

Sent: Thur 9/1/2022 4:51:50 PM
From: Melissa L Nguyen <mlnguyen@seattleschools.org>
Subject: Council of Great City School amendment#1 approved
To: <jcwarth@seattleschools.org>, <ttrinidad@cgcs.org>
[7500019064.htm](#)
[Council of the Great City Schools amendment#1 7500019064 112842 .pdf](#)

Vendor # 202842 contract amendment #1 for PO 7500019064 approved – See Attached File. (Make a note of the unique 10-digit SPS Contract PO# assignment on your invoice(s) to be paid.)
The Contractor must submit an invoice to the originating school or department. The originator (Cc'd) must then attach a completed CSR or Certificate of Services Rendered form to the invoice and submit both to the SPS Accounting Department for payment processing. The warrant will be issued through the Accounting Department. Unless otherwise specified, payment terms are net 30 days.
If we can be of further assistance, please contact us.

Thank you, Melissa Nguyen
Accounting Specialist/Personal Services Contract_Seattle Schools / MS 33-343 / PO Box 34165_Seattle
WA 98124-1165 / Tel: 206-252-0270 / Fax: 206-743-3025

-----Original Message-----
From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Friday, August 26, 2022 4:44 PM
To: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Subject: RE: Council of Great City School Contract Extension

Hi Melissa,

Thank you for all of your help! I have signed the docusign, but I think the end contract date should be 9/30/2024. I know Amy said on our end we have to budget/put in SAP one year at a time, but I'm hoping we can get the contract amendment executed as one amendment for the two years, and then do our internal work one year at a time? If not, I can change the total not to exceed amount and let CGCS know we'll need to have them sign again next year.

Thank you,

Julia

-----Original Message-----
From: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Sent: Monday, August 22, 2022 3:16 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Subject: Council of Great City School Contract Extension

Hello Julia,

Normally you would be the one who filling out the contract amendment but I've done one on your behalf and send via DocuSign for you to fill in the amount to be added and budget code to be charged.

Thank you,
Melissa

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, August 15, 2022 5:29 PM
To: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Subject: RE:

<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmysps.seattleschools.org%2Fdepartment%2Fbusiness-and-finance%2Fbusiness-and-finance-forms%2F%237460ef83232a&data=05%7C01%7Cjcwarth%40seattleschools.org%7Ce77dcf17727b4f86197708da8c3a4e02%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637976481190402318%7CUnknown%7CTWFPbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=jWRdL3QXFCTMpxrl9Pu%2FfnwvGoIGMOZS8wUORHdNWBu%3D&reserved=0>

Thank you, Melissa!

One question—for Amendment #, do I fill that in? Or is that something contracting assigns?

Thank you,

Julia

From: Nguyen, Melissa L <mInguyen@seattleschools.org>

Sent: Thursday, August 11, 2022 6:17 AM

To: Warth, Julia C <jcwarth@seattleschools.org>

Subject:

<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmysps.seattleschools.org%2Fdepartment%2Fbusiness-and-finance%2Fbusiness-and-finance-forms%2F%237460ef83232a&data=05%7C01%7Cjcwarth%40seattleschools.org%7Ce77dcf17727b4f86197708da8c3a4e02%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637976481190402318%7CUnknown%7CTWFPbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=jWRdL3QXFCTMpxrl9Pu%2FfnwvGoIGMOZS8wUORHdNWBu%3D&reserved=0>

Hello Julia,

All of the forms are posted on MySPS under Business and Finance forms.

I've attached a link here with this email.

Thank you,

Melissa

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Wednesday, August 10, 2022 4:23 PM

To: Nguyen, Melissa L <mInguyen@seattleschools.org>

Subject: FW: 7500019064 Council of Great City School-2 years extension?

Hi Melissa!

I'd like to get the paperwork over to CGCS for the contract extension as soon as possible. Our original contract end date is fast approaching. Can you please send me whatever documentation I need to get started on our end to extend our contract with them?

Thank you!

Julia

From: Warth, Julia C

Sent: Thursday, August 4, 2022 11:55 AM

To: Fleming, Amy J <ajfleming@seattleschools.org>; Nguyen, Melissa L <mInguyen@seattleschools.org>

Subject: RE: 7500019064 Council of Great City School-2 years extension?

Thank you, Amy!

@Nguyen, Melissa L, let me know what you need from me and CGCS to do the extension.

Thank you,

Julia

From: Fleming, Amy J <ajfleming@seattleschools.org>
Sent: Tuesday, July 26, 2022 9:03 AM
To: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Cc: Warth, Julia C <jcwarth@seattleschools.org>
Subject: RE: 7500019064 Council of Great City School-2 years extension?

Hi,

We can extend the contract. Because SAP can't handle multiple year contracts (next year's budget would need to be available), we'll need to do the internal contract amendment paperwork each year so we have it properly reflected in the financial system.

Amy Fleming
Director of Accounting
ajfleming@seattleschools.org
T: 206-252-0274

From: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Sent: Tuesday, July 26, 2022 8:03 AM
To: Fleming, Amy J <ajfleming@seattleschools.org>
Cc: Warth, Julia C <jcwarth@seattleschools.org>
Subject: FW: 7500019064 Council of Great City School-2 years extension?

Good morning Amy,

I know we sometimes do allow contracts to cross two fiscal years due to the nature of the work such as curriculum development or a studies. How do you feel about amending a contract for additional 24 months and adding \$20,000 to the original contract amount of \$75,000 (\$10,000 for each additional year)?

As Julia has stated, the extension is needed so they can continue the services providing support to the Board's implementation of Student Outcomes Focused Governance.

Thank you,
Melissa

-----Original Message-----

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Thursday, July 21, 2022 4:13 PM
To: Nguyen, Melissa L <mlnguyen@seattleschools.org>
Subject: FW: 7500019064 Council of Great City School-extension?

Hi Melissa,

Just checking in on what my next steps are for this contract extension.

Thank you!

Julia

-----Original Message-----

From: Warth, Julia C

Sent: Tuesday, June 28, 2022 11:22 AM

To: Nguyen, Melissa L <mInguyen@seattleschools.org>

Subject: FW: 7500019064 Council of Great City School-extension?

Hi Melissa,

Just following back up on this to see what next steps are to seek an extension if it is a sole source.

Thank you!

Julia

-----Original Message-----

From: Warth, Julia C

Sent: Friday, June 10, 2022 10:20 AM

To: Nguyen, Melissa L <mInguyen@seattleschools.org>

Subject: RE: 7500019064 Council of Great City School-extension?

Hi Melissa,

The extension would be for another \$10k each year, for a total of \$20k. Council of Great City Schools is the only organization that provides this type of service (we did sole source justification earlier and the form mentions potential extension). The extension would be to continue the services they are currently providing to support the Board's implementation of Student Outcomes Focused Governance, which another vendor does not exist to do.

I believe the extension would also maintain our eligibility to have the bulk of our fees waived upon completion of the work, as described on page 2 in Attachment B.

Thank you!

Julia

-----Original Message-----

From: Nguyen, Melissa L <mInguyen@seattleschools.org>

Sent: Friday, June 10, 2022 9:42 AM

To: Warth, Julia C <jcwarth@seattleschools.org>

Subject: 7500019064 Council of Great City School-extension?

Hello Julia,

How much to be awarded for the next two years?

I think it is best that we do a new contract through a competitive process by requesting for a new proposal to ensures the contract pricing is fair and reasonable through contracting services department once this year's contract is ended since we're doing it for multiple years.

Thank you,
Melissa

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Wednesday, June 8, 2022 9:21 AM
To: Nguyen, Melissa L <mnguyen@seattleschools.org>
Subject: Council of Great City School Contract Extension

Hi Melissa,

We would like to extend our contract with the Council of Great City Schools by 24 months (currently ends September 2022). What are the steps we will need to go through to do that? Also, it will come out of the Superintendent budget, so not sure if that impacts the process.

Thank you!

Julia

Julia Warth (she/her/hers)
Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org
T: 206.252.0124
C: 206.391.2636

CONTRACT AMENDMENT PROCEDURES

PURPOSE

The Contract Amendment Form is to be used if there is a required change or amendment to an existing contract. Unless the change is an administrative change (i.e. budget coding revision), the amendment must be signed by the contractor as well as the designated signing authority for the District.

CONTRACT AMENDMENT PROCEDURES

STEP 1: COMPLETE THE CONTRACT AMENDMENT FORM

- Determine the change to the contract, with an explanation for the change.
 - A Justification for Contract Amendment is required if the change to the contract amount is **greater than**: 1) 25% of the original contract amount or 2) \$50,000.
 - If you are revising your cost center or splitting your contract amount between more than one cost center, include the dollar amount allocations for each cost center in the form.
 - When increasing the dollar amount to your contract, you will need to include the following information in the amendment:
 - a. The original contract amount
 - b. The total amount added from previous amendments (this is the total sum of previously added dollars to the contract)
 - c. Amount of Increase/Decrease for this amendment
 - d. REVISED Total contract amount (sum of a + b + c above)
 - If the original contract amount was less than \$50,000 but with the new amendment will now move the total contract amount to greater than \$50,000, a certificate of insurance with the contractor's proof of general liability coverage (per the contract) will be required.

STEP 2: EXECUTING CONTRACT AMENDMENT

Once your amendment is ready to execute, the contractor shall sign the amendment first, and the District will countersign. The following documents are required for processing:

- Contract Amendment Form
- Original Contract, including previous amendment(s)
- Justification for Contract Amendment (if the change amount is greater than \$50,000 or 25% of the original contract)
- Certificate of Insurance (if the new total contract amount increases the contract amount to greater than \$50,000 but was not previously)

If the contract amendment is above \$250,000 it must be approved by the School Board. The following documents are required for processing:

- Board Action Report
- BAR Routing Approval Form

If the sum of the original contract amount and its subsequent amendments has increased the contract amount to exceed the Board threshold of \$250,000, the contract owner is required to notify their respective Board Committee of the revised contract amount.

CONTRACT ADMINISTRATION

Once the contract amendment has been executed, a copy of the contract shall be held in your department's contracts files. The contract owner will be responsible for managing the work against the approved hours and contract amount. Review your contract frequently so that you have ample time to issue any changes or extensions prior to the expiration of your contract.

JUSTIFICATION FOR CONTRACT AMENDMENT

This form is to be included if the contract amendment amount is greater than twenty-five percent (25%) of the original contract amount.

CONTRACT INFORMATION

Contractor Name: Council of the Great City Schools	Purchase Order No./Amendment No.: 7500019064/1
SPS Contract Owner: Julia Warth	SPS Contract Owner Phone/E-mail: 206.252.0124/ jcwarth@seattleschools.org

JUSTIFICATION SUMMARY

- Amendment Purpose.** Describe the type of services that is to be included under this amendment. Amended services must align with the original contract’s purpose and scope of work:

yes
- Specific Problem or Need.** What is the business problem or need that requires this amendment?

continue the services they are currently providing
- Contract Amendment.** State the rationale for amending an existing contract rather than competitively procuring the good and/or services and awarding a new contract.

The extension would be to continue the services they are currently providing to support the Board's implementation of Student Outcomes Focused Governance, which another vendor does not exist to do.
- Are the proposed services under this amendment within the scope of the original contract? If the answer is “no”, explain what conditions have changed since the original contract and other applicable information that clearly justifies the decision to amend the contract.

yes

SEATTLE PUBLIC SCHOOLS CONTRACT AMENDMENT FORM

CONTRACTOR NAME AND ADDRESS (Legal Name – MUST match registered Name with Tax ID Number)		CONTRACT AMENDMENT <u>MUST</u> BE FULLY EXECUTED IN ADVANCE OF SERVICES	
PO Number (<i>Ex: 7500000001</i>): 7500019064	Amendment Number: 1	RFP/RFQ/Contract Number:	
Name: Council of the Great City Schools	WA Business License (UBI#):		
DBA:	Phone: (202) 393-2427	Fax:	
Address: 1331 Pennsylvania Avenue, N.W.Suite 1100N	E-mail: ttrinidad@cgcs.org		
City/State/Zip: Washington, D.C. 20004	Vendor Number: 112842		

This Contract Amendment is made between the Seattle School District (“the District”) and the above-named contractor (the “Contractor”) under the above-referenced PO Number. All terms and conditions in the above referenced contract shall apply.

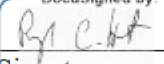
District employees, other than personnel in the District Financial Services Department, are not authorized to make promises for contractual services, promises for a particular period of time or promises of a particular level of payment. Any verbal or written statements to that effect by District employees other than Financial Services personnel are null and void.

CHANGE to an existing Contract - Identify the nature of amendment (Check all that apply): ☒ Extension of Time (1) ☐ Dollar Amount Increase (3) ☐ Dollar Amount Decrease (3) ☐ Cost Center Revision (2) ☐ Other (4):									
Explain the change in conditions since the initial contract and other applicable considerations that clearly justify the decision to amend the original contract or last approved amendment:									
For sections 1-4 below, complete only what is relevant to the nature of your change noted above.									
1) Last Approved End of Service Date: 9/30/2022 Revised End of Service Date: DS RH 9/30/2023 9/30/2024	2) Last Approved Cost Center: 1000/ 01097111A0/7330 \$75,000 Revised Cost Center: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Cost Center</th> <th style="width: 30%;">Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>1000/0109711A0/7340</td> <td>10,000/year for 2 years</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>			Cost Center	Amount (\$)	1000/0109711A0/7340	10,000/year for 2 years		
Cost Center	Amount (\$)								
1000/0109711A0/7340	10,000/year for 2 years								
3) Original Approved Contract Amount (\$): \$ 75,000 Total Amount Added From Previous Mods (\$): n/a Amount of Increase/Decrease for this Mod (\$): \$20,000	4) Contract Language to Add or Revise (attach separate document(s), listing new exhibits, if needed):								
REVISED Total Contract Amount Not to Exceed (\$): \$95,000									

1. Capital funds may not be combined with grant or general funds; a separate Contract Amendment should be established.
2. If the modification is solely to revise budget coding, it is considered an administrative change and the contractor is not required to sign the amendment.
3. A certificate of insurance will be required if the revised total contract amount now exceeds \$50,000.

SEATTLE PUBLIC SCHOOLS CONTRACT AMENDMENT FORM

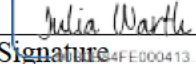
CONTRACTOR ACCEPTANCE:

DocuSigned by: 	8/29/2022
Signature	Date
Ray Hart	rhart@cgcs.org
Printed Name	E-mail

DISTRICT USE ONLY

Except as specifically modified above, the original contract remains in force. This amendment becomes a part of the original contract when signed by the Contractor and the Seattle School District Accounting Director for amendments up to \$75,000, Chief Financial Officer (CFO) for amendments \$75,000 to \$100,000. Amendment amounts in excess of \$100,000 require the additional approval of the Superintendent. Amendments which exceed \$250,000 require the additional approval of the School Board. Amendments with an increase of more than 25% of original contract amount are required to be signed by the CFO.

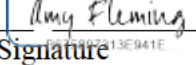
CONTRACT ADMINISTRATOR:

	Julia Warth	8/26/2022
Signature	Printed Name	Date

ADDITIONAL DEPT. APPROVAL (if required):

Signature	Printed Name	Date
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ACCOUNTING DIRECTOR (All amendments):

	Amy Fleming	8/31/2022
Signature	Printed Name	Date

PROCUREMENT (Amendments more than \$20,000 or 25% greater than original contract amount):

Signature	Printed Name	Date
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LEGAL (Amendments more than \$20,000 or 25% greater than original contract amount):

Signature	Printed Name	Date
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CHIEF FINANCIAL OFFICER (Amendments more than \$20,000 or 25% greater than original contract amount up to \$100,000):

Signature	Printed Name	Date
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SUPERINTENDENT (Over \$100,000)

Signature	Printed Name	Date
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BOARD APPROVAL DATE (Required if amendment is over \$250,000):

Date

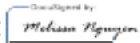
BOARD COMMITTEE INFORM DATE (For amendments with a total aggregate that exceeds \$250,000):

Date

FOR ACCOUNTING USE ONLY

Grant Review Approval: _____ Date: _____

Funds Encumbered (\$): **\$10,000** Date: **9/1/2022**

Accounting Initials: 

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

CONTRACTOR NAME AND ADDRESS (Legal Name – MUST be same as registered with Tax ID Number)	CONTRACT MUST BE FULLY EXECUTED IN ADVANCE OF SERVICES
Name: Council of the Great City Schools	WA State Business License (UBI#): 712223
Doing Business As (DBA): Council of the Great City Schools	Email: ttrinidad@cgcs.org
Address: 1331 Pennsylvania Avenue, N.W.Suite 1100N	Telephone: (202) 393-2427
City, State and Zip: Washington, D.C. 20004	Fax: (202) 393-2400
Accounting Use: Vendor # 112842	PO# 7500019064

This contract is made between the Seattle School District (“the District”) and the above-named contractor (the “Contractor”). **District employees, other than personnel in the District Financial Services Department are not authorized to make promises for contractual services, promises for a particular period of time or promises of a particular level of payment. Any verbal or written statements to that effect by District employees other than Financial Services personnel are null and void.**

Whereas, the District requires the Contractor’s services; and whereas, the Contractor’s education and experience qualify the Contractor to perform specified services; it is agreed that the Contractor will provide services as follows:

I. SCOPE OF WORK

A. General objectives of this contract (include a brief description of the agreed upon services):

The Council shall provide professional services to the District’s governing team — school board and superintendent — that include, but are not limited to, training, coaching, and professional development, and facilitation of discussions regarding the district’s long-term vision and strategic plan (“Services”). These services are to support the district implementation of Student Outcomse Focused Governance.

- B. In order to accomplish the general objects of this contract, Contractor shall perform the following specific duties (Describe the work to be performed by the contractor in detail, including the quantifiable steps or components of what the contractor is to do. Identify all tasks, work elements and objectives/outcomes of the contract, and timetables by which major parts of the work are to be completed. The specific duties may be attached as a separate document. If a separate attachment, please state “contractor shall perform the duties outlined in attachment __.”):**

Up to 3 sessions of Leadership Training. This typically involves an initial two days of on-site or virtual visits by

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

Council team members. This is inclusive of preparation and planning prior to the session.

Ongoing Coaching Support. In addition to the Leadership Training requested and provided above, the Council will provide ongoing monthly coaching, strategic planning, and implementation support to the district (either individually or in groups).

Subject Matter Experts. Meetings with subject matter experts provided if needed for individual consultation.

See Attachment B Contractor Proposal for detail.

C. Site/Location of Services:

John Stanford Center for Educational Excellence/Seattle, Washington and Virtual

II. SCHEDULE OF PERFORMANCE

No costs shall be incurred under this contract until fully executed and subsequent to the termination date.

The schedule of performance of Contractor's duties is as follows:

Dates of Services	
Start Date: March 1, 2021	End Date: September 30, 2022

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

III. PAYMENT (Select type):

☐ Hourly rate/Not to Exceed: In consideration of Contractor's satisfactory performance of the duties set forth herein, Contractor shall be compensated at an hourly rate of \$ _____, for services rendered not to exceed a total of \$ _____. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

☒ Set Rate: In consideration of Contractor's satisfactory performance of the duties set forth herein, Contractor shall be compensated at a set rate of dollars \$ 75,000, inclusive of travel and all other contract-related costs. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

☐ Non-Financial: This is a non-financial agreement. In no event shall either party seek compensation for work performed under this agreement.

IV. INCORPORATION OF ATTACHMENTS AND ORDER OF PRECEDENCE

Each of the attachments listed below is by this reference hereby incorporated into this contract. In the event of any inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and state of Washington statutes and regulations
- Seattle School District Policies and Superintendent Procedures
- Attachment A – Terms and Conditions
- Attachment B (if applicable) – Contractor Proposal
- Attachment C (if applicable) – [Title of attachment]
- Any other provision, term or material incorporated herein by reference or otherwise incorporated.

V. APPROVAL

This contract shall be subject to the written approval of the Superintendent's authorized representative and shall not be binding until so approved. The contract may be altered, amended or waived only by a written amendment executed by both parties.

Contractor Diversity (OPTIONAL)

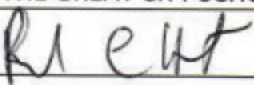
The District is committed to educational equity for our students with the goal of having all students, regardless of race or class, ready to succeed in a racially and culturally diverse local, national and global community (School Board Policy No. 0030). Values of inclusion and equity are also part of the District's business practices - ensuring that minority-owned and women-owned businesses (WMBEs) have the maximum practicable opportunity to participate in contracting with the District. The District defines WMBE firms as at least 51 percent owned by women and/or minority. State certification is recommended, but not required to meet the District's WMBE definition. To assist the District in tracking our goal for diversity in our contracts, please provide the following information regarding your business:

☐ Minority-owned, Self-identified	☐ Minority-owned, OMWBE Certified
☐ Women-owned, Self-identified	☐ Women-owned, OMWBE Certified
☐ Not applicable or Prefer not to answer	

We the undersigned, agree to the terms of the foregoing contract.

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

CONTRACTOR NAME (PRINT NAME): COUNCIL OF THE GREAT CITY SCHOOLS	FEDERAL TAX I.D. OR SOCIAL SECURITY NO.: 36-2481232
SIGNATURE: 	TITLE OF CONTRACTOR AND DATE SIGNED: Executive Director September 14, 2021

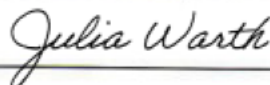
Contractor: Please note there must be an IRS Form "W-9 Request for Taxpayer Identification Number and Certification" attached to this contract. The Federal Tax I.D. or Social Security number given below **MUST** match the number specified on the W-9. A W-9 form may be obtained from the IRS at www.irs.gov

As an authorized representative of the originating school/department and having budget authority to authorize the disbursement of funds from the budget line give below, I declare that:

1. I have personally verified the existence of funds available within the appropriate unit to pay this contract.
2. I am satisfied that the contractor meets the eligibility requirements for an independent contractor as outlined in the attached Classification Checklist.
3. The services being provided do not violate any labor agreement regarding contracting out for services. Having completed these steps, I hereby authorize the release of funds from the budget line coded below.

SCHOOL/DEPARTMENT BUDGET AUTHORITY

School/Department Name: Relationships & Strategic Initiatives	Mail Stop:	Phone: 206.252.0124
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Print Name: Julia Warth	Title: Director of Board Relations and Strategic Initiatives
Signature: 	Date: 9/16/2021

CODING

FISCAL YEAR	FUND	FUND CENTER/COST CENTER	COMMITMENT ITEM
2021 & 2022	1000	01097111A0	7330

SCHOOL BASED CONTRACTS APPROVAL OVER \$25,000

Print Name:	Title:
Signature:	Date:

FINAL SEATTLE PUBLIC SCHOOLS APPROVAL

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

Contracts up to \$75,000: <i>Amy Fleming</i>	Date: 9/23/2021	Accounting Director Amy Fleming
Contracts \$75,000 and Over: <i>JoLynn Berge</i>	Date: 9/22/2021	Chief Financial Officer JoLynn Berge
Contracts over \$100,000:	Date:	Deputy Superintendent

FOR ACCOUNTING USE ONLY	
Funds Encumbered	Date
Grant Accounting Review:	Contracts Accounting Review: 9/16/2021 MN

Last Updated: January 2019

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

ATTACHMENT A – TERMS AND CONDITIONS

1. Payment to the Contractor: Compensation for the described services will be by warrant of the Seattle Public Schools after receipt of services. State Law RCW

42.24.080 forbids prepayment of services. The Contractor must submit an invoice to the originating school or department. The originator must then attach a completed Certification of Services Rendered form to the invoice and submit both to the Accounting Department for payment. The warrant will be issued through the Accounting Department.

2. Contractor Invoices: Contractor shall submit an invoice itemizing actual services and expenses after services have been rendered. **Invoices must meet District invoicing standards.** Payment will be made in one sum unless other approved. Unless otherwise specified, **payment terms are net 30 days.** Progress payments may be made not less than monthly. Any reimbursable expense for travel shall comply with district policy. If the parties anticipate the amount due for services and/or expenses will exceed this contract amount, or the dates of services will be extended, it will be necessary to complete a "Contract Modification/Extension" form which is subject to the same approval process as the original Services Contract. The District is not liable for any services above the approved contract amount without a properly approved and signed modification.

3. Correction of Noncompliance: Contractor shall, at no cost to District, promptly and satisfactorily correct or re-perform any Services found to be defective or not in compliance with the requirements of this contract or the requirements of any governmental authority, law, regulation or ordinance.

4. Compliance with Laws: Contractor shall comply, and be certain that its Services comply, with all applicable laws, ordinances, regulations, resolutions, licenses of record, permits of record, and other requirements applicable to the Services, in effect at the time of performance of the Services. Contractor shall furnish documents as may be required to evidence compliance with this section. Failure to comply with this section shall be grounds for District to immediately terminate the contract.

4.1 Discrimination: Contractor shall comply with applicable local, state and federal laws prohibiting discrimination with regard to race, creed, color, national origin, sex, sexual orientation, including gender expression or identity, marital status, age or the presence of any sensory, mental or physical handicap.

4.2 Confidentiality: Contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. Section 1232g

4.3 Criminal background screening: Contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall complete and pass a comprehensive national background check. Contractor shall at minimum meet criminal background check standards adopted by the District's volunteer program. Criminal background checks should be completed at the contractor's expense prior to start of Services. Contractor, all its employees, volunteers, agents or subcontractors may be background checked using District's Washington Access to Criminal History account (WATCH) as required by the WATCH user agreement.

4.4 Individuals with criminal records: Criminal records of Contractor, all its employees, volunteers, agents or subcontractors shall be examined using the District's procedure for reviewing volunteer applications with criminal records, or Contractor's own assessment tool if it is more rigorous than the District's.

4.5 Disqualifying criminal records: pursuant to RCW 28A.400.330, Contractor, all its employees, volunteers, agents or subcontractors shall be prohibited from providing Services at a public school where there may be contact with children, if they pled guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42 RCW, the physical injury or death of a child under Chapter 9A.32 or 9A.36 RCW, sexual offenses under Chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction. Contractor shall furnish such documents as may be required to evidence such compliance.

4.6 Adult Sexual Misconduct Prevention awareness: Prior to start of Service, contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall complete the District's "Adult Sexual Misconduct Prevention training for volunteers" available on the District's website at no cost.

5. District Use: All drawings, specifications, materials, information, property and other items obtained or developed in connection with the Services or the cost of which is included in the Reimbursable Expenses (including, but not limited to, documents, designs, drawings, plans, specifications, calculations, maps, sketches, notes, reports, data, estimates, reproductions, renderings, models, mock-ups, educational materials, curriculum and instructional material, books, workbooks,

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

videos, and completed Services and Services in progress), together with all rights associated with ownership of such items (such as copyright, patent, trade secret and other proprietary rights), shall become the property of District when so obtained or developed or when such expense is incurred, as the case may be, whether or not delivered to District. It is agreed by the Contractor that the services provided to the District are specially ordered or commissioned and that such services are rendered on a work-made-for-hire basis. This confirms ownership by the District of all right, title, and interest, including all right of copyright, in and to any work of authorship created under this agreement. If for any reason it is determined that services were not provided under a work-made-for-hire situation, the Contractor irrevocably and permanently assigns to the District all ownership interest to any work created under this Agreement. Contractor shall deliver such items, together with all materials, information, property and other items furnished by District or the cost of which is included in the Reimbursable Expenses, to District upon request and in any event upon the completion, termination or cancellation of this contract. However, Contractor may at its own expense retain copies of any such items for its own records or for use in the furtherance of its professional knowledge.

District shall have a permanent, assignable, nonexclusive, royalty-free license and right to use all concepts, methods, processes, products, writings and other items (whether or not copyrightable or patentable) developed or first reduced to practice in the performance of the Services or otherwise whether by Contractor, any of its subcontractors, or any employee(s) of Contractor in connection with this contract. District shall hold Contractor or its subcontractors harmless for District's reuse of documents on a project other than this project.

6. Workers' Compensation: Contractor expressly waives any immunity or limitations (e.g., on the type or amount of damages, compensation, benefits or liability payable by Contractor) that might otherwise be afforded under any industrial insurance, worker's compensation, disability benefit or similar law, rule, regulation or order of any governmental authority having jurisdiction (including, but not limited to, the Washington Industrial Insurance Act, Title 51 of the Revised Code of Washington). By executing this contract, Contractor acknowledges that the foregoing waiver has been mutually negotiated by the parties.

7. Termination for Breach by Contractor or for the Convenience of the District : District may terminate this contract at any time for material breach by the contractor, by written notice, in which case contractor shall be liable for the direct and incidental damages suffered by the District for such material breach, but not for consequential damages. In addition, District may, at its option, terminate all or a portion of the services not then performed under this contract at any time, for its convenience for any reason, by so notifying Contractor in writing. In the event of termination, all finished or unfinished documents and other materials as described above shall, at the option of District, become its property upon compensation therefore in accordance with this contract, and District shall indemnify and hold harmless Contractor and its agents and employees from any claims arising from District's subsequent use of such documents and other materials, except to the extent Contractor is solely or concurrently negligent. If the contract is terminated by District for the convenience of the District as provided herein, Contractor's compensation for the Services shall be (i) that portion of the compensation for services performed prior to termination, and (ii) proper compensation for reimbursable expenses. Under no circumstances shall District be liable for any consequential damages, including, but not limited to, loss of profits on other projects or of reputation incurred by Contractor as a result of such termination.

8. Miscellaneous:

8.1 General: This contract represents the entire and integrated agreement between District and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This contract may be amended only by written instrument signed by both District and Contractor. This contract shall be interpreted, construed, and enforced in all respects in accordance with the laws of the State of Washington. Venue in any litigation shall be in King County, Washington.

8.2 Independent Contractor: Contractor shall at all times be an independent contractor and not an agent or representative of District with regard to performance of the Services as authorized by this contract. Contractor shall not represent that it is, or hold itself out as, an agent or representative of District.

8.3 Indemnification: All activities performed by the Contractor are performed at its own risk, and Contractor shall indemnify, defend and hold the District harmless from any liability, claim, expense, damages or injuries to persons or property arising out of acts or omissions of Contractor, its employees, agents or subcontractors under this agreement, except to the extent caused by the District, its officers or agents.

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

8.4 Debarment: Vendor, by accepting this contract, warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (defined as not being eligible to receive federal funds) by any local, state or federal department or agency. Vendor agrees to be bound by the terms of School Board Policy No. 6973, which provides additional requirements applicable to debarment of contractors from receiving future contracts with SPS.

8.5 Contractor Responsibility: Contractor shall provide and furnish all necessary tools, labor, materials, equipment and transportation, as necessary to perform the services. Contractor is liable for, among other things, employment and other taxes, personal health and car insurance, worker's compensation for its employees.

8.6 Assignment: Neither District nor Contractor shall assign, sublet or transfer any interest in this contract without the written consent of the other. Contractor shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of District.

8.7 District Policies and Procedures: Contractor agrees that all staff assigned to a District school or those that will provide services to District students under this contract shall comply with all District policies, procedures and guidelines.

8.8 Insurance: If (1) this contract, or any amendments to this contract exceed a total value of more than \$49,999, and (2) Contractor performs services on District property, the Contractor shall, prior to starting services, submit a certificate of insurance showing evidence of Contractor's commercial general liability insurance, with a limit of not less than \$1,000,000 per occurrence bodily injury, personal injury and property damage combined, including premises, operations, contractual and personal liability. Such insurance shall not be cancelled or reduced until 30 days prior written notice has been given to the District. If performance of the services involves regular unsupervised contact with minors, the District may require the Contractor to provide evidence of coverage for sexual abuse and molestation. If the contracted services involve professional services (including, but not limited to, medical, financial, legal, programming, design or educational services) the District may require the Contractor to provide evidence of professional liability coverage. If performance of the services requires use of an automobile, Contractor and its employees must have automobile liability insurance. Seattle Public Schools shall be named as additional insured on the contractor's general liability policy.

8.9 Conflict of Interest: Vendor understands and agrees that District employees and officers generally must not accept gifts or gratuities from people who may have an interest in District actions. Pursuant to Policy 5251, a District employee may only accept from a vendor: (1) advertising or promotional items of nominal value; (2) informational materials, subscriptions related to the recipient's performance of official duties; and food and beverages consumed at hosted receptions or hosted meals where attendance is related to the receiving employee's performance of official duties. Further, Vendor may not enter into any non-consumer business arrangement with any director, employee or agent of Seattle Public Schools, other than as a representative of the District, without prior written notification thereof to the District.

8.10 Cooperation with District Auditor and State Auditor: Vendor agrees to provide reasonable cooperation with any inquiry by either the district or State Auditor relating to the performance of this contract. The District has the right to audit records of the Vendor relating to payment, performance, or performance under this contract, for three (3) years after completion of this contract. Failure to cooperate may be cause for debarment from award of future contracts.

Council of the Great City Schools

Contract for Professional Services

Assisting with District Governance

The following agreement describes ongoing professional services provided by the Council of the Great City Schools ("Council") to Seattle Public Schools ("District").

Scope

The Council shall provide professional services to the District's governing team — school board and superintendent — that include, but are not limited to, training, coaching, and professional development, and facilitation of discussions regarding the district's long-term vision and strategic plan ("Services").

Term

This contract ("Contract") shall begin on the date of its final execution by the Superintendent on behalf of the Board and shall terminate February 28, 2022. If the district determines in its sole discretion that it is necessary to receive services past February 28, 2022, this agreement may remain effective up to February 28, 2023, unless terminated earlier by either party.

Costs to the District for Services and Expenses

The maximum amount that may be paid by the District for the Services, inclusive of travel expenses, is \$75,000 per a 19-month period, as described below.

- **Compensation for Leadership Training:** Provided at \$10,000 per full session, this typically involves an initial two days of on-site or virtual visits by Council team members. This is inclusive of preparation and planning prior to session. The district will be invoiced for \$10,000 upon execution of this contract. Additional training and facilitation are provided as mutually agreed upon at the cost of \$10,000 per full session.
- **Compensation for Coaching Support:** In addition to the Leadership Training requested and provided above, the Council will provide ongoing monthly coaching, strategic planning, and implementation support to the district (either individually or in groups). The total fee paid for the Ongoing Coaching Support, which is tracked by Council staff, shall be invoiced by the Council at the termination of the contract. The amount invoiced shall be at a rate of \$1,000 per day or at a rate of \$125 per hour – whichever is less.
- **Subject Matter Experts:** Provided if needed, at \$1,000 per full day of service or at a rate of \$125 per hour—whichever is less. This amount shall be invoiced after delivery of their services.
- **Travel expenses:** The District shall reimburse the Council for all travel related expenses incurred and necessary for the performance of the Services up to a total effective rate not to exceed \$1,500 per day. Such reimbursement shall include, but is not limited to, transportation to and within the region, lodging, and meals and will comply with all district policies, as well as state and local statutes.

Waiver of Additional Fees

Notwithstanding the language above, the Council agrees to waive additional Leadership Training and all Coaching Support fees in the event District:

- Develops a "Board Work Plan" identifying measurable, objective and attainable work products or activities (approximately 2-3) to be completed during the term of the contract. An example of a work plan is included as Exhibit A.

and,

- Completes the work products or activities within the Board Work Plan that had deadlines occurring prior to the termination of the contract. The determination as to whether there was completion of the relevant work products or activities shall be made by the Council in consultation with the board chair.

Signatures below signifies acceptance of this agreement.

Approval by District Representative:

DocuSigned by:  Signature	JoLynn Berge-Chief Financial Officer Full Name & Title	9/22/2021 Date
--	--	--------------------------

Approval by Council Representative:

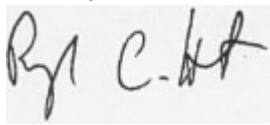
 Signature	Raymond C. Hart, Executive Director Full Name & Title	9/14/2021 Date
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Exhibit A: Example Work Plan

This example is a modified excerpt of four months from an actual district's work plan. This example is not intended as a promise of these specific services; every work plan is necessarily unique.

Status Indicators (far right column)

Not Started	Off Track	Slightly Off Track	On Track	Completed
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February 2021

Activity	Description	Due Date	Owner	Status
Board Training	Board completes orientation on governance that is student outcomes focused	9.13.20	Coach	
Vision & Values	Board receives student data analysis to help understand high leverage, high need areas (root cause analysis, comprehensive student needs assessment, and/or similar research-based tool)	9.30.20	Supt	

March 2021

Activity	Description	Due Date	Owner	Status
Vision & Values	Board drafts potential Goals and Guardrails based on student data	10.4.20	Coach	
Vision & Values	Board plans community engagement process regarding Goals and Guardrails	10.4.20	Coach	
Agenda Redesign	Board designs Q&A document process	10.30.20	Coach	
Constituent Engagement	Board conducts constituent workshops on governance that's focused on student outcomes	10.30.20	Coach	
Constituent Engagement	Board shares governance improvement plan outline with constituents	10.30.20	Board Chair	

April 2021

Activity	Description	Due Date	Owner	Status
Vision & Values	Superintendent shares their progress measures for the draft Goals and Guardrails	11.1.20	Supt	

Self Eval	Board conducts quarterly self evaluation	11.17.20	Coach	
Vision & Values	Board conducts listening sessions on draft Goals and Guardrails	11.30.20	Board Chair	

May 2021

Activity	Description	Due Date	Owner	Status
Vision & Values	Board conducts listening sessions on draft Goals and Guardrails	12.15.20	Board Chair	
Vision & Values	Board revises draft Goals and Guardrails based on constituent input	12.18.20	Board Chair	
Agenda Redesign	Board implements Q&A document process	12.18.20	Board Admin	

Seattle Public Schools Bargaining Unit Checklist

The information provided below will assist the Seattle Public Schools in determining whether a service may be performed by an independent contractor and whether the individual can appropriately be classified as a contractor with the District. Please note that this page should be completed by the Principal/Program Manager contracting the Independent Contractor and must be attached to the SEATTLE SCHOOL DISTRICT PERSONAL SERVICES CONTRACT FORM for processing and approval.

Name of contractor or business Council of the Great City Schools

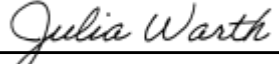
Tax Payer Identification # 36-2481232

Please answer YES or NO to the following two (2) questions:

SECTION 1. BARGAINING UNIT CHECKLIST			
Yes ☐	No ☒ Is the service being provided included in a current district position that a current employee could do or could be trained to do?		
Yes ☐	No ☒ Will the service contract bypass and/or violate collective bargaining agreements or District hiring process/procedures or any other District policies (i.e., Hiring of Relatives, Child Labor Laws)?		
Bargaining units include but are not limited to: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 1) Seattle Education Association Certificated Paraprofessional SAEOP 2) International Union of Operating Engineers Custodial/gardeners Nutrition services Security specialists, alarm monitors </td> <td style="width: 50%; vertical-align: top;"> 3) Machinists 289/79 Machinists Auto machinists 4) Teamsters 117/174 Warehouse workers Truck drivers 5) PASS (Principals Assoc of Seattle Schools) 6) Seattle/King Cty Building & Trades Council </td> </tr> </table>		1) Seattle Education Association Certificated Paraprofessional SAEOP 2) International Union of Operating Engineers Custodial/gardeners Nutrition services Security specialists, alarm monitors	3) Machinists 289/79 Machinists Auto machinists 4) Teamsters 117/174 Warehouse workers Truck drivers 5) PASS (Principals Assoc of Seattle Schools) 6) Seattle/King Cty Building & Trades Council
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Please Note: If the answer is "Yes" to EITHER of the above two questions, the individual cannot be classified as a contractor. (Please contact your Personnel Analyst for staffing concerns and contact the Payroll Department for Retirement information.) If the answer is "NO" to both of the questions listed above, please proceed to the Determining Employee versus Independent Contractor Checklist.			

I, **Seattle School District's Principal or Department Manager** confirm that the above information is true.

Name (print) Julia Warth

Signature 

Title Director of Board Relations and Strategic Initiatives

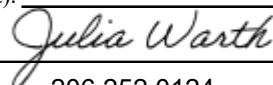
SEATTLE PUBLIC SCHOOLS DETERMINING EMPLOYEE versus INDEPENDENT CONTRACTOR CLASSIFICATION CHECKLIST

The information provided below will assist the Seattle Public Schools in determining whether an individual performing services will be classified as an employee of the District or as an independent contractor for federal, state and FICA tax purposes. Please note that this page should be completed by the Principal/Program Manager contracting the Independent Contractor and must be attached to the SEATTLE SCHOOL DISTRICT PERSONAL SERVICES CONTRACT FORM for processing and approval.

SECTION 1. GENERAL	
Name of Individual/Business: AJ Crabill/Council of the Great City Schools	Individual/Business E-mail Address: AJCrabill@cgcs.org
For Individuals: (check one) ☒ US Citizen ☐ Resident Tax Alien ☐ Nonresident Alien	Taxpayer Identification Number: 36-2481232
School or Program Location: John Stanford Center for Educational Excellence, Vii	Phone Number/Address: 512.953.3252/1331 Pennsylvania Avenue, N.W.Suite 1100N, Was

SECTION 2. MULTIPLE RELATIONSHIPS WITH THE DISTRICT		
☐ Yes	☒ No	Does this individual currently work for the District as an employee (including hourly, temporary or substitute)?
☐ Yes	☒ No	Does the District expect to hire this individual as an employee to provide the same or similar services immediately following the termination of his/her independent contractor service?
☐ Yes	☒ No	During the previous 12 months prior to the date on which the independent contractor service commenced, was the individual an employee (including hourly, temporary or substitute) to provide the same or similar service?
Please Note: If the answer is "Yes" to ANY of the above three questions, the individual should be classified as an EMPLOYEE and paid through the normal payroll process. See footnote*.		

SECTION 3. RETIREMENT BENEFITS		
☐ Yes	☒ No	Is this individual drawing state retirement benefits?

SECTION 4. RELATIONSHIP WITH THE DISTRICT	
The individual does not receive extensive instructions on how to perform his/her job, except perhaps topics to discuss. The individual does provide or could be available to perform this job at other businesses/schools. The individual does not receive benefits from the Seattle Public School District, nor does the individual expect to receive benefits from the District. The District and the individual agree, either in writing or orally, that the relationship is strictly that of an independent contract relationship.	
I, Seattle School District's Principal or Department Manager, confirm that the above paragraph is true and therefore the individual is an independent contractor. If the above statement is not true, the individual may be an employee.*	
Name (print): Julia Warth	Title: Director of Board Relations and Strategi
Signature: 	Date: 9/16/2021
Phone Number: 206.252.0124	E-mail Address: jcwarth@seattleschools.org

*If the department requesting services disagrees with this determination, please complete the Internal Revenue Services SS-8 form (available at www.irs.gov), provide documentation to provide answers, and submit completed packet to the Contracts Desk in Accounting. Accounting and Payroll will work with the department to make a final decision.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

COUNCIL OF THE GREAT CITY SCHOOLS

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ► **not for profit corporation**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1331 Pennsylvania Avenue, N.W., Suite 1100N

6 City, state, and ZIP code

Washington, D.C. 20004

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

3 6 - 2 4 8 1 2 3 2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

James B. Trindler

Date ►

2/5/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

<https://dor.wa.gov/education/industry-guides/out-state-businesses>

Out of state businesses reporting thresholds and nexus

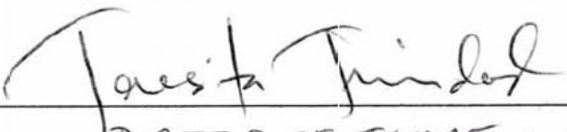
Updated April 2020

Starting Jan. 1, 2020, a business must register to report B&O tax and collect/submit applicable sales tax, if the business meets any of the following thresholds in the current or prior year:

- Has [physical presence nexus](#) in Washington. NO
- Has more than \$100,000 in combined gross receipts sourced or attributed to Washington. NO
- Is organized or commercially domiciled in Washington. NO

These thresholds will apply to all Washington income, including retailing, wholesaling, service and other activities, and other [apportionable activities](#).

Company: COUNCIL OF THE GREAT CITY SCHOOLS

sign:  Date: September 9, 2021
DIRECTOR OF FINANCE + ADMINISTRATION



**Seattle Public Schools
Sole Source Justification Form**

Procurement Approvals	Initials	Date
Accounting	DecaSigned by: <i>Amy Fleming</i> 0675897313E941E	9/23/2021
Contracting	DecaSigned by: <i>Hanney Milgate</i> 06877130082749E	9/23/2021
Legal	DecaSigned by: <i>Gregory C. Narver</i> 23E489E0757C443	9/22/2021
Purchasing		

Instructions

- This form must be completely filled out and must accompany a Personal Services Contract (PSC) over \$25,000 whenever a sole source contract is requested. If purchasing goods and equipment, this form must be completed and accompany the Purchase Requisition (B2B/Market Place) whenever a sole source purchase is requested. For sole source purchases funded from federal grant money, this section must be completely filled out and must accompany any PSC that is over \$9,999, if a sole source contract is requested. A sole source purchase is made when only one provider or supplier is available to meet the District's needs. Approvals for sole source requests shall be made in accordance with the thresholds indicated in the Authority matrix.
- The sole source purchase must meet the requirements of RCW 39.04.280, Competitive bidding requirements – Exemptions: (a) Purchases that are clearly and legitimately limited to a single source of supply, or (b) Purchases involving special facilities or market conditions.
- The District requires competition whenever practicable as part of good business practices. In cases where only one product or service is desired, competition should be used in obtaining the best price/service from dealers and distributors.
- Completing this form does not guarantee that the proposed supplier will be selected. Additional information may be required. It is the requestor's responsibility to provide all the required information and documentation indicated on this form.

THIS SOLE SOURCE REQUEST IS FOR THE USE OF A SPECIFIC (check appropriate box below):

- ☒ Personal or Purchased Service Vendor/Contractor
☐ Manufacturer, Brand and/or Model of goods, materials, software or equipment

INITIATORS'S DEPARTMENT INFORMATION			
Department	Relationships & Strategic Initiatives		Phone 206.252.0124
Contact Name	Julia Warth		E-mail jcwarth@seattleschools.org
Title	Director of Board Relations and Strategic Initiatives		
Contract Amount: \$	75,000 + \$20,000 = \$95,000		DecaSigned by: <i>Amy Fleming</i> 0675897313E941E 8/31/2022
PROPOSED VENDOR/SUPPLIER INFORMATION			
Company Name	Council of the Great City Schools		Phone (202) 393-2427
Address	1331 Pennsylvania Avenue, N.W.Suite 1100N	Email	ttrinidad@cgcs.org
City, State, Zip	Washington, D.C. 20004	Web Address	cgcs.org
Description of service:	Student Outcomes Focused Governance Implementation		
PROPOSED MANUFACTURER INFORMATION (IF SUBMITTING REQUEST FOR A SPECIFIC MANUFACTURER, BRAND AND/OR MODEL)			
Manufacturer		Brand/Model #	
Description of goods, materials, software or equipment:			

PLEASE ANSWER THE FOLLOWING QUESTIONS. Attach additional sheets if needed.

1. **Is the vendor or good specifically identified within a grant or sponsored project?**

☐ Yes

☒ No

If YES, provide backup documentation from the funding source confirming this.

2. **For goods, is the product required to match or be compatible with current equipment?**

☐ Yes

☐ No

☒ Not Applicable (request is for Services)

If YES, describe.

3. **Have you used this vendor for these goods or services in the past?**

☐ Yes

☒ No

If YES, describe (years, duration)

We have not used this vendor for these exact services in the past, but have been a member of the Council of the Great City Schools for over 30 years and participate in their training and research opportunities.

4. **How long into the future do you anticipate utilizing this vendor or manufacturer for these goods or services under a sole source designation?**

The contract is for 19 months and can be extended up to 24 if needed. Additional services after that are not anticipated.

5. As stewards of public funds, competition is required whenever practicable to obtain the best price for goods or best value of services needed.

a. List the vendors that were contacted and indicate why their services or goods were not considered / appropriate.

No other vendors were contacted. Student Outcomes Focused Governance is a framework established by the Council of Great City Schools, of which we are a member district. There is not another vendor that could provide this service.

b. How did the prices or fees compare to other vendors? Be specific.

N/A

6. a. State the reason in detail why the product/service can only be provided by the recommended sole source vendor.

Student Outcomes Focused Governance is a framework established by the Council of the Great City Schools, of which we are a member district. There is not another vendor that could provide this service.

b. Include and list any documentation (ex. CV, product specifications, quote, proposal, website address, etc.) that supports your recommendation.

Student outcomes don't change until adult behaviors change. Or said differently when placed in the context of governing, patterns of behavior that are exhibited in the boardroom can reasonably be expected to be found paralleled in the classroom. This concept, which offers a summation of the current literature on board behaviors and their relationship to improving student outcomes, is as simple as it can be confounding. The intention of the Council of the Great City Schools' (CGCS) Student Outcomes Focused Governance framework is to translate existing research and the collective experience of dozens of CGCS board members and superintendents into a set of tools that boards can use to identify their strengths and weaknesses as well as to track progress along their journey toward improving student outcomes.

The framework is built around six research-based competencies that correlate with improvements in student outcomes: Vision & Goals, Values & Constraints, Accountability & Monitoring, Communication & Collaboration, Unity & Trust, and Continuous Improvement.

Lead Consultant, Director of Governance at CGCS AJ Crabill Biography: <https://www.ajc7.com/2017/07/bio.html>
CGCS Website: cgcs.org

7. If we do not contract with the proposed vendor, how would you accomplish this work? Are other options available?

There are not other options available to support the desired governance shift. SPS staff do not have the capacity to support and continue this work without contracting with the proposed vendor.

Sole Source Justification - Approvals required

This sole source form is to be attached to the Executive Approval Form (Superintendent Procedure 6220SP.A, Attachment 2) to obtain proper approval signatures as noted below.

Sole Source Approvals		Initiator	Manager	Director	Purchasing	Contracting Services	Legal	Accounting	Chief for Initiator	Chief Financial Officer	Superintendent	Board
Personal Services	Up to \$25K	RA	RA					RA,E				
	\$25K - \$75K	RA	RA	RA		RA	RA	RA,E				
	\$75K - \$100K	RA	RA	RA		RA	RA	RA	RA	E		
	\$100K - \$250K	RA	RA	RA		RA	RA	RA	RA	RA	E	
	Over \$250K	RA	RA	RA		RA	RA	RA	RA	RA	E	RA
Goods, Materials, Software, Equipment and Purchased Services	Up to \$75K	RA	RA		RA,E							
	\$75K - \$100K	RA	RA	RA	RA		RA	RA	RA	E		
	\$100K - \$250K	RA	RA	RA	RA		RA	RA	RA	RA	E	
	Over \$250K	RA	RA	RA	RA		RA	RA	RA	RA	E	RA

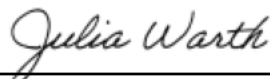
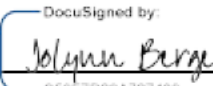
*Assistant Superintendent for Business and Finance has authority to execute sole source justifications up to \$100K. The Superintendent and Assistant Superintendent for Business and Finance must approve any sole source justification over \$100K.

Sole source documentation or documentation of competition must be included with Personal Services Contract if over \$25K, and must be included with any sole source PSC if funded by federal grant money

RA – Review/Approval

E – Execute

I have read and understand the District's Board Policy 6220 for Procurement and the sole source procedures and certify that this contract meets the guidelines and requirements of sole source procurement.

Department Initiator	Signature 	Date	9/16/2021
	Printed Name Julia Warth		
Reviewed and Approved by Department Manager or Director:	Signature 	Date	8/16/2021 9/22/2021
	Printed Name JoLynn Berge		



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kirkman & Conway Inc. 1300 Piccard Drive Suite LL4 Rockville MD 20850	CONTACT NAME: Holly Edens PHONE (A/C, No, Ext): (301) 670-0500 FAX (A/C, No): (301) 921-9275 E-MAIL ADDRESS: hedens@kirkmanconway.com INSURER(S) AFFORDING COVERAGE INSURER A: Continental Casualty NAIC # 20443 INSURER B: American Casualty Co. 20427 INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Council of the Great City Schools 1331 Pennsylvania Ave, NW Suite# 1100N Washington DC 20004	

COVERAGES**CERTIFICATE NUMBER:** CL2172206954**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		1062150180	12/01/2020	12/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			1062150180	12/01/2020	12/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Auto Physical \$ 75,000
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000			2095599881	12/01/2020	12/01/2021	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	4024225343	12/01/2020	12/01/2021	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability			425422236	07/13/2021	07/13/2023	Per Claim \$ 1,000,000 Aggregate \$ 1,000,000 Retention \$ 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: John Stanford Center for Educational Excellence/Seattle, Washington and Virtual

Seattle Public Schools are additional insured under General Liability as per written contract. 30 Day's Notice of Cancellation is given to the Certificate Holder.

DocuSigned by:

9/20/2021

CERTIFICATE HOLDER**CANCELLATION**

Seattle Public Schools PO Box 34165 Seattle WA 98124-1165	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Unauthorized Personal Service Contract

(Please complete and return to PSC/Accounting M/S 33-343)

Today's Date: **9/20/2021**

Contract Originator:  90B0B84FE000413

District procedures require that a completed Personal Service Contract package be sent to Accounting and approved by appropriate signatures before any work or service is performed. Principals, Program Managers, Department Managers, or other staff are not authorized to make promises of contracted services or financial obligations. The District's Financial Services Department must approve and sign-off on all Personal Services Contracts before any Principals or Managers can extend an offer to contractors.

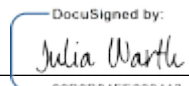
The following Personal Service Contract wasn't approved "prior" to the work being performed:

Contractor Name: **Council of the Great City Schools**

Date(s) of Service: **March 1, 2021 - September 30, 2022**

Contract or Payment Amount: **\$75,000**

Please provide an explanation why normal Personal Service Contract procedures were not followed and what has been put in place to insure these procedures will be followed in the future: **The preliminary conversations and work with the Council of the Great City Schools on Student Outcomes Focused Governance began as a means of sharing the learning and conversations of the CGCS School Board President cohort program that the SPS Board president participated in during 2021, with the full board. As the Board began to engage in formal activities and move towards formal adoption of the Goals and Guardrails foundational to implementing Student Outcomes Focused Governance, we were advised that in the event the Goals and Guardrails were not approved, no additional services would be necessary. The Board approved the Goals and Guardrails on August 25, 2021 and so additional services are necessary to implement Student Outcomes Focused Governance, and compensation for the formal services provided prior that led to Board adoption of the Goals and Guardrails. In the future, workplans and contingencies will be developed prior to formal work to comply with district Personal Service Contract procedures.**

Name:  90B0B84FE000413 Date: **9/20/2021**
Signature of School/Department Budget Authority representative

Seattle Public School Personal Services Contract Package

Your Personal Services Contract (PSC) package must be completed and approved by the Director of Finance before services may begin. **Allow a "minimum" of 7 working days for approval.**

You will be contacted when PSC has been approved.

This final package must include all of the following original hard copy forms

All Forms are Online – mysps.seattleschools.org - Business & Finance Forms

- X
_____ 1. **Personal Services Contract** (7 pages) completed in full, signed by contractor, signed by principal/program manager then to Accounting for approval. Include contractor's, Curriculum Vitae, name, address, email address, detailed description of services, including when and who is receiving services, daily schedule of service, location of services, service start and end dates—along with hourly or daily payment terms, Flat Fee terms should be "upon confirmation of completed services" and show payment timeline, pre-approved reimbursable expenses, and TOTAL Value not to exceed amount. All contracts greater than \$25,000 must also receive preliminary approval from the appropriate Education Director. Fund and grant coding must be provided, and **budget must be available in SAP to encumber funds and create your PO#.**

- X
_____ 1.a) **Section 8.7 Insurance** – Vendor must provide a Certificate of Insurance if contract is more than \$49,999. For insurance coverage limits information, contact pscontracts@seattleschools.org

- X
_____ 2. The **Bargaining Unit Checklist Form** must be completed, signed by Principal or Department Head and attached to the PSC. A contractor cannot be contracting for a job that is traditionally performed by District employees covered by a collective bargaining agreement.

- X
_____ 3. The **Classification Checklist Form** must be completed, signed by Principal or Department Head and attached to the PSC; this is to determine employee vs. independent contractor classification. A contractor cannot be a district employee. A contractor should generally have a federal employer identification number, which is included on the PSC form, and matches the W-9.

- X
_____ 4. The IRS **W-9 Form**, Request for Taxpayer Identification and Certification, completed in full for a corporation or individual, signed and attached.

- _____ 5. A copy of the contractor's Washington **State Business License (UBI#)**
<http://bls.dor.wa.gov/licenseSearch/>

- _____ 6. **A comprehensive background check** must be attached when contracting with individuals who have regularly scheduled unsupervised access to children. Verified Volunteers is the selected screening service for non-SPS employees. RCW 28A.400.303, [click here](#). **If not needed, explain WHY in an attachment:**

- X
_____ 7. **The Documentation of Competition or Sole Source Justification Form** must be attached for all federally funded personal service contracts, greater than \$9,999, or for all non-federally funded contracts over \$25,000. This applies to all contracts when only one provider or supplier is available to meet the District's needs, signed by principal/program manager recommending approval **AND the other departmental signatures as needed.**

- _____ 8. If needed, Internal Revenue Service **SS-8 form**, Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding.

**Send original hard copies of your Complete PSC package to Accounting (Mail Stop: 33-343 / Attn: PSContracts)
"Forms are available at mysps.seattleschools.org>Business & Finance Forms>Section 1. Accounts Payable"**

Questions?_email: pscontracts@seattleschools.org

If you are not forwarded automatically, use the following link:

http://snocsapr3p41.seattleschools.org/sap/bc/gui/sap/its/webgui/?~object_type=BUS2012&~object_key=7500019064&sap-client=300&sap-language=EN

If the link is not to a valid server, log on to the SAP system and check the following object:

System: P02
Client: 300
BOR Object Type: BUS2012
BOR Object Key: 7500019064

From: Marilyn Banks <mbanks@cgcs.org>
To: "glsaarenas@seattleschools.org" <glsaarenas@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Tue 8/20/2024 8:00:54 PM

FYI..

Do I need to do anything else on my part?

Marilyn...

From: Marilyn Banks
Sent: Tuesday, August 20, 2024 1:36 PM
To: 'Wilson-Jones, Ellie S' <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Thank you very much!

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Tuesday, August 20, 2024 1:13 PM
To: Marilyn Banks <mbanks@cgcs.org>; School Board Office <boardoffice@seattleschools.org>
Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hi Marilyn—I’ve relayed your emails to our accounting department and the department from which the dues are paid.

Not sure if your system allows, but invoices can be sent to superintendent@seattleschools.org.

Thanks for your follow up,

Ellie



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Monday, August 19, 2024 7:48 AM
To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>
Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>
Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning, Ellie,
Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**.
I sent out the 1st follow-up email to you on August 7th.
Please let us know what the status is or if we need to do anything else, thanks.
Have a safe and pleasant day!

Marilyn...

Marilyn Banks

Administration Assistant

Council of the Great City Schools

1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004

202-393-2427 phone | 202-393-2400 fax

mbanks@cgcs.org | www.cgcs.org

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From: Marilyn Banks <mbanks@cgcs.org>
To: "Wiley, DeLinda" <dwiley@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>
Subject: FW: CGCS Invoice
Sent: Wed 9/13/2023 3:56:36 PM

Good morning, DeLinda,
We received the FY-2023-24 Membership dues payment in the mail on 9/6/23.
Thanks for your assistance in getting this invoice paid.

Marilyn...

From: Marilyn Banks
Sent: Wednesday, August 30, 2023 7:31 AM
To: Wiley, DeLinda <dwiley@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>
Subject: RE: CGCS Invoice

Good morning,

Thanks for letting me know!

From: Wiley, DeLinda <dwiley@seattleschools.org>
Sent: Tuesday, August 29, 2023 3:39 PM
To: Marilyn Banks <mbanks@cgcs.org>
Cc: Wiley, DeLinda <dwiley@seattleschools.org>
Subject: CGCS Invoice

Hi Marilyn,

I hope all is well with you. Thank you for reaching out regarding CGCS 23-24 membership dues for Seattle Public Schools. The Superintendent's Office is responsible for payment the invoice. I submitted the payment to our accounting department several months ago. I just reached out to them for an update only to find out they can't pay it until the beginning of our budget year – Sept 1, 2023. I will follow up with them on the payment.

Please feel free to reach out to me if you have any questions.

Thank you.

DeLinda Wiley
Executive Assistant to the Chief Operations Officer
Seattle Public Schools
dwiley@seattleschools.org
T: 206-252-0168

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From: Gregory Bacon <gbacon@cgcs.org>
To: "Johnston, Danielle R" <drjohnston@seattleschools.org>
Subject: RE: 66th Annual Fall Conference
Sent: Tue 1/10/2023 5:51:52 PM
[Seattle - 7600033310.pdf](#)

Hello Danielle,

Please see the invoice attached.
Thank you,

Gregory Bacon
Conference Specialist
Council of the Great City Schools
1331 Pennsylvania Avenue, N.W
Suite 1100N
Washington, D.C. 20004

From: Johnston, Danielle R <drjohnston@seattleschools.org>
Sent: Tuesday, January 10, 2023 12:34 PM
To: Gregory Bacon <gbacon@cgcs.org>
Subject: FW: 66th Annual Fall Conference

Hello,

Cashel Toner attended the CGCS conference in October – Registration Number WJNJTQFJ962. I’m following up on the email below, as our records show that the registration fee has not yet been invoiced. Attached please find the PO for her registration fee. Can you please send me an invoice for her registration fee, or send the invoice to our Accounts Payable department, as noted on the PO? Please let me know if you have any questions.

Thank you,


Danielle Johnston (she/her/hers)
Executive Administrative Assistant, Curriculum, Assessment, and Instruction
drjohnston@seattleschools.org
206.252.0050

From: Johnston, Danielle R
Sent: Tuesday, September 20, 2022 10:30 AM
To: Gregory Bacon <gbacon@cgcs.org>
Subject: RE: 66th Annual Fall Conference

Great! Attached is the PO for Cashel Toner’s registration fee. Her registration confirmation number is WJNJTQFJ962.

Thank you,
Danielle

From: Gregory Bacon <gbacon@cgcs.org>
Sent: Tuesday, September 20, 2022 10:28 AM
To: Johnston, Danielle R <drjohnston@seattleschools.org>
Subject: RE: 66th Annual Fall Conference

Good afternoon,

You can email the purchase order to me or mail it to our office using the address in my signature.

Thank you,

Gregory Bacon
Conference Specialist
Council of the Great City Schools
1331 Pennsylvania Avenue, N.W
Suite 1100N
Washington, D.C. 20004

From: drjohnston@seattleschools.org <info@cvent.com>

Sent: Tuesday, September 20, 2022 1:25 PM

To: Gregory Bacon <gbacon@cgcs.org>

Subject: Re: 66th Annual Fall Conference

The following message was sent by drjohnston@seattleschools.org regarding the 66th Annual Fall Conference event. You can reply directly to this message to contact the individual.

Good morning. Where should I send the PO for a conference registration fee?

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1331 Pennsylvania Avenue, N.W., Suite 1100N | Washington, D.C. 20004 | Phone (202) 393-2427 | Fax (202) 393-2400

BILL TO

Seattle Public Schools
2445 3rd Avenue South
Seattle, WA 98134

OFFICIAL INVOICE

P.O. # 7600033310

1/10/2022

66TH ANNUAL FALL CONFERENCE

OCTOBER 19-23, 2022

[illegible]

IMPORTANT INFORMATION

On checks please indicate meeting name, registrants name and confirmation number

Subtotal	\$	425.00
----------	----	--------

Amount Paid

TOTAL Due	\$	425.00
-----------	----	--------

Council of the Great City Schools
1331 Pennsylvania Ave, Suite 1100N
Washington, D.C. 20004

Phone: (202) 393-2427

Fax: (202) 393-2400

www.cgcs.org

From: Teri Trinidad <ttrinidad@cgcs.org>
To: "Warth, Julia C" <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>
Subject: Invoice-CHampson Seattle
Sent: Wed 5/19/2021 2:57:51 PM
[Invoice24-CHampson Seattle.pdf](#)

Hello Julia,

I am following up on the unpaid invoice for Chandra Hampson’s participation in the Chair Cohort on February 12, 2021. Please let me know when we might expect the payment. Thanks.

--Teri

From: Teri Trinidad
Sent: Tuesday, March 23, 2021 4:34 PM
To: jcwarth@seattleschools.org
Cc: AJ Crabill <AJCrabill@cgcs.org>; Alisa Adams <AAdams@cgcs.org>
Subject: Invoice-CHampson Seattle

Hello Julia,

Attached is the invoice in the amount of \$1,000 for Chandra Hampson’s participation in the Chair Cohort. We appreciate your help in getting the invoice paid. Thanks.

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences
Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
Tel (202) 393-2427 ext 20
Cell (571) 435-2879
Email: ttrinidad@cgcs.org
www.cgcs.org

From: AJ Crabill <AJCrabill@cgcs.org>
Sent: Monday, March 22, 2021 8:50 PM
To: Teri Trinidad <ttrinidad@cgcs.org>
Subject: Fw: Invoice for Leadership Cohort

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, March 22, 2021 5:56 PM
To: AJ Crabill <AJCrabill@cgcs.org>; AJ Crabill <ajc@ajc7.com>
Subject: Invoice for Leadership Cohort

Hi AJ,

I just realized that some emails from your CGCS account wound up in my junk folder. Have you already sent the invoice for the leadership cohort that President Hampson is participating in? If so, can you resend so I can make sure we get it processed and payment to you?

Thank you!

Julia



Julia Warth (she/her/hers)

Director of Board Relations and Strategic Initiatives

jcwarth@seattleschools.org

T: 206.252.0124

C: 206.391.2636

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Invoice No. 4032-22FY2021(24)



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100 N
Washington, D.C. 20004-1756
(202) 393-2427
(EIN#36-2481232)

Bill To: Seattle Public Schools
Attn: Chandra Hampson
chandra@stanfordalumni.org

*** * INVOICE * ***

Date	Description	Amount Due
03/20/2021	Registration Fee for Participating in the CGCS' Inaugural Board Chair Cohort over a 9-month period beginning on February 12, 2021 For: Chandra Hampson PLEASE REMIT TO: Council of the Great City Schools 1331 Pennsylvania Avenue, N.W., Suite 1100 N Washington, D.C. 20004	\$1,000.00
	TOTAL BALANCE:	\$1,000.00

Please remit check to the address above

From: "Johnston, Danielle R" <drjohnston@seattleschools.org>
To: Direct Travel Seattle Schools Dept <seattleschools@dt.com>
Cc: "Toner, Cashel" <cctoner@seattleschools.org>
Subject: RE: 10/19-10/23/22 Orlando, FL, Cashel Toner-Approved 9/9/22
Sent: Tue 9/13/2022 3:04:15 PM
[Cashel Toner RFPL October 2022 CGCS.pdf](#)
[cgcs_2022 Registration Brochure.pdf](#)
[Attachment](#)

Good morning,

Cashel Toner (copied on this email) would like to travel from SEA on Wednesday, October 19th to Orlando, stay at the Hyatt Regency Grand Cypress (listed in the attached brochure - 1 Grand Cypress Blvd, Orlando, FL 32836, 407-239-1234) for 3 nights, and return to SEA on Saturday, October 22nd. Please let us know what other information you need. I have included Cashel's conference registration and the conference brochure for reference.

Thank you,
Danielle

From: Travel <travel@seattleschools.org>
Sent: Tuesday, September 13, 2022 4:29 AM
To: Johnston, Danielle R <drjohnston@seattleschools.org>
Cc: Direct Travel Seattle Schools Dept <seattleschools@dt.com>
Subject: FW: 10/19-10/23/22 Orlando, FL, Cashel Toner-Approved 9/9/22

Hello Danielle,
I cc'd Hazel in this email.
Hazel-The trip approved.
Thank you,
Soheila

From: Johnston, Danielle R <drjohnston@seattleschools.org>
Sent: Monday, September 12, 2022 10:38 AM
To: Travel <travel@seattleschools.org>
Subject: RE: 10/19-10/23/22 Orlando, FL, Cashel Toner-Approved 9/9/22

Thank you! Do you have contact information for Direct Travel? I don't see a phone number or email address on MySPS.

From: Travel <travel@seattleschools.org>
Sent: Monday, September 12, 2022 8:27 AM
To: Travel <travel@seattleschools.org>
Cc: Johnston, Danielle R <drjohnston@seattleschools.org>
Subject: 10/19-10/23/22 Orlando, FL, Cashel Toner-Approved 9/9/22

Hello Danielle,
Thanks for forwarding approved RFPL. You may contact Direct travel for booking a flight and hotel accommodations.
Thank you,



Best,
Soheila Bodaghi
Accounts Payable Supervisor
sobodaghi@seattleschools.org

T: 206-252-0278
2445 3rd Ave S.
Seattle, WA 98134
MS 33-343

From: Johnston, Danielle R <drjohnston@seattleschools.org>

Sent: Monday, September 12, 2022 8:14 AM

To: Travel <travel@seattleschools.org>

Subject: FW: RFPL - CGCS - Cashel Toner

Good morning,

Attached please find Cashel Toner's approved RFPL for the October CGCS Conference.

Thank you,
Danielle

From: Scarlett, Keisha <kdscarlett@seattleschools.org>

Sent: Friday, September 9, 2022 4:07 PM

To: Johnston, Danielle R <drjohnston@seattleschools.org>

Cc: Gonzales-Millsap, Maria P <mpgonzalesmill@seattleschools.org>

Subject: Re: RFPL - CGCS - Cashel Toner

Approved.

Thank you,
Keisha

Get [Outlook for iOS](#)

From: Johnston, Danielle R <drjohnston@seattleschools.org>

Sent: Friday, September 9, 2022 12:25:09 PM

To: Scarlett, Keisha <kdscarlett@seattleschools.org>

Cc: Gonzales-Millsap, Maria P <mpgonzalesmill@seattleschools.org>

Subject: RFPL - CGCS - Cashel Toner

Good afternoon, Keisha,

Attached please find Cashel's RFPL for the October 19-23 CGCS annual fall conference for your review and approval.

Thank you,



Danielle Johnston (she/her/hers)

Executive Administrative Assistant, Curriculum, Assessment, and Instruction

drjohnston@seattleschools.org

206.252.0050

From: Gregory Bacon <gbacon@cgcs.org>
To: "Johnston, Danielle R" <drjohnston@seattleschools.org>
Subject: Registration Confirmed - 66th Annual Fall Conference
Sent: Fri 9/9/2022 7:28:25 PM

Dear Danielle,

Please save this email for future reference.

Event: 66th Annual Fall Conference

Number in Party: 1

Time: 8:00 AM

Date: October 19, 2022

Location: Hyatt Regency Grand Cypress

Address: 1 Grand Cypress Boulevard, Orlando, Florida, 32836, USA

Group Confirmation Number: NFNT7R86GB8

Group Registrant 0 (Cashel Toner)

Confirmation Number: WJNJTQFJ962

Cashel Toner							
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
09-Sep-2022 3:28 PM ET	FALL22-092022-1677- Offline 1450	Offline Charge	Council School District Member	Admission Item	\$425.00	\$0.00	\$425.00
					Amt Ordered	Amt Paid	Amt Due
Total					\$425.00	\$0.00	\$425.00

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

Sincerely,
Gregory Bacon
Council of the Great City Schools
gbacon@cgcs.org

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SEATTLE PUBLIC SCHOOLS

REQUEST FOR PROFESSIONAL LEAVE

☐ **In State** (must be approved by Principal or Manager, then Director as appropriate)

☒ **Out of State/Out of Country** (In addition to In State approval, you must be approved by Assistant Superintendent for Teaching and Learning, Assistant Superintendent for Operations, or Assistant Superintendent for Business and Finance as appropriate)

- ☐ Please complete all information. : ost esti mated should include all staff, student, and cost e
- ☐ Approval is required in advance of any commitment for travel or registration, please allow additional time prior to travel to allow time for authorization & reduced travel fares whenever possible.
- ☐ To ensure district staff are covered by insurance, etc., all staff should complete this form even if there is no fiscal impact to the District.

All staff and volunteers must be listed below Attach additional page if necessary

EMPLOYEE NAME(S)	EMPLOYEE ID#	POSITION/DEPT/SCHOOL
Cashel Toner	ROW 42.56.2	Executive Director, CAI

Is/Are authorized to attend: CGCS 66th Annual Fall Conference

Exact Title of Conference/Activity

Location/Destination Orlando, FL

Departure Date: 10/19/2022

Return Date: 10/23/2022

Purpose of Conference/Trip:

The Council of the Great City Schools brings together the nation's largest urban public school systems in a coalition dedicated to the improvement of education for children in the inner cities. The Council and its 76 member school districts work to help our schoolchildren meet the highest standards and become successful and productive members of society.

PLEASE READ THE REGULATIONS & PROCEDURES FOR TRAVEL BEFORE COMPLETING

☐ Check if being paid "directly" by outside vendor. Expenses to be paid by: _____

Total Estimated Expenses Paid By District (including staff, student, & volunteer costs) Dollar Amount

Registration							\$425
Transportation	Airfare	☐ √ if not claiming					\$907
	Ground	☐ √ if not claiming	50.00	Miles @	\$0.63		\$31
	Rental Car	☐ √ if not claiming					\$200
Meals at daily per diem		☐ √ if not claiming	5	days	\$70		\$350
Lodging		☐ √ if not claiming	4	Nights @	\$264		\$1,056
Other (Substitute coverage, etc... please specify)							\$0
Other (Substitute coverage, etc... please specify)							\$0
Note:						ESTIMATED TOTAL	\$2,969

SEATTLE PUBLIC SCHOOLS REQUEST FOR PROFESSIONAL LEAVE

Sponsoring Organization n/a

(Give details if a participant; identify any portion of costs paid by an outside party)

This trip will also include: n/a

(Other meetings, school visits, vacation, etc)

Does this trip involve students?

Yes

☐

No

☒

If yes, please consult ASB procedures manual. Number of students : _____

Paid by (please check one): General Fund

☒

Grant Fund

☐

PASS Fund

☐

ASB Fund

☐

Name of the Grant if applicable: _____

Funding code:	Fiscal Year	Fund	Cost Center	Committment Item
	2023	1000	42001211K0	8583

If travel is ASB Funded then an ASB PO must also be attached.

- **For Preparer**, in order to save this completed form, follow these steps:

1. Save a copy by selecting "File", "Save As", then save to your computer.
2. E-mail the file, as an attachment, to your approver (Principal, Manager, or Director)

- **For Approver**, please review the document and forward the file to the next approval level. Once approval has been attained, then forward to AccountsPayable@SeattleSchools.org and indicate "Approved" and any additional comments in the body of the email. All school-based requests must be approved by the regional Executive Director of Schools. Be sure to review all costs and coding the form from being returned back to you due to insufficient information.

Travel Notes:

- Travel to Portland, Vancouver BC, Victoria and within these metropolitan areas are to be treated as in-state travel.
- The district will reimburse expenses based on the most economical mode of travel.
- Air travel and accommodation arrangements must be coordinated through the district selected travel agency and paid directly by the district. A copy of district approved travel agent must be pre-approved by Accounting.
- Meals are reimbursed per IRS Per Diem rate guidelines. Click here to see Per Diem Rate Tables. Hotel accommodations are paid from actual cost.
- Employee Travel Expense Reports must meet proper approval and be submitted within 2 weeks of completion of travel.



DESTINATION *SUCCESS*

Innovation for a New Era in Public Education

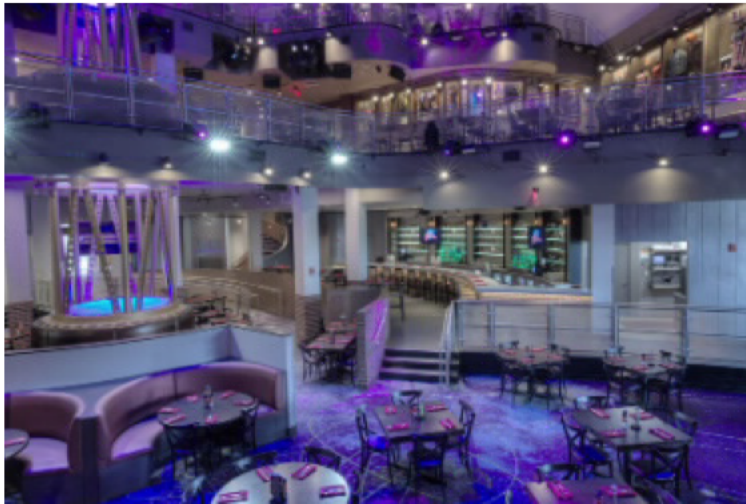
Council of the Great City Schools[®] **66TH ANNUAL FALL CONFERENCE**



HYATT REGENCY GRAND CYPRESS
ORLANDO, FLORIDA
OCT. 19-23, 2022



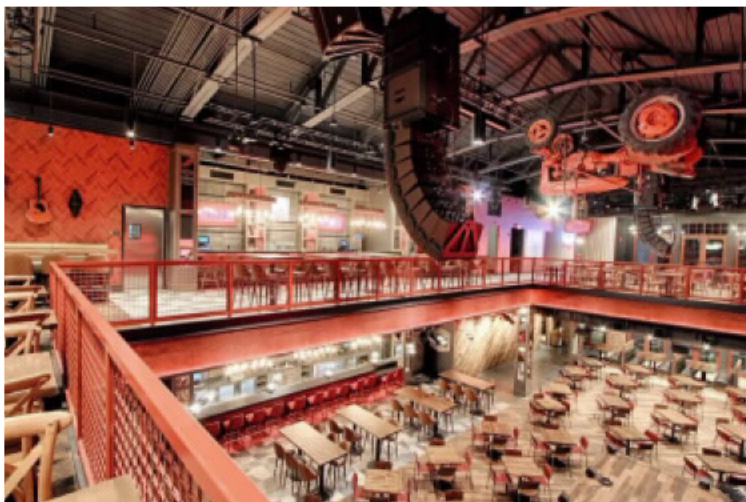
Featured Reception Venues



Planet Hollywood
Wednesday's Welcome Reception



Hard Rock Live!
Friday Night's Reception



Ole Red
Saturday Night's Reception

66th Annual Fall Conference

October 19 - October 23, 2022 • Orlando, FL



WEDNESDAY, October 19, 2022

7:00 am - 5:00 pm
8:00 am - 9:00 am
8:00 am - 4:00 pm
10:00 am - 11:00 am
11:30 am - 1:00 pm

11:00 am - 12:00 pm
12:00 pm - 1:00 pm
1:00 pm - 3:00 pm
3:30 pm - 5:00 pm

5:00 pm - 6:00 pm
6:30 pm - 8:30 pm

Fall Conference Registration
Continental Breakfast
Urban Schools Resource Room/Internet Cafe
New Member & Newcomer's Orientation
Buffet Lunch
Task Force Meetings (**All Conferees are welcome to attend**)
❖ Task Force on Black and Latina Young Women and Girls
❖ Task Force on Black and Latino Young Men and Boys
❖ Achievement/Professional Development Task Force Meeting
❖ School Finance/Leadership, Governance and Management Task Force Meeting
❖ English Language Learners and Bilingual Education Task Force Meeting
Blue Ribbon Corporate Group Meeting (Members only)
Welcome Reception at Planet Hollywood

THURSDAY, October 20, 2022

7:00 am - 5:00 pm
7:30 am - 4:00 pm
7:30 am - 9:00 am
9:00 am - 12:15 pm
12:30 pm - 2:00 pm
2:15 pm - 5:30 pm
4:30 pm - 5:30 pm
6:00 pm - 7:00 pm
7:00 pm - 9:00 pm
10:00 pm - 11:00 pm

Conference Registration
Urban Schools Resource Room/Internet Cafe
General Session A: Breakfast and Address from **KELLY GONEZ, CHAIR OF BOARD**
CONCURRENT SESSIONS ON BEST PRACTICES
General Session B: Lunch and Speaker: **TBD**
CONCURRENT SESSIONS ON BEST PRACTICES
Executive Committee Meeting
Cocktail Reception
33rd Annual Green-Garner Banquet (*Semi Formal Evening Attire*)
Hospitality Suite



Kelly Gonez
CGCS Chair of the Board

FRIDAY, October 21, 2022

7:00 am - 5:00 pm
7:30 am - 4:00 pm
7:30 am - 9:00 am
9:00 am - 12:30 pm
12:30 pm - 2:00 pm
2:30 pm - 4:00 pm
4:15 pm - 5:00 pm
6:30 pm - 8:30 pm

Conference Registration
Urban Schools Resource Room/Internet Cafe
General Session C: Breakfast and Speaker: **JOSE ANTONIO VARGAS**
CONCURRENT SESSIONS ON BEST PRACTICES
General Session D: Lunch and Speaker: **SANJAY GUPTA**
General Session E: Town Hall Meeting
Great City Colleges of Education General Meeting
Reception at Hard Rock Live!



Jose Antonio Vargas
Journalist & Immigration Advocate



Sanjay Gupta
CNN Chief Medical Correspondent

SATURDAY, October 22, 2022

8:00 am - 9:00 am
8:30 am - 12:00 pm
12:00 pm - 2:30 pm

12:30 pm - 2:30 pm

7:30 pm - 10:00 pm

Buffet Breakfast
Board of Directors Meeting
Legislative Directors Lunch and Meeting
(Council Members Only)
Fall Conference Debriefing and Planning Lunch Meeting
with San Diego Unified School District
Farewell Party at Ole Red

SUNDAY, October 23, 2022

8:30 am - 11:30 am
11:30 am

General Session F: Breakfast and Closing Session
ADJOURN

Who Should Attend?

- **Urban School Superintendents**
- **School Board Members**
- **Senior School District Administrators**
- **Deans of Colleges of Education**

The Council of the Great City Schools brings together the nation's largest urban public school systems in a coalition dedicated to the improvement of education for children in the inner cities. The Council and its 76 member school districts work to help our schoolchildren meet the highest standards and become successful and productive members of society.

What's Included in Your Registration?

- **Participation in the nation's premier conference on model programs and reforms that work in urban schools**
 - **Keynote speakers**
 - **Breakout sessions on urban school achievement, professional development, leadership and governance, finance, males of color, bilingual, immigrant & refugee issues, and others**
 - **All scheduled meals (breakfast, lunch, coffee service, reception/dinner)**
 - **Resource area with member-district, non profit organizations and educational companies' material on what works in urban education**
 - **Newly published Council reports**
 - **Networking with the nation's leading urban school superintendents, school board members, college of education deans, research directors, legislative directors and others**
 - **Awards banquet**
 - **Transportation to and from off-site evening events**
 - **Conference bag and gift items**
-

Council of the Great City School Member Districts

Albuquerque, Anchorage, Arlington (Texas), Atlanta, Aurora (Colorado), Austin, Baltimore, Birmingham, Boston, Bridgeport, Broward County (Ft. Lauderdale), Buffalo, Charleston, Charlotte-Mecklenburg, Chicago, Cincinnati, Clark County (Las Vegas), Cleveland, Columbus, Dallas, Dayton, Denver, Des Moines, Detroit, Duval County (Jacksonville), East Baton Rouge, El Paso, Fayette County (Lexington), Fort Worth, Fresno, Guilford County (Greensboro, N.C.), Hawaii, Hillsborough County (Tampa), Houston, Indianapolis, Jackson, Jefferson County (Louisville), Kansas City, Long Beach, Los Angeles, Manchester (New Hampshire), Miami-Dade County, Milwaukee, Minneapolis, Nashville, New Orleans, New York City, Newark, Norfolk, Oakland, Oklahoma City, Omaha, Orange County (Orlando), Palm Beach County, Philadelphia, Phoenix Union High School District, Pinellas County, Pittsburgh, Portland, Providence, Puerto Rico, Richmond, Rochester, Sacramento, San Antonio, San Diego, San Francisco, Santa Ana, Seattle, Shelby County (Memphis), St. Louis, St. Paul, Toledo, Tulsa, Washington, D.C., Washoe County (Reno), and Wichita.

[CLICK HERE](#) to register online
or access at
<https://cvent.me/PvD4gr>

MEMBERS

WAIVED Superintendent/Board Representative (no proxies)
\$425 for Council School District member (see list of members)
\$425 for Council College of Education member
\$150 additional late fee (registering after October 3, 2022)

COMPANIES

WAIVED Pre-designated Sponsor(s) (See sponsorship form)
\$775 for Additional Attendee from Sponsor
\$2,500 for company not sponsoring
\$150 additional late fee (for registrations received after October 3, 2022)

OTHERS

\$525 *for* Non-member school districts/colleges of education or nonprofit associations
\$200 for Spouse to attend Evening Events only
\$150 additional late fee (registering after October 3, 2022)

PAYMENT METHOD

You may pay using a purchase order #, check or American Express, Discover, Mastercard or Visa.
Make check payable to:
Council of the Great City Schools
1331 Pennsylvania Avenue, NW, Suite 1100N
Washington, DC 20004

REGISTRATION FEES

Full registration payment is due by **September 26, 2022**. **Pre-registration Refund and Cancellation Policy:** Refund requests, cancellations or substitutions must be made in writing. Submit request via email to Gregory Bacon at: gbacon@cgcs.org or Alexis Vann at: avann@cgcs.org. A full refund will be given for cancellations received on or before October 3, 2022, and a 50% refund if requested between October 3 - October 10, 2022. **No refunds will be processed if requested after October 10th.** Purchase orders will not be accepted for on-site registrations. **An additional \$250 fee will be assessed for registrations processed on-site.**

Register before October 3rd to insure a name badge and conference materials are prepared for you. This will also guarantee your name is included in the conference participant's list.

Fee is waived for Superintendents and official Council School Board Representatives only (No proxies)

Hotel Information

The headquarters hotel for the conference is the:

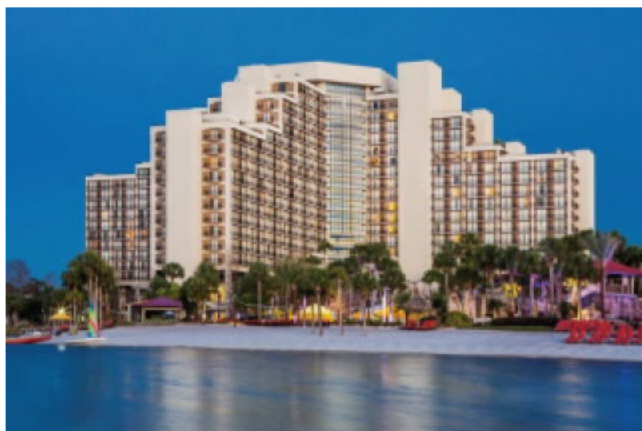
Hyatt Regency Grand Cypress

1 Grand Cypress Blvd

Orlando, FL 32836

(407) 239-1234

All attendees must make their own hotel reservations!!!



To make reservations via telephone call (407) 239-1234. Be sure to mention that you are attending CGCS' Fall Conference, to get our special conference rate.

Reservations can also be made using this link:

<https://www.hyatt.com/en-US/group-booking/VISTA/G-CGCC>

Room rates are **\$235 per night for single and double occupancy, plus 12.5% tax.**

Space is limited so please make hotel reservations as soon as possible. Up to 2 nights + tax deposit is required at the time of reservation. The cut-off date for the group rate is Thursday, September 29, 2022.

Cancellation Policy: The advanced deposit of two nights & tax is fully refundable only until **August 31, 2022**. After August 31, 2022 **NO REFUNDS** will be given. Check-in time is 4:00 p.m. and Check-out time is 11:00 a.m.



From: "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>
To: Marilyn Banks <mbanks@cgcs.org>, "Saarenas, Genevieve-Grace L" <glsaarenas@seattleschools.org>
Cc: "Koo, Valerie J" <vjkkoo@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Thur 8/22/2024 8:41:25 PM

Including our Superintendent’s Office here.



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Thursday, August 22, 2024 11:57 AM
To: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Cc: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

No, it has not! I emailed a copy of the invoice to Ellie Wilson Jones on August 19th and she replied 8/20/24 saying:

I've relayed your emails to our accounting department and the department from which the dues are paid.

Can you please find out the status of the payment and get back with me.

Thanks.

Marilyn...

From: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Sent: Tuesday, August 20, 2024 3:28 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hello Marilyn,

Has the invoice been taken care of? If not, I am happy to assist.

If not, please send me the invoice.

Thank you,



Genevieve Saarenas
Accounts Payable Specialist
MS-33-343
Seattle, WA 98124-1165
☎: 206-743-3546
✉: glsaarenas@seattleschools.org

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>

Sent: Tuesday, August 20, 2024 10:54 AM

To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>; Accounts Payable <AccountsPayable@seattleschools.org>

Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Forgot to also include _@Accounts Payable



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org

T: 206.252.0041

C: 206.552.4124

From: Wilson-Jones, Ellie S

Sent: Tuesday, August 20, 2024 10:14 AM

To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>

Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Passing on again for payment from the Superintendent's Office budget.



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org

T: 206.252.0041

C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>

Sent: Monday, August 19, 2024 7:48 AM

To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>

Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>

Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning, Ellie,

Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**.

I sent out the 1st follow-up email to you on August 7th.

Please let us know what the status is or if we need to do anything else, thanks.

Have a safe and pleasant day!

Marilyn...

Marilyn Banks
Administration Assistant
Council of the Great City Schools
1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004
202-393-2427 phone | 202-393-2400 fax
mbanks@cgcs.org | www.cgcs.org

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From: Teri Trinidad <ttrinidad@cgcs.org>
To: "Hampson, Chandra N" <Chandra.Hampson@seattleschools.org>, AJ Crabill <AJCrabill@cgcs.org>, "Warth, Julia C" <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>
Subject: RE: Invoice-CHampson Seattle
Sent: Tue 3/23/2021 9:24:17 PM

Sorry for my typo. I should slow down. LOL It's been a hectic day. And to think our conference just ended, go figure. My apologies. The invoice has the accurate amount. Hope you are all having a good day. ☐☐

--Teri

From: Hampson, Chandra N <Chandra.Hampson@seattleschools.org>
Sent: Tuesday, March 23, 2021 4:53 PM
To: AJ Crabill <AJCrabill@cgcs.org>; Teri Trinidad <ttrinidad@cgcs.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>
Subject: Re: Invoice-CHampson Seattle

I guess Seattle warrants a double charge for extra processing ;)

Glad the official invoice is correct, we need the \$ to give to CGCS for yet more trainings.

Chandra N. Hampson
President, Seattle School Board
Director District 3
Cell 206-618-1456

From: AJ Crabill <AJCrabill@cgcs.org>
Sent: Tuesday, March 23, 2021 1:51:03 PM
To: Teri Trinidad <ttrinidad@cgcs.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>
Subject: Re: Invoice-CHampson Seattle

I like that we're charging Chandra double to account for all of my pain and anguish.

(The invoice is actually correct; it's only \$1000)

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, March 23, 2021 3:34 PM
To: jcwarth@seattleschools.org
Cc: AJ Crabill; Alisa Adams
Subject: Invoice-CHampson Seattle

Hello Julia,

Attached is the invoice in the amount of \$2,000 for Chandra Hampson's participation in the Chair Cohort. We appreciate your help in getting the invoice paid. Thanks.

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences
Council of the Great City Schools

1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
Tel (202) 393-2427 ext 20
Cell (571) 435-2879
Email: ttrinidad@cgcs.org
www.cgcs.org

From: AJ Crabill <AJCrabill@cgcs.org>
Sent: Monday, March 22, 2021 8:50 PM
To: Teri Trinidad <ttrinidad@cgcs.org>
Subject: Fw: Invoice for Leadership Cohort

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, March 22, 2021 5:56 PM
To: AJ Crabill <AJCrabill@cgcs.org>; AJ Crabill <ajc@ajc7.com>
Subject: Invoice for Leadership Cohort

Hi AJ,

I just realized that some emails from your CGCS account wound up in my junk folder. Have you already sent the invoice for the leadership cohort that President Hampson is participating in? If so, can you resend so I can make sure we get it processed and payment to you?

Thank you!

Julia



Julia Warth (she/her/hers)
Director of Board Relations and Strategic Initiatives
jcwarth@seattleschools.org
T: 206.252.0124
C: 206.391.2636

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CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

From: "Warth, Julia C" <jcwarth@seattleschools.org>
To: Teri Trinidad <ttrinidad@cgcs.org>
Cc: Ray Hart <rhart@cgcs.org>, AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates
Sent: Thur 9/16/2021 10:23:12 PM

Wonderful, thank you so much for all of your help, Teri! I've sent the documents onto our team for review and approval. I will be out tomorrow, but will update you next week.

Thank you!

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Thursday, September 16, 2021 3:06 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Julia,

Attached are the signed documents and the COI. Please send me a countersigned copy of both and I will send an invoice. Thanks!

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Thursday, September 16, 2021 5:50 PM
To: Teri Trinidad <ttrinidad@cgcs.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Teri,

I've confirmed this will work for us since the work is happening remotely and you do not need a separate WA Workmen's Compensation certificate.

Thank you!

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Thursday, September 16, 2021 1:30 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Julia,

Attached is the certificate of insurance from our insurance company. If this is acceptable and we are not required to submit a separate WA workmen's compensation insurance certificate then we can proceed with signing the PSA. Please let me know.

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Thursday, September 16, 2021 4:26 PM
To: Teri Trinidad <ttrinidad@cgcs.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Teri,

This was the guidance from our contract team:

“We are primarily concerned about the employer’s liability (EL) portion of the workers’ comp coverage so if they can simply show their “Other States” workers’ comp coverage on their certificate, along with the limits for EL, generally \$1M each accident, \$1M employee/disease and \$1M or \$2M policy/disease, we’ll be fine. If they have no workers based in Washington State, they don’t need to purchase coverage through our state fund (Labor & Industries), so there’s no need to modify the contract.”

Does that provide enough information on the insurance certificate and contract language for signature?

Thank you!

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, September 14, 2021 1:00 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Thanks, Julia. I will wait to hear from you.

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Tuesday, September 14, 2021 3:56 PM
To: Teri Trinidad <ttrinidad@cgcs.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Teri,

Thank you! I have forwarded your request on to our contracting team for the language adjustment and will send you the revised contract as soon as I get it back.

Thank you,

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, September 14, 2021 12:53 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: FW: SPS Contract Start and End Dates

Hi Julia,

I received the certificate of insurance from our agent but she told me we will need to get a separate insurance for workmen’s compensation because Washington State maintains a monopolistic state fund for Workers Compensation, not allowing private insurance for this exposure. I believe the Workmen’s Compensation clause on page 7 of the attached contract does not apply to us

anyway. Either on Part B of Scope of Work on page 2, or on Section IV on page 3 under bullet Attachment A – Terms and Conditions --- please add “Attachment A Terms and Condition, Section 6 Worker’s Compensation clause is not applicable to this contract.” I am ready to send the signed contract and COI after this is completed. Thanks!

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 3:16 PM
To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Teri and AJ,

Here is the contract from March 2021 to September 2022 for your signature. I’ve also included the attachment B of the CGCS proposal—which I’ve edited to say 19 months.

Please sign and send back, along with your certificate of insurance (I sent separate email to Teri) and I think that’s all the documents on your end!

Thank you,

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, September 13, 2021 7:46 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Julia,

That should be okay, a few months extension is acceptable. Your \$10,000 payment will extend through September 2022.

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences

Council of the Great City Schools

1331 Pennsylvania Avenue, N.W., Suite 1100N

Washington, D.C. 20004

Tel (202) 393-2427 ext 20

Cell (571) 435-2879

Email: ttrinidad@cgcs.org

www.cgcs.org

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 10:42 AM
To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: SPS Contract Start and End Dates

Hi Teri and AJ,

AJ has confirmed that our contract should go through September 2022, so that would put our contract term from March 2021 (to capture previous work) to September 2022. Does that change anything about the terms of the contract if it's initially longer than 12 months?

Thank you,

Julia



Julia Warth (she/her/hers)

Director of Board Relations and Strategic Initiatives

jcwarth@seattleschools.org

T: 206.252.0124

C: 206.391.2636

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From: "Wiley, DeLinda" <dwiley@seattleschools.org>
To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: Voice msg from VOICEMAIL MENU 2027790620.
Sent: Mon 9/18/2023 7:00:29 PM

I did resubmit the invoice to our accounting department on Sept 5th to process for payment.

Thank you.

DeLinda Wiley
Executive Assistant to the Chief Operations Officer
Seattle Public Schools
dwiley@seattleschools.org
T: 206-252-0168

-----Original Message-----

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Monday, September 18, 2023 9:47 AM
To: Wiley, DeLinda <dwiley@seattleschools.org>
Subject: RE: Voice msg from VOICEMAIL MENU 2027790620.

DeLinda, I believe this was an error on my part, sending out thank you emails.
I'll get with my accounting department on this and get back with you.

-----Original Message-----

From: Wiley, DeLinda <dwiley@seattleschools.org>
Sent: Monday, September 18, 2023 12:29 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: FW: Voice msg from VOICEMAIL MENU 2027790620.

Hi Marilyn,

I'm in receipt of your voice message regarding the status of payment for the SPS membership dues.
However, I received the attached email from you last week. Please let me know if you still need assistance.

Thank you.

DeLinda Wiley
Executive Assistant to the Chief Operations Officer Seattle Public Schools dwiley@seattleschools.org
T: 206-252-0168

-----Original Message-----

From: Voicemail @ Office365 <sys_cxo365acct@seattleschools.onmicrosoft.com>
Sent: Monday, September 18, 2023 9:20 AM
To: Wiley, DeLinda <dwiley@seattleschools.org>
Subject: Voice msg from VOICEMAIL MENU 2027790620.

Please call 20450 to listen to your messages over the telephone. To retrieve your messages through your computer you must have speakers. Just double click on the attachment to listen to message..
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attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

From: Marilyn Banks <mbanks@cgcs.org>
To: "Saarenas, Genevieve-Grace L" <glsaarenas@seattleschools.org>
Cc: "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Fri 8/30/2024 3:22:08 PM
[Seattle.pdf](#)

Good afternoon,

I still have not heard back from anyone reference the status of payment for the attached invoice.

Please reply.

Thanks for your assistance.

Marilyn...

From: Marilyn Banks
Sent: Friday, August 30, 2024 11:05 AM
To: superintendent@seattleschools.org
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning,

I was told this email was forwarded to you.

Please let us know what the status is for the attached invoice which I sent to Ellie on 8/22/24.

Thanks for your assistance.

Marilyn...

From: Marilyn Banks
Sent: Thursday, August 22, 2024 2:57 PM
To: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Cc: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

No, it has not! I emailed a copy of the invoice to Ellie Wilson-Jones on August 19th and she replied 8/20/24 saying:

I've relayed your emails to our accounting department and the department from which the dues are paid.

Can you please find out the status of the payment and get back with me.

Thanks.

Marilyn...

From: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Sent: Tuesday, August 20, 2024 3:28 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hello Marilyn,

Has the invoice been taken care of? If not, I am happy to assist.

If not, please send me the invoice.

Thank you,



Genevieve Saarenas
Accounts Payable Specialist
MS-33-343
Seattle, WA 98124-1165
☎: 206-743-3546
✉: glsaarenas@seattleschools.org

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Tuesday, August 20, 2024 10:54 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>; Accounts Payable <AccountsPayable@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Forgot to also include [_@Accounts Payable](#)



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Wilson-Jones, Ellie S
Sent: Tuesday, August 20, 2024 10:14 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Passing on again for payment from the Superintendent's Office budget.



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Monday, August 19, 2024 7:48 AM
To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>
Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>
Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning, Ellie,
Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The

invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**.
I sent out the 1st follow-up email to you on August 7th.

Please let us know what the status is or if we need to do anything else, thanks.

Have a safe and pleasant day!

Marilyn...

Marilyn Banks
Administration Assistant
Council of the Great City Schools
1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004
202-393-2427 phone | 202-393-2400 fax
mbanks@cgcs.org | www.cgcs.org

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Invoice No. 10-40071-24



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Bill To: Dr. Brent Jones
Superintendent
Seattle Public Schools
2445 3rd Avenue South
P.O. Box 34165, MS: 32-150
Seattle, WA 98134

**** INVOICE ****

Date	Description	Amount Due
5/15/2024	FY 2024-2025 Membership Dues Due on or before July 1, 2024 ACH Transfer is the Preferred Payment method Account Name: Council of the Great City Schools Account Number: RCW 42.56.230(5) Type of Account: Checking ABA Number: RCW 42.56.230(5) Bank Name: Wells Fargo	\$55,077.00
	TOTAL:	\$55,077.00

*Please remit check to the address
above*

From: Marilyn Banks <mbanks@cgcs.org>
To: "Saarenas, Genevieve-Grace L" <glsaarenas@seattleschools.org>
Cc: "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Thur 8/22/2024 6:56:59 PM
[Seattle.pdf](#)

No, it has not! I emailed a copy of the invoice to Ellie Wilson-Jones on August 19th and she replied 8/20/24 saying:

I've relayed your emails to our accounting department and the department from which the dues are paid.

Can you please find out the status of the payment and get back with me.

Thanks.

Marilyn...

From: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Sent: Tuesday, August 20, 2024 3:28 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hello Marilyn,

Has the invoice been taken care of? If not, I am happy to assist.

If not, please send me the invoice.

Thank you,



Genevieve Saarenas
Accounts Payable Specialist
MS-33-343
Seattle, WA 98124 1165
☎: 206-743-3546
✉: glsaarenas@seattleschools.org

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Tuesday, August 20, 2024 10:54 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>; Accounts Payable <AccountsPayable@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Forgot to also include [@Accounts Payable](#)



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Wilson-Jones, Ellie S

Sent: Tuesday, August 20, 2024 10:14 AM

To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>

Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Passing on again for payment from the Superintendent's Office budget.



Ellie Wilson-Jones (she/her/hers)

Director of Policy and Board Relations

eswilsonjone@seattleschools.org

T: 206.252.0041

C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>

Sent: Monday, August 19, 2024 7:48 AM

To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>

Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>

Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning, Ellie,

Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**. **I sent out the 1st follow-up email to you on August 7th.**

Please let us know what the status is or if we need to do anything else, thanks.

Have a safe and pleasant day!

Marilyn...

Marilyn Banks

Administration Assistant

Council of the Great City Schools

1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004

202-393-2427 phone | 202-393-2400 fax

mbanks@cgcs.org | www.cgcs.org

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Invoice No. 10-40071-24



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Bill To: Dr. Brent Jones
Superintendent
Seattle Public Schools
2445 3rd Avenue South
P.O. Box 34165, MS: 32-150
Seattle, WA 98134

**** INVOICE ****

Date	Description	Amount Due
5/15/2024	FY 2024-2025 Membership Dues Due on or before July 1, 2024 ACH Transfer is the Preferred Payment method Account Name: Council of the Great City Schools Account Number: RCW 42.56.230(5) Type of Account: Checking ABA Number: RCW 42.56.230(5) Bank Name: Wells Fargo	\$55,077.00
	TOTAL:	\$55,077.00

*Please remit check to the address
above*

From: "Warth, Julia C" <jcwarth@seattleschools.org>
To: Teri Trinidad <ttrinidad@cgcs.org>
Subject: RE: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022
Sent: Fri 4/15/2022 7:55:50 PM

Hi Teri,

I have a couple of questions for you. I just left a voicemail on your cell, and was not able to get through on the landline. Please give me a call when you have a chance:

Desk: 206.252.0124
Cell: 206.391.2636

Thank you!

Julia

-----Original Message-----

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, April 5, 2022 5:48 AM
To: Nguyen, Melissa L <mnguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022

Hello Melissa,

Per your request, attached are the following:

- 1) AJCrabill's airfare \$489.51 + \$77.49 = \$567
- 2) Courtyard Marriott Seattle \$659.83
- 3) Car Rental \$219.54
- 4) Meeting Expenses (Room Rental \$810) + (Food \$469.25) + (Add'l food, materials and labor \$720.75- No receipt) = \$2,000

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell (571) 435-2879

Email: ttrinidad@cgcs.org

<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cjcwarth%40seattleschools.org%7Cb879d50fac3f4a0dcba508da17029227%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637847597259697757%7CUnknown%7CTWFPbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwILCJXVCi6Mn0%3D%7C3000&data=TiKKy%2Fgi%2BaAfYs7IYwGkdYWfegOqzJSNOMwzNDLCcA%3D&reserved=0>

-----Original Message-----

From: Melissa L Nguyen <mnguyen@seattleschools.org>
Sent: Monday, April 4, 2022 11:14 AM
To: jcwarth@seattleschools.org; Teri Trinidad <ttrinidad@cgcs.org>
Subject: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022

Hello Teri,

If I read the invoice correctly, there is a claim for reimbursement included in the invoice.

Claim for reimbursements required itemized receipts. Please help to provide the receipts to be reimbursement for the travel and meeting expenditures for AJ Crabill in the amount of \$3,446.37 as listed on the attached invoice# 4010-21-SEA-2022.

Scanned receipts are accepted as originals providing they meet the same requirements for paper receipts.

Hello Julia,

Once you received the itemized receipts from Teri, please sign the attached CSR and forward them all to A/P @ accountspayable@seattleschools.org for payment processing.

Thank you all,
Melissa

-----Original Message-----

From: Teri Trinidad <ttrinidad@cgcs.org>

Sent: Monday, March 28, 2022 9:30 AM

To: Nguyen, Melissa L <mInguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>

Cc: Alisa Adams <AAdams@cgcs.org>; Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>

Subject: PO#7500019064 CGCS-Seattle PS

Hello Melissa,

Attached is our invoice for PO#7500019064 in the amount of \$13,446.37. Please confirm receipt. Thank you.

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences Council of the Great City Schools

1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell (571) 435-2879

Email: ttrinidad@cgcs.org

<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cjcwarth%40seattleschools.org%7Cb879d50fac3f4a0dcba508da17029227%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637847597259697757%7CUnknown%7CTWFPbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwiLCJXVCi6Mn0%3D%7C3000&data=TiKKy%2Fgi%2BaAfYs7IYwGkdYWfegOqozJSNOMwzNDLCcA%3D&reserved=0>

-----Original Message-----

From: Melissa L Nguyen <mInguyen@seattleschools.org>

Sent: Thursday, September 23, 2021 6:10 PM

To: jcwarth@seattleschools.org; Teri Trinidad <ttrinidad@cgcs.org>

Subject: 7500019064 Council of Great City School approved

Note: the deadline to become fully vaccinated will be October 18, 2021 as a condition of employment.

Vendor # 202842 contract PO 7500019064 approved - See Attached File. (Make a note of the unique 10-digit SPS Contract PO# assignment on your invoice(s) to be paid.)

CONTRACTOR PAYMENT

1) After services have been rendered, the contractor will submit an invoice to the contract originator. Invoices may be submitted not less than monthly. Invoices must include enough information so that a third party could understand it without an explanation. Invoices must relate to the services described in the approved contract, showing benefit to the District from these services. Invoice details should include:

1. Name and address of contractor
2. Date of invoice
3. SPS Purchase Order or contract number
4. Name & address of district location/students/staff served
5. Detail description of services which itemizes:
 - a. Dates and number of hours for hourly rate contracts
 - b. Dates and times of services for professional development contracts paid by session
 - c. Rates as specified in contract
 - d. Adequate documentation of activity for each day
 - e. Progress on deliverables as enumerated in the contract

Any reimbursable expenses included on the invoice must be supported by detailed original receipts

2) After reviewing the invoice to determine that the services were completed satisfactorily and were in line with the contract, a Certification of Services Rendered Form must be fully completed and signed by the originator.

3) The original invoice and Certification form are submitted to PSC Desk in Accounting (Mail Stop 33-343).

4) Accounting will mail the payment to the contractor to meet standard 30 day payment terms. Please allow seven to ten working days to process payment before the invoice is due.

Melissa Nguyen

Accounting/Personal Services Contract Specialist mlnghuyen@seattleschools.org

T: 206.252.0270

PO Box 34165_Seattle WA 98124-1165

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Thursday, September 16, 2021 3:29 PM

To: Nguyen, Melissa L <mlnghuyen@seattleschools.org>

Subject: CGCS Contract Package

Hi Melissa,

Thank you so much for all of your help on this. Here is the complete package (I hope!) for the CGCS Contract. Please let me know if I am missing anything or if anything needs revision.

Thank you!

Julia

Julia Warth (she/her/hers)

Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org

T: 206.252.0124
C: 206.391.2636

From: Staudt, Richard <restaudt@seattleschools.org>
Sent: Thursday, September 16, 2021 9:59 AM
To: Nguyen, Melissa L <mInguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Subject: RE: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hi Julia and Melissa,

We are primarily concerned about the employer's liability (EL) portion of the workers' comp coverage so if they can simply show their "Other States" workers' comp coverage on their certificate, along with the limits for EL, generally \$1M each accident, \$1M employee/disease and \$1M or \$2M policy/disease, we'll be fine. If they have no workers based in Washington State, they don't need to purchase coverage through our state fund (Labor & Industries), so there's no need to modify the contract. We have lots of out of state consultants in the same situation.

Richard

From: Nguyen, Melissa L <mInguyen@seattleschools.org>
Sent: Thursday, September 16, 2021 6:42 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; Staudt, Richard <restaudt@seattleschools.org>
Subject: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hello Julia,

I'm forwarding you request to Richard who is the guru in the area of Risk Management Department.

Richard,

Is this something we can omit since they are out of state and providing services remotely?

Thank you,
Melissa

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Wednesday, September 15, 2021 5:05 PM
To: Nguyen, Melissa L <mInguyen@seattleschools.org>
Subject: RE: SPS Contract Start and End Dates

Hi Melissa,

Just wanted to check back on this language change. Is this something we can do and what is the necessary language?

Thank you!

Julia

From: Warth, Julia C
Sent: Tuesday, September 14, 2021 12:55 PM
To: Nguyen, Melissa L <mInguyen@seattleschools.org>
Subject: FW: SPS Contract Start and End Dates

Hi Melissa,

I received the following from Teri at CGCS. Can we change the clause in terms and conditions to align with the Worker's comp issue below?

Thank you!

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, September 14, 2021 12:53 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: FW: SPS Contract Start and End Dates

Hi Julia,

I received the certificate of insurance from our agent but she told me we will need to get a separate insurance for workmen's compensation because Washington State maintains a monopolistic state fund for Workers Compensation, not allowing private insurance for this exposure. I believe the Workmen's Compensation clause on page 7 of the attached contract does not apply to us anyway. Either on Part B of Scope of Work on page 2, or on Section IV on page 3 under bullet Attachment A - Terms and Conditions ---- please add "Attachment A Terms and Condition, Section 6 Worker's Compensation clause is not applicable to this contract." I am ready to send the signed contract and COI after this is completed. Thanks!

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 3:16 PM
To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Teri and AJ,

Here is the contract from March 2021 to September 2022 for your signature. I've also included the attachment B of the CGCS proposal-which I've edited to say 19 months.

Please sign and send back, along with your certificate of insurance (I sent separate email to Teri) and I think that's all the documents on your end!

Thank you,

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, September 13, 2021 7:46 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Julia,

That should be okay, a few months extension is acceptable. Your \$10,000 payment will extend through September 2022.

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences Council of the Great City Schools

1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell (571) 435-2879

Email: ttrinidad@cgcs.org

<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cjcwarth%40seattleschools.org%7Cb879d50fac3f4a0dcba508da17029227%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637847597259697757%7CUnknown%7CTWFPbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D%7C3000&sd=TiKKy%2Fgi%2BaAfYs7IYwGkdYWFegOqzJSNOMwzNDLCcA%3D&reserved=0>

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Monday, September 13, 2021 10:42 AM

To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>

Subject: SPS Contract Start and End Dates

Hi Teri and AJ,

AJ has confirmed that our contract should go through September 2022, so that would put our contract term from March 2021 (to capture previous work) to September 2022. Does that change anything about the terms of the contract if it's initially longer than 12 months?

Thank you,

Julia

Julia Warth (she/her/hers)

Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org

T: 206.252.0124

C: 206.391.2636

CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

From: Teri Trinidad <ttrinidad@cgcs.org>
To: "Hampson, Chandra N" <Chandra.Hampson@seattleschools.org>, AJ Crabill <AJCrabill@cgcs.org>, "Warth, Julia C" <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>
Subject: RE: Invoice-CHampson Seattle
Sent: Tue 3/23/2021 9:24:17 PM

Sorry for my typo. I should slow down. LOL It's been a hectic day. And to think our conference just ended, go figure. My apologies. The invoice has the accurate amount. Hope you are all having a good day. ☐☐

--Teri

From: Hampson, Chandra N <Chandra.Hampson@seattleschools.org>
Sent: Tuesday, March 23, 2021 4:53 PM
To: AJ Crabill <AJCrabill@cgcs.org>; Teri Trinidad <ttrinidad@cgcs.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>
Subject: Re: Invoice-CHampson Seattle

I guess Seattle warrants a double charge for extra processing ;)

Glad the official invoice is correct, we need the \$ to give to CGCS for yet more trainings.

Chandra N. Hampson
President, Seattle School Board
Director District 3
Cell 206-618-1456

From: AJ Crabill <AJCrabill@cgcs.org>
Sent: Tuesday, March 23, 2021 1:51:03 PM
To: Teri Trinidad <ttrinidad@cgcs.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>
Subject: Re: Invoice-CHampson Seattle

I like that we're charging Chandra double to account for all of my pain and anguish.

(The invoice is actually correct; it's only \$1000)

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, March 23, 2021 3:34 PM
To: jcwarth@seattleschools.org
Cc: AJ Crabill; Alisa Adams
Subject: Invoice-CHampson Seattle

Hello Julia,

Attached is the invoice in the amount of \$2,000 for Chandra Hampson's participation in the Chair Cohort. We appreciate your help in getting the invoice paid. Thanks.

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences
Council of the Great City Schools

1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
Tel (202) 393-2427 ext 20
Cell (571) 435-2879
Email: ttrinidad@cgcs.org
www.cgcs.org

From: AJ Crabill <AJCrabill@cgcs.org>
Sent: Monday, March 22, 2021 8:50 PM
To: Teri Trinidad <ttrinidad@cgcs.org>
Subject: Fw: Invoice for Leadership Cohort

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, March 22, 2021 5:56 PM
To: AJ Crabill <AJCrabill@cgcs.org>; AJ Crabill <ajc@ajc7.com>
Subject: Invoice for Leadership Cohort

Hi AJ,

I just realized that some emails from your CGCS account wound up in my junk folder. Have you already sent the invoice for the leadership cohort that President Hampson is participating in? If so, can you resend so I can make sure we get it processed and payment to you?

Thank you!

Julia



Julia Warth (she/her/hers)
Director of Board Relations and Strategic Initiatives
jcwarth@seattleschools.org
T: 206.252.0124
C: 206.391.2636

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From: "Ikegami, Traci L" <tlikegami@seattleschools.org>
To: Delisa Nunez <dnunez@cgcs.org>
Cc: "Howard II, Theodore" <trhoward@seattleschools.org>, Cindy Elsbernd <celsbernd@cgcs.org>
Subject: Received: RE: 2024 Implementing SOFG Staff Cohort
Sent: Mon 12/11/2023 9:20:11 PM

Good afternoon Ms. Nunez,

Thank you for sending the invoice our way.

Traci Ikegami (she/her)
Executive Assistant for Theodore Howard
Office of Accountability
tlikegami@seattleschools.org
T: (206) 252-0427

Seattle Public Schools
2445 3rd Ave S
Seattle, WA 98134



From: Delisa Nunez <dnunez@cgcs.org>
Sent: Monday, December 11, 2023 7:37 AM
To: Ikegami, Traci L <tlikegami@seattleschools.org>
Cc: Howard II, Theodore <trhoward@seattleschools.org>; Cindy Elsbernd <celsbernd@cgcs.org>
Subject: 2024 Implementing SOFG Staff Cohort

Good morning, Please see attached invoice for Theodore Howard’s participation in the 2024 Implementing SOFG Staff Cohort. Please confirm receipt. Thanks!



Delisa Nuñez | Partnership Specialist

Council of the Great City Schools
Contact: dnunez@cgcs.org | (210) 389-9158 (c)
1331 Pennsylvania Ave, N.W., Ste 1100N | Washington, DC 20004
[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)

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From: Marilyn Banks <mbanks@cgcs.org>
To: "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>, "Saarenas, Genevieve-Grace L" <glsaarenas@seattleschools.org>
Cc: "Koo, Valerie J" <vjkoo@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Thur 8/22/2024 8:54:09 PM

Thank you very much!

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Thursday, August 22, 2024 4:41 PM
To: Marilyn Banks <mbanks@cgcs.org>; Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Cc: Koo, Valerie J <vjkoo@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Including our Superintendent’s Office here.



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Thursday, August 22, 2024 11:57 AM
To: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Cc: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

No, it has not! I emailed a copy of the invoice to Ellie Wilson-Jones on August 19th and she replied 8/20/24 saying:

I've relayed your emails to our accounting department and the department from which the dues are paid.

Can you please find out the status of the payment and get back with me.

Thanks.

Marilyn...

From: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Sent: Tuesday, August 20, 2024 3:28 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hello Marilyn,

Has the invoice been taken care of? If not, I am happy to assist.

If not, please send me the invoice.

Thank you,



Genevieve Saarenas
Accounts Payable Specialist
MS-33-343
Seattle, WA 98124-1165
☎: 206-743-3546
✉: glsaarenas@seattleschools.org

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Tuesday, August 20, 2024 10:54 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>; Accounts Payable <AccountsPayable@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Forgot to also include [_@Accounts Payable](#)



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Wilson-Jones, Ellie S
Sent: Tuesday, August 20, 2024 10:14 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Passing on again for payment from the Superintendent's Office budget.



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Monday, August 19, 2024 7:48 AM
To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>
Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>
Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning, Ellie,
Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**.
I sent out the 1st follow-up email to you on August 7th.
Please let us know what the status is or if we need to do anything else, thanks.
Have a safe and pleasant day!

Marilyn...

Marilyn Banks

Administration Assistant

Council of the Great City Schools

1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004

202-393-2427 phone | 202-393-2400 fax

mbanks@cgcs.org | www.cgcs.org

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From: Marilyn Banks <mbanks@cgcs.org>
To: "Saarenas, Genevieve-Grace L" <glsaarenas@seattleschools.org>
Cc: "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Fri 8/30/2024 3:22:08 PM
[Seattle.pdf](#)

Good afternoon,

I still have not heard back from anyone reference the status of payment for the attached invoice.

Please reply.

Thanks for your assistance.

Marilyn...

From: Marilyn Banks
Sent: Friday, August 30, 2024 11:05 AM
To: superintendent@seattleschools.org
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning,

I was told this email was forwarded to you.

Please let us know what the status is for the attached invoice which I sent to Ellie on 8/22/24.

Thanks for your assistance.

Marilyn...

From: Marilyn Banks
Sent: Thursday, August 22, 2024 2:57 PM
To: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Cc: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

No, it has not! I emailed a copy of the invoice to Ellie Wilson-Jones on August 19th and she replied 8/20/24 saying:

I've relayed your emails to our accounting department and the department from which the dues are paid.

Can you please find out the status of the payment and get back with me.

Thanks.

Marilyn...

From: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Sent: Tuesday, August 20, 2024 3:28 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hello Marilyn,

Has the invoice been taken care of? If not, I am happy to assist.

If not, please send me the invoice.

Thank you,



Genevieve Saarenas
Accounts Payable Specialist
MS-33-343
Seattle, WA 98124-1165
☎: 206-743-3546
✉: glsaarenas@seattleschools.org

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Tuesday, August 20, 2024 10:54 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>; Accounts Payable <AccountsPayable@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Forgot to also include [_@Accounts Payable](#)



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Wilson-Jones, Ellie S
Sent: Tuesday, August 20, 2024 10:14 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Passing on again for payment from the Superintendent's Office budget.



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Monday, August 19, 2024 7:48 AM
To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>
Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>
Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning, Ellie,
Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The

invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**.
I sent out the 1st follow-up email to you on August 7th.

Please let us know what the status is or if we need to do anything else, thanks.

Have a safe and pleasant day!

Marilyn...

Marilyn Banks

Administration Assistant

Council of the Great City Schools

1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004

202-393-2427 phone | 202-393-2400 fax

mbanks@cgcs.org | www.cgcs.org

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Invoice No. 10-40071-24



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Bill To: Dr. Brent Jones
Superintendent
Seattle Public Schools
2445 3rd Avenue South
P.O. Box 34165, MS: 32-150
Seattle, WA 98134

**** INVOICE ****

Date	Description	Amount Due
5/15/2024	FY 2024-2025 Membership Dues Due on or before July 1, 2024 ACH Transfer is the Preferred Payment method Account Name: Council of the Great City Schools Account Number: RCW 42.56.230(5) Type of Account: Checking ABA Number: RCW 42.56.230(5) Bank Name: Wells Fargo	\$55,077.00
	TOTAL:	\$55,077.00

*Please remit check to the address
above*

From: "Johnston, Danielle R" <drjohnston@seattleschools.org>
To: Gregory Bacon <gbacon@cgcs.org>
Subject: FW: 66th Annual Fall Conference
Sent: Tue 1/10/2023 5:34:23 PM
[MM PO 7600033310 112842 DRJOHNSTON.pdf](#)

Hello,

Cashel Toner attended the CGCS conference in October – Registration Number WJNJTQFJ962. I'm following up on the email below, as our records show that the registration fee has not yet been invoiced. Attached please find the PO for her registration fee. Can you please send me an invoice for her registration fee, or send the invoice to our Accounts Payable department, as noted on the PO? Please let me know if you have any questions.

Thank you,



Danielle Johnston (she/her/hers)
Executive Administrative Assistant, Curriculum, Assessment, and Instruction
drjohnston@seattleschools.org
206.252.0050

From: Johnston, Danielle R
Sent: Tuesday, September 20, 2022 10:30 AM
To: Gregory Bacon <gbacon@cgcs.org>
Subject: RE: 66th Annual Fall Conference

Great! Attached is the PO for Cashel Toner's registration fee. Her registration confirmation number is WJNJTQFJ962.

Thank you,
Danielle

From: Gregory Bacon <gbacon@cgcs.org>
Sent: Tuesday, September 20, 2022 10:28 AM
To: Johnston, Danielle R <drjohnston@seattleschools.org>
Subject: RE: 66th Annual Fall Conference

Good afternoon,

You can email the purchase order to me or mail it to our office using the address in my signature.

Thank you,

Gregory Bacon
Conference Specialist
Council of the Great City Schools
1331 Pennsylvania Avenue, N.W
Suite 1100N
Washington, D.C. 20004

From: drjohnston@seattleschools.org <info@cvent.com>
Sent: Tuesday, September 20, 2022 1:25 PM
To: Gregory Bacon <gbacon@cgcs.org>
Subject: Re: 66th Annual Fall Conference

The following message was sent by drjohnston@seattleschools.org regarding the 66th Annual Fall Conference event. You can reply directly to this message to contact the individual.

Good morning. Where should I send the PO for a conference registration fee?

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Seattle School District No. 1

Purchasing Services

Mail Stop 23-376

PO Box 34165

Seattle, WA 98124-1165

Page: 1 of 1

Purchase Order	
P.O. Number	7600033310
P.O. Date	09/08/2022
Ship Via	Surface, Prepay & Add
Deliver By	08/31/2023
Contact	Mary Mangold
Ph: 206-252-0565	Fax: 206-252-0505
Email: mfmangold@seattleschools.org	

Vendor
COUNCIL OF GREAT CITY SCHOOLS 1331 PENNSYLVANIA AVE NW STE 1100 N WASHINGTON, DC 20004 Fax: 202-393-2400 Tel: 202-393-2427

Deliver Items To:
Seattle School District JSCEE 2445 3rd Ave S Seattle WA 98134 P.O. Number: 7600033310

Send Invoice To:
Seattle School District No 1. Accounts Payable Mail Stop 33-343 PO Box 34165 Seattle, WA 98124-1165 Email: accountspayable@seattleschools.org

Item	Material/Description	Quantity UM	Unit Price	Total
	Terms: Immediate pay, net due, Currency USD By accepting this purchase order/contract, the above named firm certified that they are not currently debarred from participating on any federal, state or similarly funded transaction. "OPEN PURCHASE ORDER"#. NOT TO EXCEED VALUE SHOWN INCLUSIVE OF TAX, NOT VALID FOR NON SCHOOL DISTRICT RELATED ITEMS. NOTE TO END USER: AFTER TRANSACTION (WITHIN 1 BUSINESS DAY) FORWARD A COPY OF THIS PO AND YOUR INVOICE / CASH REGISTER RECEIPT, SIGNED RECEIVED WITH YOUR NAME TO SSD#1 ACCT'S PAYABLE, MS-33-343.			
00010	Open PO for Registration	1 LOT	425.00	425.00
	Total net value excl. tax:			425.00
	Freight:			0.00
	Wash.St.Sales Tax:			0.00
	Total:			425.00

Purchase order number must appear on all invoices, shipping labels, packing lists and correspondence.

This purchase order is subject to Seattle School District No. 1 standard terms and conditions. These can be referenced by clicking on the "Terms and Conditions" link at www.seattleschools.org/procurement

AUTHORIZED SIGNATURE

Mary Mangold
(Buyer)

To: Wiley, DeLinda[dwiley@seattleschools.org]
Cc: Teri Trinidad[ttrinidad@cgcs.org]
From: Marilyn Banks
Sent: Wed 9/13/2023 3:56:36 PM
Subject: FW: CGCS Invoice
Received: Wed 9/13/2023 3:56:45 PM

Good morning, DeLinda,
We received the FY-2023-24 Membership dues payment in the mail on 9/6/23.
Thanks for your assistance in getting this invoice paid.

Marilyn...

From: Marilyn Banks
Sent: Wednesday, August 30, 2023 7:31 AM
To: Wiley, DeLinda <dwiley@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>
Subject: RE: CGCS Invoice

Good morning,

Thanks for letting me know!

From: Wiley, DeLinda <dwiley@seattleschools.org>
Sent: Tuesday, August 29, 2023 3:39 PM
To: Marilyn Banks <mbanks@cgcs.org>
Cc: Wiley, DeLinda <dwiley@seattleschools.org>
Subject: CGCS Invoice

Hi Marilyn,

I hope all is well with you. Thank you for reaching out regarding CGCS 23-24 membership dues for Seattle Public Schools. The Superintendent's Office is responsible for payment the invoice. **I submitted the payment to our accounting department several months ago.** I just reached out to them for an update only to find out they **can't pay it until the beginning of our budget year – Sept 1, 2023.** I will follow up with them on the payment.

Please feel free to reach out to me if you have any questions.

Thank you.

DeLinda Wiley
Executive Assistant to the Chief Operations Officer
Seattle Public Schools
dwiley@seattleschools.org
T: 206-252-0168

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From: Manish Naik <MNaik@cgcs.org>
To: "Mitchell, John (@ DoTS)" <erateadmin@seattleschools.org>
Subject: Re: USAC conference call tomorrow at 2:30pm ET
Sent: Fri 6/11/2021 7:20:00 PM

No new news, unfortunately. The E-Rate USAC folks just clarified that they are not the ones at USAC will be running ECF, although they will provide some support if needed in instances of overlap.

They continue to think the window may possibly open this month and that an announcement should be soon. But nothing more than that in terms of outstanding questions that are not covered or clear in the FCC Order.

So no apologies necessary and you haven't missed anything.

On Jun 11, 2021, at 2:59 PM, Mitchell, John (@ DoTS) <erateadmin@seattleschools.org> wrote:

Manish,

Sorry to be so assertive about the ECF but I need to know if anything new has been published in terms of timing and the OMB approval. I was out of town Monday through today so have not heard about anything new coming up at Tuesdays USAC meeting or otherwise.

I am headed into a meeting of upper floor folks, anything new to tell them would be grand!

Thanks

John

From: Manish Naik <MNaik@cgcs.org>
Sent: Monday, June 7, 2021 8:19 AM
To: e-Rate <e-rate@cgcslists.org>
Subject: USAC conference call tomorrow at 2:30pm ET

E-Rate Directors of the Great City Schools –

We have a conference call with USAC tomorrow, June 8th at 2:30pm EASTERN. Please see the below questions for the discussion and the Zoom information to connect to the meeting.

Thanks, and talk to you tomorrow.

--Manish Naik
Council of the Great City Schools

QUESTIONS

1. We have a question about the worldwide chip shortage and its effects on C2 hardware application services. Hardware delivery delays are halting integration work and have slowed down the rate of school integrations thus requiring additional time on the service delivery deadlines. Vendors are experiencing delays in critical hardware deliveries due to the shortage in chips. Is USAC considering providing affected applicants extensions on their service delivery dates to remedy the delays and allow applicants and vendors time to complete the services? This chip shortage is beyond the vendors control and is affecting numerous industries in the US.

2. Is there a process where an applicant that uses the SPI method for invoicing hears directly from USAC if they short pay an invoice? The vendor is requesting the applicant pays more funds on an invoice. The applicant documentation from USAC was the Funding Commitment Decision Letter stating funding was approved. Is there be a method of

communication with the applicant from USAC beyond the FCDL?

3. What is a reasonable time frame an applicant can expect to receive a FCDL after responding to a request for information during a PIA review?

4. Can you confirm that a district receiving E-Rate funds applies to the CIPA requirements for the Emergency Connectivity Fund? I read the FCC Report and Order to say that even if the district does not use the Emergency Connectivity Fund for internet service, the CIPA requirements continue to apply because the district receives E-Rate funding. Is that correct?

=====

Topic: CGCS-USAC E-Rate Conference Call - June 2021

Time: Jun 8, 2021 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89389443595?pwd=cWlkbg9SR2ZQQ2U0cmx0cGpyVmRpdz09>

Meeting ID: 893 8944 3595

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One tap mobile

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Dial by your location

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162.255.36.11 (US East)

Meeting ID: 893 8944 3595

Passcode: 129963

Join by Skype for Business

<https://us02web.zoom.us/skype/89389443595>

You are currently subscribed to e-rate as: jmitchell@seattleschools.org.

To unsubscribe send a blank email to leave-429923-16793.3a3ac2ab1c65f0a2dc7087b57062470e@cqcsls.org

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From: "Warth, Julia C" <jcwarth@seattleschools.org>
To: Teri Trinidad <ttrinidad@cgcs.org>, "Hampson, Chandra N" <Chandra.Hampson@seattleschools.org>, AJ Crabill <AJCrabill@cgcs.org>
Cc: Alisa Adams <AAdams@cgcs.org>
Subject: RE: Invoice-CHampson Seattle
Sent: Tue 3/23/2021 11:59:08 PM

Thank you, Teri!

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, March 23, 2021 2:24 PM
To: Hampson, Chandra N <Chandra.Hampson@seattleschools.org>; AJ Crabill <AJCrabill@cgcs.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>
Subject: RE: Invoice-CHampson Seattle

Sorry for my typo. I should slow down. LOL It's been a hectic day. And to think our conference just ended, go figure. My apologies. The invoice has the accurate amount. Hope you are all having a good day. ☐☐

--Teri

From: Hampson, Chandra N <Chandra.Hampson@seattleschools.org>
Sent: Tuesday, March 23, 2021 4:53 PM
To: AJ Crabill <AJCrabill@cgcs.org>; Teri Trinidad <ttrinidad@cgcs.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>
Subject: Re: Invoice-CHampson Seattle

I guess Seattle warrants a double charge for extra processing ;)

Glad the official invoice is correct, we need the \$ to give to CGCS for yet more trainings.

Chandra N. Hampson
President, Seattle School Board
Director District 3
Cell 206-618-1456

From: AJ Crabill <AJCrabill@cgcs.org>
Sent: Tuesday, March 23, 2021 1:51:03 PM
To: Teri Trinidad <ttrinidad@cgcs.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>
Subject: Re: Invoice-CHampson Seattle

I like that we're charging Chandra double to account for all of my pain and anguish.

(The invoice is actually correct; it's only \$1000)

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, March 23, 2021 3:34 PM
To: jcwarth@seattleschools.org
Cc: AJ Crabill; Alisa Adams
Subject: Invoice-CHampson Seattle

Hello Julia,

Attached is the invoice in the amount of \$2,000 for Chandra Hampson's participation in the Chair Cohort. We appreciate your help in getting the invoice paid. Thanks.

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences

Council of the Great City Schools

1331 Pennsylvania Avenue, N.W., Suite 1100N

Washington, D.C. 20004

Tel (202) 393-2427 ext 20

Cell (571) 435-2879

Email: ttrinidad@cgcs.org

www.cgcs.org

From: AJ Crabill <AJCrabill@cgcs.org>

Sent: Monday, March 22, 2021 8:50 PM

To: Teri Trinidad <ttrinidad@cgcs.org>

Subject: Fw: Invoice for Leadership Cohort

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Monday, March 22, 2021 5:56 PM

To: AJ Crabill <AJCrabill@cgcs.org>; AJ Crabill <ajc@ajc7.com>

Subject: Invoice for Leadership Cohort

Hi AJ,

I just realized that some emails from your CGCS account wound up in my junk folder. Have you already sent the invoice for the leadership cohort that President Hampson is participating in? If so, can you resend so I can make sure we get it processed and payment to you?

Thank you!

Julia



Julia Warth (she/her/hers)

Director of Board Relations and Strategic Initiatives

jcwarth@seattleschools.org

T: 206.252.0124

C: 206.391.2636

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From: Vania Moore <vania.moore@detroitk12.org>
To: CHUCK CARPENTER <ccarpe3@dpsk12.net>, AJ Crabill <ajcrabill@cgcs.org>
Cc: Misty D Nichols <mnichols@columbus.k12.oh.us>, "Warth, Julia C" <jcwarth@seattleschools.org>, Robert Carlson <rcarlson@cgcs.org>
Subject: RE: Board Member Compensation
Sent: Wed 1/12/2022 10:56:47 PM

Hello,

Vania from Detroit, MI. We treat them as non-employees. They are "Vendors" and receive receive vendor number and is paid like other vendors through the Purchase Order process. I issue a quarterly invoice with dates included.

Sent from my Metro By T-Mobile 4G LTE Android Device

----- Original message -----

From: CHUCK CARPENTER <ccarpe3@dpsk12.net>
Date: 1/12/22 5:50 PM (GMT-05:00)
To: AJ Crabill <ajcrabill@cgcs.org>
Cc: Vania Moore <vania.moore@detroitk12.org>, Misty D Nichols <mnichols@columbus.k12.oh.us>, "Warth, Julia C" <jcwarth@seattleschools.org>, Robert Carlson <rcarlson@cgcs.org>
Subject: Re: Board Member Compensation

This message has originated from an **External Source**. Please use proper judgement and caution when opening attachments, clicking links, or responding to this email.

Hi All,
Our board just adopted a policy which will pay them about \$500 per month -- about \$100 per meeting. We have called it a "per diem".
The main question we are dealing with is whether you treat the Board Directors as Employees or Non-Employees.

Thanks!

On Wed, Jan 12, 2022 at 3:06 PM AJ Crabill <AJCrabill@cgcs.org> wrote:

Chuck from Denver, CO is thinking through school board member compensation issues. So I'm connecting him with a few folks who can assist.

Vania is in Detroit, MI. Misty is in Columbus, OH. Julia is in Seattle, WA.

Thanks all for lending your expertise. Enjoy.

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Sent: Wed 9/18/2024 4:25:30 PM
From: "Gregory Bacon" <gbacon@cgcs.org>
To: "Traci Ikegami" <tlikegami@seattleschools.org>
Subject: Registration Confirmed - 68th Annual Fall Conference

Dear Traci,

Please save this email for future reference.

Event: 68th Annual Fall Conference

Number in Party: 1

Time: 8:00 AM

Date: October 16, 2024

Location: Sheraton Dallas Hotel

Address: 400 Olive Street, Dallas, Texas, 75201, USA

Group Confirmation Number: QJN2C6RW2H7

Group Registrant 0 (Theodore Howard II)

Confirmation Number: 8GNDS5SRLHS

Theodore Howard II							
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
18-Sep-2024 11:25 AM CT	FALL24-092024-2393-2321	Offline Charge	Council Member School District	Admission Item	\$425.00	\$0.00	\$425.00
					Amt Ordered	Amt Paid	Amt Due
Total					\$425.00	\$0.00	\$425.00

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

Sincerely,
Gregory Bacon
Council of the Great City Schools
gbacon@cgcs.org

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From: "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>
To: Marilyn Banks <mbanks@cgcs.org>, School Board Office <boardoffice@seattleschools.org>
Cc: "Rankin, Eliza S" <Liza.Rankin@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Tue 8/20/2024 5:12:47 PM

Hi Marilyn—I’ve relayed your emails to our accounting department and the department from which the dues are paid.

Not sure if your system allows, but invoices can be sent to superintendent@seattleschools.org.

Thanks for your follow up,

Ellie



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Monday, August 19, 2024 7:48 AM
To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>
Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>
Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning, Ellie,
Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**. **I sent out the 1st follow-up email to you on August 7th.**
Please let us know what the status is or if we need to do anything else, thanks.
Have a safe and pleasant day!

Marilyn...

Marilyn Banks
Administration Assistant
Council of the Great City Schools
1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004
202-393-2427 phone | 202-393-2400 fax
mbanks@cgcs.org | www.cgcs.org

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From: Teri Trinidad <ttrinidad@cgcs.org>
To: "Warth, Julia C" <jcwarth@seattleschools.org>
Cc: AJ Crabill <AJCrabill@cgcs.org>, Ray Hart <rhart@cgcs.org>, Alisa Adams <AAdams@cgcs.org>, David Phillips <david@panorama-advisors.com>
Subject: RE: Invoice for SOFG Mini-Conference (Seattle)
Sent: Tue 4/26/2022 7:11:30 PM

Thanks for confirming Julia. No, they do not need to book their hotel rooms, we will take care of the 3 nights reservation. David, our coordinator will send confirmation numbers later. Each individual will need to take care of travel arrangements.

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Tuesday, April 26, 2022 3:10 PM
To: Teri Trinidad <ttrinidad@cgcs.org>
Cc: AJ Crabill <AJCrabill@cgcs.org>; Ray Hart <rhart@cgcs.org>; Alisa Adams <AAdams@cgcs.org>
Subject: RE: Invoice for SOFG Mini-Conference (Seattle)

Thank you, Teri, invoice received!

Do they need to do anything to book their hotel rooms?

Thank you,

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, April 25, 2022 3:41 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: AJ Crabill <ajcrabill@cgcs.org>; Ray Hart <rhart@cgcs.org>; Alisa Adams <AAdams@cgcs.org>
Subject: Invoice for SOFG Mini-Conference (Seattle)

Hi Julia,

Attached is the invoice in the amount of \$4,500 to cover three people's 3-nights stay and meals for the May 19-22, 2022 mini-conference at the Asilomar Conference Center, 800 Asilomar Avenue, Pacific Grove CA 93950. Since we received confirmed participation for Chandra Hampson, Liza Rankin and Brent Jones, no refund will be issued for cancellation. Please confirm receipt of this invoice. Thank you.

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences
Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
Tel (202) 393-2427 ext 20
Cell (571) 435-2879
Email: ttrinidad@cgcs.org
www.cgcs.org

From: AJ Crabill <AJCrabill@cgcs.org>
Sent: Monday, April 18, 2022 6:29 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>

Subject: Re: SOFG Mini-Conference

Teri has details about participation and can provide an invoice.

From: AJ Crabill

Sent: Wednesday, April 13, 2022 1:11:18 AM

To: Warth, Julia C <jcwarth@seattleschools.org>

Subject: SOFG Mini-Conference

Your following people have been RSVP'd for the May 19-22 mini-conference. We will send room and board arrangement information next week. We will most likely just have you send a single payment of \$1500 (covers all lodging and food expenses for the entire conference; Council is just a simplified passthrough, not taking a cut) per person to the Council. You'll have to sort out flights separately (Monterey and San Jose are the two closest airports). The additional \$500 conference registration fee has been waived for these folks since almost all of them are in cohorts. More details coming soon.

Seattle

- Chandra Hampson
- Liza Rankin
- Brent Jones

From: AJ Crabill <AJCrabill@cgcs.org>

Sent: Thursday, April 7, 2022 9:32 AM

To: AJ Crabill <AJCrabill@cgcs.org>

Subject: Student Outcomes Mini-Conference

WHAT: CGCS is planning to host an in-person mini-conference on student outcomes-focused governance. The retreat will cover an advanced level deep dive into the governance behaviors that are focused on student outcomes (<http://tinyurl.com/SOFG-School-Board-Basics>) and include 1-on-1 coaching sessions with topic experts that participants can sign up for.

WHEN: The mini-conference will be all day May 20, 21, and 22. Attendees will need to arrive the evening of the 19th (there will be an optional welcoming reception at 6pm) as programming will begin at 9am on the 20th. Programming will run for the entirety of the three days with a closing plenary session at 2pm on the 22nd (there will be an optional closing dinner at 6pm for those flying out Monday morning).

WHERE: The mini-conference will be hosted in Monterey, CA at Asilomar Conference Grounds (<https://www.visitasilomar.com>). To receive the conference rate, indicate that you are with the CGCS Student Outcomes Mini-Conference.

WHO: Seating will be intentionally quite limited. Reservations will only be accepted for members of CGCS governing teams. If you would like to reserve a seat, please reply to this email. Seating for this intimate opportunity will prioritize boards that are implementing a student outcomes-focused approach to governing. Seating will prioritize complete governing teams — all board members plus the superintendent. Seating will prioritize current participants in CGCS cohorts. After that, it will be first come, first served until the limited spaces are filled.

COST: The mini-conference will cost \$500 per participant (fee waived for current CGCS cohort participants). Participants will also need to cover their own travel expenses.

Very few seats remain. Please reply to this email ASAP if you would like to be considered for a spot in this mini-conference. Final participant notifications will be sent out next Tuesday.

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From: Manish Naik <MNaik@cgcs.org>
To: "e-Rate" <e-rate@cgcslists.org>
Subject: E-Rate updates; no USAC call tomorrow
Sent: Mon 2/7/2022 7:38:39 PM
[FY2022 Supervisor States Assignments Final.xlsx](#)

E-Rate Directors of the Great City Schools –

There were no questions for this week's call with USAC, so we will postpone tomorrow's scheduled discussion until next month. In the meantime, please see the additional updates from USAC and FCC below.

1. USAC E-Rate Outreach will offer the following E-Rate training this week: **February 10 - Invoice Training - 2 p.m. ET:**
[Register Here](#)

This webinar is designed to help E-Rate program participants (applicants and service providers) understand the invoicing process. We will discuss how to submit the FCC Form 472 (BEAR Form) and the FCC Form 474 (SPI Form), invoice deadlines, invoicing reviews, and more. After the presentation, we will conduct a Q&A session.

1. The FY2022 list of State PIA Supervisors is attached. Please feel free to contact USAC if you have any questions or need additional information.
2. The FCC's Notice of Proposed Rulemaking regarding a central bidding portal was officially published in the Federal Register at the end of January. Comments are due on March 28th and reply comments are due at the end of April. The Council will be submitting comments after collecting feedback from you later this month, once you have had a chance to review the NPRM. Specifically, the FCC is seeking comment on a proposal to implement a central document repository (i.e., bidding portal) through which service providers would be required to submit bids to USAC instead of directly to applicants. The full NPRM is available here: <https://ecfsapi.fcc.gov/file/121669468706/FCC-21-124A1.pdf>

Please let me know if you have any questions and talk to you soon.

--Manish Naik
Council of the Great City Schools

You are currently subscribed to e-rate as: jmitchell@seattleschools.org.
To unsubscribe send a blank email to leave-434297-16793.3a3ac2ab1c65f0a2dc7087b57062470e@cgcslists.org

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MTWRF	FL
	KY
	NC
Ph: 833-205-1185 Ext. 58652	NH
Email: Eduardo.Rendon@usac.org	OH
	RI
	VT
Total	
MAYRA HERNANDEZ	STATES
	MI
MTWRF	PA
	ME
	WV
Ph: 833-205-1185 Ext. 58303	NJ
Email: Mayra.Hernandez@usac.org	NM
	NY
Total	
RAMON RODRIGUEZ	STATE
	AL
MTWRF	AZ
	IA
	IN
Ph: 833-205-1185 Ext. 58633	MO
Email: Ramon.Rodriguez@usac.org	MN
	CO
	MA
Total	
JEREMY MATKOVICH	STATE
	AK
MTWRF	CT
	GA
	OK
Ph: 202-772-6290	MS
Email: Jeremy.Matkovich@usac.org	

EVELYN ALEJANDRO	STATE
	AS
MTWRF	IL
	ND
	TX
Ph: 833-205-1185 Ext. 58972	VI
Email: Evelyn.Alejandro@usac.org	UT
	VA
	DC
	SC
Total	
KENNETH ROBISON	STATE
	CA
MTWRF	GU
	HI
	ID
833-205-1185 Ext. 83053	MN
Email: Kenneth.Robison@usac.org	MP
	MT
	KS
Total	
BRENDA FOUYON	STATE
	NE
MTWRF	OR
	PR
	SD
Ph: 833-205-1185 Ext. 58960	WY
Email: Brenda.Fouyon@usac.org	WA
	WI
	NV
	TN
	AR
	MD
	LA
Total	

Total	

From: Delisa Nunez <dnunez@cgcs.org>
To: Teri Trinidad <ttrinidad@cgcs.org>, "Warth, Julia C" <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>, AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: CGCS Invoices for Seattle
Sent: Mon 7/22/2024 2:33:02 PM
[CGCS Invoice for Travel - Seattle - FY23-24.pdf](#)

Hi Julia,
Attached is the invoice for the travel by AJ that occurred in May. Thank you!



Delisa Nuñez | Partnership Specialist

Council of the Great City Schools
Contact: dnunez@cgcs.org | (210) 389-9158 (c)
1331 Pennsylvania Ave, N.W., Ste 1100N | Washington, DC 20004
[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, July 16, 2024 7:09 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; Delisa Nunez <dnunez@cgcs.org>
Cc: Alisa Adams <AAdams@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: CGCS Invoices for Seattle

Hi Julia,

Please check the records to see if you had our correct address. That could be the only reason why we didn't receive the check. Our correct address is on my information below. Thanks.

--Teri

Teresita B. Trinidad | Director of Finance, Administration and Conferences
[Council of the Great City Schools](#)
Contact: ttrinidad@cgcs.org | 202-393-2427 x20 (o) |
1331 Pennsylvania Ave, N.W., Ste 1100N | Washington, DC 20004
[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, July 15, 2024 7:24 PM
To: Delisa Nunez <dnunez@cgcs.org>

Cc: Teri Trinidad <ttrinidad@cgcs.org>; Alisa Adams <AAdams@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>

Subject: RE: CGCS Invoices

Hi Delisa,

Thank you for this. We sent a check in April of 2022 for the initial invoice, but it does not appear it was cashed. We stopped payment and will issue a new check, which should be on it's way to you, but please destroy the original check if you have it in your files.

We'll also process the new invoice and get payment out to you.

Thank you!

Julia

From: Delisa Nunez <dnunez@cgcs.org>

Sent: Monday, July 1, 2024 11:58 AM

To: Warth, Julia C <jcwarth@seattleschools.org>

Cc: Teri Trinidad <ttrinidad@cgcs.org>; Alisa Adams <AAdams@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>

Subject: CGCS Invoices

Hi Julia,

Attached are two invoices. The one dated March 28, 2022, was for the initial governance/professional services. It does not appear that the invoice has been paid yet. There is a second invoice dated today for the extension of the contract through September 2024.

Please let me know if you have any questions.

Thanks,



Delisa Nuñez | Partnership Specialist

Council of the Great City Schools

Contact: dnunez@cgcs.org | (210) 389-9158 (c)

1331 Pennsylvania Ave, N.W., Ste 1100N | Washington, DC 20004

[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)

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INVOICE #: 5054-21SEA-TRV2024



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Date: 07/22/24

Bill To: Seattle Public Schools
Attn: Julia Warth
2445 3rd. Ave. S
Seattle, WA 98134
jcwarth@seattleschools.org

**** INVOICE ****

7/22/2024 Travel reimbursement request for trip to Seattle by
AJ Crabill, May 11 - 12, 2024.

Airfare	\$	718.96	
Hotel	\$	267.86	
Ground Transportation	\$	115.76	
			\$ 1,102.58

TOTAL INVOICE AMOUNT	\$ 1,102.58
-----------------------------	--------------------

ACH Transfer is the Preferred Payment method
Account Name: Council of the Great City Schools
Account Number: [REDACTED]
Type of Account: Checking
ABA Number: [REDACTED]
Bank Name: Wells Fargo

Please remit check to the address above

From: <rhart@cgcs.org>
To: "superintendent@seattleschools.org" <superintendent@seattleschools.org>, "brandon.hersey@seattleschools.org" <brandon.hersey@seattleschools.org>
Subject: CGCS 2022-23 Membership Dues
Sent: Mon 5/2/2022 8:32:15 PM
[Seattle Membership Dues Letter.pdf](#)
[Seattle Membership Dues FY22-23.pdf](#)

Dear Brent and Brandon,

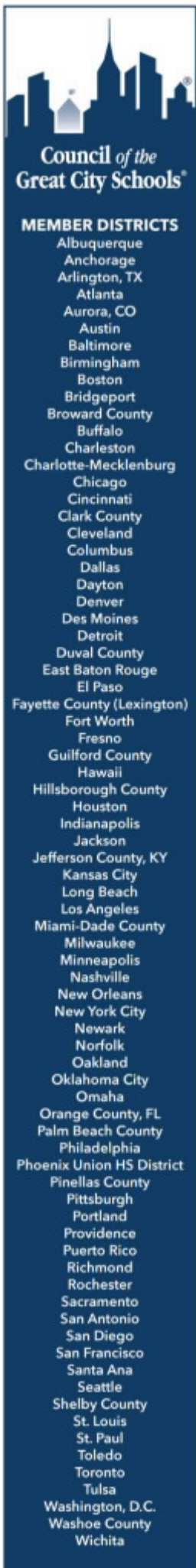
Attached, please find an invoice for Council membership for 2022-23, along with a letter providing an overview of the membership benefits you received over the past year. Later this summer, you will also receive an annual report on the Council’s activities during the 2021-22 fiscal year, and a personalized report on the services provided specifically to your district —along with a Return-on-Investment calculation for your district.

Your prompt payment will ensure that we can continue our work during these challenging times. Thank you for your ongoing partnership and commitment to the Council of the Great City Schools.

Best Regards,

Ray Hart
Executive Director

CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.



Council of the Great City Schools®
 1331 Pennsylvania Avenue, NW, Suite 1100N, Washington, DC 20004
 (202) 393-2427 (202) 393-2400 (fax) www.cgcs.org

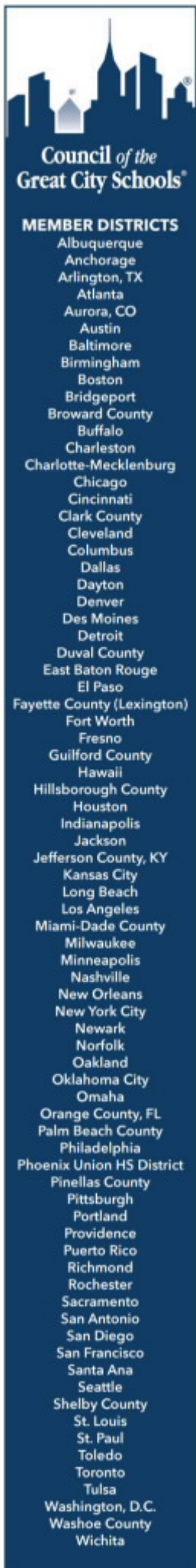
The Council remains the most effective and aggressive legislative advocate for urban public schools in the nation, working to secure the funds you need to support academic recovery and the reopening of schools; to advocate for flexibility and the targeting of these funds to support urban schools; and to help inform and guide districts in strategically allocating federal aid. Over the last year Council staff provided dozens of briefings to CGCS school boards, superintendents, chief financial officers, general counsels, and other senior district officials on the status of federal COVID-19 funds, including Elementary and Secondary School Emergency Relief (ESSER) funds, American Rescue Plan funds, and congressional proposals for school facilities and universal pre-school, as well as updates to agency guidance, regulations, and waivers. The Council submitted multiple sets of comments and detailed policy recommendations to the U.S. Department of Education requesting flexibility in the administrative requirements for ESSER funds, garnering additional time for the of Equity provision based on school-level shifts in staffing, salaries, and enrollment. We also successfully advocated for the target Education Connectivity Fund on low-income school districts for the purchase of devices and internet access to be used by students and staff at home and off-campus.

To continue to support these advocacy efforts moving forward, Council legislative staff launched a survey on ESSER Funding in Great City Schools to collect baseline financial information in order to demonstrate to policymakers and the public that urban school districts are using the funds wisely to address both lost instructional time due to COVID-19 and the pre-existing challenges that may impede recovery from the pandemic.

Moreover, Council staff met with federal officials from the Department of Homeland Security (DHS) and U.S. Department of Education to communicate school district needs related to welcoming refugees from Afghanistan, and hosted DHS officials and board members from the Afghan American Foundation to share important information to assist in proper placement and provision of services for arriving students and families. In addition, to support district planning efforts, Council obtained data for resettlement destinations (by county) with estimated numbers of arriving children and youth as well as approximate arrival dates.

The Council is also developing an amicus brief to be submitted to the Supreme Court of the United States this summer for the *Students for Fair Admissions, Inc. v. President and Fellows of Harvard College*, and met regularly with member district General Counsels, Special Education Directors, and Directors of Social and Emotional Learning to discuss legal issues and challenges during and post-Covid. And it continued to hold its quarterly legal webinars on critical topics of the day, including legal considerations in the age of social media, handling TikTok challenges, and navigating conversations on race.

But the Council is not just about federal, regulatory, and judicial advocacy as effective as it is in these areas. It is also about our ability to work together in addressing the many challenges we face both short- and long-term. The group has made major contributions over the years to the development and implementation of college- and career-readiness standards in reading and mathematics. The Council has convened numerous meetings, workshops, and forums to help its members improve instruction. In addition, the Council has released guidance to help members assess and strengthen their curricula and improve their professional development. In fact, this year work



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began on a new edition of our curriculum assessment framework that will offer instructional leaders expanded guidance and exemplars of curricular materials that effectively employ technology and hybrid learning environments, address unfinished learning, provide integrated social and emotional learning opportunities, and ensure equity and access to rigorous, culturally-responsive academic content.

The Council also maintained its automated academic Key Performance Indicators (KPIs). These indicators build on the nearly 400 operational KPIs that the Council and its membership developed some years ago. The academic KPIs allow the members to compare themselves with other urban school districts on instructional benchmarks that will be important in our understanding of the academic challenges ahead.

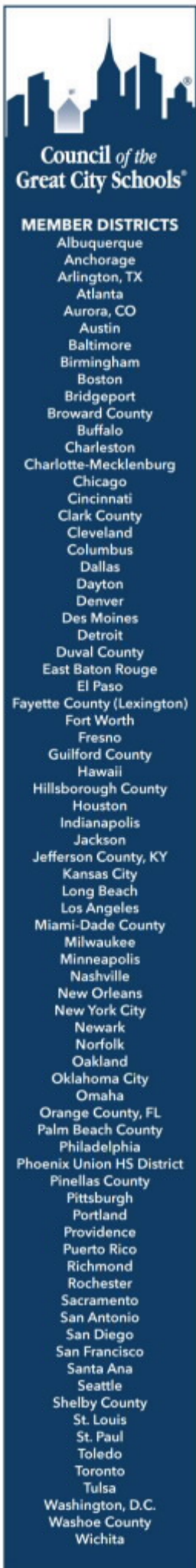
Moreover, the Council continued to support the implementation of its suite of professional development courses on elevating instruction for English learners in ELA/ELD and mathematics. In addition to online course content, districts have received support from course experts to review units of study, discuss implementation, and provide training to teachers. The Council also released a guide for districts implementing the *3Ls™* approach (learning, language, and literacy) to EL instruction that highlights connections to the leading frameworks/standards for English language development (ELD), and a series on writing instruction for English learners using cognitive strategies is under development through collaboration with the Writing Project at the University of California, Irvine.

Over the past year, the Council also provided its member districts with Strategic Support Team reviews in the areas of instruction, student services, special education, human resources, IT, and school safety and security. These teams are a perfect example of how urban school districts under

In the area of governance and leadership, the Council provided support and technical assistance to numerous member school boards this year to strengthen their governance capacity. And the groundwork has been laid to reconvene our governance institute in person in July at Harvard University for our superintendents and school board members. The Council is also developing coaching and leadership training support for superintendents and executive leaders across our member districts as part of the Michael Casserly Urban School Executive Leadership Institute.

Finally, the Council continues to provide our monthly award-winning digital newsletter *Urban Educator* to keep the nation posted on major big-city school developments. Council staff gave hundreds of interviews to the press, wrote articles and Op-Eds, and released press releases and statements on the most pertinent events and issues facing urban education. And the group continued to provide scholarships through the Bernard Harris Foundation to graduating African American and Hispanic students who are pursuing math or science studies in college.

To be sure, some of our positions are controversial, but no organization fights more aggressively or City Schools. The Council remains the only independent education coalition located in Washington whose sole mission and purpose is the same as yours: the improvement of public education in our Great Cities.



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7KH □ R □ FLO □ IV □ D □ JUR □ S □ I □ CO □ FRP □ P □ DWG □ W □ DW □ FR □ WH □ Id along with Only the NEA, AFT, and the CCSSO by the Washington Almanac as the most powerful education groups in Washington. In fact, the Council is considered one of the most effective organizations on Capitol □ CO □ L □ D □ I □ HG □ / □ HMR □ V □ IUR □ M □ O □ V □ M □ R □ FLO □ U □ D □ W □ D □ G □ F □ U □ N □ D □ W □ : □ DK □ L □ J □ W □ V □ understanding of urban school needs. *USA Today* F □ O □ Y □ WH □ R □ FLO □ D □ F □ U □ N □ D □ G □ H □ U □ IRU □ U □ E □ D □ HG □ F □ M □ R □ the *New York Times* CH □ F □ U □ E □ H □ WH □ JUR □ S □ DV □ L □ IO □ H □ W □ D □ D □ G □ (□ G □ F □ M □ R □ : □ H □ N □ U □ H □ V □ W □ V □ DV □ W □ Z □ DW □

In short, the Council is an organization that belongs solely to urban educators for urban education and urban kids □ all the time. That commitment is needed now more than ever as we work to move past the coronavirus crisis, address unfinished learning, and improve equity in our schools. The many challenges we face will require urban schools to be more vocal, united, and forceful than ever. Your prompt payment will ensure that we can continue our work during these challenging times. Thank you for your commitment to the Council of the Great City Schools and our urban schoolchildren.

Sincerely,

Raymond Hart
Executive Director

Invoice No. 10-40070-22



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Bill To: Dr. Brent Jones
Superintendent
Seattle Public Schools
2445 3rd Avenue South
P.O. Box 34165, MS: 32-150
Seattle, WA 98124-1165

**** INVOICE ****

Date	Description	Amount Due
5/2/22	FY 2022-2023 Membership Dues Due on or before July 1, 2022	\$49,880.00
TOTAL:		\$49,880.00

*Please remit check to the address
above*

Sent: Mon 9/12/2022 8:43:08 PM
From: "Gregory Bacon" <gbacon@cgcs.org>
To: "Valerie Koo" <vjkkoo@seattleschools.org>
Subject: Registration Confirmed - 66th Annual Fall Conference

Dear Valerie,

Please save this email for future reference.

Event: 66th Annual Fall Conference

Number in Party: 1

Time: 8:00 AM

Date: October 19, 2022

Location: Hyatt Regency Grand Cypress

Address: 1 Grand Cypress Boulevard, Orlando, Florida, 32836, USA

Group Confirmation Number: X9N8QDFQPR4

Group Registrant 0 (Eliza Rankin)

Confirmation Number: 3NNS3RPSYB2

Eliza Rankin							
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
12-Sep-2022 4:43 PM ET	FALL22-092022-1617-1490	Online Charge	Council School District Member	Admission Item	\$425.00	\$425.00	\$0.00

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

Sincerely,
Gregory Bacon
Council of the Great City Schools
gbacon@cgcs.org

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Sent: Mon 9/12/2022 8:29:39 PM
From: "Gregory Bacon" <gbacon@cgcs.org>
To: "Valerie Koo" <vjkkoo@seattleschools.org>
Subject: Registration Confirmed - 66th Annual Fall Conference

Dear Valerie,

Please save this email for future reference.

Event: 66th Annual Fall Conference

Number in Party: 1

Time: 8:00 AM

Date: October 19, 2022

Location: Hyatt Regency Grand Cypress

Address: 1 Grand Cypress Boulevard, Orlando, Florida, 32836, USA

Group Confirmation Number: SPNF8LRYVWZ

Group Registrant 0 (Michelle Sarju)

Confirmation Number: 3RN53QPYWZ5

Michelle Sarju								
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due	
12-Sep-2022 4:29 PM ET	FALL22-092022-1668-1488	Online Charge	Council School District Member	Admission Item	\$425.00	\$425.00	\$0.00	
					Amt Ordered	Amt Paid	Amt Due	
Total					\$425.00	\$425.00	\$0.00	

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

Sincerely,
Gregory Bacon
Council of the Great City Schools
gbacon@cgcs.org

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From: Claire Landau <claire.landau@gmail.com>
Sent: Wed 2/23/2022 1:00:00 PM
Subject: Cohort Invoice
To: Teri Trinidad <ttrinidad@cgcs.org>
Cc: AJ Crabill <AJCrabill@cgcs.org>
Bcc: <jcwarth@seattleschools.org>

Good morning,
In advance of our session on Friday, I am writing to connect you with Teri Trinidad from the Council of Great City Schools. Teri will work to get each of you an invoice for your registration fee for participating in the CGCS 2022 Governance Support Staff Cohort over a 9-month period beginning in February 2022.

If you have not already been in touch with Teri, I ask that you reach out to her now to connect her to the individual in your District with whom she should connect on invoicing.

Thank you,

Claire

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From: Superintendent <superintendent@seattleschools.org>
To: Marilyn Banks <mbanks@cgcs.org>
Cc: "Koo, Valerie J" <vjkkoo@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Tue 9/3/2024 5:04:02 PM

Hi Marilyn,

We will work on getting the invoice paid now that it's the beginning of our 24-25 budget year.

Thank you.

DeLinda Wiley
Executive Assistant to the Chief Operations Officer / Superintendent's Office
Seattle Public Schools
dwiley@seattleschools.org
T: 206-252-0168



From: Marilyn Banks <mbanks@cgcs.org>
Sent: Friday, August 30, 2024 8:05 AM
To: Superintendent <superintendent@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning,

I was told this email was forwarded to you.

Please let us know what the status is for the attached invoice which I sent to Ellie on 8/22/24.

Thanks for your assistance.

Marilyn...

From: Marilyn Banks
Sent: Thursday, August 22, 2024 2:57 PM
To: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Cc: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

No, it has not! I emailed a copy of the invoice to Ellie Wilson-Jones on August 19th and she replied 8/20/24 saying:

I've relayed your emails to our accounting department and the department from which the dues are paid.

Can you please find out the status of the payment and get back with me.

Thanks.

Marilyn...

From: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Sent: Tuesday, August 20, 2024 3:28 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hello Marilyn,

Has the invoice been taken care of? If not, I am happy to assist.

If not, please send me the invoice.

Thank you,



Genevieve Saarenas
Accounts Payable Specialist
MS-33-343
Seattle, WA 98124-1165
☎: 206-743-3546
✉: glsaarenas@seattleschools.org

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>

Sent: Tuesday, August 20, 2024 10:54 AM

To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>; Accounts Payable <AccountsPayable@seattleschools.org>

Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Forgot to also include [_@Accounts Payable](#)



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org

T: 206.252.0041

C: 206.552.4124

From: Wilson-Jones, Ellie S

Sent: Tuesday, August 20, 2024 10:14 AM

To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>

Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Passing on again for payment from the Superintendent's Office budget.



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org

T: 206.252.0041

C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>

Sent: Monday, August 19, 2024 7:48 AM

To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>

Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>

Good morning, Ellie,

Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**.

I sent out the 1st follow-up email to you on August 7th.

Please let us know what the status is or if we need to do anything else, thanks.

Have a safe and pleasant day!

Marilyn...

Marilyn Banks

Administration Assistant

Council of the Great City Schools

1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004

202-393-2427 phone | 202-393-2400 fax

mbanks@cgcs.org | www.cgcs.org

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CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

From: "Wiley, DeLinda" <dwiley@seattleschools.org>
To: "Koo, Valerie J" <vjkoo@seattleschools.org>, "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Thur 8/22/2024 3:03:16 PM
[Attachment](#)

Attached is the email that I sent to Marilyn Banks last year.

DeLinda Wiley
Executive Assistant to the Chief Operations Officer / Superintendent’s Office
Seattle Public Schools
dwiley@seattleschools.org
T: 206-252-0168



From: Koo, Valerie J <vjkoo@seattleschools.org>
Sent: Wednesday, August 21, 2024 3:51 PM
To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Cc: Wiley, DeLinda <dwiley@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

DeLinda, correct me if I’m wrong, but I believe we are required to wait until the 2024-25 fiscal year begins before we can pay these dues.

I will notify CGCS.

Thank you,



Valerie Koo (she/her/they)
Executive Assistant to the Superintendent
vjkoo@seattleschools.org
P: 206-252-0180
C: 206-705-8245

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Wednesday, August 21, 2024 3:29 PM
To: Koo, Valerie J <vjkoo@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Double checking we’re good on this? CGCS has started copying Liza on the emails...



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041

C: 206.552.4124

From: Wilson-Jones, Ellie S

Sent: Tuesday, August 20, 2024 10:54 AM

To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkkoo@seattleschools.org>; Accounts Payable <AccountsPayable@seattleschools.org>

Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Forgot to also include [@Accounts Payable](mailto:AccountsPayable@seattleschools.org)



Ellie Wilson-Jones (she/her/hers)

Director of Policy and Board Relations

eswilsonjone@seattleschools.org

T: 206.252.0041

C: 206.552.4124

From: Wilson-Jones, Ellie S

Sent: Tuesday, August 20, 2024 10:14 AM

To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkkoo@seattleschools.org>

Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Passing on again for payment from the Superintendent's Office budget.



Ellie Wilson-Jones (she/her/hers)

Director of Policy and Board Relations

eswilsonjone@seattleschools.org

T: 206.252.0041

C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>

Sent: Monday, August 19, 2024 7:48 AM

To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>

Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>

Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning, Ellie,

Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**.

I sent out the 1st follow-up email to you on August 7th.

Please let us know what the status is or if we need to do anything else, thanks.

Have a safe and pleasant day!

Marilyn...

Marilyn Banks

Administration Assistant

Council of the Great City Schools

1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004

202-393-2427 phone | 202-393-2400 fax

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From: Marilyn Banks <mbanks@cgcs.org>
To: "Wiley, DeLinda" <dwiley@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>
Subject: RE: CGCS Invoice
Sent: Wed 8/30/2023 11:31:04 AM

Good morning,

Thanks for letting me know!

From: Wiley, DeLinda <dwiley@seattleschools.org>
Sent: Tuesday, August 29, 2023 3:39 PM
To: Marilyn Banks <mbanks@cgcs.org>
Cc: Wiley, DeLinda <dwiley@seattleschools.org>
Subject: CGCS Invoice

Hi Marilyn,

I hope all is well with you. Thank you for reaching out regarding CGCS 23-24 membership dues for Seattle Public Schools. The Superintendent’s Office is responsible for payment the invoice. **I submitted the payment to our accounting department several months ago.** I just reached out to them for an update only to find out they **can’t pay it until the beginning of our budget year – Sept 1, 2023.** I will follow up with them on the payment.

Please feel free to reach out to me if you have any questions.

Thank you.

DeLinda Wiley
Executive Assistant to the Chief Operations Officer
Seattle Public Schools
dwiley@seattleschools.org
T: 206-252-0168

CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

From: Teri Trinidad <ttrinidad@cgcs.org>
To: "Warth, Julia C" <jcwarth@seattleschools.org>
Cc: AJ Crabill <AJCrabill@cgcs.org>, Cindy Elsbernd <elsbernd_cindy@yahoo.com>, Monica Jaloma <mjaloma1@gmail.com>, Alisa Adams <AAdams@cgcs.org>
Subject: Invoice-Seattle Public Schools Cohorts-7 participants
Sent: Mon 2/14/2022 4:53:31 PM
[11.Invoice-Seattle 7 Cohorts Feb 2022.pdf](#)

Hi Julia,

Attached is the invoice for the seven Cohort participants from Seattle Public Schools. The total amount is \$22,000. Please let me know if you have any questions. Thank you for taking care of the payment.

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Friday, February 11, 2022 5:06 PM
To: Teri Trinidad <ttrinidad@cgcs.org>
Cc: AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: Seattle Public Schools Cohort Invoices

Yup, that would work great!

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Friday, February 11, 2022 2:06 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: AJ Crabill <ajcrabill@cgcs.org>
Subject: Re: Seattle Public Schools Cohort Invoices

Got it Julia. Can I send 1 invoice to you for everybody?

—Teri

On Feb 11, 2022, at 5:03 PM, Warth, Julia C <jcwarth@seattleschools.org> wrote:

Hi Teri,

Six of our Board Directors and myself are participating in the various CGCS leadership cohorts. Please send any invoices related to the cohorts to me for the following participants:

Chandra Hampson – Aspiring Governance Cohort
Brandon Hersey – Board Officers Cohort
Eliza (Liza) Rankin – Effective Board Member Cohort
Lisa Rivera Smith – Effective Board Member Cohort
Michelle Sarju -- Aspiring Governance Cohort
Vivian Song Maritz – Effective Board Member Cohort
Julia Warth – Governance Support Staff Cohort (\$1K)

Thank you!

Julia



Julia Warth (she/her/hers)
Director of Board Relations and Strategic Initiatives
jcwarth@seattleschools.org
T: 206.252.0124
C: 206.391.2636

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CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

Invoice No. 4032-22FY2022(11)



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100 N
Washington, D.C. 20004-1756
(202) 393-2427
(EIN#36-2481232)

Bill To: Seattle Public Schools
c/o Julia Warth, Director of Board
Relations and Strategic Initiatives
jcwarth@seattleschools.org

*** * INVOICE * ***

Date	Description	Amount Due
02/14/2022	Registration Fee for Participating in the CGCS 2022 Leadership Cohorts over a 9-month period beginning on February, 2022	
	For:	
	Chandra Hampson- Aspiring Governance	\$3,500.00
	Michelle Sarju- Aspiring Governance	\$3,500.00
	Brandon Hersey-Board Officers	\$3,500.00
	Eliza (Liza) Rankin- Effective Board Member	\$3,500.00
	Lisa Rivera Smith- Effective Board Member	\$3,500.00
	Vivian Song Maritz- Effective Board Member	\$3,500.00
	Julia Warth- Governance Support Staff	\$1,000.00
	PLEASE REMIT TO:	
	Council of the Great City Schools	
	1331 Pennsylvania Avenue, N.W., Suite 1100 N	
	Washington, D.C. 20004	
	TOTAL BALANCE:	\$22,000.00

Please remit check to the address above

From: Marilyn Banks <mbanks@cgcs.org>
To: "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Tue 8/20/2024 5:35:51 PM

Thank you very much!

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Tuesday, August 20, 2024 1:13 PM
To: Marilyn Banks <mbanks@cgcs.org>; School Board Office <boardoffice@seattleschools.org>
Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hi Marilyn—I’ve relayed your emails to our accounting department and the department from which the dues are paid.

Not sure if your system allows, but invoices can be sent to superintendent@seattleschools.org.

Thanks for your follow up,

Ellie



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Monday, August 19, 2024 7:48 AM
To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>
Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>
Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning, Ellie,
Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**. **I sent out the 1st follow-up email to you on August 7th.**
Please let us know what the status is or if we need to do anything else, thanks.
Have a safe and pleasant day!

Marilyn...

Marilyn Banks
Administration Assistant
Council of the Great City Schools
1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004
202-393-2427 phone | 202-393-2400 fax
mbanks@cgcs.org | www.cgcs.org

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From: Marilyn Banks <mbanks@cgcs.org>
To: "Saarenas, Genevieve-Grace L" <glsaarenas@seattleschools.org>
Cc: "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Thur 8/22/2024 6:56:59 PM
[Seattle.pdf](#)

No, it has not! I emailed a copy of the invoice to Ellie Wilson-Jones on August 19th and she replied 8/20/24 saying:

I've relayed your emails to our accounting department and the department from which the dues are paid.

Can you please find out the status of the payment and get back with me.

Thanks.

Marilyn...

From: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Sent: Tuesday, August 20, 2024 3:28 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hello Marilyn,

Has the invoice been taken care of? If not, I am happy to assist.

If not, please send me the invoice.

Thank you,



Genevieve Saarenas
Accounts Payable Specialist
MS-33-343
Seattle, WA 98124-1165
☎: 206-743-3546
✉: glsaarenas@seattleschools.org

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Tuesday, August 20, 2024 10:54 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkkoo@seattleschools.org>; Accounts Payable <AccountsPayable@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Forgot to also include [@Accounts Payable](#)



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Wilson-Jones, Ellie S

Sent: Tuesday, August 20, 2024 10:14 AM

To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vikoo@seattleschools.org>

Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Passing on again for payment from the Superintendent's Office budget.



Ellie Wilson-Jones (she/her/hers)

Director of Policy and Board Relations

eswilsonjone@seattleschools.org

T: 206.252.0041

C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>

Sent: Monday, August 19, 2024 7:48 AM

To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>

Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>

Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

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Marilyn...

Marilyn Banks

Administration Assistant

Council of the Great City Schools

1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004

202-393-2427 phone | 202-393-2400 fax

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Invoice No. 10-40071-24



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Bill To: Dr. Brent Jones
Superintendent
Seattle Public Schools
2445 3rd Avenue South
P.O. Box 34165, MS: 32-150
Seattle, WA 98134

**** INVOICE ****

Date	Description	Amount Due
5/15/2024	FY 2024-2025 Membership Dues Due on or before July 1, 2024 ACH Transfer is the Preferred Payment method Account Name: Council of the Great City Schools Account Number: RCW 42.56.230(5) Type of Account: Checking ABA Number: RCW 42.56.230(5) Bank Name: Wells Fargo	\$55,077.00
	TOTAL:	\$55,077.00

*Please remit check to the address
above*

From: Marilyn Banks <mbanks@cgcs.org>
To: "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>, "Saarenas, Genevieve-Grace L" <glsaarenas@seattleschools.org>
Cc: "Koo, Valerie J" <vjkoo@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Thur 8/22/2024 8:54:09 PM

Thank you very much!

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Thursday, August 22, 2024 4:41 PM
To: Marilyn Banks <mbanks@cgcs.org>; Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Cc: Koo, Valerie J <vjkoo@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Including our Superintendent’s Office here.



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Thursday, August 22, 2024 11:57 AM
To: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Cc: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

No, it has not! I emailed a copy of the invoice to Ellie Wilson-Jones on August 19th and she replied 8/20/24 saying:

I've relayed your emails to our accounting department and the department from which the dues are paid.

Can you please find out the status of the payment and get back with me.

Thanks.

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To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hello Marilyn,

Has the invoice been taken care of? If not, I am happy to assist.

If not, please send me the invoice.

Thank you,



Genevieve Saarenas
Accounts Payable Specialist
MS-33-343
Seattle, WA 98124-1165
☎: 206-743-3546
✉: glsaarenas@seattleschools.org

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Tuesday, August 20, 2024 10:54 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>; Accounts Payable <AccountsPayable@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Forgot to also include [_@Accounts Payable](#)



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Wilson-Jones, Ellie S
Sent: Tuesday, August 20, 2024 10:14 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Passing on again for payment from the Superintendent's Office budget.



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Monday, August 19, 2024 7:48 AM
To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>
Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>
Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

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Marilyn...

Marilyn Banks

Administration Assistant

Council of the Great City Schools

1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004

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CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

Sent: Thur 4/21/2022 1:43:23 PM
From: Melissa L Nguyen <mInguyen@seattleschools.org>
Subject: 7500019064 SCCS-invoice#4010-21-SEA-2022
To: <jcwarth@seattleschools.org>
[7500019064.htm](#)
[itemized receipts .msg](#)

Good morning Julia,

I did add the itemized receipts to DocuSign but if you have more items to be added, I've created the attachment to the DocuSign for you to be added.

Thank you,
Melissa

-----Original Message-----

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Wednesday, April 20, 2022 5:36 PM
To: Nguyen, Melissa L <mInguyen@seattleschools.org>
Subject: RE: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022

Hi Melissa,

Teri sent an updated invoice that itemizes the meeting expenses category further. I can now approve the invoice, does it need to be updated in DocuSign or can I use the same link?

Thank you!

Julia

-----Original Message-----

From: Nguyen, Melissa L <mInguyen@seattleschools.org>
Sent: Monday, April 4, 2022 8:14 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; ttrinidad@cgcs.org
Subject: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022

Hello Teri,

If I read the invoice correctly, there is a claim for reimbursement included in the invoice.

Claim for reimbursements required itemized receipts. Please help to provide the receipts to be reimbursement for the travel and meeting expenditures for AJ Crabill in the amount of \$3,446.37 as listed on the attached invoice# 4010-21-SEA-2022.

Scanned receipts are accepted as originals providing they meet the same requirements for paper receipts.

Hello Julia,

Once you received the itemized receipts from Teri, please sign the attached CSR and forward them all to A/P @ accountspayable@seattleschools.org for payment processing.

Thank you all,
Melissa

-----Original Message-----

From: Teri Trinidad <ttrinidad@cgcs.org>

Sent: Monday, March 28, 2022 9:30 AM

To: Nguyen, Melissa L <mInguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>

Cc: Alisa Adams <AAdams@cgcs.org>; Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>

Subject: PO#7500019064 CGCS-Seattle PS

Hello Melissa,

Attached is our invoice for PO#7500019064 in the amount of \$13,446.37. Please confirm receipt. Thank you.

--Teri

Teresita B. Trinidad

Director of Finance, Administration and Conferences Council of the Great City Schools

1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell (571) 435-2879

Email: ttrinidad@cgcs.org

<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=05%7C01%7Cjcwarth%40seattleschools.org%7C92eff9e4e071413af3ae08da239e2fac%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637861460689535076%7CUnknown%7CTWFPbGZsb3d8eyJWljo iMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikh1aWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&s data=ra2ENQ1Zwb%2B4IA3moTwf0IYAh%2FGV0xZVuQLxBXzTcSk%3D&reserved=0>

-----Original Message-----

From: Melissa L Nguyen <mInguyen@seattleschools.org>

Sent: Thursday, September 23, 2021 6:10 PM

To: jcwarth@seattleschools.org; Teri Trinidad <ttrinidad@cgcs.org>

Subject: 7500019064 Council of Great City School approved

Note: the deadline to become fully vaccinated will be October 18, 2021 as a condition of employment.

Vendor # 202842 contract PO 7500019064 approved – See Attached File. (Make a note of the unique 10-digit SPS Contract PO# assignment on your invoice(s) to be paid.)

CONTRACTOR PAYMENT

1) After services have been rendered, the contractor will submit an invoice to the contract originator. Invoices may be submitted not less than monthly. Invoices must include enough information so that a third party could understand it without an explanation. Invoices must relate to the services described in the approved contract, showing benefit to the District from these services. Invoice details should include:

1. Name and address of contractor
2. Date of invoice
3. SPS Purchase Order or contract number
4. Name & address of district location/students/staff served
5. Detail description of services which itemizes:
 - a. Dates and number of hours for hourly rate contracts
 - b. Dates and times of services for professional development contracts paid by session
 - c. Rates as specified in contract

- d. Adequate documentation of activity for each day
- e. Progress on deliverables as enumerated in the contract

Any reimbursable expenses included on the invoice must be supported by detailed original receipts

2) After reviewing the invoice to determine that the services were completed satisfactorily and were in line with the contract, a Certification of Services Rendered Form must be fully completed and signed by the originator.

3) The original invoice and Certification form are submitted to PSC Desk in Accounting (Mail Stop 33-343).

4) Accounting will mail the payment to the contractor to meet standard 30 day payment terms. Please allow seven to ten working days to process payment before the invoice is due.

Melissa Nguyen

Accounting/Personal Services Contract Specialist mlnghuyen@seattleschools.org

T: 206.252.0270

PO Box 34165_Seattle WA 98124-1165

From: Warth, Julia C <jcwarth@seattleschools.org>

Sent: Thursday, September 16, 2021 3:29 PM

To: Nguyen, Melissa L <mlnghuyen@seattleschools.org>

Subject: CGCS Contract Package

Hi Melissa,

Thank you so much for all of your help on this. Here is the complete package (I hope!) for the CGCS Contract. Please let me know if I am missing anything or if anything needs revision.

Thank you!

Julia

Julia Warth (she/her/hers)

Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org

T: 206.252.0124

C: 206.391.2636

From: Staudt, Richard <restaudt@seattleschools.org>

Sent: Thursday, September 16, 2021 9:59 AM

To: Nguyen, Melissa L <mlnghuyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>

Subject: RE: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hi Julia and Melissa,

We are primarily concerned about the employer's liability (EL) portion of the workers' comp coverage so if they can simply show their "Other States" workers' comp coverage on their certificate, along with the limits for EL, generally \$1M each accident, \$1M employee/disease and \$1M or \$2M policy/disease, we'll be fine. If they have no workers based in Washington State, they don't need to purchase coverage through our state fund (Labor & Industries), so there's no need to modify the contract. We have lots of out of state consultants in the same situation.

Richard

From: Nguyen, Melissa L <mInguyen@seattleschools.org>
Sent: Thursday, September 16, 2021 6:42 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; Staudt, Richard <restaudt@seattleschools.org>
Subject: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hello Julia,

I'm forwarding you request to Richard who is the guru in the area of Risk Management Department.

Richard,

Is this something we can omit since they are out of state and providing services remotely?

Thank you,
Melissa

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Wednesday, September 15, 2021 5:05 PM
To: Nguyen, Melissa L <mInguyen@seattleschools.org>
Subject: RE: SPS Contract Start and End Dates

Hi Melissa,

Just wanted to check back on this language change. Is this something we can do and what is the necessary language?

Thank you!

Julia

From: Warth, Julia C
Sent: Tuesday, September 14, 2021 12:55 PM
To: Nguyen, Melissa L <mInguyen@seattleschools.org>
Subject: FW: SPS Contract Start and End Dates

Hi Melissa,

I received the following from Teri at CGCS. Can we change the clause in terms and conditions to align with the Worker's comp issue below?

Thank you!

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, September 14, 2021 12:53 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: FW: SPS Contract Start and End Dates

Hi Julia,

I received the certificate of insurance from our agent but she told me we will need to get a separate insurance for workmen's compensation because Washington State maintains a monopolistic state fund for Workers Compensation, not allowing private insurance for this exposure. I believe the Workmen's

Compensation clause on page 7 of the attached contract does not apply to us anyway. Either on Part B of Scope of Work on page 2, or on Section IV on page 3 under bullet Attachment A – Terms and Conditions ---- please add "Attachment A Terms and Condition, Section 6 Worker's Compensation clause is not applicable to this contract." I am ready to send the signed contract and COI after this is completed. Thanks!

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 3:16 PM
To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Teri and AJ,

Here is the contract from March 2021 to September 2022 for your signature. I've also included the attachment B of the CGCS proposal—which I've edited to say 19 months.

Please sign and send back, along with your certificate of insurance (I sent separate email to Teri) and I think that's all the documents on your end!

Thank you,

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, September 13, 2021 7:46 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Julia,

That should be okay, a few months extension is acceptable. Your \$10,000 payment will extend through September 2022.

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell (571) 435-2879
Email: ttrinidad@cgcs.org
<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=05%7C01%7Cjcwarth%40seattleschools.org%7C92eff9e4e071413af3ae08da239e2fac%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637861460689535076%7CUnknown%7CTWFPbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikh1aWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=ra2ENQ1Zwb%2B4IA3moTwf0IYAh%2FGV0xZVuQLxBXzTcSk%3D&reserved=0>

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 10:42 AM

To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: SPS Contract Start and End Dates

Hi Teri and AJ,

AJ has confirmed that our contract should go through September 2022, so that would put our contract term from March 2021 (to capture previous work) to September 2022. Does that change anything about the terms of the contract if it's initially longer than 12 months?

Thank you,

Julia

Julia Warth (she/her/hers)
Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org
T: 206.252.0124
C: 206.391.2636

Courtyard by Marriott • Seattle Downtown / Pioneer Square
612 2nd Avenue, Seattle, WA 98104 P 206.625.1111
Marriott.com/ SEAPS

A. Crabill

Room: 1204

Room Type: KING

Number of Guests: 1

Rate: \$229.00

Clerk:

Arrive: 10Nov21

Time: 12:51AM

Depart: 12Nov21

Time: 12:00PM

Folio Number: 52771

DATE	DESCRIPTION	CHARGES	CREDITS
10Nov21	Market Beverage	3.63	
10Nov21	Sales Tax	0.37	
10Nov21	Market Packaged Food	3.40	
10Nov21	Sales Tax	0.35	
10Nov21	Room Charge	219.00	
10Nov21	Occupancy Sales Tax	19.05	
10Nov21	County Tax	15.33	
10Nov21	Seattle Tourism Fee	2.00	
10Nov21	Parking	44.81	
10Nov21	Parking Tax	10.19	
11Nov21	Market Frozen Food	4.76	
11Nov21	Sales Tax	0.49	
11Nov21	Market Beverage	3.63	
11Nov21	Sales Tax	0.37	
11Nov21	Market Packaged Food	3.40	
11Nov21	Sales Tax	0.35	
11Nov21	Market Packaged Food	2.49	
11Nov21	Sales Tax	0.26	
11Nov21	Market Beverage	3.63	
11Nov21	Sales Tax	0.37	
11Nov21	Room Charge	229.00	
11Nov21	Occupancy Sales Tax	19.92	
11Nov21	County Tax	16.03	
11Nov21	Seattle Tourism Fee	2.00	
11Nov21	Parking	44.81	
11Nov21	Parking Tax	10.19	
12Nov21	American Express		659.83

Card # **RCW 42.56.230(5)** XXX

Amount: 659.83 Auth: 179297

This card was electronically swiped on 10Nov21

BALANCE: 0.00

Marriott Bonvoy Account # XXXXX8745. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.



Courtyard by Marriott ® Seattle Downtown / Pioneer Square
612 2nd Avenue, Seattle, WA 98104 P 206.625.1111
Marriott.com/ SEAPS

A. Crabill		Room: 1204		
		Room Type: KING		
		Number of Guests: 1		
		Rate: \$229.00	Clerk:	
Arrive: 10Nov21	Time: 12:51AM	Depart: 12Nov21	Time: 12:00PM	Folio Number: 52771

DATE	DESCRIPTION	CHARGES	CREDITS
------	-------------	---------	---------

See our "Privacy & Cookie Statement" on Marriott.com.

Teri Trinidad

From: AJ Crabill <ajc@ajc7.com>
Sent: Thursday, November 11, 2021 9:16 PM
To: Teri Trinidad
Subject: Fwd: Online Order Receipt for \$469.25 at Homegrown - South Lake Union

Seattle

I think this may be the first time I've submitted a reimbursement for food. lol

----- Forwarded message -----

From: Homegrown - South Lake Union <no-reply@toasttab.com>
Date: Thu, Nov 11, 2021 at 10:49 AM
Subject: Online Order Receipt for \$469.25 at Homegrown - South Lake Union

Homegrown - South Lake Union - 206-620-0258

Check #30
Pick up 11:09 AM PST



Homegrown South Lake Union
208 Westlake Ave N
Seattle, WA 98109
206-620-0258
eathomegrown.com

Online Order (Online)

Check #30

Ordered:

11/11/21 10:49 AM

Due:

11/11/21 11:09 AM

2 Smoked Pastrami	\$27.90
2 Grass-fed Steak & Blue	\$29.90
2 Turkey, Bacon & Avocado	\$27.90
Za'atar Smashed Chickpea	\$11.95
2 Chicken Pesto	\$25.90
Broccoli Melt	\$11.95
Moroccan Carrot Melt	\$12.95
Sonoran (vegan)	\$10.95
Farmstead Cobb	\$14.95
Matcha Chicken Avocado	\$12.95
Spicy Braised Tofu	\$11.95
Plant Powered	\$12.95
Za'atar Smashed Chickpea	\$11.95
NO Roasted Garlic Aioli	
12 Chocolate Chip Cookie	\$33.00
4 Vegan Brownie	\$15.80
Clean Greens	\$4.25
12 Chips	\$23.40
Sea Salt	
2 Jones Soda	\$3.90
Cola	
2 Jones Soda	\$3.90
Diet Cola	
2 Jones Soda	\$3.90
Root Beer	
2 Spindrift Seltzer	\$4.90
Lemon Seltzer	
2 Spindrift Seltzer	\$4.90
Grapefruit Seltzer	
2 Spindrift Seltzer	\$4.90
Raspberry Lime Seltzer	
2 Open Water - Still	\$4.50
2 Open Water - Sparkling	\$5.90
Bottled Tea	\$2.95
Organic Peach Oolalong	

Bottled Tea	\$2.95
Organic Black Tea	
2 Cup Of Soup	\$8.50
Tomato Bisque	
2 Cup Of Soup	\$8.50
Carrot Sweet Potato	

Subtotal	\$360.30
Tax	\$36.89
Tip	\$72.06
Total	\$469.25

Mastercard

RCW 42.56.230(5)

Transaction Type
Authorization
Approval Code
Payment ID

Sale
Approved

CbfmkfJftLNF

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Connoisseur Travel
Phone: (202) 667-3202
TRACY.SMITH@CTLTD.COM

Electronic Invoice

Prepared For:
CRABILL/AIRICK JOURNEY

SALES PERSON	57
INVOICE NUMBER	0611179
INVOICE ISSUE DATE	22 Oct 2021
RECORD LOCATOR	DDVAIZ
CUSTOMER NUMBER	0000003803

Client Address
COUNCIL OF THE GREAT CITY SCHOOLS
1331 PENNSYLVANIA AVE NW 11TH FLR
WASHINGTON 20004
1331 PENNSYLVANIA AVE NW 11TH FL R
WASHINGTON DC 20004

DATE: Tue, Nov 09

Flight SOUTHWEST AIRLINES 5635			
From	CHICAGO MIDWAY, IL	Departs	9:00am
To	NASHVILLE, TN	Arrives	10:30am
Duration	1hr(s) 30min(s)	Cabin	Economy
Type	BOEING 737 MAX	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY		WN - XXXXXXXXXX 45

DATE: Tue, Nov 09

Flight SOUTHWEST AIRLINES 6244			
From	NASHVILLE, TN	Departs	11:40am
To	CHARLOTTE, NC	Arrives	2:00pm
Duration	1hr(s) 20min(s)	Cabin	Economy
Type	BOEING 737-700 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY		WN - XXXXXXXXXX 45

DATE: Tue, Nov 09

Car: ENTERPRISE R A C CHARLOTTE, NC			
Pick Up	2:00pm	Drop Off	10 Nov
Confirmation Number	1432055581COUNT	Car Type	2/4 Door,Intermediate
		Member ID	20107094545
Service Information	CIC129689		
Rate Plan For -	1 Days,0 Hours	USD	MI/KM
	USD Rate	71.44	UNL
	Extra Day	71.44	UNL
	Extra Hour	14.29	UNL
			Extra MI/KM
			0.00
			0.00
			0.00

Mandatory Charges	25.68	
Approximate Total Price	97.12	UNL

DATE: Tue, Nov 09

Hotel: MARRIOTT HOTELS, CHARLOTTE MARRIOTT CITY CENTER 100 W TRADE ST CHARLOTTE NC 28202			
Service City	CHARLOTTE		
Check-In	09 Nov	Check-Out	10 Nov
Rooms(s)	1	Room Details	MEMBER RATE FLEXIBLE, GUEST RO CUSTOMERS SHOULD REVIEW GOVERN
Night(s)	1	Rate per Night	293.00 USD
Confirmation Number	77768172		
Service Information		Member ID-	242038745
Guarantee	Room is guaranteed	Phone	1-704-3339000

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 4758			
From	CHARLOTTE, NC	Departs	5:00pm
To	DENVER, CO	Arrives	6:50pm
Duration	3hr(s) 50min(s)	Cabin	Economy
Type	BOEING 737-700 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY		WN - XXXXXXXXXX 45

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 1348			
From	DENVER, CO	Departs	9:15pm
To	SEATTLE TACOMA, WA	Arrives	11:15pm
Duration	3hr(s) 0min(s)	Cabin	Economy
Type	BOEING 737-700 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY		WN - XXXXXXXXXX 45

DATE: Wed, Nov 10

Car: ENTERPRISE R A C SEATTLE TACOMA, WA			
Pick Up	11:15pm	Drop Off	12 Nov
Confirmation Number	1080029289COUNT	Car Type	2/4 Door,Intermediate
		Member ID	20107094545
Service Information	CIC129689		
Rate Plan For -	2 Days,0 Hours	USD	MI/KM
	USD Rate	61.78	UNL
	Extra Day	61.78	UNL
	Extra Hour	12.36	UNL
	Mandatory Charges	52.45	Extra MI/KM
			0.00
			0.00
			0.00

Approximate Total Price	176.01	UNL
-------------------------	--------	-----

DATE: Wed, Nov 10

Hotel: COURT YARD BY MC, COURT YARD DOWNTOWN MARRIOTT
612 2ND AVE
SEATTLE WA 98104

Service City	SEATTLE TACOMA		
Check-In	10 Nov	Check-Out	12 Nov
Rooms(s)	1	Room Details	FLEXIBLE RATE, GUEST ROOM, 1 K CUSTOMERS SHOULD REVIEW GOVERN
Night(s)	2	Rate per Night	VARIED**
Confirmation Number	77773970	Approx. Total Price	521.90 USD INCLUDES TAXES AND SURCHARGES
Service Information		Member ID-	242038745
Guarantee	Room is guaranteed	Phone	1-206-6251111

****RATES AND EFFECTIVE DATES (USD)**

219.00	36.16 TAX	EFFECTIVE 10NOV - 11NOV
229.00	37.72 TAX	EFFECTIVE 11NOV - 12NOV

TAX AND/OR SURCHARGE INFORMATION (USD)

73.90	
27.33	OCCUPANCY TAX
29.12	STATE PROVINCE TAX
13.44	COUNTY TAX
TOTAL TAX 73.90	

DATE: Fri, Nov 12

Flight SOUTHWEST AIRLINES 3490

From	SEATTLE TACOMA, WA	Departs	1:00pm
To	PHOENIX, AZ	Arrives	4:45pm
		Arrival Terminal	4
Duration	2hr(s) 45min(s)	Cabin	Economy
Type	BOEING 737 800 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY		WN - XXXXXXXXXX 45

DATE: Fri, Nov 12

Flight SOUTHWEST AIRLINES 5362

From	PHOENIX, AZ	Departs	6:10pm
To	LAS VEGAS, NV	Arrives	6:15pm
Departure Terminal	4	Arrival Terminal	1
Duration	1hr(s) 5min(s)	Cabin	Economy
Type	BOEING 737 800 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY		WN - XXXXXXXXXX 45

DATE: Fri, Nov 12

Car: ENTERPRISE R A C

LAS VEGAS, NV

Pick Up	9:55am	Drop Off	14 Nov
Confirmation Number	2050180991COUNT	Car Type	2/4 Door,Intermediate
		Member ID	20107094545
Service Information	CIC129689		
Rate Plan For -	2 Days,0 Hours	USD	MI/KM
	USD Rate	97.00	UNL
	Extra Day	97.00	UNL
	Extra Hour	19.40	UNL
	Mandatory Charges	72.78	
	Approximate Total Price	266.78	UNL
			Extra MI/KM
			0.00
			0.00
			0.00

DATE: Fri, Nov 12

Hotel: COURTYARD BY MC, COURTYARD CONV CENTER MARRIOTT 3275 PARADISE RD LAS VEGAS NV 89109			
Service City	LAS VEGAS		
Check-In	12 Nov	Check-Out	14 Nov
Rooms(s)	1	Room Details	MEMBER RATE FLEXIBLE, GUEST RO CUSTOMERS SHOULD REVIEW GOVERN
Night(s)	2	Rate per Night	284.00 USD
Confirmation Number	77973205		
Service Information		Member ID-	242038745
Guarantee	Room is guaranteed	Phone	1-702-7913600

DATE: Sun, Nov 14

Flight SOUTHWEST AIRLINES 4086			
From	LAS VEGAS, NV	Departs	6:45am
To	DALLAS LOVE FLD, TX	Arrives	11:20am
Departure Terminal	1	Arrival Terminal	1
Duration	2hr(s) 35min(s)		
Type	BOEING 737-700 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY		WN - XXXXXXXXXX 45

DATE: Wed, Apr 13

Others	
	DALLAS LOVE FLD THANK YOU FOR YOUR BUSINESS

Ticket Information

Ticket Number	WN 7672299375	Passenger	CRABILL AIRICK JOURNEY		
		Exchange	WN 7672299281		
		Billed to:	AX [REDACTED]	USD	* 37.49
Service Fee	XD 0804635003	Passenger	CRABILL AIRICK JOURNEY		
		Billed to:	AX [REDACTED]	USD	* 40.00
				SubTotal	USD 77.49

Net Credit Card Billing * USD 77.49

Total Amount Due -----
USD 0.00

IT INERARY NOTES:

AIR TOTAL - 1590.34

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.



Rental Agreement # 555459360

Invoice # 90135834015

Renter Information

Renter Name

AIRICK CRABILL

Renter Address

AUSTIN, TX 78721

USA

Vehicle Information

4DR FRONT-WHEEL DRIVE SEDAN**License #:** BYW9694**State/Province:** WA**Unit #:** 8C7QMJ**Vehicle #:** MU483580**Vehicle Class Driven**

Full Size 4 door/Automatic/Air

Vehicle Class Charged

Midsize 2/4 door/Automatic/Air

Odometer Mileage/Kilometers**Starting:** 12,634 **Ending:** 12,687**Total:** 53**Fuel****Starting:** Full **Ending:**

**Thank you for renting
with Enterprise Rent-A-
Car**

We appreciate your business!

This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.

If you have any questions about your rental, please view our Frequently Asked Questions or send us a secured message by visiting our [Support Center](#)

Trip Information

Pickup

Thursday, November 11, 2021 12:16 AM

Return

Friday, November 12, 2021 2:48 PM

Start Charges

Thursday, November 11, 2021 12:26 AM

SEA TAC INTL ARPT (SEA)

3150 S 160TH ST STE 508

SUITE 508

SEATAC, WA 98188-2698

USA

SEA TAC INTL ARPT (SEA)

3150 S 160TH ST STE 508

SUITE 508

SEATAC, WA 98188-2698

USA

Renter Charges

Rental Rate	Time & Distance 2 Day at \$61.78 / Day	\$123.56
Coverages	Slp (\$12.81 / Day)	\$25.62
Add-Ons	Refueling Charge (\$6.44 / Gallon)	\$12.87
Taxes and Fees	Vlf Recovery (\$0.49 / Day)	\$0.98
	Wa State Rental Tax 5.9 Pct (5.90%)	\$8.42
	Concession Recovery Fee 11.11 Pct (11.11%)	\$18.11
	Sales Tax (10.10%)	\$14.41
	Con Facility Charge 6.50/day (\$6.50 / Day)	\$13.00
	Rta Tax 0.80 Pct (0.80%)	\$1.14
	Sports Facility Tax 1.00 Pct (1.00%)	\$1.43

Total **\$219.54**

(Subject to audit)

Amount charged on November 12, 2021 to VISA (8580) (\$219.54)

Amount Due **\$0.00**

To: Nguyen, Melissa L[mnguyen@seattleschools.org]; Warth, Julia C[jcwarth@seattleschools.org]
Cc: AJ Crabill[ajcrabill@cgcs.org]
From: Teri Trinidad
Sent: Tue 4/5/2022 12:48:16 PM
Subject: RE: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022
Received: Tue 4/5/2022 12:48:47 PM

[eInvoice, November 09 for AIRICK JOURNEY CRABILL \\$489.51.pdf](#)
[eInvoice, November 09 for AIRICK JOURNEY CRABILL \\$77.49.pdf](#)
[Courtyard Marriott Seattle Nov 2021 \\$659.83.pdf](#)
[Enterprise Rental Agreement 555459360 \\$219.54.pdf](#)
[Pacific Tower Rental \\$810.pdf](#)
[Food \\$469.25.pdf](#)

Hello Melissa,

Per your request, attached are the following:

- 1) AJCrabill's airfare \$489.51 + \$77.49 = \$567
- 2) Courtyard Marriott Seattle \$659.83
- 3) Car Rental \$219.54
- 4) Meeting Expenses (Room Rental \$810) + (Food \$469.25) + (Add'l food, materials and labor \$720.75-No receipt) = \$2,000

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences
Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
Tel (202) 393-2427 ext 20
Cell (571) 435-2879
Email: ttrinidad@cgcs.org

<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cmnguyen%40seattleschools.org%7Cb879d50fac3f4a0dcba508da17029227%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637847597257834046%7CUnknown%7CTWfpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D%7C3000∓sdata=Uy5ldQECqxbZwqPhsG8b21Ensbkhq0kjY0%2F4agFZi4s%3D&reserved=0>

-----Original Message-----

From: Melissa L Nguyen <mnguyen@seattleschools.org>
Sent: Monday, April 4, 2022 11:14 AM
To: jcwarth@seattleschools.org; Teri Trinidad <ttrinidad@cgcs.org>
Subject: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022

Hello Teri,

If I read the invoice correctly, there is a claim for reimbursement included in the invoice.

Claim for reimbursements required itemized receipts. Please help to provide the receipts to be reimbursement for the travel and meeting expenditures for AJ Crabill in the amount of \$3,446.37 as listed on the attached invoice# 4010-21-SEA-2022.

Scanned receipts are accepted as originals providing they meet the same requirements for paper receipts.

Hello Julia,

Once you received the itemized receipts from Teri, please sign the attached CSR and forward them all to A/P @ accountspayable@seattleschools.org for payment processing.

Thank you all,
Melissa

-----Original Message-----

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, March 28, 2022 9:30 AM

To: Nguyen, Melissa L <mnguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>; Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: PO#7500019064 CGCS-Seattle PS

Hello Melissa,

Attached is our invoice for PO#7500019064 in the amount of \$13,446.37. Please confirm receipt. Thank you.

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell (571) 435-2879
Email: ttrinidad@cgcs.org
<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cmnguyen%40seattleschools.org%7Cb879d50fac3f4a0dcba508da17029227%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637847597257834046%7CUnknown%7CTWFPbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBtIl6lk1haWwiLCJXVCi6Mn0%3D%7C3000&sdata=Uy5ldQECqxbZwqPhsG8b21Ensbkhq0kY0%2F4agFZi4s%3D&reserved=0>

-----Original Message-----
From: Melissa L Nguyen <mnguyen@seattleschools.org>
Sent: Thursday, September 23, 2021 6:10 PM
To: jcwarth@seattleschools.org; Teri Trinidad <ttrinidad@cgcs.org>
Subject: 7500019064 Council of Great City School approved

Note: the deadline to become fully vaccinated will be October 18, 2021 as a condition of employment.

Vendor # 202842 contract PO 7500019064 approved – See Attached File. (Make a note of the unique 10-digit SPS Contract PO# assignment on your invoice(s) to be paid.)

CONTRACTOR PAYMENT

- 1) After services have been rendered, the contractor will submit an invoice to the contract originator. Invoices may be submitted not less than monthly. Invoices must include enough information so that a third party could understand it without an explanation. Invoices must relate to the services described in the approved contract, showing benefit to the District from these services. Invoice details should include:
1. Name and address of contractor
 2. Date of invoice
 3. SPS Purchase Order or contract number
 4. Name & address of district location/students/staff served
 5. Detail description of services which itemizes:
 - a. Dates and number of hours for hourly rate contracts
 - b. Dates and times of services for professional development contracts paid by session
 - c. Rates as specified in contract
 - d. Adequate documentation of activity for each day
 - e. Progress on deliverables as enumerated in the contract
- Any reimbursable expenses included on the invoice must be supported by detailed original receipts
- 2) After reviewing the invoice to determine that the services were completed satisfactorily and were in line with the contract, a Certification of Services Rendered Form must be fully completed and signed by the originator.
- 3) The original invoice and Certification form are submitted to PSC Desk in Accounting (Mail Stop 33-343).
- 4) Accounting will mail the payment to the contractor to meet standard 30 day payment terms. Please allow seven to ten working days to process payment before the invoice is due.

Melissa Nguyen
Accounting/Personal Services Contract Specialist mnguyen@seattleschools.org
T: 206.252.0270
PO Box 34165_Seattle WA 98124-1165

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Thursday, September 16, 2021 3:29 PM

To: Nguyen, Melissa L <mInguyen@seattleschools.org>
Subject: CGCS Contract Package

Hi Melissa,

Thank you so much for all of your help on this. Here is the complete package (I hope!) for the CGCS Contract. Please let me know if I am missing anything or if anything needs revision.

Thank you!

Julia

Julia Warth (she/her/hers)
Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org
T: 206.252.0124
C: 206.391.2636

From: Staudt, Richard <restaudt@seattleschools.org>
Sent: Thursday, September 16, 2021 9:59 AM
To: Nguyen, Melissa L <mInguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Subject: RE: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hi Julia and Melissa,

We are primarily concerned about the employer's liability (EL) portion of the workers' comp coverage so if they can simply show their "Other States" workers' comp coverage on their certificate, along with the limits for EL, generally \$1M each accident, \$1M employee/disease and \$1M or \$2M policy/disease, we'll be fine. If they have no workers based in Washington State, they don't need to purchase coverage through our state fund (Labor & Industries), so there's no need to modify the contract. We have lots of out of state consultants in the same situation.

Richard

From: Nguyen, Melissa L <mInguyen@seattleschools.org>
Sent: Thursday, September 16, 2021 6:42 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; Staudt, Richard <restaudt@seattleschools.org>
Subject: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hello Julia,

I'm forwarding you request to Richard who is the guru in the area of Risk Management Department.

Richard,

Is this something we can omit since they are out of state and providing services remotely?

Thank you,
Melissa

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Wednesday, September 15, 2021 5:05 PM
To: Nguyen, Melissa L <mInguyen@seattleschools.org>
Subject: RE: SPS Contract Start and End Dates

Hi Melissa,

Just wanted to check back on this language change. Is this something we can do and what is the necessary language?

Thank you!

Julia

From: Warth, Julia C
Sent: Tuesday, September 14, 2021 12:55 PM
To: Nguyen, Melissa L <mInguyen@seattleschools.org>
Subject: FW: SPS Contract Start and End Dates

Hi Melissa,

I received the following from Teri at CGCS. Can we change the clause in terms and conditions to align with the Worker's comp issue below?

Thank you!

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, September 14, 2021 12:53 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: FW: SPS Contract Start and End Dates

Hi Julia,

I received the certificate of insurance from our agent but she told me we will need to get a separate insurance for workmen's compensation because Washington State maintains a monopolistic state fund for Workers Compensation, not allowing private insurance for this exposure. I believe the Workmen's Compensation clause on page 7 of the attached contract does not apply to us anyway. Either on Part B of Scope of Work on page 2, or on Section IV on page 3 under bullet Attachment A – Terms and Conditions ---- please add "Attachment A Terms and Condition, Section 6 Worker's Compensation clause is not applicable to this contract." I am ready to send the signed contract and COI after this is completed. Thanks!

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 3:16 PM
To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Teri and AJ,

Here is the contract from March 2021 to September 2022 for your signature. I've also included the attachment B of the CGCS proposal—which I've edited to say 19 months.

Please sign and send back, along with your certificate of insurance (I sent separate email to Teri) and I think that's all the documents on your end!

Thank you,

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, September 13, 2021 7:46 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Julia,

That should be okay, a few months extension is acceptable. Your \$10,000 payment will extend through September 2022.

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell (571) 435-2879
Email: ttrinidad@cgcs.org
<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7CmInguyen%40seattl eschools.org%7Cb879d50fac3f4a0dcba508da17029227%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637847597257834046%7CUnknown%7CTWfpbGZsb3d8eyJWljo iMC4wLjAwMDAiLCJQljo iV2luMzliLCJBTiI6I k1haWwiLCJXVCi6Mn0%3D%7C3000& a mp;sdata=Uy5ldQECqxbZwqPhsG8b21Ens bkhq0kjY0%2F4agFZi4s%3D& reserved=0>

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 10:42 AM
To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: SPS Contract Start and End Dates

Hi Teri and AJ,

AJ has confirmed that our contract should go through September 2022, so that would put our contract term from March 2021 (to capture previous work) to September 2022. Does that change anything about the terms of the contract if it's initially longer than 12 months?

Thank you,

Julia

Julia Warth (she/her/hers)
Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org
T: 206.252.0124
C: 206.391.2636

CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

PACIFIC
TOWER



INVOICE

1200 12th Ave South
Seattle, WA 98144

INVOICE #171
DATE: 11/4/2021

BILL TO:
Council of the Great City Schools

DESCRIPTION	HOURS	RATE	AMOUNT
Date: 11/11/21 Time: 8:00am – 2:00pm Room: Panoramic Center	6	\$135.00	\$810.00
PAYMENTS/CCREDITS			\$0.00
TOTAL DUE			\$810.00

Make all checks payable to:
PACIFIC TOWER MASTER TENANT LLC
P.O. BOX 84602
SEATTLE, WA 98124

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

206.435.7100 – PACTOWERADMIN@URBANRENGROUP.COM

If you are not forwarded automatically, use the following link:

http://snocsapr3p41.seattleschools.org/sap/bc/gui/sap/its/webgui/?~object_type=BUS2012&~object_key=7500019064&sap-client=300&sap-language=EN

If the link is not to a valid server, log on to the SAP system and check the following object:

System: P02
Client: 300
BOR Object Type: BUS2012
BOR Object Key: 7500019064

Connoisseur Travel
Phone: (202) 667-3202
TRACY.SMITH@CTLTD.COM

Electronic Invoice

Prepared For:
CRABILL/AIRICK JOURNEY

SALES PERSON	57
INVOICE NUMBER	0611998
INVOICE ISSUE DATE	10 Nov 2021
RECORD LOCATOR	DDVAIZ
CUSTOMER NUMBER	0000003803

Client Address
COUNCIL OF THE GREAT CITY SCHOOLS
1331 PENNSYLVANIA AVE NW 11TH FLR
WASHINGTON 20004
1331 PENNSYLVANIA AVE NW 11TH FL R
WASHINGTON DC 20004

DATE: Tue, Nov 09

Flight SOUTHWEST AIRLINES 5635			
From	CHICAGO MIDWAY, IL	Departs	9:00am
To	NASHVILLE, TN	Arrives	10:30am
Duration	1hr(s) 30min(s)	Cabin	Economy
Type	BOEING 737 MAX	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY	WN - XXXXXXXXXX 45	

DATE: Tue, Nov 09

Flight SOUTHWEST AIRLINES 6244			
From	NASHVILLE, TN	Departs	11:40am
To	CHARLOTTE, NC	Arrives	2:00pm
Duration	1hr(s) 20min(s)	Cabin	Economy
Type	BOEING 737-700 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY	WN - XXXXXXXXXX 45	

DATE: Tue, Nov 09

Car: ENTERPRISE R A C CHARLOTTE, NC			
Pick Up	2:00pm	Drop Off	10 Nov
Confirmation Number	1432055581COUNT	Car Type	2/4 Door,Intermediate
		Member ID	20107094545
Service Information	CIC129689		
Rate Plan For -	1 Days,0 Hours	USD	MI/KM
	USD Rate	71.44	UNL
	Extra Day	71.44	UNL
	Extra Hour	14.29	UNL
			Extra MI/KM
			0.00
			0.00
			0.00

Mandatory Charges	25.68	
Approximate Total Price	97.12	UNL

DATE: Tue, Nov 09

Hotel: MARRIOTT HOTELS, CHARLOTTE MARRIOTT CITY CENTER 100 W TRADE ST CHARLOTTE NC 28202			
Service City	CHARLOTTE		
Check-In	09 Nov	Check-Out	10 Nov
Rooms(s)	1	Room Details	MEMBER RATE FLEXIBLE, GUEST RO CUSTOMERS SHOULD REVIEW GOVERN
Night(s)	1	Rate per Night	293.00 USD
Confirmation Number	77768172		
Service Information		Member ID-	242038745
Guarantee	Room is guaranteed	Phone	1-704-3339000

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 4758			
From	CHARLOTTE, NC	Departs	5:00pm
To	DENVER, CO	Arrives	6:50pm
Duration	3hr(s) 50min(s)	Cabin	Economy
Type	BOEING 737-700 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY		WN - XXXXXXXXXX 45

DATE: Wed, Nov 10

Flight SOUTHWEST AIRLINES 1348			
From	DENVER, CO	Departs	9:15pm
To	SEATTLE TACOMA, WA	Arrives	11:15pm
Duration	3hr(s) 0min(s)	Cabin	Economy
Type	BOEING 737-700 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY		WN - XXXXXXXXXX 45

DATE: Wed, Nov 10

Car: ENTERPRISE R A C SEATTLE TACOMA, WA			
Pick Up	11:15pm	Drop Off	12 Nov
Confirmation Number	1080029289COUNT	Car Type	2/4 Door,Intermediate
		Member ID	20107094545
Service Information	CIC129689		
Rate Plan For -	2 Days,0 Hours	USD	MI/KM
	USD Rate	61.78	UNL
	Extra Day	61.78	UNL
	Extra Hour	12.36	UNL
	Mandatory Charges	52.45	Extra MI/KM
			0.00
			0.00
			0.00

Approximate Total Price	176.01	UNL
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DATE: Wed, Nov 10

**Hotel: COURT YARD BY MC, COURT YARD DOWNTOWN MARRIOTT
612 2ND AVE
SEATTLE WA 98104**

Service City	SEATTLE TACOMA		
Check-In	10 Nov	Check-Out	12 Nov
Rooms(s)	1	Room Details	FLEXIBLE RATE, GUEST ROOM, 1 K CUSTOMERS SHOULD REVIEW GOVERN
Night(s)	2	Rate per Night	VARIED**
Confirmation Number	77773970	Approx. Total Price	521.90 USD INCLUDES TAXES AND SURCHARGES
Service Information		Member ID-	242038745
Guarantee	Room is guaranteed	Phone	1-206-6251111

****RATES AND EFFECTIVE DATES (USD)**

219.00	36.16 TAX	EFFECTIVE 10NOV - 11NOV
229.00	37.72 TAX	EFFECTIVE 11NOV - 12NOV

TAX AND/OR SURCHARGE INFORMATION (USD)

73.90
27.33 OCCUPANCY TAX
29.12 STATE PROVINCE TAX
13.44 COUNTY TAX
TOTAL TAX 73.90

DATE: Fri, Nov 12

Flight SOUTHWEST AIRLINES 3996

From	SEATTLE TACOMA, WA	Departs	3:55pm
To	RENO/TAHOE INTL, NV	Arrives	8:00pm
Duration	4 hr(s) 5min(s)	Cabin	Economy
Type	BOEING 737 800 JET	Meal	
Stop(s)	1 Stop(s)	Stop over city	OAKLAND
Seat(s) Details	CRABILL/AIRICK JOURNEY		WN - XXXXXXXXXX 45

DATE: Sun, Nov 14

Flight SOUTHWEST AIRLINES 140

From	RENO/TAHOE INTL, NV	Departs	6:00am
To	LAS VEGAS, NV	Arrives	7:30am
		Arrival Terminal	1
Duration	1hr(s) 30min(s)	Cabin	Economy
Type	BOEING 737-700 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY		WN - XXXXXXXXXX 45

DATE: Sun, Nov 14

Flight SOUTHWEST AIRLINES 518

From	LAS VEGAS, NV	Departs	8:15am
To	DALLAS LOVE FLD, TX	Arrives	12:50pm
Departure Terminal	1	Arrival Terminal	1
Duration	2hr(s) 35min(s)	Cabin	Economy
Type	BOEING 737 800 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CRABILL/AIRICK JOURNEY	WN - XXXXXXXXX	45

DATE: Wed, Apr 13

Others
DALLAS LOVE FLD THANK YOU FOR YOUR BUSINESS

Ticket Information

Ticket Number	WN 7675703698	Passenger Exchange	CRABILL AIRICK JOURNEY		
		Billed to:	AX [REDACTED]	USD	* 449.51
Service Fee	XD 0805159593	Passenger	CRABILL AIRICK JOURNEY		
		Billed to:	AX [REDACTED]	USD	* 40.00
				SubTotal	USD 489.51
				Net Credit Card Billing	* USD 489.51

				Total Amount Due	USD 0.00

ITINERARY NOTES: AIR TOTAL - 1590.34

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.
Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

From: Ray Hart <rhart@cgcs.org>
To: "superintendent@seattleschools.org" <superintendent@seattleschools.org>, "Liza.Rankin@seattleschools.org" <Liza.Rankin@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>, Amanda Corcoran <ACorcoran@cgcs.org>
Subject: Council of the Great City Schools Membership Dues and Services
Sent: Mon 5/20/2024 5:12:07 PM
[Seattle Dues.pdf](#)
[Seattle Member Services 2023.pdf](#)

Dear Brent and Liza,

Attached you will find an invoice for the 2024-25 membership dues for the Council of the Great City Schools. You will also find attached a report on the services provided specifically to your district during the 2022-23 School Year—along with a Return-on-Investment calculation for your district. These reports are designed to answer the question, “What do we get for our dues?”

No organization fights more aggressively or successfully for urban schools and urban schoolchildren than the Council of the Great City Schools. The Council remains the only independent education coalition located in Washington whose sole mission and purpose is the same as yours: the improvement of public education in our Great Cities.

Your prompt payment will ensure that we can continue our work during these challenging times. Thank you for your commitment to the Council of the Great City Schools and our urban schoolchildren.

Sincerely,

Ray Hart
Executive Director



Council of the Great City Schools

THE NATION'S VOICE FOR URBAN EDUCATION

Raymond C. Hart, Ph.D. | Executive Director

Council of the Great City Schools

Contact: rhart@cgcs.org | 202-393-2427 x22 (o) | 330-687-2485 (c)

1331 Pennsylvania Ave, N.W., Ste 1100N | Washington, DC 20004

[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)

CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

Invoice No. 10-40071-24



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Bill To: Dr. Brent Jones
Superintendent
Seattle Public Schools
2445 3rd Avenue South
P.O. Box 34165, MS: 32-150
Seattle, WA 98134

**** INVOICE ****

Date	Description	Amount Due
5/15/2024	FY 2024-2025 Membership Dues Due on or before July 1, 2024 ACH Transfer is the Preferred Payment method Account Name: Council of the Great City Schools Account Number: RCW 42.56.230(5) Type of Account: Checking ABA Number: RCW 42.56.230(5) Bank Name: Wells Fargo	\$55,077.00
TOTAL:		\$55,077.00

*Please remit check to the address
above*

**Report to Seattle Public Schools
on the
Benefits and Services
of the
Council of the Great City Schools
in the
2022-23 School Year**





**Report to Seattle Public Schools
on the
Benefits and Services
of the
Council of the Great City Schools
in the
2022-23 School Year**

BENEFITS TO SEATTLE PUBLIC SCHOOLS

1. Provided Washington's premier and most effective urban education legislative advocacy, resulting in the following additional federal funds to Seattle in the *2022-23* school year that would not have been available without Council intervention:

• Title I Targeting	\$2,212,564
• IDEA Targeting	\$1,693,609
• Bilingual Education Targeting	\$859,232

Total Extra for Seattle Schools in 2022-2023: \$4,765,405 ¹

Seattle's Return on 2022-2023 Membership Dues: \$96 return for each \$1 paid in dues.

¹ This Total Extra amount does not include the millions in additional Elementary and Secondary School Emergency Relief (ESSER) funds that Seattle received due to the Council's efforts to target the COVID-19 stimulus money based on Title I. The Total Extra amount also does not include the funds that Seattle stood to lose annually had the Council not prevented a Title I formula amendment from being approved during the reauthorization of the Elementary and Secondary Education Act, or the additional funds in the federal Title IV grant that Seattle received in 2022-23 due to the Council's advocacy for a targeted poverty-based formula.

Report to Seattle Public Schools

2. Provided the following other services directly to **Seattle** between July 1, 2022, and June 30, 2023—
 - Provided in-person coaching, training, and implementation support for the **Seattle** school board, superintendent, and cabinet in the areas of strategic planning and cascading implementation.
 - Supported **Seattle** Superintendent Brent Jones and other staff members with American Rescue Plan Professional Learning Community consulting, provided through a grant from the Wallace Foundation.
 - Provided **Seattle** Superintendent Brent Jones with details and plans from several member districts on their processes related to school consolidation and right-sizing of schools.
 - Held ZOOM calls twice a month for Great City School superintendents, board representatives, and board presidents, including **Seattle** leaders, to connect with their peers across the country.
 - Held hundreds of other regularly scheduled ZOOM calls during the 2022-23 school year for Great City Schools chief academic officers, chief financial officers, chief operating officers, bilingual education directors, research directors, assessment and accountability directors, special education directors, general counsels, transportation and food service directors, facilities directors, chief information officers, security directors and others that staff from the **Seattle** school district participated in. For example—
 - **Seattle** staff members Devin Gurley, Greg Narver, Ivory Steward, Nazik Youssef, Rachel Disario, Rocky Torres, and Roxy O'Connor participated in bi-weekly meetings to discuss special education policy, instruction, and related services for students with disabilities.
 - **Seattle** staff members Rachel Disario, Roxy O'Connor, and Greg Narver participated in bi-weekly meetings for General Counsels and legal staff to discuss legal and policy updates and trending topics.
 - **Seattle** research leaders participated in monthly CGCS research director meetings.
 - **Seattle** staff member Michelle Ota participated in monthly meetings for bilingual directors and staff.
 - **Seattle** staff member Concie Pedroza participated in bi-weekly meetings for Chiefs of Schools and Principal Supervisors.
 - **Seattle** staff members Concie Pedroza and Rocky Torres participated in monthly “instructional spotlight” discussions connected to the *Supporting Excellence Framework*.
 - Invited the **Seattle** superintendent to participate in a special ZOOM conversation for district superintendents, chancellors, and CEOs to share strategies for addressing the acute staffing needs facing districts ahead of the 2022-23 school year.

Report to Seattle Public Schools

- Announced the availability of leadership coaching for district superintendents and their leadership teams, inviting **Seattle** and other member districts to participate.
- Shared with the **Seattle** superintendent, school board representative, and federal programs director the Biden-Harris Administration's launch of the [National Partnership for Student Success](#) and the availability of \$20 million in new funding for Volunteer Generation Funds to assist non-profit organizations, schools, and other entities in recruiting and managing volunteers.
- Sent the **Seattle** superintendent, school board representative, and general counsel a copy of the Council's [amicus brief](#) submitted to the Supreme Court of the United States in connection with the cases *Students for Fair Admissions v. President and Fellows of Harvard College* and *Students for Fair Admissions v. University of North Carolina*, urging the Court to retain the race-conscious admissions procedures allowed under its prior decisions.
- Shared with the **Seattle** superintendent new Operational Guidance for K-12 Schools and Early Care and Education Programs from the Centers for Disease Control and Prevention (CDC).
- Sent the **Seattle** superintendent and school board representative a copy of [Supporting America's Great City Schools: A Summary of Member Benefits, Services, and Products](#).
- Invited Great City School leaders, including the **Seattle** superintendent, to co-sign a letter from the Los Angeles Unified School District (LAUSD) urging the FCC to immediately authorize the ongoing permanent use of existing E-Rate Program funds to bolster and maintain IT security infrastructure.
- Sent the **Seattle** superintendent, school board representative, and research director the Council's follow-up [Interim Progress Assessment Guides](#) to help member districts evaluate their investment of American Rescue Plan (ARP) funding and ongoing implementation efforts. The release followed the Council's publication of [Investing American Rescue Plan Funds Strategically and Effectively](#).
- Provided the **Seattle** superintendent with the U.S. Department of Education's letter and application template for "Late Liquidation" requests of ESSER-1 funding under the CARES Act.
- Provided the **Seattle** superintendent and board representative with the Council's press release on the NAEP TUDA 2022 results, written remarks from the Executive Director, and a link to the live streaming of the press conference.
- Updated the **Seattle** superintendent and federal program staff on additional funding available from the US Department of Education for 21st Century Community Learning Centers included in the Bipartisan Safer Communities Act. Provided a memo from the Department and a spreadsheet with state allocations.

Report to Seattle Public Schools

- Shared updated guidance with the **Seattle** superintendent from the US Department of Education on the use of ESSER and Governor's Emergency Education Relief (GEER) program funds, along with a link to register for an informational webinar hosted by the Department.
- Shared with the **Seattle** superintendent and board representative a high-level summary of the education funding included in the FY 2023 Omnibus funding bill.
- Provided the **Seattle** superintendent with information on telework policies across Council member districts.
- Alerted the **Seattle** superintendent and board representative to the consideration of H.R. 5 (The Parent's Bill of Rights) in the US House of Representatives, including the 'Roy Amendment' that would negatively impact Title I funding, and requested that Council member districts contact their House delegations to voice their opposition. Later updated members on the passage of the bill without the Roy Amendment.
- Sent the **Seattle** superintendent and board representative the Council's official [statement](#) on gun violence after three school shootings in three days in Council member districts.
- Sent the **Seattle** superintendent and board representative a copy of the newly released *Foundational Literacy Skills for English Learners*, a document that provides a framework for foundational literacy instruction and materials selection.
- Shared with the **Seattle** superintendent a resolution agreement from the US Department of Education's Office for Civil Rights (OCR) after an investigation into the removal of library books.
- Informed the **Seattle** superintendent of the launch of a Department of Education antisemitism awareness campaign as part of the Biden Administration's National Strategy to Counter Antisemitism.
- Updated the **Seattle** superintendent and board representative on the agreement reached by the White House and House Republican Leadership to raise the debt limit, avoiding a government shutdown.
- Invited the **Seattle** superintendent to register for the US Department of Education's *Free to Learn: Creating Inclusive and Nondiscriminatory School Environments for LGBTQI+ Students* event in Washington DC.
- Sent the **Seattle** superintendent and board representative the Council's official [statement](#) opposing the U.S. Supreme Court's decision to eliminate race-conscious admission policies in higher education.
- Invited **Seattle** staff member Ricardo Torres to participate in a Strategic Support Team (SST) visit to review Human Resource Operations in a Council member district and provide feedback and recommendations.

Report to Seattle Public Schools

- Provided **Seattle** federal program staff with information on newly available federal funding through the Bipartisan Safer Communities Act for school-based mental health services for students as well as grant opportunities for hiring additional mental health professionals.
- Invited the **Seattle** general counsel and legal staff to attend free webinars from the Council's external law firm Husch Blackwell on trending topics, including a discussion of the potential K-12 impact from the upcoming Supreme Court case on affirmative action and school districts' responsibilities in the case of student injury and death.
- Provided the **Seattle** E-Rate consultant with contact information for those responsible for the E-Rate program in CGCS districts to learn how they accommodate general contractor procurement requirements.
- Facilitated a discussion between **Seattle** E-Rate consultant John Mitchell and the federal E-Rate Administrator to discuss the denial of reimbursements for large scale projects performed by a general contractor.
- Invited **Seattle** technology staff to a special preview for CGCS districts hosted by the federal E-Rate Administrator highlighting the updated Invoicing function under the E-Rate Productivity Center (EPC) in advance of program changes going live in the second quarter of 2023.
- Met with **Seattle** staff member Miguel Castro to discuss questions related to English Learner data for the Council's Academic Key Performance Indicators (KPI).
- Planned and met with **Seattle** staff member Rocky Torres about a presentation on tools currently used to assess student progress across content areas for a joint meeting of Chief Academic Officers and Chiefs of Schools.
- Posted **Seattle** job announcements for School Leader – Principal, School Leader – Assistant Principal, Assistant Superintendent – Finance, Purchasing – Buyer I, Senior Payroll Specialist, Capital Planning Analyst – Playgrounds, Project Coordinator, and Project Manager.

Report to Seattle Public Schools

3. Individuals from Seattle Public Schools attending CGCS conferences and meetings in 2022-23—

17 th Annual Curriculum, Research, and Instructional Leaders Meeting Columbus, OH July 10 – 14, 2022	2023 Meeting of Directors and Chiefs of Finance, Human Resources, Purchasing, Risk Management, and Internal Auditors Los Angeles, CA February 14 – 17, 2023
• Ricardo Torres • Eric Anderson	• N/A
21 st Annual Public Relations Executive Meeting Chicago, IL July 14 – 16, 2022	Annual Legislative/Policy Conference Washington, D.C. March 18 – 21, 2023
• N/A	• N/A
66 th Annual Fall Conference Orlando, FL October 19 – 23, 2022	Bilingual, Immigrant & Refugee Education Directors Annual Meeting Greensboro, NC May 2 – 6, 2023
• Chandra Hampson • Brent Jones • Concepcion Pedroza • Eliza Rankin • Michelle Sarju • Keisha Scarlett • Cashel Toner • Ricardo Torres	• N/A
2022 Chief Operating Officers & Directors of Support Services Conference New Orleans, LA November 8 – 11, 2022	2023 Chief Information Officers Conference Denver, CO June 2 – 6, 2023
• Frank Griffin	• N/A

**General Benefits to the Membership
Highlights**

- Secured some \$1,568,566,298 in targeted federal funds for member school districts for the 2022-23 school year. (An average of \$425 return for every \$1 spent on dues.)
- Supported the successful passage of the Keep Kids Fed Act, the Bipartisan Safer Communities Act, an additional \$850 million in Title I, and an additional \$850 million in IDEA for federal FY 2023.
- Submitted multiple sets of comments and detailed policy recommendations to Congress, the U.S. Department of Education, Federal Communications Commission, and U.S. Department of Agriculture.
- Convened the Annual Fall Conference in person for the first time in two years, featuring remarks and interviews with author Jose Antonio Vargas, CNN chief medical correspondent and neurosurgeon Sanjay Gupta, and social justice activist Brittany Packnett Cunningham, and a town hall moderated by Beth Frerking, editor-in-chief for *Education Week*, that focused on the issues of politics and public education.
- Provided in-depth board coaching and training for school boards, including multi-day school board retreats in over 30 Council member districts.
- Redesigned the Council's website to provide an easy-to-navigate, more user-friendly visual experience.
- Launched a marketing and digital campaign to communicate the success of the Council's member districts in using ARP funds to address learning needs and accelerate interventions in response to COVID-19.
- Supported TUDA districts with analyzing and interpreting 2022 NAEP results and trends through the development of interactive data visualization tools, the development of a NAEP communication guide, and hands-on technical assistance during a NAEP pre-release workshop.
- Convened monthly Instructional Spotlight webinars to build a shared understanding of the key features of a high-quality curriculum.
- Convened a working group of EL educators and experts to develop and release a framework for foundational skills instruction for ELs and related instructional materials criteria.
- Analyzed and reported results of a member district survey on newcomer instruction and support to highlight how member districts currently serve such students and to identify the technical assistance that would best serve member districts in this area.
- Launched four training cohorts to provide guidance to new board members, board chairs, board support staff, and board coaches in supporting Student Outcomes-Focused Governance. Also provided board coaching and training, including multi-day school board retreats, in over 30 districts.
- Launched the inaugural cohort of the Michael Casserly Urban Executive Leadership Institute for Aspiring Superintendents under the direction of the Council's Superintendent-in-Residence.
- Provided numerous technical assistance teams to member school districts to help improve instruction and operations.

COMMUNICATIONS

The Council of the Great City Schools works to give the public and the press a balanced and accurate view of the challenges, developments, and successes of urban public schools.

In 2022-23 the Council —

- Participated in the release of the 2022 Trial Urban District Assessment (TUDA) results in reading and mathematics.
- Issued more than a dozen press releases on Council activities, as well as statements on critical current events impacting the lives of urban schoolchildren.
- Fielded scores of inquiries from national and regional media outlets such as the *New York Times*, *Washington Post*, *Education Week*, *Boston Globe*, *USA Today*, *Associated Press*, and *U.S. News and World Report*
- Redesigned the Council's website to provide an easy-to-navigate, more user-friendly visual experience.
- Launched a marketing and digital campaign to communicate the success of the Council's member districts in using ARP funds to address learning needs and accelerate interventions in response to COVID-19.
- Actively participated in meetings with the Coalition to Advance Future Student Success, an effort to ensure ARP funds are spent effectively and efficiently.
- Coordinated a national town hall meeting on politics and public education moderated by Beth Frerking, the editor-in-chief for *Education Week*
- Participated in a panel at the Education Writers Association Conference and attended the South by Southwest EDU conference.
- Hosted the 22nd Annual Public Relations Executives Meeting in Chicago.
- Coordinated the CGCS-Bernard Harris Math and Science Scholarships Program.
- Emailed eight issues of the Council's award-winning digital newsletter, *Urban Educator*, which received the 2023 Award of Excellence from the National School Public Relations Association.
- Coordinated the Green-Garner Award ceremony, honoring the nation's top urban educator.

LEGISLATION

In voicing its proposals and ideas to Congress and other federal policymakers, the Council helps shape legislation to strengthen the quality of schooling for the nation's urban children. In 2022-23, the Council —

- Successfully advocated for the passage of the Bipartisan Safer Communities Act, which included more than \$2 billion in additional funding for school safety and school mental health professionals, to help address community violence and its impact on our students and staff.
- Submitted public comments on the U.S. Department of Education's proposed changes to both Title IX regulations and its athletics component, highlighting the importance of protecting students from sex-based discrimination and outlining students' rights to participate in athletics regardless of their sexual orientation or gender identity.
- Supported the successful passage of an additional \$850 million in Title I and an additional \$850 million in IDEA for federal FY 2023, one of the largest single-year increases in more than twenty years for both programs.
- Filed an amicus brief with the U.S. Supreme Court in higher education admissions cases, urging the Court to retain the currently allowed race-conscious admissions procedures due to the persistent role segregation and educational inequality have played in creating and maintaining racial and ethnic achievement gaps among K-12 students.
- Advocated for the successful passage of the Keep Kids Fed Act, which provided additional funding for every school breakfast and lunch served in the 2022-23 school year.
- Filed multiple sets of comments encouraging the Federal Communications Commission (FCC) to leverage the E-Rate program to address growing cybersecurity needs in K-12 schools.
- Disseminated information to member school districts about the opportunities for increased revenue through the school-based Medicaid program for special education services provided to eligible students with disabilities.
- Submitted public comments to the U.S. Department of Agriculture (USDA) on the proposed revisions to meal pattern standards for Child Nutrition Programs, highlighting the need for flexibility in providing attractive, healthy, and nutritious meals to students.
- Hosted a series of legal webinars with Husch Blackwell on issues affecting urban school districts, including the impact of higher education affirmative action cases on K-12 schools and district strategies for mitigating and responding to student injuries and death.

Report to Seattle Public Schools

- Launched a major survey on urban school districts' investments to improve learning environments and support students' academic and social-emotional needs using Elementary and Secondary School Emergency Relief (ESSER) funds.
- Participated in a working group with the federal Bureau of Justice Assistance to provide the perspective of urban schools in building safe school environments and the need to support students through mental health challenges.
- Provided dozens of briefings to CGCS school boards, superintendents, chief financial officers, government relations directors, general counsels, and other senior district officials on the status of federal COVID-19 funding, including Elementary and Secondary School Emergency Relief (ESSER) funds; congressional proposals affecting curriculum, notification, and data privacy requirements; and updates to federal agency guidance, regulations, and waivers.
- Hosted the 2023 Annual Legislative/Policy Conference in Washington, D.C., with remarks from U.S. Secretary of Education Miguel Cardona and actor and education activist LeVar Burton, as well as legislative briefings and Q&A sessions with staff from Congress, the U.S. Department of Education, the Centers for Medicare and Medicaid Services, and the Centers for Disease Control and Prevention.
- Fielded scores of legislative and regulatory questions and interceded for member school districts to resolve problems with various federal agencies.

RESEARCH

Timely data collection and analysis allow the Council to prepare comprehensive reports, predict trends, and assess the effects of various policies, reforms, and practices on student performance. In 2022-23, the Council —

- Convened monthly research, evaluation, and assessment meetings with member districts to discuss strategies for advancing academic recovery in the aftermath of the COVID-19 pandemic and best practices in leading research in urban school districts.
- Convened monthly equity leader meetings with member districts to discuss district strategies for addressing gaps in academic achievement and opportunity.
- Launched a series of Chief Performance and Accountability Officer monthly meetings with member districts to discuss best practices in leading accountability programs and driving the systemic use of data in urban school districts.
- Convened monthly consortia meetings with member districts who use three formative assessments (NWEA, Curriculum Associates, and Renaissance) to promote the sharing of information, best practices, and data among users of each assessment.

Report to Seattle Public Schools

- Supported TUDA districts with analyzing and interpreting 2022 NAEP results and trends during a NAEP pre-release workshop and provided follow-up assistance to specific districts as needed.
- Developed interactive data visualization tools designed to provide users with streamlined information on NAEP results. These dashboards were designed for use by district leaders in Council districts participating in TUDA, although they are public dashboards that can be used by any group of stakeholders.
- Co-developed a NAEP communication guide, in partnership with the National Assessment Governing Board and with the input of several communication and research directors from Council member districts, to help TUDA districts best contextualize, understand, and communicate NAEP results.
- Analyzed NAEP and Academic KPI data to assess the progress of young men and women of color across Council member districts and to document disproportionality in academic and behavioral outcomes for young men and women of color. The analysis was shared at the Council's Males of Color Task Force Meeting, Meeting of the Black and Latina Young Women and Girls Task Force, and in the Annual Academic Key Performance Indicators report.
- Continued the organization's partnership with the RAND Corporation through the administration of two American School District Panel national surveys designed to capture and convey the perspective of urban district superintendents and leaders from across the country on topics of importance in the field.
- Collected, analyzed, and reported on the Council's Academic Key Performance Indicators (KPIs) on student achievement levels, attendance, suspensions, course participation, AP attainment, graduation rates, special education trends, English language learner performance, and principal and teacher demographic data.
- Updated the online data dashboard for the Council's Academic KPIs that contains longitudinal and district comparison data.
- Convened two meetings of the TUDA Task Force to advise the National Assessment Governing Board and the National Center for Education Statistics. The Task Force consists of 10 representatives from Council member districts and provides recommendations and feedback on the development and operation of the TUDA program.
- Represented urban school district interests at meetings of the National Assessment Governing Board; National Academies of Science, Engineering, and Medicine; National Network of Education Research –Practice Partnerships; National Center for Education Statistics, United States Department of Education, and NAEP Validity Studies Panel.
- Provided technical assistance to member districts on assessments, student information systems, data visualizations, and data dashboards, and responded to numerous member requests for statistical information and research assistance.

Report to Seattle Public Schools

- Partnered with formative assessment vendors to produce reports on students' academic recovery from the pandemic using member district data. Data from these CGCS-specific reports were shared with member districts and the board of directors.
- Analyzed and reported the results from the Council's first ARP investment survey administered to districts in 2022.
- Completed a literature review on the impact of different grade-level configurations on student outcomes.

ACHIEVEMENT AND PROFESSIONAL DEVELOPMENT

Improving the academic performance of all students and closing achievement gaps is one of the Council's most important priorities. In 2022-23, the Council —

- Convened monthly meetings for Chief Academic Officers, Chiefs of Schools, core content area directors, and other instructional leaders to provide member districts with the opportunity to hear from notable guest speakers and confer with their peers on current issues impacting teaching and learning.
- Convened monthly Instructional Spotlight webinars to build a shared understanding of the key features of a high-quality curriculum.
- Hosted a series of virtual meetings for districts on how to address unfinished learning through curriculum guidance and professional development.
- Facilitated district discussions on the issue of master scheduling, including specialty areas at the elementary level as well as scheduling content area pathways at the high school level.
- Convened a special meeting of CAOs and Chiefs of Schools to discuss the effective use of federal relief funding.
- Convened a committee of CAOs, content directors, and experts in the field to update and revise *Supporting Excellence: A Framework for Developing, Implementing and Sustaining a High-Quality District Curriculum*.
- Continued collaboration with Student Achievement Partners in the design and implementation of the Text Analysis Toolkit. Recruited Directors of English Language Arts and Literacy to provide feedback to refine criteria that would foster more rigorous and relevant literacy instruction.
- Collaborated with Student Achievement Partners to review and provide feedback in the development of culturally-responsive tasks for mathematics instruction. Recruited Directors of Mathematics to provide feedback on how these tasks could be used in their districts.

Report to Seattle Public Schools

- Continued to elevate and leverage the work of member districts that have shown substantial gains on NAEP and state assessments among disadvantaged students and students of color to share characteristics, strategies, and lessons learned.
- Convened the Achievement and Professional Development Task Force at the 2022 Annual Fall Conference and the Legislative Conference in March 2023 to update district leaders on newly released publications, trends in national and district data, and strategies for addressing unfinished learning.
- Provided virtual support to districts in designing and implementing curriculum initiatives using the Council's Supporting Excellence framework and its accompanying rubric.
- Planned and coordinated Strategic Support Team visits to review the instructional programming of member districts and to provide findings and recommendations to district leadership teams.

BILINGUAL, IMMIGRANT, AND REFUGEE EDUCATION

America's urban schools serve more than 26 percent of the nation's English language learners. In 2022-23, the Council —

- Convened monthly meetings for English learner (EL) directors and staff to share information and provide mutual assistance in addressing the needs of English learners and newcomer students.
- Regularly provided follow-up information requested by EL directors during these calls, including information on supporting newcomers, details on various policies regarding translation and interpretation services, information on master planning, and guidance on foundational skills instruction.
- Analyzed and reported results of a member district survey on newcomer instruction and support to highlight how member districts currently serve such students and to identify the technical assistance that would best serve member districts in this area.
- Convened a working group of EL educators and experts to develop and release a framework for foundational skills instruction for ELs and related instructional materials criteria.
- Continued to provide implementation support for the Council's Professional Learning Platform (PLP) courses designed to elevate instruction for English learners in ELA/ELD and mathematics. In addition to online course content, provided districts with technical assistance from course experts in reviewing and implementing units of study and providing training to teachers.
- Developed a series on writing instruction for English learners in collaboration with the Pathway to Academic Success Writing Project at the University of California, Irvine.

Report to Seattle Public Schools

Launched pilot with five Council districts and continued development of additional writing courses.

- Established a network of Council district staff who are experienced in the Learning, Language, and Literacy (3Ls™) framework to provide ongoing virtual support and feedback for planning and implementing 3Ls™ courses.
- Updated the Council’s online dashboard with data on English learners using the Council’s Academic KPI data, allowing districts to examine their EL student performance on academic indicators over time and in comparison to other districts and CGCS as a whole.
- Hosted the Bilingual, Immigrant, and Refugee Education (BIRE) Meeting in May 2023, bringing together experts from Council-member districts, academia, and other organizations to discuss pressing topics such as social-emotional support for immigrant students, improving writing instruction for ELs, and best practices in language instruction programming.
- Surveyed member districts to collect and provide information, as requested, on multiple issues and policies related to serving ELs and immigrant children and youth.
- Planned and coordinated Strategic Support Team visits to review the EL programming of member districts and to provide findings and recommendations to district leadership teams.
- Released *District Considerations for Universal Dyslexia Screening: Ensuring Appropriate Implementation and Instruction for English Learners*, a guide that documents potential challenges associated with universal dyslexia screening for English learners and provides recommendations for ensuring English learners are appropriately screened.
- Released *A Framework for Foundational Literacy Skills Instruction for English Learners* to provide guidance to EL educators, as well as members of instructional materials selection committees, in providing appropriate instruction and selecting materials that address the unique literacy development needs of English learners.
- Briefed staff members from the U.S. Department of Education’s Office of English Language Acquisition on the *Framework for Foundational Literacy Skills Instruction for English Learners: Instructional Practice and Materials Considerations*.

LEADERSHIP, GOVERNANCE, MANAGEMENT, AND SCHOOL FINANCE

The Task Forces on Leadership, Governance, Management and School Finance address the quality and tenure of leadership and management in and funding of urban schools. In 2022-23, the Council —

- Convened monthly meetings for Council member Superintendents, School Board Representatives and Board Chairs, School Board support staff, Chiefs of Staff, Directors of Facilities, Chief Financial Officers, Chief Information Officers, Chief Human Resource Officers, Procurement Directors, Risk Management Directors, Emergency Managers, Chiefs of Police/Safety and Security Officers, Food Service Directors, Transportation Directors, and Internal Auditors to foster collaboration and peer-to-peer support networks.
- Hosted the 2022 Harvard/CGCS Accelerating Board Capacity Institute, providing professional development and governance training to delegations of urban school boards and district leaders.
- Launched four training cohorts to provide guidance to new board members, board chairs, board support staff, and board coaches in supporting Student Outcomes-Focused Governance.
- Launched the inaugural cohort of the Michael Casserly Urban Executive Leadership Institute for Aspiring Superintendents under the direction of the Council's Superintendent-in-Residence. The cohort met in person in February, March, May, and June, and will meet in July, September, and October.
- Provided hands-on coaching support to several Council member district superintendents and leadership teams at their request.
- Provided board coaching and training, including multi-day school board retreats, in over 30 districts.
- Hosted in-person job-alike meetings for Chief Information Officers, Chief Finance Officers, Chief Human Resource Officers, Purchasing Directors, Risk Management Directors, and Internal Auditors.
- Planned and coordinated Strategic Support Team visits to review the operational, safety and security, human resources, transportation, information technology, and finance functions of member districts and providing findings and recommendations to district leadership teams.
- Expanded the Michael Casserly Urban School Executive Leadership Institute to prepare future leaders to take on the challenges facing large urban school districts.
- Managed the data collection, analysis, and reporting of the Council's Operational KPIs, and released the annual *Managing for Results* report.

Report to Seattle Public Schools

- Coordinated an effort to provide technical assistance to 20 Council member districts to help them strengthen their technology interoperability, with efforts to expand the program.

ORGANIZATION AND ADMINISTRATION

The Council works to manage its resources and ensure that integrity of its programs. In 2022-23, the Council —

- Conducted an all-virtual external audit of the organization's 2021-22 spending and received unqualified audit results for FY2021-22.
- Initiated conversion of the accounting software system from Microsoft Dynamics SL to Sage-Intacct with Go-Live scheduled on July 1, 2023.
- Continued transition from current database system (Impak) and information management system (Lyris) to Higher Logic and Salesforce.
- Conducted the first in-depth, three-day summer staff retreat.
- Hired a new Superintendent-in-Residence, a new Partnership Specialist, a new Chief of Teaching and Learning, and an English Language Learner Policy and Research Fellow.
- Coordinated travel to 21 districts for School Board Governance Support and to 14 districts for Strategic Support Team reviews.
- Managed financials for Board Governance Support and Strategic Support Team visits, 9 grant projects, 15 programs, and 10 in-person conferences.
- Managed financials for 4 Board Governance Cohort groups and the Casserly Institute Aspiring Superintendent cohort.
- Hosted the Curriculum, Research, and Instructional Leaders Meeting in Columbus, OH, Public Relations Executives Conference in Chicago, Annual Fall Conference in Orlando, Chief Operating Officers Conference in New Orleans, Joint Chief Human Resources and Chief Financial Officers Conference in Los Angeles, Legislative/Policy Conference in Washington, DC, Bilingual Directors Conference in Greensboro, and Chief Information Officers conference in Denver. In addition, Executive Committee meetings were held in the summer and winter, a second Board Governance Training was held in February 2023 in Los Angeles, and four Casserly Institute Aspiring Superintendent Cohort Meetings were held in Los Angeles, Atlanta and Denver, Washington, D.C.
- Maintained the online conference registration for all meetings and conferences.
- Coordinated the July 2022 Harvard Accelerated Board Capacity Institute.
- Reviewed options for renewal of medical/dental/life/disability insurances.

From: Marilyn Banks <mbanks@cgcs.org>
To: "Wiley, DeLinda" <dwiley@seattleschools.org>
Subject: RE: Voice msg from VOICEMAIL MENU 2027790620.
Sent: Mon 9/18/2023 7:06:34 PM

Great, thank you so much!

-----Original Message-----

From: Wiley, DeLinda <dwiley@seattleschools.org>
Sent: Monday, September 18, 2023 3:00 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: Voice msg from VOICEMAIL MENU 2027790620.

I did resubmit the invoice to our accounting department on Sept 5th to process for payment.

Thank you.

DeLinda Wiley
Executive Assistant to the Chief Operations Officer Seattle Public Schools dwiley@seattleschools.org
T: 206-252-0168

-----Original Message-----

From: Marilyn Banks <mbanks@cgcs.org>
Sent: Monday, September 18, 2023 9:47 AM
To: Wiley, DeLinda <dwiley@seattleschools.org>
Subject: RE: Voice msg from VOICEMAIL MENU 2027790620.

DeLinda, I believe this was an error on my part, sending out thank you emails.
I'll get with my accounting department on this and get back with you.

-----Original Message-----

From: Wiley, DeLinda <dwiley@seattleschools.org>
Sent: Monday, September 18, 2023 12:29 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: FW: Voice msg from VOICEMAIL MENU 2027790620.

Hi Marilyn,

I'm in receipt of your voice message regarding the status of payment for the SPS membership dues. However, I received the attached email from you last week. Please let me know if you still need assistance.

Thank you.

DeLinda Wiley
Executive Assistant to the Chief Operations Officer Seattle Public Schools dwiley@seattleschools.org
T: 206-252-0168

-----Original Message-----

From: Voicemail @ Office365 <sys_cxo365acct@seattleschools.onmicrosoft.com>
Sent: Monday, September 18, 2023 9:20 AM

To: Wiley, DeLinda <dwiley@seattleschools.org>
Subject: Voice msg from VOICEMAIL MENU 2027790620.

Please call 20450 to listen to your messages over the telephone. To retrieve your messages through your computer you must have speakers. Just double click on the attachment to listen to message..

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CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

From: Marilyn Banks <mbanks@cgcs.org>
To: "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>, School Board Office <boardoffice@seattleschools.org>
Cc: "Rankin, Eliza S" <Liza.Rankin@seattleschools.org>
Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Mon 8/19/2024 2:48:11 PM
[Seattle.pdf](#)

Good morning, Ellie,
Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**.
I sent out the 1st follow-up email to you on August 7th.
Please let us know what the status is or if we need to do anything else, thanks.
Have a safe and pleasant day!

Marilyn...

Marilyn Banks
Administration Assistant
Council of the Great City Schools
1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004
202-393-2427 phone | 202-393-2400 fax
mbanks@cgcs.org | www.cgcs.org

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Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Bill To: Dr. Brent Jones
Superintendent
Seattle Public Schools
2445 3rd Avenue South
P.O. Box 34165, MS: 32-150
Seattle, WA 98134

Date	Description	Amount Due
5/15/2024	FY 2024-2025 Membership Dues Due on or before July 1, 2024 ACH Transfer is the Preferred Payment method Account Name: Council of the Great City Schools Account Number: RCW 42.56.230(5) Type of Account: Checking ABA Number: RCW 42.56.230(5) Bank Name: Wells Fargo	\$55,077.00
	TOTAL:	

*Please remit check to the address
above*

Sent: Fri 10/13/2023 10:39:28 PM
From: "Gregory Bacon"<gbacon@cgcs.org>
To: "Valerie Koo"<vjkkoo@seattleschools.org>
Subject: Registration Confirmed - 67th Annual Fall Conference

Dear Valerie,

Please save this email for future reference.

Event: 67th Annual Fall Conference

Number in Party: 1

Time: 8:00 AM

Date: October 25, 2023

Location: Hilton San Diego Bayfront

Address: 1 Park Boulevard, San Diego, California, 92101, USA

Group Confirmation Number: R4N5T4S7R3P

Group Registrant 0 (Eliza Rankin)

Confirmation Number: CVNKCYYQZGTT

Eliza Rankin							
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
13-Oct-2023 6:39 PM ET	FALL22-102023-2575-2404	Offline Charge	Council Member School District	Admission Item	\$575.00	\$0.00	\$575.00
					Amt Ordered	Amt Paid	Amt Due
Total					\$575.00	\$0.00	\$575.00

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

Sincerely,
Gregory Bacon
Council of the Great City Schools
gbacon@cgcs.org

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From: "Hampson, Chandra N" <Chandra.Hampson@seattleschools.org>
To: Michael Casserly <MCasserly@cgcs.org>, "DeWolf, Zachary R" <Zachary.DeWolf@seattleschools.org>, "Rivera-Smith, Lisa" <lisa.rivera-smith@seattleschools.org>, "Rankin, Eliza S" <Liza.Rankin@seattleschools.org>, "Hersey, Brandon K" <brandon.hersey@seattleschools.org>, "Dury, Erin M" <Erin.Dury@seattleschools.org>, "Jones, Brent C" <bjones@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>, "Warth, Julia C" <jcwarth@seattleschools.org>, "Early, Clayton J" <cjearly@seattleschools.org>
Subject: DNRA: July 2021 Harvard Great City Schools Professional Development Program
Sent: Fri 5/28/2021 6:59:34 PM

Directors, please get back to Michael directly with your confirmation ASAP. Michael, my name is correct. You could change my title to President if appropriate and Director Hersey's to Vice President if that's at all helpful.

Chandra N. Hampson HoCHunk/Anishinaabe
President, Seattle School Board
Director, District 3
Seattle Public Schools
206-618-1456

From: Michael Casserly <MCasserly@cgcs.org>
Sent: Thursday, May 27, 2021 12:56 PM
To: DeWolf, Zachary R <Zachary.DeWolf@seattleschools.org>; Rivera-Smith, Lisa <lisa.rivera-smith@seattleschools.org>; Hampson, Chandra N <Chandra.Hampson@seattleschools.org>; Rankin, Eliza S <Liza.Rankin@seattleschools.org>; Hersey, Brandon K <brandon.hersey@seattleschools.org>; Dury, Erin M <Erin.Dury@seattleschools.org>; Jones, Brent C <bjones@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>; Warth, Julia C <jcwarth@seattleschools.org>; Early, Clayton J <cjearly@seattleschools.org>
Subject: July 2021 Harvard Great City Schools Professional Development Program

Seattle Team—

Thank you so much for your commitment to join Harvard University and the Council of the Great City Schools at this year's virtual school board and superintendent professional development program on July 19-23, 2021. The Harvard team is working with us on the agenda for the program but it is shaping up to be an exciting mix of case studies, discussion, and reflection time. Preliminary topics include board visioning and goals, governance frameworks, strategy and theories of action, data use, community engagement, group decision-making, and more.

I am also attaching the invoice for the program based on Seattle's indication that seven people will be attending, including Brent Jones, Zachary DeWolf, Lisa Rivera Smith, Chandra Sampson, Liza Rankin, Brandon K. Hersey and Erin Dury.

Finally, I am attaching an Excel sheet to confirm the spelling of names for each of the participants so that their Harvard and Council certificates are correct. We would appreciate this form back by June 18. If you have any questions, please let me know.

--Michael Casserly
Council of the Great City Schools

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From: Marilyn Banks <mbanks@cgcs.org>
To: Superintendent <superintendent@seattleschools.org>
Cc: "Koo, Valerie J" <vmkoo@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Wed 9/4/2024 6:27:06 PM

Sounds good, thanks! Should we expect payment within two weeks.

Marilyn...

From: Superintendent <superintendent@seattleschools.org>
Sent: Tuesday, September 3, 2024 1:04 PM
To: Marilyn Banks <mbanks@cgcs.org>
Cc: Koo, Valerie J <vmkoo@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hi Marilyn,

We will work on getting the invoice paid now that it's the beginning of our 24-25 budget year.

Thank you.

DeLinda Wiley
Executive Assistant to the Chief Operations Officer / Superintendent's Office
Seattle Public Schools
dwiley@seattleschools.org
T: 206-252-0168



From: Marilyn Banks <mbanks@cgcs.org>
Sent: Friday, August 30, 2024 8:05 AM
To: Superintendent <superintendent@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning,

I was told this email was forwarded to you.

Please let us know what the status is for the attached invoice which I sent to Ellie on 8/22/24.

Thanks for your assistance.

Marilyn...

From: Marilyn Banks
Sent: Thursday, August 22, 2024 2:57 PM
To: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Cc: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

No, it has not! I emailed a copy of the invoice to Ellie Wilson-Jones on August 19th and she replied 8/20/24 saying:

I've relayed your emails to our accounting department and the department from which the dues are paid.

Can you please find out the status of the payment and get back with me.

Thanks.

Marilyn...

From: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Sent: Tuesday, August 20, 2024 3:28 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hello Marilyn,

Has the invoice been taken care of? If not, I am happy to assist.

If not, please send me the invoice.

Thank you,



Genevieve Saarenas
Accounts Payable Specialist
MS-33-343
Seattle, WA 98124-1165
☎: 206-743-3546
✉: glsaarenas@seattleschools.org

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Tuesday, August 20, 2024 10:54 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>; Accounts Payable <AccountsPayable@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Forgot to also include [@Accounts Payable](#)



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org
T: 206.252.0041
C: 206.552.4124

From: Wilson-Jones, Ellie S
Sent: Tuesday, August 20, 2024 10:14 AM
To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Passing on again for payment from the Superintendent's Office budget.



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org

T: 206.252.0041

C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>

Sent: Monday, August 19, 2024 7:48 AM

To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>

Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>

Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning, Ellie,

Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**. **I sent out the 1st follow-up email to you on August 7th.**

Please let us know what the status is or if we need to do anything else, thanks.

Have a safe and pleasant day!

Marilyn...

Marilyn Banks

Administration Assistant

Council of the Great City Schools

1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004

202-393-2427 phone | 202-393-2400 fax

mbanks@cgcs.org | www.cgcs.org

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CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

Sent: Fri 9/9/2022 7:28:25 PM
From: "Gregory Bacon" <gbacon@cgcs.org>
To: "Danielle Johnston" <drjohnston@seattleschools.org>
Subject: Registration Confirmed - 66th Annual Fall Conference

Dear Danielle,

Please save this email for future reference.

Event: 66th Annual Fall Conference

Number in Party: 1

Time: 8:00 AM

Date: October 19, 2022

Location: Hyatt Regency Grand Cypress

Address: 1 Grand Cypress Boulevard, Orlando, Florida, 32836, USA

Group Confirmation Number: NFNT7R86GB8

Group Registrant 0 (Cashel Toner)

Confirmation Number: WJNJTQFJ962

Cashel Toner							
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
09-Sep-2022 3:28 PM ET	FALL22-092022-1677-1450	Offline Charge	Council School District Member	Admission Item	\$425.00	\$0.00	\$425.00
					Amt Ordered	Amt Paid	Amt Due
					Total	\$425.00	\$0.00 \$425.00

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

Sincerely,
Gregory Bacon
Council of the Great City Schools
gbacon@cgcs.org

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From: "Warth, Julia C" <jcwarth@seattleschools.org>
To: "Hampson, Chandra N" <Chandra.Hampson@seattleschools.org>, AJ Crabill <AJCrabill@cgcs.org>
Cc: "Wilson-Jones, Ellie S" <eswilsonjone@seattleschools.org>
Subject: RE: Cohort Billing
Sent: Wed 1/27/2021 5:25:17 PM

Hi Mr. Crabill,

Please send the invoice to me, Julia Warth, at jcwarth@seattleschools.org.

Thank you!

Julia

From: Hampson, Chandra N <Chandra.Hampson@seattleschools.org>
Sent: Wednesday, January 27, 2021 9:04 AM
To: AJ Crabill <AJCrabill@cgcs.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Subject: Re: Cohort Billing

Thank you, Julia Warth could you please reply to Mr. Crabill with the appropriate mailing address? Thank you!

Pjnagigi

Chandra N. Hampson
President, Seattle School Board
Director District 3
Cell 206-618-1456

From: AJ Crabill <AJCrabill@cgcs.org>
Sent: Wednesday, January 27, 2021 03:23
To: AJ Crabill
Subject: Cohort Billing

You are receiving this email because you applied for CGCS' Board Chair Cohort and indicated that you did so with the support of your Board. There are many applicants, and we will not be able to select everyone for this year. Any applicants not chosen will be eligible to apply for next year's Cohort.

Please reply with the name and email address of the staff member to whom, if you are selected, we should email the invoice.

CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

From: Delisa Nunez <dnunez@cgcs.org>
To: "Warth, Julia C" <jcwarth@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>, Alisa Adams <AAdams@cgcs.org>, "AJ Crabill" <AJCrabill@cgcs.org>
Subject: RE: CGCS Invoices
Sent: Mon 7/15/2024 11:42:27 PM

Hi Julia,
Thank you for issuing a new check. We will double check we don't have it – and if we do, we will destroy it. Have a wonderful evening!

Delisa

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, July 15, 2024 6:24 PM
To: Delisa Nunez <dnunez@cgcs.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>; Alisa Adams <AAdams@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: CGCS Invoices

Hi Delisa,

Thank you for this. We sent a check in April of 2022 for the initial invoice, but it does not appear it was cashed. We stopped payment and will issue a new check, which should be on it's way to you, but please destroy the original check if you have it in your files.

We'll also process the new invoice and get payment out to you.

Thank you!

Julia

From: Delisa Nunez <dnunez@cgcs.org>
Sent: Monday, July 1, 2024 11:58 AM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>; Alisa Adams <AAdams@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: CGCS Invoices

Hi Julia,
Attached are two invoices. The one dated March 28, 2022, was for the initial governance/professional services. It does not appear that the invoice has been paid yet. There is a second invoice dated today for the extension of the contract through September 2024.
Please let me know if you have any questions.

Thanks,



Delisa Nuñez | Partnership Specialist

Council of the Great City Schools
Contact: dnunez@cgcs.org | (210) 389-9158 (c)

1331 Pennsylvania Ave, N.W., Ste 1100N | Washington, DC 20004

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From: Marilyn Banks <mbanks@cgcs.org>
To: "superintendent@seattleschools.org" <superintendent@seattleschools.org>
Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools
Sent: Fri 8/30/2024 3:05:25 PM
[Seattle.pdf](#)

Good morning,

I was told this email was forwarded to you.

Please let us know what the status is for the attached invoice which I sent to Ellie on 8/22/24.

Thanks for your assistance.

Marilyn...

From: Marilyn Banks
Sent: Thursday, August 22, 2024 2:57 PM
To: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Cc: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

No, it has not! I emailed a copy of the invoice to Ellie Wilson-Jones on August 19th, and she replied 8/20/24 saying:

I've relayed your emails to our accounting department and the department from which the dues are paid.

Can you please find out the status of the payment and get back with me.

Thanks.

Marilyn...

From: Saarenas, Genevieve-Grace L <glsaarenas@seattleschools.org>
Sent: Tuesday, August 20, 2024 3:28 PM
To: Marilyn Banks <mbanks@cgcs.org>
Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Hello Marilyn,

Has the invoice been taken care of? If not, I am happy to assist.

If not, please send me the invoice.

Thank you,



Genevieve Saarenas
Accounts Payable Specialist
MS-33-343
Seattle, WA 98124-1165
☎: 206-743-3546
✉: glsaarenas@seattleschools.org

From: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>
Sent: Tuesday, August 20, 2024 10:54 AM

To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>; Accounts Payable <AccountsPayable@seattleschools.org>

Subject: RE: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Forgot to also include [@Accounts Payable](#)



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org

T: 206.252.0041

C: 206.552.4124

From: Wilson-Jones, Ellie S

Sent: Tuesday, August 20, 2024 10:14 AM

To: Redmond, Beverly L <blredmond@seattleschools.org>; Koo, Valerie J <vjkoo@seattleschools.org>

Subject: FW: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Passing on again for payment from the Superintendent's Office budget.



Ellie Wilson-Jones (she/her/hers)
Director of Policy and Board Relations
eswilsonjone@seattleschools.org

T: 206.252.0041

C: 206.552.4124

From: Marilyn Banks <mbanks@cgcs.org>

Sent: Monday, August 19, 2024 7:48 AM

To: Wilson-Jones, Ellie S <eswilsonjone@seattleschools.org>; School Board Office <boardoffice@seattleschools.org>

Cc: Rankin, Eliza S <Liza.Rankin@seattleschools.org>

Subject: FY-24-25 Membership Dues Status - 2nd Follow-up Email - Seattle Public Schools

Good morning, Ellie,

Attached is a copy of the **FY-24-25 Membership Dues** invoice. As of today, we have not received the payment. The invoice was **emailed out in May 2024** to the Superintendent and Board Representative. It was due on **July 1st, 2024**. **I sent out the 1st follow-up email to you on August 7th.**

Please let us know what the status is or if we need to do anything else, thanks.

Have a safe and pleasant day!

Marilyn...

Marilyn Banks
Administration Assistant
Council of the Great City Schools
1331 Pennsylvania Ave, NW, Suite 1100N | Washington, DC 20004
202-393-2427 phone | 202-393-2400 fax
mbanks@cgcs.org | www.cgcs.org

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Invoice No. 10-40071-24



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Bill To: Dr. Brent Jones
Superintendent
Seattle Public Schools
2445 3rd Avenue South
P.O. Box 34165, MS: 32-150
Seattle, WA 98134

**** INVOICE ****

Date	Description	Amount Due
5/15/2024	FY 2024-2025 Membership Dues Due on or before July 1, 2024 ACH Transfer is the Preferred Payment method Account Name: Council of the Great City Schools Account Number: RCW 42.56.230(5) Type of Account: Checking ABA Number: RCW 42.56.230(5) Bank Name: Wells Fargo	\$55,077.00
	TOTAL:	\$55,077.00

*Please remit check to the address
above*

From: Ray Hart <rhart@cgcs.org>
To: Superintendent <superintendent@seattleschools.org>, "Hersey, Brandon K" <brandon.hersey@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>, Amanda Corcoran <ACorcoran@cgcs.org>
Subject: 2023-24 CGCS Dues Invoice and Individual District Services Report
Sent: Fri 5/19/2023 3:40:29 PM
[Seattle Public Schools - FY-2023-24 Membership Dues Invoice.pdf](#)
[Seattle Services 2021-22.pdf](#)

Dear Brent and Brandon,

Attached you will find an invoice for the 2023-24 membership dues for the Council of the Great City Schools. You will also find attached a report on the services provided specifically to your district during the 2021-22 School Year—along with a Return-on-Investment calculation for your district. These reports are designed to answer the question, “What do we get for our dues?”

No organization fights more aggressively or successfully for urban schools and urban schoolchildren than the Council of the Great City Schools. The Council remains the only independent education coalition located in Washington whose sole mission and purpose is the same as yours: the improvement of public education in our Great Cities.

Your prompt payment will ensure that we can continue our work during these challenging times. Thank you for your commitment to the Council of the Great City Schools and our urban schoolchildren.

Sincerely,

Ray Hart
Executive Director

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**Report to Seattle Public Schools
on the
Benefits and Services
of the
Council of the Great City Schools
in the
2021-22 School Year**





**Report to Seattle Public Schools
on the
Benefits and Services
of the
Council of the Great City Schools
in the
2021-22 School Year**

BENEFITS TO SEATTLE PUBLIC SCHOOLS

1. Provided Washington's premier and most effective urban education legislative advocacy, resulting in the following additional federal funds to Seattle in the *2021-22* school year that would not have been available without Council intervention:

• Title I Targeting	\$817,317
• IDEA Targeting	\$1,642,048
• Bilingual Education Targeting	\$817,638

Total Extra for Seattle Schools in 2021 -2022: \$3,277,003 ¹

Seattle's Return on 2021-2022 Membership Dues: \$70 return for each \$1 paid in dues.
--

¹ This Total Extra amount does not include the millions in additional Elementary and Secondary School Emergency Relief (ESSER) funds that Seattle received due to the Council's efforts to target the COVID-19 stimulus money based on Title I. The Total Extra amount also does not include the funds that Seattle stood to lose annually had the Council not prevented a Title I formula amendment from being approved during the reauthorization of the Elementary and Secondary Education Act, or the additional funds in the federal Title IV grant that Seattle received in 2021-22 due to the Council's advocacy for a targeted poverty-based formula.

Report to Seattle Public Schools

2. Provided the following other services directly to **Seattle** between July 1, 2021, and June 30, 2022—
 - Provided the **Seattle** school board, superintendent, and senior district staff with coaching, training, and implementation support aligned with the Council’s student outcomes-focused framework.
 - Supported **Seattle** Superintendent Brent Jones with American Rescue Plan Professional Learning Community consulting, provided through a grant from the Wallace Foundation.
 - Invited **Seattle** staff member Jo Lynn Berge to represent urban school districts in a call with the U.S. Department of Education and a select group of districts and states to discuss proposed federal data collection and fiscal requirements under Elementary and Secondary School Emergency Relief (ESSER).
 - Provided **Seattle** staff member Erinn Bennett with information needed to advocate for federal funding for school facilities with the district's Senate delegation, with a particular focus on those in leadership positions.
 - Used information from **Seattle** staff member Jo Lynn Berge in the Council's federal comments outlining issues with the U.S. Department of Education’s proposed Maintenance of Equity requirements under the American Rescue Plan.
 - Held a small group meeting with **Seattle** staff member Rachel Disario and other CGCS districts that had received inquiries from the U.S. Department of Education's Office for Civil Rights (OCR) regarding services provided to students with disabilities during school closures due to COVID-19.
 - Discussed the possibility of employee and student vaccine mandates with school board members across Council districts at the request of **Seattle** School Board Director Chandra Hampson.
 - Discussed the possibility of virtual school options for students not returning to school due to high COVID-19 risks with school board members across Council districts at the request of **Seattle** school board members Chandra Hampson and Brandon Hersey.
 - Connected **Seattle** School Board Director Chandra Hampson with Amy Kohnstamm from the Portland Public Schools Board of Education to discuss Native American student outcomes.
 - Shared **Seattle**’s social media school disruptions with the U. S. Department of Education and the U. S. Department of Homeland Security for review and action.
 - Sent talking points to the **Seattle** superintendent on the Centers for Disease Control and Prevention’s (CDC) updated *Guidance for COVID-19 Prevention in Kindergarten (K)-12 Schools*.

Report to Seattle Public Schools

- Held 32 ZOOM calls for Great City School superintendents, including the **Seattle** superintendent, to discuss issues emerging from the COVID-19 pandemic and address the needs of big city school districts across the country.
- Held 45 ZOOM calls for Great City School board representatives and board presidents, including **Seattle** board representatives, to discuss issues emerging from the COVID-19 pandemic, race, school safety, and other topics.
- Held over 1,000 other ZOOM calls with 16,500 participants during the 2021-22 school year for Great City Schools chief academic officers, chief financial officers, chief operating officers, bilingual education directors, special education directors, general counsels, transportation and food service directors, facilities directors, chief information officers, security directors, and others that provided **Seattle** staff members with the opportunity to connect with their peers across the country. Expanded ZOOM calls this year to include mental health staff, chiefs of schools, and core curriculum coordinators in English language arts, mathematics, social studies, and science.
- Sent periodic status reports on school closure and reopening plans across Council member districts during the Delta and Omicron COVID-19 waves to the **Seattle** superintendent and school board representative.
- Sent talking points to the **Seattle** superintendent and school board representative on the Biden Administration's American Jobs Plan and the American Families Plan.
- Testified before the National Assessment Governing Board on the performance of Large City School districts compared to other districts across the country on the National Assessment of Educational Progress, as reported in *Mirrors or Windows: How well do large city public schools overcome the effects of poverty and other barriers?*
- Sent the **Seattle** superintendent a notice of U.S. Department of Agriculture rules under the previous administration on school meals during remote instruction.
- Sent the **Seattle** superintendent and school board representative the Biden Administration's tools to ensure families receive their portion of the Advance Child Tax Credit (CTC) made possible by the American Rescue Plan.
- Sent repeated updates throughout the year to the **Seattle** superintendent, school board representative, and federal programs director on the status of Council deliberations with the U. S. Department of Education on the ARP/ESSER Maintenance of Equity Requirement. Deliberations resulted in successfully advocating for a "blanket" districtwide compliance exception to the requirement for **Seattle**.
- Organized several conversations between Secretary Miguel Cardona and Great City Schools superintendents, including the **Seattle** superintendent, to discuss the reopening of schools and other issues facing big city school districts.

Report to Seattle Public Schools

- Sent the **Seattle** superintendent and school board representative the announcement for a new grant program from the U. S. Department of Education to provide direct funding to school districts that are penalized for implementing COVID-19 safety measures.
- Sent the **Seattle** superintendent, school board representative, and communications director the Council's statement on supporting immigrants and refugees, acknowledging the tremendous support for families from staff and schools across big cities.
- Sent periodic status reports on member district efforts to vaccinate teachers, staff, and students to the **Seattle** superintendent and school board representative.
- Sent the **Seattle** superintendent and school board representative a copy of new U.S. Department of Education and CDC guidance on the reopening of schools.
- Sent notices to the **Seattle** superintendent and school board representative of the availability of Bernard Harris Math and Science Scholarships for graduating African American and Hispanic students in Council member districts.
- Sent the **Seattle** superintendent and school board representative notice of the Biden Administrations announcement that the Occupational Safety and Health Administration (OSHA) issued an Emergency Temporary Standard (ETS) requiring large employers (those with 100 or more employees) to develop, implement, and enforce a mandatory COVID-19 vaccination policy for employees.
- Sent the **Seattle** superintendent and school board representative links to CDC shared resources to support school-based COVID-19 vaccination clinics for children 5-11 years old.
- Sent the **Seattle** superintendent and school board representative the U.S. House of Representatives update on H.R. 5376, the reconciliation legislation known as the Build Back Better Act.
- Provided the **Seattle** superintendent and school board representative with results from a survey of Great City School member districts on whether they were modifying their reopening plans based on the reopening challenges of the COVID-19 Omicron wave and shared updated results of these plans weekly.
- Sent the **Seattle** superintendent, school board representative, and federal programs director a summary of President Biden's proposed FY23 federal education budget.
- Invited the **Seattle** superintendent to a Zoom call to discuss strategies being employed to address staffing challenges and other reopening hurdles after winter break.
- Sent a copy of the CDC updated guidance on COVID-19 Quarantine and Isolation to the **Seattle** superintendent and school board representative as the Omicron variant rapidly spread throughout the United States causing very high case rates.

Report to Seattle Public Schools

- Invited the **Seattle** superintendent to join a meeting with Surgeon General Vivek Murthy and representatives from the CDC and White House to discuss how to work together to support superintendents, students, school staff, and communities with resources to sustain safe in-person learning for the remainder of the 2021-22 school year and beyond.
- Sent the **Seattle** superintendent the Delta Airlines communication to customers, including suggested language for parents and families during the COVID-19 Omicron wave.
- Shared examples and stories of school disruptions resulting from TikTok challenges and other social media threats impacting **Seattle** and other CGCS districts with the Department of Education and the Department of Homeland Security. Two weeks later, TikTok pledged to update its community guidelines and said it would be strengthening its "dangerous acts and challenges" policy to prohibit content that promotes harmful hoaxes. Details are provided [here](#).
- Lobbied the White House on behalf of **Seattle** and other CGCS districts for additional COVID-19 testing resources for schools, resulting in the distribution of five million rapid tests and an additional five million PCR tests to schools each month to support COVID-19 testing needs.
- Invited the **Seattle** superintendent and other Council district leaders to participate in calls with the White House, U.S. Department of Education, and the CDC.
- Invited the **Seattle** superintendent and school board representative to participate in the Council's legal webinar *When TikTok Challenges Meet the First Amendment: Legal Considerations in the Age of Social Media*.
- Sent the **Seattle** superintendent and school board representative updated guidelines from the CDC loosening their recommendations for mask wearing in most indoor settings and updates on the new metric for COVID-19 Community Levels (i.e. hospitalizations) that differed from previously-used indicators of community transmission.
- Sent the **Seattle** superintendent the U.S. Department of Education [final Maintenance of Equity requirements as reported in the Federal Register](#), outlining the reporting deadlines and information that states and school districts need to provide for high poverty schools.
- Sent the **Seattle** superintendent preliminary language on the bipartisan *Safer Communities Act* and the *Keep Kids Fed Act* of 2022.
- Provided **Seattle** staff member John Mitchell with information on the eligible costs and additional information about the second application window for remote technology reimbursements under the FCC's Emergency Connectivity Fund.
- Planned and facilitated monthly meetings with CGCS districts that administer NWEA assessments attended by **Seattle** staff member Eric Anderson.

Report to Seattle Public Schools

- Hosted and facilitated a meeting for Gates Foundation R&D Partnerships for Math Equity attended by **Seattle** staff member Eric Anderson.
- Facilitated bi-weekly Chiefs of Schools/ Principal Supervisors meetings that were regularly attended by **Seattle** staff member Concie Pedroza.
- **Seattle** staff members Elizabeth Urmenita and Michelle Ota attended virtual meetings of bilingual directors and staff across Council member districts.
- Provided **Seattle** with estimated numbers and dates of arrival of Afghan evacuees, obtained from federal sources supporting the resettlement of evacuees.
- Invited **Seattle** staff members Concie Pedroza and Rocky Torres to present at the Bilingual, Immigrant, and Refugee Education Meeting on meeting the needs of English learners with disabilities.
- Emailed monthly copies of the Council’s award-winning newsletter, the *Urban Educator*, to the **Seattle** superintendent, all school board members, and senior staff.
- Carried story on **Seattle** in the *Urban Educator*: “Urban Schools Welcome Students Back to Full-Time In-Person Learning This Fall” (September 2021).
- Carried story on **Seattle** in the *Urban Educator*: “Seattle, San Diego and Cincinnati Select New Leaders, Des Moines Chief Stepping Down” (March 2022).
- Carried story on **Seattle** in the *Urban Educator*: “Ballot Measures Pass in Seattle” (March 2022).
- Posted **Seattle** job announcements for Superintendent, Teacher – Family and Consumer Science, Teacher - Computer/Engineering CTE, Teacher – Computer Programming, Senior HR Analyst, Communications Specialist, Assistant Principal -Virtual Option Pilot Program, Team Lead Intervention & Transportation, Buyer I, Principal, Assistant Principal, Academy for Rising Educators Program Manager, Director of Special Education, HR Business Partner, HR Analyst, Functional Architect, Senior Project Manager, Transportation Manager, and Contracts Specialist.

Report to Seattle Public Schools

3. Individuals from Seattle Public Schools attending CGCS conferences and meetings in 2021-22—

Public Relations Executive s Meeting July 19 – 21, 2021 Virtual	Annual Legislative/Policy Conference Washington, D.C. March 19 – 22, 2022
• No One	• No One
65 th Annual Fall Conference October 19 – 22, 2021 Virtual	Chief Financial Officers, Budget Directors, Procurement Directors, Internal Auditors, Risk Managers, and Chief Human Resource Officers Joint Meeting St. Petersburg, FL April 11 – 14, 2022
• JoLynn Berge • Chandra Hampson • Brent Jones • Concepcion Pedroza • Sarah Pritchett • Liza Rankin • Lisa Rivera-Smith • Keisha Scarlett • Mia Williams	• No One
Chief Information Officers Meeting Atlanta, GA February 15 – 18, 2022	Bilingual, Immigrant, and Refugee Education Meeting San Antonio, TX May 10 – 14, 2022
• No One	• Michelle Ota • Concepcion Pedroza • Ricardo Torres

**General Benefits to the Membership
Highlights**

- Secured some \$1,188,908,341 in targeted federal funds for member school districts for the 2021-2022 school year. (An average of \$354 return for every \$1 spent on dues.)
- Supported the successful passage of an additional \$1 billion in Title I appropriations for FY 2022—the largest single-year increase in more than twenty years—which raised the baseline amount of the annual program to \$17.5 billion.
- Submitted multiple sets of comments and detailed policy recommendations to the U.S. Department of Education, garnering additional time to submit data and flexibility in the administrative requirements for ESSER funds.
- Convened the Annual Fall Conference virtually, featuring remarks and interviews with filmmaker and journalist Henry Louis Gates, Jr.; National Teacher of the Year Juliana Urtubey; Priscilla Chan, Co-founder and Co-CEO of the Chan Zuckerberg Initiative; and an all-student town hall moderated by journalist Ray Suarez.
- Provided in-depth board coaching and training for school boards, including multi-day school board retreats in over 30 Council member districts.
- Held over 1,000 ZOOM calls with 16,500 participants during the 2021-22 school year for school board members, superintendents, research directors, chief academic officers, chief financial officers, chief operating officers, communications directors, government relations directors, federal programs directors, special education directors, bilingual education directors, chiefs of schools/principal supervisors, general counsels, curriculum content leads in mathematics, science, ELA, and history/social science, and scores of other job-alike groups.
- Hosted a national conference on school governance to provide school boards and superintendents across the country with governance training and support.
- Convened a meeting of school board leaders and board support staff to develop and plan the Council's School Board Cohort training process, which will provide support and guidance to cohorts of new board members, board chairs, board support staff, and board coaches.
- Provided support and resources to member districts to ensure American Rescue Plan (ARP) funds are spent effectively and efficiently and worked closely with the U.S. Department of Education to publicize and highlight best practices among Council districts.
- Expanded the Council's Academic KPIs to include annual data collection on the performance of English Language Learners and expanded an online academic KPI data dashboard that contains longitudinal and district comparison data.
- Met with officials from the Department of Homeland Security and the Department of Education to communicate school district needs related to welcoming evacuees from Afghanistan and obtained data for resettlement destinations (by county) with estimated numbers of arriving children and youth as well as approximate arrival dates.
- Provided numerous technical assistance teams to member school districts to help improve instruction and operations.

COMMUNICATIONS

The Council of the Great City Schools works to give the public and the press a balanced and accurate view of the challenges, developments, and successes of urban public schools.

In 2021-22 the Council —

- Issued more than a dozen press releases on Council activities, as well as statements on critical current events impacting the lives of urban schoolchildren.
- Coordinated the CGCS-Bernard Harris Math and Science Scholarships Program.
- Held regular calls with Council member Communications Directors and Public Relations Executives.
- Launched the Joint Task Force on School Safety and Justice, a partnership between the Council and the International Association of Chiefs of Police aimed at identifying approaches to improve student safety in urban areas across the country.
- Worked closely with the U.S. Department of Education to publicize and highlight best practices among Council member districts in utilizing American Rescue Plan (ARP) funds.
- Partnered with 11 education organizations in the Coalition to Advance Future Student Success, an effort to ensure ARP funds are spent effectively and efficiently. Participated in meetings with the advisory group to create the newsletter and website and highlighted the efforts of Council member districts.
- Hosted an all virtual 2021 Annual Fall Conference, featuring remarks and interviews with filmmaker and journalist Henry Louis Gates, Jr.; National Teacher of the Year Juliana Urtubey; Priscilla Chan, Co-founder and Co-CEO of the Chan Zuckerberg Initiative; and an all-student town hall moderated by journalist Ray Suarez that focused on amplifying student voice.
- Fielded scores of inquiries from national and regional media outlets such as the *New York Times*, *Washington Post*, *Education Week*, *Wall Street Journal*, *USA Today*, *Associated Press* and *Chalkbeat*.
- Emailed eight issues of the Council's award-winning digital newsletter, the *Urban Educator*.
- Hosted a three-day virtual conference for communications directors in Council member districts, featuring a session with national education reporters.
- Published the organization's Annual Report, receiving recognition from the National School Public Relations Association.
- Managed the organization's Blue Ribbon Corporate Advisory Group.
- Coordinated the Green-Garner Award ceremony, honoring the nation's top urban educator.

Report to Seattle Public Schools

- Worked with Scholastic to present the inaugural winner of the Richard M. Robinson Literacy Champion Award, recognizing a Council member school district for progress in advancing reading achievement.
- Released a fall reopening schools tracker with *Education Week* for the 2021-2022 school year.

LEGISLATION

In voicing its proposals and ideas to Congress and other federal policymakers, the Council helps shape legislation to strengthen the quality of schooling for the nation's urban children. In 2021 -22, the Council —

- Provided dozens of briefings to CGCS school boards, superintendents, chief financial officers, government relations directors, general counsels, and other senior district officials on the status of federal COVID-19 funding, including Elementary and Secondary School Emergency Relief (ESSER) Funds and congressional proposals for school facilities and universal pre-school, as well as updates to federal agency guidance, regulations, and waivers.
- Submitted multiple sets of comments and detailed policy recommendations to the U.S. Department of Education requesting flexibility in the administrative requirements for ESSER funds, garnering additional time for the Department's extraordinary data collection request and a local compliance exception for the Maintenance of Equity provision based on school-level shifts in staffing, salaries, and enrollment.
- Worked with the U.S. Department of Education to ensure that school districts continued to have access to the Title I fiscal waivers through school year 2021-22, allowing for carryover of funds and longer periods of availability.
- Advocated for prioritizing \$7 billion in the Federal Communications Commission's Education Connectivity Fund on low-income school districts for the purchase of devices and internet access to be used by students and staff at home and off-campus.
- Supported the successful passage of an additional \$1 billion in Title I appropriations for federal FY 2022—the largest single-year increase in more than twenty years—which raised the baseline amount of the annual program to \$17.5 billion.
- Worked with the White House and the Federal Emergency Management Agency (FEMA) to clarify that school districts could submit reimbursement requests for COVID-19 mitigation costs incurred since March of 2020 under FEMA's Public Assistance program, and if approved, re-program the district's initial upfront payment back to its original source.
- Submitted comments to the U.S. Department of Agriculture supporting school district flexibility in the return to regular school meal programs and encouraged the extension of school meal COVID-19 waivers through school year 2022-23.

Report to Seattle Public Schools

- Launched a survey on ESSER Funding in the Great City Schools to collect baseline financial information in order to continue advocating for flexibility and demonstrate to policymakers and the public that urban school districts are using the funds wisely to address both lost instructional time due to COVID-19 and the pre-existing challenges that may impede recovery from the pandemic.
- Submitted comments supporting the U.S. Department of Homeland Security's proposed rule which clarified that eligibility and participation in certain programs, services, and benefits – including the National School Lunch program and school-based Medicaid – would not negatively affect an individual or family member's future application for admission, extension, maintenance, adjustment in immigration status, or application for citizenship.
- Disseminated a survey on urban school district efforts to address gaps in student achievement and educational opportunities using race-conscious or race-neutral policies for a CGCS amicus brief on a Supreme Court case.
- Held regular calls with member district Legislative Affairs Directors, Federal Programs Directors, General Counsels, Special Education Directors, and Directors of Mental Health/Social and Emotional Learning to discuss legal issues and challenges in the wake of the pandemic.
- Hosted a series of legal webinars with Husch Blackwell on issues affecting urban school districts, including navigating conversations on race and First Amendment considerations in the age of social media.
- Submitted comments to the U.S. Department of Education highlighting urban school district practices in advance of regulatory changes to Section 504 of the Rehabilitation Act for students with disabilities.
- Filed multiple sets of comments with the Federal Communications Commission (FCC) highlighting the importance of reducing applicant burden and supporting district cybersecurity costs under the E-Rate program, and securing the use of a school's participation in the Community Eligibility Program (CEP) as an automatic eligibility criteria for students and families under the Affordable Connectivity Program.
- Hosted the in-person 2022 Annual Legislative/Policy Conference in Washington, D.C., with remarks from the White House's senior education policy advisor, Deputy Secretary of Education, and Assistant Secretary for Civil Rights, as well as legislative briefings and Q&A sessions with staff from the U.S. Department of Education and Congress.
- Fielded scores of legislative and regulatory questions and interceded for member school districts to resolve problems with various federal agencies.

RESEARCH

Timely data collection and analysis allow the Council to prepare comprehensive reports, predict trends, and assess the effects of various policies, reforms, and practices on student performance. In 2021 -22, the Council —

- Held bi-weekly calls with member district research, evaluation, and assessment staff to discuss district needs and plans for responding to the COVID-19 pandemic.
- Held monthly calls with member district equity leaders to discuss the challenges they face and the strategies they use to embed equity in the work of districts.
- Continued to develop www.edwires.org as a tool to coordinate information sharing across member districts and to facilitate discussions among Council role-alike staff for professional development and discourse.
- Analyzed results from the National Assessment of Educational Progress (NAEP), Academic Key Performance Indicator (KPI) data, and Office of Civil Rights (OCR) data to assess disproportionality and academic progress among young men and women of color across Council member districts. This analysis was shared at the Council’s task force meetings and in the Annual Academic Key Performance Indicators report and is used to support district efforts to improve student achievement and social/emotional outcomes for students.
- Continued the Council’s partnership with the RAND Corporation with the administration of two American School District Panel national surveys supported by The Bill and Melinda Gates Foundation.
- Collected, analyzed, and reported on the Council’s Academic KPIs on student achievement levels, attendance, suspensions, course participation, AP attainment, graduation rates, special education trends, and principal and teacher demographic data.
- Expanded the Council’s Academic KPIs to include annual data collection on the performance of English Language Learners in member districts.
- Updated an online academic KPI data dashboard that contains longitudinal and district comparison data collected across years.
- Developed and launched a dashboard specifically for English Language Learner data, allowing districts to examine their English learner academic performance indicators over time and in comparison to other districts.
- Conducted research to support the work of the Council overall and the Council’s strategic support team reviews of district academic and operational functions.
- Convened two meetings of the Trial Urban District Assessment (TUDA) Task Force to advise the National Assessment Governing Board (NAGB) and the National Center for Education Statistics (NCES). The Task Force consists of 10 representatives from Council member districts providing recommendations and feedback on the development and operation of the TUDA program.

Report to Seattle Public Schools

- Represented urban school district interests at meetings of the National Assessment Governing Board; National Academies of Science, Engineering, and Medicine; National Network of Education Research –Practice Partnerships; National Center for Education Statistics, United States Department of Education, The Proximity Project, Results for America, and the Data Quality Campaign.
- Responded to numerous member requests for statistical information and research assistance.
- Provided technical assistance to member districts on assessments, student information systems, and data visualizations and dashboards.
- Convened monthly meetings with member districts who use three leading formative assessments (NWEA, Curriculum Associates, and Renaissance). These consortia allow districts who use the same assessments to share information, best practices, and data.
- Partnered with formative assessment vendors to produce reports on student’s academic recovery from the pandemic using member district data. Data from these CGCS-specific reports were shared with member districts and the board of directors.
- Coordinated with College Board staff to lay the groundwork for a series of reports on Advanced Placement course taking and passing rates and trends across Council member districts.
- Worked with the Student National Clearinghouse to investigate post-graduation outcomes among students in Council member districts.

ACHIEVEMENT AND PROFESSIONAL DEVELOPMENT

Improving the academic performance of all students and closing achievement gaps is one of the Council’s most important priorities. In 2021-22, the Council —

- Held bi-weekly calls with Chief Academic Officers (CAOs), instructional leaders, and Chiefs of Schools to discuss shared challenges, emerging trends, and promising practices.
- Expanded instructional role-alike groups, establishing regular calls with chiefs of schools/principal supervisors and directors /content leads in the areas of mathematics, English language arts, science, and history/social science to provide opportunities for networking and professional learning.
- Provided virtual support to CAOs and other district leaders to help them embed the principles of the CGCS document, *Addressing Unfinished Learning After Covid-19 School Closures*, in summer programming and curriculum guidance for the upcoming school year.
- Convened a meeting of superintendents, CAOs, and Chiefs of Schools to discuss how districts are using federal relief funding strategically and effectively.

Report to Seattle Public Schools

- Convened a meeting with educational publishers, featuring a panel of district representatives, to build a shared understanding of district needs and the gaps in current resources.
- Established an advisory committee of CAOs, content directors, and experts in the field to assist in updating and revising the Council’s curriculum framework, a resource that provides guidance to districts in developing, implementing, and sustaining a high-quality curriculum.
- Held a series of calls with district leaders and principals of virtual schools and programs.
- Collaborated with Student Achievement Partners in the design and implementation of the Text Analysis Toolkit. Solicited feedback from directors of English Language Arts and literacy across member districts to refine criteria for text selection and support more rigorous, relevant, and engaging literacy instruction
- Worked with Student Achievement Partners to review and provide feedback from directors of mathematics across member districts during the development of culturally responsive tasks for mathematics instruction.
- Continued to elevate and leverage the work of member districts that have shown substantial gains on NAEP among disadvantaged students and students of color to share characteristics, strategies, and lessons learned in publications and presentations.
- Convened the Achievement and Professional Development Task Force at the 2021 Annual Fall Conference and the Legislative Conference in March 2022.
- Convened the Task Force on Black and Latino Young Men and Boys and Task Force on Black and Latina Young Women and Girls at the 2021 Annual Fall Conference and the Legislative Conference in March 2022.
- Provided virtual support to districts on curriculum initiatives using the Council’s resource *Supporting Excellence: A Framework for Developing, Implementing, and Sustaining a High-Quality District Curriculum* and its accompanying curriculum quality assessment rubric.
- Connected the work of the Council to work done by leading mathematics, science, history/social science, and literacy organizations to keep the membership informed and to help shape the work of those organizations in addressing urban education.
- Collaborated with the Institute of Education Sciences (IES) and the National Science Foundation (NSF) to plan a Mathematics Summit to examine recent declines in mathematics proficiency and identify strategies to reverse those trends.
- Participated on a panel with Education First, and the Campaign for Grade-Level Reading to discuss the alignment and integration of early literacy and early math.

BILINGUAL, IMMIGRANT, AND REFUGEE EDUCATION

America's urban schools serve more than 26 percent of the nation's English language learners. In 2021 -22, the Council —

- Held regular calls with Bilingual education directors and their staff, often featuring guest presenters from organizations such as Operation Allies Welcome (OAW), Oregon State University, and WestEd.
- Provided information to Council member districts on how to support newcomer students, as well as updates and summaries of various policies regarding grading and promotion for English learners and instruction in foundational skills.
- Designed and launched a comprehensive survey to understand how member districts currently serve newcomer students to better determine the technical assistance that would best serve member districts.
- Created a working group composed of EL educators from member districts and experts to develop a vision for foundational skills instruction for ELs and related criteria for the selection of instructional materials and/or programs.
- Secured a clarifying statement from the U.S. Department of Education regarding service eligibility for Afghan refugees in temporary hotel housing.
- Met with officials from the Department of Homeland Security and the U.S. Department of Education to communicate school district needs related to welcoming evacuees from Afghanistan and obtained data for resettlement destinations (by county) with estimated numbers of arriving children and youth as well as approximate arrival dates.
- Hosted DHS officials and board members from the Afghan American Foundation to share important information concerning proper placement and provision of services for arriving students and families.
- Published a guide to the connections between the Learning, Language, and Literacy (3Ls™) instructional approach and the most common English Language Development frameworks and standards.
- Provided ongoing support for the implementation of professional development courses aimed at elevating instruction for English learners in ELA/ELD and mathematics.
- Launched a joint initiative with the Writing Project at the University of California, Irvine to advance writing instruction using recognized cognitive strategies.
- Hosted a professional learning day for 11 districts implementing or interested in implementing the 3Ls™ approach for English language development.
- Held the annual Bilingual, Immigrant, and Refugee Education meeting (BIRE), bringing together experts from Council member districts, academia, and other organizations to discuss pressing topics such as social-emotional support for immigrant students, improving writing instruction for ELs, and best practices in language instruction programming.

Report to Seattle Public Schools

- Convened the Bilingual Education Task Force at the 2021 Annual Fall Conference and the Legislative Conference in March 2022.

LEADERSHIP, GOVERNANCE, MANAGEMENT, AND SCHOOL FINANCE

The Task Forces on Leadership, Governance, Management, and School Finance address the quality and tenure of leadership and management in and funding of urban schools. In 2021-22, the Council —

- Hosted the 2021 Harvard/CGCS Accelerating Board Capacity Institute virtually for Seattle School Board members, providing professional development and leadership and governance training to delegations of urban school board and district leaders.
- Convened a meeting of school board leaders and support staff to develop and plan the School Board Cohort training process. This initiative will provide support and guidance to cohorts of new board members, board chairs, board support staff, and board coaches.
- Hosted a national conference on school governance to provide school boards and superintendents across the country with governance training and support.
- Hosted a convening of superintendents to assist in the development of a curriculum for superintendent coaching and support.
- Provided coaching support to over 35 Council member superintendents and districts as part of a series of Wallace Foundation grants.
- Provided in-depth board coaching and training, including multi-day school board retreats in over 30 Council member districts.
- Held regular calls with Superintendents, School Board Representatives and Board Chairs, School Board support staff, Directors of Facilities and Plant Operations, Chief Financial Officers, Chief Information Officers, Chief Human Resource Officers, Procurement Directors, Risk Management Directors, Emergency Managers, Chiefs of Police/Safety and Security Officers, Food Service Directors, Transportation Directors, Directors of Athletics, and Internal Auditors.
- Hosted in-person job-alike meetings for Chief Information Officers, Chief Finance Officers, Chief Human Resource Officers, and Purchasing Directors, Risk Management Directors, and Internal Auditors.
- Convened the Leadership, Governance, Management, and Finance Task Force at the 2021 Annual Fall Conference and the Legislative Conference in March 2022.
- Conducted strategic support team reviews for the Rochester City School District, Broward County Public Schools, East Baton Rouge Parish Schools, Charlotte-Mecklenburg Schools, and Kansas City Public Schools.
- Expanded the Michael Casserly Urban School Executive Leadership Institute to prepare future leaders to take on the challenges facing large urban school districts.

Report to Seattle Public Schools

- Managed the data collection, analysis, and reporting of the Council's Operational KPIs, and released the annual *Managing for Results* report.
- Coordinated an effort to provide technical assistance to 20 Council member districts to help them strengthen their technology interoperability.

ORGANIZATION AND ADMINISTRATION

The Council works to manage its resources and ensure that integrity of its programs. In 2021-22, the Council —

- Conducted an all-virtual external audit of the organization's 2020-21 spending and received unqualified audit results for FY2020-21.
- Coordinated travel to 18 districts for School Board Retreats and to nine districts to conduct Strategic Support Team reviews.
- Welcomed and provided orientation materials to two new member districts, Phoenix Union High School District and Fayette County Public Schools (Lexington, KY).
- Managed financials for Board Retreats and Strategic Support Teams, 10 grant projects, 15 programs, two virtual conferences, four in-person conferences, four board governance coaching cohorts, and two in-person governance training sessions.
- Maintained the online conference registration for all virtual and in-person meetings.
- Implemented two-day telework for all staff beginning January 2022 with technology provisions.
- Hired two Research Managers, a Director of Management Services, and a Chief Academic Officer. Hired individuals to fill two newly created roles, a Director of Strategy and Partnerships and a Superintendent in Residence.
- Promoted the Manager of Legislative Services to Director of Legislative Services after the retirement of the former Director.
- Transitioned to a new Executive Director, transitioned former Executive Director to Strategic Advisor, and transitioned former Director of Management Services to Senior Advisor for Management Services.
- Initiated the transition from the current database system (Impak) and information management system (Lyrus) to the Higher Logic and Sales Force Systems.

Invoice No. 10-40071-23



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Bill To: Dr. Brent Jones
Superintendent
Seattle Public Schools
2445 3rd Avenue South
P.O. Box 34165, MS: 32-150
Seattle, WA 98134

**** INVOICE ****

Date	Description	Amount Due
5/15/2023	FY 2023-2024 Membership Dues Due on or before July 1, 2023 ACH Transfer is the Preferred Payment method Account Name: Council of the Great City Schools Account Number: RCW 42.56.230(5) Type of Account: Checking ABA Number: RCW 42.56.230(5) Bank Name: Wells Fargo	\$53,421.00
	TOTAL :	\$53,421.00

From: "Warth, Julia C" <jcwarth@seattleschools.org>
To: Teri Trinidad <ttrinidad@cgcs.org>
Cc: AJ Crabill <ajcrabill@cgcs.org>, Ray Hart <rhart@cgcs.org>, Alisa Adams <AAdams@cgcs.org>
Subject: RE: Invoice for SOFG Mini-Conference (Seattle)
Sent: Tue 4/26/2022 7:09:35 PM

Thank you, Teri, invoice received!

Do they need to do anything to book their hotel rooms?

Thank you,

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, April 25, 2022 3:41 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: AJ Crabill <ajcrabill@cgcs.org>; Ray Hart <rhart@cgcs.org>; Alisa Adams <AAdams@cgcs.org>
Subject: Invoice for SOFG Mini-Conference (Seattle)

Hi Julia,

Attached is the invoice in the amount of \$4,500 to cover three people’s 3-nights stay and meals for the May 19-22, 2022 mini-conference at the Asilomar Conference Center, 800 Asilomar Avenue, Pacific Grove CA 93950. Since we received confirmed participation for Chandra Hampson, Liza Rankin and Brent Jones, no refund will be issued for cancellation. Please confirm receipt of this invoice. Thank you.

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences
Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
Tel (202) 393-2427 ext 20
Cell (571) 435-2879
Email: ttrinidad@cgcs.org
www.cgcs.org

From: AJ Crabill <AJCrabill@cgcs.org>
Sent: Monday, April 18, 2022 6:29 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>
Subject: Re: SOFG Mini-Conference

Teri has details about participation and can provide an invoice.

From: AJ Crabill
Sent: Wednesday, April 13, 2022 1:11:18 AM
To: Warth, Julia C <jcwarth@seattleschools.org>
Subject: SOFG Mini-Conference

Your following people have been RSVP'd for the May 19-22 mini-conference. We will send room and board arrangement

information next week. We will most likely just have you send a single payment of \$1500 (covers all lodging and food expenses for the entire conference; Council is just a simplified passthrough, not taking a cut) per person to the Council. You'll have to sort out flights separately (Monterey and San Jose are the two closest airports). The additional \$500 conference registration fee has been waived for these folks since almost all of them are in cohorts. More details coming soon.

Seattle

- Chandra Hampson
- Liza Rankin
- Brent Jones

From: AJ Crabill <AJCrabill@cgcs.org>

Sent: Thursday, April 7, 2022 9:32 AM

To: AJ Crabill <AJCrabill@cgcs.org>

Subject: Student Outcomes Mini-Conference

WHAT: CGCS is planning to host an in-person mini-conference on student outcomes-focused governance. The retreat will cover an advanced level deep dive into the governance behaviors that are focused on student outcomes (<http://tinyurl.com/SOFG-School-Board-Basics>) and include 1 on 1 coaching sessions with topic experts that participants can sign up for.

WHEN: The mini-conference will be all day May 20, 21, and 22. Attendees will need to arrive the evening of the 19th (there will be an optional welcoming reception at 6pm) as programming will begin at 9am on the 20th. Programming will run for the entirety of the three days with a closing plenary session at 2pm on the 22nd (there will be an optional closing dinner at 6pm for those flying out Monday morning).

WHERE: The mini-conference will be hosted in Monterey, CA at Asilomar Conference Grounds (<https://www.visitasilomar.com>). To receive the conference rate, indicate that you are with the CGCS Student Outcomes Mini-Conference.

WHO: Seating will be intentionally quite limited. Reservations will only be accepted for members of CGCS governing teams. If you would like to reserve a seat, please reply to this email. Seating for this intimate opportunity will prioritize boards that are implementing a student outcomes-focused approach to governing. Seating will prioritize complete governing teams — all board members plus the superintendent. Seating will prioritize current participants in CGCS cohorts. After that, it will be first come, first served until the limited spaces are filled.

COST: The mini-conference will cost \$500 per participant (fee waived for current CGCS cohort participants). Participants will also need to cover their own travel expenses.

Very few seats remain. Please reply to this email ASAP if you would like to be considered for a spot in this mini-conference. Final participant notifications will be sent out next Tuesday.

CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

Sent: Mon 4/4/2022 3:14:07 PM
From: Melissa L Nguyen <mInguyen@seattleschools.org>
Subject: 7500019064 CGCS-Seattle-invoice#4010-21-SEA-2022
To: <jcwarth@seattleschools.org>, <ttrinidad@cgcs.org>
[7500019064.htm](#)
[INVOICE #4010-21-SEA-2022 .pdf](#)
[CSR \(Certification of Services Rendered\).pdf](#)

Hello Teri,

If I read the invoice correctly, there is a claim for reimbursement included in the invoice.

Claim for reimbursements required itemized receipts. Please help to provide the receipts to be reimbursement for the travel and meeting expenditures for AJ Crabill in the amount of \$3,446.37 as listed on the attached invoice# 4010-21-SEA-2022.

Scanned receipts are accepted as originals providing they meet the same requirements for paper receipts.

Hello Julia,

Once you received the itemized receipts from Teri, please sign the attached CSR and forward them all to A/P @ accountspayable@seattleschools.org for payment processing.

Thank you all,
Melissa

-----Original Message-----

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Monday, March 28, 2022 9:30 AM
To: Nguyen, Melissa L <mInguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Cc: Alisa Adams <AAdams@cgcs.org>; Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: PO#7500019064 CGCS-Seattle PS

Hello Melissa,

Attached is our invoice for PO#7500019064 in the amount of \$13,446.37. Please confirm receipt. Thank you.

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell (571) 435-2879
Email: ttrinidad@cgcs.org
<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cjcwarth%40seattleschools.org%7Ce8aafe7b33a943ddf75d08da164edf48%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637846826326434831%7CUnknown%7CTWFPbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwiLCJXVCi6Mn0%3D%7C3000&data=c2H%2BrJfqmfM9QkUe6QK3QsfEZ2DnFbikGB%2FzZGkf%2Bfs%3D&reserved=0>

-----Original Message-----

From: Melissa L Nguyen <mInguyen@seattleschools.org>
Sent: Thursday, September 23, 2021 6:10 PM
To: jcwarth@seattleschools.org; Teri Trinidad <ttrinidad@cgcs.org>
Subject: 7500019064 Council of Great City School approved

Note: the deadline to become fully vaccinated will be October 18, 2021 as a condition of employment.

Vendor # 202842 contract PO 7500019064 approved – See Attached File. (Make a note of the unique 10-digit SPS Contract PO# assignment on your invoice(s) to be paid.)

CONTRACTOR PAYMENT

1) After services have been rendered, the contractor will submit an invoice to the contract originator. Invoices may be submitted not less than monthly. Invoices must include enough information so that a third party could understand it without an explanation. Invoices must relate to the services described in the approved contract, showing benefit to the District from these services. Invoice details should include:

1. Name and address of contractor
 2. Date of invoice
 3. SPS Purchase Order or contract number
 4. Name & address of district location/students/staff served
 5. Detail description of services which itemizes:
 - a. Dates and number of hours for hourly rate contracts
 - b. Dates and times of services for professional development contracts paid by session
 - c. Rates as specified in contract
 - d. Adequate documentation of activity for each day
 - e. Progress on deliverables as enumerated in the contract
- Any reimbursable expenses included on the invoice must be supported by detailed original receipts

2) After reviewing the invoice to determine that the services were completed satisfactorily and were in line with the contract, a Certification of Services Rendered Form must be fully completed and signed by the originator.

3) The original invoice and Certification form are submitted to PSC Desk in Accounting (Mail Stop 33-343).

4) Accounting will mail the payment to the contractor to meet standard 30 day payment terms. Please allow seven to ten working days to process payment before the invoice is due.

Melissa Nguyen
Accounting/Personal Services Contract Specialist mInguyen@seattleschools.org
T: 206.252.0270
PO Box 34165_Seattle WA 98124-1165

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Thursday, September 16, 2021 3:29 PM
To: Nguyen, Melissa L <mInguyen@seattleschools.org>
Subject: CGCS Contract Package

Hi Melissa,

Thank you so much for all of your help on this. Here is the complete package (I hope!) for the CGCS Contract. Please let me know if I am missing anything or if anything needs revision.

Thank you!

Julia

Julia Warth (she/her/hers)
Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org
T: 206.252.0124
C: 206.391.2636

From: Staudt, Richard <restaudt@seattleschools.org>
Sent: Thursday, September 16, 2021 9:59 AM
To: Nguyen, Melissa L <mnguyen@seattleschools.org>; Warth, Julia C <jcwarth@seattleschools.org>
Subject: RE: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hi Julia and Melissa,

We are primarily concerned about the employer's liability (EL) portion of the workers' comp coverage so if they can simply show their "Other States" workers' comp coverage on their certificate, along with the limits for EL, generally \$1M each accident, \$1M employee/disease and \$1M or \$2M policy/disease, we'll be fine. If they have no workers based in Washington State, they don't need to purchase coverage through our state fund (Labor & Industries), so there's no need to modify the contract. We have lots of out of state consultants in the same situation.

Richard

From: Nguyen, Melissa L <mnguyen@seattleschools.org>
Sent: Thursday, September 16, 2021 6:42 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; Staudt, Richard <restaudt@seattleschools.org>
Subject: The Council of Great City Schools contract-Worker's comp clause on the PSC page#7

Hello Julia,

I'm forwarding you request to Richard who is the guru in the area of Risk Management Department.

Richard,

Is this something we can omit since they are out of state and providing services remotely?

Thank you,
Melissa

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Wednesday, September 15, 2021 5:05 PM
To: Nguyen, Melissa L <mnguyen@seattleschools.org>
Subject: RE: SPS Contract Start and End Dates

Hi Melissa,

Just wanted to check back on this language change. Is this something we can do and what is the necessary language?

Thank you!

Julia

From: Warth, Julia C
Sent: Tuesday, September 14, 2021 12:55 PM
To: Nguyen, Melissa L <mnguyen@seattleschools.org>
Subject: FW: SPS Contract Start and End Dates

Hi Melissa,

I received the following from Teri at CGCS. Can we change the clause in terms and conditions to align with the Worker's comp issue below?

Thank you!

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>
Sent: Tuesday, September 14, 2021 12:53 PM
To: Warth, Julia C <jcwarth@seattleschools.org>
Cc: Ray Hart <rhart@cgcs.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: FW: SPS Contract Start and End Dates

Hi Julia,

I received the certificate of insurance from our agent but she told me we will need to get a separate insurance for workmen's compensation because Washington State maintains a monopolistic state fund for Workers Compensation, not allowing private insurance for this exposure. I believe the Workmen's Compensation clause on page 7 of the attached contract does not apply to us anyway. Either on Part B of Scope of Work on page 2, or on Section IV on page 3 under bullet Attachment A – Terms and Conditions ---- please add "Attachment A Terms and Condition, Section 6 Worker's Compensation clause is not applicable to this contract." I am ready to send the signed contract and COI after this is completed. Thanks!

--Teri

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 3:16 PM
To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Teri and AJ,

Here is the contract from March 2021 to September 2022 for your signature. I've also included the attachment B of the CGCS proposal—which I've edited to say 19 months.

Please sign and send back, along with your certificate of insurance (I sent separate email to Teri) and I think that's all the documents on your end!

Thank you,

Julia

From: Teri Trinidad <ttrinidad@cgcs.org>

Sent: Monday, September 13, 2021 7:46 AM
To: Warth, Julia C <jcwarth@seattleschools.org>; AJ Crabill <ajcrabill@cgcs.org>
Subject: RE: SPS Contract Start and End Dates

Hi Julia,

That should be okay, a few months extension is acceptable. Your \$10,000 payment will extend through September 2022.

--Teri

Teresita B. Trinidad
Director of Finance, Administration and Conferences Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N Washington, D.C. 20004 Tel (202) 393-2427 ext 20 Cell
(571) 435-2879
Email: ttrinidad@cgcs.org
<https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cgcs.org%2F&data=04%7C01%7Cjcwarth%40seattleschools.org%7Ce8aafe7b33a943ddf75d08da164edf48%7Cd431d15860744832878351ea6f6dd227%7C0%7C0%7C637846826326434831%7CUnknown%7CTWFPbGZsb3d8eyJWIjoIMC4wLjAwMDAiLCJQIjoIV2luMzliLCJBTiI6Ik1haWwiLCJXVCi6Mn0%3D%7C3000&sdata=c2H%2BrJfqmfM9QkUe6QK3QsfEZ2DnFbikGB%2FzZGkf%2Bfs%3D&reserved=0>

From: Warth, Julia C <jcwarth@seattleschools.org>
Sent: Monday, September 13, 2021 10:42 AM
To: Teri Trinidad <ttrinidad@cgcs.org>; AJ Crabill <AJCrabill@cgcs.org>
Subject: SPS Contract Start and End Dates

Hi Teri and AJ,

AJ has confirmed that our contract should go through September 2022, so that would put our contract term from March 2021 (to capture previous work) to September 2022. Does that change anything about the terms of the contract if it's initially longer than 12 months?

Thank you,

Julia

Julia Warth (she/her/hers)
Director of Board Relations and Strategic Initiatives jcwarth@seattleschools.org
T: 206.252.0124
C: 206.391.2636

If you are not forwarded automatically, use the following link:

http://snocsapr3p41.seattleschools.org/sap/bc/gui/sap/its/webgui/?~object_type=BUS2012&~object_key=7500019064&sap-client=300&sap-language=EN

If the link is not to a valid server, log on to the SAP system and check the following object:

System: P02
Client: 300
BOR Object Type: BUS2012
BOR Object Key: 7500019064

INVOICE #: 4010-21-SEA-2022



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Date: March 28, 2022

Bill To: Seattle Public Schools
P.O. Box 34165
Seattle, WA 98124-1165
mlnguyen@seattleschools.org

**** INVOICE ****

3/28/2022 CONTRACT PURCHASE ORDER #7500019064
Vendor #202842
Work/Services related to Professional Services to Seattle Public Schools' governing team that include training, coaching, and professional development, and facilitation of discussions regarding the district's long-term vision and strategic plan. These services are to support the district implementation of Student Outcome Focused Governance. Date of Services: March 1, 2021 through February 28, 2022 \$ 10,000.00

Reimbursement for travel & meeting expenses of AJ Crabill for facilitating in-person retreat on November 10-12, 2021 \$ 3,446.37

Airfare	\$	567.00
Hotel	\$	659.83
Ground Transportation	\$	219.54
Meeting Expenses	\$	2,000.00

TOTAL INVOICE AMOUNT **\$ 13,446.37**

Please remit check to the address above

SEATTLE PUBLIC SCHOOLS
Personal Services Contract
Certification of Services Rendered (CSR)

This is to certify that a service was performed and/or completed

PREPARED BY: Julia Warth **DATE:** _____

TITLE: Dir Board Relations & Strat Initiatives

VENDOR NAME: Council of the Great City Schools

Address: 1331 Pennsylvania Avenue, N.W., Suite 1100N

City: Washington **State:** D.C **Zip:** 20004

Amount: 13,446.37 **Invoice No:** 4010-21-SEA-2022
(Total Amount on Invoice) (Vendor's Invoice Number)

Contract PO#: 7500019064 **Contractors ID#:** 112842
(Example: 7500099999) (6 Digits)

Account Coding: 1000 01097111A0 7330
(Fund – 4 Digits) (Cost Center/Fund Center– 10 Digits) (Commitment Item - 4 Digits)

VERIFIED BY: _____ **DATE:** _____
(Signature – Budget Authority)

PRINT NAME: Julia Warth

DEPT/PROGRAM/SCHOOL: Dir Board Relations & Strat Initiatives

SEND: Completed form & invoice to **Accounting – PS Contracts, Mailstop: 33-343**

NOTE: Original invoice(s) must be attached.

From: "Rankin, Eliza S" <Liza.Rankin@seattleschools.org>
To: Michael Casserly <MCasserly@cgcs.org>
Cc: "Hampson, Chandra N" <Chandra.Hampson@seattleschools.org>
Subject: Re: July 2021 Harvard Great City Schools Professional Development Program
Sent: Wed 6/2/2021 3:45:05 PM

Confirming my participation and the spelling of my name is correct.
Thank you!

Liza Rankin
she/her
Seattle School Board, District 1

From: Michael Casserly <MCasserly@cgcs.org>
Sent: Thursday, May 27, 2021 12:55:49 PM
To: DeWolf, Zachary R <Zachary.DeWolf@seattleschools.org>; Rivera-Smith, Lisa <lisa.rivera-smith@seattleschools.org>; Hampson, Chandra N <Chandra.Hampson@seattleschools.org>; Rankin, Eliza S <Liza.Rankin@seattleschools.org>; Hersey, Brandon K <brandon.hersey@seattleschools.org>; Dury, Erin M <Erin.Dury@seattleschools.org>; Jones, Brent C <bjones@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>; Warth, Julia C <jcwarth@seattleschools.org>; Early, Clayton J <cjearly@seattleschools.org>
Subject: July 2021 Harvard Great City Schools Professional Development Program

Seattle Team—

Thank you so much for your commitment to join Harvard University and the Council of the Great City Schools at this year’s virtual school board and superintendent professional development program on July 19-23, 2021. The Harvard team is working with us on the agenda for the program but it is shaping up to be an exciting mix of case studies, discussion, and reflection time. Preliminary topics include board visioning and goals, governance frameworks, strategy and theories of action, data use, community engagement, group decision-making, and more.

I am also attaching the invoice for the program based on Seattle’s indication that seven people will be attending, including Brent Jones, Zachary DeWolf, Lisa Rivera Smith, Chandra Sampson, Liza Rankin, Brandon K. Hersey and Erin Dury.

Finally, I am attaching an Excel sheet to confirm the spelling of names for each of the participants so that their Harvard and Council certificates are correct. We would appreciate this form back by June 18. If you have any questions, please let me know.

--Michael Casserly
Council of the Great City Schools

CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

From: Ray Hart <rhart@cgcs.org>
To: "superintendent@seattleschools.org" <superintendent@seattleschools.org>, "brandon.hersey@seattleschools.org" <brandon.hersey@seattleschools.org>
Cc: Teri Trinidad <ttrinidad@cgcs.org>, Amanda Corcoran <ACorcoran@cgcs.org>
Subject: 2023-24 CGCS Dues Invoice and Individual District Services Report
Sent: Fri 5/19/2023 3:40:29 PM
[Seattle Public Schools - FY-2023-24 Membership Dues Invoice.pdf](#)
[Seattle Services 2021-22.pdf](#)

Dear Brent and Brandon,

Attached you will find an invoice for the 2023-24 membership dues for the Council of the Great City Schools. You will also find attached a report on the services provided specifically to your district during the 2021-22 School Year—along with a Return-on-Investment calculation for your district. These reports are designed to answer the question, “What do we get for our dues?”

No organization fights more aggressively or successfully for urban schools and urban schoolchildren than the Council of the Great City Schools. The Council remains the only independent education coalition located in Washington whose sole mission and purpose is the same as yours: the improvement of public education in our Great Cities.

Your prompt payment will ensure that we can continue our work during these challenging times. Thank you for your commitment to the Council of the Great City Schools and our urban schoolchildren.

Sincerely,

Ray Hart
Executive Director

CAUTION: This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

Invoice No. 10-40071-23



Council of the Great City Schools
1331 Pennsylvania Avenue, N.W., Suite 1100N
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Bill To: Dr. Brent Jones
Superintendent
Seattle Public Schools
2445 3rd Avenue South
P.O. Box 34165, MS: 32-150
Seattle, WA 98134

**** INVOICE ****

Date	Description	Amount Due
5/15/2023	FY 2023-2024 Membership Dues Due on or before July 1, 2023 ACH Transfer is the Preferred Payment method Account Name: Council of the Great City Schools Account Number: RCW 42.56.230(5) Type of Account: Checking ABA Number: RCW 42.56.230(5) Bank Name: Wells Fargo	\$53,421.00
	TOTAL :	\$53,421.00

**Report to Seattle Public Schools
on the
Benefits and Services
of the
Council of the Great City Schools
in the
2021-22 School Year**





**Report to Seattle Public Schools
on the
Benefits and Services
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Council of the Great City Schools
in the
2021-22 School Year**

BENEFITS TO SEATTLE PUBLIC SCHOOLS

1. Provided Washington's premier and most effective urban education legislative advocacy, resulting in the following additional federal funds to Seattle in the 2021-22 school year that would not have been available without Council intervention:

• Title I Targeting	\$817,317
• IDEA Targeting	\$1,642,048
• Bilingual Education Targeting	\$817,638

Total Extra for Seattle Schools in 2021-2022: \$3,277,003 ¹

**Seattle's Return on 2021-2022 Membership Dues:
\$70 return for each \$1 paid in dues.**

¹ This Total Extra amount does not include the millions in additional Elementary and Secondary School Emergency Relief (ESSER) funds that Seattle received due to the Council's efforts to target the COVID-19 stimulus money based on Title I. The Total Extra amount also does not include the funds that Seattle stood to lose annually had the Council not prevented a Title I formula amendment from being approved during the reauthorization of the Elementary and Secondary Education Act, or the additional funds in the federal Title IV grant that Seattle received in 2021-22 due to the Council's advocacy for a targeted poverty-based formula.

Report to Seattle Public Schools

2. Provided the following other services directly to **Seattle** between July 1, 2021, and June 30, 2022—
 - Provided the **Seattle** school board, superintendent, and senior district staff with coaching, training, and implementation support aligned with the Council’s student outcomes-focused framework.
 - Supported **Seattle** Superintendent Brent Jones with American Rescue Plan Professional Learning Community consulting, provided through a grant from the Wallace Foundation.
 - Invited **Seattle** staff member Jo Lynn Berge to represent urban school districts in a call with the U.S. Department of Education and a select group of districts and states to discuss proposed federal data collection and fiscal requirements under Elementary and Secondary School Emergency Relief (ESSER).
 - Provided **Seattle** staff member Erinn Bennett with information needed to advocate for federal funding for school facilities with the district's Senate delegation, with a particular focus on those in leadership positions.
 - Used information from **Seattle** staff member Jo Lynn Berge in the Council's federal comments outlining issues with the U.S. Department of Education’s proposed Maintenance of Equity requirements under the American Rescue Plan.
 - Held a small group meeting with **Seattle** staff member Rachel Disario and other CGCS districts that had received inquiries from the U.S. Department of Education's Office for Civil Rights (OCR) regarding services provided to students with disabilities during school closures due to COVID-19.
 - Discussed the possibility of employee and student vaccine mandates with school board members across Council districts at the request of **Seattle** School Board Director Chandra Hampson.
 - Discussed the possibility of virtual school options for students not returning to school due to high COVID-19 risks with school board members across Council districts at the request of **Seattle** school board members Chandra Hampson and Brandon Hersey.
 - Connected **Seattle** School Board Director Chandra Hampson with Amy Kohnstamm from the Portland Public Schools Board of Education to discuss Native American student outcomes.
 - Shared **Seattle**’s social media school disruptions with the U. S. Department of Education and the U. S. Department of Homeland Security for review and action.
 - Sent talking points to the **Seattle** superintendent on the Centers for Disease Control and Prevention’s (CDC) updated *Guidance for COVID-19 Prevention in Kindergarten (K)-12 Schools*.

Report to Seattle Public Schools

- Held 32 ZOOM calls for Great City School superintendents, including the **Seattle** superintendent, to discuss issues emerging from the COVID-19 pandemic and address the needs of big city school districts across the country.
- Held 45 ZOOM calls for Great City School board representatives and board presidents, including **Seattle** board representatives, to discuss issues emerging from the COVID-19 pandemic, race, school safety, and other topics.
- Held over 1,000 other ZOOM calls with 16,500 participants during the 2021-22 school year for Great City Schools chief academic officers, chief financial officers, chief operating officers, bilingual education directors, special education directors, general counsels, transportation and food service directors, facilities directors, chief information officers, security directors, and others that provided **Seattle** staff members with the opportunity to connect with their peers across the country. Expanded ZOOM calls this year to include mental health staff, chiefs of schools, and core curriculum coordinators in English language arts, mathematics, social studies, and science.
- Sent periodic status reports on school closure and reopening plans across Council member districts during the Delta and Omicron COVID-19 waves to the **Seattle** superintendent and school board representative.
- Sent talking points to the **Seattle** superintendent and school board representative on the Biden Administration's American Jobs Plan and the American Families Plan.
- Testified before the National Assessment Governing Board on the performance of Large City School districts compared to other districts across the country on the National Assessment of Educational Progress, as reported in *Mirrors or Windows: How well do large city public schools overcome the effects of poverty and other barriers?*
- Sent the **Seattle** superintendent a notice of U.S. Department of Agriculture rules under the previous administration on school meals during remote instruction.
- Sent the **Seattle** superintendent and school board representative the Biden Administration's tools to ensure families receive their portion of the Advance Child Tax Credit (CTC) made possible by the American Rescue Plan.
- Sent repeated updates throughout the year to the **Seattle** superintendent, school board representative, and federal programs director on the status of Council deliberations with the U. S. Department of Education on the ARP/ESSER Maintenance of Equity Requirement. Deliberations resulted in successfully advocating for a "blanket" districtwide compliance exception to the requirement for **Seattle**.
- Organized several conversations between Secretary Miguel Cardona and Great City Schools superintendents, including the **Seattle** superintendent, to discuss the reopening of schools and other issues facing big city school districts.

Report to Seattle Public Schools

- Sent the **Seattle** superintendent and school board representative the announcement for a new grant program from the U. S. Department of Education to provide direct funding to school districts that are penalized for implementing COVID-19 safety measures.
- Sent the **Seattle** superintendent, school board representative, and communications director the Council's statement on supporting immigrants and refugees, acknowledging the tremendous support for families from staff and schools across big cities.
- Sent periodic status reports on member district efforts to vaccinate teachers, staff, and students to the **Seattle** superintendent and school board representative.
- Sent the **Seattle** superintendent and school board representative a copy of new U.S. Department of Education and CDC guidance on the reopening of schools.
- Sent notices to the **Seattle** superintendent and school board representative of the availability of Bernard Harris Math and Science Scholarships for graduating African American and Hispanic students in Council member districts.
- Sent the **Seattle** superintendent and school board representative notice of the Biden Administrations announcement that the Occupational Safety and Health Administration (OSHA) issued an Emergency Temporary Standard (ETS) requiring large employers (those with 100 or more employees) to develop, implement, and enforce a mandatory COVID-19 vaccination policy for employees.
- Sent the **Seattle** superintendent and school board representative links to CDC shared resources to support school-based COVID-19 vaccination clinics for children 5-11 years old.
- Sent the **Seattle** superintendent and school board representative the U.S. House of Representatives update on H.R. 5376, the reconciliation legislation known as the Build Back Better Act.
- Provided the **Seattle** superintendent and school board representative with results from a survey of Great City School member districts on whether they were modifying their reopening plans based on the reopening challenges of the COVID-19 Omicron wave and shared updated results of these plans weekly.
- Sent the **Seattle** superintendent, school board representative, and federal programs director a summary of President Biden's proposed FY23 federal education budget.
- Invited the **Seattle** superintendent to a Zoom call to discuss strategies being employed to address staffing challenges and other reopening hurdles after winter break.
- Sent a copy of the CDC updated guidance on COVID-19 Quarantine and Isolation to the **Seattle** superintendent and school board representative as the Omicron variant rapidly spread throughout the United States causing very high case rates.

Report to Seattle Public Schools

- Invited the **Seattle** superintendent to join a meeting with Surgeon General Vivek Murthy and representatives from the CDC and White House to discuss how to work together to support superintendents, students, school staff, and communities with resources to sustain safe in-person learning for the remainder of the 2021-22 school year and beyond.
- Sent the **Seattle** superintendent the Delta Airlines communication to customers, including suggested language for parents and families during the COVID-19 Omicron wave.
- Shared examples and stories of school disruptions resulting from TikTok challenges and other social media threats impacting **Seattle** and other CGCS districts with the Department of Education and the Department of Homeland Security. Two weeks later, TikTok pledged to update its community guidelines and said it would be strengthening its "dangerous acts and challenges" policy to prohibit content that promotes harmful hoaxes. Details are provided [here](#).
- Lobbied the White House on behalf of **Seattle** and other CGCS districts for additional COVID-19 testing resources for schools, resulting in the distribution of five million rapid tests and an additional five million PCR tests to schools each month to support COVID-19 testing needs.
- Invited the **Seattle** superintendent and other Council district leaders to participate in calls with the White House, U.S. Department of Education, and the CDC.
- Invited the **Seattle** superintendent and school board representative to participate in the Council's legal webinar *When TikTok Challenges Meet the First Amendment: Legal Considerations in the Age of Social Media*.
- Sent the **Seattle** superintendent and school board representative updated guidelines from the CDC loosening their recommendations for mask wearing in most indoor settings and updates on the new metric for COVID-19 Community Levels (i.e. hospitalizations) that differed from previously-used indicators of community transmission.
- Sent the **Seattle** superintendent the U.S. Department of Education [final Maintenance of Equity requirements as reported in the Federal Register](#), outlining the reporting deadlines and information that states and school districts need to provide for high poverty schools.
- Sent the **Seattle** superintendent preliminary language on the bipartisan *Safer Communities Act* and the *Keep Kids Fed Act* of 2022.
- Provided **Seattle** staff member John Mitchell with information on the eligible costs and additional information about the second application window for remote technology reimbursements under the FCC's Emergency Connectivity Fund.
- Planned and facilitated monthly meetings with CGCS districts that administer NWEA assessments attended by **Seattle** staff member Eric Anderson.

Report to Seattle Public Schools

- Hosted and facilitated a meeting for Gates Foundation R&D Partnerships for Math Equity attended by **Seattle** staff member Eric Anderson.
- Facilitated bi-weekly Chiefs of Schools/ Principal Supervisors meetings that were regularly attended by **Seattle** staff member Concie Pedroza.
- **Seattle** staff members Elizabeth Urmenita and Michelle Ota attended virtual meetings of bilingual directors and staff across Council member districts.
- Provided **Seattle** with estimated numbers and dates of arrival of Afghan evacuees, obtained from federal sources supporting the resettlement of evacuees.
- Invited **Seattle** staff members Concie Pedroza and Rocky Torres to present at the Bilingual, Immigrant, and Refugee Education Meeting on meeting the needs of English learners with disabilities.
- Emailed monthly copies of the Council’s award-winning newsletter, the *Urban Educator*, to the **Seattle** superintendent, all school board members, and senior staff.
- Carried story on **Seattle** in the *Urban Educator*: “Urban Schools Welcome Students Back to Full-Time In-Person Learning This Fall” (September 2021).
- Carried story on **Seattle** in the *Urban Educator*: “Seattle, San Diego and Cincinnati Select New Leaders, Des Moines Chief Stepping Down” (March 2022).
- Carried story on **Seattle** in the *Urban Educator*: “Ballot Measures Pass in Seattle” (March 2022).
- Posted **Seattle** job announcements for Superintendent, Teacher – Family and Consumer Science, Teacher - Computer/Engineering CTE, Teacher – Computer Programming, Senior HR Analyst, Communications Specialist, Assistant Principal -Virtual Option Pilot Program, Team Lead Intervention &Transportation, Buyer I, Principal, Assistant Principal, Academy for Rising Educators Program Manager, Director of Special Education, HR Business Partner, HR Analyst, Functional Architect, Senior Project Manager, Transportation Manager, and Contracts Specialist.

Report to Seattle Public Schools

3. Individuals from **Seattle Public Schools** attending CGCS conferences and meetings in 2021-22—

Public Relations Executives Meeting July 19 – 21, 2021 Virtual	Annual Legislative/Policy Conference Washington, D.C. March 19 – 22, 2022
• No One	• No One
65th Annual Fall Conference October 19 – 22, 2021 Virtual	Chief Financial Officers, Budget Directors, Procurement Directors, Internal Auditors, Risk Managers, and Chief Human Resource Officers Joint Meeting St. Petersburg, FL April 11 – 14, 2022
• JoLynn Berge • Chandra Hampson • Brent Jones • Concepcion Pedroza • Sarah Pritchett • Liza Rankin • Lisa Rivera-Smith • Keisha Scarlett • Mia Williams	• No One
Chief Information Officers Meeting Atlanta, GA February 15 – 18, 2022	Bilingual, Immigrant, and Refugee Education Meeting San Antonio, TX May 10 – 14, 2022
• No One	• Michelle Ota • Concepcion Pedroza • Ricardo Torres

General Benefits to the Membership Highlights

- Secured some \$1,188,908,341 in targeted federal funds for member school districts for the 2021-2022 school year. (An average of \$354 return for every \$1 spent on dues.)
- Supported the successful passage of an additional \$1 billion in Title I appropriations for FY 2022—the largest single-year increase in more than twenty years—which raised the baseline amount of the annual program to \$17.5 billion.
- Submitted multiple sets of comments and detailed policy recommendations to the U.S. Department of Education, garnering additional time to submit data and flexibility in the administrative requirements for ESSER funds.
- Convened the Annual Fall Conference virtually, featuring remarks and interviews with filmmaker and journalist Henry Louis Gates, Jr.; National Teacher of the Year Juliana Urtubey; Priscilla Chan, Co-founder and Co-CEO of the Chan Zuckerberg Initiative; and an all-student town hall moderated by journalist Ray Suarez.
- Provided in-depth board coaching and training for school boards, including multi-day school board retreats in over 30 Council member districts.
- Held over 1,000 ZOOM calls with 16,500 participants during the 2021-22 school year for school board members, superintendents, research directors, chief academic officers, chief financial officers, chief operating officers, communications directors, government relations directors, federal programs directors, special education directors, bilingual education directors, chiefs of schools/principal supervisors, general counsels, curriculum content leads in mathematics, science, ELA, and history/social science, and scores of other job-alike groups.
- Hosted a national conference on school governance to provide school boards and superintendents across the country with governance training and support.
- Convened a meeting of school board leaders and board support staff to develop and plan the Council's School Board Cohort training process, which will provide support and guidance to cohorts of new board members, board chairs, board support staff, and board coaches.
- Provided support and resources to member districts to ensure American Rescue Plan (ARP) funds are spent effectively and efficiently and worked closely with the U.S. Department of Education to publicize and highlight best practices among Council districts.
- Expanded the Council's Academic KPIs to include annual data collection on the performance of English Language Learners and expanded an online academic KPI data dashboard that contains longitudinal and district comparison data.
- Met with officials from the Department of Homeland Security and the Department of Education to communicate school district needs related to welcoming evacuees from Afghanistan and obtained data for resettlement destinations (by county) with estimated numbers of arriving children and youth as well as approximate arrival dates.
- Provided numerous technical assistance teams to member school districts to help improve instruction and operations.

COMMUNICATIONS

The Council of the Great City Schools works to give the public and the press a balanced and accurate view of the challenges, developments, and successes of urban public schools.

In 2021-22 the Council—

- Issued more than a dozen press releases on Council activities, as well as statements on critical current events impacting the lives of urban schoolchildren.
- Coordinated the CGCS-Bernard Harris Math and Science Scholarships Program.
- Held regular calls with Council member Communications Directors and Public Relations Executives.
- Launched the Joint Task Force on School Safety and Justice, a partnership between the Council and the International Association of Chiefs of Police aimed at identifying approaches to improve student safety in urban areas across the country.
- Worked closely with the U.S. Department of Education to publicize and highlight best practices among Council member districts in utilizing American Rescue Plan (ARP) funds.
- Partnered with 11 education organizations in the Coalition to Advance Future Student Success, an effort to ensure ARP funds are spent effectively and efficiently. Participated in meetings with the advisory group to create the newsletter and website and highlighted the efforts of Council member districts.
- Hosted an all virtual 2021 Annual Fall Conference, featuring remarks and interviews with filmmaker and journalist Henry Louis Gates, Jr.; National Teacher of the Year Juliana Urtubey; Priscilla Chan, Co-founder and Co-CEO of the Chan Zuckerberg Initiative; and an all-student town hall moderated by journalist Ray Suarez that focused on amplifying student voice.
- Fielded scores of inquiries from national and regional media outlets such as the *New York Times*, *Washington Post*, *Education Week*, *Wall Street Journal*, *USA Today*, *Associated Press* and *Chalkbeat*.
- Emailed eight issues of the Council's award-winning digital newsletter, the *Urban Educator*.
- Hosted a three-day virtual conference for communications directors in Council member districts, featuring a session with national education reporters.
- Published the organization's Annual Report, receiving recognition from the National School Public Relations Association.
- Managed the organization's Blue Ribbon Corporate Advisory Group.
- Coordinated the Green-Garner Award ceremony, honoring the nation's top urban educator.

Report to Seattle Public Schools

- Worked with Scholastic to present the inaugural winner of the Richard M. Robinson Literacy Champion Award, recognizing a Council member school district for progress in advancing reading achievement.
- Released a fall reopening schools tracker with *Education Week* for the 2021-2022 school year.

LEGISLATION

In voicing its proposals and ideas to Congress and other federal policymakers, the Council helps shape legislation to strengthen the quality of schooling for the nation’s urban children. In 2021-22, the Council—

- Provided dozens of briefings to CGCS school boards, superintendents, chief financial officers, government relations directors, general counsels, and other senior district officials on the status of federal COVID-19 funding, including Elementary and Secondary School Emergency Relief (ESSER) Funds and congressional proposals for school facilities and universal pre-school, as well as updates to federal agency guidance, regulations, and waivers.
- Submitted multiple sets of comments and detailed policy recommendations to the U.S. Department of Education requesting flexibility in the administrative requirements for ESSER funds, garnering additional time for the Department’s extraordinary data collection request and a local compliance exception for the Maintenance of Equity provision based on school-level shifts in staffing, salaries, and enrollment.
- Worked with the U.S. Department of Education to ensure that school districts continued to have access to the Title I fiscal waivers through school year 2021-22, allowing for carryover of funds and longer periods of availability.
- Advocated for prioritizing \$7 billion in the Federal Communications Commission’s Education Connectivity Fund on low-income school districts for the purchase of devices and internet access to be used by students and staff at home and off-campus.
- Supported the successful passage of an additional \$1 billion in Title I appropriations for federal FY 2022—the largest single-year increase in more than twenty years—which raised the baseline amount of the annual program to \$17.5 billion.
- Worked with the White House and the Federal Emergency Management Agency (FEMA) to clarify that school districts could submit reimbursement requests for COVID-19 mitigation costs incurred since March of 2020 under FEMA’s Public Assistance program, and if approved, re-program the district’s initial upfront payment back to its original source.
- Submitted comments to the U.S. Department of Agriculture supporting school district flexibility in the return to regular school meal programs and encouraged the extension of school meal COVID-19 waivers through school year 2022-23.

Report to Seattle Public Schools

- Launched a survey on ESSER Funding in the Great City Schools to collect baseline financial information in order to continue advocating for flexibility and demonstrate to policymakers and the public that urban school districts are using the funds wisely to address both lost instructional time due to COVID-19 and the pre-existing challenges that may impede recovery from the pandemic.
- Submitted comments supporting the U.S. Department of Homeland Security's proposed rule which clarified that eligibility and participation in certain programs, services, and benefits – including the National School Lunch program and school-based Medicaid – would not negatively affect an individual or family member's future application for admission, extension, maintenance, adjustment in immigration status, or application for citizenship.
- Disseminated a survey on urban school district efforts to address gaps in student achievement and educational opportunities using race-conscious or race-neutral policies for a CGCS amicus brief on a Supreme Court case.
- Held regular calls with member district Legislative Affairs Directors, Federal Programs Directors, General Counsels, Special Education Directors, and Directors of Mental Health/Social and Emotional Learning to discuss legal issues and challenges in the wake of the pandemic.
- Hosted a series of legal webinars with Husch Blackwell on issues affecting urban school districts, including navigating conversations on race and First Amendment considerations in the age of social media.
- Submitted comments to the U.S. Department of Education highlighting urban school district practices in advance of regulatory changes to Section 504 of the Rehabilitation Act for students with disabilities.
- Filed multiple sets of comments with the Federal Communications Commission (FCC) highlighting the importance of reducing applicant burden and supporting district cybersecurity costs under the E-Rate program, and securing the use of a school's participation in the Community Eligibility Program (CEP) as an automatic eligibility criteria for students and families under the Affordable Connectivity Program.
- Hosted the in-person 2022 Annual Legislative/Policy Conference in Washington, D.C., with remarks from the White House's senior education policy advisor, Deputy Secretary of Education, and Assistant Secretary for Civil Rights, as well as legislative briefings and Q&A sessions with staff from the U.S. Department of Education and Congress.
- Fielded scores of legislative and regulatory questions and interceded for member school districts to resolve problems with various federal agencies.

RESEARCH

Timely data collection and analysis allow the Council to prepare comprehensive reports, predict trends, and assess the effects of various policies, reforms, and practices on student performance. In 2021-22, the Council—

- Held bi-weekly calls with member district research, evaluation, and assessment staff to discuss district needs and plans for responding to the COVID-19 pandemic.
- Held monthly calls with member district equity leaders to discuss the challenges they face and the strategies they use to embed equity in the work of districts.
- Continued to develop www.edwires.org as a tool to coordinate information sharing across member districts and to facilitate discussions among Council role-alike staff for professional development and discourse.
- Analyzed results from the National Assessment of Educational Progress (NAEP), Academic Key Performance Indicator (KPI) data, and Office of Civil Rights (OCR) data to assess disproportionality and academic progress among young men and women of color across Council member districts. This analysis was shared at the Council's task force meetings and in the Annual Academic Key Performance Indicators report and is used to support district efforts to improve student achievement and social/emotional outcomes for students.
- Continued the Council's partnership with the RAND Corporation with the administration of two American School District Panel national surveys supported by The Bill and Melinda Gates Foundation.
- Collected, analyzed, and reported on the Council's Academic KPIs on student achievement levels, attendance, suspensions, course participation, AP attainment, graduation rates, special education trends, and principal and teacher demographic data.
- Expanded the Council's Academic KPIs to include annual data collection on the performance of English Language Learners in member districts.
- Updated an online academic KPI data dashboard that contains longitudinal and district comparison data collected across years.
- Developed and launched a dashboard specifically for English Language Learner data, allowing districts to examine their English learner academic performance indicators over time and in comparison to other districts.
- Conducted research to support the work of the Council overall and the Council's strategic support team reviews of district academic and operational functions.
- Convened two meetings of the Trial Urban District Assessment (TUDA) Task Force to advise the National Assessment Governing Board (NAGB) and the National Center for Education Statistics (NCES). The Task Force consists of 10 representatives from Council member districts providing recommendations and feedback on the development and operation of the TUDA program.

Report to Seattle Public Schools

- Represented urban school district interests at meetings of the National Assessment Governing Board; National Academies of Science, Engineering, and Medicine; National Network of Education Research –Practice Partnerships; National Center for Education Statistics, United States Department of Education, The Proximity Project, Results for America, and the Data Quality Campaign.
- Responded to numerous member requests for statistical information and research assistance.
- Provided technical assistance to member districts on assessments, student information systems, and data visualizations and dashboards.
- Convened monthly meetings with member districts who use three leading formative assessments (NWEA, Curriculum Associates, and Renaissance). These consortia allow districts who use the same assessments to share information, best practices, and data.
- Partnered with formative assessment vendors to produce reports on student’s academic recovery from the pandemic using member district data. Data from these CGCS-specific reports were shared with member districts and the board of directors.
- Coordinated with College Board staff to lay the groundwork for a series of reports on Advanced Placement course taking and passing rates and trends across Council member districts.
- Worked with the Student National Clearinghouse to investigate post-graduation outcomes among students in Council member districts.

ACHIEVEMENT AND PROFESSIONAL DEVELOPMENT

Improving the academic performance of all students and closing achievement gaps is one of the Council’s most important priorities. In 2021-22, the Council—

- Held bi-weekly calls with Chief Academic Officers (CAOs), instructional leaders, and Chiefs of Schools to discuss shared challenges, emerging trends, and promising practices.
- Expanded instructional role-alike groups, establishing regular calls with chiefs of schools/principal supervisors and directors /content leads in the areas of mathematics, English language arts, science, and history/social science to provide opportunities for networking and professional learning.
- Provided virtual support to CAOs and other district leaders to help them embed the principles of the CGCS document, *Addressing Unfinished Learning After Covid-19 School Closures*, in summer programming and curriculum guidance for the upcoming school year.
- Convened a meeting of superintendents, CAOs, and Chiefs of Schools to discuss how districts are using federal relief funding strategically and effectively.

Report to Seattle Public Schools

- Convened a meeting with educational publishers, featuring a panel of district representatives, to build a shared understanding of district needs and the gaps in current resources.
- Established an advisory committee of CAOs, content directors, and experts in the field to assist in updating and revising the Council’s curriculum framework, a resource that provides guidance to districts in developing, implementing, and sustaining a high-quality curriculum.
- Held a series of calls with district leaders and principals of virtual schools and programs.
- Collaborated with Student Achievement Partners in the design and implementation of the Text Analysis Toolkit. Solicited feedback from directors of English Language Arts and literacy across member districts to refine criteria for text selection and support more rigorous, relevant, and engaging literacy instruction
- Worked with Student Achievement Partners to review and provide feedback from directors of mathematics across member districts during the development of culturally responsive tasks for mathematics instruction.
- Continued to elevate and leverage the work of member districts that have shown substantial gains on NAEP among disadvantaged students and students of color to share characteristics, strategies, and lessons learned in publications and presentations.
- Convened the Achievement and Professional Development Task Force at the 2021 Annual Fall Conference and the Legislative Conference in March 2022.
- Convened the Task Force on Black and Latino Young Men and Boys and Task Force on Black and Latina Young Women and Girls at the 2021 Annual Fall Conference and the Legislative Conference in March 2022.
- Provided virtual support to districts on curriculum initiatives using the Council’s resource *Supporting Excellence: A Framework for Developing, Implementing, and Sustaining a High-Quality District Curriculum* and its accompanying curriculum quality assessment rubric.
- Connected the work of the Council to work done by leading mathematics, science, history/social science, and literacy organizations to keep the membership informed and to help shape the work of those organizations in addressing urban education.
- Collaborated with the Institute of Education Sciences (IES) and the National Science Foundation (NSF) to plan a Mathematics Summit to examine recent declines in mathematics proficiency and identify strategies to reverse those trends.
- Participated on a panel with Education First, and the Campaign for Grade-Level Reading to discuss the alignment and integration of early literacy and early math.

BILINGUAL, IMMIGRANT, AND REFUGEE EDUCATION

America's urban schools serve more than 26 percent of the nation's English language learners. In 2021-22, the Council—

- Held regular calls with Bilingual education directors and their staff, often featuring guest presenters from organizations such as Operation Allies Welcome (OAW), Oregon State University, and WestEd.
- Provided information to Council member districts on how to support newcomer students, as well as updates and summaries of various policies regarding grading and promotion for English learners and instruction in foundational skills.
- Designed and launched a comprehensive survey to understand how member districts currently serve newcomer students to better determine the technical assistance that would best serve member districts.
- Created a working group composed of EL educators from member districts and experts to develop a vision for foundational skills instruction for ELs and related criteria for the selection of instructional materials and/or programs.
- Secured a clarifying statement from the U.S. Department of Education regarding service eligibility for Afghan refugees in temporary hotel housing.
- Met with officials from the Department of Homeland Security and the U.S. Department of Education to communicate school district needs related to welcoming evacuees from Afghanistan and obtained data for resettlement destinations (by county) with estimated numbers of arriving children and youth as well as approximate arrival dates.
- Hosted DHS officials and board members from the Afghan American Foundation to share important information concerning proper placement and provision of services for arriving students and families.
- Published a guide to the connections between the Learning, Language, and Literacy (3Ls™) instructional approach and the most common English Language Development frameworks and standards.
- Provided ongoing support for the implementation of professional development courses aimed at elevating instruction for English learners in ELA/ELD and mathematics.
- Launched a joint initiative with the Writing Project at the University of California, Irvine to advance writing instruction using recognized cognitive strategies.
- Hosted a professional learning day for 11 districts implementing or interested in implementing the 3Ls™ approach for English language development.
- Held the annual Bilingual, Immigrant, and Refugee Education meeting (BIRE), bringing together experts from Council member districts, academia, and other organizations to discuss pressing topics such as social-emotional support for immigrant students, improving writing instruction for ELs, and best practices in language instruction programming.

Report to Seattle Public Schools

- Convened the Bilingual Education Task Force at the 2021 Annual Fall Conference and the Legislative Conference in March 2022.

LEADERSHIP, GOVERNANCE, MANAGEMENT, AND SCHOOL FINANCE

The Task Forces on Leadership, Governance, Management, and School Finance address the quality and tenure of leadership and management in and funding of urban schools. In 2021-22, the Council—

- Hosted the 2021 Harvard/CGCS Accelerating Board Capacity Institute virtually for Seattle School Board members, providing professional development and leadership and governance training to delegations of urban school board and district leaders.
- Convened a meeting of school board leaders and support staff to develop and plan the School Board Cohort training process. This initiative will provide support and guidance to cohorts of new board members, board chairs, board support staff, and board coaches.
- Hosted a national conference on school governance to provide school boards and superintendents across the country with governance training and support.
- Hosted a convening of superintendents to assist in the development of a curriculum for superintendent coaching and support.
- Provided coaching support to over 35 Council member superintendents and districts as part of a series of Wallace Foundation grants.
- Provided in-depth board coaching and training, including multi-day school board retreats in over 30 Council member districts.
- Held regular calls with Superintendents, School Board Representatives and Board Chairs, School Board support staff, Directors of Facilities and Plant Operations, Chief Financial Officers, Chief Information Officers, Chief Human Resource Officers, Procurement Directors, Risk Management Directors, Emergency Managers, Chiefs of Police/Safety and Security Officers, Food Service Directors, Transportation Directors, Directors of Athletics, and Internal Auditors.
- Hosted in-person job-alike meetings for Chief Information Officers, Chief Finance Officers, Chief Human Resource Officers, and Purchasing Directors, Risk Management Directors, and Internal Auditors.
- Convened the Leadership, Governance, Management, and Finance Task Force at the 2021 Annual Fall Conference and the Legislative Conference in March 2022.
- Conducted strategic support team reviews for the Rochester City School District, Broward County Public Schools, East Baton Rouge Parish Schools, Charlotte-Mecklenburg Schools, and Kansas City Public Schools.
- Expanded the Michael Casserly Urban School Executive Leadership Institute to prepare future leaders to take on the challenges facing large urban school districts.

Report to Seattle Public Schools

- Managed the data collection, analysis, and reporting of the Council’s Operational KPIs, and released the annual *Managing for Results* report.
- Coordinated an effort to provide technical assistance to 20 Council member districts to help them strengthen their technology interoperability.

ORGANIZATION AND ADMINISTRATION

The Council works to manage its resources and ensure that integrity of its programs. In 2021-22, the Council—

- Conducted an all-virtual external audit of the organization’s 2020-21 spending and received unqualified audit results for FY2020-21.
- Coordinated travel to 18 districts for School Board Retreats and to nine districts to conduct Strategic Support Team reviews.
- Welcomed and provided orientation materials to two new member districts, Phoenix Union High School District and Fayette County Public Schools (Lexington, KY).
- Managed financials for Board Retreats and Strategic Support Teams, 10 grant projects, 15 programs, two virtual conferences, four in-person conferences, four board governance coaching cohorts, and two in-person governance training sessions.
- Maintained the online conference registration for all virtual and in-person meetings.
- Implemented two-day telework for all staff beginning January 2022 with technology provisions.
- Hired two Research Managers, a Director of Management Services, and a Chief Academic Officer. Hired individuals to fill two newly created roles, a Director of Strategy and Partnerships and a Superintendent in Residence.
- Promoted the Manager of Legislative Services to Director of Legislative Services after the retirement of the former Director.
- Transitioned to a new Executive Director, transitioned former Executive Director to Strategic Advisor, and transitioned former Director of Management Services to Senior Advisor for Management Services.
- Initiated the transition from the current database system (Impak) and information management system (Lyris) to the Higher Logic and Sales Force Systems.

From: Manish Naik <MNaik@cgcs.org>
To: "e-Rate" <e-rate@cgcslists.org>
Subject: USAC conference call tomorrow at 2:30pm ET
Sent: Mon 6/7/2021 3:18:48 PM

E-Rate Directors of the Great City Schools –

We have a conference call with USAC tomorrow, June 8th at 2:30pm EASTERN. Please see the below questions for the discussion and the Zoom information to connect to the meeting.

Thanks, and talk to you tomorrow.

--**Manish Naik**
Council of the Great City Schools

QUESTIONS

1. We have a question about the worldwide chip shortage and its effects on C2 hardware application services. Hardware delivery delays are halting integration work and have slowed down the rate of school integrations thus requiring additional time on the service delivery deadlines. Vendors are experiencing delays in critical hardware deliveries due to the shortage in chips. Is USAC considering providing affected applicants extensions on their service delivery dates to remedy the delays and allow applicants and vendors time to complete the services? This chip shortage is beyond the vendors control and is affecting numerous industries in the US.
2. Is there a process where an applicant that uses the SPI method for invoicing hears directly from USAC if they short pay an invoice? The vendor is requesting the applicant pays more funds on an invoice. The applicant documentation from USAC was the Funding Commitment Decision Letter stating funding was approved. Is there be a method of communication with the applicant from USAC beyond the FCDL?
3. What is a reasonable time frame an applicant can expect to receive a FCDL after responding to a request for information during a PIA review?
4. Can you confirm that a district receiving E-Rate funds applies to the CIPA requirements for the Emergency Connectivity Fund? I read the FCC Report and Order to say that even if the district does not use the Emergency Connectivity Fund for internet service, the CIPA requirements continue to apply because the district receives E-Rate funding. Is that correct?

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Topic: CGCS-USAC E-Rate Conference Call - June 2021
Time: Jun 8, 2021 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/89389443595?pwd=cWlkbG9SR2ZQQ2U0cmx0cGpyVmRpdz09>

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