

Board Special Meeting

Operations Committee

February 13, 2020, 4:30 PM

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 p.m. Directors Mack, Hersey, Rankin, and Rivera-Smith were present. This meeting was staffed by Chief Operations Officer (COO) Fred Podesta, Director of Capital Projects and Planning Richard Best, and Capital Projects Financial Manager Melissa Coan.
2. Director Rankin moved to approve the agenda. Director Hersey seconded. This motion passed unanimously. However, Director Mack recognized that the Capital Financial Budget Report needed to be added to the agenda. Director Rankin made a motion to approve the agenda as amended. Director Hersey seconded and the motion passed unanimously.

Special Attention Items

1. Capital Projects Monthly Budget Report
 - a. Ms. Coan referred to the Monthly Summary Report, which reflected all the levies through November 2019.
 - b. She confirmed that the fiscal year matches the school year and spans September 1 through August 31.
 - c. She explained that the CEP funds are being held for bond payments, unless BTA V is passed. In that case, the bond payments could come from BTA V.
 - d. Ms. Coan clarified that the district does not pay for rented space out of the CEP fund. Rented space is considered an operating cost and therefore must come out of the General Fund, in accordance with accounting principles. A Friday Memo to the Board covered this issue, several months ago. Executive Assistant Jen Lincoln committed to locating that memo and providing it to Director Mack.
2. Capital Projects Budget Review Fiscal Year 2021
 - a. Mr. Best presented the draft Cash Flow schedule. He informed the Committee that he would be reviewing Capital Projects, only, and not the Technology budget.
 - b. He highlighted that the levy estimated cost escalation at a rate of 4% per year, which is included in the budgeting of the projects. He confirmed that “escalation” refers to the percentage built into the levy anticipating that the project will become more expensive over time. This is included because levy dollars come in over time which means that cash flow must be managed in relationship to the project budget.
 - c. Director Mack requested that OSPI campus numbers be included in the document to clarify which site is referenced for a given project and line item.
 - d. Ms. Coan referred to the draft Budget for Fiscal Year 2021.
 - e. She highlighted several examples of major projects with multiple sources of funding and made the distinction between the total budget and a one-year view.

- f. Mr. Best clarified how funds from one levy, such as BTA IV, may be used a “seed dollars” for a later levy’s project. The project’s costs may be submitted to the state for reimbursement as Distressed School Grants and the seed dollars are repaid to the original levy.
- g. Director Mack total budgets for categories like “Districtwide Support,” to reflect the type of work included in BEX V and the total dollar amount, even if all of the discrete projects have not been defined and budgeted, yet.
- h. Chief Financial Officer (CFO) JoLynn Berge joined the meeting to address the Technology Budget. She clarified that the Technology Plan outlines the activities and line items to be funded, but does not identify specific quantities, like a number of computers to be purchased. She conveyed that the Technology budget was an early draft and that firmed numbers would be available in May 2020. Right now, the estimated budget was \$54.5M drawing from BEX V and BTA IV.
- i. Director Mack requested greater detail in the Technology Budget. She was interested in the categories of projects, the salaries covered, and the types of devices to be purchased, and the status of past projects and purchases. Ms. Berge committed to providing an balanced level of details. She clarified that specifics, like the quantity of a given device, would come to the Board in a BAR and not in the Budget.
- j. Director Mack reminded the Committee that the budget will be presented to them again in April 2020, including the Technology Budget. Ms. Berge commented that they would need to decide on a financial threshold regarding the level of detail to present.
- k. Mr. Best referred the Committee to a list of the different grants funding Capital Projects and their status as of February 2020.

3. Schematic Design Presentation: Northgate Elementary School

- a. Senior Project Manager Eric Becker introduced the team working on the Northgate Elementary School project: Principal Dee-dee Fautleroy, Project Manager Vince Gonzales, and NAC Architects team Kevin Flanagan, Amy Jain, and Boris Seder.
- b. Mr. Becker conveyed key dates in the project’s timeline, such as the 8-10 month permit process, the construction phase in 2021- 2023, and the completion of the new playfields in late 2023.
- c. Mr. Becker highlighted the SDAT process, which was refined with the participation of Department of Race and Educational Advancement Coordinator Deborah Northern. Ms. Northern revised the SDAT application and recruitment processes to facilitate the engagement of participants who are typically underrepresented and convened a diverse team. Principal Fautleroy confirmed that the process had been documented. Director Mack expressed an interest in learning from this SDAT process and applying the knowledge to the new CEAFFMP Advisory Committee development.
- d. Mr. Flanagan described Northgate’s diverse school community and some of the school community’s challenges and strengths. For example, the school serves a significant population of students experiencing homelessness and it enjoys a strong culture of support from both staff and on-site social services.
- e. Mr. Flanagan referred to the district’s strategic plan focus on students furthest from educational justice, reading at grade level, the commitment to safe and welcoming schools, and culturally responsive teaching.
- f. He highlighted the team’s research into all of these topics and ways to build physical space to support these intentions. For example, the new Northgate school building will include a Family Room, nooks for reading and privacy, and project learning spaces to support peer-to-peer connections.

- g. Ms. Jain presented the building drawings, starting with where on the site the new building will be located. She reminded the Committee that students will remain on site at the current building while construction proceeds on the new one. She highlighted that the contractor is already on-board to address the complexity of this type of project.
- h. Mr. Best highlighted that the current building does not have physical space for duct work and modern mechanical systems. Its design renders it very difficult to renovate and modernize and therefore the district seeks to replace it.
- i. Director Mack requested that staff draft a formal recommendation against landmarking the building, which the Board would review and submit to the Landmarks Board. Mr. Best committed to working on that document with staff.
- j. Mr. Flanagan highlighted the considerations and potential strategies for sustainability and zero emissions in the design, construction, and life of the new building.

Adjourn

This meeting adjourned at 6:40 PM