

# Board Special Meeting

## Monthly Audit & Finance Meeting

Monday, August 19, 2019, 4:30-6:30pm

Board Office Conference Room, John Stanford Center

2445 – 3<sup>rd</sup> Avenue South, Seattle WA 98134



## Minutes

### Call to Order

This meeting was called to order at 4:30pm Directors Pinkham, Geary and Mack were present.

Chief Financial Officer JoLynn Berge staffed this meeting.

Approval of agenda: Directors moved to approve the agenda. This motion passed unanimously with a few edits. Director Pinkham requested to add the September 3<sup>rd</sup> quarterly Audit and Finance meeting to the agenda. Director Mack requested to add resource mapping to the work the annual work plan.

Approval of meeting minutes Director Geary moved to approve the June 10, 2019 Monthly meeting minutes and Director Mack seconded. These minutes were approved with a few edits.

### Items Requiring Board Action

#### 1. BAR: Gate's Partner Data Infrastructure and Access Grant (Bush/ Stone)

Director of Grants Michael Stone stated that he had not received the grant funding from the Gates foundation but that they are hopeful they will. Bringing the Board Action Report (BAR) to the Board in advance will allow them to begin development of the system as early as September. The grant will be used to hire a developer and a project manager that will create an intervention tracking system for our school-based community partners to use. Our community partners will be asked to directly input information into the tracking system that we could then analyze and determine which programs are most effective and would best support our students.

Director Mack and Geary are concerned regarding how much access our third party partners would have to our student's information. James Bush, Director of Family & Community Partnerships informed the Directors that the third party partners are vetted through our system and only receive information on students that they are serving.

Director Geary suggested adding information on the BAR that clarifies that Seattle Public Schools (SPS) does not giving third party partners additional student information but that they only receive information on students that are participating in their programs. This usually involves parent consent. Director Geary also asked if they could add something about student privacy rights under the "policy implications" portion of the BAR.

Director Geary wanted to know if they are looking for a new tracking system and what would be the cost to maintain it. She also asked if SPS already had a tracking system, for example the "Tool Kit" that we could plug into and use instead of creating a new system. Director of Information Systems & Business Intelligence stated that their goal would be to find a tracking system that would be used District wide and with all of our school-based Community partners. Currently schools track outcomes of community partner programs independently at the school level.

Director Mack asked what the two people hired through this grant would be doing. Ms. Jaeger stated that they would help with project success criteria, requirements gathering system wide, and reaching out to

our research department to figure out what would be the right levels of tracking for effectiveness. They would also help with training on how to use the new system, so we are receiving good data.

Director Pinkham inquired if our community partners were onboard with the project. Mr. Bush said that his team has gathered feedback over the last three years on ways to integrate a programmatic shift and do something that is meaningful instead of making adjustments on a variety of programs.

Director Geary requested that the Family Educational Rights and Privacy Act (FERPA) law be added on page four of the BAR regarding sharing data policies.

Director Mack requested Mr. Bush report back a year into the project so they can give the Board an update on their project success criteria, feedback from community partners and before the Board is asked to purchase a new system. Mr. Bush agreed. Ms. Berge suggested Mr. Bush submit information in a Friday Memo to keep our Board up to date of the general architecture of the program.

Director Mack made a motion to move this item forward to the full Board with a recommendation for **Consideration**, Director Geary seconded. This motion was moved to consideration with the edits that the Board members requested to the BAR which include: Seattle Public Schools does not give access to 3<sup>rd</sup> party partners for all students only those they work with; Student data confidentiality privacy added to the BAR; adding our Family Educational Rights and Privacy Act (FERPA) on page six and a progress report in the Friday Memo.

## 2. BAR: Amazon Future Engineer Grant (Perkins)

Director of College and Career Readiness Caleb Perkins spoke about a one-time grant in the amount not to exceed \$300,000 that would support Science, Technology, Engineering and Math (STEM) educational activities. Amazon has agreed to support FIRST Washington which is a highly-respected robotics program in up to 30 of our schools, including several that are the focus of the early literacy work in our strategic plan. Each school would receive \$10,000 to use towards purchasing robotics equipment or paying for after school support. Dr. Perkins' team engaged in an equity analysis process as well as specific engagement focusing particularly on high needs schools in SPS. Many of the Parent, Teacher, School Associations (PTSA) at the participating schools are also on board and excited about this grant. Director Mack requested to know who receives the check for \$10,000. Ms. Berge stated that the funding is deposited in the school's budget under a specific robotics grant line item. Caleb stated that the First Washington participants work with the school principal and Dr. Perkins' team to determine how the funding will be spent.

Director Pinkham requested to know how many schools are already participating in this program. Mr. Perkins will provide that information. Mr. Perkins highlighted the portion of the BAR that stated First Washington is fully funding the program for the next three years with Amazon's support and that today's grant is additional support to what it already taking place.

Director Mack would like to know how many students participate in the programs. Mr. Perkins will get better data on that and inform the Board.

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

## 3. BAR: Science Grant (Welch)

Science Program Manager MaryMargaret Welch spoke about how the Science grant is being funded to SPS through the National Science Foundations in collaboration with the University of Washington (UW). The grant offers SPS \$500,000 a year to improve our professional development rollout for Elementary schools. Only 5% of people that apply to the grant receive the grant. Ms. Welch explained that the reason we received the grant was because of UW's forward thinking on how to implement next generation science standards and teacher practices. Our new standard is calling for a more equitable approach to

science teaching and learning and the UW is one of the national leaders in this work. The grant will give us additional resources to help with the new science adoption. Specifically, to hire some of our secondary Science teacher leaders to help augment some of the work that SPS is doing. The teacher leaders will lead professional development in their communities. The grant would also give them an additional Science specialist to help with the implantation of the adoption.

Director Mack requested to know when and how the Board was notified of the application process. The grant was purposed last September.

Director Geary made a motion to move this item forward to the full Board with a recommendation for **Approval** Director Pinkham seconded. This motion passed unanimously.

#### 4. BAR: 2019-20 BEST Preliminary Award \$300K (Codd/Drape)

Chief Human Resources Officer Clover Codd stated that SPS has received the Office of Superintendent of Public Instruction (OSPI) BEST grant for the last five years. The grant would award SPS \$300K to support our new to teachers, Peer Assistance Review (PAR) work, foundational coursework and also help fund a full-time employees (FTE). The program allows SPS to intensely support first year teachers in addition to supporting second- and third-year teachers if they opt in.

Director Mack inquired how much of a gap there is in funding these programs. Ms. Codd stated that the program costs \$2M to run and that it is part of the Collective Bargaining Agreement. The grant helps support their efforts in running the programs but is not a mandate. Running these programs is a District choice and SPS is leading the industry in supporting teachers.

Director Geary made a motion to move this item forward to the full Board with a recommendation for **Approval** Director Pinkham seconded. This motion passed unanimously.

#### 5. BAR: Teacher Diversity Contract (Codd)

Chief Human Resources Officer Clover Codd spoke about the scope of work draft for the teacher diversity contract which if approved, SPS will receive \$550,000 from the city of Seattle Department of Education and Early Learning to diversify the educator workforce. The investment would increase bilingual, racially and ethnically diverse teacher workforce. Ms. Codd said that there were three major efforts and four strategies that were outlined in the scope of work. The grant would go to support outreach and recruitment efforts, support and mentor those that are in the program and promote retention and professional development for future candidate. There will be a specific focus on educators of color, making sure they are connected to other educators of color. Ms. Codd spoke about the new program, Academy for Rising Educators (ARE) which is a pathway for High School graduates to attend college and earn an Associate of Arts degree (AA). In collaboration with Seattle Central College a student can receive an (AA) and they do not have to commit to becoming a teacher. Community member or Paraprofessional's can also take part of the program. Another pathway would be through the Classified to Certificated program which classified staff that already have an AA but can work towards a bachelor's degree and teaching certificate. The funds also support Seattle Teacher Residency (STR) program and My Brother's Teacher program which recruits African American males into early learning degree attainment. The funding goes into supporting the four major pathways.

Director Pinkham wondered if in the future they would consider supporting students to attend the UW Tribal program or receiving a cultural responsiveness certification with their diploma.

Director Geary and Mack were both concerned of spreading the funding through multiple programs and not focusing on one.

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

### **Special Attention Items**

#### 1. Contracts Exceeding \$250k: Temporary Staffing Master Contracts (Navarro)

Diane Navarro, contract manager for the District she spoke about the District temporary roster. Ms. Navarro stated that there are 19 firms under master contract that various departments throughout the District use to augment staff on a temporary basis. In June 2018 Ms. Navarro's team checked that the contract qualifications were still valid and decided to exercise the extension option for the upcoming year. Director Mack requested to remove "informational Only" from Special attention items.

#### 2. Contracts Exceeding \$250k: Boyer/ NW Center/ UW EEU/ Wonderland, Maxum (Campbell)

Chief Financial Officer JoLynn Berge stated that that the information was organized as the Board had requested in the past. The info included what the previous amount was, the adjustment and what the total amount is. Many of the contracts are pass through contracts which means that once we know the amount, we receive the money from the State and pass it through to the contractor. The contracts were updated based on enrollment numbers and an increase in the Basic Education Allocation (BEA) rate. The flow through will end next year according to the State.

Director Mack requested that Ms. Campbell add the cents to all the columns.

Director of Special Education Trish Campbell noted that Maxum was not added to the agenda as requested. Ms. Berge said she would add it.

#### 3. Contracts Exceeding \$250k: Harrigan Leyh Farmer & Thomsen (Cerqui)

Deputy Chief Legal Counsel John Cerqui spoke about how the memorandum stated that the contract for Harrigan Leyh Farmer & Thomsen was going to exceed \$250,000. Mr. Cerqui held an Executive Session with the Board to explain the complexities of the lawsuit and why his team felt that they needed to provide significant legal counsel to defend the District on the case.

#### 4. Contracts Exceeding \$250k: Microsoft Licensing Agreement (Petersen)

Director of Technology and Infostructure Nancy Peterson stated that the original contract has increased each year due to Microsoft. The increase for this year provides the District with more support, better product coverage and disaster recover back up service in the Cloud. The original BAR stated that the cost for would not increase by \$1.5M so they were aware of the yearly increases.

Director Geary asked for the analysis of the cost effectiveness and utilization of the items we are purchasing. Ms. Peterson stated that they will look into that when they prepare the next BAR which they will present to the Board.

#### 5. Contracts Exceeding \$250k: Microsoft Licensing Agreement (Petersen)

Director of Technology Infrastructure Nancy Petersen stated that the original contract has increased each year due to Microsoft product category changes, additions of products, and increase in employees. The increase for this year provides the District with more support, better product coverage and disaster recovery back-up service in the Cloud. The original BAR stated that the cost would not exceed \$1.5M so we were aware of the yearly increases.

Director Geary asked for an analysis of the cost effectiveness and utilization of the items we are purchasing. Ms. Petersen stated that they will look into that when they prepare the next BAR which they will present to the Board.

#### 6. 5253 Maintaining Staff/Student Boundaries (Codd)

Chief Human Resources Officer Clover Codd stated that the newly hired, Labor Relations Director Tom Poulos will be acting as the project manager to update policy 5252. Mr. Poulos has received edit from the Office of Civil Rights department, Risk Management and our Legal team. Ms. Codd stated that the next steps are to take the proposed edits and share them with the appropriate departments for feedback and input. Ms. Codd stated that their goal is to find the perfect balance of creating a policy that stops people with bad intentions, but not so restrictive that people doing good work would somehow inadvertently violate the policy. Mr. Poulos will use the Washington State School Directors' Association (WSSDA) policy as a guide and have a draft brought to the Board in September. Director Mack would like that Mr. Poulos to include a reminder and clarification of what the other policies are that intersect with this policy.

#### 7. Affirmative Action Plan (Codd)

Chief Human Resources Officer Clover Codd shared the required annual presentation of Seattle Schools Affirmative Action plan. Ms. Codd mentioned that in 2017 her team did a comprehensive five-year Affirmative Action Plan which incorporated SPS Policy 0030. Some highlights Ms. Codd mentioned were SPS female and people of color hires compared to the expected availability of those populations based on the King County Labor Market Data. Ms. Codd stated that their broader goal is to attract, select and retain a workforce that is more reflective of the students we serve. Ms. Codd stated that report is based more on the theoretical availability and not on the percentages of our student population. Ms. Codd set goals to improve representation of each job category that has an underutilization rate of minus two percent or more and they are working towards increasing it by two five percent or more each year. Ms. Codd noted that we are underrepresented for Certificated personnel compared to the theoretical availability but did increase Certificated staff by 1.9% in 2019.

Director Pinkham requested to add a column on the first graph on page six showing our students population. Director also pointed out that the date on the presentation was June 2018 instead of August 2019. Ms. Codd said she would make the update.

Ms. Berge will add resource mapping to the September annual work plan agenda.

#### **Regular Agenda Items**

##### 1. Monthly Financial Status Update (Fleming)

Accounting Director Amy Fleming stated that as of May 2019 we are still under projection in enrollment by 848 students. She also showed the year to year comparison on the local tax revenue proceeds and the increase in general purpose State funding for the offset of increase in State funding which really stands out. Everything is trending as expected.

##### 2. Committee Annual Work Plan (Berge) No update.

Adjourn 6:29 p.m.