

MUKILTEO SCHOOL DISTRICT

MONTHLY REPORT

Summer/September 2016

ELEMENTARY EDUCATION

ACTIVITIES: **CHALLENGER:** The school, in partnership with Imagine Children’s Museum, started an after-school program where 25 students in 3rd through 5th grades meet on Tuesdays and Thursdays to participate in hands-on science activities. Challenger also held “The Challenger Way to Be,” a student-led assembly that reviewed the three areas of behavioral emphasis: Be safe, Be Respectful and Be Responsible. ... **COLUMBIA:** Teachers collaboratively planned and taught routines for the new English/Language Arts (ELA) adoption. Staff implemented the first steps in a school-wide Positive Behavior Interventions and Support (PBIS) program. ... **DISCOVERY:** Students, families and staff were excited to welcome back two kindergarten classrooms. In addition, the intervention staff continued to develop innovative ways to strategically meet the needs of students struggling in math and ELA. ... **ENDEAVOUR:** Staff members received training on school culture and the introduction of PBIS. The PTA sponsored an informational meeting for potential members, kicked off a fun run, and a movie night. Curriculum Night was held to orient parents to school standards, curriculum materials, and classroom expectations. ... **FAIRMOUNT:** Staff received training on school culture and norm setting, core values, keys to success, and initial review/revision of shared agreements. Staff also discussed and planned for PBIS. The PTSA filled all board positions. ... **HORIZON:** The school held Back to School Night, where 63 percent of families attended. New staff and students learned about the Husky way: Be Safe, Be Respectful, Be Responsible. ... **LAKE STICKNEY:** Each week the principal reads a story to students that connects to growth mindset and building relationships to help build a common language and positive school climate. Technology has been a focus of learning for staff and students. ... **MUKILTEO:** The school continues to develop school culture by focusing on implementing Tier 1 of PBIS and The Leader in Me. Staff proactively took the time to intentionally teach leadership behaviors and pro-social expectations to each student for common meeting areas. ... **ODYSSEY:** Professional development included gaining familiarity with new reading materials and training on the new eVAL system that is used for documenting evidence for teacher evaluations and assisting participants with the completion of self-assessments. Five full-day kindergarten classes were launched. Each grade-level team hosted a curriculum information event for parents and shared academic standards, classroom expectations and routines, resources, and homework guidelines. ... **OLIVIA PARK:** The school hosted families for Curriculum Night, where staff felt such pride in seeing parents taking time to validate their child’s education. Olivia Park also launched the

building theme of the Wizard of Oz, where the focus is on the brain, courage, and heart as staff members implement the new ELA curriculum. ... **PICNIC POINT:** Staff members worked on setting goals around building relationships and high expectations. They created a list of important values that will be made available for students and families to read. Open House was well attended, as was Curriculum Night. ... **SERENE LAKE:** Students and staff began the focus on teaching and learning the expectations of Being Safe, Respectful and Responsible as school leaders. The school also held its first assembly, which was modeled after *The Important Book* by author Margaret Wise Brown.

SECONDARY EDUCATION

HIGH SCHOOLS: ACES: Staff members attended an all-day meeting, welcomed five new teachers, completed data review, discussed goals, and reviewed building systems around interventions, behavior and classroom management. There also was a two-day student orientation that included sessions in goal setting, school success, career choice, student handbook, rights and responsibilities, leadership, counseling opportunities, and reading/writing assessments. ... **CAREER AND TECHNICAL EDUCATION (CTE):** During the summer, teachers spent time in classes, workshops and conferences. The visual communications computer lab at Mariner received new computers and software. The old computers were repurposed and are being installed in other middle and high school classrooms. The Mariner business education labs were moved to new classrooms to make room for more science classrooms. ... STEM students at Kamiak, Explorer and Olympic View worked on a variety of activities, including full integration of digital learning, exploring careers, and using digital tools such as Google Classroom for completing assignments. Cindy Larson, prosecutor for Snohomish County, was a guest speaker for the Forensic Science classes at Kamiak. She provided real-world connections and relevant learning experiences for students. ... **KAMIAK:** During the summer, the school hosted part two of the Freshman Parent Orientation program, which gave a picture of the social life and academic support options that are open to students and parents. The school also hosted the first annual Entre Familia Welcome Event where Hispanic families received a special invitation to attend an evening of introductions. Kamiak staff members heard from Dr. David Schonfeld, a developmental-behavioral pediatrician and director of the USC School of Social Work-Based National Center for School Crisis and Bereavement. He spoke on the topic of trauma and how it can impact learning. ... Kamiak recognized eight National Merit semifinalists and 10 National Merit Commended students. Victim Support Services provided a counselor to Kamiak and will be on hand once a week. The Kamiak Care Committee, established in August, continues to provide for the social/emotional needs of staff and students. Construction of the new science room was completed. ... **MARINER:** The school held its freshman orientation. Counselors and Link Crew leaders helped students with activities, schedules, and gave tours of the school. A focus at Mariner this year is the “Be There” campaign, which was created by the administrative team and ASB leadership team. Students and staff are encouraged to “Be There” to support school programs. Students receive a “Be There” punch card if they attend three events from selected categories and

they receive a “Be There” t-shirt. ... Staff members continued with their commitment to improve graduation rates, engage students in their High School and Beyond Plan, and make sure every Mariner graduate is college and career ready. Teachers are dedicated to positive classroom culture and climate, and the students are engaged in their learning. ... **SNO-ISLE SKILLS CENTER**: Staff members worked on finalizing school-wide monthly employability standards for students and professionalism standards for staff. They also reviewed and discussed the District-directed Prohibition of Harassment, Intimidation and Bullying and Transgender policies. Certificated staff participated in an assessment webinar, and then worked in small groups on either assessment or beginning the year with high standards for employability. ... Staff continued to develop a high expectation for leadership and employability. The school hosted its first general advisory meeting and all-program advisory meeting. The Sno-Isle TECH Foundation was rekindled to increase additional support for students.

MIDDLE SCHOOLS: EXPLORER: A team of teachers, counselors and administrators attended an intense and exciting two-day PBIS training during the summer. Summit teachers held a retreat to continue to solidify an upcoming field trip to the Cispus Learning Center and to plan for the new school year. ... Staff members created working norms for the year, learned about mindfulness and self-care, implemented a new special education model to better serve students, and explored PBIS. Students and parents enjoyed visiting classrooms and meeting teachers at the school’s Open House. Summit students in 6th and 7th grade spent three days at Cispus Learning Center hiking, exploring, and connecting classroom science learning to Washington’s natural environment. ... **HARBOUR POINTE**: The school hosted various activities during the summer to ease the transition for students and families, including a back-to-business day where more than 600 students attended. At a separate activity, 50 8th grade Where Everybody Belongs (WEB) students received training on how to help 6th graders transition to middle school. During orientation day, student leaders led 6th graders in activities, helped with lockers, and gave tours of the school. ... After school started, counselors and support staff put together a month-long focus on bullying and citizenship awareness. Activities planned included the mix-it-up lunches, where students sit with different peers, new-student lunches, and digital citizenship with a focus on cyber education. In addition, daily videos and announcements on the school’s newscast discuss bullying and address other relevant topics. The goal is to bring awareness and education to students. ... **OLYMPIC VIEW**: Construction of the new gym got underway during the summer. The leadership cohort is continuing to grow. Two years ago, the school started with one leadership class, this year there are three sections. ... Math and ELA teachers were happy to receive their new curriculum aligned to the Common Core State Standards and all the resources that come with each. The school had a record turn-out for Curriculum Night. PBIS is also being implemented. ... **VOYAGER**: The school held its back-to-business day in August. Prior to that, incoming 8th graders identified as potential school leaders were trained as Where Everyone Belongs (WEB) leaders, and will become mentors to incoming 6th graders. ... Before the first day of school, 6th graders were invited to a preview-day that included WEB students conducting team-building exercises. Curriculum Night was a success and students attended a Sounders game to foster engagement.

EXTENDED FIELD TRIPS: EXPLORER: *Summit* – Approximately 120 students traveled to the Cispus Learning Center in Randle, Washington, and Mount St. Helens on September 28 to 30 to study geology and history. Three days of school were missed. ... Kamiak: *DECA* – Seven students will travel to the Sheraton Hotel in Seattle on November 17 to 20 to participate in the Distributive Education Club of America (DECA) Western Region Leadership Conference. Two days of school will be missed. ... *Volleyball* – Twelve students will travel to Wenatchee on October 14 to 15 to compete in the Wenatchee Invite Volleyball Tournament. No days of school will be missed. ... MARINER: *Leadership* – Twelve students traveled to Mark Morris HS in Longview on October 14 to 16 for the Association of Washington Student Leaders (AWSL) State Leadership Conference. One day of school was missed. ... *Band* – About 100 students spent the night at Mariner with 11 parent chaperones and one staff member on September 16 to 17 for students to participate in full-group rehearsals, sectionals, and polishing the field show. No days of school were missed. ... *Band* – A total of 140 students will travel to Seattle on April 21 and 22, 2017, to participate in the Heritage Festival. No days of school will be missed.

TEACHING AND LEARNING

CURRICULUM AND PROFESSIONAL DEVELOPMENT: TRAINING: The department delivered Developmental Reading Assessment (DRA) training for all new K-5 teachers. Literacy specialists provided in-building support on new English/Language Arts curriculum. The math specialist visited all middle schools to provide support for implementation of new curriculum. A new teacher roundtable was held on learning targets and success criteria for all new teachers. The department staff worked collaboratively with Instructional Technology to ensure teacher and student access to online curriculum resources. ... COMMITTEES: The High School Science Committee met to determine course pathways to align with the Next Generation Science Standards.

SPECIAL EDUCATION: TRAINING: Staff engaged in professional development around strengthening compliant Individualized Education Program (IEP) writing, behavior strategies, practical strategies for working with students with autism, safety net IEP writing, and a panel on inclusive practices. Twenty new staff members received specific training in IEP writing and collaborated with peers on the beginning of the school year. ... CURRICULUM: Elementary resource teachers met with assistant directors and discussed the use of curriculum and caseloads.

ASSESSMENT AND PROGRAM EVALUATION: TESTING: Test results were delivered to schools. Staff accounts were updated to allow access to Smarter Balanced Assessment resources online. World language proficiency exam results were analyzed and course codes were created so students could receive credits. ... TRAINING: Test coordinators received training on assessment procedures and administration, and received access to eVAL, the online teacher evaluation tool.

CATEGORICAL PROGRAMS: TRAINING: New and returning instructional specialists received training on coaching conversations to support classroom teachers with implementing differentiation and scaffolds for low-achieving students, primarily in literacy. A Guided Language Acquisition Design (GLAD) key trainer informational meeting was held. Several English Learner teachers, special education teachers, and classroom teachers attended class on using the new elementary literacy materials in supplemental support.

SUPPORT SERVICES

ADMINISTRATION: Department leaders worked on department improvement plans, focusing on data-based goal setting. The secondary video camera software was ready for roll-out.

CAPITAL PROJECTS: LAKE STICKNEY: Substantial Completion and/or Temporary Certificate of Occupancy was achieved and the school opened on time. Many invoices were processed. Daily staging on the District loading dock occurred as all of the supplies and equipment for the new school were delivered. ... **Training** – Teachers received training on the use of the flat panel displays, document cameras, screen beams, voice amplification, and Surface docking stations. Maintenance staff received training on heat pumps, air handlers, and Siemens mechanical controls. ... **Upgrades** – Technology staff assisted with upgrades to the security network and new card readers. ... **KINDERGARTEN CENTER: Fairmount Portables** – The foundation and ramp permit was corrected for the seismic connection of ramp landings to the portables, increased exterior lighting, and added fire hydrant protection. The portables were relocated, foundations installed per plans, and have received Temporary Certificate of Occupancy. An additional exiting ramp was added to the project. New carpet tiles were installed, OT/PT equipment was re-installed, and furniture and supplies were moved back in for the start of school. ... **Other progress** – Geoengineering has made several inspections of sub-grade conditions and supervised backfill and compaction activities. Many mechanical, electrical, and architectural submittals have been received, reviewed, and returned to the contractor. ... **Inspection** – Mayes Testing and Inspection made several inspections of concrete, steel, and shear walls. Mukilteo Water and Wastewater District approved the fire hydrant loop after sanitation and pressure testing. ... **Installation** – Installation of Asphalt Treated Base (ATB) over compacted sub-grade occurred along the bus loop to Beverly Park Road and over the future parking lot to stabilize the site before winter weather. The ground-source heat pump bore field and trenches of connector pipe that will terminate in the mechanical room were completed. ... **Drainage** – The storm drainage system was 90 percent complete. Excavation of southeast detention pond and installation of storm tech retention chambers are complete and fully back-filled.

FACILITIES: DISCOVERY ELEMENTARY: Phase 1 of construction was completed in time for the start of school. All utility conduits were roughed in for the addition. The District completed a developer agreement with Alderwood Water & Wastewater District to extend the side sewer, add fire sprinklers to the new addition, and install a grease interceptor for the

kitchen. The existing interior bathrooms were remodeled and a new door to the playground was installed. ... **Playground** –The water line needed for the fire sprinkler lines was installed and the playground landscaping was completed. ... **Doorways** – Additional doorways needed to join the buildings were opened on the commons south wall and will remain covered until next summer, at the completion of the project. Work began outside with a survey and footings were dug for the foundation of the new space. ... **OLYMPIC VIEW:** The project is on schedule and Phase 1 was completed. PUD relocated a new gas meter next to the commons building. Several conduits with low-voltage systems were damaged and had to be repaired. The temporary heat for the gym and locker rooms was installed. After removing an old decommissioned underground storage tank, the new detention vault was dug and the floor and walls were poured. Rough-in of deep plumbing and electrical infrastructure was complete. Slab on grade for the music rooms and the foundations and stem walls for the rest of the building were poured. ... **EXPLORER AND MARINER:** Portables were installed and set on their foundations adding two classrooms at Explorer and four at Mariner. They were connected to the school's fire alarm system, intercom, and fiber backbone. Power was brought to the portables and ADA ramps and carpeting were installed. ... **SCIENCE ROOMS:** A full laboratory classroom with eight peninsula lab stations equipped with power, data, sinks and gas for experiments and labs was added at Kamiak. A full safety shower and eyewash station was installed and code-required ventilation was added. At Mariner, two large existing rooms were converted to three science rooms for biology and earth sciences. Casework around the perimeter of the room with sinks, power and data allow the classroom furniture to move and serve as lab tables. ... **GODDARD STADIUM:** The stadium was painted and new bird netting installed on the home-side grandstands. Repairs were made to the wood structure as needed on the visitor's side. The football goal posts were painted safety-yellow and new signage was installed. ... **PARKING LOTS:** Several parking lots across the District had work done to better serve the transportation department and improve the safety of drop-off and pick-up locations. At Endeavour, a few parking lot islands were made smaller to accommodate larger buses. New striping and signage were installed at Challenger, Horizon and Odyssey. At Sno-Isle Skills Center, the parking lot was seal-coated and fully painted. Numbered stalls were added for assigning to student drivers. ... **DSSC ROOFING AND HVAC REPLACEMENT:** The project was nearing completion. The new units were cut over so the old duct work and outdoor units could be demolished. ... **MAINTENANCE AND GROUNDS:** Several automatic door openers were added at Voyager and Kamiak, as well as accessible ramps at Explorer. The art portable at ACES was remodeled and a separate shed was built for the kiln. The Mariner woodshop sawdust collection system was replaced. ... **Preventive Maintenance** – Projects included chiller maintenance, boiler inspections with full tear-downs and inspections of boilers at two sites, as well as testing and inspection of fire doors, fire sprinklers, fire suppression hoods, fire extinguishers, elevator and wheel chair lifts, generators, emergency eyewashes and showers, and backflow prevention devices. The required three-year asbestos inspections were completed in July. Fire alarm testing occurred at Mariner and Kamiak. ... **Grounds:** Completed topdressing, aerating and fertilizing all sports fields. The new synthetic-turf field was cleaned and inspected as part of a warranty by Field Turf. ... **Work Orders** – Summer and September work orders included: 272 electrical, 27 safety /security, 153 plumbing, 247

doors/locks, 152 HVAC, 213 carpentry, 51 nutrition services, 68 painting, 67 building envelope, 121 grounds and 2 miscellaneous. ... **CUSTODIAL:** Staff focused on deep cleaning schools, including waxing hard-surface floors and cleaning carpets. Work schedules were adjusted to accommodate construction projects, moving teachers, and deliveries of the new curriculum adoption. A contractor cleaned the exterior windows at 13 schools. ...

WAREHOUSE SERVICES: Materials and supplies were moved for nearly 50 teachers. Old curriculum was surplus and new books were delivered. Significant surplus of older furnishings and several pick-ups of electronic recycling were coordinated throughout the summer. ... **FACILITY USE:** Requests for the fall were steady and processed. Staff training on the process of using FSDirect, the District's facility use software, for making reservations continued.

PUBLICATION SERVICES: **PRODUCTION:** The department produced 1,278 orders during the summer, for a total of 2.7 million clicks. Clicks for the year totaled 16,327,794, which was down 8.7 percent from the previous year. A total of 16,928 orders were printed during the year, also down by 227. The reduction in printing could be attributed to newsletters and some District information that was once printed, slowly being put online. The largest orders included first-day packets (16,500), student planners for middle school, elementary math/reading curriculum, handwriting workbooks, and choir workbooks. ... Copier clicks for the start of school totaled 1.93 million. The online ordering system now has 702 users and 742 orders received. An additional 1,414 orders were received either via hard copy or email. ... **FINANCIAL:** Data was analyzed to facilitate a new small-copier contract in mid-December. One machine will be added to ECEAP, bringing the total machine count to 20. These copier/printers will be placed in school libraries, counseling offices, school attendance offices and in two other departments.

TRANSPORTATION: **WALK ROUTES:** The transportation coordinator reviewed all elementary walk routes. Each school received an updated manual with maps and written directions for suggested routes. Routes also were included on school websites. Crossing guard training was revamped with a new training manual, which schools can use throughout the year to train new staff who are assigned crossing duties. ... **SHOP:** Washington State Patrol completed the final inspection of the buses for 2015-16. Historically, the department receives outstanding inspections with less than 10 percent of fleet with defaults placing them out of service. This year the department received a 100 percent inspection with none of the fleet being placed out of service. ... The shop focused on identifying and implementing improvements to increase department safety. Mechanics installed back-up cameras in smaller special education buses. ... **TRAINING:** Seven substitute drivers successfully completed bus driver training, spending one week in the classroom and averaging 20 hours of behind-the-wheel training. ... **SUMMER SCHOOL:** Students were transported on 14 routes to five school programs. There were an additional five routes to transport students to programs out of the District. ... **START/DISMISSAL TIMES:** Drivers like the new bell schedules because more time is allowed for transporting students. The majority of routes have 50 students, with the target high range being 60 students. After monitoring bus loads at Fairmount and Columbia for the first three weeks, it was determined to add

routes and balance loads. In addition, it was determined to increase the time on routes to allow for loading and unloading. ... **BUS LOADING ZONES:** The universal dismissal time also created the need to change bus loading zones at three elementary schools to accommodate the additional traffic. ... **STUDENT MANAGEMENT:** Conduct reports are low due to improved communication between schools and transportation. Drivers are incorporating school reward systems into their student management tools, which is helping students recognize that the school bus is an extension of the classroom. Students have clear expectations and understand the school and transportation are a team working together to promote their safety. ... **SAFETY:** Staff ID badges have been implemented Districtwide. ... **LAW ENFORCEMENT:** Two non-school related incidents caused transportation complications at pick-up and delivery of students in September. Cooperation between the department and law enforcement minimized the effects of the delays while keeping students and staff safe.

BUSINESS SERVICES

BUSINESS SERVICES: **BUDGET AND ACCOUNTING:** The Fiscal Year 2016-17 Budget was adopted. **PAYROLL AND BENEFITS:** Payroll completed retiree cash-outs, new-administrator contracts, summer school time sheets, and personal leave cash-outs. New hires were assisted with benefit and retirement questions as well as new-hire paperwork. Open enrollment for benefits, as well as two benefit fairs were held. ... **ENROLLMENT AND STAFFING:** Business Office staff met daily with other administrators the first three days of school to review enrollment. Staffing and student moves were made. ... **BUSINESS:** The process of closing the fiscal year 2015-16 began. Elementary administrative assistants and principals, and new bookkeepers received hands-on training in Excel on budgeting.

NUTRITION SERVICES: **BUDGET:** The program is on track to exceed expectations for the District. Meal counts were down about 3 percent from last year, a reflection of the free/reduced percentage decreasing by 3 percent. With the start of the new school year, over 1,300 more breakfasts and 4,600 more lunches were served in the first 18 days of school this year as compared with last year. Meal counts continue to increase daily. At Lake Stickney, 350 lunches were served in one day. ... **SUMMER FOOD:** Food programs were offered at Sno-Isle Skills Center, Horizon, Odyssey, Olivia Park, ECEAP, and Voyager. Over 350 meals, including breakfast and lunch, were provided for soccer camp. The department served 12,506 breakfasts and 28,430 lunches for a total of 40,936 meals, which is 1,965 more than summer 2015. ... **SAFETY:** Sodexo focused on behavioral safety and has increased awareness with the team. Throughout the year, one physical and one food safety topic are discussed for training each week. ... **PROMOTIONS:** The fresh fruit and vegetable program was underway at Horizon.

TECHNOLOGY

ACTIVITIES: The department provided various trainings including Surface, new-teacher orientation, email strategies and standards and a collaboration work session for technology specialists and librarians. In addition, staff members installed Surface dock stations at all elementary and middle schools, as well as some high schools, and repaired and updated the network, including fiber, phone, and data center maintenance. ... **TECHNOLOGY INTEGRATION TEAM:** An instructional library was created for technology resources, including device-use and educational tools. Staff members presented and collaborated with the technology specialists and librarians with a focus on standards. The goals and vision for technology integration were presented during building staff meetings. **TECHNOLOGY OPERATIONS TEAM:** Staff members completed Surface rollout and training for all remaining high school and new teachers, and provided support for all schools for various applications and new curriculum. Staff collaborated with vendors to support new digital systems coming online this fall, including locks, bells, and video surveillance.

COMMUNICATIONS

INTERNET SITE: STATISTICS: There were a total of 269,629 sessions on the School District's website from July through September, which is down 1.9 percent as compared with the same period the year before. Those visiting the site during that period viewed an average of 2.96 pages per session and stayed on the site an average of two minutes and 48 seconds. ... **SUMMER POSTING:** A variety of headlines that will appear on the website during the course of the year announcing School Board meetings, early-dismissal days, vacation days, and other observations were prepared.

PUBLIC INFORMATION: LISTSERV: A total of 12 messages were sent to MSD listserv subscribers during this period. This included one message in July, five in August, and six in September. Five of the messages were reports of School Board meetings, there were two issues of *School District News*, two messages about the agreement between the MEA and the School District and the 2016-17 calendar, two messages about a police incident that occurred near Voyager in late September, and one in August about registering for school. ... **PUBLICATIONS:** The summer and the beginning of the school year are busy times for the production of School District publications. Production of the annual wall calendar was delayed because of the MEA negotiations. A summer issue of *Your Schools* was distributed to residents in July, school performance reports were produced, and the Parent Handbook was completed and distributed in first-day packets at the start of school.