

Operations Committee

March 12, 2020, 4:30 – 6:30 PM

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 4:34 PM. Directors Mack, Hersey, Rankin, Rivera-Smith were present. This meeting was staffed by Chief Operations Officer Fred Podesta.
2. Approval of agenda

Director of Capital Projects and Planning Richard Best requested a modification to the agenda. Based on the governor's announcement closing schools, Mr. Best proposed postponing three BARs on the agenda, so that staff can determine if the school year will be extended. All three projects require construction in the schools and require specific start and end dates. The BARs would be brought back to the committee once a clear path is identified.

Director Rankin moved to approve this amendment to the agenda. Director Hersey seconded. This motion passed unanimously.

Director Mack requested an update on the district's activities related to coronavirus be added to the end of the agenda. Director Hersey moved to approve this amendment. Director Rankin seconded. This motion passed unanimously.

Director Rankin made a motion to approve the full agenda as amended. Director Hersey seconded. This motion passed unanimously.

3. Approval of meeting minutes

Director Rankin moved to approve the 2/6 and 2/13 meeting minutes. Director Hersey seconded. This motion passed unanimously.

Standing Agenda Items

1. 2020 Committee Work Plan, and Facility Capital Projects BAR Management Schedule
 - a. Director Mack referred to the 2020 Committee Work Plan and the Policy calendar provided by Director of Policy and Board Relations Ellie Wilson-Jones. plan
 - b. Ms. Wilson-Jones explained that each policy draft comes to the Committee twice: first for feedback, then as a BAR for approval.
 - c. She provided brief overview of each of the new forthcoming policies.
 - d. Director Mack highlighted the relationship between Policy 2901, regarding the Highly Capable program, and student assignment. She requested a discussion in the Operations Committee about how the Highly Capable policy influences Students Assignment Plan, and tentatively scheduled it for an April 8th Special Attention Item.

- e. Director Mack expressed a preference for Board Policies and Superintendent Procedures to be presented together, rather than drafting procedures after policies have been reviewed and approved. The intention was to identify potential gaps in the implementation of policy. Ms. Wilson-Jones agreed to share this request with Director DeWolf and Superintendent Juneau.
 - f. Director Hersey moved to approve the 2020 Operations Committee Work Plan as a working document. Director Rankin seconded. This motion passed unanimously.
2. Capital Financial Budget Report, including Technology
- a. Director Mack requested that the Technology Budget one-pager be presented at the April 8th Operations Committee meeting and be presented quarterly after that.
 - b. Mr. Best provided an overview of the Budget report and noted that the expenditures and revenues are as anticipated.
 - c. He highlighted that a high-level view of the Technology spends are included in this report.
 - d. He reported that the BTA IV program shows a deficit due to front-funding of technology for Lincoln High School and Bagley Elementary School, however, April levy collections will contribute to rebuilding that fund.
3. Capital and Operations Community Engagement
- a. Director Mack highlighted that Mercer Middle School is over capacity.
 - b. Staff explained that up to four portables are planned for that location.
 - c. Director Mack requested an update on engagement with the Mercer school community regarding this matter. Mr. Podesta indicated that the work would start with Enrollment Planning.
 - d. Director Mack requested that future agendas include more than 10 minutes for the Standing Items.
4. Design Modification/Construction Change Order Review
- a. Mr. Best reported meeting with Director Rivera-Smith on February 13, 2020.
 - b. He clarified that the change order related to Master Planning pertained to geotechnical and environmental studies for a potential site for a Downtown School.

Board Action Reports (Discussion and/or Action)

1. Elevator Maintenance and Repair - Master State Contract
- a. Mr. Podesta presented the new elevator maintenance and repair contract.
 - b. He explained that it was selected from a list of vendors who completed a state bidding process.
 - c. This vendor has worked for the District before.
 - d. Director Mack indicated concern about the brief equity analysis in the BAR.
 - e. Mr. Podesta requested clarity from the Board on the question being asked in the Racial Equity Analysis. Is the Board requesting information about how the contract supports equity in education or equity in the bidding and contracting processes?
 - f. Director Mack recommended that staff connect with the Department of Racial Equity Advancement for guidance on the Racial Equity Analysis in the BARs.
 - g. Director Mack suggested that the Board, as a whole, discuss the matter and provide greater clarity about the expectations of the Racial Equity Analysis in the BARs.

Director Hersey made a motion to move this item forward to the full Board with a recommendation for consideration due to the thinness of the Equity Analysis. Director Rankin seconded. This motion passed unanimously.

2. BTA V Building Condition Assessment

- a. Mr. Best reminded the Committee that OSPI requires a certified facilities condition assessment every six years.
- b. The Capital Projects team recommended Sazan Environmental Services, out of the four bidders who submitted proposals.
- c. The current Sazan team was formerly at Meng and performed this assessment previously. This provides continuity to the work.
- d. Mr. Best noted that school closures provide an opportunity to start the assessment this summer. Therefore, he suggested issuing an interim contract to start looking at approximately 20 schools, now, out of the 92 due for the assessment.
- e. He clarified that only 92 schools will be assessed because BEX V schools will not be included in this work.
- f. K-12 Planning Coordinator Becky Asencio added that a high level assessment of ADA compliance will be included in this project. It will serve as an initial screening to inform project prioritization, later.
- g. Mr. Best specified that this assessment must comply with OSPI guidelines. A separate study of the schools will be conducted by a security expert to inform security projects.

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

3. BEX V: Award Construction Contract P5128, Bid No. B11923, to _____ for the Relocate and Setup Portable Classrooms at Multiple School Sites project

- a. Mr. Best reminded the Committee that portables are relocated and set up every summer in response to capacity needs.
- b. He confirmed that the blanks in the BAR will be completed before Board Introduction.
- c. The project was publicly bid starting on March 11, 2020.
- d. Director Mack requested that the Capacity Management BAR, and its plan for portables, be referenced in this BAR and highlight that this project is in accordance with the plan established in the Capacity Management BAR.

Director Rankin made a motion to move this item forward to the full Board with a recommendation for consideration because of the blanks pending completion. Director Hersey seconded. This motion passed unanimously.

4. BEX V: Resolution is 2019/20-22 Racial Imbalance Analysis for Kimball Elementary School Replacement project

- a. Mr. Best informed the Committee that this analysis is required by OSPI as part of the request for SCAP dollars. The District must verify that the work will not create or aggravate racial imbalance.
- b. Senior Project Manager Mike Skutack recognized errors in the analysis, which was included with the BAR.
- c. Director Mack requested postponing this BAR to allow Capital Projects to correct the data and include the revised data sheet with the BAR when it returns to the Committee.
- d. No motions were made for this BAR at this meeting.

5. BEX V: Award Contract P1710 for Construction Project Management Services to Parametrix for the Rainier Beach High School Replacement project
 - a. Mr. Skutack reported on the RFP process, noting that two staff from Rainier Beach High School participated in reviewing the proposals and interviewing the firms.
 - b. According to this contract, Parametrix will manage the CM portion of the project from this time forward, to augment Capital Projects staff, plus they have experience with GCCM.
 - c. Director Mack highlighted that the equity analysis in this BAR was more robust, referencing the BEX V prioritization of Racial Equity in the project ranking. She also noted that the analysis does not address the selection process of the contractor. She concluded that the Board still needs to clarify what is intended in the Racial Equity Analysis for these contracts.

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

6. Distressed School Grant/BEX IV Program Contingency: Approval of Construction Contract P5134, for Bid No. B11925, to CDK Construction Services, Inc, and the use of BEX IV Program Contingency funds for the Magnolia Elementary School Addition project
 - a. Mr. Best explained that scope of the project, a classroom addition, and the additional funding from a Distressed Schools Grant.
 - b. Funding for the project requires a transfer of \$2M from BEX IV.
 - c. The project was not able to be completed in the first phase of work at Magnolia, due to when the funds were awarded from the state. Therefore, this addition follows the initial construction at Magnolia Elementary School as Phase 2.

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.

Special Attention Items

1. New Policy 3423, Parent/Guardian Administration of Marijuana for Medical Purposes
 - a. Senior General Counsel Ronald Boy and Prevention and Intervention Manager Lisa Davidson presented the draft of Policy 3423.
 - b. Mr. Boy reported that it was created in response to a new law allowing parent and guardians to give marijuana infused products to students with a life-threatening illness. The law also requires a recognition card
 - c. He explained that school districts need a policy to allow parents to do administer the products at school. The draft policy for the District is a close reflection of the new law.
 - d. Director Mack clarified that the policy requires the parent/guardian come to the school, administer the product, and then leave the school with the product. Mr. Boy confirmed that, adding that no one else, such as the school nurse, may touch the product.
 - e. Director Mack requested that the District's policy for controlled substances and the delegation of administering authority come to the Committee with the BAR for this new policy, in order to verify that all the policies are articulated at the appropriate level and with corresponding procedures and implementation.
 - f. Mr. Boy committed to bringing the BAR for Policy 3423 with the others for discussion at the April 8, 2020 Operations Committee meeting.
2. Landmarking of Rainier Beach High School
 - a. Mr. Best referred to his memo, which was included in the Committee's meeting materials.

- b. He highlighted that the strategy for regarding landmarking at Rainier Beach High School is following the same approach employed for Northgate Elementary School.
 - i. The District is reaching out to significant alumni, including two NBA players, seeking support to not designate the building as a landmark.
 - ii. The District is inviting RBHS staff and students attend the public hearing to demonstrate the community's interest in a new building.
 - iii. Capital Projects is requesting that the Board approve a resolution opposing the landmarking of the RBHS building.
- c. Director Mack requested that the language regarding the landmarking process be disentangled, so that the word "nomination" will only be used for one meaning.

3. Operations Update re. Covid-19

- a. Mr. Podesta reported that the District had been disinfecting schools in cases where the building was closed due to confirmed cases of Covid-19 or otherwise scheduled.
- b. He explained that the current priority was providing meals at 26 schools across the district, based on the highest rates of participation in the Free and Reduced Lunch (FRL) program.
- c. He confirmed that attention was given to cleanliness and sanitation at these meal sites.
- d. Mr. Podesta conveyed that a pilot program of distributing meals (lunch and breakfast) via school buses was under consideration. The pilot would start at Aki Kurose, due to the FRL participation there and the higher number of bus routes in that attendance area.
- e. Director Rankin expressed concern for the Eckstein community's access to that building for receiving meals, due to the challenges in getting there. She suggested that Eckstein be another location for bus deliveries of meals.

Adjourn

This meeting adjourned at 7:05 PM