

Board Special Meeting
Monthly Audit & Finance Meeting
Monday, December 10, 2018, 4:30-6:30pm
Board Office Conference Room, John Stanford Center
2445 – 3rd Avenue South, Seattle WA 98134



Minutes

Call to Order

This meeting was called to order at 4:35 pm Directors Pinkham, DeWolf and Mack were present.

Chief Financial Officer JoLynn Berge staffed this meeting.

Approval of agenda: Director Pinkham moved to approve the agenda. Director Mack seconded. This motion passed unanimously.

Approval of meeting minutes: Director Pinkham moved to approve the November 5, 2018 meeting minutes. Director Mack seconded. This motion passed. Amended Directors DeWolf's title from Ms. DeWolf to Director DeWolf.

Special Attention Items

- 1. Informational Only: Policy 5000 Annual Hiring Report (Redick):** Sheila Redick Director of Human Resources (HR) shared information regarding Human Resources vision, recruitment, staffing goals, recruitment by numbers and outcomes and next steps. Director DeWolf asked if HR saw itself as only hiring teachers or also focused on District building hires. He suggested including District staff as part of the focus. Ms. Redick stated that they do focus on both but that their main focus tends to be on teacher hire. Ms. Redick went over Key Point Items (KPIs) related to recruitment and staffing. She stated that they exceeded their goal of hiring teachers and principals of color. They've also improved their NEOGOV applicant hiring system making sure that students have access to a highly qualified teacher. Director DeWolf requested a list of recruitment places that Ms. Redick mentioned in her presentation. Within this last year they implemented an Implicit Bias Training that was created in collaboration with Seattle Educations Association (SEA) and Principals Association of Seattle Schools (PASS) members. Ms. Redick mentioned that the training is part of the new hire process for all new staff members. The Board members requested to attend the Implicit Bias training. Ms. Redick will send them dates along with the equity interview questions. HR is working on new marketing strategies to appeal to the types of teachers and leaders they want to attract. Ms. Redick showed the Committee some of the new marketing posters and other marketing items they will use on social media and recruitment fairs.
Ms. Redick spoke about three other strategies used to obtain teachers of color which are the Classified to Certificate, Teacher Residency programs and most recently the Ambassador Program. The Ambassador program asks new teachers to speak authentically about their experiences working for Seattle Public Schools at recruitment events. HR is also working on making their website easier to work with and more appealing to people since it is one of the biggest ways people hear about us. The other way people hear about us is through word of mouth which HR is also taking on. Various teams are taking on employee engagement, so our

employees feel good about where they work and tell others. Ms. Redick spoke about a slight uptick in the percentage of hiring teachers of color which was 26.4% compared to last year. Ms. Redick also spoke about early hiring for Title I schools which helped with vacancies on the first day of school. HR and SEA negotiated an August 1st transfer cutoff date to help avoid vacancies on the first day of school especially at Title I schools. Director DeWolf asked if there were any incentives for teachers to work at a Title I school. Ms. Redick stated that the only bonus Seattle Public Schools (SPS) gave was for Special Education teachers. She also noted that SPS does not have a disproportionate amount of newly hired teachers at Title I schools, 21% and 23%. Director Pinkham requested to see the end numbers of Ms. Redick's data. Next steps for Human Resources will continue to diversify the teaching workforce by promoting the Classified to Certificated program, increasing the numbers of the Seattle Teachers Residency program and focusing on retention and our exit survey. Director Mack also thinks that looking into retention of students in schools would be something to investigate.

Follow up: Send Director DeWolf a list of places we recruit teachers. Director Pinkham requested to see the end numbers of the data Ms. Redick presented specifically regarding the amount of new teacher hires at Title 1 schools.

2. **Informational Only: Policy 6030: Annual Financial Report (Fleming):** Director of Accounting Amy Fleming shared a summary on general, capital projects, debt service and ASB funds. Accounting met the required timeline to submit the F196 report to Office of Superintendent of Public Instruction (OSPI). Ms. Fleming stated that SPS brought in more revenue than they had anticipated (11.8M) and had spent less than predicted. Ms. Fleming showed the Board the General fund revenue consisting of local levies, local tax, donations, reimbursements from work management, state funding based on teachers and number of students. Ms. Fleming also explained "other financing sources" to the Board that mostly consists of transferred Capital project funds into the general fund. Ms. Fleming then went over the expenditure portion of the presentation. Director Mack requested to know the amount we receive and pay out on leasing buildings. Ms. Fleming highlighted the ending fund balance which has increased compared from this year to last year except for the non-spendable items and unassigned inventory. Ms. Fleming spoke about comparing the adopted budget to the actual in Capital Projects fund. Capital had planned a little bit higher in revenues than what they received but not by much. Overall everything is trending as expected.

Follow up: Send Director Mack amount we receive and pay out for leasing building.

Regular Agenda Items

1. Monthly Budget Update (Berge) No update
2. Committee Annual Work Plan (Berge) No update

Meeting adjourn at 6:13 p.m.