

CEAFMP Advisory Committee
June 26, 2020, 1:00 – 3:00 PM
Meeting held remotely via Zoom

Minutes

Call to Order

1. Bilan Aden called the meeting to order at 1:03PM.
2. Roll Call:
 - a. Committee Members Present: Hillary Alltman, Andrew Thompson, James Wagar, Kathleen Zagers, Dave Conway, Ross Parker, Reid Saaris, Christina Pizana, Sarah Igawa, Ted Kalmus, Vivian van Gelder, Eric Blumhagen, Jess Zimbabwe, Rachel Cassidy
 - b. Board Directors Present: Eden Mack, Liza Rankin
 - c. Staff Present: Amber Huffstickler, Bilan Aden, Becky Asencio, Richard Best, Dr. Concie Pedroza, Ashley Davies, Jen Lincoln
3. Minutes from 5/22: The committee provided three amendments to the minutes.
 - a. Andrew Thompson noted that he was present at the meeting.
 - b. Reid Saaris highlighted that there were multiple requests for an equity analysis of the topics that the committee will be discussing.
 - c. Ross Parker commented that there were requests for any historical analysis on each of the schools.
4. Minutes were approved with amendments.

Regular Agenda Items

1. Director Mack reviewed the schedule and structure of Board and Committee meetings.
 - a. She highlighted the upcoming Board Work Sessions on the reopening plan for Fall 2020.
 - b. She provided a brief overview of the BEX/BTA Oversight Committee, another public committee, which is comprised of subject-matter experts. The BEX/BTA Oversight Committee reviews the implementation of the levy projects and provides accountability, ensuring that the commitments made are indeed implemented.

First break out group: *What does a day in the life of a thriving child look like in the fall?*

Main Topic – CEAFMP Work Plan

1. Director of Enrollment Planning Ashley Davies presented the Committee workplan. It was a “swim lanes” table depicting annual work, by month, for CEAFMP, Capacity Planning, Capital Projects, Enrollment Planning, and the School Board.
 - a. Ms. Davies reviewed the annual milestones for Enrollment Planning.
 - b. She advised the Committee that they would be working with her team on long-term planning a year out.
2. K-12 Planning Coordinator Becky Asencio described her team’s work in terms of two functions, annual planning and levy planning.

- a. The two levies are BEX and BTA. They each span six years and start every three years on an alternating cycle.
 - b. She advised the Committee that they can expect to start working on BTA V.
 - c. She described that annual functions of her team as responding to enrollment growth for a given program, including how those changes impact partner organizations in a given building. She reviewed the annual cycle of tasks like placing portables and repurposing space during summer projects.
3. Director of Capital Projects Richard Best summarized Enrollment Planning as identifying students and Capacity Planning as identifying seats for those students.
4. Rachel Cassidy asked if boundary changes are now a normal part of the annual planning work. Director Mack referred to the Student Assignment Transition Plan. She clarified that if there are any boundary change recommendations then it happens at the same time every year. While it has become an annual process, the goal is to be more forward thinking, with the support of the Committee, and avoid one off boundary adjustments.
5. Ross Parker asked if student laptops and support are a part of the BTA funding and, if so, would that be part of the Committee's purview. Director Mack explained that the levies are the primary funding source for technology in the District, but the discussion about how its implemented for students mainly happens in the Information Technology Advisory Committee (ITAC). CEAFFMP focuses on space, enrollment, and facilities.

Second break out group: Articulating questions elicited by the presentation.

Member Questions:

1. What is the timeframe for enrollment projections?
 - a. After October actuals, five-year projections are developed for longer range planning in November and December.
 - b. In February one year projections are developed.
 - c. Ms. Davies explained the composition of her team, which includes analysts, engagement, and a demographer. The demographer works with the City of Seattle regarding plans for growth and development, such as urban hubs, identifying where growth is happening, and articulating how the city is changing. They meet monthly, plus there are regular meetings with Ms. Davies and the Capital Projects team to understand what changes will impact the District.
2. What do Enrollment Planning and Capacity Planning need or want from CEAFFMP?
 - a. Ms. Asencio requested guidance and perspective from members' communities as we review options. For example, the Committee can shape how to evaluate the available options.
 - b. Mr. Best referred to his experience with the BEX/BTA Oversight Committee, and expressed a hope that CEAFFMP can help staff look deeper at projects that should be on the levy, provide perspective on the different neighborhoods in the city, and hone in on the projects that should be on the levies to address school issues in communities.
3. Is the process that has been presented currently working? Or, where are the gaps and opportunities for improvement?
 - a. Director Mack confirmed that it is working and noted that there are areas for improvement. She conveyed a desire to be more proactive.
 - b. Ms. Davies explained that many elements of the process have dependencies, such as events in other departments, like Human Resources and Budgeting. She stated that the

timeline is largely fixed because of these dependencies, but internal processes could change.

- c. Mr. Best provided the example of permitting from the City of Seattle, which takes six months. District timelines are also contingent upon external organizations.
4. Where does community family partnerships connect to this work? How does this group ensure that they are hearing a diversity of voices, including People of Color, English Language Learners and Immigrant communities?
 - a. Director Mack shared that the CEAFMP selection process looked for diversity across the city and members connection to their communities. She anticipated that CEAFMP can help bring voices to the table via members' connections to their communities plus the community engagement built into the processes by staff.
 - b. Director Rankin added that CEAFMP offers checks and balances on the community engagement by helping staff recognize who is missing from the feedback, what information is missing, and providing suggestions for how to engage a particular group in a more authentic way.

Closing

Bilan Aden reminded everyone about two meetings in July on the 17th and the 24th.

Andrew Thompson asked whether staff is looking for CEAFMP to be unanimous in recommendations. Amber Huffstickler referred to the charter's indication of a majority vote. She added that the process will be ironed out in the July 24th meeting. Director Mack indicated a preference for the Committee to identify "win-win-win" solutions, and ideally in consensus. Director Rankin explained that what she finds helpful is to understand the reasoning that prevents consensus. She added that the majority vote, historically, has maintained the status quo and the value of the Committee is to highlight more than that. She encouraged the Committee to attend to equity and to articulate the reasons supporting or contesting a recommendation.

The meeting adjourned at 3:00 PM.