

Board Special Meeting
Operations Committee
February 4, 2021, 8:00 AM
Meeting held remotely



Minutes

Call to Order

1. This meeting was called to order at 8:00 AM Directors DeWolf, Rankin, and Rivera-Smith participated with Microsoft Teams or by phone. This meeting was staffed by Chief Operations Officer Fred Podesta, Director of Capital Projects and Planning Richard Best, Capital Finance Manager Melissa Coan, Principal Dedy Fauntleroy, Director of Facilities Operations Frank Griffin, and Transportation Manager Hunter Maltais.

Director DeWolf 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 DeWolf noted that the public had been provided remote access through Microsoft Teams and teleconference.

2. Approval of agenda

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

3. Approval of meeting minutes

Director Rankin moved to approve the January 14, 2021 meeting minutes. Director Rivera-Smith seconded. This motion passed unanimously.

Standing Agenda Items

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

Director DeWolf referred to the materials in the committee packet. There were no comments on these items.

2. Capital Financial Budget Report

Ms. Coan presented the monthly budget report through November 30, 2020, which marked the end of the first quarter of Fiscal Year 21. She reported that the budget is on schedule. She highlighted that after commitments to the voters are completed in each levy, she anticipates available funds remaining in BTA II, BEX III, and BTA III.

3. Capital and Operations Community Engagement

Mr. Podesta referred to the list of scheduled meetings posted on the second and third pages of the meeting agenda. He highlighted the March 18, 2021 work session on BTA V public engagement, as engagement is changing due to Covid-19 restrictions.

4. Design Modification/Construction Change Order Review

Mr. Best referred to the change order log from his meeting with Director Rivera-Smith on January 19, 2021. He highlighted the modification to the contract with Nancy Locke regarding the Student and Community Workforce Agreement (SCWA).

Board Action Reports (Discussion and/or Action)

1. BEX V: Approval of Budget Transfer and Construction Change Order #5 for the West Seattle High School Roof Replacement project

Mr. Best provided background on this request for an additional \$1.9M from the BEX V program to address roof repairs at West Seattle High School. He clarified that the funds will be drawn from the BEX V Program Contingency and should not displace funding from other projects.

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.

2. Cleveland High School Memorial Forest Conservation Easement Agreement with King County and Memorandum of Understanding with the Cleveland High School Alumni Association

Mr. Podesta, Noel Treat, formerly the district's General Counsel, and John Barton, President of the Cleveland High School Alumni Association, presented background on the Cleveland Memorial Forest. They conveyed how the Memorandum of Understanding developed and how it protects the land.

Directors and the presenters discussed how the district and Cleveland High School can celebrate the Cleveland Memorial Forest and disseminate this story.

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. Approval of Guiding Principles for the Buildings, Technology, and Academics/Athletics (BTA) V Capital Levy

Director DeWolf presented the BTA V Guiding Principles, which will shape the priorities and ranking of the levy's projects. He highlighted the groups that provided feedback on the principles and the specific addition of the "results" section that came from student input.

Directors and staff discussed the language in the Guiding Principles regarding race and ethnicity. They proposed edits for making the language clearer.

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

4. Rename Northgate Elementary to James Baldwin Academy

Principal Fauntleroy and Family Support Worker Guillermo Carvajal presented their request to rename Northgate Elementary School as James Baldwin Academy, when the new building is opened. They described why James Baldwin was selected and the community participation that supported it.

Directors and presenters discussed the option of replacing the word “academy” with “elementary school” to remain consistent with other school names in the district.

Director Rankin made a motion to move this item forward to the full Board with a recommendation for consideration to allow for discussion about academy or elementary school. Director Rivera-Smith seconded. This motion passed unanimously.

5. Memorandum of Agreement (MOA) between the City of Seattle and Seattle Public Schools regarding the Student and Community Workforce Agreement

Mr. Podesta presented background on the purpose and process of working with the City of Seattle to administer the Student and Community Workforce Agreement via the MOA. He highlighted the efficiency of this approach, given the significant number of projects in BEX V that are starting construction in the near-term.

Directors and staff discussed the details of the agreement, including cost, timeline, number of employees, and oversight of the employees.

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.

6. Recommendation to Extend Contract Terms and Amend Contract Amounts for Furniture Procurement for 2021-2022, Bid No. B01834

Mr. Podesta provided background on two contract extensions for furniture procurement, bids B01834 and B05866. Mr. Best clarified that they were for furniture at elementary schools and secondary schools. He highlighted that the contract extensions were significant to opening the relevant schools on time. He clarified that the furniture goes directly to the schools and does not occupy the warehouse.

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. Recommendation to Extend Contract Terms and Amend Contract Amounts for Furniture Procurement for 2021-2022, Bid No. B05866

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. Policy 4260 Annual Report

Mr. Griffin presented the annual report on Policy 4260. He provided data on items like categories of users, rent waivers, and revenue, and defined the key terms. He commented that building use was down significantly due to Covid-19. He highlighted the new reservation software, Master Library Schedules, as more robust, easier to use, and providing better reports.

Directors and staff discussed the revenue received from reservations. Mr. Griffin explained that the funds go back into the system to support utilities and custodial salaries.

2. Transportation Service Standards

Director DeWolf opened the discussion of the Transportation Service Standards (TSS) as an initial conversation that will be continued in another meeting with more time.

Mr. Podesta reminded the committee that review and revision of the TSS is an annual process to define which students are eligible for transportation services. He outlined the current status of the district's transportation services and explained that funding for school transportation is based on the expenses and performance of the prior year, which the district doesn't have due to Covid-19. Mr. Podesta identified several variables that will influence the TSS for 2021-2022, including financial restraints, operating standards aligned with Covid-19 protocols, and defining where and how learning is delivered to students.

Directors and staff discussed how to communicate with the students and families about the reasons supporting the tough decisions for transportation. Mr. Podesta highlighted that the upcoming work session would present the spectrum of operations' issues, the impacts of the A/B model on transportation, and the funding model for transportation. He acknowledged that the district faces challenges to delivering the same level of service as prior years but that ongoing adjustments would be made. Directors proposed reexamining bell times and establishing Guiding Principles for transportation as two possibilities for supporting transportation services.

Mr. Podesta introduced Mr. Maltais and described the work of Transportation Services, under Mr. Maltais management, during Covid-19.

Directors addressed the balance between the district's legal responsibilities regarding transportation and its desires. They noted the need for a close and reciprocal relationship between the Transportation and Finance departments, at this time. Mr. Podesta confirmed that such a relationship exists.

Director DeWolf concluded the discussion by referring to Policy 0030 Ensuring Educational and Racial Equity and acknowledging the challenging conversations ahead to balance legal requirements, financial implications, and the district's value of racial equity.

Adjourn

This meeting adjourned at 10:09 AM

Minutes submitted by:

The Office of Chief Operations Officer Fred Podesta