



Minutes

Call to Order

1. This meeting was called to order at 4:31 PM. Directors Mack, DeWolf, and Hersey were present. This meeting was staffed by COO Fred Podesta. Director Rivera-Smith joined the meeting at 4:35 PM.
2. Director Mack asked to reorder the first and second BARs on the agenda, to provide context for the technology BAR purchases. Director DeWolf moved to approve the agenda as amended. Director Hersey seconded. This motion passed unanimously.
3. Director Hersey moved to approve the 11/7/19 meeting minutes. Director DeWolf seconded. This motion passed unanimously.

Standing Agenda Items

1. 2019 Committee Work Plan, Draft 2020 Committee Work Plan, and Facility Capital Projects BAR Management Schedule
 - a. Director Mack referred to the Draft 2020 Committee Work Plan.
 - b. She requested a date for reviewing the Capital Budget. The Committee agreed to April, following the Capital Projects Semi-Annual Report and in advance of the July Budget approval process.
 - c. Director Mack inquired about the potential underspend in the Capital program and its allocation. The Committee agreed to a Capital Budget Preview, with the inclusion of this matter, to occur in February as a Special Attention Item. Director of Capital Projects and Planning Richard Best will verify this timing with Chief Financial Officer JoLynn Berge.
 - d. Director DeWolf highlighted that the Student and Community Workforce Agreement (SCWA) Task force report and recommendations would be coming in March, with votes to follow in April.
 - e. The Committee added the Transportation Services Standards BAR to January.
 - f. A Nutrition Services update was added to the pending items on the workplan.
 - g. Executive Assistant Jen Lincoln committed to cross referencing the workplan with the schedule of Board Reports due to the Committee.
 - h. Mr. Best referred to the Capital Projects BAR schedule to highlight that additional bids will be coming to the Committee in February, March, and April.
 - i. Director Mack proposed adding a Committee meeting each of those months to address these contracts.
 - ii. Mr. Best committed to updating the BAR schedule to include these items.
2. Capital Financial Budget Report
 - a. Capital Projects Financial Manager Melissa Coan presented reports for both August and September 2019.
 - b. August 2019 Report
 - i. Ms. Coan explained the layout of the dashboard and supplemental materials, for the benefit of the new Directors.
 - ii. She confirmed that this report reflected the fiscal year close-out, as of August 31, 2019.
 - iii. Director Mack asked about a seeming deficit in the BEX IV Program.

1. Ms. Coan clarified that cash receipts were overspent for BEX IV. However, BTA II has additional funds due to receipt of year-end voucher. Therefore, a transfer will be made between the two programs.
 2. There were no variances to report.
- iv. Unearmarked underspend
1. The current amount of the underspend is \$6.6M. This reflects a decrease due to the Teacher Technology Base being withdrawn from the BTA III ending fund balance.
 2. Ms. Berge anticipated drawing on Capital funds for Technology at an estimated amount of \$8M over two years. She reminded the Committee that an underspend has remained every year, which increases the fund balance in Capital.
 3. Mr. Podesta reminded the Committee that the \$3.9M was applied to Technology for the first year of this process.
 4. Ms. Berge added that some of the funds were drawn from the Technology budget and some from Capital. In the future, the funds will come from BTA V.
 5. She reminded the Committee that the funds were applied to Technology time, as outlined in the bargaining agreements of 2018 and 2019.
 6. Director DeWolf probed on the value of discussing the underspend, given the current plan. Mr. Best confirmed that it was still important to identify the potential risks, available funds, and location of the funds.
 7. Director Mack confirmed that the conversation will take place at the February meeting of the Operations Committee.

c. September 2019 Report

- i. Ms. Coan highlighted that this is the first report of fiscal year '20 and the first to include the BEX V Program.
- ii. She reported that unspent funds allocated to the Wing Luke project had been rolled over into the new fiscal year and remained with the project budget.
- iii. Mr. Best highlighted that the BEX II program was fully spent and had been removed from the monthly reports starting with September.
- iv. Director Mack inquired about the close-out of the BTA II program. Ms. Coan explained that it still contains \$1.1 unearmarked dollars, which are accruing interest.
- v. Director Hersey asked about the “fencing” of Capital underspend.
 1. Ms. Berge reported that district has initiated lowering the fence by requesting expanded language from the state legislature to expand the purpose of Capital funds.
 2. Mr. Best clarified that underspend funds are tracked by levy and remain in that program. When Capital Projects identifies a need for the funds, the given project must be within that levy. If the need is greater than \$250K, then the project is presented to the Board for approval.
 3. He gave an example of the BEX II underspend, which was combined with a grant for the installation of solar panels on schools.

3. Capital and Operations Community Engagement

- a. Mr. Podesta referred to the list of upcoming meetings on the back of the agenda.
- b. He highlighted that special meetings for the Operations Committee would be added there for additional BARs in the spring, as necessary.
- c. He highlighted that the State Environmental Policy Act (SEPA) hearing for Coe Elementary School had been rescheduled to December 19th 10AM – 4PM at the Stanford Center.
- d. Mr. Best confirmed that this event is built into every project in anticipation of a citizen appeal. The process costs \$500K each year.
- e. Director Mack referred to the schedule for BEX/BTA Oversight Committee meetings. She informed the Committee that the BEX/BTA Committee includes two Board Directors, who are assigned by the Board President. She highlighted that it helps for a member of the Operations Committee to also serve on the BEX/BTA Oversight Committee.

- f. Director Mack conveyed the need for a new Board Director to review Change Orders with the Capital team each month.
 - g. Mr. Podesta asked that both Director positions on the BEX/BTA Oversight Committee be members of the Operations Committee to provide continuity.
4. Design Modification/Construction Change Order Review/Director Geary's Replacement
- a. Mr. Best highlighted two change orders in the log, for Ingraham High School and Queen Anne Elementary School, where the dollar amount was estimated and "not to exceed." These two items were reviewed and approved by Director Geary on November 8, 2019. They were submitted to her review as draft amounts because she was familiar with the projects and could provide continuity in the review. They are expected to come in at a lower dollar amount than was approved.
 - b. Mr. Best explained Change Orders for the new directors. A Change Order is the process by which an owner asks the contractor to make a change to the project. The requested changes are accumulated into one document.
 - c. Mr. Podesta reiterated that the two items noted above were approved by Director Geary.
 - d. Ms. Lincoln committed to verifying, with the Board Office, the process for designating a Board Director to review Change Orders. Mr. Best conveyed that the reviewer was a volunteer, and not appointed by the Board President.

Board Action Reports (Discussion and/or Action)

1. BTA IV: Approval of Capacity Management Actions for the 2020-21 School Year
- a. K-12 Planning Coordinator Becky Asencio reminded the Committee that this BAR comes annually. It is the process to request authorization or funding to start planning the projects recommended for summer 2020 to address capacity in the district.
 - b. Director Mack requested the five-year projections. Ms. Asencio conveyed that Enrollment Planning is revising the narratives to accompany the projections. When the narratives are completed, then the projections will be published.
 - c. Director Mack inquired about the status of Green Lake Elementary School. Ms. Asencio reported that the population of the school is projected to be flat for the next five years. Therefore, recent alterations to address capacity there should hold. The Planning team continues to work on a longer-range solution for the crowding at that school.
 - d. Ms. Asencio confirmed for the Committee that the team reviews the capacity throughout the district, including non-Capital solutions, when compiling the data for this BAR. She emphasized that the BAR is focused on capacity solutions for next school year.
 - e. She highlighted that a contingency stock of six portables is maintained for additional needs that emerge after the submission of this request. Those portables can house an additional 15 classrooms.
 - f. Director Mack inquired about actual capacity-related actions made in the last year. Ms. Asencio relayed that the information was presented to the full Board at a Work Session in May 2019 and to the Operations Committee in an update at the November 2019 meeting.
 - g. Ms. Asencio highlighted two changes at Bryant Elementary School and BF Day Elementary School, where childcare spaces, which were not in use during the school day, were converted to classroom space. The space will continue to be available for childcare before and after school. Lease and permit changes will reflect this change.
 - h. Director Mack requested clarification to a title on a chart, which read TBD. Ms. Asencio explained that it was a placeholder for the 2020 numbers. She agreed to strike it from the BAR for Introduction to the Board.
 - i. Mr. Best confirmed that four portables will be removed from the basketball court at Robert Eagle Staff Middle School. This will be updated in the BAR.
 - j. Director Mack inquired about upcoming changes to the physical space at Robert Eagle Staff where Licton Springs K-8 had been housed. Mr. Best stated that next steps were still under consideration. He highlighted that Webster Elementary School was being freshly outfitted to be the new home for Licton Spring.

- k. Director Mack suggested that physical space remains at Robert Eagle Staff, a Highly Capable site, with the exit of Licton Spring. Mr. Best indicated that it was not significant amount of space. Ms. Asencio clarified that Robert Eagle Staff is projected to resume growth in the next couple years.

Director Hersey made a motion to move this item forward to the full Board with a recommendation for approval as revised – adding Robert Eagle Staff and striking “TBD” from the chart. Director DeWolf seconded. This motion passed unanimously.

2. Purchase of Student and Staff Technology for new BEX IV Schools, BTA IV Projects for the Webster School, Daniel Bagley Elementary School, Wing Luke Elementary School, and additional portables and capacity classrooms districtwide
 - a. Ms. Berge reminded the Committee that this is a BAR that comes every year to cover the items the district purchases to outfit newly constructed schools.
 - b. The BAR is for an estimated amount not to exceed \$3.1M.

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

3. BEX IV/BTA IV: Approval of Construction Change Order #24 for the Lincoln High School Modernization and Addition project
 - a. Mr. Best reminded the Committee that Capital Projects budgets 5% in change orders for a new school; a modernization is budgeted for 10% in change orders; historical sites where the district doesn't have a lot of drawings are budgeted at 15% for change orders.
 - b. He reported that Lincoln High School is an historic site.
 - c. He reviewed key items in the Change Order itself: exterior maintenance, paint interior, security cameras, access entry controls, storm drainage lines, overtime due to accelerated work, concrete improvements for coiling doors, drapery lighting and audio in the auditorium.

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

4. BTA IV: Final Acceptance of Contract K5105 with Acc-U-Set Construction, Inc. for the Relocation and Setup of Portable Classrooms at Multiple School Sites project (2019)
 - a. Mr. Best reported that this contract placed ten portables at four schools, in the summer of 2019.
 - b. He confirmed that when portables are removed from a site they are reused at another location. He also referred to the Portables Management Plan, which outlines the plans to remove all portables in the district over time.
 - c. He confirmed that the district no longer uses oil burning portables. They have been converted or demolished.

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

Special Attention Items

1. Development of Transportation Service Standards and Update on Transportation Initiatives Related to Strategic Plan
 - a. Mr. Podesta introduced the new Transportation Director Jeff Bronstein and reminded the Committee about the purpose of the Transportation Services Standards (TSS). The TSS is a technical document produced from an annual process about who is eligible for district provided transportation based on capacity, boundary changes, and a few exceptions.
 - b. Mr. Podesta added that the BAR for the TSS was originally planned for this meeting, however, given new staff, the process requires a little more time for final internal review.

- c. Mr. Bronstein conveyed that TSS for 2020-21 is generally a continuation of last year's TSS with a few changes. He reported meeting with Enrollment Planning and Capital Projects staff to learn what upcoming changes will affect the start of school in 2020-21.
- d. He noted that the name of the TSS will be changing to include the word "Eligibility" as that is what it truly addresses.
- e. Mr. Bronstein described the two major changes in the 2020-21 TSS:
 - i. Licton Springs school will be moving to the Webster building. Current students include families located in the Jane Addams and Eckstein service areas. Therefore, students from those locations will be grandfathered in and phase out over time.
 - ii. Similarly, West Woodland school will move into the John Marshall interim site. Transportation will be provided to all of those students with the exception of those in the Walk Zone for John Marshall.
- f. Director Mack raised a question about transportation services for 2021-22 regarding Webster students. She reminded the Committee that service areas are defined by the area's middle school, in this case, Whitman. She suggested that the transportation support would need to be realigned according to the geozone and not the middle school.
- g. Mr. Bronstein presented a brief update on Transportation according to the initiatives for Transportation outlined by the Strategic Plan.
 - i. He defined Transportation Service Equity as focusing on the 13 Schools of Promise. The definition was reached through conversations between district staff and transportation provider First Student, to ensure that staffing those routes are prioritized, after Special Education needs are met.
 - ii. Mr. Podesta explained that the TSS is based on geography, not community needs. He recommended that the Racial Equity Toolkit be applied to transportation.
 - iii. Director Mack expressed concern about the financial impacts of funding transportation for students who don't use it consistently. Mr. Podesta agreed that transportation needs to be reviewed with the community to learn if they all families need it equally and establish a more strategic approach to bussing students.
 - iv. Mr. Bronstein reported on improvements in communication. He described a multi-faceted approach that includes outreach from Transportation to families, the implementation of First View, and his participation at PTA meetings around the district, starting with those who have identified needs and then the 13 Schools of Promise.
 - v. Mr. Bronstein reported an increase in the on-time performance of yellow buses. He highlighted a focus on quality. He informed the Committee of an upcoming route audit, which will indicate if any routes can be consolidated.
 - vi. Director DeWolf asked about the relationship between Transportation and McKinney Vento, with attention to the needs of students experiencing homelessness. Mr. Bronstein confirmed that Transportation includes all methods of travel to schools including alternative methods like taxis, HopSkipDrive, and Zoom. He reported meeting with the McKinney Vento team today.

2. Status Update on Policies 6900/6901

- a. Ms. Asencio distributed current drafts of Policies 6900 and 6901.
- b. She reminded the committee of the distinctions between the two such that Policy 6900 will address Facilities Planning and Policy 6901 focuses on Levy Planning. Originally, all of these matters were described in Policy 6901, only.
- c. Director Mack highlighted that draft Policy 6900 currently includes technology planning, but that Ms. Berge recommends the drafting of a new technology planning policy, separate from 6900, while maintaining references to the technology plan in Policy 6901.
- d. Ms. Asencio conveyed to the committee that the drafts have received several revisions and she highlighted key changes that emerged from the Racial Equity Analysis, including the direction in both policies to submit plans to a Racial Equity Analysis.
- e. Director DeWolf recommended making the language in Policy 6900 about environmental impact more proactive than it is currently stated.

- f. Director Mack confirmed the next steps for the drafts as follows:
 - i. Ms. Asencio will provide Ms. Berge with draft Policy 6900 for review and revisions
 - ii. References to technology planning will be stripped from draft Policy 6901
 - iii. Ms. Asencio will revise the drafts to Eliminate duplication across the two policies
 - iv. The Information Technology Advisory Committee (ITAC) will start drafting a technology policy.

3. Construction Contract BAR Streamlining Proposal

- a. Mr. Podesta reminded the Committee of the BEX/BTA Oversight Committee's recommendation to change the contract thresholds by raising the delegated authority of the Capital Projects team for construction contracts.
- b. The Oversight Committee believes that this change will better position the district with contractors by reducing the time for contracting and payment functions. The Oversight Committee also expects this change would reduce the traffic of BARs going before the School Board.
- c. Mr. Podesta referred to a related recommendation from the Oversight Committee, to institute a Board approval of an implementation plan and the time of the levy and as an annual review of the plan.
- d. He presented a draft of a revised Board Policy 6220, which reflected the proposed changes noted above and elevated the BAR threshold to \$5M and the Change Order threshold to \$500K. However, discussion indicated that these thresholds might still be too low and recommended reviewing a year of BARs to identify the average amount and propose thresholds based on that data.

4. CEAFMP Advisory Committee Update

- a. Executive Assistant Jen Lincoln reported that four applications have been received for this committee. Director Mack agreed to extending the application deadline from 12/11/19 to the end of the first week of January 2020.

Adjourn

This meeting adjourned at 6:30 PM.

jsl