

RIVERVIEW SCHOOL DISTRICT NO. 407
Minutes of Board of Directors' Meeting
February 27, 2018
Duvall, WA 98019
Educational Service Center – Board Room

CALL TO ORDER AND FLAG SALUTE

Carol Van Noy, Board President, called the meeting to order at 7:00 PM, followed by the Pledge of Allegiance.

MEMBERS PRESENT

Ms. Van Noy, Mrs. Parnell, and Mr. Edwards
Student Representative: Sophie Paradis and Delaney Tobin

MEMBERS ABSENT

Ms. Fletcher, Ms. Oviatt

RIVERVIEW LEARNING CENTER STUDENT PRESENTATION

Riverview Learning Center Principal, John Bomar, brought along students from the CHOICE (Choosing Heightened Options for Individually Centered Education) Program, housed at the Riverview Learning Center. The students are: Haid'n Ducken, Amelia Shockley, Layla Oglesby, Marisol Garcia, Andy Mathis, and former CHOICE student Leonidas (Leo) Tenney. Also attending were CHOICE teachers, Michael Seymour and Jennifer Grant. CHOICE is for students to improve their school commitment through increased academic, person, social, and career growth. CHOICE provides 9th and 10th grade students with an educational alternative that is focused on real-life, hands-on, career-based learning within a smaller classroom setting. Students are highly involved in applying what they learn through various service learning and career exploration experiences in the community and region.

Why did the students choose CHOICE? Amelia has a brother in the CLIP (Contracted Learning for Individual Pacing) Program, which helped him to graduate. She saw this as an opportunity for her to extend her academic education easier than at Cedarcrest. The program also has more individualized learning. Leo was a freshman at Cedarcrest when he learned about CHOICE as an alternative program. He enjoyed the small school environment and seclusion. Andy chose CHOICE because there are more opportunities to get to know people better, more one-on-one with teachers, and it is the best fit for her by far. Haid'n said he didn't feel he belonged at Cedarcrest. CHOICE was more of an opportunity for him with fewer events to keep track of, it is very local, compact, and condensed.

Mr. Seymour said they needed to figure out a way to make education relevant for their students, so they reached out to outside experts to bring other experiences to the classroom. They survey the students to determine what career they want to learn more about. On Fridays, they focus on having guest speakers, facilitators and off campus service learning. Marisol said they had a Career Fair where she learned about medical careers she never would have thought about, such as a doula who assists women who are pregnant.

RIVERVIEW LEARNING CENTER STUDENT PRESENTATION (Continued)

Mr. Seymour commented that they brought in 14 different specialists in the medical field to come and talk about the career path to reach that goal. Due to the size of the Riverview Learning Center, teachers are able to do things with extreme agility, ability, and quickness.

Layla said they have gone to Carnation Farms a few times to learn about growing vegetables and fruits, which was fun. Leyla also reported that on March 14th they are going to Seattle to see a performance of the musical, Hamilton. Andy said she is looking forward to more cooking, which they have done in the past, as this is a career she may like to pursue in the future. Amelia said she enjoyed going to the aquarium and the Museum of Glass, where they watched an artist doing metal work in the glass, which was a very cool experience. Leo said when he attended CHOICE, he focused on PE (Physical Education), where he would exercise and play games in a friendly atmosphere. Haid'n liked going to Carnation Farms to learn about nature and the Museum of Glass was a new experience for him, since he never really went on field trips before. It opened him up to curiosity. Ms. Grant said the experiences are very educational. The technical glass and space labs allow students to look at different paths the workers took to get to their career. College is one option, but there are so many other options out there for our students.

Dr. Smith commented that he is excited to have started this program six years ago and see how it has progressed.

Mrs. Parnell remarked that it is great that they are able to do Friday opportunities for the students.

Ms. Van Noy thanked the teachers and students for coming to share about this very worthwhile program.

COMMUNICATIONS, AGENDA ADJUSTMENT AND HEARING OF PUBLIC

Board Communications

Ms. Paradis said track has begun! She pole-vaulted her personal best of 11 feet, 3 inches, which is also a Cedarcrest High School record. This should open up more college opportunities for her. On Friday she is headed to Western Washington University for a tour. For her Civics class, she is volunteering at Acres of Diamonds, which provides transitional housing for homeless women and children.

Ms. Bechtel took some time off for short jaunt to Bellingham with her husband.

Mr. Edwards is serving as the Assistant Governor for the Rotary Club of Duvall and ended president-elect training. He is amazed at how many school board directors are Rotarians. Clay Trushinsky from the State Auditor's Office will be conducting an exit interview next month and Mr. Edwards will be one of two Board members participating. Mr. Edwards reported said reminders are going out to Board members about filing your financial disclosure statements with the Washington Public Disclosure Committee (PDC). On March 15th, Mr. Edwards will be attending the WSSDA (Washington State School Directors' Association) Region 2 meeting at Rainier Beach High School.

Ms. Tobin said she went skiing over mid-winter break and last week started a job at Red Pepper Pizzeria.

Mrs. Parnell said she is continuing to lay low and recovery from her surgery.

Board Communications (Continued)

Ms. Van Noy announced that Ms. Fletcher and Ms. Oviatt are excused from tonight's meeting, as they are out of town. She reminded Board members of the Board Breakfast Work Study on Friday. Ms. Van Noy and Ms. Fletcher attended Cedarcrest's Science and Engineering Fair and had an awesome time. Ms. Van Noy and the School Board send their condolences to Parkland, Florida who experienced a horrific tragedy.

Agenda Adjustment

Motion 18-07: To amend Consent Agenda, Item A. Minutes, to add Board Work Study Minutes for February 6, 2018, and add Consent Agenda, Item G. Out of State Travel for Kaye Wetli (Mrs. Parnell and Mr. Edwards). Motion passed unanimously.

Hearing of the Public

Doug White thanked the Board for all the work they are doing and for caring for our students and schools. He noticed at his granddaughter's school, Cherry Valley Elementary, that it is very easy to just walk in, even though visitors are asked to sign in first. He said this is a safety concern and suggested they have the front doors locked so they don't open to the outside. A device in the office could be placed on the front doors to screen visitors prior to entering the building.

Dr. Smith commented that he will be sending a letter out to parents and the community about what we can do about school safety and what we can improve upon. He appreciates Mr. White's input.

Mr. White also said his son works in technology and they have software that allows you to scan a person when they arrive on campus, prior to entering the building.

Sue Davenport and Nancy Perry from Cedarcrest PTSA came forward. First they thanked Mrs. Parnell for attending the recent Cedarcrest PTSA meeting and thanked Dr. Smith and Ruby Perez, Director of Business and Operations, for providing information on the February levy. Ms. Davenport and Ms. Perry are here as advocates for our teachers. It was brought to their attention that the teacher of a new AP Chemistry class said he was not equipped with materials the class needed, which was why he submitted a grant proposal from Riverview Education Foundation (REF). As a PTSA, they are informing the Board that they hope this grant is one the school would fund in the future.

Dr. Smith will look into this.

CONSENT AGENDA

A list of routine agenda items were considered in a single motion. Board members received and studied background information on all items.

Motion 18-08: To approve the February 27, 2018, Consent Agenda, as amended (Mr. Edwards and Mrs. Parnell). Motion passed unanimously.

Approval of Regular School Board Minutes for February 13, 2018, and Board Work Study Minutes for February 13, 2018, and February 6, 2018.

CONSENT AGENDA (Continued)

Approval of Warrants.

General Fund Warrant No. 205321 through No. 205382 in the amount of \$145,809.33; and direct deposits of \$95,317.95 and \$1,793.06, for a total of \$97,111.01. Capital Projects Fund direct deposits of \$6,326.67. ASB Fund Warrant No. 205383 through No. 205390 in the amount of \$2,459.72; and direct deposits of \$2,280.52 and \$3.52, for a total of \$2,284.04. Total Payroll for February 15, 2018, was \$49,406.89, which includes General Fund Warrant No. 205316 through No. 205319 (Employee Warrants) in the amount of \$907.72; and direct deposits of \$37,830.05.

Approval of Personnel Actions.

Mrs. Parnell noted the resignation of Barbara McDaniel, Language Arts Teacher at Tolt Middle School. She has worked here since 2000 and will be missed.

Ms. Van Noy congratulated Molly Lutz on her new position as Director of Student Service, effective July 1, 2018. Dr. Smith invited Mrs. Lutz to come forward to talk about her plans. Ms. Lutz said she is very excited about this opportunity and thanks Dr. Heikkila for providing her with “training wheels” for one month. This really helped her learn how to build systems. She joined a PLL (Professional Learning Leader) group for a book study and is moving PBIS (Positive Behavioral Intervention Supports) training all the way up to the high school. She is working with Special Education teachers monthly on IEP (Individualized Education Plan) compliancy.

Approval of Service Contracts.

Approval of Donations.

Ms. Van Noy noted the generous donations by Carnation PTSA in the amount of \$4,000 for classroom supplies and \$1,500 for science and nature supplies.

Approval of Budget Status Report for December 2017.

Approval of Out of State Travel for Kaye Wetli, Food Service Supervisor, to attend School Nutrition Association State Conference in Salem, Oregon on March 9-10, 2018, and School Nutrition Association Leadership Conference in Long Beach, California on April 23-28, 2018 (School Nutrition Association pays for all expenses).

BUSINESS

Riverview Education Foundation Grant Awards – Season II

Riverview Education Foundation (REF) President, Sue Davenport, came forward along with Vice President Nicole Rohwer; Ex Officio Members Amy Jacobson and Mike Ward; Grants Manager and Board Member Linda Rubin; Board Member Dustin Green, and Board Member and Vice President-Elect Kappie Ayers. Ms. Davenport thanked those that attended the REF Dinner and Auction, which raised \$115,000. They just finished their second round of grants this year and awarded 26 grants out of 28 applications. This is the highest percentage they have ever awarded. Chris Collins, Director of Information Technology, funded one of the remaining grants, so 27 total grants were funded.

Riverview Education Foundation Grant Awards – Season II (Continued)

Ms. Davenport commented that REF needs a better process for vetting applications at the district level. With the amount of money they are giving out, they want to send completed applications out to the stakeholders first, prior to REF reviewing them. Tonight's donation of \$43,567.53 brings the grand total donation to \$130,369.86 for the school year.

Motion 18-09: To approve the donation of \$3,567.53 from the Riverview Education Foundation for the Grant Awards Season II, Winter (Mr. Edwards and Mrs. Parnell). Motion passed unanimously.

Ms. Van Noy thanked the Riverview Education Foundation for their continued support of our staff and students.

Strategic Plan Status

Goal 1: Increase the academic achievement of all students.

Objective 1C. Improve student growth for at-risk students in all areas.

Task 1: Conduct a program review in the area of special education to provide recommendations for ongoing improvements. Dr. Ken Heikkila, Director of Student Services, and Molly Lutz, Assistant Director of Student Services, reported on the following:

- To Date:
 - WISM (Washington Integrated Sub-Recipient Monitoring)
 - Riverview School District has been monitored by OSPI (Office of the Superintendent of Public Instruction in 2017-2018 for Special Education.
 - Multiple steps were completed in the fall where Riverview provided OSPI with data and files on our Special Education Program and compliance processes.
 - In December the district participated in a phone exit interview where OSPI indicated that compliance processes are in order.
 - A final report is anticipated this spring.
 - Special Education Review Team is in Process:
 - Options were considered in December for a district driven review process.
 - The Puget Sound Educational Service District (PSESD) has been identified for the review.
 - February/March: PSESD collecting data for review (including WISM data)
 - March (early): Online survey for staff
 - March (late): Onsite focus groups and staff interviews conducted by a team organized by the PSEAD (PSEAD staff accompanied by regional Special Education Directors)
 - May 31: Summary report to include recommendations
 - Guiding questions for the review were also discussed.
- Possibilities for the Future:
 - Timely coordination of a state monitoring process and a district review process.
 - Anticipated multi-year plan for ongoing special education program improvements.
- Additional Opportunity:
 - Review report and recommendations will be timely with a transition in the director role.

Strategic Plan Status (Continued)

Task 2: Continue to implement a Positive Behavior Intervention Support (PBIS) system at all elementary settings establishing a foundation for proactive behavioral and social emotional learning opportunities. Molly Lutz, Assistant Director of Student Service, reported that they are just finishing up with Riverview Tier 1 PBIS update, which is a foundational piece of your building by increasing expectations for students in a positive way. Ms. Lutz four training dates, training content, and school-based coaching that has occurred so far. School teams work with their school staff and community to implement these practices, supported by district and Sound Supports. Some schools move through these steps across a few months; while others may take more than a full academic year to complete the work. Because this is the foundation of all further MTSS work, it is essential that schools have the time and support they need to build a clear understanding and commitment to the work. The PBIS School Implementation Team is Carnation Elementary, Cherry Valley Elementary, Stillwater Elementary, Eagle Rock Multi Age, and Riverview Learning Center. Next steps will be working with the District Behavior Team of Mike Ruhland, Sheri Erhardt, Leslie Johnson, Getta Owen, Emilia Turta, Molly Lutz, Jessica Bierhaus, and Colleen Hintzke to complete a District Capacity Assessment (DCA) in April of 2018 to determine our 3-5 year implementation plan for all schools.

Task 3: The district-wide counseling team will review and complete a gap analysis of the current social emotional curriculum and make recommendations as needed. Dr. Ken Heikkila, and Ms. Lutz reported on the following:

- To Date:
 - 2016-2017 counseling team compiled social emotional curriculum for K-12.
 - Additional Second Step curriculum purchased at the elementary level.
 - Lead Counselor was hired in September 2017 (Amber Claussen).
 - OneNote organized for counseling team.
 - Counseling team is meeting on a routine basis with ongoing focus on social/emotional domain of school counseling.
 - Examples—PTS and PTSD supports; anxiety and depression.
 - Experts from outside the district are invited to these meetings.
- Opportunities for the Future:
 - Positive Behavior Intervention Supports will continue to create opportunities for additional social/emotional teaching strategies.
 - Anticipated elementary level shift from counselors teaching social/emotional lessons to classroom teachers.
 - Health and Fitness curriculum is being reviewed in Teaching and Learning with opportunity to integrate social/emotional learning into curriculum.
 - Trauma informed practices and conversations are heightening awareness and need for social/emotional learning.
 - Administrative Retreat (August 2017)
 - Key Leader Summit (August 2017)
 - School level conversations (2017-2018)
 - Ongoing implementation of “troubled youth” information to staff at beginning of each school year (lead by counselors).

Strategic Plan Status (Continued)

- Flight Team training (October 2017).
 - Post-crisis planning in place to support students and staff in the event of a death or tragedy.
 - Amber Claussen and Emily Sampson attending the training and have in turned trained members of the district Flight Team.
 - Roles for Flight Team members are identified as well as a timeline for implementation.
- Threat Assessment Training anticipated March 30, 2018.
 - Proactive planning process to identify students with a high need for social/emotional supports.
 - Secondary schools will be the focus for the training and implementation.
- Community Linkages:
 - Ongoing process to network and collaborate with our community providers to provide options for various student social/emotional needs.

Mrs. Parnell commented that she is pleased to see the Flight Team training and thinks this is an awesome idea.

Ms. Van Noy thanked Dr. Heikkila and Ms. Lutz for their presentation. She remarked that she is glad Dr. Heikkila is being such a great mentor to Ms. Lutz.

Objective 1D. Continue to implement the district's technology one-to-one plan.

Task 3: Provide ongoing training for teachers in 1:1 classrooms, including the use of Office 365 and OneNote. Chris Collins, Director of Information Technology, invited Dr. Randy Stocker, Director of Teaching and Learning, to come forward to talk about the work going on in their departments. In August they provided digital training to elementary and secondary staff. On October 13th they held district professional learning at Tolt Middle School and Cedarcrest High School, while on January 12th they held training for secondary staff on Microsoft Teams, 3D Modeling, Project-Based Learning and Tech Troubleshooting 101. Training in January was also offered to substitute teachers and classified staff on Office 365. Dr. Stocker reported that PLL (Professional Learning Leader) work continues with the following:

- Embedded Professional Learning:
 - Modeling the use of technology in professional learning sessions so teacher learning has an authentic context.
 - Providing personalized, just-in-time support for teachers as they develop their use of technology as an instructional tool.
 - Leveraging staff seeking assistance with technology as an opportunity to increase instructional effectiveness.
 - Facilitating the acceleration of pedagogy with technology enabling more student-centered learning environments.
- Drop in and after school training sessions at Tolt.
- 5th grade UOS (Units of Study) projects on OneNote.

Strategic Plan Status (Continued)

- TIP (Terms, Information, and Pictures) Charts:
 - From teacher on butcher paper to student contributions in Class NoteBooks
 - Kinetic Energy – Potential Energy – Chemical Energy
- Acceleration of Pedagogy
 - Teacher releasing responsibility to students, students are running.
- Staff seeking assistance with technology, PLLs are leveraging the opportunity to increase instructional effectiveness.

Mark Klune, PLL, commented that having a full-time IT person at Tolt Middle School was very important. Having PLLs in the building to help teachers implement student-issued devices has turned teachers from being reluctant to using them to now being their biggest supporters.

Ms. Van Noy thanked Dr. Stocker, Chris Collins, and Mark Klune for their report.

Task 1: Conduct a program review in the area of special education to provide recommendations for ongoing improvements. Dr. Ken Heikkila, Director of Student Services, and Molly Lutz, Assistant Director of Student Services,

Goal 2: Provide a financial process, business practices, and safe facilities to support the improvement of student learning.

Objective 2D. Continue to conduct reviews of the School Board's policies.

Task 1. Commence review of the 3000 series policies. Ms. Bechtel reported that she is nearly complete with this series on Students and is just waiting for feedback from the school nurses on updated procedures regarding sunscreen. After she is complete with the 3000 series, she will move on to the 4000 series, which is Community Relations.

Goal 3: Provide Human Resources and Communication practices to improve student learning.

Objective 3C. Continue to increase community outreach.

Task 5. Manage and oversee increase in availability of translation of district communications and necessary important documents. Mike Ward, Communications Coordinator, reported that this is a work in progress. He has done the following:

- We have taken steps to have school newsletters translated when appropriate, through the use of Google Translate.
 - A few issues: FTE limitations.
 - Google Translate reduced their character limit, so longer newsletter messages may not be translated as effectively.
 - We have had to work on correcting links that were not working.
 - Challenges include utilizing resources effectively in this regard, identifying individuals in-house or outside who might be able to turn something around quicker. Third-party services can be quite expensive, so we have to be mindful and thoughtful on implementing those options.

Strategic Plan Status (Continued)

- Overall, we have increased information. We have begun uploading forms on our website, where applicable, in both languages. We have text alert translations crafted in SchoolMessenger that are able to be sent.
- I have been in the process of scheduling meetings with department directors and supervisors to begin determining the most significant documents they have and use, along with what they translate and what they do not. The idea is to build a list and determine the volume of documentation we need to be translating and then see where we can make things fit.
- This can be a monumental project, but we are still in the data collection phase. However, from my conversations with each director and supervisor, this is on the minds of people. We were able to tailor language for a couple events through Kaeleigh Wilson's leadership and reach community members differently than before, targeting a specific text message to specific individuals regarding Hispanic Family Night.
- All of our student-issued devices are outfitted with a program called "Translator" which allows translation recognition to occur through photo/image recognition and by texting and/or instant messaging.

Task 6. Work with internal departments to communication details of 2018 levy. Mike Ward reported that the levies passed! He had a discussion with every department, the School Board, and he was approached out in the community, looked over numerous Facebook posts and social media commentary. He also had constant conversations with Dr. Smith, Ruby Perez, and Chris Collins. Our district had nearly 37% of voters turn out, while King County had about 31-32% turn out, giving us an above-average voting base. People cared about this election, even if a little more than a third of our voting populace turned out to vote. It goes without saying that everyone worked hard and put in as much as they could to make these levies a reality. This was proudly a team effort all around. Mr. Ward commented that he learned so much and to have a voice in the process was a really great feeling.

Dr. Smith said kudos go out to Mike Ward and Nathan Rhodes for the great graphics in our newsletters, making them easy to read and gather information.

Ms. Van Noy thanked Mr. Ward for his report.

Dismissal of Student Representatives

Ms. Van Noy excused Student Representatives Sophie Paradis and Delaney Tobin at 8:25 PM.

Land Acquisition Update

Ruby Perez, Director of Business and Operations, said she and Dr. Smith have met with land owners of the properties located across the street from Cedarcrest High School. They have made no commitments to purchase and will have an independent review of the wetlands and an appraisal on the properties, so the district can move forward.

Land Acquisition Update (Continued)

Motion 18-10: To authorize the Superintendent or designee to obtain appraisals for the properties located across the street from Cedarcrest High School and enter into negotiations with the owners for purchase of the properties. Prior to purchasing any properties, the School Board, at a future date, must approve any proposed purchase and sale agreement via a future resolution (Mrs. Parnell and Mr. Edwards). Motion passed unanimously.

Ms. Van Noy suggested if Dr. Smith and Ms. Perez walk the property again, some Board members would be interested in joining them.

Request for Qualifications of Management Services

Ruby Perez, Director of Business and Operations, is requesting approval from the Board to request qualifications from project management firms interested in providing pre-bond planning services for a planned 2020 Capital Facilities Bond. Ultimately, these services may include the 2020 bond measure and capital facilities construction program. We are not looking at costs right now but are checking references to determine which project management firm we want to hire for the job.

Motion 18-11: To authorize the Superintendent or designee to request qualifications from project management firms interested in providing pre-bond planning services for a planned 2020 Capital Facilities Bond. Ultimately, these services may include the 2020 bond measure and capital facilities construction program (Mrs. Van Noy and Mrs. Parnell). Motion passed unanimously.

REPORTS

Legislative Report

Danny Edwards, Legislative Rep, gave out copies of the 2018 Legislative Updates provided by Jessica Varvus, Governmental Relations Director for WSSDA (Washington State School Directors' Association). There are nine days remaining in the Legislative Session, so it has been a busy time as the House and Senate released their supplemental operating and capital budget proposals. Senate Bill 6617 is a controversial bill that exempts government officials from public records requests. This is a terrible idea and is getting much public criticism. Senate Bill 6620 is a new bill that focuses on improving security in schools and the safety of students, as well as limitations on firearms. Mr. Edwards will have much more to report next month.

Superintendent's Report

Dr. Smith reported on the following:

- First, our hearts go out to all the victims in Parkland, Florida.
- This tragic event reminds up to review our emergency practices and improve them. He presented to the Ad Council on best practices for communications. We may be able to speed up the process on some items, such as an SRO (School Resource Officer) in Carnation. He is sending out a communication on Monday to our community to share some of the strategies we have in place, as well as future plans to address the physical and emotional well-being of our students, staff and community.

Superintendent's Report (Continued)

- In a second communication to the community, he will talk about March 14th and students wanting to take 17 minutes to express their concerns about the Florida tragedy. He has given administrators clear guidelines on how this should happen and how to communicate with their parents.
- He has been spending a lot of time on weather issues, since he had to cancel school on Monday, February 26th due to inclement weather. He received compliments from parents for focusing on student safety.
- He appreciates all our community members that exercised their right to vote on our Riverview levies.
- He has been working with the District Calendar Committee on developing school calendars for 2020-21, 2021-22, and 2022-23 . So far the committee has had two meetings and are sending out drafts to staff members for feedback. The committee is also looking at moving the January professional development day to the second Friday in March. This has been a great committee to work with.
- He attended the AASA (American Association of School Administrators) Conference on Education in the Digital Age in Nashville. The first day was spent working on governmental relations and he presented on Superintendent Entry Planning for one of the sessions.
- He spoke with many superintendents about what they are doing regarding student safety. This time this issue is not going away. He enjoyed many of the sessions and said it was a wonderful conference overall.

Mr. Edwards complimented Dr. Smith on presenting at a national conference saying he did a phenomenal job. Dr. Smith represented us so well and Mr. Edwards thanked him.

ADJOURNMENT

There being no further business, Ms. Van Noy, Board President, adjourned the February 27, 2018, Board meeting at 8:58 PM.

Carol Van Noy

Board President

Dr. Anthony J. Smith

Board Secretary

MINUTES PREPARED BY

Sandy Bechtel, Recording Secretary to the Board of Directors