

Board Special Meeting
Monthly Audit & Finance Meeting
Monday, February 5, 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 4:28 pm Directors DeWolf and Mack were present. Director Pinkham was out sick.

Assistant Superintendent for Business & Finance JoLynn Berge staffed this meeting.

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

Approval of meeting minutes Director Mack moved to approve the January 8, 2018 meeting minutes. Director DeWolf seconded. This motion passed.

Items Requiring Board Action

1. BAR: Repeal of Board Policy D51.00 and Board Procedure D51.01, Anti-Retaliation (Van Duzer) Nate Van Duzer summarized the goal to repeal of board policy and procedure D51.00-01. With this plan, staff proposed amending two superintendent procedures (3207SP and 3210SP) to fill the need where D51 would have provided covered retaliation protections.

Mr. Van Duzer explained additional steps to maintain anti retaliation procedures.

Director Mack asked if 3207SP and 3210SP are included in this BAR. Mr. Van Duzer confirmed they are included.

Director Mack asked if the protected language is remaining in board policies and not moving into SP.

Mr. Van Duzer explained that the BAR as currently structured moved the language into procedures.

Director Mack requested policy 3210 have retaliation language included. Mr. Van Duzer confirmed he will add the language prior to introduction.

Director Mack made a motion to move this item forward to the full Board with a recommendation for **consideration** as amended Director DeWolf seconded. This motion passed unanimously.

Special Attention Items

1. Notification of Contract Exceeding \$250,000: Seneca Family of Agencies/ Communities in Schools of Seattle/ YMCA/ Wing Luke (Stone)

Grants Director Michael Stone spoke about three contracts that are going over the \$250K since the start of the school year. Mr. Stone explained the reason why the contracts went above \$250K. Additional LAP funding has been give to us by the State and we are able to give that extra funding to the schools.

Director Mack asked if we have a report about the LAP dollars that have come in since the start of the year. Ms. Berge explained we do have a report available that shows LAP funding by school. Mr. Stone will give the board this report. Mr. Stone explained the funding process from LAP funding and State requirements that are given when additional funding is given.

Director Mack asked if YMCA contracts will end after this year. Mr. Stone confirmed that this was just for this year. Mr. Stone gave additional information on how the City of Seattle will going forward with the FEL funding that is no longer going to YMCA after this year.

2. Annual Report: State & Federal Grants Title I (Stone)

Grants Director Michael Stone spoke about Title I changes to Every Student Successes Act (ESSA). He summarized the direct and indirect rates for the current year. He spoke about a reduction in funding due to the City of Seattle poverty level is decreasing based on census and not free and reduced lunch (FRL). He explained the State is currently holding 7% back of the funding, which will be available for schools for improvements under the new law.

Director Mack asked what is the Title I percentage of poverty. Mr. Stone explained it is 35% or higher to schools, and mandatory serve for schools that are 75% or higher based on FRL. He spoke about which schools receive Title I funds.

Director Mack asked what is parent engagement. Mr. Stone explained we hold 1% of allocation out for parent and family engagement. Schools use it for educationally focused events such as math/literacy nights and translation services.

3. Informational Only: Brock's Academy contract (Mills)

Director of Special Education Operations Elizabeth Mills spoke about the need for the contract with Brocks Academy due to a student need. This contract will be going over the \$250K amount due to additional special education students need of services.

Director Mack asked how many students are using Brock Academy. Ms. Mills explained in therapeutic day programs its approximately 30-40 students. She spoke about the some of the student needs that fit in with some therapeutic classes.

4. Annual Financial Report per policy 6030 (Fleming)

Accounting Director Amy Fleming explained as part of policy the annual financial report is brought the committee and then to the full board. The high-level report is for fiscal year (FY) 2016-17. She explained the purpose of this report, and summarized the FY budget vs actual in the general fund.

Director DeWolf asked what is other financing sources. Ms. Fleming explained it transfers in from another fund into the general fund an example would be capital projects.

Director Mack asked for percentages to be added to the presentation. Ms. Fleming will add that prior to the full board presentation.

Ms. Fleming explained the general fund expenditures by object.

Director DeWolf asked if state grants are typically the same each year. Ms. Berge explained how the grants are sustainable. She added what the state apportionment should be \$100M more than.

Ms. Fleming spoke about the fund balance during September 2016- August 2017. She summarized the three additional funds, Capital, Debt Services and ASB funds. She explained what this fund includes.

Director DeWolf asked about variances. Ms. Berge explained they are normal and we do report them.

Ms. Fleming spoke about building in capacity for the ASB fund. She explained what this fund includes.

Regular Agenda Items

1. Monthly Financial Status Update (Fleming)

Director of Accounting Services Amy Fleming spoke about the November 2017 monthly finance update. She explained enrollment report as of November average annual enrollment was 52,726 which is based on FTE. Ms. Berge explained we are funded on a ten month annual average and each month these numbers will change slightly.

Director Mack how does this relate to the WSS numbers. Ms. Berge explained by looking at the numbers, we run correlations between head count and FTE.

Ms. Fleming spoke about the general fund as of November 30,2017. She explained how local taxes are one example of the funds. But the majority of the property taxes are reported in April. She summarized the amounts out going for buildings and annual outstanding bond payments.

2. Monthly Budget Update (Berge)

No update due to monthly budget work session.

3. SMART Goal #3 Budget (Berge)

No update due to monthly budget work session.

4. Committee Annual Work Plan (Berge)

Assistant Superintendent for Business & Finance JoLynn Berge spoke about upcoming items in March. Director DeWolf requested to add policies about sexual harassment at a school level. Ms. Berge suggested he speak to Assistant Superintendent of Human Resources Clover Codd for a possible policy review.

Adjourned at 6:08pm.