

Board Special Meeting
Operations Committee
June 3, 2021, 8:00 a.m.
Meeting held remotely



Minutes

Call to Order

1. Director DeWolf called the meeting to order at 8:00 a.m. Directors Rankin and Rivera-Smith participated with Microsoft Teams or by phone. This meeting was staffed by Chief Operations Officer Fred Podesta, Director of Capital Projects and Planning Richard Best, Capital Finance Manager Melissa Coan, Director of Nutrition Services Aaron Smith, Executive Director of Technology Carlos del Valle, Director of Technology Infrastructure Nancy Petersen, Director of Transportation Hunter Maltais, and Executive Assistant Jen Lincoln.

2. Approval of agenda

Director Rivera-Smith moved to approve the agenda. Director Rankin seconded. This motion passed unanimously.

3. Approval of meeting minutes

Director Rankin moved to approve the May 6, 2021 meeting minutes. Director Rivera-Smith seconded. This motion passed unanimously.

Standing Agenda Items

1. 2020-21 Committee Work Plan

Director DeWolf presented the current Operations Committee Workplan.

Director Rivera-Smith suggested starting work on the Student Assignment Transition Plan (SATP) earlier in the year to address any significant changes. Director DeWolf reminded the committee that a work session on this topic was scheduled for June 9, 2021 and suggested that Director Rivera-Smith contact Director of Enrollment Planning Ashley Davies with specific concerns.

2. Capital Financial Budget Report

Ms. Coan reported on the Capital Budget through March 31, 2021. She conveyed a total balance increase of \$11M due to investment earnings. She clarified that the current expenditures represented 40% of the budget with increased spending expected in the busy summer months. She highlighted that the projects are anticipated to come in under budget.

3. Capital and Operations Community Engagement

Mr. Podesta referred to the list of upcoming events at the bottom of the meeting's agenda. He highlighted two work sessions coming up on June 7, 2021 and June 9, 2021. He reminded the committee that the June 7 event would be in-person.

4. Design Modification/Construction Change Order Review

Mr. Best referred to the log of change orders reviewed with Director Rivera-Smith on May 21, 2021. He highlighted that the change order for the Wing Luke Elementary School project was a credit back to the district.

Board Action Reports (Discussion and/or Action)

1. Award Bid No. B052181: Commercial Food Products and Supplies

Mr. Aaron Smith provided background on the contract to purchase food supplies for the 2021-2022 school year. He highlighted that this contract represented a change from working with the Puget Sound Co-Op. That contract had limited which foods Seattle Public Schools (SPS) could purchase. The new contract allows for more culturally relevant food options.

Mr. Smith confirmed that the blanks in the BAR would be completed when the vendor was determined prior to Board Action. He explained that the contract would go to the lowest bidder. He reported that community engagement occurred with a variety of community groups including Chinese Information and Service Center (CISC), Southeast Coalition, Mothers of Small Children, and others, to ensure that the SPS food options are respectful to the cultures represented in the district.

Director Rivera-Smith made a motion to move this item forward to the full Board with a recommendation for approval. Director Rankin seconded. This motion passed unanimously.

2. BEX V: Purchase of new computers for certificated staff

Ms. Petersen provided background on the contract for new laptops for certificated employees, which would be distributed in November 2021. The contract would not exceed \$7,900,000 and was estimated to be lower. The purchase aligns with a four-year refresh cycle for the devices. The devices will be a newer model with longer battery life, larger memory, and a faster CPU than the devices currently in use.

Director Rankin 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.

3. BEX V: Authorize the Superintendent to execute the Guaranteed Maximum Price amendment for the Northgate Elementary School Replacement project

Mr. Best explained that the Office of Superintendent of Public Instruction (OSPI) required Board approval of the Guaranteed Maximum Price (GMP) of a project using General Contractor/Construction Manager (GCCM) procurement. He provided background on the project and highlighted that the contract went to the Board in 2020.

The committee and staff discussed the confusion reported by the public regarding the approval of the Northgate project. Mr. Best committed to revising the BAR's background to clarify that the project was already approved.

Director Rankin 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.

4. Distressed School Grant Award Construction Contract P5177, Bid No. B102018, to Forma Construction Company for the Madison Middle School Eight Classroom Addition School project and Budget Transfer

Mr. Best provided background on the project and the contractor. He explained the budget transfer process, which would combine Core 24 funds for science classrooms with additional dollars from the contingency fund. The committee did not have any questions.

Director Rankin 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.

5. Distressed School Grant: Approval of Budget Transfer for the Leschi Elementary School Four Classroom Addition project

Mr. Best reported that the project scope was increased to replace an old fire alarm system and add a secure entry vestibule. Therefore, the budget was revised from \$4.4M to \$5.8M. The committee did not have any questions.

Director Rivera-Smith made a motion to move this item forward to the full Board with a recommendation for approval. Director Rankin seconded. This motion passed unanimously.

6. BEX V, School Construction Assistance Program (SCAP) & Distressed School Grant: Award Construction Contract P5179, Bid No. B102017, to _____ for the Viewlands Elementary School Replacement project

Mr. Best reminded the committee of the bid strategy discussion held at the May 6, 2021 meeting regarding two BARs that would come to the committee with blanks to keep the projects on schedule. The BARs would be completed before presentation for Board Action on August 25, 2021. This is the first of those two BARs.

Mr. Best provided background on the project. He highlighted the bid date of August 10, 2021 and construction to start in early September 2021. He confirmed for the committee that, while the project is on a tight schedule, the plan will allow the school to open in August 2023. There were no questions from the committee.

Director Rankin 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.

7. BEX V, School Construction Assistance Program (SCAP): Award Construction Contract ____, Bid No. ____, to _____ for the Kimball Elementary School Replacement project

Mr. Best reminded the committee that this was the second BAR related to the bid strategy discussed in May. He commented that the bids open on July 27, 2021 with construction to start in early September. This project is also planned to open in fall 2023. He highlighted that this school will not use fossil fuels, in accordance with the Clean Energy Resolution. The committee did not have any questions.

Director Rivera-Smith made a motion to move this item forward to the full Board with a recommendation for approval. Director Rankin seconded. This motion passed unanimously.

8. BEX V and K-3 Class Size Reduction Grant: Award Construction Contract P5170, Bid No. B102028, to Jody Miller Construction Inc. for the West Seattle Elementary School Addition project

Mr. Best reported that Jody Miller was the low, responsive, responsible bidder for the project. He provided background on the project. He highlighted that the addition would removed five portables from the site.

Mr. Best explained the inclusion of “alternates” in the bid process. He described this as a bid strategy to identify desirable items that the project could function without but would be included if the bids were competitive. The bids for this project were competitive.

Mr. Best explained that employing K-3 Class Size Reduction funds committed the district to using the new classrooms for K-3 rooms for 10 years. He confirmed that enrollment projections for this school continue to increase for the next 10 years.

Director Rivera-Smith made a motion to move this item forward to the full Board with a recommendation for approval. Director Rankin seconded. This motion passed unanimously.

9. BEX V: Final Acceptance of Contract P5147 for BEX V Playground Improvements 2020 at the following schools: Beacon Hill, Dearborn Park, Green Lake, Hawthorne, Lowell, Maple, McGilvra, Montlake and Olympic View Elementary Schools

Mr. Best reported on the three final acceptances presented to the committee. He reminded the committee that final acceptance by the Board was required to file Notice of Completion with three state agencies. He highlighted the budget transfer part of the final acceptance for the Magnolia Elementary Phase 1 project, which was due to the accumulation of multiple small changes.

Director DeWolf asked that Magnolia be presented separately to the Board to address the budget transfer.

Mr. Best confirmed for the committee that it is unusual to include a budget transfer with a final acceptance. In this case, it was because multiple cost centers overspent their budgets. These overages came in under the Board threshold, but the aggregate was over \$700K. Therefore, Capital Projects wanted to elevate the information to Board attention.

Director Rivera-Smith made a motion to move this item forward to the full Board with a recommendation for approval. Director Rankin seconded. This motion passed unanimously.

10. BTA IV: Final Acceptance of Contract P5145 with King County Director’s Association (KCDA) and Musco Sports Lighting, LLC, for the Athletic Field Lighting at Franklin High School project

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

11. BTA IV: Resolution 2020/21-27, Final Acceptance of Contract K5078 with FORMA Construction Company for the Magnolia Elementary School Renovation and Addition project and Budget Transfer

Director Rivera-Smith made a motion to move this item forward to the full Board with a recommendation for approval. Director Rankin seconded. This motion passed unanimously.

Special Attention Items

1. Strategic Plan: Operations Goals

Mr. Podesta introduced Mr. Smith and Mr. Maltais, who updated the committee on department focus areas related to the Strategic Plan.

Mr. Smith reminded the committee of the areas for improvement in Nutrition Services, which were identified at the December 2020 Board Retreat. He highlighted the work completed:

- Training department staff on culinary and customer service.
- Changing the name of the department to Culinary Services and establishing a dress code.
- Ongoing community engagement to better represent cultural items in the menu.
- Upgrading the equipment in the central kitchen to allow for more specialty items.
- Expanding produce purchasing to three vendors to provide the best quality items.

Mr. Smith reported on the work in progress:

- Transitioning from serving to offering selections to students to allow more student choice.
- Developing a supper program, food truck, and improved technology.
- Prioritizing and streamlining operations and contracts.

Director Rivera-Smith asked about Hispanic groups included in the community engagement. Mr. Smith reported that there were no groups included at this time and invited her suggestions.

Director Rivera-Smith asked about the purpose of the food truck. Mr. Smith clarified that the truck would provide an additional serving line, serve a hot option during power outages, and could be incorporated into the curriculum for students interested in a culinary career path.

Mr. Maltais emphasized that student safety remains the Transportation department's top priority. He conveyed that professional development was provided to SPS staff and service partners regarding how to work with students and address challenges that can emerge. He reported that a committee was established to develop the Transportation Services Standards and ensure the use of an Equity Lens, such that eligibility would be based on need rather than funding model. He explained that bus routes would be developed based on ridership rather than eligibility, which was a change from past practice. He highlighted the need to establish consistent drivers for students in the McKinney-Vento program to foster relationships for those riders. Mr. Maltais conveyed communication improvements with the community and school sites using Let's Talk and an upcoming internal customer experience management tool. He described work in progress to acquire tools for GPS tracking of buses and devices to provide substitute drivers with turn-by-turn directions.

Mr. Maltais clarified for the committee that the tracking application was not last year's First Student proprietary application, but a new tool from Versatran that is ADA compliant and scheduled to deploy in fall 2021.

Director DeWolf asked if the drivers for alternative transportation were unionized. Mr. Maltais explained that they were independent contractors who are vetted but not unionized, at this time. Director DeWolf expressed concern for using non-union drivers.

Mr. Maltais clarified for the committee that orienting routes based on ridership is a different process. He described the process of counting daily ridership and including historical data. He noted that, due to

Covid-19 guidelines, he expected to continue using the current 74-seat buses to allow for social distancing.

2. Transportation Update

Mr. Maltais reported on the timeline of past and future Transportation initiatives:

- Fall 2020 – transportation was provided for McKinney-Vento and foster-care students.
- Winter 2020 – transportation was expanded to individual Special Education students, based on evaluations of Individual Education Plans (IEP). First Student was asked to provide drivers to prepare for the March 2021 return to school.
- Spring 2021 – transportation focused on Special Education, McKinney-Vento and foster-care riders. The district’s hybrid model impacted the allocation of other transportation resources. Driver shortages also impacted what SPS could offer.
- Summer 2021 – 150 routes developed for Summer School. Additional services might be required to support Special Education riders.
- Fall 2021 – Drivers will be trained and ready for start of school. Transportation will work with all departments to identify the number and location of students for building bus routes.

Director Rankin asked how the district might grant Special Education students to ride General Education buses, when requested. She suggested it might resolve some one-off transportation issues and provide a more inclusive experience. Mr. Maltais explained that a cause of the individualized transportation was student assignment to schools outside of their attendance area, based on where Special Education programs are offered. He agreed that a general education bus is a more inclusive experience, but that Transportation is bound to the guidelines of the IEP. Director Rankin expressed a desire to bring Special Education services into students’ home schools, such that services follow the student. She anticipated that this approach would also affect Transportation.

3. Clean Energy Task Force: Revised Timeline and Status (Podesta/Lincoln) (5 min.)

Ms. Lincoln presented the timeline for the task force and outlined the different pieces of the work in preparation for establishing the task force. Directors DeWolf and Rivera-Smith committed to providing Ms. Lincoln with their revisions to the charter and application by the end of the day. Ms. Lincoln committed to providing updates on the task force at future committee meetings, as incorporated in specific agendas with Director DeWolf.

Adjourn

This meeting adjourned at 9:44 AM

This meeting was held remotely per the Governor's proclamation allowing public agencies to conduct meetings subject to the Open Public Meetings Act remotely to curtail the spread of COVID-19. Public access was provided remotely online and by teleconference.

Minutes submitted by:

The Office of Chief Operations Officer Fred Podesta