

September 23, 2020 Regular School Board Meeting



Minutes

Regular Legislative Session

Wednesday, September 23, 2020, 3:00 p.m.

Board of Directors

Meeting held remotely

2445 – 3rd Avenue South

Seattle, Washington 98134

206-252-0040

www.seattleschools.org

I. Call to Order

1. This meeting was called to order at 3:00 p.m.
2. Directors DeWolf, Hampson, Hersey, Mack, Rankin, and Rivera-Smith participated with Microsoft Teams or by phone. Director Harris joined the meeting at 3:08 p.m.

The meeting was held electronically with public access consistent with the Governor's proclamation prohibiting in-person public meetings for agencies subject to the Open Public Meetings Act.

II. Superintendent Comments

Superintendent Juneau provided comments.

III. Student Comments

- Franklin High School

IV. Business Action Items

A. Consent Agenda

1. Minutes of the September 3, 2020 Work Session, September 9, 2020 Regular Board Meeting, and September 10, 2020 Work Session

2. Warrants Report - August

The following warrants as audited and certified by the auditing officer, as required by RCW 42.24.08, are approved for payment:

General Fund	*Payroll \$	696,850.63
	Vendor	20,331,386.71
Capital Project Fund	Vendor	11,535,199.75
Associated Student Body Fund	Vendor	80,287.13
Expendable Trust Fund	Vendor	96,800.00
Grand Total		\$ 32,740,524.22

*Note – Payroll total reflects warrants issued to employees. It does not however, reflect cash transfer amounts in payment of employees’ Direct Deposit payroll.

Director Hampson moved to approve the Consent Agenda. Director Harris seconded.

Director Rivera-Smith moved to remove the Minutes of the September 3, 2020 Work Session and September 10, 2020 Work Session.

Director Hampson moved to approve the Consent Agenda as amended. Director Harris seconded.

This motion passed unanimously.

V. Public Testimony

Order	Speaker	Topic
1	Savannah Blackwell	Franklin High School
2	Danny Edwards	The use of microsoft teams in our schools and how the district has blocked the ability to change names
3	Chris Jackins	1. Annual Highly Capable Plan for 2019/20; 2. Refuse Disposal & Recycling Contract; 3. Superintendent Task Force; 4. Amendments to Board Policy No. 2015

4	Manuela Slye	Superintendent re opening plan task force
5	Charles Ellis	Support for the Lowell SBHC
6	Akeyla Jimerson	Lowell School Base Health Clinic
7	Emily Cherkin	Outdoor Learning in the BAR on the Superintendent's Reopening Task Force, as well as ask about physical textbooks for remote learning
8	Trina Saldana	Introduction Items 1&5 Re Schools' re-opening task force and Tutors
9	Mariza Cabral	Family engagement
10	Brian Terry	Equity in advanced learning and access to technology
11	Robin Amadon	Introduction to MLK Mixed Use Housing and Preschool
12	Alexandra Olins	Outdoor School Pilot
13	Sebrena Burr	Family Engagement & the Superintendent Evaluation
14	Maria Teresa Zurbano	Equity in reopening the schools
15	Jeannie Shu	The possible provision of lifesaving information about safe secure firearm storage in homes where students are spending more time due to COVID-19 and remote learning
16	Kate Schueler	The district's mandate that teachers only use Teams for their meetings is adversely effecting students furthest from educational justice by limiting teachers' ability to differentiate curriculum, create a safe and welcoming environment, and allow student equitable access
17	Catherine Seaver	The use of Microsoft Teams for online learning in our school and the ways that Teams fails to achieve access for ALL students or create an equitable learning environment

18	Ariana Ghez Farrell	reopening schools to in person education for our youngest learners
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VI. Business Action Items (Continued)

B. Items Removed from the Consent Agenda

This item was taken out of order on the agenda.

1. Minutes of the **September 3, 2020 Work Session** and **September 10, 2020 Work Session**

Director Harris moved approval of minutes of the September 3, 2020 Work Session and September 10, 2020 Work Session. Director Rivera-Smith seconded.

Directors discussed the guidelines for meeting minutes developed by the Executive Committee and the minutes for September 3 and 10.

Director Harris moved to send the proposed minutes to committee for further review. Director Hampson seconded. This motion passed unanimously.

C. Action Items

1. **Motion to introduce and approve a Memorandum of Understanding (MOU) between the Seattle School District No. 1 (District) and Seattle Education Association (SEA)** (Exec, September 16, for Approval) Approval of this item would approve the MOU as attached to this Board Action Report and authorize the Superintendent to take the steps necessary to implement each district responsibility detailed in the agreement. Immediate action is in the best interest of the district. **(Introduction and Action)**

SEA President Jennifer Matter presented background on the development and planned implementation of the MOU.

Director Hampson moved to approve this item. Director Harris seconded.

Chief Human Resources Officer Dr. Clover Codd presented an overview of the topics covered under the MOU.

Directors thanked the bargaining teams. Directors and staff discussed bargaining working conditions, next steps under the MOU prior to the resumption of in-person instruction, outdoor instruction, educators' use of classrooms, and the use of district provided platforms.

Director Hampson requested that clearer Board expectations be established in advance of future bargaining.

This motion passed unanimously.

2. **Approval of a Student and Community Workforce Agreement** (Exec, September 16, for Approval) Approval of this item would authorize the Board President and Superintendent to execute the SCWA that is attached to this Board Action Report, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the SCWA. Immediate action is in the best interest of the district. (Introduction and Action)

Director Hampson moved to approve this item. Director Harris seconded.

Director DeWolf presented background on the development of the SCWA. Directors and staff discussed supporting the education of students to engage in opportunities under the SCWA and potential fiscal impacts. Directors shared thanks for those involved in the SCWA.

This motion passed unanimously.

3. **Approval of Annual Highly Capable Program Plan for 2019-2020** (C&I, September 15, for Approval) Approval of this item would approve the Highly Capable Program Plan as attached to the Board Action Report, for submission to OSPI for school year 2019-2020, to support Highly Capable Services and the District's gifted eligibility identification process, and that the School Board authorize the Superintendent to apply for the allocation of funds from OSPI. Immediate action is in the best interest of the district. (Introduction and Action)

Director Hampson moved to approve this item. Director Harris seconded.

Chief of Student Support Services Dr. Concie Pedroza presented background on state requirements for the annual plan. Directors and staff discussed the period covered by the plan, minutes for the referenced task force, and making corrections to the Board Action Report.

Director Rankin requested that the demographic information contained in Section 8 (Student Benefit) of the Board Action Report be corrected to include the correct percentage for the Asian demographic.

Director Mack requested that a typo in the last paragraph of the first page of the Board Action Report be corrected to state that it is for the 2019-20 school year rather than for 2019-21.

Director Rivera-Smith requested that the reference in the Board Action Report to the Advanced Learning Task Force that implies the body is currently meeting be clarified.

Chief Legal Counsel Greg Narver confirmed the corrections can be made and noted in the minutes.

This motion passed with a vote of 5-0-2 (Directors Harris, Mack, Rankin, Rivera-Smith, and DeWolf voted yes; Directors Hampson and Hersey abstained).

4. **Approval to Renew Refuse Disposal & Mixed Waste Recycling Collection Services, Bid No. B01753, with Recology CleanScapes, Inc.** (Ops, September 10, for Approval) Approval of this item would authorize the Superintendent to execute the renewal of a contract with Recology CleanScapes, Inc., covering the period of Oct. 1, 2020 to July 31, 2021, in the amount of \$841,003.18, plus Washington state sales tax, for the Refuse Disposal & Mixed Waste Recycling Collection, with any minor additions, deletions and modifications deemed necessary by the Superintendent to implement the contract. Immediate action is in the best interest of the district. (Introduction and Action)

Director Hampson moved to approve this item. Director Harris seconded.

Chief Operations Officer Fred Podesta presented background on the contract and the continued need for services.

Directors and staff discussed cost savings for the services due to remote instruction and contract period.

Director Harris requested that future renewals be provided with enough time for introduction at one meeting and action at a subsequent meeting.

This motion passed unanimously.

This meeting recessed for a break at 5:12 p.m. and reconvened at 5:22 p.m.

D. Introduction Items

1. **Superintendent Task Force for the Reopening Plan and Remote Learning** (Exec, September 16, for Consideration) Approval of this item would authorize the formation of the Reopening Plan and Remote Learning Model Task Force.

Chief of Staff Sherri Kokx presented background on the task force membership, engagement, and planned process for meetings.

Directors and staff discussed the cost of facilitation, connection between the task force and the Board, family engagement and the capacity of families to participate in the task force, development of a Board task force and facilitation expenses, and the task force duration.

Director Harris requested that the list of housing partners be shared with the Board.

Director Mack requested there be a liaison between the Board and the task force.

Director Rankin requested the relationship to the working group being formed under the MOU with the Seattle Education Association be clarified.

Directors DeWolf and Director Rankin discussed providing reports to the Curriculum & Instruction Policy Committee.

Director Harris requested information be provided on the flipped classroom approach.

2. **Amending Policy Nos. 1010, Board Oversight of Management and 1240, Committees** (Exec, September 16, for Approval) Approval of this item would amend Policy No. 1010, Board Oversight of Management, and Policy No. 1240, Committees, as attached to the Board Action Report.

Director DeWolf presented background on the development of the proposed policy changes and incorporation of Director feedback, and Director of Policy and Board Relations Ellie Wilson-Jones summarized the changes. Directors discussed the changes proposed and committee meeting minutes.

3. **Seattle Public Schools (SPS) Personal Services Contracts (PSC) for the City of Seattle's Parks & Recreation Department** (A&F, September 14, for Consideration) Approval of this item would authorize the Superintendent to execute the contract with City of Seattle's Parks & Recreation Department \$909,416 for the purpose of providing Families, Education, Preschool, and Promise (FEPP) Levy funded or other funding source activities in selected elementary, K-8, middle and high schools, with any minor additions, deletions and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract. (Updated 9/22/20)

Chief Financial Officer JoLynn Berge presented on the services provided under the contract and information added at the request of the Audit & Finance Committee. Directors and staff discussed data sharing agreements and City of Seattle contracting requirements.

Director Mack and Rivera-Smith requested that data sharing agreements be finalized prior to action on the Board Action Report.

4. **Seattle Public Schools (SPS) Personal Services Contracts (PSC) for City Year of Seattle** (A&F, September 14, for Approval) Approval of this item would authorize the Superintendent to execute the contract with City Year of Seattle for \$1,170,000 for the purpose of providing Families, Education, Preschool, and Promise (FEPP) Levy funded or other funding source activities in selected elementary, K-8, middle and high schools, with any minor additions, deletions and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract. (Updated 9/22/20)

Chief Berge presented on the services provided under the contract and information added at the request of the Audit & Finance Committee.

5. **Seattle Public Schools (SPS) Personal Services Contracts (PSC) with University Tutors for Seattle Schools (UTSS)** (A&F, September 14, for Consideration) Approval of this item would authorize the Superintendent to execute the contract with University Tutors of Seattle Schools \$481,000 for the purpose of providing Families, Education, Preschool, and Promise (FEPP) Levy funded or other funding source activities in selected elementary, K-8, middle and high schools, with any minor additions, deletions and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

Chief Berge presented on the services provided under the contract and information added at the request of the Audit & Finance Committee.

6. **Seattle Public Schools (SPS) Personal Services Contracts (PSC) with Seneca Family of Agencies** (A&F, September 14, for Approval) Approval of this item would authorize the Superintendent to execute the contract with Seneca Family of Agencies in the amount of \$468,500 for the purpose of providing Families, Education, Preschool, and Promise (FEPP) Levy funded or other funding source activities in selected elementary, K-8, middle and high schools, with any minor additions, deletions and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

Chief Berge presented on the services provided under the contract.

7. **Special Education Contract Amendments** (A&F, September 14, for Approval) Approval of this item would authorize the Superintendent to approve contract amendments in an amount totaling \$1,254,933.34 for the above-listed agencies and contractors.

Chief of Student Support Services Dr. Concie Pedroza presented on the updates to the contracts covered by the Board Action Report. Directors and staff discussed exploring opportunities for including approval for contingencies in future contracts, advising the Board when contracts are exceeded, the timing of the services provided under the contract, and changes in the way services for birth to age three services will be funded.

Director Harris requested that some additional services be provided directly by the district.

8. **Approval of contract amendment with EPI-Use for SAP staff support for school year 2020-21** (A&F, September 14, for Consideration) Approval of this item would authorize the Superintendent to execute a contract amendment with EPI-Use for a total Not-To-Exceed (NTE) amount of \$820,000, including taxes, for SAP staff support services with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the amendment. (Updated 9/22/20 & 9/23/20)

Chief Berge presented information about the services provided under the contract and additions made at the request of the Audit and Finance Committee.

Directors and staff discussed the need for the contract and the staffing spending plan.

9. **Annual Approval of Schools per WAC 180-16-220** (C&I, September 15, for Approval) Approval of this item would approve each school within the District as having a school improvement plan that is data driven, promotes a positive impact on student learning, and includes a continuous improvement process, pursuant to WAC 180-16-220.

Chief of Schools and Continuous Improvement Wyeth Jessee presented background on the annual approval process. Directors and staff discussed Board Policy No. A02.00, Performance Management; including additional information in the Board Action Report; moving to multi-year plans; and revising the school improvement plan template.

Director Harris requested that the Board Action Report be revised to include a document providing links to each school improvement plan. Chief Jessee confirmed the information could be provided.

Director Mack requested a list of schools be added to the Board Action Report providing addresses or OSPI numbers.

Director Rankin suggested creating a page for all school improvement plans on the district website.

10. **Renew three-year contract with Hobson's Naviance for College and Career Readiness software services and support** (C&I, September 15, for Approval) Approval of this item would authorize the Superintendent to execute a contract renewal with Hobson's Naviance in an amount not to exceed \$655,000.00, for the College and Career Readiness software tool in the form of the sales order form and terms of service dated July 8, 2020 and attached to the School Board Action Report, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

Chief Academic Officer Dr. Diane DeBacker presented background on the software services provided under the contract. Directors and staff discussed the use of the software, process for opting out and serving students who have opted out, and feedback from counselors.

Director Mack requested that data be provided showing the completion of relevant tasks by grade level.

11. **Amending Board Policy No. 2015, Selection and Adoption of Instructional Materials** (C&I, September 15, for Consideration) Approval of this item would amend Board Policy No. 2015, Selection and Adoption of Instructional Materials as attached to the Board Action Report.

Senior General Counsel Ronald Boy presented an overview of the policy changes. Directors and staff discussed the relationship between the proposed changes and Board Resolution No. 2019/20-28, application of the policy, the teaching of adopted materials, and use of the word Latino in the policy.

Director Rivera-Smith requested that RCW 28.030.230 be attached for reference to the Board Action Report.

12. **Resolution No. 2020/21-7, Requesting a Waiver from the 180-Day School Year Requirement for Remote Learning Professional Development** (C&I, September 15, for Approval) Approval of this item would approve Resolution No. 2020/21-7, as attached to this Board Action Report.

Senior General Counsel Ronald Boy presented the proposed resolution for the waiver application.

13. **Approval to name the Daniel Bagley Elementary School primary wing (south first floor) in honor of Mrs. Barbara Stone** (Ops, September 10, for Approval) Approval of this item would approve the naming of the Daniel Bagley Elementary School's primary wing as the *Barbara Stone Primary Wing*.

Chief Operations Officer Fred Podesta and Principal Carla Holmes presented on the proposed naming in honor of Mrs. Barbara Stone and community support.

Directors and staff discussed conducting racial equity analysis and celebrating the naming.

14. **BEX V: Award State Master Contract #05416, Classroom Lock Security Upgrades for the secure lockdown project** (Ops, September 10, for Approval) Approval of this item would authorize the Superintendent to execute a contract with Intermountain Lock and Security Supply in the amount of \$2.5 million, plus Washington State sales tax, for lock hardware purchases over the course of five (5) years. Purchases will be based on volume pricing obtained through an Interlocal Cooperative Purchasing agreement with the State of Washington Department of Enterprise Services through contract #05416 as attached to the School Board Action Report, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract. The purchase period will be performed as a phased project over the course of five (5) years including October 2020 through August 2025. Phase 1 to commence in Fiscal Year 2020-21. (Updated 9/22/20)

Chief Podesta presented background on the lock hardware purchase contract. Directors and staff discussed the timeline for upgrades and contract term, cost of the contract, and investing in classroom lock upgrades versus other safety measures.

Director Harris requested that information be provided to the Board on which schools need upgrades for front door security upgrades.

15. **BTA IV: Award Contract P1766 to perform seismic analysis services for the Seismic Building Assessment** (Ops, September 10, for Approval) Approval of this item would authorize the Superintendent to execute consultant contract No. P1766 with PCS Structural Solutions that will not exceed \$210,773 to complete seismic assessments on 15 buildings not assessed in the district's seismic assessments in 2009 or 2012; update cost estimates for all buildings for recommended seismic improvements; provide comparative

seismic risk assessment for all district facilities; and produce assessment of anticipated seismic work for 19 district facilities identified as unreinforced masonry by the City of Seattle, with any minor additions, deletions and modifications deemed necessary by the Superintendent to implement the contract.

Chief Podesta presented background on the proposed contract. Directors and staff spoke about the purpose and importance of the analysis.

16. **BEX V: Approval of the Site-Specific Educational Specifications for Kimball Elementary School Replacement project** (Ops, September 10, for Approval) Approval of this item would approve the Kimball Elementary Educational Specifications dated March 3, 2020, for the Kimball Elementary School Replacement project.

Chief Podesta presented background on the role of the site-specific educational specifications in the planning for the new building.

17. **BEX V: Approval of the site-specific Educational Specifications for Northgate Elementary School Replacement project** (Ops, September 10, for Approval) Approval of this item would approve the Northgate Elementary Education Specifications dated August 13, 2020, for the Northgate Elementary School Replacement project.

Chief Podesta presented background on the role of the site-specific educational specifications in the planning for the new building.

18. **BEX V: Approval of the Value Engineering Report for the Northgate Elementary School project** (Ops, September 10, for Approval) Approval of this item would approve the Value Engineering Report dated August 18, 2020, and the Architect's Response and Recommendation Matrix for the Northgate Elementary School project.

Chief Podesta presented background on the purpose of the report and relationship to state funding requirements. Directors and staff discussed the development and review of the value engineering recommendations.

19. **Distressed School Grant Award Architectural & Engineering Contract P1692 to Studio Meng Strazzara Architecture for the Madison Middle School Eight Classroom Addition project** (Ops, September 10, for Approval) Approval of this item would authorize the Superintendent to execute A/E contract P1692 with Studio Meng Strazzara Architecture in the amount of \$895,909, plus reimbursable expenses of \$15,000 for architectural and engineering services. The total contract amount of \$910,909 is for the Madison Middle School Eight Classroom Addition Distressed School Grant project, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

Chief Podesta presented background on the purpose of the contract.

Directors and staff discussed the contracting process.

Director Harris requested that information regarding the district's efforts related to contracting with women- and minority-owned entities be included in the Friday Memo.

20. **BEX V/BEX IV: Award Architectural & Engineering Contract K1386 to Rolluda Architects, Inc., for the North Beach Elementary School Heating, Ventilating, Exterior Door, and Seismic Improvement project** (Ops, September 10, for Approval) Approval of this item would authorize the Superintendent to execute A/E contract K1386 with Rolluda Architects, Inc., in the amount of \$394,642 for architectural and engineering services for the North Beach Elementary School Heating & Ventilating, Exterior Door and Seismic Improvement project, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

Chief Podesta presented background on the planned improvements and contractor selection.

21. **BEX V: Award Contract P5152 for General Contractor/Construction Manager (GC/CM) to Cornerstone General Contractors Inc. for the Van Asselt School Addition project** (Ops. September 10, for Approval) Approval of this item would authorize the Superintendent to utilize the GC/CM alternative construction delivery method, authorize the GC/CM to immediately provide pre-construction services for an amount not to exceed \$360,000, and approve Resolution 2020/21-1 certifying that the district intends to comply with RCW 39.10. This approval also authorizes the Superintendent to negotiate and execute a contract amendment, with any minor additions, deletions, and modifications deemed necessary, for the Guaranteed Maximum Price (GMP) as defined by the RCW 39.10.370 for an amount not to exceed \$27,000,000 which includes Specified General Conditions, Negotiated Support Services Allowance, the Maximum Allowable Construction Cost (MACC) including subcontractor bonds, the MACC Contingency, and the GC/CM fee, no earlier than completion of 90% Construction Documents unless otherwise agreed to by the parties. The GMP excludes the Pre-Construction Services allowance and Washington State sales tax.

Chief Podesta presented background on the complexity of the project and need for the contract. Directors and staff discussed review of the project and plans and the relationship to the Student and Community Workforce Agreement.

22. **BEX IV: Approval of Budget Transfer from the BEX IV Program Contingency for the Synthetic Turf Playfield Improvements at Hazel Wolf K-8 at Pinehurst School project** (Ops, September 10, for Approval) Approval of this item would authorize the Superintendent to approve the transfer of \$830,000 from the BEX IV Program Contingency to fund the synthetic playfield improvements at Hazel Wolf K-8 at Pinehurst School project.

Chief Podesta presented background on the need for the field improvements. Directors and staff discussed the need for the project and materials used by the district.

23. **BEX IV: Approval to Utilize Funds from BEX IV program placement to fund a School-Based Health Center project at Lowell Elementary School** (Ops, September 10, for Approval) Approval of this item would authorize the Superintendent to utilize \$315,000 from the BEX IV Capital Levy Program Placement budget to fund a school-based health center at Lowell Elementary School.

Chief Podesta presented background on the project and funding sources. Directors noted the importance of and support for the project.

Director Harris requested the Board Action Report be revised to emphasize the collaboration that went into the project and to show percentages.

24. **BTA IV: Final Acceptance of Contract K5099 with King County Directors Association (KCDA) and Musco Sports Lighting, LLC for the Cleveland High School Field Lights project** (Ops, September 10, for Approval) Approval of this item would accept the work performed under Contract K5099 with King County Directors Association (KCDA) and Musco Sports Lighting, LLC for the Cleveland High School Athletic Field Lights project as final.
25. **BEX IV/BTA IV: Final Acceptance of Contract No. P5098 with CDK Construction Services, Inc., for the Dearborn Park Elementary School Roof Replacement & Seismic Upgrades project** (Ops, September 10, for Approval) Approval of this item would accept the work performed under Contract No. P5098 with CDK Construction Services, Inc., for the Dearborn Park Elementary School Roof Replacement & Seismic Upgrades project as final.
26. **BEX IV: Final Acceptance of Construction Contract P5099, bid number B11722, with CDK Construction Services, Inc., for the Eckstein Middle School Seismic Improvements project** (Ops, September 10, for Approval) Approval of this item would accept the work performed under Contract P5099 with CDK Construction Services, Inc., for the Eckstein Middle School Seismic Improvements project as final.
27. **OSPI Distressed School Grant: Final Acceptance of Contract K5116, Bid No. B11824, with CDK Construction Services, Inc., for the Eckstein Middle School Exterior Sunshade Installation project** (Ops, September 10, for Approval) Approval of this item would accept the work performed under Contract K5116 with CDK Construction Services, Inc., for the Eckstein Middle School Exterior Sunshade Installation project as final.
28. **BTA III: Final Acceptance of Contract K5106 with Western Ventures Construction, Inc., for the John Muir Geothermal Wells project** (Ops, September 10, for Approval) Approval of this item would accept the work performed under Contract K5106 with Western Ventures Construction, Inc., for the John Muir Geothermal Wells project as final.

Introduction Items 24, 25, 26, 27 and 28 were introduced and discussed together.

Chief Podesta presented background on the final acceptance items. Directors noted their congratulations on the project completions.

VII. Board Comments

Directors Hampson, Harris, Hersey, Mack, Rankin, Rivera-Smith, and DeWolf provided comments.

VIII. Adjourn

This meeting adjourned at 9:00 p.m.

Minutes submitted by:

School Board Office staff