

BOARD SPECIAL MEETING OPERATIONS COMMITTEE



2445 – 3rd Avenue South, Seattle WA 98124

Tuesday, May 3, 2016
Stanford Center, Board Conference Room

Approved Minutes

Director Stephan Blanford called the meeting to order at 4:30pm. Director Scott Pinkham was also in attendance; Director Jill Geary joined the meeting at 4:40pm.

The agenda for this special meeting was approved.

Lincoln second elementary final acceptance: In response to committee member questions, Richard Best said that the high percentage of change orders on this project (32%) was likely due to the additional programs that were put into the building during the construction phase. He also said the original construction documents are skimpy and were not updated with all the renovations over the years. After some discussion, the committee moved this item forward to the full board with a recommendation for approval, with the caveat that clarification on change orders was updated for introduction.

Annual renewal of contract with First Student: Kathy Katterhagen noted this is the final renewal of this contract, which was a three-year contract plus an additional two years of options. Staff and committee members discussed what could be included in the RFP as it goes out for bid next year, including:

- Seeking multiple contracts with multiple vendors that could provide nimbleness and flexibility for the district and address the geographic difficulties in the district
- Putting some of the risk back on vendors for late arrivals, impacting time for breakfast and the added cost of equal time for special needs students
- Transparency on the allocation of monies received from the vendor for late arrivals

Ms. Katterhagen described the work with the vendor enforcing the contract currently in place, that include extra care in student management on buses, re-evaluating routing and issues around schools on an ongoing basis, and encouraging them to provide more incentives as they hire drivers in order to retain them. She noted it takes about a year for a new vendor to get ready for a school year. Committee members encouraged the district to have a short term and long term strategy for transportation services. The committee then moved this item forward to the full board with a recommendation for approval.

Contract with the City of Seattle for the Summer Foods Program: Teresa Fields reported that this is a revenue contract. The district has been in this program for several years; food is provided through the City's community centers and other locations. Board members noted this service draws hundreds of children every day and serves the district mission. They noted the

food is presented very well by staff and encouraged the exploration of more re-usable, recyclable, and compostable materials. They then moved this item forward to the full board with a recommendation for approval.

Annual renewal of dairy contract with Dairy Fresh: Ms. Fields said the district has had a great relationship with this vendor, and there will be no change in the annual amount for next year. In response to questions, she said the USDA requires two varieties of milk to be offered, and the district chooses chocolate milk in addition to 1%, as chocolate milk is sugar-free. The committee moved this item forward to the full board with a recommendation for approval.

Annual renewal of the produce contract with Ducks Delivery: Ms. Fields noted the district has done business with this vendor for several years and that there is no change to the contract amount. The committee moved this item forward to the full board with a recommendation for approval.

Annual renewal of the bread products contract with Goody Man Distributing: Ms. Fields noted this year was the first year of a contact with a new provider, who is a distributor, not a baker. In response to questions, she said there were some difficulties at the beginning of the contract, but the district and vendor have worked through those. She said there will be no change to the annual amount from last year. After some discussion, the committee moved this item forward to the full board with a recommendation for approval.

Procedures 3210SP/5010SP, Nondiscrimination; Procedure 2162SP, Section 504

Handbook: Kelli Schmidt reviewed the changes being made to the superintendent procedures that align with the district re-organization. The student, parent and public civil rights investigative function moved from the Manager of the Safety Department to the district's new Office of Student Civil Rights office. The investigative function for staff complaints was changed from the Office of Equity and Compliance to Human Resources. This change aligns with current practice and also allows for consistent notice plans for the public.

Discussion then followed regarding the addition of an ADA/504 Grievance Coordinator in the Section 504 Handbook, Superintendent Procedure 2162SP. That person would also be in the Office of Student Civil Rights and allows the district to identify a person with whom students, parents, and members of the public can raise complaints, concerns and questions about disability discrimination and ADA/504 compliance issues. Ms. Schmidt explained this would separate the function of Section 504 Coordinator, who oversees FAPE decisions and responsibilities, from Section 504/ADA Compliance issues for the district more broadly. The Section 504 Coordinator function will undergo a department change in June 2016, so contact information for the Section 504 Coordinator for FAPE was also updated.

Ms. Schmidt noted that it is anticipated that there may be additional changes to 3210 and 3210SP.B/5010SP and 2162SP proposed in the fall as well.

Noting that this is a management and notification challenge once the procedures are in place, committee members encouraged that this re-organization of functions be benchmarked against other larger districts and that the structure be formalized so that institutional memory is maintained. They cautioned against making many changes to the Section 504 Handbook,

2162SP, over the summer without good engagement with affected communities and making decisions about them without input, specifically noting SEEAC and getting their input on type of engagement.

Student Rights and Responsibilities Handbook: Pat Sander reported that this is going to the Curriculum & Instruction Policy Committee next Monday but that staff wanted to give committee members an early look at the changes in the feel and look of the revised handbook. She described the process of building off positive relationships and partnerships and the inclusion of student voices so that this is not just a staff-driven document. Committee member suggestions included: encouraging students voices outside of leadership classes; adding high expectations into both student and staff responsibilities; looking at the use of the word “equity” in terms of consequences and instead considering a phrase like “having reasonable and fairly applied responsibilities.”

Update on Nutrition Services Program Review: Pegi McEvoy said that the outside look on the work of the district is focused on participation rates and capacity issues. Some of the work is very structural and may require a task force around topics like putting recess before lunch, service delivery and how it is managed. There were three “findings” around procurement standards, training standards, and indirect charges. All the rest of the recommendations were management recommendations. Overall, it was a good review by a consultant that has done this work around the country.

Update on bell times implementation: Pegi McEvoy reported that the last task for meeting focused on transportation and safe routes to schools. The survey had some technical problems with data and questions so will have limited use. In response to questions, she said that transportation is almost done with the first general education routing, will be moving into special education routing, and staff should be able to meet the May 31st commitment to have the opt in list resolved.

Director Blanford adjourned the meeting at 6:25pm.

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