providing additional seismic bracing in Building 100.

Director Patu questioned the anticipated timeline for the remodel of Rainier Beach. Mr. Best noted that if BEX V is approved by the voters, then the architect selection process will begin in March or April 2019. He anticipated a contract would be negotiated and go to the Board Summer 2019 and design efforts begin Fall 2019. The goal would be for construction Summer 2021 upon receipt of building permits.

Special Attention Item Work Session re Project Labor & Community Workforce Agreements:

Director Burke reminded the committee of the request by Director DeWolf and himself for the Board to have a shared opportunity to learn more about Community Workforce Agreements and Priority Hire. He highlighted some of the key questions about these types of agreements. Director Burke also referred to a prior panel presentation to the BEX Oversight Committee in January 2018, where participants heard from subject matter experts, contractors and subcontractors. He suggested something similar be prepared for the full Board so that all directors would have the same information to proceed with good policy for the district. Directors Burke and DeWolf requested a Work Session on this topic be scheduled for January 2019, although scheduling conflicts might delay the event.

Director Burke clarified the goal of this work session is learning as to how to develop partnerships with labor and educating students for these kinds of jobs.

Mr. Nielsen and Mr. Best planned to meet with Directors Burke and DeWolf to further develop the idea of the Work Session. Mr. Best will report back on their discussion, at the January meeting of the Operations Committee.

Directors Burke and DeWolf left the meeting at the conclusion of this item at 5:30 p.m.

BTA III: Award Architectural & Engineering Contract K1322 to S.M. Stemper Architects for the 2019 Capital Levy Roof Repair and Replacement School project:

Richard Best recommended that S.M. Stemper Architects be awarded the contract to design roof replacements at two sites: North Queen Anne and Van Asselt/African-American Academy. He explained that the roofs at both locations are failing and require immediate replacement. He reported that four firms applied for the contract and S.M. Stemper Architects was interviewed.

Director Mack noted an error in the wording of the BAR that should be corrected to state that Van Asselt is at African-American Academy. She also noted that Olympic View was referenced in both the BAR and the contract, inaccurately. Mr. Best noted that S.M. Stemper is also performing an investigation of roof leaks at Olympic View Elementary School under a separate contract. Mr. Best indicated that these corrections will be made before the BAR proceeds to the Board.

Director Pinkham moved to approve the BAR as amended. Director Patu seconded the motion and it passed unanimously. (Mack, Patu, Pinkham)

BEX IV – Ingraham High School Classroom Addition: Budget Transfer of Funds from BEX IV Program Contingency to the Ingraham High School Project Budget/Approval of Construction Change Order #2:

Richard Best requested approval to transfer \$1.5M from the BEX IV program contingency fund to the Ingraham High School project fund, in order to complete seismic modifications at that school. He explained that the seismic upgrades were identified in the BEX IV capital levy and that was why he was recommending use of the BEX IV program contingency. The seismic improvements were identified in the bid documents as a bid alternate amount. He noted that the bid alternate was not awarded at bid time.

In addition, he noted that he was seeking Board approval of Construction Change Order #2 with Cornerstone General Contracting in the amount of \$1,447,288 plus Washington State Sales Tax to implement seismic improvements in Building 100 at Ingraham High School.

Director Patu made a motion to advance the BAR for approval by the Board, Director Pinkham seconded, and the motion passed unanimously. (Mack, Patu, Pinkham)

BEX IV/BTA III: Resolution 2018/19-11: Acceptance of the Building Commissioning Report for the Meany Middle School Reconfiguration Project: Richard Best explained that the Board must approve the Final Commissioning for the Meany Middle School Project as part of OSPI's D-form process. He noted that Mike Kennedy, MEP Coordinator has verified that all mechanical and electrical systems are in proper operating order. The systems have been measured and are functioning correctly.

Director Patu made a motion to advance the BAR for approval by the Board. Director Pinkham seconded the motion and it passed unanimously. (Mack, Patu, Pinkham)

BEX IV/BTA III: Resolution 2018/19-12: Final Acceptance of Contract P5071 with Western Ventures Construction Inc. for the Meany Middle School Reconfiguration project: Richard Best reported that Meany Middle School opened in Fall 2017. The change orders were as expected for a modernization and the project came in within budget. He is recommending the Board approve Final Acceptance of Meany Middle School. He noted that this will be the last Board Action concerning this project.

Director Pinkham moved to advance the BAR for approval by the Board. Director Patu seconded the motion and it passed unanimously. (Mack, Patu, Pinkham)

Transportation Service Standard: Stephen Nielsen presented the Transportation Service Standard. He explained that it was largely the same as the current year's standard, but with a few minor modifications. He highlighted that Lincoln High School has been added with an 8:30 a.m. start time for Special Education students, General Education students received Orca cards for public transportation. He referred the committee to Appendix A for the most significant changes. He also called out that, due to "grandfathered" students exiting the system, Licton Springs K-8, Graham Hill, and Dearborn Park were no longer covered in this plan.

Director Mack asked when the district shifted the walk-zone from 1.5 miles to 2.0. Mr. Nielsen suggested that Transportation would be a good topic for a Board Work Session and noted that staff would welcome the conversation.

Director Mack followed up on grandfathering of students and the impact on transportation. Ashley Davies, Director of Enrollment, clarified that the students in question were already located within the walk-zone for their new schools.

Director Patu made a motion to advance the BAR to the Board for consideration, to ensure that the Board had a full conversation about school boundaries and transportation. Director Pinkham seconded, and it passed unanimously. (Mack, Patu, Pinkham)

Approval of the Student Assignment Transition Plan for 2019-20: Ashley Davies, Director of Enrollment Planning, referred to the Student Assignment Transition Plan (SATP) for 2019-20. She highlighted that there would be no changes to Advanced Learning because a task force was still working on that matter. Staff would wait for the recommendations of the task force before proposing any changes.

Ms. Davies reviewed the changes formalized in the SATP:

- Service Schools would be renamed "Option Schools with Continuous Enrollment"
- Dual Language Pathway would be housed at Lincoln High School and Rainier Beach
- Highly Capable Pathways students in West Seattle can be grandfathered into attendance at Garfield
- Middle College will start at ninth grade instead of eleventh

- Special Education students assigned to a program in an elementary school, which is not their neighborhood school, can continue in the feeder pattern of that school to remain with their peers
- Graham Hill Elementary School will transition to a one program school and eliminate the Montessori “school within a school”

Director Pinkham identified several confusing typographical errors, which make it hard to understand the intent of the document. Ms. Davies confirmed that the errors will be corrected before the document is presented to the Board for review.

Director Mack opened the conversation about Graham Hill Elementary School to include the participation of two of the school’s teacher, who were in attendance at this meeting. The teachers explained that they wanted to remove the Montessori clause from the SATP and start a year of reflection and planning for the new, singular, program at Graham Hill. Ms. Davies explained that this change would be represented in the Enrollment process by the removal of the “Graham Hill Montessori” option from school choice.

Director Mack requested enrollment data from Leschi, to learn what impact changing that school’s program had on capacity. Ms. Davies recalled that Leschi’s enrollment had grown. Michael Tolley, Chief Academic Officer, highlighted the differences between Leschi and Graham Hill. Where Leschi started with two balanced programs, which it ultimately blended into one, Graham Hill was wrestling with two separate and segregated programs.

Director Mack expressed discomfort with removing the Montessori program before a clear plan had been articulated for the interim year. Mr. Tolley clarified that Montessori will still be taught in the school, during the interim, but families would be able to apply for it. The school’s teachers explained that incoming students would be assigned to a classroom based on fit, rather than parents’ selection. They also conveyed that the Montessori families are aligned with proposed change in the enrollment process.

Mr. Tolley and Ms. Davies committed to providing more clarity about the interim phase at Graham Hill to share with the Board at Introduction.

Director Mack highlighted that the Magnolia families needed to know that they could opt in to Catharine Blaine. Ms. Davies agreed to address that through communication with that community and by noting it in the SATP.

Director Mack made a motion to advance the BAR to the Board for consideration, with revisions. Director Patu seconded the motion and it passed unanimously. (Mack, Patu, Pinkham)

Approval of Attendance Area Boundary Changes to create an attendance area for the new Magnolia Elementary School: Ashely Davies presented four possible plans, identified as A – D, for boundary changes for the new Magnolia Elementary School. She reported that staff recommend Option C, which provides more relief for neighboring Lawton Elementary School. Lawton is projected to be overenrolled in a few years. It is the only school in the area that continues to grow.

Director Mack advanced her preference for Option D. She highlighted that the only difference between Options C and D is a small section of the neighborhood, located on a hill, such that students would be required to walk uphill to school. She also noted that this is an area of mixed income housing and diverse families, which the Lawton school had asked to include in their community. She was also concerned that Magnolia was being overloaded.

The committee reached consensus on recommending Option D. Staff will update the BAR to note the difference in recommendations expressed by staff and the committee.

Director Pinkham made a motion to advance the BAR to the Board for consideration of Option D. Director Patu seconded the motion and it passed unanimously. (Mack, Patu, Pinkham)

Staff will inform the Magnolia and Lawton families that the committee recommended Option D.

Approval of Attendance Area Boundary Changes for Robert Eagle Staff Middle School and Jane Addams Middle School for 2019-20: Ashley Davies reported a change of middle school feeder patterns and attendance areas. Under the new boundaries, Olympic View Elementary School students would all attend Jane Addams for middle school, with exceptions made for students grandfathered into Robert Eagle Staff.

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

Capacity Management: Richard Best reported that despite a decline in enrollment in elementary and K-8 schools in general, some areas continue to see growth. The district anticipates expenditures in these areas. Even with boundary changes, additional classrooms are needed:

- Gatewood will need a computer lab converted into a classroom
- Maple will require one additional portable.
- North Beach will require one additional portable.
- Robert Eagle Staff will require two additional portables.

Further, the district requests permission to address capacity at the end of Open Enrollment with six additional portables. The portables would be relocated from other sites in the district.

Director Pinkham highlighted that Licton Springs also needs additional capacity.

Director Mack noted that Bagley will be going to John Marshall starting in 2019-20. She raised concern about transportation of Bagley students to John Marshall.

Director Mack inquired into the plan for replacing portables, for example, those at Aki Kurose. Mr. Best confirmed that he is meeting with staff on Monday, December 10, 2018, to initiate a plan for portables.

Director Mack made a motion to advance the BAR to the Board for approval. Director Patu seconded and the committee votes. Directors Mack and Patu affirmed the motion. Director Pinkham voted against it, as he could not support placing additional portables at Robert Eagle Staff.

H13.00 Capacity Management and “Space Available”: Director Mack confirmed that a meeting is scheduled for Monday, December 10, 2018, to construct the timeline and workplan for the revision of this policy.

Capital Projects Report per Policy 1010: This report was postponed to the January meeting of the Operations Committee. Richard Best and Director Mack will meet, before that time, to prepare the report.

Playground Redevelopment Memo: Richard Best presented a request from Gretchen DeDecker, Self-Help Program Coordinator, to allocate \$50K from the Playground Redevelopment Project Fund to augment PTA funds to work on the playground at Hawthorne Elementary School. The funds would be reimbursed if BEX V is approved by the votes.

Director Mack requested clarification of the exact language in the redevelopment fund documentation. Jen Lincoln will provide that BAR to Director Mack.

Director Mack made a motion to advance the BAR for approval by the Board. Director Patu seconded and the motion passed unanimously. (Mack, Patu, Pinkham)

The meeting adjourned at 7:16 pm.

jsl