

Minutes

Call to Order

1. This meeting was called to order at 7:00 am. Directors Hersey, Rivera-Smith and Hampson. This meeting was staffed by Chief Financial Officer JoLynn Berge. Director Hersey noted that the meeting was being held remotely consistent with the Governor's proclamations prohibiting the meeting from being held in person due to COVID-19. Director Hersey noted that the public had been provided remote access through Microsoft Teams and teleconference.
2. Approval of agenda - Director Rivera-Smith moved to approve the agenda. Director Hampson seconded. Agenda was approved.
3. Approval of meeting minutes – Director Hampson moved to approved February 1, 2021 Minutes. Director Rivera-Smith seconded, and minutes were approved. The Board requested that any action items be highlighted in minutes even if they are on special attention items.

Items Requiring Board Action

1. BAR: Approval of Families, Education, Preschool, and Promise (FEPP) Levy funding for Preschool Services for the 2021 – 2022 School Year (Brown)
Director of Early Learning Heather Brown spoke about the annual renewed Board Action Report (BAR) for the FEPP levy. This year working with the City of Seattle we have been approved to expand the program, from 29 sites to 34 sites in the 2021-22 school year. She reviewed which school site locations will be in service and explained how new sites were chosen.
Ms. Brown will send a Friday memo with information about therapeutic services and other services available for students.

Director Hampson 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. BAR: Gersh Academy Services Contract & Academy for Precision Learning Services Contract Amendment (Campbell)
Executive Director of Special Education Patricia Campbell spoke about how these contracts are being increased for therapeutic day services. The cost increase is due to more students being enrolled.
Director's requested the amendment amount be listed in the BAR before it is brought for introduction.

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

3. BAR: Amending Board Policy No. 6220, Procurement (Berge/Fleming)
Chief Berge spoke about increasing the approval amount for contracts, procurements, contract amendments and construction contracts and amendments. This has been a recommendation from the BEX committee. She explained this was also brought to the Operations Committee last week. Director of Accounting Amy Fleming explained the proposed changes of authorization of items being brought to the Board for consideration. Construction to 5M and non-construction would be 1M and contract

amendments would be \$500,000. Ms. Fleming reviewed the average BAR amount that are brought to the board would have been reduced to 19. She explained the number of hours that it takes for staff to route a BAR.

Director requested proposed policy change be added in background section of the BAR.

Director Hampson 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.

Special Attention Items

1. Notification of Contract Exceeding \$250k: Porter Foster's (Cerqui)

Legal Counsel John Cerqui spoke about how the Porter Foster contract will go above the 250K amount. Porter Foster are handling about half of the twelve arbitration cases and teacher termination cases.

2. Appointment of Public Advisor to the Audit & Finance Committee

Director Hersey introduced Mr. Ben Thompson as the new Public Advisor to the Audit & Finance Committee. He was selected out of three potential candidates.

Mr. Thompson is currently the deputy for the King County Auditor and is a parent of Seattle Public Schools (SPS) students. He is looking forward to getting to know more about SPS and providing his guidance.

3. 6550/6550BP Moss Adams Internal Audit Drafts (Medina)

Director of Internal Audit Andrew Medina spoke about the internal audit review completed by Moss Adams and the current contract to help implement their recommendations. The first phase of the contract is to update the Internal Audit Board Policy and Procedure. Mr. Medina introduced Tammy Lohr from Moss Adams who spoke about how the policy has been updated to expand the scope of internal audit and to include more performance-based audits. She reviewed items the internal auditor office would be responsible for and how the Audit & Finance Committee could possibly handle the Chief Internal Auditor position. Ms. Lohr will be working with Chief Legal Counsel to discuss the Board Directors ability to oversee the Chief Internal Auditor position. Ms. Lohr asked questions to the committee about the corrective action plan process as a possible Board or Superintendent procedure.

Mr. Medina asked the committee to consider how much detail regarding the corrective action process should be included in the Board procedure. Ms. Lohr will move forward with the feedback and requested that additional feedback be sent directly to the Moss Adams team.

3. Additional revisions to 5010SP Employment Discrimination Complaint Process (Codd/ Meade)

Director of investigation and compliance Tina Meade spoke about how at the January 2021 A&F meeting Directors requested the outcome letter process to be updated to Superintendent and/or signee designee.

4. 5253SP Maintaining Professional Staff/Student Boundaries (Codd/ Poulos)

Director of Labor Relations Tom Poulos spoke about how this procedure was signed last month and is response to revision from the WSSDA policy revisions. He summarized the updates, clarifying of scope, modified language or professional duties and clear language of boundary intrusion.

Directors and staff discussed student access to staff through Microsoft Teams.

Standing Agenda Items

1. Monthly Accounting Update (Fleming)

Accounting Director Amy Fleming shared January financial statements stating that everything is trending as expected. She reported the monthly statement has highlights for each fund and the table shows the use

of fund balance and noted this is not unusual for this to occur. Ms. Fleming stated enrollment is down due to pandemic, and it also tends to go down in January which is normal operations. Page 4 of the report shows a year by year view, the local non taxes, donations, and field trips is also down. The expenditures are down which is primary due to no transportation costs. Page 6 SPS still has a healthy cash balance and remained the same for the last four years at this time of year. Revenue has begun to come in for the Associated Student Body (ASB) fund due to sports starting up, and year books and ASB card purchase. Investment revenue is down because interest rates are also down. The monthly report for Head Start is included in the monthly statements.

Directors asked about nutrition services funding. Ms. Fleming explained funding for students are being provided and SPS has an increase in federal funding for this but a decrease in local funding.

2. Monthly Budget Update (Sebring)

Chief Berge spoke about the upcoming April work session.

3. Committee Annual Work Plan (Berge)

Chief Financial Officer JoLynn Berge outline what will be coming forward in April 2021. Move 6550/6550BP will be moved to May 10th. 6114 gifts and grants will also be moved to allow Directors and staff time to process.

Adjourn

This meeting adjourned at 8:48 am.

Minutes submitted by: *The Office of Chief Financial Officer*