



# SCHOOL BOARD ACTION REPORT

**DATE:** 4/23/18  
**FROM:** Director Eden Mack  
**LEAD STAFF:** NA

**For Introduction:** 4/25/2018  
**For Action:** 5/9/2018

## 1. TITLE

Task Force for Facilities Master Plan

## 2. PURPOSE

This action creates a Task Force intended to support the school board's oversight of capital planning by reviewing elements of the district's draft long range Facility Master Plan- (FMP).

## 3. RECOMMENDED MOTION

I move that the School Board authorize and approve the formation and charge of the Task Force for Facilities Master Plan, as attached to this Board action report.

## 4. BACKGROUND INFORMATION

- a. Background ~~The District presently does not have an advisory committee or Task Force tasked with review of the Facility Master Plan. Because of the complexity of the work, and importance of clarifying and validating our plan, a task force review of the FMP will aid the Board as it moves through the capital levy planning process.~~ Per School Board Policy No. 6901, Capital Levy Planning, the Facilities Master Plan (FMP) should be approved by the ~~school board~~ School Board, and the FMP is the basis for the development of capital levy programs. As part of the public engagement and due diligence process, it is typical for the ~~district~~ District to convene advisory committees or task forces to assist in reviewing information, data and analysis to help inform the board in their decision making. The District presently does not have an advisory committee or Task Force tasked with review of the Facility Master Plan. . . .

Because of the complexity of the work, and importance of clarifying and validating the analysis that is used to develop the FMP, a task force review of the FMP will aid the Board as it moves through the capital levy planning process.

The task force will be short term, and will be focused specifically on reviewing two elements of the FMP: the capacity analysis and the scoring of the Board's priorities (per Policy No. 6901 and adopted guiding principles). Both of these elements are somewhat technical, and additional review from the community will more robustly provide the board with information in their decision making in their selection of projects to be included in the BEX V Levy package. Due to the technical nature of the work of this

task force, we will seek to engage community members with expertise and prior experience and knowledge of district facility and capacity management analysis, as well as geographic and racial diversity. Additionally, the task force members will be grounded in the Board and District's priority of Educational and Racial Equity through the use of the Racial Equity toolkit and will begin the work with a training on racial equity.

~~a.~~b.**Alternatives** Take no action and do not convene a new task force.

~~b.~~c.**Research** Not applicable

## 5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be the staff time necessary to manage a task force and the cost of an external facilitator.

The revenue source for this motion is BEX IV capital funds.~~general funds.~~

Expenditure:  One-time  Annual  Multi-Year  N/A

Revenue:  One-time  Annual  Multi-Year  N/A

## 6. COMMUNITY ENGAGEMENT

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Per Policy No. 4110, "It is the policy of the Seattle School Board to encourage participation by members of the community to advise the Superintendent and Board in school district decision-making processes." This board action of developing a task force to provide review and recommendations of the FMP is in and of itself a community engagement process. The board discussed this action in introduction at a televised board meeting on April 25, 2018 and notification of the solicitation for task force members will be advertised broadly.

## 7. EQUITY ANALYSIS

The School Board's adoption of the Guiding Principles for levy planning re-iterate the ~~focus on~~ Board's priority as defined in Policy No. 0030, Ensuring Educational and Racial Equity, ~~and this.~~ This task force will be asked to ~~validate~~ review and make recommendations regarding the

scoring of proposed capital projects for ~~district~~ each of the priorities ~~through an equity lens~~, including Equity. The formation of this task force is in direct response to district's Racial Equity tool kit, specifically: "STEP 2: Engage Stakeholders in Analyzing Data--Stakeholders (SPS staff and community members) gather and review quantitative and qualitative disaggregated data and specific information to determine impacts or consequences."

**8. STUDENT BENEFIT**

Robust planning for facilities will help ensure that every student has a great educational environment.

**9. WHY BOARD ACTION IS NECESSARY**

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item
- Other: Board approval is necessary for a Board-sponsored task force

**10. POLICY IMPLICATION**

Policy No. 4110, Family and Community Advisory Committees, states "It is the policy of the Seattle School Board to encourage participation by members of the community to advise the Superintendent and Board in school district decision-making processes. It is Board policy to facilitate engagement of those families and community members who have not historically been active or represented in decision-making by the district on Advisory and Oversight Committees. Families and community members can provide the Board and staff with valuable expertise, critical thinking and new perspectives, and can help alert the Superintendent and Board to issues of importance to the community."

Policy No. 6901, Capital Levy Planning, calls for the Board to approve a Facilities Master Plan. It also states, "The facilities master plan shall include an analysis of all proposed projects, which scores proposed projects against the priorities listed, together with any supplemental priorities provided by the School board from time to time for individual levy proposals. The scoring and relative ranking of proposed projects shall be presented to the School board for approval as part of the levy planning process."

**11. BOARD COMMITTEE RECOMMENDATION**

~~This motion has not been discussed at Committee.~~ At the Executive Committee on April 19, the committee agreed to put a placeholder for introduction on the April 25 Regular Board Meeting agenda.

**12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, the task force will be convened to review and make recommendations about elements of the Facilities Master Plan. The task force will provide written recommendations in August 2018.

**13. ATTACHMENTS**

- Task Force Charge (for approval)

## Task Force for Facilities Master Plan Review

### CHARGE

**Appointing Authority:** Board

**Purpose:** This Task Force is being formed to support the school board's oversight of capital planning by reviewing elements of the district's draft long range Facility Master Plan. Per School Board Policy No. 6901, Capital Levy Planning, the Facilities Master Plan (FMP) should be approved by the school board, and the FMP is the basis for the development of capital levy programs. Seattle School District No. 1 plans to submit the Building Excellence V (BEX V) capital levy to voters in February 2019, and as part of the public engagement and due diligence process it is typical for the district to convene advisory committees or task forces to assist in reviewing information, data and analysis. The Facilities Master Plan is currently in development with the draft planned for introduction to the school board in June 2018 with approval planned for in August 2018.

**Responsibilities and Scope of Review:** Using the guidance provided in Policy No. 6901, Capital Levy Planning, and the Board Adopted Guiding Principles for BEX V (attached as Appendix A), including the overarching framework of ensuring educational and racial equity, the Task Force will review elements of the draft Facilities Master Plan, including but not to be limited to: enrollment, capacity and facilities conditions analysis. They will provide recommendations to the board primarily in two areas:

- Identification of the areas of the district where enrollment projections and capacity analysis project the most pressing building capacity needs over the next 6 years,
- Validation of the "scoring and relative ranking of proposed projects"<sup>1</sup> that is included in the FMP and should be approved by the Board per Policy No. 6901.

**Term:** The Task Force is short term. It will be convened in May of 2018, and conclude work prior to the planned approval of the Facility Master Plan in August 2018.

**Number of Task Force Members:** Up to 20 members including district employees and community members. The membership shall provide for a diverse representation of the district's many different communities~~geographic and racial diversity.~~

**Qualifications and selection process of committee members:** The District will solicit broadly to attract members with a district-wide perspective as well as geographic and racial diversity using various communications strategies. Members will be asked to apply by a specific date, and selection of the members will be made using a rubric in collaboration between district staff

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<sup>1</sup> Page 2 of Policy 6901 states "The facilities master plan shall include an analysis of all proposed projects, which scores proposes projects against the priorities listed, together with any supplemental priorities provided by the School board from time to time for individual levy proposals. The scoring and relative ranking of proposed projects shall be presented to the School board for approval as part of the levy planning process."

and the board's designee(s). Members from previous SPS committees and task forces such as, but not limited to, the BEX Oversight Committee, the Seattle and SPS Partnership Technical Team, High School Boundaries Task Force, Capacity Management Task Force, Facilities and Capacity Management Advisory Committee, will be directly contacted and efforts will be made to engage members with racial diversity. Because of the short time frame for this work and the technical nature of review that is needed, previous engagement in related committees and/or and expertise in enrollment projections and facilities planning will be prioritized for selection.

**Meeting Schedule:** To be determined in collaboration with selected members and district staff, but expected to be 3-6 meetings between May-August 2018 at the John Stanford Center or other locations as determined by the committee and noticed to the public.

**Manner and timing of expected work product:** The task force will be expected to deliver a set of recommendations to the school board and/or Operations Committee in August. Meeting dates and agendas will be jointly planned by staff, the Board's designee(s), and the selected facilitator. The recommendations will be provided in a written document as adopted by a majority of the Task force members.

**Reporting relationship:** To Board

**Staff Support Required:** District staff will collaborate on the development of the agendas, provide requested reports, data and information (to the extent that it is available), as well as attend and participate in meetings.

## APPENDIX A

### ~~Proposed 4-25-2018 Building Excellence (BEX) V Guiding Principles:~~

~~With the overarching framework of Ensuring Educational and Racial Equity (Board Policy No. 0030) where “This means differentiating resource allocation, within budgetary limitations, to meet the needs of students who need more supports and opportunities to succeed academically...” the Board adopts the following guiding principles for the Building Excellence (BEX) V Capital Levy:~~

- ~~• Building safety and security
  - ~~— Healthy, Accessible and Safe facilities to specifically include critical seismic upgrades, safe drinking water, security systems, emergency response equipment, sufficient core spaces (i.e. lunchrooms, libraries, and bathrooms), and safe play grounds.~~~~
- ~~• Right-Size Capacity
  - ~~— Plan for buildings to have sufficient classrooms and core facilities in permanent structure (i.e. less than 10% of school in temporary/portable classrooms) to match student enrollment demand and appropriate lot coverage.~~~~
- ~~• Building conditions
  - ~~— Prioritize renovating the poorest condition, unhealthy and crowded schools to ensure healthy, inclusive and inspiring educational environments~~~~
- ~~• Environmental and Financial Sustainability
  - ~~— Buildings to be constructed or renovated with a focus on conservation of resources both for ongoing operational costs as well as preservation of district investments.~~~~
- ~~• Updating Technology
  - ~~— Balance investments between central office infrastructure, student and employee data security and privacy, and updating classroom hardware and software with a focus on tools that assist student learning and enhance educator instruction.~~~~

**WILL BE ATTACHED UPON ADOPTION**