

**RIVERVIEW SCHOOL DISTRICT NO. 407**  
**Duvall, WA 98019**  
**Minutes of Board of Directors' Meeting**  
**October 22, 2013**  
**Educational Service Center – Board Room**

**CALL TO ORDER**

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

**MEMBERS PRESENT**

Ms. Oviatt, Mr. Bawden, Mr. Edwards, Ms. Fletcher  
Student Representatives: Jake Knoth, Amanda Korn

**MEMBERS ABSENT**

Mrs. Van Noy

**STILLWATER ELEMENTARY STUDENT PRESENTATION**

Stillwater Elementary presented how teachers meet the unique needs of Riverview's growing English Language Learners (ELL) student population. Three Stillwater teachers, Hannah Tobin, Allison Craig, and Shelley Heinson, recently received additional training on Guided Language Acquisition Design (GLAD) to support student learning. They shared facts, demonstrated strategies and brought to light the need for staff development with Best Practice for ELL students. The students helping with the demonstrations were Megan Buelna, Ava Dean, Matthew Sasten, Zoe Maris, Jack Felzer, Emma Ashby, Grace Melendez and Mason Craig. Ben Hambleton, the ELL District Specialist, works with 90 ELL students at five of our Riverview schools. He presented ELL student data comparisons, noting Cherry Valley Elementary has the largest ELL population. Ben works with the teachers to best support their ELL students, using the GLAD strategy, which aligns with Riverview's ELL program model: Content-Based/Sheltered Instruction. The Board thanked the students, staff and parents for coming to share their information.

**COMMUNICATIONS, AGENDA ADJUSTMENT AND HEARING OF PUBLIC**

Ms. Oviatt noted Mrs. Van Noy was excused from tonight's meeting as she had a family emergency. The Board held a Roundtable prior to the meeting on Transportation and another one last week on Transitions from Pre-K to age 21. She mentioned she heard from a former superintendent who had just watched Austin Jenckes on The Voice and also had seen Cedarcrest football on ROOT Sports, and was happy to see Duvall in the national limelight.

Mr. Bawden added that the Roundtable on Transitions presented an array of programs to help our students through grade level transitions. The Transportation Roundtable highlighted how the department contributes to the education and needs of our students on a daily basis. Mr. Bawden will be attending the Duvall City Council meeting on Thursday this week.

Mr. Edwards reported he would be in Olympia on Saturday for a WSSDA Legislative Committee meeting. He also attended the last Duvall City Council meeting. Mr. Edwards congratulated Ms. Oviatt for her campaigning and success in Chris Nation becoming WSSDA Vice President. He also congratulated Cedarcrest High School on the impressive showing on their first televised sports event.

## **COMMUNICATIONS, AGENDA ADJUSTMENT AND HEARING OF PUBLIC, Cont.**

### **Agenda Adjustment**

**Motion 13-62:** To amend the Consent Agenda, Item C. Personnel Actions, and Item D. Service Contracts, to reflect current changes. (Bawden and Fletcher) Unanimous.

### **Student Representative Report**

Mr. Knoth and Ms. Korn reported as follows:

- Mr. Knoth, who is on the football team, described the ROOT Sports telecasted game as a blast. Mr. Frederick, football coach, received emails from as far away as Las Vegas, who had seen the broadcast. Mr. Frederick read all the e-mails to the team, praising their sportsmanship and the representation of Cedarcrest High School.
- ASB is currently preparing for the Veterans' Day assembly, and celebrating the success of Homecoming Dance due to a record number of 530 students attending.
- DECA is working on their goal to make \$10,000 for the Muscular Dystrophy Association. Coming up soon is their Fall Leadership Conference in Seattle.
- FBLA is going well with their new advisor, Tracy Scott. The student store is no longer in business, but the Growling Grounds coffee has been renovated and is producing record sales. Their Fall Conference is coming up.
- FFA's first round of apple sales went well, with close to 40 boxes sold. The second round has just started and 20 orders are already in. FFA will be participating and helping run the CTSO event this Saturday, and will have their National officers coming for the first week of November to help with FFA improvement.
- FIRST robots are looking promising. With a \$25,000 budget, FIRST just received a grant, \$3,000, from OSPI.
- The GSA meets tomorrow for more club introduction activities. Their three new officers are Jordan Ray, Jaelyn Ward, and Christine Webb.
- Link Leader continues to help freshman feel more comfortable by offering help three days a week during advisory.
- Currently, NHS is organizing and executing many of their events, from the student tutor program to the Blood Drive on Thursday. Sophomores are receiving their induction letters over the next few weeks, with the club's big events following soon after.
- Mr. Kennedy, TSA Advisor, is elated due to the current technology levy resulting in a room full of new computers and materials. The Tolt chapter has 50 members already participating. Both chapters will be attending a Microsoft leadership conference coming up soon.
- RAK coat drive was very successful, with the final number of coats way beyond the goal of 230. Next is the personal products drive, which runs from November 1<sup>st</sup> through the 8<sup>th</sup>. RAK is also participating in the national "Make a Difference Day," this Sunday in downtown Duvall.
- The Football Team lost the homecoming game against Mt. Baker, won against Granite Falls, played a hard fight during the televised game against Kings but unfortunately lost, and lost to Lakewood. The next game is Senior Night this Friday at CHS against Archbishop Murphy.
- Cross Country students Ian Fay, Olivia Waterman, and Logan Orndorf broke school records at the Sunfair invite. At the Tahoma relays, the Cedarcrest team placed 5<sup>th</sup>, racing against 4A schools. At the most previous meet, the boy's team had 6 boys in the top ten, the girl's team had 4 girls in the top 10, and Logan Orndorf broke the BCS course record.

## **Student Representative Report, Cont.**

- Girls' Soccer won their games against Sultan, Granite Falls, South Whidbey, Coupeville, and Sultan, and lost their games against Archbishop, Lakewood, Kings, and Archbishop. There is a game tonight at CHS against Granite Falls.
- Since the last report in September, volleyball has won: Granite Falls, Coupeville, and Sultan. They have lost to Archbishop Murphy, South Whidbey, Lakewood, and Kings.
- At the marching band competition, CHS placed 4<sup>th</sup> in division and 8<sup>th</sup> overall. The next competition, regional championships, is on November 9<sup>th</sup>. With their Spring Trip approved, they are working hard with fundraising and other preparations. Two outreach programs are being started this year: a toy drive for local charities, and care package donation to the tent city located in Sammamish.
- Jackie Boak, Mrs. Walters, and Mrs. Filer have started a new club called Health Talks. This focuses on the club becoming a safe place for students to talk about anything. Examples: depression, anxiety, stress, tragedy.
- The assembly hall of the district ESC building was completely packed with students for the PSAT testing last Saturday.
- PTSA Reflections are currently being produced around the district. The projects will be judged on November 11<sup>th</sup>, with the Gala being held on November 20<sup>th</sup>.

## **CONSENT AGENDA**

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

**Motion 13-63:** To approve the October 22, 2013, Consent Agenda, as amended. (Edwards and Bawden) Unanimous.

Approval of Regular School Board Meeting Minutes for October 8, 2013, Work Study Minutes for October 15, 2013, and Roundtable Minutes for October 15, 2013

### Approval of Warrants

General Fund Warrant No. 190260 through 190280 in the amount of \$65,543.92, No. 190283 through 190337 in the amount of \$65,404.85, No. 190349 in the amount of \$3,300.00, and direct deposits of \$7,172.47; Capital Projects Fund Warrant No. 190338 through 190343 in the amount of \$27,583.24, and No. 190350 through 190351 in the amount of \$254,794.69; ASB Fund Warrant No. 190281 through 190282 in the amount of \$5,592.27, and No. 190344 through 190346 in the amount of \$2,500.10; and Private Purpose Trust Fund Warrant No. 190347 through 190348 in the amount of \$1,554.50, and direct deposits of \$3,479.87. Total payroll for September 13, 2013, was \$1,424.61, which includes General Fund Warrant No. 190259 in the amount of \$35.23, and direct deposits of \$1,047.42.

### Approval of Personnel Actions, as amended

The Board welcomed Stacy Cook as the ESC's new receptionist and HR Program Assistant.

### Approval of Service Contracts, as amended

## **BUSINESS**

### **Emergency Operations Plan**

Ms. Mahowald reviewed the process leading up to the Emergency Operations Plan, beginning with a Focus Group last October, and then paired down to a Work Group of 10 people, who researched other school plans and worked hard to develop the final product. The purpose of the Plan is to identify and respond to emergencies that may occur on school grounds while children are present. The next step is to develop the Field Guide which will provide directions for staff in their buildings using the National Incident Command System. Each building has developed Emergency Response Teams that will begin their training on Friday, October 25<sup>th</sup>. The Emergency Operations Plan is a living plan and will evolve, as does our Strategic Plan.

**Motion 13-64:** To adopt the October 2013 Emergency Operations Plan as presented. (Oviatt and Edwards) Unanimous.

### **Levy Recertification Resolution**

Mr. Adamo explained the reason for this Resolution, is regarding levy lid calculations from the State for 2014. Levy amounts for 2014 were set along with the District Fiscal Budget in August. However, the State issued their final levy certification in late September, causing a decrease in our levy collections. The Maintenance and Operations levy funds were decreased from \$7,581,909 to \$7,421,999.

**Motion 13-65:** To adopt Resolution 13-06, which amends Resolution 13-05 with respect to excess levies for the calendar year 2014. (Oviatt and Edwards) Unanimous.

### **February 11, 2014 Levy Election Authorization**

Mr. Adamo, Director of Business and Operations, presented a levy analysis of projected tax rates and revenue, and projected tax impact on a home owner.

**Motion 13-66:** To authorize the superintendent to proceed with the process for running a four-year Replacement Educational Programs Maintenance and Operations Levy on February 11, 2014, in the amount of \$8,100,000, at an estimated tax rate of \$2.84 per \$1,000 assessed valuation in 2015; \$8,400,000 at an estimated tax rate of \$2.86 in 2016; \$8,900,000 at an estimated tax rate of \$2.94 in 2017; and \$9,000,000 at an estimated tax rate of \$2.89 in 2018. (Edwards and Bawden) Unanimous.

Mr. Censullo, Director of Technology, presented a PowerPoint on the Four-Year Replacement Technology Capital Projects Levy. The Technology Levy plans for the next 5 years, while anticipating emerging technology trends; makes a strong commitment to mobile devices for all students; provides the necessary hardware and software tools for student and staff success, as well as improvements to our network infrastructure; continues to provide excellent tech support; continues to offer effective professional development for staff; and provides funds for unanticipated repairs.

**Motion 13-67:** To authorize the superintendent to proceed with the process for running a four-year Replacement Technology Capital Projects Levy on February 11, 2014, in the amount of \$1,850,000 per year at an estimated tax rate of 65 cents per \$1,000 assessed valuation in 2015; 63 cents in 2016; 61 cents in 2017; and 59 cents in 2018. (Edwards and Oviatt) Unanimous.

## **Strategic Plan Status**

### **Goal 1: Increase the academic achievement of all students.**

Objective 1B: Improve K-12 district-wide assessment score averages in reading, writing, math, and science by spring of 2014.

Task 1: Implement new student online data repository (storage system). Roni Rumsey, Director of Teaching and Learning, reported Homeroom, the new student online data repository system, is up and running. The district offered training to teaching staff on October 11<sup>th</sup>. Teachers can see district assessment scores and use the information for student growth goals. Additional training will be provided.

Objective 1C: Refine current interventions for all students to support student learning.

Task 2: Student assistance teams will be strengthened at all sites with principals providing a description of each respective site's progress. Dr. Smith reported this is just getting started and will have to be reported in the spring.

Task 3: Include staff representing Title I, LAP, ELL, and special education in the elementary literacy adoption process. This will be moved to the spring for reporting.

Task 4: Principals will identify building staff who will gain ELL expertise and will collaborate with the district-wide ELL Specialist. This information was provided during the Stillwater Elementary Student presentation by Ben Hambleton, ELL Specialist.

Objective 1D: Implement K-12 Academically Talented/Honors program review recommendations.

Task 1: Complete Year Two of the three-year implementation schedule. Roni Rumsey reported the building-based PAT programs have been carried out in all elementary schools. Professional development with Debbie Bryant, Bellevue School District, used Math Expressions, designing extension lessons that take students deeper into math understanding and problem solving, rather than farther/faster. She is working with Chris Lupo, Principal at Tolt, to develop specific criteria for entrance in the Honors and Advanced classes from 5<sup>th</sup> to 6<sup>th</sup> grade. Work will continue through the year to include 5<sup>th</sup> grade teachers as to what the criterion is. We will be looking at curriculum that is being taught to see if it will align with CCSS and begin to design professional development for differentiating instruction for academically talented students.

Objective 1E: Develop and implement a three-to-five year Technology Plan.

Task 2: Define technology needs.

Task 3: Present needs and resource requests to the School Board for approval. Mr. Censullo provided this information in his technology levy presentation.

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

Objective 2A: Provide a financial process that strengthens student learning despite state funding uncertainties.

Task 4: Analyze and project four consecutive years of annual levy limitations for the general fund and prepared annual property tax impacts for both the Maintenance & Operation Levy and the Technology Levy. Mr. Adamo addressed this previously under Levy Election Authorization.

## **Strategic Plan Status, Cont.**

Objective 2C: Monitor the Comprehensive Safety Plan and adopt the Emergency Operations Plan.

Task 2: Supervise and partner with the contracted Emergency Operations Plan Manager to develop the draft Emergency Operations Plan. This development includes the vetting of the plans with staff, particularly principals. The development includes the plan(s) appendices. Mr. Adamo and Ms. Mahowald provided this information under Emergency Operations Plan.

Task 3: Draft Emergency Operations Plan adopted by Board of Directors. This Plan was adopted by the Board earlier in the meeting.

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

Objective 3B: Continue to implement the district's Communication Plan.

Task 2: Update Communications Plan to include the next three academic years, through the 2015-2016 school year. Michael Ward, Communications Coordinator, presented the 2013-2016 Communications Plan, using the previous plan and the 2010 Communications Audit by Leann Albrecht, Director of Communications at Northshore School District. Three existing sub-goals were brought forward: Sub-Goal 1: Improve Internal and External Communications; Sub-Goal 2: Continue Emphasis on Reporting on Student Achievement, Individually and Collectively; and Sub-Goal 3: Provide Information Concerning 2014 Replacement Levies to Inform Citizenry. The new goals are Sub-Goal 4: Maintain Consistency With District Publications Both Internal and External, and Sub-Goal 5: Conduct Riverview School District Communications Audit.

### **Goal 4: Complete and facilitate a successful Superintendent entry plan.**

Objective 4B: Conduct outreach activities to discern expectations and opportunities.

Task 2: Schedule meetings and dialogue sessions. Dr. Smith reported he has met with approximately 40 individuals or groups. He is focusing on external stakeholders and will then move more toward internal stakeholders as the year progresses.

## **REPORTS**

### **Superintendent Report**

- Dr. Smith thanked the Board for having a Work Study on the Technology Capital Projects Levy and Maintenance and Operations Levy, as the feedback was invaluable.
- He attended Howard Miller's memorial service and celebration of his life. Mr. Miller impacted multiple generations in this community.
- Met with Dana Murphy, Advisor/Coach of CHS Drill Team to discuss removable mirror panels for the ESC Assembly Hall, where the drill team practices.
- Completed principal fall evaluation conferences and paperwork.
- Did side-by-side Learning Walks with Clarence Lavarias into five classrooms. Gave feedback to teachers and felt very welcomed by the teaching staff. The following week, visited 10 classrooms in five sites as all principals were at a training out of district.
- Attended the CHS Cross Country meet at Carnation Golf Course just in time to congratulate athletes and help Mr. McDowell tear down the course.

### **Superintendent Report, Cont.**

- Attended the CHS football game, televised by ROOT Sports. This was a great event for our community and our schools. ROOT sportscasters said this was one of their best high school games ever.
- At the October 11<sup>th</sup> professional development, introduced Nancy Skerritt who trained 50 secondary teachers on Common Core.
- Attended the Carnation Chamber of Commerce meeting, and also met with Margie Coy at Fit Happens, as part of my Entry Plan. Margie expressed great pleasure at what the district has accomplished for its students over the past 25 years. She said “it’s important for a business to contribute to a community, for a community to contribute to business, important for schools to contribute a community and community to contribute to schools.”
- Attended the superintendents’ meeting at the ESD. Superintendent Randy Dorn spoke of the State Board of Education’s intention to move towards implementation of 1,080 instruction hours, grades 7-12 by this coming fall. This would require a change in the State’s WAC’s. I will serve on an ESD panel with other superintendents from the ESD that will be crafting statements for the legislature and State Board of Education to consider as well as attending face-to-face meetings with legislators.
- Met with Ken Carter, City Manager of Carnation, on a variety of issues, setting up a good working relationship between the City and the District, and I have meetings with the City of Duvall coming up.
- The Roundtable on Transitioning was very beneficial for all attending as it crossed over so many grade levels.
- Dr. Heikkila and I are meeting monthly to plan strategies on reducing the achievement gap and also the opportunity gap that exists. We are creating efficiencies to elevate all aspects of student services.
- Met with Bill Adamo and two representatives from United Way of King County to update us on initiatives, as well as the United Way campaign. Thank you to Mrs. Van Noy for scheduling this.
- Saturday, October 19<sup>th</sup>, introduced Kaye Wetli, Supervisor of Food Services and President Elect of the Washington School Nutrition Association, who was hosting their Fall Workshop at Cedarcrest High School. Had a chance to thank our wonderful food service employees.

### **ADJOURNMENT**

There being no further business, Ms. Oviatt adjourned the October 22, 2013, Board Meeting at 9:02 PM.

---

Board President

---

Board Secretary

### **MINUTES PREPARED BY**

Cheryl B. Layman, Recording Secretary to the Board of Directors.