

RIVERVIEW SCHOOL DISTRICT NO. 407
Minutes of Board of Directors' Meeting
June 26, 2018
Duvall, WA 98019
Educational Service Center – Board Room

CALL TO ORDER AND FLAG SALUTE

Ms. Oviatt, Acting Board President, called the meeting to order at 7:00 PM, followed by the Pledge of Allegiance.

MEMBERS PRESENT

Ms. Oviatt, Mr. Edwards, Mrs. Parnell

MEMBERS ABSENT

Ms. Van Noy, Ms. Fletcher

COMMUNICATIONS, AGENDA ADJUSTMENT, AND HEARING OF THE PUBLIC

Board Communications

Ms. Oviatt excused Ms. Van Noy from tonight's meeting as she is still recovering from double knee surgery. Ms. Van Noy's husband has been hospitalized for the past few days and we wish him well. Ms. Fletcher is also excused from tonight's meeting, as she is traveling. We made it through another school year! Congratulations to all our seniors who graduated and especially to our Student Rep Sophie Paradis and to Mrs. Parnell's daughter Grace. Congratulations to all our Tolt 8th graders who moved on up to Cedarcrest High School (CHS) both literally and physically as we conducted our first Moving Up ceremony in the CHS gym. There was much more room, more space, and a lot more air flow. The Snoqualmie Valley Community Network (SVCN) Key Leaders' Summit is on August 13th and let Ms. Bechtel know if you are interested in attending. Ms. Oviatt will be on vacation from July 28th to August 4th and August 12th to 24th. On August 14th our Board will have a Work Study with the Mercer Island School Board. On Thursday, June 28th, Ms. Van Noy and Mrs. Parnell will be attending the Student Rep Interviews at Cedarcrest. Karen Mayfield sent a heartfelt email out to the entire district as she resigned from the district. She was truly a driving force in helping teachers and students adopt technology over the years. She will be greatly missed. Ms. Oviatt will be at the WSSDA (Washington State School Directors' Association) Planning Committee meeting on July 7th as they work through the sessions submission process for the upcoming November annual conference. She and Mrs. Parnell attended the Board Leadership meeting with Dr. Smith. Dr. Smith, Ruby Perez, and Ms. Oviatt attended a collaborative meeting with the City of Carnation. This is an ongoing initiative the district has with both cities to keep the dialogue open around city development and joint district/city efforts.

Mrs. Parnell said she was pleased to attend the Leadership meeting with Ms. Oviatt and Dr. Smith. She was honored to hand out diplomas and absolutely loves doing that! She is pleased to be able to participate in the Student Rep interviews on June 28th at Cedarcrest High School. She has returned to work at her church and is learning how to balance her work life, board life, and family life.

Board Communications (Continued)

Mr. Edwards said it has been a busy month and June is one of the Boards' favorite months, since they get to see things to fruition. It makes this position very fun. The Tolt Moving Up Ceremony was great. He will be attending the WSSDA Legislative Committee Meeting on September 20-22 in Spokane.

Ms. Bechtel said she will also be participating in the Student Rep interviews this Thursday and just recently took her 96-year old father to Las Vegas for Father's Day with her sisters. He had a great time but was very tired!

Hearing of the Public

Tracie Lindgren-Rakus came forward to talk about the petition for Initiative 1639, which is legislation they are hoping to get on the November ballot. This initiative would raise the minimum age to purchase semi-automatic assault weapons to age 21 from the current age of 18, create enhanced background checks for those weapons, and promotes pressing charges against gun owners who do not safely store firearms when someone not allowed to have a gun gets a hold of their firearm. Paul Allen donated a million dollars to support this cause as a reasonable and necessary measure that will improve the safety of our schools and our communities. She is hopeful that this will be on the ballot in November and encourages Board members to support this initiative.

Ms. Oviatt thanked her Ms. Lindgren-Rakus for coming to tonight's Board meeting.

CONSENT AGENDA

"A list of routine agenda items will now be considered in a single motion. Board Members have received and studied background information on all items."

Motion 18-23: To approve the June 26, 2018, Consent Agenda, as presented (Parnell and Edwards). Motion passed with two ayes and one abstention.

Approval of the Regular School Board Minutes for June 12, 2018.

Approval of Warrants.

General Fund Warrant No. 206149 through 206223 in the amount of \$248,084.94; and direct deposits of \$123,528.68 and \$2,326.23, for a total of \$125,889.91. Capital Projects Fund Warrant No. 206224 through 206225 in the amount of \$14,283.23; and direct deposits of \$12,869.10. ASB Fund Warrant No. 206226 through 206234 in the amount of \$3,366.61; and direct deposits of \$3,898.49. Total Payroll for June 15, 2018, was \$52,357.71, which includes General Fund Warrant No. 206146 through 206148 (Employee Warrants) in the amount of \$421.85; and General Fund direct deposits of \$41,003.10.

Approval of Personnel Actions.

Mrs. Parnell said Matt Stewart is moving to Spokane and he will be sorely missed. She wishes him the best.

Approval of Service Contracts.

Approval of Donations.

CONSENT AGENDA (Continued)

Ms. Oviatt noted the generous donations by the following:

- Redwolves Baseball Boosters donated \$1,424.72 to Cedarcrest High School for baseball equipment.
- Stillwater PTSA donated \$1,038.90 to Stillwater Elementary for Arts Day for a water bottle drinking fountain.

Approval of Out of State Travel for Joclyn Coats (CV), Cindy O'Dannel (CE), Jessamy Rogers (SW), and Ellie Materi (SW) to attend the Units of Study Phonics Institute Summer 2018 in New York on August 20-22, 2018.

BUSINESS

PTSA Council Annual Report

Theresa Tenney, Riverview PTSA Council President, came forward to go over a PowerPoint presentation on the Riverview PTSA Council's Annual Report. First, she explained that the Riverview PTSA Council is the district-level PTSA that provides services, information, support and leadership development, as well as promotes communication and collaboration among the local PTSAs. They also encourage projects and programs promoting children's health, safety, welfare, and education. Riverview PTSA Council was chartered in June 2011 by forward thinking local PTSA leaders who felt there was a missing link of leadership. They started out small and low-key. Before we had the Council, it was a little disjointed, the local PTSAs rarely collaborated, and they had no local support. PTSA was not consistently invited to participate in school and district level committees and were not represented to the School Board. They had no District Reflections' celebration. Now they have all that, along with regular meetings with the Superintendent. They build and train leaders within their local PTSAs. PTSA Council supported programs are: All District Family Movie Night, School Board Appreciation Night, Riverview Summer Resource Fair, Riverview Night at the Mariners, Parent Education included a School Threats Workshop and several trainings for local PTA leaders. PTSA also offers a scholarship for a graduating senior.

Ms. Tenney briefly went over the First Annual Riverview Summer Resource Fair, which Dr. Smith opened, closed, attended, and helped set up tables for. They had 313 attendees, 30+ vendors/sponsors, 35+ door prizes drawn, and focused on local vendors connected with families. Riverview featured WANIC Summer Academy and Cedarcrest summer sports camps. Next year it will be held on Saturday, March 2, 2019.

Over the past year, our local PTSAs have raised nearly \$300,000 with over 500 PTSA leaders and volunteers averaging about 2,000 hours per week. Washington State PTA membership awards for Riverview included 2 bronze awards, 2 silver awards, 2 gold awards, 1 platinum award and 2 100% staff membership awards. She would love to see more schools promote PTSA membership for their staff members. Riverview PTSA Council was one of only three councils statewide to earn the Power Council award, by having 50% of our local PTAs participate in the PowerUp Membership Contest. The local PTSA-sponsored programs and events are numerous and include Dance Dude, Cheetah Walk, Staff Appreciation, Dads and Donuts, Mom and Me, Raffle Nights, etc.

PTSA Council Annual Report (Continued)

Ms. Tenney explained that PTSA is a membership driven organization. Everything they do is approved, supported, and run by our members. Riverview School PTSA's have 1,494 members, which is an increase of 82 members or 5.8% growth. The PTSA Council and School Board are working together to increase family engagement and they would like to have another PTSA roundtable as we move forward. The Riverview PTSA Council also has time in their council general meetings for school board, superintendent, and invited guests to attend and/or speak.

Ms. Oviatt mentioned the RSD Ambassador Program is every two years, so the Riverview PTSA Council may want to attend those meetings to become RSD Ambassadors.

Theresa Tenney then thanked the Board for their support of PTSA's and the Riverview PTSA Council. She then introduced Lindsey Tolson, their incoming PTSA Council President. Ms. Tenney will become the new Vice President.

Dr. Smith thanked Ms. Tenney for raising the level of the Riverview PTSA Council and the district's level as well.

Mrs. Parnell said they do deserve kudos and high praise for what they do.

Human Resources Program Review with Sherri Evans

Janet Gavigan, Assistant Superintendent, introduced Sherrie Evans, Human Resources (HR) Consultant, who conducted an HR Program Review this past spring. Ms. Evans went over her PowerPoint presentation on her findings. Ms. Evans said it is a pleasure to be here and began this process in Riverview in 2003. She loves the opportunity to work with school systems and see their growth. She works with school districts across the nation and a huge difference in Riverview is the foundational commitment to the Strategic Plan to develop goals, continuous accountability through reporting and celebration of accomplishments. She applauds the commitment of the district to implement strategic planning for Human Resources. It is impressive the work of the HR team which includes the development of the "Why Riverview" video, community job fair, and continuous updates to the HR handbook and information provided on the district website. Riverview has a reputation that is stellar and that does not happen without a lot of effort.

Internally, the HR team has many accomplishments, including a personal commitment that they keep their own internal knowledge up to speed by attending conferences, talking about them, updating job descriptions, increasing efforts for employee retention through a variety of programs and strong communication efforts, including support for labor relations functions. They have also provided updates to the employee evaluation systems, including extensive training for employees and administrators/evaluators. This is a fully functioning HR Department and is at a successful level. They are highly motivated and work extremely well together. They regularly give thought to both their daily tasks and their longer-term goals.

The student FTE in Riverview has increased from 2,766 in 2003 to 3,271 in 2018. There needs to be more support for the HR functions. This is especially true for the front office.

Human Resources Program Review with Sherri Evans (Continued)

A future focus for HR should be: continued use of the strategic planning tools, including the use of specific department goals that receive regular review; expansion of department staff to meet the growth with an immediate focus on the front desk operations; ensure regular HR staff meetings; and identify and implement procedures to support additional applicant pre-screening to assist with the efficiency of those processes and particularly to assist site hiring managers. Continue with recruitment activities, review the schedule for job descriptions, allow for planning and staff time to address new certification requirements, and allow for planning and staff time to address the anticipated changes in the certificated salary schedules. Ms. Evans has in the HR profession for 46 years and this will be her fourth and last five-year review for Riverview.

Ms. Oviatt said she started as a Board member in 2006 and we have come a long way as a district. It is amazing and gets to experience some of what Stacy Cook does by helping people with the technology. It has been great to have your support and we are always continuing to move this district forward. Thank you for all your hard work and everything you have recommended.

Mr. Edwards thanked Ms. Evans for her help and said we have come a long way, have a long way to go, but are definitely on the right track. It has been a wonderful collaboration.

Strategic Plan Status

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

Objective 2C. Manage all aspects of the district's Safety and Emergency Operations Plan.

Task 3: Conduct one Ad-Team emergency drill or training. Ruby Perez, Director of Business and Operations, reported that we did the reunification drill and the earthquake drill.

Task 4: Evaluate and revise the Comprehensive Safety Plans. Ruby Perez reported that those are done every five years, so Maria Mahowald will be working on those in the next year. Ms. Mahowald is still very active in our district and is working with us moving forward next year.

Task 5: Complete an annual inventory of each school's disaster container and assess inventory needs. Ruby Perez reported that this is being done by Maria Mahowald and Hope Penny. Right now, we have more supplies than we need, so we are working to disburse supplies equally to all the schools.

Task 6: Collaborate with PTSA's to educate parents about Riverview's Emergency Plans and Procedures. Ruby Perez reported that Maria Mahowald has been working with the PTSAs and will provide lists for PTSA donations.

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

Task 3: Conduct review of the 4000 Series (Community Relations) policies. Sandy Bechtel, Executive Director to the Superintendent, reported that she should be complete with the 4000 Series (Community Relations) by the end of August.

Strategic Plan Status (Continued)

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

Objective 3A. Continue to implement the 2013-2018 Human Resources (HR) Plan.

Task 5: Contact Sherrie Evans of Educational Management Solutions for another review of the Riverview School District HR Program and provide report to the School Board. This was already covered in Business Item B. Human Resources Program Review with Sherri Evans.

Objective 3B. Strengthen communications program infrastructure.

Task 5: Ensure branding of district logos, slogans, and images are consistent among school district pamphlets, brochures, newsletters, mailings, and all main forms of communication. Mike Ward, Communications Coordinator, presented a PowerPoint presentation, which covered this and the end-of-year report.

Task 6: Provide end-of-year report, including metrics, if necessary, on the strengthening of the communications program infrastructure. Mike Ward went over a PowerPoint presentation on the end-of-the year Communications Report. This was a year of transition and evolution. Our levies passed with Proposition 1, Replacement Educational Programs Maintenance and Operations Levy, passing by 52%; Proposition 2, Replacement Technology and Capital Project Levy, passing by 53%; and Proposition 3, Transportation Vehicle Fund Levy, passing by 55%. Mr. Ward worked with the HR Department to help create the “Why Riverview” promotional video, which was well received. This year he worked and mentored Nathan Rhodes, Cedarcrest senior, and they worked on the Riverviews, Superintendent’s videos, and Riverview alumni. Mr. Ward had increased collaborations with central office departments and managed the district website as part of the Communications Office. The recurring “Faces of Riverview” photo campaign brought over 300 images to the Riverview community. The Communications Office produced 175 daily bulletin Facebook posts, 64 articles on the district website from September to June. Riverview’s Instagram has 311 followers, which is 102% increase, while Twitter had 489 followers or a 16% increase. Our Facebook page had 377 posts with 2,183 likes and 13,445 impressions. The most viewed Facebook post of 2017-18 was “Cedarcrest’s girls soccer qualifies for state,” which reached 4,800+ people.

Objective 3C. Continue to increase community outreach.

Task 7: Provide end-of-year communication report, with metrics, on increasing community outreach progress and summary of related results. Mike Ward reported that moving forward next year will focus on the RSD Ambassadors Program, Alumni, ADA Compliance, and the 2020 School Bond.

Ms. Oviatt thanked Mr. Ward for his presentation.

Legislative Representative Appointment

According to policy, the Board needs to appoint a Board Legislative Representative every two years, in an even year in June.

Motion 18-24: To appoint Danny Edwards to serve as Legislative Representative of the Riverview Board of Directors for the next two years (Mrs. Parnell and Ms. Oviatt). Motion passed unanimously.

Legislative Representative Appointment (Continued)

This will be Mr. Edwards' sixth iteration and was first told by Ms. Van Noy that he would be great. He loves it and is happy to serve for another two years.

2018-2019 School Board Schedule

According to Board Policy 1115, "Regular meetings will be held at 7:00 PM on the second and fourth Tuesday of every month (except July and December when there will be one meeting scheduled each month) in the District Office Board Room..." For the past few years, the Board has only met once in April, due to the first meeting in April being scheduled during spring break. This will also be the case for the 2018-2019 school year.

Mr. Edwards suggested that during the summer vacation months, we should start the meetings at 6:00 PM rather than 7:00 PM, so district staff will not have to stay late for the meetings. This would then be advertised to the public, so they are aware of the change.

Motion 18-25: To approve the 2018-2019 School Board meeting as presented, with the exception of only one meeting in April, due to spring break (Ms. Oviatt and Mr. Edwards). Motion passed unanimously.

Motion 18-26: Ms. Oviatt made a motion to change the Board meetings outside the school calendar from a 7:00 PM start time to 6:00 PM (Ms. Oviatt and Mrs. Parnell). Motion passed unanimously.

Upon recommendation from the School Board, Ms. Bechtel will revise the policy to address the changes above and have the Board review it for first reading at the next meeting.

REPORTS

Superintendent Report

Dr. Smith reported on the following;

- He attended both the Riverview Learning Center and Cedarcrest High School graduations. Both were fabulous.
- He is continuing to work on property acquisitions with Ruby Perez, Director of Business and Operations.
- Pre-bond planning has started, and he is working with CBRE HEERY, which suggested the district put out an RFQ (Request for Qualifications) out to hire architects out in the fall.
- There have been a tremendous amount of hiring throughout the district.
- He has been working on evaluations for principals and central office staff.
- PSE (Public School Employees) and REA (Riverview Education Association) negotiations are going well and are very amicable.
- Preview of July for Dr. Smith: First a week off for vacation and then the second week he is one of three WASA (Washington Association of School Administrators) Legislative Representatives to head to Washington, DC and visit with members of congress. Despite all lot of the political rhetoric going on, the Title programs did not get cut. (Continued on next page)

Superintendent Report (Continued)

- For the DC legislative visits, we are working on setting up meetings with Maria Cantwell, Patty Murphy, Denny Heck, and others. We are giving input into American Association for School Administrators (AASA) for the national platform for legislative action.
- He is enjoying the frequent meetings with each city and they are very proactive and working well.
- He will be working on the following in July: pre-bond planning, planning for Administrative Summer Institute, school safety issues and hiring school security support in the south end of the district.

Mr. Edwards said there has been talk that the Department of Education is going to be folded into the Department of Labor. Mr. Edwards is personally against this and is going to be making calls to our legislators. He asked Dr. Smith to see how this is going when he is in Washington, DC. Dr. Smith said this is about prevention and moving things forward. At the forefront is school safety and security issues nationally which is very poorly funded, except at the local levels.

ADJOURNMENT

There being no further business, Ms. Oviatt, Acting Board President, adjourned the June 26, 2018, Board meeting at 8:36 PM.

Carol Van Noy

Board President

Dr. Anthony J. Smith

Board Secretary

MINUTES PREPARED BY

Sandy Bechtel, Recording Secretary to the Board of Directors