



Board Special Meeting

Work Session: BEX V; Waitlists; Executive Session:

To discuss with legal counsel potential litigation when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency and to review negotiations on the performance of a publicly bid contract when public knowledge regarding such consideration would cause a likelihood of increased costs.

June 25, 2018 4:30-8:00pm

Auditorium & Board Conference Room, John Stanford Center
2445 – 3rd Avenue South, Seattle WA 98134

Minutes

Call to Order

1. Director Mack called the meeting to order at 4:32pm. Directors Leslie Harris, Eden Mack, Jill Geary, Betty Patu, and Zachary DeWolf were present. Directors Rick Burke and Scott Pinkham were absent.
2. Presenting Staff: Capital Projects and Planning Director Richard Best, K-12 Planning Coordinator Becky Asencio and Capital Communications Officer Thomas Redman
3. Additional Staff Present: Lucy Morello, Eric Becker, Caleb Perkins, Stephen Nielsen, Jolynn Berge, Noel Treat.

Welcome/Introductions

Director Mack introduced the meeting, welcoming everyone and highlighting the meeting topic.

Agenda Review

Mr. Best began noting the purpose of the work session was to review the draft update to the Facilities Master Plan (FMP). He noted that Board Policy 6901 stipulates it be updated every three years and reviewed with the Board. He continued stating that timing of the update coincides with project identification for the Building Excellence (BEX) and Building, Technology and Academics (BTA) capital levies. He indicated that the Facilities Master Plan will be rewritten the later part of 2021 with the release of census data which occurs every ten years and helps with future enrollment projections.

Mr. Best then proceeded to outline the objectives of the meeting, which included Board familiarity with updated sections and elements of the FMP, approval timelines and updates regarding the FMP task force. Furthermore, he noted the review of the project scoring matrix and update on community outreach in anticipation of the Building Excellence (BEX V) capital levy.

2018 Update to the Facilities Master Plan

Mr. Best highlighted the importance of the FMP as a strategic plan for both the Capital Projects and Planning and Facilities departments as it provides a framework when significant investments will be made in our schools and support facilities. He notes that he routinely reviews the FMP when applying for grants trying to leverage available funds and not make large investments that will shortly be demolished or significantly renovated to reduce the fiscal burden on the local taxpayer. He cited an example of a solar project the District was recently a recipient of courtesy of the Department of Commerce noting both the planned solar panels and roofing systems were planned to last 30 years.

Mr. Best provided some initial planning regarding what the FMP task force noting how its membership was chosen, involving Directors Patu, Geary and Mack assisted by Dr. Flip Herndon and himself in applications. Mr. Best identified the duties of the task force as reviewing enrollment projection data and verifying the capacity analysis calculations along with confirming the scoring of the project priority evaluation matrix. He noted that six meetings were being planned for the months of July and August.

Mr. Best provided a timeline of past FMP's, noting that the document that they were updating was drafted and approved by Board in 2012. Mr. Best highlighted that the 2015 FMP contained a long-range facilities plan that included all schools. He noted that priority was weighted on Meng Analysis educational adequacy and facilities condition assessment scores and helps gauge when schools and support facilities would need to be modernized or replaced.

Mr. Best stated that the 2018 FMP was updated with a facilities condition assessment conducted by McKinstry whose results would be presented at the August 22 work session. Director Harris asked/Mr. Best confirmed that the results of McKinstry facilities condition assessment included a playground assessment and could be sent to the Board prior to the August 22, 2018 meeting. Mr. Best also noted the McKinstry facilities assessment report contained almost four times as many data points as the Meng Analysis report since the District decided to include portables and playgrounds and the State of Washington Office of Superintendent of Public Instruction (OSPI) is also collecting additional systems information.

Director Mack questioned if the report contained information about building security. Becky Asencio responded that the report did not go into that level of detail, however Mr. Best did note BEX IV funds were used to install security cameras at all existing high schools and middle schools and BTA IV funds are being used to place "AI phones" at all elementary school entrances. Ms. Mack clarified that the current FMP report covers what has already been done in addition to what is currently being planned.

Director Patu asked what security precautions elementary schools had to which Mr. Best responded that the goal was to have "AI phones" installed at all elementary schools by Winter break. Ms. Patu followed up asking what the difference was in security systems between elementary schools and District middle and high schools. Mr. Best responded that Capital Projects and Planning has been working with the Security Department to identify needed security improvements at our schools. He noted that "AI phones" have been installed at some middle and high schools all that all middle and high schools had security cameras installed. He indicated that

Mike Wells, Assistant Safety and Security Manager helps guide Capital Projects concerning needed safety and security improvements.

Mr. Best stated that it takes about one year to write a FMP, noting that 2020 census data would be used to write the next plan, scheduled for 2021. Director DeWolf asked if there was going to be analysis around differing questions included in the census related to citizenship to which Mr. Best referred him to Ashley Davies, Director of Enrollment Planning.

Becky Asencio gave a brief overview of the table of contents of the FMP. Ms. Asencio went on to highlight additions to the FMP including demographic data before Director Mack noted that there was a gap related to proposed projects under BEX and BTA IV that haven't yet been completed along with information around when specific buildings were last renovated. Ms. Asencio noted that information about projects still occurring under past levies was located at the back of the FMP.

Ms. Asencio continued highlighting growth trends and projections contained within the 2018 update. Director Geary asked about educational specifications (ed specs), specifically how the Board examines them. Mr. Best responded that the Operations Committee is presented with the educational specifications, noting site specific plans are brought to the full Board for approval. Mr. Best stated that Elementary ed specs were last updated in 2015, high school ed specs in 2016 and middle school ed specs will be updated in Fall 2018. Ms. Geary asked about the changes technology is having on how classrooms can be reimaged and how that shift fits in. Mr. Best responded that the emphasis on Career and Technical Education has been noted and that his department was working with representatives from Teaching and Learning, Career and Technical Education (CTE) and Skills Center to better ascertain what those educational programs will require from a facilities perspective. Director Mack noted that a broader policy could bring value in expanding the FMP to include the ed specs. Director Harris asked about different deliveries of services, noting maker labs, team based learning and project based learning and how those are factored into ed specs. Mr. Best responded that the current 2016 high school ed specs did contain spaces for maker labs and project based learning. He noted that the hope is to update the elementary, middle and high school ed specs once every six years.

Ms. Asencio then highlighted the building conditions section of the FMP, noting life cycle planning graphics. Director Harris asked if the costs of cleaning buildings every day or every other day be calculated and included in the FMP. Mr. Best responded that Bruce Skowyra, Director of Facilities oversees custodial functions and could provide that cost and they will include in the FMP.

Ms. Asencio continued, noting potential BEX V projects. Director Mack asked if a full list of projects from past levies had been presented along with questions and concerns. Ms. Asencio responded that page 30 on the FMP listed projects that had been suggested for renovation and the rationale for why they weren't selected. Deputy Superintendent Stephen Nielsen clarified that there was a list of BEX and BTA schools compiled which could be provided. Ms. Mack asked if schools that are alternative or that the District rents as opposed to owns could be included along with a designation to accompany them. Ms. Asencio acknowledged the request and said option and service schools would be included in the final document.

Director Geary asked if sites currently used but not owned could also be included to help understand costs. Mr. Best acknowledged cost per year, students served, etc. could be included, in addition to information about the lease (i.e. duration, expiration, etc.).

Facilities Master Plan Review Task Force Update

Mr. Best stated that the selection process happened in early June with Directors Patu, Geary and Mack. Nineteen community members were selected along with three alternates. The City of Seattle will also have a representative participate from the Office of Planning and Community Development. He continued, stating the first meeting was scheduled for July 9 with an overview of policies 0030 and 6901 along with equity lens training as topics of discussion. Director DeWolf asked if all the items listed on the agenda could be done in the time span of 2 hours including the equity lens training to which Director Mack responded that the agenda was still in draft and the meeting would most likely be extended by an hour.

Mr. Best went on to discuss the agendas for subsequent meetings noting: the second meeting would provide an understanding of enrollment projections and capacity analysis; the third meeting addressing elementary, middle and high school enrollment and K-3 class size reduction. Director Harris asked when waivers for K-3 class reductions stopped. Assistant Superintendent JoLynn Berge stated that the state requirement for school year 18'-19' was lifted, also mentioning that the District still asked schools to use the K-3 money for teachers, interventionists or counselors. Mr. Nielsen added that a waiver was requested for this year which would expire unless the legislature re-waivered the District meaning K-3 dollars would have to be utilized for K-3 class size reduction purposes only. Ms. Berge added that classroom teachers and interventionists were also included under the K-3 funding. Director Mack noted that the K-3 class size mandate from the Legislature was not funded operationally for the actual number of teachers needed. Ms. Mack continued that the estimated number of classrooms needed to accommodate the K-3 class size reduction would be 300 or the equivalent of 10 new elementary school buildings. Mr. Best stated that a typical elementary school today costs between \$45 and \$50 million each.

Director Harris asked if the K-3 class size issues were part of the long-range plan in the FMP, to which Director Mack agreed that it was important to include it in the capacity analysis section. Director Geary also suggested this topic be discussed in the Introduction to the FMP.

Mr. Best continued highlighting the agendas for upcoming task force meetings noting: the fourth meeting would be focused on the FMP and proposed scoring matrix; with the fifth meeting confirming the matrix scores and developing a prioritized list. Mr. Best highlighted the timeline for presenting to the Board before Director DeWolf asked if the recommendations from the FMP task force were set in stone to which Mr. Best replied that the Board makes the final determination. Director Harris asked if another work session was ever considered to which Director Mack acknowledged the work load and tight timeline. Ms. Mack noted that the FMP needed to be adopted by the Board by September before Mr. Best stated that a work session was scheduled August 22, with master planning for BEX V projects the topic.

Director Geary expressed concern around providing only an hour for racial equity lens training. In response, Director Mack spoke about the criteria system in place to help evaluate equity. Director DeWolf added that multiple days allocated for equity training would be meeting expectations and to keep that in mind going forward when thinking of establishing new committees and task forces. Director Geary expressed concern around providing minimal training around equity, and then expecting those on the FMP task force to make recommendations and understand the work the District has been doing around Equity. Mr. DeWolf noted that in the Board Action Report related to the task force, equity training was listed, not racial equity tool kit training which was different and would affect how much time should be given to it. Director Harris expanded and noted the significant work still needing to be done on all committees and task forces stating the entire Fall retreat would be dedicated to equity training and addressing the challenges associated with it including cost and time.

Director Mack highlighted a new addition to the FMP, student demographics which she noted would help in making better informed decisions around equity before Director Harris highlighted the importance of having a tangible action plan with guiding principles going forward.

Mr. Best continued detailing the timeline of task force meetings, saying the sixth and final meeting would be after the School Board Action and would consist of informing the committee of the Board's decision, timeline for the BEX V capital levy and conclude the process. Ms. Asencio then detailed the draft scoring matrix and scoring criteria noting individual scores for building conditions and educational adequacy. Ms. Asencio continued, and noted additions of operating cost breakdown data taken from "School Dude" consisting of maintenance order costs to help illustrate what it cost to operate a building. In response, Director Harris asked what the operating costs displays. Ms. Asencio replied that it shows how much is spent maintaining a school. Director DeWolf asked if the data was available in map form, noting concern of what part of the city was submitting work orders. Ms. Asencio replied it was not mapped before Mr. Best stated the data could be mapped and that Facilities has a response level classification system to ensure high priority issues are addressed in a timely manner.

Director Harris highlighted the fact that some Principals could be overwhelmed with cultural responsiveness and other social and emotional issues potentially leading to issues related to facilities not being prioritized as highly. Mr. Best responded that the average age of Seattle Public Schools facilities was 60 years old and getting repairs to align and fit existing equipment is challenging. He cited limitations of some mechanical systems found in older schools.

Mr. Best noted the scoring matrix and noted that shaded areas represent information is missing. Director Mack asked for clarification about what projects were included. Ms. Mack followed up and asked if smaller projects like technology or security were displayed. Mr. Best replied those projects were not displayed before expanding that a summary sheet contained smaller projects such as planned envelope, seismic and security improvements. Ms. Mack requested a line item be provided for seismic, security and technology. Mr. Best stated that John Krull, Chief Information Officer includes building technology in his levy ask excluding capacity projects which are identified in BEX V.

Ms. Harris followed up and inquired about the Information Technology Advisory Committee (ITAC) and what their role would be in providing input. Mr. Nielsen stated that operational costs paired with improvement costs would be the two categories making up the technology portion of BEX V. Ms. Mack asked what the technology advisory committee would be looking at and what the timeframe would be before highlighting the importance of line items including technology be identified to be evaluated by the FMP task force.

Director Patu asked if the two referenced committees and task forces made the final decision regarding projects. Ms. Mack replied that the Board would have final say before mentioning that both the FMP task force and ITAC would be evaluating proposed projects based on educational value and educational adequacy. Ms. Patu followed up asking if projects would be looked at that have been delayed in the past citing Rainer Beach.

Mr. Best asked how the task force would be prioritizing smaller projects where systems have outlived their useful life (roof replacement projects). Director Mack clarified that the task force could not prioritize each individual project, rather its role would be to make sure the criteria and scoring is calculated to ensure equitable outcomes and to make capacity project recommendations.

Mr. Nielsen added that Career and Technical Education needed to be factored in as well before the Community Engagement timeline was discussed.

Tom Redman, Communications Specialist highlighted two home language meetings having already taken place with the Chinese and Somali communities before adding that the summary of the feedback gathered would be in the upcoming Friday Memo to the Board. Mr. Redman stated that community meetings with the Vietnamese and Latino communities were in the process of being scheduled.

Mr. Redman went on to highlight upcoming community meetings in September in anticipation of the BEX V levy, noting that both the operational and capital levies are being discussed. Director Harris noted that she wasn't sure doing engagement like it had been done in the past would yield positive results going forward and expressed hope that family engagement would be maximized through video outreach and more interactive strategies including focus groups. Mr. Redman noted that he would discuss these outreach approaches with Carri Campbell.

Mr. Redman concluded his remarks noting two ribbon cutting ceremonies were planned for E.C. Hughes and Loyal Heights elementary schools in September 2018.

At 6:25pm this portion of the work session ended.

Waitlist Work Session

Director Mack started the work session at 6:35pm. She introduced Ashley Davies, Director of Enrollment Planning and JoLynn Berge, Assistant Superintendent of Business and Finance before stating the purpose of the meeting was to discuss capacity, budget and waitlists for school year 2018'-2019'.

Ms. Davies began by introducing the agenda, highlighting topics including June enrollment, school choice waitlists and the planning timeline. Ms. Berge discussed the updated enrollment projections noting a difference of five children from the projected AAFTE enrollment in February to the revised June data set. Director Mack clarified what “AAFTE” stood for, stating it meant average attendance full time equivalent meaning kids that dropped out or moved wouldn’t be counted. Ms. Mack continued that by her math, the District was 771 kids over the projection based on currently assigned before distinguishing the difference between head count and assigned. In response to a question from Director Mack regarding enrollment though Weighted Staffing Standards (WSS), Ms. Davies stated that AAFTE was generated from the head count projection which hadn’t changed, noting slight adjustments in grade band level which was reflected in AAFTE. Ms. Davies continued that the District did anticipate the same number of students as in February, also stating that the currently assigned number of students was greater than October 1 expected count due to students currently enrolled dropping out before the start of school.

Mr. Nielsen noted the challenge associated with understanding the difference between AAFTE which was used by the State to determine funding as opposed to head count which is usually higher leading to the misconception that the District should have more money. Director Geary brought up the positive press the District was receiving related to educational outcomes and asked about the potential shift to private schools. Director Harris asked about tracking students that transferred from Seattle Public Schools (SPS) to charter schools to which Ms. Berge responded that as long as the students were in the District by “count date” which was the first day of school money was still being generated before continuing on that OPSI provided data on where students were going, breaking down the number of SPS students going to charter, private and other Districts. Ms. Berge continued, providing an overview of how June staffing projections were determined along with the percentage shift in enrollment figures at individual schools.

Director Mack asked if the numbers Ms. Berge referenced in the updated June enrollment projections were the projected enrollment numbers not the currently assigned to which Ms. Davis confirmed before Ms. Berge added that the head count was converted into AAFTE. Director Harris brought up Stevens Elementary, asking about special needs students allegedly being left on the WSS. Ms. Berge responded that there were some waitlist changes the Board asked for last year in the form of amendments to the Student Assignment Plan (SAP) which caused a waitlist to move without any staffing adjustment being made. Ms. Berge noted more kids continued to come to Stevens throughout the school year causing split classrooms describing that particular instance as a one-year phenomenon.

Ms. Davies provided an overview of the 2018-2019 Planning Timeline, noting enrollment projections beginning in January which are then provided to principals before getting incorporated in final projections given to the Budget office. Ms. Davies continued highlighting the open enrollment period stating it would remain open from February 5-16, with choice applications continuing to be taken until May 31. Director Mack clarified that in early June, the projections are updated not the actual number of kids enrolled before asking about September staffing adjustments. Ms. Berge responded that the District now used a dual reporting system,

PowerSchool reporting electronically along with asking schools to do seven-day headcounts with the goal of completing staffing adjustments after the seventh day. In regard to the earlier mention of Stevens Elementary, Ms. Berge added that the District uses equity tiering for high needs schools, based on students of color, both percentage and number etc. noting Stevens is considered a tier 4 school. In response Director Harris asked if SPED programs were factored into the equity tiers to which Ms. Berge responded no before adding that an additional 0.5 counselor was provided to elementary schools with Social and Emotional Learning (SEL) programs with Stevens being one of the recipients.

Ms. Davies mentioned that currently assigned figures were tracked and in alignment with potential changes and assumptions with schools taking open enrollment into account before detailing 2018-2019 School Choice and Waitlists. Ms. Davies stated that over 2,400 students had received a new choice assignment with additional choice assignments continuing until August 31, when waitlists would dissolve. Director Harris asked if the information being provided could be disaggregated by SEL and ethnicity to ensure high needs communities could access the District's system. Ms. Davies responded that the information was disaggregated last year with the intention to do the same this year before adding that both the Admissions and Early Learning departments engaged with communities across the city and community centers to help families learn about the process and how to apply. Director Harris suggested adding the data provided to the agenda for the standing community engagement committee before Ms. Davies continued speaking about capacity, noting many buildings faced overcapacity issues and the challenges faced with balancing choice with capacity. In response to the waitlist order determined by the Student Assignment Transition Plan, Director Mack asked why waitlists weren't preserved for longer, asking if Ms. Davies knew of any benefits or potential drawbacks to keeping waitlists longer. Ms. Davies responded that certain families would be disadvantaged if students were moving into the city and were not able to participate in the process because of students being "carried over" from a previous year. Director DeWolf asked if the racial equity lens had been applied to the Student Assignment Transition Plan and waitlists. Ms. Davies responded that order was the only determining factor, while also mentioning other tiebreakers had been suggested before General Counsel Noel Treat mentioned that SPS used a racial tiebreaker in the past which the Supreme Court ruled was not allowable.

Ms. Davies discussed the opportunity to move waitlists, highlighting the top 10 waitlist moves for schools facing overcapacity. Director Mack noted that 30% of the top 10 were middle schools before Ms. Davies highlighted the graphic displaying the top 10 schools, citing Ingraham High School as a school that had 52 students assigned to it that were also on a waitlist at another school. Director Mack brought up the fact that currently assigned figures were omitted making it difficult to discuss what opportunities existed for moving waitlists. Director Harris asked about the policy referencing the practice of moving waitlists and if it "harmed" another school asking if it had been changed to address those issues. Ms. Berge responded that a draft SAP plan with a change was brought forward and the Board rejected it. Director Harris noted that the practice was continuing and could be perceived as non-transparent. Ms. Berge reiterated that the Board did not move forward on the staff recommended change, mentioning there would be another opportunity to change it going forward. Ms. Harris added that along with discussing a change to the policy, she wanted to see a SAP fix to address continuous enrollment option schools. In response, Ms. Davies mentioned that she discussed reframing service school language with

Associate Superintendent Michael Tolley with the goal of making it more consistent. Director Mack brought up that skills centers were not part of the SAP, mentioning some of the gaps in the SAP were scheduled to be discussed at a Fall work session.

Ms. Davies gave a brief overview of the top 10 schools with capacity, citing challenges with large numbers of students on a waitlist coming from one particular school affecting the staffing at another. Director Harris stated that there were no statistics on how many teachers left schools before Director Geary asked about Franklin's waitlist. Ms. Davies responded that the majority of the students on Franklin's waitlist were from Rainier Beach. Director Geary followed up and commented whether or not it was a bad thing to be looking at managing school populations while remodeling a school simultaneously. Director Mack followed up and asked about Center School and why kids weren't being moved off the waitlist. Ms. Davies responded that the 9 students Director Mack was referring to had all been offered seats leaving no additional students waiting to get in. Ms. Mack asked about small schools and the cost associated, specifically Madrona and asked at what point does it become ineffective to operate schools with such low enrollment. Director Harris followed up and asked about the root cause analysis and wondered how to replicate the success larger schools have. Ms. Berge said it wasn't as much of an issue in elementary's before adding that course offerings played a larger role. Ms. Berge cited a maritime program that with enough students enrolled to pay for half the staff of the program, the District would backfill for three years stating that as one way the District was attempting to measure size and balance in a skills center environment.

At 7:32 p.m. Director Harris announced The Board was immediately recessing the Work Session into Executive Session to discuss with legal counsel potential litigation when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency and to review negotiations on the performance of a publicly bid contract when public knowledge regarding such consideration would cause a likelihood of increased costs, which was scheduled for 30 minutes, with an anticipated end time of 8:02 PM. She stated that the meeting would adjourn at the conclusion of the executive session.

Executive Session:

Director Harris called the executive session to discuss with legal counsel potential litigation when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency and to review negotiations on the performance of a publicly bid contract when public knowledge regarding such consideration would cause a likelihood of increased costs to order at 7:40pm.

Directors Harris, Patu, Geary, DeWolf, Pinkham, and Mack were present.

Staff present included Stephen Nielsen, Noel Treat, Pegi McEvoy.

At 8:05pm, the Board recessed out of the executive session and Director Harris adjourned the meeting.