

Board Special Meeting Operations Committee

August 15, 2019 4:30pm

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 4:32. Directors DeWolf was present. Director Geary joined at 4:35. This meeting was staffed by Chief Operations Officer Fred Podesta.
2. Director DeWolf moved to approve the agenda. Director Mack seconded. This motion passed unanimously.
3. Director DeWolf moved to approve the June 6, 2019 meeting minutes. Director Mack seconded. Director Geary abstained as she did not attend that meeting. This motion passed. (Mack, DeWolf)

Director DeWolf inquired about the next steps for returning the responsibility for crossing guards back to the Seattle Police Department.

Standing Agenda Items

1. 2019 Committee Work Plan and Facility Capital Projects BAR Management Schedule
 - a. Director Mack requested that “Facilities Master Planning Advisory Committee” be struck from the pending items.
 - b. Director Mack raised two questions about the BEX IV and BEX V Implementation Plan
 - i. First, was the Wing Luke project delayed? Director of Capital Projects, Richard Best, explained that Final Completion is scheduled for November 2020, which is a delay from the original plan due to a need to rebid the project. At this time, the school is deciding whether to move in during Winter Break or Summer Break.
 - ii. Second, Director Mack inquired about the boundaries for the school. Mr. Best confirmed that the delay does not impact boundary changes.
 - c. The committee agreed that a Board Work Session on BEX V Implementation Plan was more appropriate for December or January, rather than October, when the new directors will be on the Board.
 - d. Director Mack asked that the Advanced Learning Task Force be added as a pending item for Spring 2020.
 - e. Director DeWolf noted that the Annual Item “Update on the Green Resolution” should be noted in the plan for a November special attention item.
 - f. Mr. Best confirmed that the Capital Projects BAR Management Schedule was accurate for September and that additional revisions would be made for October.

2. Capital Financial Budget Report
 - a. Capital Projects Financial Manager, Melissa Coan, referred to the June 30, 2019 monthly financial report and highlighted the status of each program's funds.
 - b. She confirmed that a given program's remaining funds or contingency funds could not be used for curriculum but could be applied to other Capital Projects costs, such as initiating a new program.
 - c. Mr. Podesta confirmed for Director DeWolf that the funds could also support the Student and Community Workforce Agreements Task Force.
 - d. Director Geary inquired about the rules for use of Capital Eligible Projects (CEP) dollars. Ms. Coan will work with Chief Financial Officer, JoLynn Berge, to identify the laws detailing the restrictions on those funds and issue the information in a Friday Memo to the Board.
3. Capital and Operations Community Engagement
 - a. Mr. Podesta referred to the back page of the agenda for the list of community meetings. Executive Assistant, Jen Lincoln, will add the Board Work Sessions to this list once the schedule is confirmed and issued from the Board Office.
4. Design Modification/Construction Change Orders
 - a. Mr. Best confirmed that he met with Director Geary on July 15, 2019 to review the five Change Orders. The signed copy of the log was included in the committee's meeting packet.

Board Action Reports (Discussion and/or Action)

1. Policy 6900: Long Range Facilities Planning, and Policy 6901: Capital Levy Planning
 - a. Director Mack reminded the committee that Policy 6901 had existed since 2012 but the district did not have an existing policy guiding master planning in total. Therefore, 6901 was being revised to focus on levies and 6900 was being drafted, using the WSSDA model 6900 as a starting place.
 - b. K-12 Planning Coordinator, Becky Asencio, provided updated drafts and highlighted changes to Policy 6901 that addressed technology and its budgets.
 - c. Director Mack highlighted the need for a Technology Master Plan, similar to the Facilities Master Plan, so that the plan would guide what is requested in the levies, rather than the levy provisions directing what the district implements for technology. Therefore, she requested a meeting with technology staff determine the language to be included in the planning policy.
 - d. Directors Geary and DeWolf addressed the absence of a formal racial equity analysis of the policies. They requested that the policies be analyzed. Mr. Best agreed to start work on that with Deborah Northern, of the Department of Racial Equity Advancement. The committee also requested a timeline and updates on the analysis process. Further, Director DeWolf highlighted the significance of employing a broadly inclusive lens, with attention to race, gender, and disability.
 - e. Director DeWolf highlighted that the policies should also indicate responsiveness to climate crisis with precise, rather than ambiguous, language.
 - f. The next Operations Committee meeting will include an update on the plan for the equity analysis and identifying the technology language. There will not be a new revision of the drafts due at that meeting.

2. BEX IV/BTA III: Resolution 2019/20-5: Acceptance of the Building Commissioning Report for the Loyal Heights Elementary School Modernization and Addition project
 - a. Mr. Best reported that MEP Coordinator Mike McBee verified that the outstanding issues with the building systems at Loyal Heights Elementary School had been resolved.
 - b. Director DeWolf noticed that item #170 for a gas meter was missing its close-out date.
 - c. Mr. Best committed to identifying the date and adding it to the report.
 - d. Director DeWolf made a motion to move this item forward to the full Board with a recommendation for consideration (as amended). Director Geary seconded. This motion passed unanimously.
3. BEX IV/BTA IV: Approval of Construction Change Order #20 for the Lincoln High School Modernization and Addition Project
 - a. Mr. Best reported that the change exceeded the \$250K limit, therefore, it was presented to the committee.
 - b. He confirmed that Capital Projects has sufficient contingency funds to cover the cost and recommended the change be approved. He further confirmed that the project was within the expected 15% rate for change orders for historical renovations as the project came in at 7%.
 - c. Director DeWolf made a motion to move this item forward to the full Board with a recommendation for approval. Director Geary seconded. This motion passed unanimously.
4. BEX V, Distressed School Grant, K-3 Class Size Reduction Grant: Award Architectural & Engineering Services Contract K1352 to McGranahan Architects for the West Woodland Elementary School Renovation and Addition Project
 - a. Mr. Best explained that the BAR includes four requests:
 - i. Agreement to employ McGranahan for the design of the West Woodland project
 - ii. Receipt of the OSPI Distressed School Grant for ten classrooms at the site
 - iii. Transfer of \$2.5M from the K-3 Class Size Reductions funds for two additional classrooms
 - iv. Allocation of \$2.6M from the BEX V contingency fund for the modernization project
 - b. He confirmed that the complete project is an expansion of what was conveyed to the voters in the BEX V Levy, due in part to the additional dollars received in the form of a Distressed Schools grant. Those funds prompted a reexamination of the project with the intent to combine the funds and complete the work in one project at the site.
 - c. Director DeWolf made a motion to move this item forward to the full Board with a recommendation for approval. Director Geary seconded. This motion passed unanimously.
5. BEX IV: Resolution 2019/20-3, Final Acceptance of Contract P5116 with Rhine Demolition LLC for the Wing Luke Elementary School Replacement Phase I Project
 - a. Mr. Best clarified that this Final Completion referred to the demolition work, only.

- b. Director DeWolf made a motion to move this item forward to the full Board with a recommendation for approval. Director Geary seconded. This motion passed unanimously.
- 6. Bread Bid RFP02965
 - a. Director of Nutrition Services, Aaron Smith, presented the BAR for a one-year contract with two options to renew.
 - b. Director Mack asked if the vendor used a “made in a facility with nuts” warning. Mr. Smith committed to identifying that information and reporting back to her.
 - c. Mr. Podesta highlighted that the BAR needed to be presented for Introduction and Action, both, at the August 28, 2019 meeting, in order to have the contract in place for start of school on September 4, 2019.
 - d. Director Geary made a motion to move this item forward to the full Board for Introduction and Action on August 28, 2019 with a recommendation for approval. Director DeWolf seconded. This motion passed unanimously.
- 7. School Name Change: Van Asselt @ African American Academy
 - a. The BAR was presented by Mr. Podesta with representatives from the school: Principal Huyen Lam, Assistant Principal Jennifer Kovatch, Elementary Teacher Jonah Randolph, and Special Education Assistant Vivian Grice.
 - b. Mr. Podesta explained to the committee that while there is a clear policy for changing building names, there is not a clear policy for changing the name of a school within a building. Therefore, this BAR is presented according to the policy for changing a building name. He assured the committee that the building name “African American Academy” would not change.
 - c. Ms. Kovatch referred to the timeline document, which outlined the process by which the Van Asselt community had identified the need to change the school’s name and selected a new name.
 - d. Ms. Lam emphasized the two priorities for the name change – both eliminating ambiguity for deliveries and emergency personnel and creating a new identify for staff and students as a school community.
 - e. The committee and representative discussed the benefits and challenges of presenting this BAR for Introduction and Action in the same Board meeting.
 - f. Director DeWolf made a motion to move this item forward to the full Board, for Introduction and Action on August 28, 2019, with a recommendation for approval. Director Geary seconded. This motion passed unanimously.

Special Attention Items

- 1. Playground Redevelopment Fund Memo
 - a. Self-Help Projects Program Manager, Gretchen DeDecker, presented a memo informing the committee of funds allocated for playgrounds in the district.
 - b. She reported that Viewlands and Hawthorne were originally granted \$50K each for projects at those sites. However, bids came in over budget and the project needs were reevaluated by the Self-Help Review Committee in May 2019. Additional funds were distributed in the amounts of \$25K to Viewlands and \$40K to Hawthorne.
 - c. The projects are now under construction.

2. Policy 3208 Sexual Harassment Annual Report
 - a. Director of Investigations and Compliance, Tina Meade, reported on the work of the Title IX Task Force. They are reviewing data from 2016 through the current year. A detailed report, including best practices, training information, and recommendations for the policy, will be conveyed in Spring 2020.
 - b. The committee discussed the appropriate place for the Annual Report, and the Task Force's report, to be delivered, as Policy 3208 doesn't specify which committee should receive it.
 - c. Director Geary expressed concern about the absence of a written report for the 2018-2019 year.
 - d. Ms. Meade committed to providing a written report at the September meeting of the Operations Committee.
 - e. Director Geary departed the meeting at the conclusion of this agenda item.
3. CEAFMP Advisory Committee Update
 - a. Director Mack requested that Capital Projects staff draft the timeline and application for this advisory committee.
 - b. She emphasized the need for robust outreach, both broad and targeted, placing greater significance on the applicant pool than on convening the new committee immediately.
 - c. Executive Assistant, Jen Lincoln, committed to drafting the documents and providing them to Mr. Best and Mr. Podesta for initial review.
4. SCWA Task Force Update
 - a. Mr. Podesta reported that the application was drafted and delivered to the Office of Public Affairs.
 - b. He conveyed the timeline: the application will post on Friday, 8/17/2019, candidates will have two weeks to submit applications.
 - c. Mr. Podesta reported that an RFP for the group's facilitator had also been drafted. Candidates will have one week to apply for the facilitator role. Mr. Podesta will provide that draft to Director DeWolf. Director DeWolf will also participate in selecting the facilitator.
 - d. The selection committee for the task force members will include two staff, two Board Directors, and two community members.
 - i. Director Mack recommended Directors Burke and DeWolf to serve on the selection committee as they have the most experience with the subject matter.
 - ii. Mr. Podesta suggested staff include a representative from Capital Projects and one from CTE.
 - e. Director Mack suggested that a set of agendas be drafted with the facilitator in advance of the meetings to focus the group's work and manage its time.

Director Mack adjourned the meeting at: 7:02 PM

jsl