



Capital Bond Planning Committee

Monday, May 6, 2019, 6-7:30 pm
Community Resource Center – Board Room B

MEETING MINUTES

The following list represents all the Capital Bond Planning Committee Members. The list is comprised of community members, parents, students, and Everett Public Schools Administrators. Everett Public Schools Support Staff assist the committee as needed. Highlighted names were in attendance.

Planning Committee Facilitator

Jim Dugan (253.278.8105)

Email Address

jdugan@parametrix.com

Capital Bond Planning Committee Members

Parent, Student & Community Members

Jayne Armfield

David Atkins

April Berg

Jennifer Black

Jose Borunda

Michael Finch

Ed Glazer

Eric Gold

Shelly Henderson

Danielle Irwin

Liz Jamieson

Scott Jenkins

Nina Jones

Amber Ortega

Patrick Pierce

Kristen Rasmussen

Angela Sievers

Angela Steck

Justin Tidwell

Christine Vo

Jason Webb

Richard White

Jennifer Willows

Hans Wold

Student

Chelsea Guillen

Everett Public Schools Administrators

Dana Riley-Black

Zac Crane

Kristin Dickert
Tina Farias
Stefani Koetje
Kelly McClellan
Shaun Monaghan
Michael Takayoshi
Jeanne Willard

Everett Public Schools Support

Larry Fleckenstein
Mike Gunn
Darcy Walker
Chuck Booth
Gerard Holzman

Overview

The Capital Bond Planning Committee was established in response to a resolution from the EPS Board to develop a recommendation for the Superintendent by June 15, 2019 describing the scope and size of a capital bond proposal to be placed before district voters. The Board anticipates the bond proposal will be placed on the April 2020 special election ballot.

The committee is made up of 32 members including community members representing the district’s three comprehensive high schools, and principals or assistant principals from various district schools.

The committee will be facilitated by Mr. Jim Dugan from Parametrix, Inc. Additionally, the committee is supported by the following EPS departments and individuals:

Facilities and Planning: Mike Gunn, Darcy Walker, Gerard Holzman, Chuck Booth
Curriculum, Assessment & Special Programs: Peter Scott, Dana Riley-Black
Teaching & Learning: Larry Fleckenstein
Finance and Business Services: Jeff Moore, Ruth Floyd
Learning and IT Services: Brian Beckley, Ken Toyn
Communications: Kathy Reeves, Diane Bradford, Linda Carbajal

The Committee is expected to work over a seven month period. The Committee meetings are held monthly on Monday evenings between 6:00 PM and 7:30 PM. Capital Bond Planning Committee Meetings (CBPCM) that are complete are noted in yellow below. Future Committee meetings are noted in green below.

<u>Meeting</u>	<u>Date</u>	<u>Location</u>
CBPCM #1	November 19, 2018	Everett Public Schools Community Resource Center
CBPCM #2	January 7, 2019	Everett Public Schools Community Resource Center
CBPCM #3	February 4, 2019	Cancelled due to weather
CBPCM #3	March 18, 2019	Everett Public Schools Community Resource Center
CBPCM #4	April 15, 2019	Everett Public Schools Community Resource Center
CBPCM #5	May 6, 2019	Everett Public Schools Community Resource Center
CBPCM #6	June 10, 2019	Everett Public Schools Community Resource Center
CBPCM #7	June TBD, 2019	If necessary

The committees work is only to recommend. The Superintendent followed by the Board of Directors will make all final decisions regarding bond proposals.

Capital Bond Planning Committee – Guiding Principles

The Committee’s guiding principals were part of the Board’s Resolution No. 1187 which established the Committee. The Committee is to carefully consider the following in arriving at its recommendation:

1. **Community Input:** Consider in some manner the key themes raised by the community over the last several months as well as community input and feedback on the proposed Committee recommendations.
2. **Enrollment:** Consider the need for new classrooms and property to house current and future students, particularly at the high school and elementary school levels in the south end of the district.
3. **Aging Facilities:** Consider the need to modernize schools based on age as well as condition, and the need to replace or upgrade building systems such as HVAC, roofing, flooring, plumbing and electrical.
4. **Educational Programs:** Consider the need to upgrade existing buildings to accommodate new or enhanced educational programs such as science, technology, engineering, and math.
5. **Safety and Security:** Consider the need to improve safety and security in district facilities to better protect staff and students, especially at Cascade High School and Everett High School.
6. **Technology:** Consider the need to provide new, enhanced, and replacement technology infrastructure and equipment for instruction and support operations.
7. **Property Taxes:** Consider the variables affecting future tax rates, the difficulties in predicting future tax rates, and the sensitivity the community has to increasing tax rates.

CBPC Meeting #5 Agenda

Welcome and overview

Objective

- *Small table groups will discuss relative rankings of potential bond projects and whether each project is a “must do”, “need to do” or a “want to do” for a bond proposal recommendation.*

Overview of meetings 5 and 6

Brief review of new information

- *Fire Alarm System Upgrades at 3 sites (MC/SF/EHS Sci)*
- *STEM classroom conversions*

Table group work

- *Each table group is asked to focus on the primary question: Which projects are the most important to include in a bond proposal recommendation?*
- *Please select a recorder to take notes for your group and a reporter to report out*
- *Guiding questions*

- *What are relative rankings of each of the projects?*
- *Which are the “must do” (Green) projects, which are the “need to do” (Yellow) projects, and which are the “want to do” (Blue) projects?*
- *Should the recommendation include projects from all regions of the district? (north, central, south)*
- *Is there a maximum size (\$) for this bond that should not be exceeded?*
- *How would you explain the rationale for your recommended list of projects?*
- *Which site visits (in the upcoming bus tour) would help inform your decision?*

Table group report-outs

- *Which projects would your table group say are “must do” projects and why?*
- *How much (\$) do your “must do” projects all add up to?*
- *Is there a maximum size your table group would recommend for a bond?*
- *Which site visits would your table group like to include in the bus tour?*

Concluding Comments

- Upcoming meetings
 - *Bus tour planning (preliminary): Monday, May 20 or June 3 – 9:00 a.m. to 3:00 p.m., sack lunches will be provided. Site visits planned to Cascade HS, Everett HS, Jackson ES, Lowell ES, Madison ES, others as requested. Sign up tonight.*
 - *Meeting #6: Monday, June 10, 2019 (individuals voting on all projects and \$ size of bond)*

Welcome

Mr. Jim Dugan welcomed the committee members. He outlined the agenda for the meeting. Tonight’s work would include a review of bond project information and assigning priority as table groups to each of the possible projects.

Mr. Dugan also outlined the purpose of this meeting and the meeting in June will be to start moving to consensus about projects to be included in the bond project. Tonight’s work sessions will give work groups time to discuss and prioritize possible projects to include in the bond. By the June committee meeting, members will be voting on which projects to include as well as the size of the bond.

Brief overview of new information

Mr. Mike Gunn reviewed new information provided online. Items include:

- Addition of projects to existing list to meet increased program needs
 - Jackson HS: Number of classrooms to be converted to wet labs increased from 2 to 6 total. Cost of 4 additional classrooms is \$1.4 Million
 - Cascade HS: 4 classrooms converted to wet labs at a cost of \$1.4 Million
 - Safety and Security – Added 1 school to fire alarm systems and upgrades: Everett HS Science Building. Total cost is \$1.36 Million (Up by \$500,000)

Table group work:

Each table spent the 40-minute work session prioritizing projects for the bond, determining the maximum bond amount and summarizing the information and rationale that led to their priorities and decisions.

Table Group Report-Outs:

Mr. Dugan asked each table to report the “must” projects they selected, the maximum bond amount they arrived at and share the information and rationale that led to their priorities. This will prepare for the next meeting where the individual committee members will vote on projects and the size of the bond.

The following potential projects from the list were identified by table groups as a must:

NEW CONSTRUCTION FOR GROWTH

- New Comprehensive High School No. 4 (W/STEM) 2 Tables
- New Elementary School No. 19 2 Tables
- Elementary Classroom Additions (36) 5 Tables

MODERNIZATIONS

- Everett HS Cafeteria Modernization 1 Table
- Cascade HS Science Bldg. Modernization (W/STEM) 4 Tables
- Madison ES New-in-Lieu Modernization 3 Tables
- Jackson ES New-in-Lieu Modernization 3 Tables
- Lowell ES New-in-Lieu Modernization 2 Tables
- Everett HS Science Building Modernization 3 Tables

PROGRAM RELATED FACILITY NEEDS

- Jackson HS STEM Upgrade at 6 Classrooms 5 Tables
- Everett HS Vocational Bldg. Modernization (W/STEM) 5 Tables
- Cascade HS STEM Upgrade at 4 Classrooms 5 Tables
- Early Learning Center Regional Fac at Penny Creek ES 1 Table
- Early Learning Center Regional Fac at Hawthorne ES 1 Table
- Early Learning Center Regional Fac at Jefferson ES 1 Table
- Playground Equipment at (8) ES 2 Tables

SAFETY AND SECURITY UPGRADES

- Fencing at (2) High Schools 5 Tables
- Security System Upgrades at (11) Sites 5 Tables
- Access Control at (2) High Schools 5 Tables
- Secure Locksets and Keying Systems 5 Tables
- Fire Alarm System Upgrades at 3 Sites: Mill Creek ES, Silver Firs ES, EHS Science Building 5 Tables

SITE IMPROVEMENTS

- Cascade HS Softball Field Drainage & Dugouts 2 Tables
- Elementary Field Upgrades at (3) Schools:
Monroe ES, Silver Lake ES, Emerson ES 1 Table
- Replace Synthetic Turf & Track at Memorial Stadium
Football Field 3 Tables
- Parking Lot Expansions at (2) Elementary Schools 4 Tables

BUILDING SYSTEM UPGRADES

- HVAC Controls Upgrades at 6 Facilities: JHS, PC ES, SL ES, Eisenhower MS, Evergreen MS, M & O 5 Tables
- Roofing Replacement at 6 Schools: Woodside ES, Penny Creek ES, Cedarwood ES, Lowell ES, Mill Creek ES, Silver Firs ES 5 Tables
- Flooring Replacement at 2 Schools: Silver Firs ES, Emerson ES 4 Tables

PROPERTY ACQUISITION FOR FUTURE NEEDS

- None chosen as “must”

TECHNOLOGY INFRASTRUCTURE

- Electrical System Upgrades District-Wide: District Data Center, School MDF’s/IDF’s, Backup Generators, Fiber Optics 4 Tables
- Student Information System 2 Tables

Tentative total bond amounts currently determined by table groups (some table groups reported they are only providing the total calculated for their green “must haves”):

- \$283,160,760
- \$421, 430, 777
- \$400,000,000
- \$370,000,000
- \$350,000,000

During the table discussions, committee members responded to Mr. Dugan’s request for the rationale that led to the bond projects chosen by table group. Some key rationale comments were shared out. The remainder of written rationales will be gathered and provided to committee members prior to the next meeting. The following were shared at the meeting:

- 1) The Memorial Stadium upgrades will be used by all and will benefit the community as a whole.
- 2) Taking care of what we have should be the first priority; thus, leading to the elementary school classroom additions and school modernizations being a top priority.
- 3) Addressing capacity and learning environment was a consideration in the priority of the STEM projects.
- 4) Doing elementary classroom additions gives everyone a win. Also, the playground equipment adds to the social/emotional development for kids. The preschool program is important to identifying the early learning problems for children and is a great prep for school.
- 5) Safety and security upgrades were a top priority for committee members.

Concluding Comments:

Mr. Dugan restated some of the common themes of the work session: STEM, elementary school additions, modernizations, and regional equity. The compilation of “musts” reported out

will be provided to all committee members prior to the next meeting. The members were also reminded to sign up for the upcoming bus tour of project sites if interested.

Next Meeting: June 10, 2019, CRC, 6:00 - 7:30pm

Notes are as transcribed via live attendance at meeting by Maggie Anderson, Parametrix, Inc. Please forward any corrections, additions or deletions by 05/17/2019 to gholzman@everettsd.org. If no comments or corrections are received, these will become the official meeting record.