

Board Special Meeting

Monthly Audit & Finance Meeting

Monday, September 9, 2019, 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 4:31 pm Directors Pinkham, Geary and Mack were present.

Chief Financial Officer JoLynn Berge staffed this meeting.

Approval of agenda: Directors moved to approve the agenda as amended by adding United way Breakfast after the Bell as a special attention item. This motion passed unanimously.

Approval of meeting minutes Director Geary moved to approve the August 19, 2019 Monthly meeting minutes and Director Mack seconded. These minutes were approved.

Special Attention Items

1. United Way Breakfast After the Bell Funding (Podesta)

Director Mack stated she has learned from three schools that the breakfast after the bell grant has been discontinued. She asked how long the grant was for. Grants Director Michael Stone explained this grant was a pilot program from September 2018 to June 2019 and it was a \$200K grant with \$175K of that for direct services out to schools.

Director Mack asked when it decided to not continue. Chief Operations Officer Fred Podesta spoke about the United Way notifying us the grant would not continue on August 29, 2019. Mr. Podesta explained the grant purpose of providing breakfast in nine schools to all students, not just those that receive Free and Reduced Lunch (FRL). Unfortunately, the number of participants was not high enough to continue. Director Mack asked how many students were participating. Mr. Podesta stated he had numbers for overall was 45-60% of the school. United Way has offered the bridge the gap and continue the program until October but the program will be over after that point.

Director Pinkham asked what the total amount spent. Mr. Podesta stated it was \$100K total spent by us for food. Mr. Podesta clarified this is a program for students that pay for lunch, not just the FRL students. Director Mack asked is there a way to bridge the funding gap for breakfast. Chief Financial Officer JoLynn Berge explained the rate of students using this program has not been very high.

Directors would like additional communication out to the families.

Director Mack have asked if FRL numbers are going down. Ms. Berge explained our numbers of the FRL students are going down each year. Mr. Stone gave examples of what are the qualifying incomes and factors for FRL families.

2. Contracts Exceeding \$250k: Freimund Jackson & Tardif (Cerqui)

Deputy Chief Legal Counsel John Cerqui spoke about the contract Seattle Public Schools has with the law firm of Freimund Jackson & Tardif that will be exceeding \$250K for the 2018-19 fiscal year. He explained they provide litigation services, they represent the school board in appeal actions, and they conduct human resources investigation for the District. Their attorney fee rates are discounted because their offices are located outside the city.

Director Mack asked what is an RCW 28A appeal. Mr. Cerqui explained they are based in statute and is where someone files a lawsuit where they disagree with a final District action. A judge will look at the school board action under the appropriate standard.

Director Mack asked how long do these types of cases usually last. Mr. Cerqui explained that the initial part can be conducted in six months, but with additional appeals it can take another year or more.

3. Resource Mapping (Stone)

Grants Director Michael Stone explained that the 37 schools or promise are being looked at within the strategic plan. These schools have been identified by Office Superintendent Public Instruction (OSPI) as schools for action for student performance, graduation and performance. Mr. Stone explained the orange columns on the handout show how the school identifies. Mr. Stone will add a legend for the acronyms on the handout. Ms. Berge explained early intervening services are if you are identified for disproportional discipline in special education and is a Federal law under the IDEA says districts identified must use up to 15% of the grant to provide early intervening services to non-special education students.

Director Mack asked how students were identified for the strategic plan 13 schools. Ms. Berge explained we identified by looking at the schools that have more than 50% of our African American males in k-3 grades in the district.

Director Mack asked if base funding is included. Mr. Stone explained it only includes supplemental funding. Ms. Berge explained the Big sheet will give directors base funding information along with Title and LAP.

Director Pinkham asked when projected enrollment numbers were taken. Mr. Stone explained it was numbers from the spring and was developed in June when it was requested by directors.

4. Annual Fixed Asset Report (Fleming)

Accounting Director Amy Fleming spoke about how the annual fixed asset report is required by policy 6801. She explained the data is from August to July, which allows it to be presented in September. She explained the capitalization thresholds, how all computers and laptops are tagged and tracked. She reviewed the inventory process and asset lists. Ms. Fleming explained the new schools Lincoln and Magnolia will be added in the next year. Ms. Fleming explained the summary from proceeds sales which is from a public auction website and donated items.

Director Geary asked about the riding mower that was lost and recovered. Ms. Berge explained it was stolen and later recovered by the Police.

Director Pinkham asked if we recovered more Ipads and tablets than were lost. Ms. Fleming explained some items are returned years later.

Regular Agenda Items

1. Monthly Financial Status Update (Fleming)

Accounting Director Amy Fleming spoke about June and July financial reports.

Director Mack asked when we start paying teachers for the year. Ms. Fleming explained the first check is posted at the end of September.

Ms. Berge explained all of our budget projections are lining up and the budget is where expected. Ms. Fleming explained on page 2 which shows over and unders on actual enrollment counts by grade level. Ms. Fleming stated everything is tracking as anticipated and year end closing is underway.

Director Mack asked about the enrollment number and being short on high school teachers. Ms. Berge spoke about how Ms. Fleming will not have enrollment numbers until she closes September. Ms. Berge then explained how projections, power school enrollment number and head count numbers are being gathered and compared. How they all need to line up in order have additional hires. Ms. Berge explained how Running Start students are counted by the State and by SPS, the student fills out a form

and they submit it to the school. Between the first day of school and October 1 student numbers generally decline and any student that hasn't shown up are dropped from the system. One high school is significantly over projection and additional hires are happening. All other schools will have to wait and be decided next week.

2. Committee Annual Work Plan (Berge)

Chief Financial Officer JoLynn Berge spoke about the two items that have been added to the October Audit and Finance agenda.

Adjourned at 5:30pm