

# Board Special Meeting

## Operations Committee

September 5, 2019, 4:30 – 6:30

Board Office Conference Room, John Stanford Center

2445 – 3<sup>rd</sup> Avenue South, Seattle WA 98134



## Minutes

### Call to Order

1. This meeting was called to order at 4:30PM. Directors Mack, DeWolf, and Geary were present. This meeting was staffed by Chief Operations Officer, Fred Podesta.
2. Director DeWolf requested an update on the new Task Force and Advisory Committee be added to the Special Attention Items. Director DeWolf moved to approve the agenda as amended. Director Geary seconded. This motion passed unanimously.
3. Director DeWolf moved to approve the August 15, 2019 meeting minutes. Director Geary seconded. This motion passed unanimously.

### Standing Agenda Items

1. 2019 Committee Work Plan and Facility Capital Projects BAR Management Schedule
  - a. Director Mack requested that revisions of Policies 6900 and 6901 be added to the Pending Items for a future meeting, following the update in this meeting Policy discussion.
  - b. The Facilities Master Planning Advisory Committee will be removed from Pending Items, given that work has begun for the Capacity, Enrollment, and Facilities Master Planning Advisory Committee.
  - c. Director of Capital Projects and Planning, Richard Best requested clarity about the content for the Green Resolution Update. Director DeWolf explained that it was a request for information about how the resolution is operationalized by the district. He also raised the question of how the district could be more strategic about that work given the intense environmental crisis. Director Geary inquired about the relationship between the Green Resolution and Environmental Justice. Director Mack –summarized the update as: what is the district’s doing now, what more is there to do, and how does the work tie to the Strategic Plan. Director Geary requested that the Green Resolution and the Natural Conservation Policy be brought to the committee for a review for quick updates.
2. Capital and Operations Community Engagement
  - a. Chief Operations Officer, Fred Podesta referred to the list of events provided at the end of the meeting agenda.
  - b. He confirmed that meetings and events for the task force and advisory committee will be added, going forward.
  - c. He confirmed that there are no other hearings or departures at this time.
3. Design Modification/Construction Change Order Review
  - a. Mr. Best referred to the Change Order Log provided in the committee’s packet and cited the two change orders for Queen Anne and Magnolia elementary schools.
  - b. Director Mack reported that the number and variety of sizes of lockers at Lincoln High School was a problem for students. Mr. Best explained that the district does not provided a 1:1 ratio

of lockers, rather it is capped at 75% as per the education specification. He committed to confirming the specification and reporting back in a Friday Memo to the Board.

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

1. RFP01545– Athletic Trainer Support Services, Renewal of Contract for the Athletic Trainers Program for final two years, 2019-21
  - a. Executive Director of Athletics Patrick McCarthy presented a three-year contract of which the first year is completed. The current Board Action Report (BAR) is for the next two years.
  - b. He highlighted a typo in the dollar amount, which was incorrect by \$600 dollars. The error would be corrected in the final version to be introduced to the Board.
  - c. Mr. McCarthy clarified that the contract was limited to three WIAA sports at comprehensive high schools: football, gymnastics, and wrestling.
  - d. Per the contract, trainers would be available at the schools for 26 hours each week to monitor and advise on injuries, make referrals, and attend sports events as hours permit.
  - e. Director DeWolf requested the demographics of students playing football, gymnastics, wrestling. His inquiry concerned the equity of concentrating on these activities. Mr. McCarthy explained that these sports were selected because they are the highest impact WIAA sports, as regards concussions.

Director DeWolf made a motion to move this item forward to the full Board with a recommendation for approval as amended, correcting the typo. Director Geary seconded. This motion passed unanimously.

2. BEX IV: Award Architectural & Engineering Contract P1646 to Rolluda Architects, Inc. for the **Washington Middle School** Seismic Improvement project
  - a. Mr. Best referred to the scope of work in the second paragraph of the BAR and described the work.
  - b. He reminded the committee that Priority 1 Seismic Improvements are vital for life safety. Priority 2 is defined as damage reduction to property.
  - c. Mr. Best confirmed that no further improvements are planned for this school. The work described in the BAR was promised to the voters in the levy. However, the school will ultimately need to be replaced. He recommended reserving space at this site for adding an elementary school in the future.

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.

3. BTA IV/ BEX V: Award Architectural & Engineering Contract P1643 to DA Hogan & Associates, Inc. for Athletic Field and Lighting Improvements at Six Schools project
  - a. Mr. Best reported that the district is making progress on installing lights at all middle and high school fields.
  - b. Director Mack requested any feedback from the community regarding light pollution from these installations. Mr. Best explained that the lights would be on for the first time, this fall. However, because the installations are LED, he anticipated almost zero light pollution. Director Mack requested an update on the matter at a later time.
  - c. Mr. Best reported the district's goal for a 12-year cycle of replacing fields, by adding resiliency to the materials, which would align with the levy cycle.
  - d. Director DeWolf requested the numbers on how many middle and high schools had received lighting improvements and how many remained. Mr. Best committed to providing the information in a Friday Memo to the Board.

Director DeWolf made a motion to move this item forward to the full Board with a recommendation for approval. He reiterated the request for information about the lighting improvements. Director Geary seconded. This motion passed unanimously.

4. BTA III/BEX IV: Award Architectural & Engineering Contract P1650 to Rolluda Architects for the Seismic, Fire Sprinkler and HVAC Upgrades at **Lafayette Elementary School** project
  - a. Mr. Best reported that these improvements had been delayed in the event that Lafayette was included on the BEX V levy for replacement. Given that the site was not on the current levy, the improvements were proceeding at this time, to extend the life of the building another twelve years.
  - b. Mr. Best confirmed that the district has worked with the contractor, Rolluda, on similarly sized projects in the past.

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. BTA IV/BEX V: Award Architectural & Engineering Contract P1635 to Studio Meng Strazzara for the **North Queen Anne School** Upgrades project
  - a. Mr. Best confirmed for the committee that this site houses the Cascade Parent Partnership and would clarify that in the BAR.
  - b. He reported that the building received minor upgrades in 2014 to facilitate the program moving into the school.

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

6. BEX V: Award Architectural & Engineering Contract P1634 to Stemper AC for the **West Seattle High School** Roof Replacement project
  - a. Mr. Best highlighted an error in the working of the BAR and committed to revising it before the BAR was introduced to the Board.
  - b. He clarified that a TPO roof is an interim method of replacing a roof for 15 years, when funds are not available for a longer-term solution. At this time, the district is replacing the TPO with a 3-ply roof, with an expected lifetime of more than 30 years.

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

7. BEX V: Award Architectural & Engineering Contract P1628 to NAC Architecture for the **Northgate Elementary School** Replacement project
  - a. Mr. Best reported that this contract starts the work on the second priority site listed in the BEX V levy.
  - b. He clarified for the committee that Racial Equity and Advancement Coordinator Deborah Northern will be leading the SDAT process. She is advising Capital Projects and Planning on the Strategic Plan as operationalized in the construction and renovation of buildings. He added that Ms. Northern is working with principals to engage voices not traditionally heard in the SDAT process, for example by scheduling meetings when different community members are able to participate.
  - c. Mr. Best explained that the architects are not unionized. This is different from the steel erectors, electricians, sheet metal workers, and multiple other unions who do the construction.

- d. He clarified that state law dictates how architecture firms are selected by specifying that the “most qualified” company must be chosen, without a view to the fee. He defined “Most qualified” as past experience designing elementary schools and experience with working with principals and staff on a school.
- e. Mr. Best agreed to provide the architects applications for review by the committee.
- f. He explained for Director DeWolf that architects do not have significant impact on apprentice utilization as that function arises when the project goes out to bid.
- g. Director DeWolf also inquired about complaints and issues with architects. Mr. Best indicated that the information resides in the selection process and references. He agreed to provide that material to the committee.

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

- 8. BEX V: Award Architectural & Engineering Contract P1637 to Mahlum Architects for the **Viewlands Elementary School** Replacement project
  - a. Mr. Best highlighted that this project would be Design Bid Build, whereas the Northgate project could be GCCM. He also noted that while Viewlands students would move to John Marshall during construction, the Northgate students would remain on -site.
  - b. Mr. Best confirmed that both projects were in keeping with the BEX V Implementation Plan.
  - c. He reminded the committee that an update on the Implementation Plan was scheduled for December 4, 2019.
  - d. Mr. Best described the district’s long-term relationship with Mahlum Architects, which spanned back before his tenure.
  - e. Director Geary requested an amendment to the Northgate BAR to indicate that the GCCM status is pending approval from CPARB.

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.

- 9. BTA III/ BTA IV: Resolution 2019/20-4, Final Acceptance of Contract K1304 with Acc-U-Set Construction, Inc., for the Relocation and Setup of Portable Classrooms at Multiple School Sites project (2018)
  - a. Mr. Best reported that this project was completed in 2018.
  - b. He highlighted the revised dollar amount, which was increased to accommodate additional portables placement.
  - c. Director Mack asked if portables would be placed at Rising Star during the construction currently in progress at that site. Mr. Best explained that construction trailers were placed there for small group learning and conference rooms. He added that the project was due to conclude by November 16, 2019 and students and staff would all return to the building.

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

- 10. BEX IV/BTA III: Resolution 2019/20-6, Final Acceptance of Contract P5069 with Skanska USA Building, Inc., for the Loyal Heights Elementary School Modernization and Addition project
  - a. Mr. Best reported that this project was an historic renovation and addition with only 4.2% in change orders.

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.

### **Board Policies and Procedures**

1. Update on Policy Revisions of 6900 and 6901
  - a. Director Mack reminded the committee that the two reasons for revising the policies were Racial Equity Analysis and Technology Planning.
  - b. K-12 Planning Coordinator Becky Ascencio reported meeting with Ms. Northern and establishing a process for analyzing policies 6900 and 6901. There is no predetermined timeline, right now.
  - c. Ms. Ascencio also reported meeting with Chief Financial Officer, JoLynn Berge, about incorporating technology planning into the policies. Ms. Ascencio will confer with Ms. Berge before reporting back on that portion of the work.
  - d. Director Mack requested a new draft of the revised policies at the October meeting, if the materials is ready for review. This will be verified at the Operations Committee planning meeting later in September.
  
2. Emergency Safety and Procedures Review
  - a. Mr. Podesta introduced Emergency Management Specialist Benjamin Coulter.
  - b. Director Mack reminded the committee of her request for information about the district's emergency response planning and business continuity planning.
  - c. Mr. Coulter reported reviewing policy 3432 and confirmed that it was clear and comprehensive. He continued to detail the three ways that the district conducts the work required by the policy.
  - d. First, each school possesses a Quick Guide in a secure place (and available online for staff only), which addresses a range of issues from hazardous spills to terrorism.
  - e. Second, each site has an emergency plan, which the school completes every year. Mr. Coulter shared an example from Coe Elementary. The plan includes the command chart, lines of succession, disaster supply locations, and reunification plan.
  - f. Mack – question about food allergies and EPI pens, He noted that nurses possess the information about individual needs, such as food allergies or needs for EPI pens. Director Mack indicated that this matter may be a gap in the document as it wasn't explicitly addressed.
  - g. Director DeWolf inquired about the training that staff receive. Mr. Coulter cited a three-hour training with a PowerPoint, which takes the principles from FEMA and other courses and applies them to a school setting. He expressed a commitment to hold a training for each region of the district. He added that the Safety and Security and Health departments are both pursuing additional trainings, for example, Active Shooter training.
  - h. Mr. Coulter reported that a drill of some kind is performed in schools every month,
  - i. Director Geary asked about the feedback from parents of students with Special Needs. Mr. Coulter explained that the information is not formalized in the site emergency plan but is held by the nurses and Special Education teachers. Director Geary expressed concern for this situation. Chief of Student Supports Dr. Concie Pedroza summarized the question as how do we systematize the supports for vulnerable children and make provisions for children with special needs She suggested that the Special Education department could provide some input into the plan to resolve this gap.
  - j. Mr. Coulter clarified that the Seattle Public Schools does not conduct active shooter drills but performs lockdowns. Active Shooter training would an informational opportunity to identify items to consider for school safety.

- k. Third, the district is developing a comprehensive emergency management plan. The templates are created but collecting the information is in progress and will take approximately one year, given all the connections throughout the district to be made.
- l. Mr. Podesta confirmed that when there is an issue at a school building, staff are to contact the Facilities and Operations Center. Mr. Coulter added that the Safety and Security number is also posted at many sites and available to passersby.
- m. Director Mack concluded the discussion indicating that the committee had identified some gaps in the procedures but no changes to the policy. Mr. Podesta noted that revisions to the template would be for future school years. Mr. Coulter committed to prompting the schools to gather the information for medical and special education needs.
- n. Director Mack requested an update to the Operations Committee in Spring 2020.

### **Special Attention Items**

#### 1. Update on Start of School

- a. Mr. Podesta reported that the Leadership Team says this start of school was one of the smoothest in the last few years.
- b. He conveyed that the roof at Rising Star was worse than expected and extended over a broader area. Mr. Best and Principal Lam are working together closely to complete the work quickly and provide her with support.
- c. Mr. Podesta shared that a new Director of School Operations P-12 Sara Mirabueno has been onboarded and manages the logistics between the different departments in support of school buildings.
- d. Director Mack reported hearing a complaint that there's a lot of surplus at this time of year. Mr. Podesta explained that surplus is resolved at the end of the school year.
- e. He shared that transportation information was issued earlier than usual. This both created anxiety and allowed time for issues to be addressed. Dr. Pedroza reported that Special Education is working closely with Transportation by returning call to families every night.
- f. Mr. Podesta noted that the improvements the district made to Transportation. The call center received more Transportation Coordinators and substitutes. First Student covered all of its routes for the first two days of school. It continued to recruit and staff the routes.
- g. He conveyed that the biggest challenge was door-to-door service for the skills center.
- h. He also reported management issues in Nutrition Services.

#### 2. Policy 3208 Sexual Harassment Annual Report

- a. Director of Investigations and Compliance Tina Meade presented the annual report, as in past years.
- b. She reported that training students and parents is part of the School Health department and she continues to work on closing that gap. The Title IX Task Force wants that addressed in a revision to Policy 3208.
- c. She clarified that the current report is about student targets, only. When staff are targets, the report comes from Human Resources.
- d. Ms. Meade conveyed that a recent reorganization placed her office in Human Resources. However, all investigations, whether the aggrieved is a student, parent, or staff, will now be under her leadership and the data goes to her.
- e. Director Mack inquired about when and how does the Board receive information about staff and how those issues are resolved. Dr. Pedroza committed to locating that information for the committee

3. Process and Timeline for Community Engagement and Board Action for 2020-21 Boundary Changes and Student Assignment Transition Plan (SATP)
  - a. Director of Enrollment Planning Ashley Davies reported enrollment numbers from the first day of school.
  - b. Ms. Davies conveyed that last year, the first day count was 1900 over. Each year the is a little different but there is an increasing differential between assigned and in the seats.
  - c. Director Mack asked about the impact of overcrowded classes and incomplete schedules, for example prompting students to enroll in Running Start after the school year begins. Dr. Pedroza reported that, in her experience, the temporary schedules last a day or two, while staff triage the situation.
  - d. Director Mack inquired into the process for adding staff. Ms. Davies explained that the process is on hold until after the five-day count and comparison to state funding. Mr. Podesta added that the principals reach out to Ms. Mirabueno regarding their needs and staffing.
  - e. Dr. Pedroza indicated that staff will check in with Chief of Schools and Continuous Improvement Wyeth Jesse regarding the process for ensuring that students have complete schedules.
  - f. Ms. Davies referred to timeline provided in the committee packets. She highlighted the major milestones and indicated that the goal is for the current Board to vote on the Student Assignment Transition Plan and Boundaries for 2020-21.
  - g. In preparation, Director Mack suggested doing 3x3 meetings, before the work session on 9/25, to identify and resolve any questions.
4. Update on Advanced Learning Task Force
  - a. Dr. Pedroza shared that a report about High School scope and sequence and Advanced Learning is due to the Board in some format in the Fall 2019.
  - b. Director Mack requested that the policy on Advanced Learning and any proposed changes to it, based on the recommendations of the Advanced Learning Task Force, go through both the Curriculum and Instruction committee and the Operations committee. She wants both committees to provide input on the operationalizing of any changes.
5. Task Force and Advisory Committee Update
  - a. Mr. Podesta reported that the application period for the Student and Community Workforce Agreement Task Force was extended to collect more candidates to fill the 15-person task force.
  - b. He conveyed that there were no bidders on the RFQ for a facilitator for the task force.
  - c. Directors Burke and DeWolf would be meeting soon with Mr. Podesta to establish the selection committee and process.
  - d. Mr. Podesta shared that the draft application or the CEAAMP Advisory Committee was with Director Mack for review and revision.
  - e. Director Mack planned to cross reference the draft with the prior Capacity Management application.
  - f. Mr. Podesta added that an RFQ for a facilitator had been drafted was being reviewed by Mr. Best.

## **Adjourn**

This meeting adjourned at 6:36 PM

jsl