

## Minutes

### Call to Order

1. This meeting was called to order at 4:30 PM. Directors Mack, Hersey, and Rivera-Smith participated by MS Teams or by phone. Director Rivera-Smith filled in for Director Rankin, who was unable to attend this meeting. This meeting was staffed by Chief Operations Officer Fred Podesta

Director Mack noted that the meeting was being held remotely, consistent with the Governor's Proclamation prohibiting the meeting from being held in person due to COVID-19. Director Mack noted that the public had been provided remote access.

2. Approval of agenda

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

3. Approval of meeting minutes from 4/27/20 and 5/14/20

Director Rivera-Smith moved to approve both meeting minutes. Director Hersey seconded. This motion passed unanimously.

### Standing Agenda Items

1. 2020 Committee Work Plan, and Facility Capital Projects BAR Management Schedule (Mack)
  - a. Director of Capital Projects and Planning Richard Best noted that the BAR schedule for 2020-21 is being developed and he is working with Project Managers to schedule the BARs.
  - b. Mr. Best noted that the Committee may want to add extra meetings for schematic design and design presentations in the fall.
2. Capital Financial Budget Report for May and June (Coan)
  - a. Capital Projects Finance Manager Melissa Coan referred to the Summary Report for activities through February 29, 2020
    - i. She referred to the supporting documents that are also in the packet and roll up into the summary.
    - ii. Director Rivera-Smith asked levy collections will be affected by Covid-19. Ms. Coan explained that while she anticipates some delayed payments for property taxes and delayed rental receipts she expects to catch up in the next year. She continued that she is monitoring revenue receipts now and they are currently on schedule. Mr. Best added that they do not expect BEX V to be 100% collected because there is always a percentage uncollectible. Ms. Coan clarified that they

expect 98.6% collected and that the remained may be captured later. For example, BTA III funds came in late to us this year.

- iii. Director Mack noted that in a recent Budget work session the Board learned about a plan for 1:1 computers for elementary students. She asked if the Department of Technology Services (DoTS) will be utilizing some of Capital's \$7M contingency funds. Ms. Coan replied that she had not been part of the conversations about the 1:1 plan or classroom repurposing. She acknowledged that DoTS is spending faster than anticipated.
  - b. Ms. Coan referred to the Summary Report through March 31, 2020.
    - i. She highlighted an increase due to levy collections, which increased the balance.
    - ii. She explained that a delay in bids impacted the fiscal budget, such that items that would be encumbered now will not be until June or July 2020.
    - iii. She explained that summer sees the lion's share of expenditures.
    - iv. Director Mack asked why other programs aren't growing at the same rate as the BTA III Program. Ms. Coan explained that we budget for a particular amount of investment earnings, but BTA III is earning beyond that so it goes to the unearmarked fund.
    - v. Ms. Coan clarified that the District's the fiscal year is 9/1 – 8/31.
3. Capital and Operations Community Engagement (Podesta)
- a. Mr. Podesta explained that the governor's "Stay Home, Stay Safe" order meant that no additional public meetings had been planned. Standing meetings for existing committees and Board meetings were continuing remotely. He referred to the list of meetings at the end of the Committee's agenda.
4. Design Modification/Construction Change Order Review (Best)
- a. Mr. Best referred to the Change Order log, outlining four change orders, which were reviewed with Director Rivera-Smith on 5/14/20.
  - b. He highlighted that the roofing project at the African American Academy would occur over two summers due to damage to the metal deck. This contract was extended accordingly.
  - c. He explained that the remaining three change orders were due to added costs associated to Covid-19 safety protocols.

### **Board Action Reports (Discussion and/or Action)**

1. 2020-21 Puget Sound Joint Purchasing Co-op Interlocal Agreement BAR
  - a. Director of Nutrition Services Aaron Smith presented the request to enter into the agreement to purchase food and disposables from US Food.
  - b. This contract keeps the District in compliance with USDA.
  - c. He highlighted that the contract was for one year only, so that the department can analyze ways to improve the supply chain, and sourcing other ingredients to be more culturally appropriate and sourced locally.
  - d. Director Rivera-Smith asked if the District had been in a contract with them before. Mr. Smith replied that we were part of the cooperative for five years.

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

2. Waiver of Board Policy No. 3130, Student Assignment and Enrollment, with respect to new students to the district who would otherwise be assigned to Mercer Middle School; and Amendment to the Student Assignment Transition Plans for 2019-20 and 2020-21
  - a. Director of Enrollment Planning Ashley Davies referred to the supporting documents that were emailed to the Committee at the start of the meeting.
  - b. She reminded the Committee of the discussion about this matter at the May meeting. This BAR stemmed from the discussion and outlined immediate relief of the current pressures at Mercer Middle School.
  - c. She emphasized that this is not a long-term solution in place of a boundary change.
  - d. She highlighted the key details of the partial waiver of 3130 regarding new students who would be assigned to Mercer:
    - i. Student in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade, who live near Mercer, would not be newly assigned to Mercer for 19-20 and 20-21
    - ii. She noted that the school's capacity is 800 students plus 25 portables, but enrollment is at 1200, and there is no room for further portables.
    - iii. She explained that historically 70-130 students enroll at Mercer from June –June.
    - iv. Ms. Davies highlighted that Aki Kurose, Washington, Orca K-8 all have space available.
    - v. She concluded that students would be assigned to an attendance area school, either Aki or Washington, based on their address. She reminded the Committee that Orca K-8 is an Option School.
  - e. Director Rivera-Smith asked if there will be any financial impacts other than Transportation. Ms. Davies explained that the students would have been assigned to Mercer, therefore not an additional cost to the district. She noted that staff that would have been assigned to Mercer will instead go to Aki Kurose or Washington.
  - f. Director Mack acknowledged the need to do this quickly because of the ongoing number of students who would be assigned to Mercer. However, she added that she anticipates the Board will reopen the Student Assignment Transition Plan (SATP), given the work around the start of school and reopening planning to be voted on at the July 8<sup>th</sup> meeting, therefore she asked about tying those topics together or keeping Mercer as a separate BAR. Ms. Davies recommended maintaining Mercer in a separate BAR to move it quickly. She added that the District will discuss several reopening plans but that does not require changing the SATP. In any case, Mercer's overcrowding would still need a prompt solution.

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

3. Policy BAR: 3225 School-Based Threat Assessment & Policy 4314 Amendments to Notification of Threats of Violence or Harm (Romanuk, Intro. June 24)
  - a. Student Support Services Supervisor, Discipline and Behavior Erin Romanuk referred to the BAR, the draft Superintendent Procedures, and the WSSDA model policies provided to the Committee.
  - b. She highlighted revisions made to the Policy 3225 and procedures regarding implicit bias.
  - c. She highlighted revisions in the Policy 3225 and procedures to clarify that the district office works in coordination and consultation with the school teams.
  - d. She explained that student privacy cites that all records are under FERPA and that the records are kept separate from the student's general file.
  - e. Ms. Romanuk highlighted that Policy 4314 aligns to WSSDA and was revised to make the discipline language less archaic and less punitive.

- f. Director Mack asked about language in policy for 3225 and policy and procedure for 4314 which varies from WSSDA language. She highlighted WSSDA language stating “makes a threat” and contrasted it to the District’s language starting “determines that someone poses a threat.” She asked who “District” refers to in this policy.
  - i. Ms. Romanuk clarified that WSSDA made that language change and the District adopted it from WSSDA in Policy 4314.
  - ii. She explained that the decision for emergency expulsion was assigned to the school leader. She clarified that assessing the mitigating and aggravating circumstances also falls on the school leader, with consultation and tools from district staff (such as herself and Senior General Counsel Ronald Boy).
  - iii. Director Mack asked which policy covers the student’s appeal process and asked that it be referenced in this policy. Ms. Romanuk agreed to add that. She explained that the appeal process goes through the Discipline and Appeals office and includes three external legal parties.
  - iv. Director Mack asked if the District policy was changed from “someone made a threat” to “the District deems someone poses a threat.” Ms. Wilson-Jones and Mr. Boy confirmed that change. Directors Mack and Hersey expressed concern with the new language. Director Mack suggested that adding the connection to who in the District makes the determination and how (through the Threat Assessment Process) might be the way to remedy this concern.
  - v. Director Rivera-Smith asked which policy outlines the notifications of the parents of the child who made a threat. Mr. Boy explained that it is part of the threat assessment process in Policy 3225. Director Mack asked that it clarified and referenced in Policy 4314.

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

4. Policy BAR: 3424 Opioid Related Overdose Reversal (Boy, Intro. June 24)
  - a. Mr. Boy referenced discussion at May 14 meeting regarding a standing order for NARCAN.
  - b. He reminded the Committee of the new requirement that high schools have NARCAN available and staff trained to administer it.
  - c. He added that if the District can demonstrate a good faith effort to fund the medication, then the requirement is lifted.
  - d. He reminded the Committee that this year, the city will supply it for all schools and provide for the training of school nurses, administrators and safety and security personnel.
  - e. He clarified the difference between Policy 3416, regarding prescribed medication and Policy 3424, which is specific to NARCAN. NARCAN is not a prescribed medication.
  - f. Director Rivera-Smith referred to Policy 3416 where it states that the parent will provide a written prescription to confirm that it is for the other medications not NARCAN. Mr. Boy confirmed the distinction and agreed to edit the policy to clarify.

Director Hersey made a motion to move this item forward to the full Board with a recommendation for consideration (with clarifying edit). Director Rivera Smith seconded. This motion passed unanimously.

5. BEX V: Resolution 2019/ 20-35 Oppose Landmark Nomination and Designation of Rainier Beach High School (Asencio/Best, Intro. June 24)
  - a. Mr. Best referred to conversations with Legal, which recommended this action. He explained that if the BAR is approved, then Capital Projects will draft a letter for Director DeWolf to submit to the Landmarks Board with a Board resolution and the racial equity analysis.

- b. He added that a letter from Superintendent Juneau to the Mayor will also be included.
- c. He explained that Rainier Beach High School (RBHS) was not designed by a significant architect in Seattle or the nation. The building's design is not technically significant.
- d. Mr. Best highlighted that one cultural event occurred in 1968 with the Black Panthers across the street from RBHS.
- e. Director Hersey expressed concern that the community might counter this with an issue of gentrification as a new school is erected in the neighborhood. He asked about the Districts' role in slowing gentrification, which pushes families of color out of Seattle Public Schools (SPS). Mr. Best committee to raising the issue with the SDAT and design team.

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

- 6. Distressed School Grant: Approval of Budget Transfer from BTA IV Program Contingency and Award Construction Contract K5107, Bid No. B02206, to Bayley Construction, LP, for the Cedar Park Elementary School Restroom Addition project (Best, Intro. June 24)
  - a. Mr. Best explained that the project will provide restrooms for students in the portables and the south end of the south classroom wing. This need was identified by the school.
  - b. He highlighted that the bid went out last year, but only received one response, which was overbudget. The project was rebid in January 2020 but had an error. It was rebid a third time and received four responses. He noted that the bid tabulation will be included at Board Intro.
  - c. He clarified that the BAR will be submitted for Intro and Action at the same Board meeting because projects were delayed due to Covid-19. The same issue applies to several other construction BARs being presented to the Committee at this meeting to ensure that work can begin, and buildings will be ready for students in the fall.
  - d. Director Rivera-Smith asked if bid tabulations will come to the Committee in the future. Mr. Best confirmed that they will as staff had a new way to make the ADA compliant.
  - e. Director Rivera-Smith asked if the restrooms will be unisex. Mr. Best replied that they will be separate for boys and girls. Director Rivera-Smith asked if the Board has a position on gendered bathrooms. Mr. Best explained that this project is at a landmarked building where the space doesn't accommodate gender neutral restrooms. However, he added that staff are looking for that going forward in other projects.

Director Rivera-Smith made a motion to move this item forward to the full Board with a recommendation for consideration with the bid tabulation. Director Hersey seconded. This motion passed unanimously.

- 7. BTA III: Award Construction Contract K5119, Bid No. B032065, to \_\_\_\_\_ for the Fairmount Park School Window Repair project (Best, Intro. June 24)
  - a. Mr. Best reported that bids for this project open on June 9<sup>th</sup>. The blanks in the BAR will be completed for Board Intro on 6/24/20.
  - b. He confirmed that the bid tabulation will be attached when the BAR goes to the Board.

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

- 8. BEX V: Approval to Fund a school-based Health Center at NOVA @ Horace Mann School project from the BEX V Program Placement fund (Best, Intro. June 24)
  - a. Mr. Best explained that the Program Placement Fund is a line item in the budget for special projects not named in the levy.

- b. He reported that King County approached the District about developing space for a health center at NOVA.
- c. He explained that the District will front fund the project at \$650K and be reimbursed \$350K from the county.
- d. Director Rivera-Smith asked if the building is landmarked. Mr. Best confirmed that it is. He added that the health center will be in the basement and will be ADA accessible. Director Rivera-Smith asked if there were any concerns about the landmarked status and the construction plans. Mr. Best explained that staff will work with the Landmarks Board on this matter, however he doesn't anticipate problems because the project is limited to reconfiguring existing space.

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

- 9. BEX V: Award Contract P5147 for BEX V Playground Improvements at the following schools: Beacon Hill, Dearborn Park, Dunlap, Green Lake, Hawthorne, Lowell, Maple, McGilvra, Montlake and Olympic View Elementary Schools (Best, Intro. June 24)
  - a. Mr. Best explained that KCDA is a purchasing cooperative for school districts that allows the District to select from multiple vendors.
  - b. He reported that the contract is for both the equipment and the contractors who will implement the work.
  - c. Director Rivera-Smith asked if there will be SEPA implications for the project. Mr. Best said no, it will not.

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

- 10. BEX V: Approval of Budget Transfer and Construction Change Order #3 for the Van Asselt (the school was renamed Rising Star Elementary School after the contract had been executed with Wayne's Roofing, Inc.) Elementary School at the African American Academy Roof Replacement project (Best, Intro. June 24)
  - a. Mr. Best clarified that when the contract started the school had a different name, therefore the parenthetical about the new name.
  - b. He explained that the BAR is for two actions, requesting funds from BEX V contingency and then approval of the change order.

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

- 11. BEX V/BEX IV/BTA IV: Award Construction Contract P5138, Bid No. B012046, to Bayley Construction, LP for the Wedgwood Elementary School Upgrades project (Best, Intro. June 24)
  - a. Mr. Best explained the application of the three funding sources. BEX V will fund the roof project. BEX IV will cover the seismic improvements. BTA IV will fund the doors.
  - b. He reported that the new roof system will last for 10 years, when the building is anticipated to be replaced in BEX VI or BEX VII.

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

12. BEX IV & BTA IV: Approval of one action related to the Daniel Bagley Elementary School Modernization and Addition project (Best, Intro. June 24)
  - a. Mr. Best explained that the budget transfer will fund furniture for areas improved in the existing building. The purchase is recommended so that staff in the new building and the existing building both have new furniture in good condition.
  - b. He reported that the school is due to be completed on July 30th and open in the fall.

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

13. BEX V: Award Architectural & Engineering Contract P1753 to Bassetti Architects for the Van Asselt School Addition project (Best, Intro. June 24)
  - a. Director Mack clarified that Van Asselt is the actual Van Asselt building and not the African American Academy.

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

14. BEX IV/BTA IV: Resolution 2019/20-32: Acceptance of the Building Commissioning Report for the Lincoln High School Modernization and Addition project (Best, Intro. June 24)
  - a. Mr. Best reminded the Committee that Building Commissioning is a process for verifying that mechanical, electrical and life safety systems are functioning correctly.

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

15. Distressed Schools Grant: Award Construction Contract P5135, for Bid No. B042078, to \_\_\_\_\_ for the Coe Elementary School Addition project Construction Contract (Best, Intro. June 24)
  - a. Mr. Best noted that the bid opens on June 10, 2020
  - b. He reminded the Committee that the design was presented to them at the 4/27/20 meeting.

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

16. BEX V: Award Contract P5142 for General Contractor/Construction Manager (GC/CM) to Lydig Construction, Inc. for the Northgate Elementary School Replacement project (Best, Intro. June 24)
  - a. Mr. Best reported that the project will occur on an occupied site.
  - b. He explained that GC/CM is recommended due to the technically complex project, on an occupied site, in a residential neighborhood. Therefore, staff want the contractor engaged early and able to implement strong safety measures without interrupting education at the existing school.
  - c. He reported that Lydig successfully completed three BEX IV projects with GC/CM.

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

17. Final Acceptances:
  - a. BEX IV and BTA III: Final Acceptance of Contract P5088 with Lincoln Construction, Inc., for the McGilvra Elementary New Cafeteria Building and Seismic Upgrades in Main Building School project (Best, Intro. June 24)

- b. BEX V: Final Acceptance of Contract K5110 with Schuchart Corporation for the Cascade Parent Partnership Program Roof Replacement project (Best, Intro. June 24)
- c. Mr. Best reported that both projects were within budget.
- d. He added that the McGilvra had funds remaining, therefore the contractor also paved the asphalt playground, which was in poor condition.

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

### **Special Attention Items**

1. Start of School Capacity Analysis Update (Asencio)
  - a. K-12 Planning Coordinator Becky Asencio reported on capacity calculations and related data for the engagement groups to review regarding start of school in September 2020.
    - i. Her team started at a high level to identify capacity constraints for both full time K-5 and an A/B rotation model.
    - ii. She reported that social distancing will reduce the District's building capacity by approximately 50%. The calculations indicate 10-15 people in a room at the same time.
    - iii. She highlighted other assumptions in the calculations as the exclusion of common rooms, lunchrooms, gym, from instruction space due to needs for storage or other uses. They also did not include lab spaces in case those spaces were used in a rotation model.
    - iv. She explained that further analysis is required for Preschool and Special Education.
    - v. Ms. Asencio reported that four committees, in seven meetings each, reviewed the data for different models.
  - b. Director Hersey expressed concern that community engagement was limited due to the time constraints and encouraged the Board Directors to stay in touch with many voices to bring forward additional needs and impacts from their communities.
  - c. Director Mack asked how the calculation accounts for portable classrooms. Ms. Asencio explained that they are on par, at about 15 people, and were included in the calculations.
  - d. Director Mack asked about the assessment of buildings with more portables than the site was designed to host in terms of handwashing and restrooms. Ms. Asencio explained that the analysis had not gone to that level of detail at this time. Her team was charged with a high-level assessment to gauge if the models were feasible and to daylight constraints.
  - e. Director Mack highlighted the recent launch of the Capacity, Enrollment, and Facilities Master Planning (CEAFMP) Advisory Committee. She asked if there were a way to invite those members to the engagement teams as community members. Mr. Podesta was certain that there was an opportunity to restructure the engagement teams. He suggested that the CEAFMP core team make a presentation to CEAFMP on this work. He added that the analysis was not a student assignment and facility planning exercise but specific to how school goes forward and what does a school day look like under Covid-19 protocols. He also suggested that once the threshold is discerned and the model selected, then engage CEAFMP.
  - f. Director Mack expressed a desire to leverage and engage CEAFMP. She asked that it be suggested to the Superintendent, Cabinet, and Leadership Team. Mr. Podesta noted that CEAFMP is a Board Advisory Committee. He suggested that the request for their involvement should come from the engagement teams. He recommended that Director Mack write to Director DeWolf and the Superintendent for an assessment and decision about how to use CEAFMP with the Engagement Teams.

- g. Director Mack committed to following up with her request that CEAFMP have a role in school reopening process and be engaged in the process.
  - h. Mr. Podesta suggested gaining clarity on the model of starting school in the fall and then engaging CEAFMP with a clear request.
2. School Traffic Safety Committee Annual Update (written update, only)
    - a. This item was not discussed.
  3. Change Order Process (Best)
    - a. This item was postponed to the August meeting.

**Adjourn**

This meeting adjourned at 7:06 p.m.