

Board Special Meeting

Operations Committee

January 9, 2020, 4:30 – 6:30

Board Office Conference Room, John Stanford Center

2445 – 3rd Avenue South, Seattle, WA 98134



Minutes

Call to Order

1. This meeting was called to order at 4:30. Directors Mack, Hersey, Rivera-Smith were present. This meeting was staffed by Chief Operations Officer (COO) Fred Podesta. Director Rivera-Smith will serve in Director Rankin's place until Director Rankin arrives. Director Rankin joined the meeting at 4:38 pm. The vote returned to her at that time.

2. Approval of agenda

Director Hersey moved to approve the agenda. Director Rivera-Smith seconded. This motion passed unanimously.

3. Approval of meeting minutes

Fred Podesta addressed the Committee on the use of the work "amendments." An amendment is the formal term for a change made to a BAR after the BAR has been presented at Introduction. Clean copies of the BARs, with Committee revisions fully incorporated and not red-lined, go to Introduction. Therefore, Committee revisions should not be called amendments. To prevent confusion, any BAR that requires revisions between Committee and Introduction, will be forwarded for consideration, only. In addition, Mr. Podesta committed to providing the Committee chair with a red-lined version of the BAR, to highlight the completed revisions and confirm that the requested changes were made.

Executive Assistant Jen Lincoln will revise the 12/5/19 meeting minutes to indicate that Director Hersey moved to approve the Capacity BAR as "revised" not amended.

Director Hersey moved to approve the 12/5 meeting minutes, with the revision noted above. Director River-Smith seconded. This motion passed unanimously.

Standing Agenda Items

1. Draft 2020 Committee Work Plan, and Facility Capital Projects BAR Management Schedule

A. Director Mack reminded the Committee of the intent to add three additional meetings in the Spring to address an influx of construction BARs and provide an opportunity for schematic design presentations on major projects. The Committee reviewed calendars together and selected the following three dates: 2/13/20, 3/2/20, and 3/24/20. All three meetings will start at 4:30 PM.

B. Director Mack requested that status of the Transportation Service Standards BAR. Mr. Podesta reported that Chief Financial Officer Berge requested that Transportation Director Jefferey Bronstein revise the financial section of the BAR to be more robust and include the

cost of new routes. Additional revisions will incorporate input from Early Learning regarding Head Start bell times.

- C. Director Mack reiterated that several annual reports to the Board have been designated as Friday Memos, but she would prefer they be delivered as formal reports to the Operations Committee. Ms. Lincoln conveyed that she has communicated with the Board Office about this matter and learned that the Executive Committee determines when and how reports are made. Ms. Lincoln will verify the date for submitting requests about the Board Reports to the Executive Committee and provide Director Mack with that information at the next planning meeting.
- D. Director Mack added regular updates about the CEAFFMP Advisory Committee agenda items to the Standing Items for the Operations Committee.
- E. Director of Capital Projects and Planning Richard Best will update the BAR Management Schedule to detail which BARs will be presented at which Committee meetings.

2. Capital Financial Budget Report

- A. Capital Projects Financial Manager Melissa Coan referred to the Monthly Summary Report for October 31, 2019.
- B. Ms. Coan highlighted a pending transfer in BEX II for solar projects in that program.
- C. She explained an overage in BTA IV, which was planned due to the acceleration of work at Lincoln High School. This overage does not indicate a variance.
- D. She reported that BEX V has a slight overage as some funds have been spent in advance of collections, which will start in February, March and April.
- E. As with past months, the BTA III fund continues to trend upwards due to increased investment earnings and late levy collections.
- F. CEP/CS funds are used for capital expenditures at the discretion of the Board. Interest payments for the JSCEE bond is currently earmarked within CEP/CS until the bond is paid off which is scheduled to occur FY 27. Unearmarked future principal bond payments (FY 25-27) are fenced within CEP/CS until BTA V passes. If BTA V does not pass, the remaining three years of principal and interest payments for the JSCEE bond will be paid for from CEP/CS.
- G. Director Rankin requested clarification about the source and purposes for the unearmarked balance. Ms. Coan confirmed that these dollars come from underspend on the projects. Projects for these funds would then be proposed to the Operations Committee and may include district needs that didn't make it into the levies.
- H. Director Rankin referred to a conversation she had with a state representative about compliance with the Americans with Disabilities Act at specific school sites. The representative suggested that state funds could help with that matter, however, Director Rankin wasn't clear if that was intended as part of or in addition to the district's legislative capital ask. Mr. Best reported that CFO Berge is coordinating a meeting for Director Hersey's benefit, as the Board Legislative Representative, to orient him to how asks were made in the past. Directors Rankin and Mack asked to be included in that conversation.
- I. Director Hersey inquired about the District lobbying to the county council. This topic will be added to the conversation with CFO Berge, indicated above.

3. Capital and Operations Community Engagement

- A. Mr. Podesta referred to the list of upcoming meetings included on the back of the Operations Committee agenda.
- B. Director Mack asked that a school board director be invited to community meetings at schools. This came up in relation to a meeting with the Licton Springs community. Staff will relay the message back to the organizers of that meeting.

- C. Mr. Podesta explained that the meeting scheduled for Monday, 1/13, at New Holly Gathering Hall, was arranged in response to community interest in crisis de-escalation protocols, after restraints were employed on a student. The meeting will provide information about the District's policy and processes for de-escalation of security events, through concepts and curriculum provided by the Crisis Prevention Institute (CPI) and other methods. Mr. Podesta referred to Director Hersey for his leadership in making the meeting happen.
 - D. Director Mack highlighted Director Hersey's suggestion for joint community meetings with the three Committee directors. Director Hersey described this as a response to community concerns about transparency of information and inaccessibility to committee meetings. are inaccessible. He requested staff input about timely opportunities for shared community meetings, to address significant issues coming through the district.
 - E. Director Mack requested a meeting for identifying key events and deadlines in the district processes and back-mapping when the dissemination of information or other meetings ought to occur.
4. Design Modification/Construction Change Order Review/Director Geary's Replacement
- A. The Committee confirmed that Director Rivera-Smith will assume the role of Board reviewer of Change Orders, effective Friday, 1/10/20.
 - B. Mr. Best referred to the Change Order Log for changes reviewed on 12/13/19 with Director Mack and highlighted the purpose of each change order.
 - C. Director Mack requested a few orientation materials for new Board directors: Students Assignment Plan 101, complete listing the district's schools and their locations, and a guide to the OSPI D-Form. Mr. Best offered to provide a 30-minute overview of the district's sites in one of the additional meetings in the spring.

Board Action Reports (Discussion and/or Action)

- 1. BEX IV: Final Acceptance of Contract P5068 with Pacific Mobile Structures, Inc. for the Provide, Move/Setup Portable Classroom Modules at Multiple School Sites project (Best, Intro. 1/22)

Director Rankin made a motion to move this item forward to the full Board with a recommendation for approval. Director Hersey seconded. This motion passed unanimously.

Board Policies and Procedures

- 1. Policies 6900 and 6901: Final Revisions (Asencio)
 - A. 6900
 - a. Mr. Podesta reminded the Committee that Policy 6900 was new and drafted in order to separate facilities planning (Policy 6900) from levy planning (policy 6901).
 - b. The Committee agreed that Policy 6900 was in good form to proceed in a BAR.
 - B. 6901
 - a. K-12 Planning Coordinator Becky Asencio reminded the Committee that Policy 6901 was revised by cutting the facilities planning material from it, so that it would focus on levy planning.
 - b. Mr. Best indicated concern about "maintenance" verbiage. Ms. Asencio will verify the source of that language. Mr. Podesta suggested changing it to "asset preservation."
 - c. Director Mack requested a check into the language and legal requirements for the section about technology, as technology is not included in the facilities master plan.

- d. Director Mack requested that staff verify the use of the word “budget” with Legal and Finance, within the context of this policy.
- e. Director Mack highlighted the policy’s direction for approval of the Levy Implementation Plan.
- f. The Committee agreed that reference to the district’s Strategic Plan should be included in the introductory language, alongside Vision and Mission.
- g. BARs for the two policies will be presented at the February Operations Committee meeting.

Director Hersey left at 6:30.

Special Attention Items

1. CEAFMP Advisory Committee Update
 - A. Director Mack confirmed that she is interested in working with Facilitator on establishing a rubric for selecting the members of the Advisory Committee.
 - B. Ms. Lincoln committed to sending applicants a message to express gratitude and provide an update on the timeline for notification.
 - C. Ms. Lincoln will schedule an agenda planning meeting for: Director Mack, Mr. Podesta, Dr. Pedroza, and the facilitator.
2. SCWA Task Force Update
 - A. Mr. Podesta highlighted an upcoming Task Force meeting on Saturday, 1/11/20, of the SCWA and the Superintendent’s Student Advisory Group about student interests in construction trades and how to represent that in recommendations back to the Board.
 - B. He reported that draft recommendations about apprenticeship were presented to the Task Force.
 - C. Mr. Podesta reminded the Committee that the District wants to see its graduates on its projects. However, the program isn’t big enough right now. The task force is exploring other ways to benefit students.
 - D. Recommendations from the task force will be presented to the School Board in the spring.
 - E. Director Rankin asked if the Curriculum and Instruction (C&I) Committee will receive and review information gleaned from this task force. Mr. Podesta suggested that a Board Work Session might be the most effective way to engage all the relevant parties, since this content matters to both the Operations Committee and C&I.
3. Potential Capacity Management Adjustments for Current Board Considerations
 - A. Mr. Best confirmed that new furniture would be purchased for Robert Eagle Staff Middle School from its remaining budget, to fill the space left by the departure of Licton Springs K-8.
 - B. The Licton Springs K-8 furniture will be reused as capacity furniture in portables or other capacity spaces.

Adjourn

This meeting adjourned at 6:51