

Board Special Meeting

Monthly Audit & Finance Meeting

Monday, October 8, 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 4:32 pm Directors Pinkham, DeWolf and Mack were present.

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

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

Approval of meeting minutes: Director Pinkham moved to approve the September 10, 2018 meeting minutes. Director Mack seconded. This motion passed.

Items Requiring Board Action

1. BAR: State Auditor Office Contract (Fleming)

Accounting Director Amy Fleming informed the Board of the upcoming cost for the required annual State audit in the amount of \$348,000.

Director Mack inquired if the audit was an unfunded mandate. Ms. Fleming said that it was an unfunded mandate. Ms. Fleming expects the auditors to arrive the first week of December until the end of May.

Director Mack inquired if the State provided our staff with a cost of living raise this year. Assistant Superintendent of Business and Finance JoLynn Berge stated that they did not.

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

2. BAR: Elevator Maintenance and Repair Contract Extension (Skowyra)

Director of Facilities Bruce Skowyra stated that the maintenance and repair contract is a standard contract for 133 elevators, cabs and 35 chairlifts for the District. The annual cost is \$285,000 for quarterly maintenance of our equipment.

Director Mack inquired if the State gave us an allocation for the cost. Ms. Berge stated that the State does give us an allocation but was not aware of the exact amount and there is not a specific amount identified for elevators. Ms. Berge stated that she would send Director Mack the information.

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

3. BAR: Adopting new Board Policy No. 5222, Job Sharing, and Repealing Board Policy and Procedure F12.00 and F12.01 (Codd) Clover Codd, Assistant Superintendent of Human Resources spoke about bringing back the Job Share Policy 5222 at the request from Director Mack to add the Model WSSDA Policy 5222 as a reference.

Director DeWolf requested to know what the Board should be thoughtful about regarding the updates. Ms. Codd stated that there were only a few lines that were updated and highlighted them to the Board. Ms. Codd stated that they took some updates from WSSDA's Policy but not all of them. Ms. Codd

offered to give a summary of the changes at Intro if the BAR was moves forward. Ms. Codd stated that the new policy did not change the nature of the Job-Sharing Policy that they currently have. Director Pinkham requested to know which employees the new policy would apply to. Ms. Codd stated that it would apply to all employees, subject to their own Collecting Bargaining Agreement (CBA). The Board asked Ms. Codd to change the language regarding how the hours are divided up. Instead the language would say “not less than a .04 Full Time Employee (FTE)” so that there is no conflict with other FTE Job Share combinations. Amendment: Ms. Codd will update the language to state, “Not less than a .04 FTE”.

Director Mack made a motion to move this item forward to the full Board with a recommendation for **approval** per the changes Director DeWolf seconded. This motion passed unanimously.

4. BAR: BAR: Replacement for Educational Programs and Operations Levy, Resolution No. 18/19-2 (Berge)

Budget Director Linda Sebring spoke about the levy resolution that is coming to the Board for introduction and then a vote.

Director Mack questions the title change of the Levy and if the voters would be aware it’s change. Ms. Sebring stated that it was a new title and that they made some changes to the language of the resolution based on legal advice and what other districts had done. Ms. Sebring spoke about a survey that School First conducted regarding perception of the Levy. Ms. JoLynn Berge stated that they also received input from our legal office and a lawyer that specializes in Levy language.

Director Mack was concerned that the public might be confused by what the Levy is about and how important it is.

Director Mack was also concerned that the Levy did not notify voters that the Levy funds being collected this year where less than previous years. Ms. Berge stated that this type of information would be rolled out in the coming days. Ms. Berge went on to explain the process of collecting Levy funding from year to year based on different predictions, calculations and legislations.

Director Mack requested an overview of the basic points regarding the reasoning behind the name change and as well as the information regarding capacity of collection. The overview will help inform the Board committee members when the BAR goes to the full Board

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

Special Attention Items

1. Notification of Contracts Exceeding \$250,000: Temporary Staffing Roster (Navarro)

Contracts Manager Diane Navarro informed the Board that the District has had temporary staffing roster with a notice of a master contract, Murphy and Associates, that is exceeding the 250,000 in aggregate. Ms. Navarro explained that the staffing roster was established to make it easier for departments to staff short term projects. Ms. Navarro informed the Board that they re-compete the roster every few years. Last year they had 11 staffing firms on the roster and this year with the newly competed Request for Qualifications (RFQ) the District now has 19 firms under master contract with 8 of them being women, minority businesses.

Director Mack requested to know who handles the deliverables and is overall in charge of the project. Ms. Navarro informed Director Mack that each individual department has a project manager coordinating the work or a steering committee that manages their project to make sure the scope of work is monitored against the contract dollars.

2. Notification of Contracts Exceeding \$250,000: Toure Taylor (McKenzie)

Carrie McKenzie, Principal Program Manager notified the Board that the work that Toure Taylor has

been involved with will continue for another 3 months. The work includes, Power Teacher Pro, Board Docs and Easy Bridge and Teams. The first extension was for 6 months. Ms. McKenzie, stated that they are in the process of hopefully hiring Mr. Taylor as a full FTE.

3. Informational Only: Employee Health Contract Benefits (Codd)

Assistant Superintendent of Human Resources, Clover Codd spoke about the Districts contact with the broker and administrators of our employee benefits, Sprague Israel and Giles (SIG). The yearly contract amount for \$53,000.04 will expire on February 28, 2019. Ms. Berge stated that on January 1, 2020 School Districts are moving from private carriers to the State pool carriers known as School Employee Benefits (SEB). SEB is overseen by the School Employee Benefits Board which is the newest portion of the McCleary legislation. Ms. Codd notified the Board that her department will have to do a partial extension to make sure coverage does not lapse from the contract expiration date to when the SEB is implemented. Ms. Codd informed the Board that her department has not had any guidance from SEB so she is unsure what the relationship with SIG will look like.

Ms. Berge asked to make an update on the Family Medical Leave Act (FMLA) that is now required by State law. Ms. Berge spoke about FMLA now being a State administered partial wage replacement which functions very much like unemployment but is triggered by personal or FMLA issues. The District and employees will begin paying premiums on January 1, 2019. Employee increase will be about .2 % while the district will have to pay \$750,000. Ms. Berge stated that there will be a year of collecting funds before they begin administering benefits on January 1, 2020. FMLA will be run by the state Employment Security Department.

4. Informational Only: Maxim Healthcare (Mills) Beth Mills, Director of Special Educations Operations spoke about Maxim Healthcare's significant increase in contract. The original estimated contact amount was based on 2016-2017 school year. Maxim Healthcare was part of a group of contracts that were approved by the Board for Special Design Instruction in July. Director Mack requested that in the future Ms. Mills give more detail about each contact, so the Board can see the estimated amount and what has been spent.

Regular Agenda Items

1. Monthly Financial Status Update (Berge)

Ms. Berge spoke about the monthly financial documents provided. There were no specific items to mention, all is tracking as expected.

Director DeWolf suggested that end of the year financial report have some type of documentation that shows a tally sheet of how much the District is spending and how much things really cost. This would help the Board be good messengers to the public on what is or is not funded.

Director DeWolf would like to be able to show the public areas that we are fully funded and areas that we are not. Ms. Berge said that it is hard to articulate the winding path of payments and expenditures. Ms. Berge spoke about a project that her team is working on to account for expenditures with revenues. Every dollar that they budget will have a revenue source, to be able to tell the full budget story. It is a work in progress.

2. Monthly Budget Update (Berge)

No update

3. Committee Annual Work Plan (Berge)

No update

Meeting adjourn at 6:00 p.m.