

Board Special Meeting

Monthly Audit & Finance Meeting

Monday, November 4, 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 4:30 pm Directors Mack and Geary were present.

Chief Financial Officer JoLynn Berge staffed this meeting.

Approval of agenda: Directors moved to approve the agenda. This motion passed unanimously

Approval of meeting minutes Director Geary moved to approve the October 7, 2019 Monthly meeting minutes and Director Mack seconded. This motion passed unanimously.

Items Requiring Board Action

1. BAR: Approval of SAP Human Resources and Payroll Services Support (Jaeger)

Chief Financial Officer JoLynn Berge spoke about how the intro and action dates on this Board Action Report (BAR) have been updated for moving forward. She explained the amount per hour for Epi Use and how they currently are working on the SEBB implantation.

Director Mack asked if this was in addition to the amount already used for Sprague Israel Giles (SIG).

Ms. Berge confirmed it is in addition to the SIG contract, which is for the third-party administration.

Where as this contract was for reprogramming SAP and Payroll systems.

Director Geary asked if any policy drives contracts. Ms. Berge explained no policy does, however, if they are above the \$250k threshold then yes policy does require us bring the contract to the committee.

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.

2. BAR: Approval of MAN/WAN hardware upgrade for elementary schools (Petersen)

Director of Technology Services Nancy Petersen explained this is to purchase the upgrade equipment for the MAN/WAN elementary school networks. She explained this upgrade will give schools faster access to online tools and digital curriculum. All schools will be upgrade by 2023 with the selected vendor.

Ms. Petersen explained the total cost and benefits of qualifying for the Erate discount.

Director Mack asked if this is budgeted to come from BTAIV and would like the budgeted amount added to the BAR. Ms. Petersen will add that additional information within the background section.

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.

3. BAR: Resolution 2019/20-17, Certification of Excess Levies and Calculation of General Fund Levy Rollback for 2020 (Sebring)

Chief Financial Officer JoLynn Berge spoke about how this is a required item for Seattle Schools to certify their levy each year.

Director Mack asked about the maximum 2020 amount. Budget Director Linda Sebring explained the resolution has the amount asked for from the voters. Ms. Berge confirmed we do not fill out the F780, the State fills out the information and they give it to us.

Director Mack asked why we use year 2018-19. Ms. Berge explained it is a lookback. Ms. Sebring explained the F780 form is populated by the State and the numbers for the District authority is correct.

Director Mack asked is it \$3000 per student with adjusted enrollment. Ms. Berge explained it is correct and we are receiving all funds as we should.

Director Geary would like additional information with the F780 form noted as incorrect from the State added and the calendar year breakdown in the background information of the BAR.

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. Budget Development Calendar (Sebring)

Chief Financial Officer JoLynn Berge spoke about the removal of the November 13th work session. She stated with new board members coming in, it made sense to wait and continue the discussions in December.

2. Annual Hiring Report (Codd)

Chief Human Resource Officer Clover Codd spoke about the annual report that comes to the finance committee each year. She explained when the new strategic plan passed Human Resources (HR) adjusted their KPI's and align with the new plan. This helps HR in goal settings, recruitment and hiring. Director Mack asked what is the time frame of this. Ms. Codd explained it was for 2019-20, and hiring seasons start in April. Ms. Codd explained the big goal is to have 100% staffing completed.

Director Mack asked what about when the District has to hire new staff in September. Ms. Codd explained HR sets its goals based on numbers we have in February. If we wait any longer, we cannot get top candidates.

Ms. Codd explained the most important goal is to have classrooms staffed. Ms. Codd explained the goal was to have 150 SPED applicants, increasing the teachers and schools' leaders identifying as a person of color. Ms. Codd explained in 2019 first day vacancies was at 98.1% and it was improved from 2016 when it was 89.4%.

Director Mack asked about the number of classrooms that did not have a teacher vs. classrooms that did. Ms. Berge explained it was a net number of less than 20 actual adds.

Directors discussed the benefits of having more accurate numbers closer to schools and reducing the disruption of having missing teachers.

3. McGilvra PTA Fundraising (Stone)

Chief Financial Officer JoLynn Berge explained she was bringing this item as special attention to get feedback from the committee on possibly bringing it as a BAR to the next meeting. Ms. Berge explained the school wants the board to pre approve hiring of staff in 2020-21. Ms. Berge has advised them this needs to come to the board as a grant for approval, not an approval for fundraising.

Grants Director Michael Stone explained this year they raised \$348K with the addition that it would include salary increases as needed. He explained why the timeline is being brought up earlier because of the budgeting process. He explained the PTSA has issued a letter of intent as a donation to the McGilvra school.

Director Mack would like past grant numbers looked at and see which schools might go over the policy threshold of \$250,000 and have them come to committee in January for prior approval for budget purposes. Director Geary disagrees and cautions against looking like we are asking for money.

Regular Agenda Items

1. Committee Annual Work Plan (Berge)

Chief Financial Officer JoLynn had no update.

Adjourn 5:40pm