

**Board Special Meeting**  
**Monthly Audit & Finance Meeting**  
Monday, August 17, 2020 7:30-9:30am  
*Meeting to be held remotely*



**Minutes**

**Call to Order**

1. This meeting was called to order at 7:31 a.m. Directors Hampson, Rivera Smith and Harris participated with Microsoft Teams or by phone. This meeting was staffed by Chief Financial Officer JoLynn Berge.

Director Hampson noted that the meeting was being held remotely consistent with the Governor's Proclamation prohibiting the meeting from being held in person due to COVID-19. Director Hampson noted that the public had been provided remote access.

2. Approval of agenda: Director Harris moved to approve the agenda. Director Rivera Smith seconded. This motion passed unanimously.
3. Approval of meeting minutes: Director Harris moved to approve the June 8, 2020 meeting minutes as amended. Director Rivera Smith seconded. This motion passed unanimously.

**Items Requiring Board Action**

1. BAR: Approval for Contract Amendment with School Data Solutions for School-Based Implementation of MTSS Student Data Portal (RFP09615) (Jessee)

Chief of Schools & Continuous Improvement Wyeth Jessee reviewed the existing contract for the Homeroom School Data with Data Solutions. 2020-21 will be the fourth year for contracted use of the portal. Mr. Jessee referenced the attached data indicating 75K sessions have occurred by school and central staff for various purposes. This product allows us to enter school-based data regarding foundational elements of Multi-Tiered System of Support (MTSS) and this also meets two required criteria monitoring for Superintendent of Public Instruction (OSPI). Mr. Jessee referenced the total amount as 376K for the 2020-21 school year.

Directors and staff discussed use the Homeroom portal.

Directors requested a screen shot of the session and student impact data. Mr. Jessee indicated that information on student impact as well as samples or practices associated with Homeroom sessions would be provided in the upcoming Friday Memo.

Director Harris made a motion to move this item forward to the full Board with a recommendation for **Consideration** Director Rivera Smith seconded. This motion passed unanimously.

2. BAR: CorVel Contract (Codd)

Chief of Human Resources Clover Codd spoke about the third-party administrator for SPS's workers comp and on the job injury. This is a three-year contract, a Request for Proposal (RFP) has been done and CorVel won that contract.

Directors and staff discussed work with the Department of Labor and Industries (L&I) for thoughts on issues with CorVel.

Director Rivera Smith made a motion to move this item forward to the full Board with a recommendation for **Approval** Director Harris. This motion passed unanimously.

3. BAR: Office of Superintendent of Public Instruction (OSPI) Beginning Educator Support Team (BEST) Grant Approval (Codd)

Chief of Human Resources Clover Codd spoke about how OSPI does have a beginning education support team non-competitive grant based on 1<sup>st</sup> and second year teachers we have. This supports our consulting teacher program and foundational course work. Chris Drape explained the grant funding is used for some of the consulting teacher Full Time Employee (FTE) and foundational texts for the new teachers. Director Hampson would like the demographic data of the consulting teachers added.

Director Harris made a motion to move this item forward to the full Board with a recommendation for **Consideration** Director Rivera Smith seconded. This motion passed unanimously.

4. BAR: 5253, Maintaining Professional Staff/Student Boundaries (Codd)

Chief of Human Resources Clover Codd spoke about how this policy needs to align with Washington State School Directors Association (WASDA) policy changes made in 2019. Ms. Codd reviewed the suggested changes and updates that will be made with the policy.

Director Rivera Smith asked about Title IX task force meeting minutes or notes for recommendations beyond the scope of this Board Action Report (BAR). Ms. Codd can find out if they had any formal minutes. She added she will be working with the title IX task force would have more input as this process continues.

Director Rivera Smith made a motion to move this item forward to the full Board with a recommendation for **Consideration** Director Harris seconded. This motion passed two in favor and one opposed.

5. BAR: Learning Management System Renewal (Berge)

Chief Financial Officer JoLynn Berge spoke about how Schoology is our learning management system. We have had it since 2015 and we need to have it for another two years which is reflected on the BAR. Directors and staff discussed the interface history at the District.

Director Harris 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. Notification of Contracts Exceeding \$250k: Harrigan Leyh Farmer & Thomsen's PSC (Cerqui)

Chief Legal Counsel Greg Narver explained that the reason for the increase in this contract was active litigation at the court of appeals level.

Director Hampson asked about increasing contracts over the course of the year as opposed to setting higher contract budgets at the start of the year. Mr. Narver explained that there is an estimated budget at the start of the year for each outside law firm contract, but there is no certainty as to what the actual expenditures will be for that year. We will use the increases in these firms' contracts when we set the estimated amounts for next year.

2. Notification of Contracts Exceeding \$250k: Freimund Jackson Tard (Cerqui)

Mr. Narver explained the reason for increase was due to a large number of litigation matters (approximately 10) being handled by the Freimund Jackson law firm, which is one of the Risk Pool approved firms.

3. Notification of Contracts Exceeding \$250k: Porter Foster Rorick (Cerqui)

Mr. Narver explained that the Porter Foster Rorick law firm has done considerable work on Seattle Public Schools (SPS) labor relation matters this year.

4. Notification of Contracts Exceeding \$250k: SPED Contracts: CHILD, Overlake, Yellow Wood and Maxim (P. Campbell)

Executive Director Special Education Patricia Campbell explained CHILD needs to be updated because 1 child has been identified that has additional needs. Maxim, Overlake and Yellow Wood based on Individualized Education Program (IEP) recommendations increased the needs for students and that is what this amount was increased.

Directors and staff discussed the ongoing individual needs for SPS students.

5. Notification of Contracts Exceeding \$250k: Boyer Reconciliation (Brown)

Director of Early Learning Heather Brown spoke about how the BEA rate fluctuate and that is why this adjustment is being brought forward.

6. Notification of Contracts Exceeding \$250k: Unify Consulting (Jaeger)

Director Information Systems & Business Intelligence Judie Jaeger spoke staff augmentation team two additional amendments for SAP payroll support.

Director Rivera Smith asked if this work can be done inhouse. Ms. Jaeger explained we did not have capacity to do this in house.

7. For Discussion: 6010, School Funding Model (Committee)

Director Hampson explained this is an initial discussion for this item that does not currently have a procedure, and she would like the committee to consider a recommendation for this item.

Chief Financial Officer JoLynn Berge explained the interest to evolve the process and once feedback is heard she will bring something back possibly in September for the engagement work.

Directors and staff discussed having more support for participation specifically schools with high Students of color demographic.

Ms. Berge explained how timelines are for the budget and would need to be moving forward before spring.

**Follow Up: Ms. Berge will bring more feedback received in September.**

8. For Discussion: 5260, Personnel Records (Codd)

Chief of Human Resources (HR) Clover Codd explained HR is in the middle of many process improvements. This includes the policies that fall under that department. An initial review has been completed 5260 and 5280 nothing substantial needs to be revised.

9. For Discussion: 5280, Termination of Employment (Codd)

Chief of Human Resources Clover Codd spoke about how no significant changes needed to be made to this policy.

10. For Discussion: 5281, Staff Disciplinary Action and Discharge (Codd)

Ms. Clover Codd explained how policy 5281 has items that need to be reviewed and changed. To incorporate explicit language from currently developing 0040 policies.

Director Harris requested the investigators to sign a document about not discussing cases and she would also like a quarterly report for staff discipline.

## **Regular Agenda Items**

### 1. Monthly Accounting (Fleming)

Accounting Director Amy Fleming Spoke about the May and June financial and both months are trending as expected. ASB fund did have student lead and field trips that were cancelled have been being refunded for the last few months.

Directors and staff discussed the current standing of property tax levy.

### 2. Committee Annual Work Plan (Berge)

Committee would like September Policy 6114 gift and grants donation be moved from September to October.

**Adjourned at 9:37 am**