

MUKILTEO SCHOOL DISTRICT

MONTHLY REPORT

February 2016

ELEMENTARY EDUCATION

ACTIVITIES: CHALLENGER: The school hosted Books Before Bedtime, a special addition to the book fair where teachers and PTA members dressed up as book characters, read to small groups of students, and made recommendations of books that are a good fit for students. The 2nd grade teachers served dinner at the after-school homework club held at the Casino Road Ministries. The 1st and 2nd grade classrooms went on a field trip to the Village Theater in Everett to see the play, *Mufaro's Beautiful Daughters*. ... **COLUMBIA:** Teachers continued to increase their understanding of the new English/language arts curriculum through professional development and collaborative practices. Many teachers worked with the instructional coach on the curriculum. Teachers also analyzed math and reading data for disparities in race and socio-economic status. The students participated in Kindness Week and followed with Friendship Month. Student leaders will receive training in assisting students in making friends and solving conflicts as they utilize the new Friendship and Peace benches. ... **DISCOVERY:** The school is being proactive in preparing students to take the Smarter Balanced Assessment (SBA) with confidence. The school's math specialist has designed computer-based SBA-type questions for students to practice with on tablets so that the technology will be familiar when they take the official SBA exam. ... **ENDEAVOUR:** The school held its 8th annual Multicultural Night, which featured Endeavour families sharing artifacts, foods, clothing and dances from their home countries. The Eagle Ambassadors (student leaders) headed up a project entitled Care Week, where each day had a theme and students were challenged to perform caring acts all week. ... **FAIRMOUNT:** The school welcomed a new Lighthouse teacher and transitioned students into smaller classes. All staff supported the transition, especially specialists and the Lighthouse team. At the same time, the school's Positive Behavior Intervention System team continued to spearhead a schoolwide focus on teaching and recognizing empathy. All K-5 teachers met with the school principal and categorical team to review and discuss the reading progress of students. The PTSA hosted one of two Family Skate Nights for the year. ... **HORIZON:** The school celebrated Black History Month with an assembly emphasizing the history of the Civil Rights movement. Fourth graders highlighted key resources and means of expression through books, poetry, and song – presenting the themes of freedom and change. ... **LAKE STICKNEY:** The school held its first Bingo Night. Kindergarten students celebrated the hundredth day of school with learning activities connected to the number 100. Second graders worked on their reading skills, focusing on “wondering” to further their

understanding and deepen their engagement with texts. Fifth graders spent time learning about the lives, voyages and discoveries of many explorers, including Henry Hudson, James Cook, Ponce de Leon, and Ferdinand Magellan. ... **MUKILTEO**: Students lead a kindness campaign where students and staff recognized one another with random acts of kindness badges. The school planned and prepared for Leadership Day, getting ideas and input from the school's student leaders. ... **ODYSSEY**: Eight teachers and the principal attended the National Title Conference in Long Beach, California. All expenses were paid as a part of Odyssey's Title Distinguished Schools Award. Keynote speakers and sessions on student engagement, excellence through equity, and effective use of paraeducators were highlights. The school's support services team engaged in a quarterly review of student growth and achievement data, and made adjustments in interventions for individual students. Through a partnership with the Community Health Center of Snohomish County, 2nd graders received dental health education, and students with parent permission will receive free tooth sealants. Third graders participated in the first round of the Sno-Isle Library Reading Challenge. The winning team advanced to the semifinals. Events focused on community building, included the staff versus 5th-grade volleyball game and a carnival-style Family Fun Night sponsored by the PTSA. ... **OLIVIA PARK**: The school received the Snohomish County Trauma Grant in order to support students who have various needs in this area. Additionally, every student received three new books from Page Ahead, a nonprofit organization that places books in the hands of children. The Title I program hosted a reading night for families. English Language Learners embarked on the English Language Proficiency Assessment. ... **PICNIC POINT**: Several staff members participated in a book study focusing on growth mindset in the classroom where they share-out with peers about strategies to help students and promote a positive self-esteem. The school held a Glow Dance that included a DJ and black-light dancing and fun contests. Many families attended. ... **SERENE LAKE**: Activities at Serene Lake included the annual Bingo Night, a family favorite and a great way to build community. The school also held its Sea Otter assembly where students of the month were recognized and student leaders shared their talents. In addition, Serene Lake students have currently read over 600,000 minutes toward the one-million-minute goal.

SECONDARY EDUCATION

HIGH SCHOOLS: ACES: The school passed its three-year review for accreditation following a presentation by the principal at the Northwest Educational Services District (NWESD) in Anacortes. The art students went on a field trip to the Schack Art Center in Everett to see the Scholastic Art competition, and to Rosehill Community Center to see student art displays. One student received honorable mention in the Scholastic Art competition. The ASB is working on a project to sponsor activities during lunch one day per week. ... **CAREER AND TECHNICAL EDUCATION (CTE)**: CTE teachers meet with industry and post-secondary partners who serve as the Program Advisory Committee three times a year to ensure programs remain current with industry standards, technology and certifications. As a result, new technologies were added to some Science, Technology, Engineering and Math (STEM)

programs: a laser engraver at Explorer and 3D printers at Mariner, Kamiak and Olympic View. ... **KAMIAK:** During a presentation at the NWESD, Kamiak submitted documentation outlining work over the past three years on meeting accreditation objectives, which are directly aligned to the School Improvement Plan. The accreditation panel commended Kamiak on its dedication to leadership, continuous learning, and on working to improve the lives of students and families served. All nine Kamiak National Merit semifinalists qualified as finalists. ... **MARINER:** Two Mariner art students were awarded the American Visions Award at this year's Scholastic Art and Writing competition. Their pieces went on to the national-level competition. Students in the Distributive Education Clubs of America (DECA) school-based enterprise competition have achieved Gold Level certification for the Blue Thunder Espresso café for excellence in food and retail for the 11th straight year. This year, they earned the Double Gold award and all six students qualified to compete at the International career development conference in Anaheim, CA. ... **SNO-ISLE SKILLS CENTER:** The school hosted an open house for prospective students and families, which was well attended. Six staff members went to the Alabama Tech Centers That Work conference. Sno-Isle continues to work on Frameworks.

MIDDLE SCHOOLS: **EXPLORER:** The Explorer Random Acts of Kindness Everywhere Club ensured that no student went empty handed on Valentine's Day. The students and club advisors took time to decorate and handout mini cupcakes to each student. Seven members of the Positive Behavior Interventions and Supports Committee traveled to Portland to attend the Northwest Positive Behavior Intervention System (PBIS) conference. The members attended various sessions to inform PBIS work at Explorer. ... **HARBOUR POINTE:** Students in winter percussion performed in the Northwest Association for Performing Arts premier show and won 1st place in the high school category. The symphonic band traveled to the Center for Performing Arts in Edmonds to perform and listen to other bands as part of the Sno-King Music Educators Association (SKMEA). The choir students participated in the West Side Choir Festival at Kamiak, in which elementary, middle and high school choirs joined together. All choirs traveled to Trinity Lutheran Church in Lynnwood to participate in the Sno-King Music Educators Association large-group choir festival. Students sang for judges, received feedback on their performance, and watched other middle school choirs. ... **OLYMPIC VIEW:** The school band participated in the Sno-King Music Educators Association (SKMEA) Honor Festival in Edmonds, the 7th and 8th grade band travelled to the San Juan Islands where they performed for elementary students at two different schools, and 8th grade art students took a field trip to the Seattle Art Museum. School staff continue to work with students needing encouragement and support due to the loss of a student from a car accident. ... **VOYAGER:** The school held Donuts with Mom, which brought in more parents than ever before. Madres Latinas held its regular meeting. Engineers from Boeing presented to math and science classes. Voyager also held its annual Career Day.

EXTENDED FIELD TRIPS: **KAMIAK: DECA** – Eight DECA students traveled via parent vehicle to Meydenbauer Convention Center in Bellevue on March 2 to compete in the DECA State competition. One day of school was missed. ... **Dance Team** – Thirty-one students traveled via bus to Yakima on March 24 to compete in the dance/drill team State championships. No

days of school were missed. ... **Boys Golf** – Five students traveled via school van to Wenatchee on March 24 to compete at Three Lakes Golf Course in the Jack Barnes Memorial Golf Invitational. No days of school were missed. ... **Color Guard** – Fifteen students traveled via shuttle and plane to Las Vegas on March 24 to compete in the varsity Winter Guard competition. One day of school was missed. ... **Key Club** – Twenty students will travel via District van, train, and local transportation to the Oregon Convention Center in Portland on March 31 to attend the 68th annual Pacific Northwest District Key Club convention. One day of school will be missed. ... **MARINER: DECA** – Fifteen students traveled via school vans to Meydenbauer Convention Center in Bellevue on March 2 to complete in the DECA State competition. One day of school was missed. ... **Unified Basketball** – Ten students traveled via District vans to Wenatchee Town Center in Wenatchee on March 3 to compete in the Special Olympics winter games. One half day of school was missed. ... **Orchestra** – Thirty students traveled via District bus to Bellingham on March 10 to attend the Western Washington University orchestra festival. No days of school were missed. ... **German Language Class** – Seven students from the German 3rd and 4th year classes traveled via school van to Camp Don Bosco in Carnation on March 17 to participate in the Washington Association of Teachers of German-German Immersion Camp. One day of school was missed. ... **Key Club** – Ten students will travel via District van, train and local transportation to the Oregon Convention Center in Portland on March 31 to attend the 68th annual Pacific Northwest District Key Club convention. One day of school will be missed. ... **Sno-Isle Skills Center: Aerospace Manufacturing Technology** – Three students traveled via personal vehicle to Abbotsford, British Columbia, on March 10 to the Women in Aviation Day at the Abbotsford International Airport. No days of school were missed.

SUPPORT SERVICES

ADMINISTRATION: TRAINING: Support Services staff members attended a professional development training during the February Waiver Day titled, “Tackling the Tough Stuff: Tools for Creating an Emotionally Safe Learning Environment.” The session provided staff with tools for identifying and supporting students who are struggling with stress and took place at Lake Stickney so staff were able to tour the new elementary school after the session.

CAPITAL PROJECTS: LAKE STICKNEY: The second committee meeting of the Washington State Arts Commission Art in Public Places viewed the work of nine nation-wide artists. The committee selected Adam McIsaac from La Center and Laura Bender from Portland to make final presentations to the group. ... The contractor was clearing punch list items, finalizing remaining contract items, and processing warranty work. The HVAC system is not yet operating as designed. A team was working to resolve concerns. All extra cost items were resolved by change order. ... **PATHFINDER KINDERGARTEN CENTER:** Construction continued on schedule with a substantial completion date of July 31. Major accomplishments during February included installation of radiant floor tubing in the second floor project areas, laying up brick masonry, installation of hollow metal frames for windows and doors, and the

hanging, taping, and mudding of gypsum drywall. Plumbing fixture and heating pipe rough-in, sprinkler piping, high-voltage electrical wiring, low-voltage conduit, and ductwork installation continue. ... In addition to our project managers, owner consultants are keeping close tabs on the quality of the construction. The building envelope consultant and the moisture mitigation consultant inspected the work twice in February and Mayes Testing and Inspection continues to inspect concrete, steel, shear wall framing and floor sheathing. Work to date meets the contract standards.

FACILITIES: BOND PROJECTS: *Discovery Elementary* – The commissioning for the building systems began with a kick-off meeting for all of the parties involved. The building keying schedule was finalized with maintenance. Exterior furring was nearly complete for the installation of the panel siding on the south side and upper areas of the building. Rough openings were ready for storefront installation, interior plumbing rough in was completed, insulation was installed in many areas, electrical back boxes were roughed in, and sheet rock was installed in the gymnasium. ... ***Olympic View*** – Furniture and equipment selection was nearly complete and bids were underway for the tenant improvements for the old band and orchestra rooms. On the exterior, brick installation continued, storefront installation was 75% complete, the gym area roof was completed and the skylights were installed. In the building interior, the music area sheet rock was completed and walls were ready for paint. Glulam beams were clear coated in the gym, sheet rock was being installed in the locker rooms, and electrical rough in was completed in the classroom wing. The installation of temporary heat will help dry out the concrete floor in preparation for the installation of the wood floor in the gymnasium. ... **LEVY PROJECTS:** Science room projects at Kamiak received final closeout documentation. ... The department sent final colors and finishes for the interior to the manufacturer of the science/math portable at ACES. Bids were received for the hazardous materials abatement and demolition of the existing portable scheduled for early July. ... **MAINTENANCE AND GROUNDS:** Grounds continued to respond to weather-related events caused by heavy rain, ice, snow and wind. Maintenance assisted Bekins Northwest in moving several pianos from school sites to Mariner for a large regional choir event. ... This month's preventive maintenance included the District-wide annual fire alarm testing for elevators; fire alarm testing at Voyager, Endeavour and Picnic Point; refueling generators at Mariner, Explorer, Sno-Isle Skill Center, District Office and DSSC; performing minor repairs required by the oiler inspector; and changing lights at the track and baseball field at Kamiak. ... Maintenance and Grounds responded to 395 work orders during the month; 72 electrical, 14 safety/security, 52 plumbing, 88 doors and locks, 78 HVAC, 42 carpentry, 9 nutrition services, 15 painting, and 25 grounds. ... **CUSTODIAL SERVICES:** Weather continues to be challenging for the custodial department. Ice melt had to be applied on sidewalks, entryways, and at drop off locations for safe arrival. Staffing remains challenging as the department continues to have openings for permanent and substitute positions. ... **FACILITY USE:** Spring sports schedules were finalized and, when the weather clears, our facilities will be very busy with scheduled and makeup games.

PUBLICATION SERVICES: PRODUCTION: The largest orders produced were the Kamiak and Mariner curriculum guides for next year. Other large orders were the elementary math

curriculum, elementary reading curriculum, elementary science journals, third trimester biology syllabuses for Kamiak, and the lunch menus. Productivity numbers are up over 20% from January of last year.

TRANSPORTATION: SAFETY: In light of numerous roadway improvements in the District, elementary safe-walk routes were reviewed to determine if more students should be walking to school. Criteria considered were traffic volumes, the speed of traffic in the area and if the improvements provided a continuous safe walkway to the buildings. New walk paths were identified for Discovery, Fairmount, Odyssey, Olivia Park and Serene Lake. Meetings with the building principals were the first step to implement the new walk routes. ... In a related effort, the Safety Specialist conducted observations of all elementary crossing guard locations. Several changes were recommended to improve walk safety, including additional staffing and extra time for staff to get to their posts and supervise crossings. Proposals will be included in budget planning for next year. ... The Safety Specialist conducted a family reunification team drill. Team members travelled to both reunification sites and familiarized themselves with the facilities. A tabletop drill helped team members anticipate the roles they would play in a school evacuation and family reunification event. ...

PATHFINDER KINDERGARTEN CENTER: Transportation studied previous kindergarten enrollment to determine which areas of the District would be the best match for students to attend Pathfinder. The locations were loaded onto e-link and maps were produced to assist registrars in correctly identifying the students who will attend the school in the fall. ...

SHOP: Mid-Winter Break gave the shop a great opportunity to catch up on preventative maintenance and perform project work, such as preparing the bus wash for the second half of the school year. A three-year motor pool replacement schedule was developed. ...

TRAINING: The Transportation Coordinator completed another training class for two new drivers and immediately started a new class with only one student. It will be challenging to schedule spring trips without more new recruits.

BUSINESS SERVICES

BUSINESS OFFICE: FINANCE: The State Auditors began their annual audit. The fiscal department submitted the 1099 electronic file to the IRS and completed the annual inventory for two schools. The department is on-track to complete the inventory cycle by the end of the school year. Fiscal staff have been conducting coaching sessions with building administrative assistants as well as building bookkeepers. Staff members continued work on the budget for the FY2017-18 school year. ... Payroll processed the 1095-C (Employer-Provided Health Care) forms and mailed them to all staff. Staff also submitted the 2016 W-2 electronic files to Social Security.

NUTRITION SERVICES: Due to snow days and absences, both breakfast and lunch counts were down 1% from the prior year. The fresh fruit and vegetable program at Horizon provided students with cherry tomatoes and blackberries. Three days of celebration took place with Super Bowl, National Yogurt Day and Valentine's Day. Students ate chili Frito's, strawberry

yogurt, and bagels, respectively. Gyros will be added to the menu in March, as well as continued homemade salsa.

TECHNOLOGY

ACTIVITIES: TECHNOLOGY SERVICES: The two Student Information System (SIS) finalists have been scheduled to present to the committee at the end of the month, with an anticipated recommendation by the end of April. A second cohort of staff members finished their training for the Information Technology Infrastructure Library (ITIL) and have begun to schedule their exams to be completed by the end of the month. ... **TECHNOLOGY OPERATIONS:** Staff members worked with the Business department to confirm eRate eligibility and submissions will be filed in March for competitive bidding on telecom services and a network project. More than 500 elementary laptop tablets were delivered to elementary schools in preparation for SBA testing. Many upgrades and hardware replacements were completed during Mid-Winter Break, including migration of Skyward Business hosting to the NW Regional Data Center; new servers; upgrades to Kronos, PaperCut and other applications; as well as hardware to ensure reliable and redundant District-wide wireless capabilities. ... **TECHNOLOGY INTEGRATION:** The Educational Technology Team worked collaboratively with the Teaching and Learning department to discuss ways to consistently embed technology into District professional development. Internet safety presentations took place to provide resources to families and District staff.

HUMAN RESOURCES

STAFFING: Elementary principal positions were posted and applications were screened. Interviews for two principal positions were held the first part of March. Certificated in-District transfers for Pathfinder Kindergarten Center were posted and processed. Jobs were also posted for selected areas of anticipated certificated vacancies for the 2017-18 school year. Summer school positions were posted and the interviewing of staff members was begun. Substitute interviews were conducted and five substitute teachers, three emergency substitute teachers, and eight substitute paraeducators were hired. During the month of February, 13 classified positions and seven extra-curricular positions were posted. There were 115 applicants for those 13 classified positions and 22 applicants for the seven extra-curricular positions. Administrative internship interviews for the 2017-18 school year were held, and two employees were approved for internships. Four members of the department attended the Washington School Personnel Association's annual spring conference in Vancouver, Washington. The annual School Information and Research Service (SIRS) salary survey was completed and submitted to the Washington Association of School Administrators (WASA). The Personnel Specialists continued their work on the 2017-18 staff lists and budget. The Classified Personnel Specialist submitted the annual OSHA report and compiled data for an Labor & Industries compliance audit. ... **RECRUITING:** The recruiting season is underway. The department held its first annual teacher Career Fair,

which was attended by over 125 candidates. Over 90 interviews were conducted. Department administrators attended numerous career fairs, including events at Pacific Lutheran University, Western Washington University, the University of Washington and Central Washington University. Staff members were scheduled to attend additional career fairs in March and April. ... **IDENTIFICATION BADGES:** The District's identification badge process was transitioned to Human Resources. The department was now printing badges for all District employees and interns.

TRAINING: Human Resources staff coordinated a training for paraeducators, titled Learning Strategies that Create Trusting Professional Relations. Approximately 145 paraeducators participated. A professional development training also was organized for approximately 350 Mukilteo Association of Classified Personnel (MACP) staff members, titled Tools for Creating an Emotionally Safe Learning Environment. A department administrator provided a résumé writing seminar to six Central Washington University students. A Human Resources Technician held a certification class for staff members who were seeking additional information on renewing their certificate. Approximately 22 staff members attended this informational meeting. Two classified orientations were conducted for 13 new employees to the District. Mandatory District Policy and bloodborne pathogens training for new staff members was transitioned to Safe Schools, an online training system. All newly hired staff members are required to complete this important training prior to their first day at work.

COMMUNICATIONS

INTERNET SITE: STATISTICS: A total of 180,988 sessions were held on the District website during the month, which represents a six percent increase over the number of sessions during the same period the year before. There were a total of more than 400,000 page views, which means visitors looked at an average of 2.21 pages per session. The average session lasted two minutes and 44 seconds.

PUBLIC INFORMATION: LISTSERV: A total of 11 messages were sent to listserv subscribers during the month, including two issues of *School District News*, one report of a School Board meeting, six messages regarding winter weather and the canceling of school because of icy streets, a message about kindergarten registration, and a message about immigration.