

Minutes

Call to Order

1. This meeting was called to order at 4:31 PM. Directors Mack, Hersey, Rankin, and Rivera-Smith were present. This meeting was staffed by Director of Capital Projects and Planning Richard Best in the place of Chief Operations Officer Fred Podesta.
2. Approval of agenda

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

Director Hersey requested a brief update on the Student and Community Workforce Agreement (SCWA) at the end of the meeting. Chief Legal Counsel Greg Narver reported that, for the District to comply with the “necessary and routine” guidelines of OPMA, the SCWA Board Work Session had been rescheduled for mid-June. He conveyed that this Committee could talk about the status of the SCWA but not the material to be covered at the public meeting. Director Hersey agreed to ask about the SCWA outside of this Committee meeting.

Mr. Best reported that Capital Financial Manager Melissa Coan was out on a family emergency and therefore not available to present the Budget Report. He requested that this report be added to the June meeting. Mr. Narver noted that the report can remain on the agenda for this meeting as a written report.

3. Approval of meeting minutes from 3/24 and 4/8.

Director Rankin moved to approve the meeting minutes from March 24 and April 8. 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 conveyed that the May 20th Work Session was postponed to June 2020 due to the Covid-19 “necessary and routine” standard.
 - b. Mr. Narver confirmed that the discussion of the Technology Planning Policy could proceed.
 - c. Director Mack requested that the new date for the SCWA Work Session be updated on the Workplan.
 - d. Director Rankin noted that the Curriculum and Instruction Committee planned to review Policy 3246 on Restraint and Isolation. She suggested that it may also come to Operations as related to security.

- e. Mr. Best highlighted that Capital Projects and Planning will have several BAR's coming to the Board for Introduction and Action at the June 24, 2020 meeting. He noted that the Governor's Stay Home, Stay Healthy Executive Order prevented bidding projects the later part of March and the month of April 2020. He noted that the BAR's are associated with construction activities that need to occur prior to the start of school September 2, 2020. Director Mack questioned if an additional Operations Committee meeting was required for those BARs. Mr. Best noted that an added Operations Committee meeting was not needed, but rather Board approval of the BAR's so construction activities could commence. He noted that several of the projects have yet to bid.
- f. Mr. Best confirmed that there are no Covid-19 impacts on the BAR schedule, at this time.

2. Capital Financial Budget Report

- a. Director Mack noted that Ms. Coan was not present due to a family emergency.
- b. Director Mack referred to the written report in the Committee packet and reminded the Committee that the verbal presentation will come at the June meeting.
- c. Mr. Best confirmed that all revenues and expenditures were as anticipated, for this report.

3. Capital and Operations Community Engagement (Mack)

- a. Director Mack referred to the list of meeting at the end of the agenda.
- b. She highlighted the ITAC meetings and noted that while ITAC reports to the Executive Committee, the group's work is relevant to Operations because the Technology budget is part of the Capital Budget.
- c. She reminded the Committee that the Board Work Session had been postponed from May 20 to June.
- d. Mr. Best reported that the first Schematic Design Advisory Team meeting for Rainier Beach High School (RBHS) occurred on April 29, 2020 via Zoom. Despite the challenges of a virtual meeting, it was informative about the process and productive to allow the design to move forward.
- e. Director Mack asked how the public is kept informed about virtual meetings and how to listen to them. Mr. Best reported that the BEX/BTA Oversight Committee meeting was on the District website. He also reminded the Committee that the outreach plan for the RBHS project was shared at the April 27 Operations Committee meeting. Director Mack requested following up on how the community is informed about meetings and how to access the meetings to listen to the discussions.
- f. Director Rivera-Smith asked about including the meeting link and phone access in the calendar entries. Director of Policy and Board Relations Ellie Wilson-Jones explained that the information lives in the agenda, not the calendar entry, because of how the meetings are managed, advertised, and revised. Rather than making changes in multiple locations, the process is to route people to the agenda where the most recent and accurate information resides.

4. Design Modification/Construction Change Order Review (Best)

- a. Mr. Best reported meeting with Director Rivera-Smith on 4/8 to review five change orders.
- b. He added that there were no expenses related to Covid-19 impacts in this set of change orders, however, that will start to appear in change orders coming to the June Operations Committee meeting.

Board Action Reports (Discussion and/or Action)

1. 2020-22 Franz Family Bakery 2-year Bread Agreement Renewal (Smith, Intro. 5/27)
 - a. Director of Nutrition Services Aaron Smith presented a renewal of the existing bread contract for the remaining two years of the current bid, which expires on August 31, 2020.
 - b. Director Mack asked if there was any increase due to Covid-19. Mr. Smith explained that this BAR is for a routine, roll-over into next year. He noted that, due to Covid-19, the District spent less on bread than projected and will come in under budget for this school year.

Director Rankin made a motion to move this item forward to the full Board with a recommendation for approval, with edits to the Intro and Action dates to reflect the current schedule of Intro on May 27 and Action on June 10. Director Hersey seconded. This motion passed unanimously.

2. BEX V: Award Contracts P1745, P1746, P1747, P1748 to Building Envelope Technology & Research, Inc., (BET&R) for technical consultation services for design oversight and on-site construction observation of the building envelope (exterior cladding systems) and roofing systems for the Kimball, Northgate, Viewlands and West Seattle Elementary Schools projects
 - a. Mr. Best reported that this BAR reflects a standard process of supplementing architects with building envelope consultants to check for consistent detailing and product selection regarding the building envelope and roof systems to prevent moisture issues and assure a common longevity.
 - b. He highlighted a change in BEX V projects such that the District is implementing more onsite supervision of the work with contractors for compliance with the requirements of the contract documents.
 - c. He added that three of the project sites have significant ground water issues, which makes this approach to the work especially relevant.
 - d. He confirmed that the consultants work is to prevent moisture intrusion from the building envelope and roof and assure a ventilation pathway for the roof.
 - e. Director Rivera-Smith requested more information about BET&R. Mr. Best conveyed that the District has worked with this consultant for five years on different projects including Ballard High School, West Seattle High School, and Rising Star Elementary School. Their work is highly technical and will help ensure that the design and construction activities meet District objectives.

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.

3. BEX V and Distressed School Grant: Award Construction Contract _____, for Bid No. B012049, to for the West Woodland Elementary Addition and Modernization project
 - a. Mr. Best reported that the bids open for this contract on May 19. The goal is to start work on July 1.
 - b. He commented that the portables will be removed from the site in June.

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

4. BTA IV/OSPI School Construction Assistance Program/Distressed Schools Grant: Resolution 2019/20-30: Acceptance of the Building Commissioning Report for the Magnolia Elementary School Renovation and Addition project
 - a. Mr. Best reminded the Committee that Board Action is required as part of the D-11 form required by OSPI. This action confirms completion of verifying that the school's mechanical, electrical and life/safety systems work correctly.

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.

5. BTA IV: Approval of Construction Change Order #12 for the Webster School Modernization and Addition project
 - a. Mr. Best reported that this change order is due to the absence of design drawings from the landmarked 1908 portion of the Webster building, which resulted in significant unforeseen conditions.
 - b. He highlighted the need for structural repairs, which exceed \$250K and therefore require Board approval.
 - c. Director Rivera-Smith asked is this amount for all the change orders to date. Mr. Best clarified that it was only for Change Order 12.
 - d. Director Mack asked how far this brought the project out of budget. Mr. Best conveyed that the project is still within budget at this time. He noted issues with the 1908 building, such as absent foundations and load bearing walls not aligning and additional expenses related to the Covid-19 pandemic may require additional funding.

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. New Policy 3225: School-Based Threat Assessment (Erin Romanuk)
 - a. Student Support Services Supervisor Erin Romanuk presented draft Policy 3225 and amendments to Policy 4314 for discussion. A BAR for these items is planned for the June meeting.
 - b. She reported that the policy changes originated in House Bill 1461, which became law in July 2019. The new changes bring the District into alignment with the law and uphold the Strategic Plan.
 - c. Director Rankin asked about the relationship between departments, as pertaining to these policies. Ms. Romanuk explained that the Restraint and Isolation policy does link to Policy 3225 but there's no specific content within this policy concerning that matter. She added that these matters reside in the same department in the District. Director Rankin followed up by asking who owns the work, and where do student support and student services overlap, to ensure that implementation is consistent and that information is shared. Ms. Romanuk confirmed that the teams align and work closely to ensure comprehensive support of students. She agreed that there is opportunity to further develop the coordination, but that it has started.
 - d. Director Mack probed on how the Policy 3225 was drafted. She referred to the WSSDA Model, which refers to a multi-disciplinary team in each school to perform threat assessment and contrasted that to the District's proposal of one or more teams to serve all the schools. Ms. Romanuk clarified that the District has had threat assessment case managers since the 2000s. She highlighted that what's new in this policy is allowing for a multi-disciplinary team, district-level team, trained, which would go on-site with schools to lead the school-based teams. The goal of this approach is to honor best practices, check biases, and mitigate school violence.
 - e. Director Rankin asked if there was an accompanying flowchart of incident reporting, documentation of the rights of adults under various contracts, and how the District verifies that what's happening in the building reflects the intents of the policies. Ms. Romanuk replied that the procedures are in draft form and training is coming.

- f. Director Mack cited a need for clarity in the policy regarding how schools are supposed to interact, how to ensure that implicit bias isn't driving an issue, who is part of the team, and how we'll protect student privacy. She concluded that the District needs written procedures to address these issues explicitly.
 - g. Director Rankin followed up by adding the need for a reporting process and records of responses to incidents, to build institutional memory. She also highlighted the work of supporting and educating someone who perceived a threat when there might not have been one.
 - h. Director Mack indicated that she would not support a BAR for this policy until her concerns were addressed in the draft. Her concerns included the following:
 - a. The teams need to be school-based not District level.
 - b. The policy needs explicit statements about implicit bias and racism.
 - c. The BAR needs to include the Superintendent Procedures and the policy should state that there will be Superintendent Procedures.
 - i. Ms. Romanuk confirmed that the procedures were being drafted.
 - j. Ms. Romanuk clarified that District level staff goes to the school and works with the school-based team. The school-based team, who knows the student and can advocate for the student, and will be the team to address the event, are all at the table.
 - k. Director Mack concluded by articulating the next steps for Policy 3225. She requested revisions to the policy and accompanying draft procedures.
2. Policy 4314: Notification of Threats of Violence or Harm (Erin Romunak)
- a. Ms. Romanuk conveyed that content was moved from Policy 4314 into Policy 3225 to bring the new policy into closer alignment with the WSSDA model.
3. New Policy 3424: Opioid Related Overdose Reversal (Ronald Boy)
- a. Senior General Counsel Ronald Boy reported that a new law went into effect in 2019 to prevent opioid related overdoses. He explained that it allows facilities that might be high risk for opioid overdoses to acquire a standing order for prescription medication to respond to these overdoses.
 - b. He noted that Seattle Public Schools is considered an entity that may be at high risk.
 - c. He explained that the law requires a Board policy outlining who could provide the medication to a person overdosed as well as details for training.
 - d. Mr. Boy highlighted that the initiative would require significant funds to implement.
 - e. The prescription is required for high schools. He explained that the District must document a "good faith" effort, in the event that the requirement could not be met.
 - f. Mr. Boy reported that the City of Seattle is providing the medication for all Seattle Public Schools for the next school year. He noted that if the City does not continue to fund the medication, then the District would need to pursue other funding sources and continue to document its good faith effort.
 - g. Director Rankin asked how this policy overlaps with school-based health centers. Mr. Boy explained that while the law and the WSSDA Model indicate that the District can shift the obligation to the school-based health center, however, since the clinics and the District are separate entities, keeping them separate is recommended. This policy would provide the medication and training to SPS nurses.
 - h. Mr. Boy added that nurses have highlighted that the risk is not during the school day but at an event. Therefore, the District will identify staff, such as security officers, to be designated providers as they would be at those events and covering the more likely times when it would be needed.

- i. Director Mack highlighted that the draft Superintendent Procedures don't note that. Mr. Boy clarified that this was a recent collaboration with the nurses and the draft would be updated.

Special Attention Items

1. Mercer Overcrowding

- a. Director of Enrollment Planning Ashley Davies reported that enrollment at Mercer Middle School has surpassed the physical capacity of the building. The building capacity is 800 students but enrollment is up to 1200 students. The site already includes 25 portables.
- b. Ms. Davies cited that students returning to SPS from a nearby charter school are part of the increased enrollment.
- c. She proposed closing enrollment at Mercer, effective immediately, via an amendment to the Student Assignment Transition Plan for the 19-20 and 20-21 school years.
- d. She explained that the situation required a boundary change to address the elementary school feeder pattern into Mercer. She reported that Mercer currently has six feeder schools compared to Washington Middle School, which has three, and Aki Kurose, which has smaller elementary schools feeding into it.
- e. She clarified that this was a potential option for families, such that students would be assigned to Aki Kurose or Washington based on where they live. This would apply only to students new to the district only and would not remove students currently at Mercer.
- f. She reported discussing this option with Transportation, which highlighted that routes exist already for Mercer area students going to Washington.
- g. Mr. Best added that BEX V planning anticipated Mercer capacity at 1,000 students and identified Original Van Asselt as the interim site and also planned for 1,000 students. He noted that in 2018 staff had already identified overcrowding at Mercer.
- h. Director Mack summarized the matter as Mercer was overcapacity for the upcoming school year therefore SPS would halt additional students assigned to Mercer, but students currently assigned to next year's 6th grade class would retain their assignment. Ms. Davies concurred.
- i. Ms. Davies noted that the District typically receives an additional 70 students assigned to Mercer between June and October.
- j. Director Mack questioned when the BAR would be presented for this action. Ms. Davies conveyed that it needed routing and then the earliest available Board Introduction and Action.
- k. Director Rivera-Smith asked for the number of feeder schools going into Washington and Aki Kurose. Ms. Davies replied that Washington has three feeder schools and Aki Kurose has six feeder schools,
- l. Director Rivera-Smith asked if this change was only for the 20-21 school year. Ms. Davies clarified that if the District made a boundary change for 21-22 then the incoming 6th grade class would be smaller.

2. Construction Change Order Process

- a. This item was rescheduled to the June meeting.

3. BEX/BTA Oversight Committee Semi-Annual Report (written report, only)

Adjourn

This meeting adjourned at 6:59 PM