

# Board Special Meeting

## Operations Committee

March 16, 2017, 4:00pm

Board Office Conference Room, John Stanford Center  
2445 – 3<sup>rd</sup> Avenue South, Seattle WA 98134



## Minutes

### Call to Order

The meeting was called to order at 4:00pm by Director Stephan Blanford. Directors Jill Geary and Scott Pinkham were also in attendance. Associate Superintendent Flip Herndon, Assistant Superintendent Pegi McEvoy, and Chief Information Officer John Krull staffed the meeting.

The agenda was re-ordered to move minutes approval to the end of the meeting. The BEX Oversight Committee semi-annual report was removed from the agenda. The committee approved the agenda as revised.

### Monthly Capital Financial Report

Melissa Coan reviewed the December 2016 monthly report, noting that there will be a significant increase in encumbrances as the contracts for summer work are approved; everything is going as planned. She also pointed out the increase in investment earnings in the BTA II program, which prompted a discussion about when and how funds are closed. In response to questions, Dr. Herndon noted that the district has been following a plan to pull monies from ensuing funds to cover the costs of the BEX II Garfield project. The capital program would not let one project drain the entire contingency in a fund. The district will be closing old capital funds as quickly as they can, and it takes a board action to close a fund.

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

**Purchase of CISCO network switches:** CISCO: John Krull reviewed the action to purchase network switches at the four new schools opening September 2017; he noted the district will be saving money this year because there is more time for network staff to do the work. Discussion followed on the 60% savings from e-rate and how the program works. The process is going to change in the near future. At this time the e-rate money goes back to the funding source, but there is consideration of having it returned to the general fund. Dr. Blanford cautioned about the potential of an audit finding waiting to happen. The committee then moved this item forward to the full board with a recommendation for approval.

**Microsoft Enrollment for Education Solutions contract:** Jim Young explained this is a new 3-year contract to provide a site license for all software we use. The site license is based on FTE, with a flat fee providing full access to teachers, students, and added at home access. He said the return of the contract was delayed until the first of the week, and the committee moved this item forward to the full board for consideration.

**Award of construction contract for E.C. Hughes:** Richard Best said the bids for this project were opened the day before. Two bidders were within budget and are currently being vetted by the architect. The district has experience with both and is comfortable with this project. The committee moved this item forward to the full board for consideration.

**Award of contract for the Garfield HS roof replacement project:** Richard Best said this bid will close March 29. He was encouraged by the interest in the pre-bid walk-through, as there is an abundance of work out there and it is getting harder to attract good contractors. He noted the board had approved the architect/engineering (A/E) contract the night before. The committee moved this item forward to the full board for consideration.

**Award contract for the Ballard-West Seattle high schools roof replacement project:** Richard Best described the project and said both principals know they will be coordinating end-of-year activities around scaffolding erection so that work can get accomplished during the summer. Discussion followed about the A/E contract approval at the board meeting the night before and the A/E involvement in the contractor bid process. Director Geary expressed concern that the process and timeline do not appear to be real in terms of the board approval process. Discussion followed about the use of the declaration of an emergency process as an option so that current water issues are dealt with on a timely basis on projects like this that have been identified and scheduled for a long time. Dr. Herndon said that staff would look at the process to balance it with the need for student safety and protection of millions of dollars of district assets. Committee members also requested historical and background information in the board action reports on schools that have had several projects in recent history to give a view of the whole building. The committee then moved this item forward to the full board with a recommendation for approval.

**Award of contract for the Roosevelt High School turf replacement, track resurfacing, and field lighting infrastructure project:** Richard Best said bids would be opened April 12<sup>th</sup>, and district staff was hoping for an April 19<sup>th</sup> introduction, May 3<sup>rd</sup> action for summer work scheduling. Discussion followed on the field availability and space requirements for the multiple bookings at this location. The committee moved this item forward to the full board for consideration.

**Award of contract for the Dearborn Park Elementary mechanical upgrade project:** Richard Best said bids opened March 7<sup>th</sup>. Staff is vetting and checking references for the contractor; information will be complete for introduction to the full board. In response to committee questions, he said this high efficiency boiler will still require a certified person on staff every day for start-up. Code for that requirement is based on size of the boiler, and geothermal supports smaller boilers. Eventually this law will be reviewed. The committee moved this item forward to the full board for consideration.

**Award contract for the B.F. Day-Greenwood seismic project:** Richard Best said this contract includes alternates 1 and 3. Committee members asked that the references to Garfield in the contracts be updated and moved this item forward to the full board for consideration.

**Award contract for the McGilvra new cafeteria building project:** Richard Best said staff is recommending award of the contract to Lincoln Construction. The contract is not yet final, and the project will be slightly over budget but well within contingencies. He said in another year costs would have been substantially more. Several conversations have been held with the community. Committee members asked that the information provided be included in the board action report and moved the item forward to the full board for consideration.

**Acceptance of the value engineering report for the Lincoln High School modernization project:** Richard Best said this action is necessary for the state D-5 form. He said there were 66 different recommendations; the district has implemented 10 with an additional 13 still under considerations. There is a savings of \$1,161,000 for the ten items. The committee moved this item forward to the full board with a recommendation for approval.

**Approval of the Lincoln High School educational specifications:** Richard Best said this step was part of the D-5 form submittal and described the two-step process used on this building: staff held a large community meeting and then used a smaller School Design Advisory Team (SDAT) for educational continuity. Committee members asked that this item be delayed until the following month, as the educational specifications themselves had not been included.

**Acceptance of the constructability review for the Magnolia Elementary School renovation project:** Richard Best said this document is part of the D-7 process with OSPI. The implementation plan will be included prior to introduction, as staff is still in the process of collecting information. There is an April 20<sup>th</sup> bid opening; staff has received the OSPI document necessary to open bids. Conversation followed regarding whether this school will be an attendance area or option school. Dr. Herndon said the first community meeting was held earlier in the week, and the district is receiving lots of divergent input. The school is needed for capacity, even with the other schools in close proximity. There will be continuing meetings as this project moves forward. The committee moved this item forward to the full board for consideration.

**Resolution 2016/17-14, Magnolia ES intent to construct:** Richard Best said this resolution is one of the steps necessary to receive state funding. The committee moved this item forward to the full board with a recommendation for approval.

**Resolution 2016/17-15, Magnolia Elementary School 5-year/30-year building life:** Richard Best said this resolution is also one of the steps necessary to receive state funding. The committee moved this item forward to the full board with a recommendation for approval.

**Final acceptance of Mike Werlach Construction contract for Broadview-Thompson, Laurelhurst, Sacajawea, and Whitman improvements project:** Richard Best said this closeout is being brought forward as the district has received all documents from the contractor. The state will approve release of the retainage after board approval. The committee moved this item forward to the full board with a recommendation for approval.

### **Board Policies and Procedures**

**Policy 4200, and procedure update:** Pegi McEvoy explained that this action is to continue the Phase II policy work and update old policies and procedures. The old “unauthorized persons on school district property” policy has been consolidated and reformatted into the current policy 4200, using the WSSDA language on the title, and then adding the old procedure as the third procedure to policy 4200. This also provides principals with one place where they can review policy on visitors. In response to questions, she explained that there is a separate policy that talks about relations with law enforcement, with procedures that speak specifically to ICE. Committee members asked that cross references be added to policy and procedure and said staff should anticipate questions from the dais on this topic. The committee then moved this item forward to the full board for consideration.

**Policy 3410, Student health records:** Nate Van Duzer began the conversation, later joined by Pat Sander. He said there were two impetuses for change: to clean up old policies and include one new mandate from last year’s legislative session, ear and vision screening. This aligns with WSSDA recommendations and repeals a 30-year-old district policy. Director Pinkham asked about what staff requirements were for immunization; Pat replied that staff members are required to produce records and are subject to the same protections as students, following state statutes. Records are protected under HIPPA and FERPA. Director Geary asked about the distinction between medical and health records; Ms. Sander said any documents would be treated as student health care records and are protected.

Committee members expressed concern that in looking at new health electronic records systems, the district needed to ensure that any system the district has is as robust as other systems in that protection. They also asked that they be informed about how staff are trained in handling documents and to update all the cross references. They then moved this item forward to the full board for consideration.

### **Special Attention Items**

**SMART goal #3 quarterly update:** Flip Herndon described some of the updates that have been made since the board retreat, showing a portfolio of programs and schools. He said the work on program placement involves professional development for everyone on effective programs and services, identifying what is working well, what can be replicated, and associated costs. He said it is important to be clear on the full scope of what it takes to sustain a program, i.e., FEL money, grant money, Title II, assuring attendance in new programs. He then described an RFP on the streets to develop an on-line program for families, new people in the district, and those looking for specific programs. He said it will be a dynamic website with data tied into the system so it does not need to be create more information. Committee questions included how much money the district has spent on this (\$142,000 earmarked, with approximately \$50-60,000 spent), whether it was a one-shot deal or periodic updates (initial costs with a subscription based on per pupil numbers thereafter). He said there will still be a need for someone who is responsible for the updating.

**BEX Oversight semi-annual report and committee charter:** The oversight committee chair was unable to attend this meeting, so the report will be brought to next month's meeting. Dr. Herndon said the change to the committee charter of adding BTA projects to their purview was being recommended by the committee and staff because of the size of the BTA projects. They could also look at capacity projects. Both he and Richard Best were clear in their respect for the committee, a good group of individuals that offer their professional knowledge and content expertise as a professional committee. They are both interested in clarity on the length of service and diversity of the committee and are looking to expand the pool of people who participate. Director Blanford spoke about having some people in waiting for the committee and about how these volunteer activities are a nice way to demonstrate leadership in their own organizations. Director Geary suggested that committee members could also look for their own replacements in their own organizations. As to which BTA projects would come to the committee, the committee suggested either a money break or a type of project list. They also expressed interest in having something in place that is independent of personalities there and from board director and staff changes. Dr. Herndon said the group itself is good at seeing their role as advisory, primarily interested in financial, costs associated with projects, emphasis on green projects. Staff is interested in the board goals for the committee, being intentional about what they want. Conversation ended with the thought of forming a five-member group (Flip, Richard, Jill and Rick and John Palewicz) talk about meetings, recruitment, diversity, and defining scope of what BTA/BEX projects are included.

**Construction change orders:** Richard Best said that historically the department has had a practice of bringing individual change orders that exceed \$250,000 to the board and then sharing the total change order percentages with the board during final acceptance. Internally, however, staff and district leadership have been discussing a way of daylighting the accumulation of change orders that in aggregate exceed the \$250,000 threshold, and how to handle board awareness during construction. Two suggestions were made: this could be a standing agenda item for the Operations Committee or one of the board members on the oversight committee could come in early and meet with Richard and staff members and review.

(Director Leslie Harris joined the meeting at 6:10pm.)

Director Geary said that as one of the board members currently on BEX Oversight, she could see coming in early to review change orders. Staff and other committee members agreed, noting the continuing practice of bringing any single change order exceeding \$250,000 to the full board.

### **Minutes approval**

The minutes of the January 19<sup>th</sup> Operations Committee meeting were approved.

Director Harris requested a modification to the February minutes, and the minutes as amended were approved by Directors Pinkham and Harris, who were in attendance at the February meeting.

### **Adjourn**

This meeting adjourned at 6:20pm.