

## Minutes

### Call to Order

1. This meeting was called to order at 7:30 am. Directors Rivera-Smith, Director Harris, Director Hampson participated with Microsoft Teams or by phone. This meeting was staffed by Chief Financial Officer JoLynn Berge.

Director Hampson noted that the meeting was being held remotely consistent with the Governor's Proclamation prohibiting the meeting from being held in person due to COVID-19. Director Hampson noted that the public had been provided remote access.

2. Approval of agenda: Director Harris moved to approve the agenda. Director Rivera-Smith seconded. This motion passed unanimously.
3. Approval of meeting minutes: Director Harris moved to approve the April 20, 2020 meeting minutes. Director Rivera-Smith seconded. This motion passed

### Items Requiring Board Action

1. BAR: Satterberg Foundation Elementary Feeder School Grant (Toner)

Cashel Toner spoke about Satterberg initiative, a950K donation to target literacy and instruction at 10 SPS feeder schools. This is the fourth year of this grant; the goals align with early learning literacy in the strategic plan. The strategic plan will focus on K-3 and Satterberg will continue coaching in the upper grades with connection to the middle school pathways.

Director Harris wondered about previous. Ms. Toner stated a big data point was Smarter Balance, it is not possible at this time but survey results and coaching cycles with teachers have both been strong. Hong-Nhi Do spoke about 3rd – 5th grade Smarter Balanced ELA data for the two years of the grant. 9 out of 10 schools showed improvement by grade levels, ranging from 6 percentage points to 26 percentage points in one year.

Director Harris asked how does this align with the third grade reading Strategic plan goals. Ms. Toner explained coaching is in both our third-grade literacy and in the Satterberg foundation work, family engagement such as West Seattle Elementary welcoming back students spread promising practices to other schools. She also reviewed the additional support for the dyslexia work group that will continue to meet across next year and make recommendations for the 21-22 school year. The state will finalize approved screening tools in August.

Director Rivera- Smith asked about Concord Elementary School. Ms. Do explained she has spoken to the new Concord Principal, and what systems have been put into place and the additional planning. Unfortunately, due to the pandemic we cannot take a look at the data from Smarter Balance.

Director Rivera Smith asked why there are no indirect costs. Ms. Toner explained it was a condition of the grant.

Director Hampson asked about the research section in the Board Action Report (BAR) and asked for clarification between percentage points and points. Research growth shown is inconsistent.

Director Hampson would like the percentage point to be updated and consistent.

Director Harris 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.

2. BAR: Amending Board Policy No. 6222, Selection of Contractors for Small Construction Projects (Berge)

Chief Financial Officer JoLynn Berge spoke about this Board Action Report (BAR) making a policy change that aligns with the updated state law. The limit was raised to 350K and this was the only change we are making. We would also update the Superintendent Procedure, if the policy is approved.

Director Harris asked can the roster also update the women and minority roster. Ms. Berge explained this is limited to necessary and routine. Chief Legal Counsel Greg Narver explained this is a small change to go with state law, and any real change in policy would need to wait until we are back to normal meetings.

Director Harris 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. BAR: Specially Designed Instruction (Campbell)

Director of Special Education Patricia Campbell spoke about these are outside agencies that work with individual students with Individualized Education Program (IEP) IEP needs. These vendors meet the need that the Seattle Public Schools are required by law to provide. This is an annual set of BARs that are brought to this committee.

Director Harris asked about this work being done by SPS staff. Ms. Campbell explained we do wish to provide these services with our staff, and some movement has been made, specifically in hiring Behavior Technician in Instructional Assistants (IA). Ms. Codd explained the SPED task force is working in partnership with SPS for contract renegotiation in the spring of 2021 for any changes.

Director Riviera-Smith asked about community engagement. Ms. Campbell explained it was through the Request for Qualification (RFQ) process. Ms. Berge explained feedback from the community about a vendor is taken into consideration.

Director Riviera-Smith asked for more details about the RFQ process. Ms. Campbell explained the process includes question that are targeted for agency partners, and it is used to think about the individual student need.

Director Hampson asked because these are services we cannot provide are responsible by federal law to provide and pay for these services. Ms. Campbell explained it comes around every year. And these are IEP driven decisions. The agency partners that are included in this list support students in a more individual manner.

Director Hampson would like additional context when presented in the future. Ms. Berge and Ms. Campbell will provide some additional information, but due to Family Educational Rights and Privacy Act (FERPA) rules we have to be mindful of disclosing identifiable student information.

Director Harris asked for a percentage of cost increase from year to year. Ms. Campbell explained the rates have not changed for the 20-21 year. And the RFQ process is done to generate additional vendors when the need arises to have more options for students.

Director Hampson asked how much of the levy funds are spent on these contracts. Ms. Berge stated 50% of our special ed cost is paid from the levy.

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

4. BAR: Therapeutic Day Services (Campbell)

Director of Special Education Patricia Campbell spoke about how this BAR is to provide individual needs of students in six locations for the entirety of their education needs. For most students it is a continuation of services.

Director Rivera-Smith asked how the District supporting our students. Ms. Campbell state special education supervisors provide training and support for our partners at all locations. We support at IEP meetings and have discussions around student services and supported in partnership.

Director Hampson noted redlines are in the document that should be removed.

Director Hampson asked is equity analysis tool used. Ms. Campbell explained all agencies we have used throughout and the analysis was done when we entered into the partnership with these agencies. Ms. Campbell will update the racial equity tool naming within the BAR.

Director Harris 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. BAR: Seattle Children's Hospital (Campbell)

Director of Special Education Patricia Campbell spoke about how this is a contract between Seattle Public School (SPS), and Seattle Children's Hospital and per OSPI that it is a flow through allocation. Ms. Berge added this is required by law, they tell us the amount and is goes through.

Director Rivera-Smith asked to know more about the services being provided. Ms. Berge explained Seattle Children's Hospital decide what services to provide. We at SPS have no role in designing what curriculum is done.

Director Rivera-Smith asked are they using the same district approved curriculum. Ms. Campbell explained they make their own curriculum decisions. Ms. Berge explained it is not our program, students could be enrolled anywhere in the state.

Director Harris 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.

#### 6. BAR: Sign Language Interpretation (Campbell)

Director of Special Education Patricia Campbell spoke about a need for sign language interpreters for SPS students. At times we are not able to hire all interpreters and this contract allows us to hire an interpreter when needed.

Director Harris asked if SPS is working with American Sign Language (ASL) interns. Ms. Campbell explained only offered out of state and is not available in Washington State.

Director Rivera-Smith asked if we are open to use any of the vendors. Ms. Campbell explained it is subject to vendor availability.

Director Harris 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. BAR: NECC and Lake Mary Residential Treatment (Campbell)

Director of Special Education Patricia Campbell spoke about how this is to support students at residential treatment locations. These are unique services and delivered based on the student IEP needs.

Director Harris asked if any of these are based on litigation or settlement. Chief Legal Counsel Narver stated a special education legal counsel will get back to directors to answer that question.

Director Riviera-Smith asked why out of state. Ms. Campbell state their needs require a level of service that is not available within the State of Washington or by Seattle Public Schools. Director Hampson added based on Washington state laws we have very limited options for residential treatment within the State of Washington.

Director Harris 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.

## **Special Attention Items**

### **1. Annual Head Start Report (Brown)**

Director of Early Learning Heather Brown spoke about the annual report for the 2018-19 school year. The report highlights the federally funded grant that is a part of the early learning program. 357 students who meet the federal poverty guidelines under the Head Start grant are served. The growth that the students have made from the fall to spring is impressive. In 2018 we had 4 full day programs and now this year we are going to 10. Ms. Brown added this is a federally required annual report.

Director Harris asked about the difference in preschool vs head start. Head Start and Seattle Preschool Program (SPP) combine to make them full day programs and we know from research a full day opportunity is ideal and supports needs.

Director Harris asked if we know of any reconsidered SPP promised funding. Ms. Berge explained the City has committed to the expansion but the performance pay is still being negotiated.

Director Rivera Smith asked about the audit review. Ms. Brown explained a five-day report occurred last week and she felt it went well.

Director Hampson asked about the 25% in kind match. Ms. Brown explained the in-kind match is a federal requirement.

### **2. Content Management System (C. Campbell)**

Chief of Public Affairs Carri Campbell gave a brief overview of why a Content Management System (CMS) adoption is needed. SPS webpages are highly used and visited by families, students and staff. Multiple months are needed to transition mySPS by this fall and to them be all external by summer of 2021.

Director Harris spoke about some negative feedback on Schoology. Ms. Campbell explained Schoology is a learning management for our students and is separate from this CMS. This CMS would give better pushout for teacher curriculum. Specifically, with the search function which is greatly improved with this new vendor.

### **3. Grants Update (Stone)**

Grants Director Michael Stone stated based-on feedback he has added addition details to the report. This information is all available on the Grants website, it will also include end dates and additional broader information.

Director Rivera-Smith asked if Parent Teacher Association (PTA) are not being reported. Mr. Stone explained if they go through self help that would be through Accounting Department and not through the Grants Department. He added next year, for staffing and specific use they cannot go through self-help.

### **4. Notification of Contracts Exceeding \$250k: Epi-Use (Jaegar)**

Director of Information Services and Business intelligence Judie Jaeger explained the BAR was for this contract initiated last November, we are and notifying the committee of adding 200K to cover SAP payroll, system support and implementation for various requirements, including the COVID-19 family medical leave.

### **5. Notification of Contract Exceeding \$250k: Laptop Insurance (Berge)**

Chief Financial Officer JoLynn Berge spoke about how the Superintendent has used authority under emergency resolution to purchase insurance for new laptops. The cost of the insurance is about \$655k. Director Harris asked this Superintendent authority had been used for other items. Ms. Berge explained yes it has been used once before for an emergency web server equipment. Director DeWolf was notified when this occurred.

### **6. External Review of Internal Audit to the Special Attention (Committee)**

Director Hampson spoke about a review of Internal Audit. She noted that risk factors have gone unaddressed and unquantified. She stated that it would be better to have an internal function that is aligned with enterprise risk management. She explained in 2018 Moss Adams drafted a memo related to internal audit and enterprise risk management assessment.

Within the memo Director Hampson read, "Internal audit best practice is to establish a program encompassing governance, risk, performance, and controls. While program-based, bottom-up district program evaluation is fairly detailed and strong, the District lacks a top-down, risk-based approach to accountability." Director Hampson explained SPS is looking to contract with Moss Adams to provide a review of how internal audit can provide a better approach. Director Hampson explained she has been working in collaboration with Accounting, Risk Management and Internal Audit.

Chief Legal Counsel Greg Narver explained he has been working on getting the contract finalized with Moss Adams.

Internal Audit Director Andrew Medina explained it had been awhile since the Internal Audit Board Policy and Procedure had been updated and he has potential changes ready to discuss.

Director Harris noted a historical lack of administrative support for the Internal Audit Department.

Director Hampson explained that previous Moss Adams reports showed similar recommendations for greater internal audit value.

Director Rivera-Smith asked if the scope of work is being streamlined so that the \$50K is focused on what is most important. Mr. Medina spoke about Board and management turnover and how everyone from 2011 when the Department was created has move on or retired. He expressed appreciation at being able to provide input on the scope of the engagement and that it will be focusing on the full internal audit function, including enterprise risk assessments, internal audits, and audit response. He noted that some tools to be provided during phase 2, such as an enterprise risk assessment and developing data analytics will be valuable.

Director Hampson added phase one is meant to not be too prescriptive due to an ethical boundary.

Director Rivera-Smith asked if the public advisor position will be done after the audit is completed or prior. Director Hampson explained once she receives feedback from key people, she will bring it to the A&F committee.

Director Rivera-Smith asked if the final report will be presented to the entire board. Director Hampson confirmed that she would like to do that.

## 7. John Stanford Bond Repayment Plan (Fleming)

Accounting Director Amy Fleming spoke about the refinancing and savings to SPS. Ms. Fleming has looked at property taxes received and we are on track. Office of the Superintendent of Public Instruction (OSPI) will still pay us apportionment based on February enrollment.

## **Regular Agenda Items**

### 1. Monthly Accounting (Fleming)

Accounting Director Amy Fleming spoke about everything is trending as expected.

### 2. Committee Annual Work Plan (Berge)

Chief Financial Officer JoLynn Berge spoke about how based on guidance from Chief Legal Counsel Narver, only items that are necessary and routine may proceed at this time. Staff at the June meeting will discuss what is necessary and routine.

Director Harris asked about the annual risk management plan related back to Moss Adams. Ms. Berge explained the report that comes in June is an update of what we pay annually for insurance.

## **Adjourn**

This meeting adjourned at 9:49am