

**EVERETT PUBLIC SCHOOLS
Capital Bond Planning Committee
(CBPC)**

Thursday March 13, 2025
EPS Community Resource Center
Port Gardner Room A | 5:30 pm – 7:00 pm
CBPC Meeting #2

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

Community

Chris Adams	Shelly Henderson
Camie Anderson	Melissa Leone
Carol Andrews	Rachel Mathison
Jennifer Black	Sandra Mejia
Chuck Booth	Sanil Pillay
Amber Buehler	Clair Ross
Eric Casper	Jannat Samia
Barry Chan	Jeff Sander
Lindsey Conant	Emmey Smith
Chamari Davis	Katie Sordahl
Jessica De Yngunza	Justin Tidwell
Adam Denney	Dylan Turner
Michael Finch	Dolly Ubriani
Cisco Gomez	Ryan Weber
Amanda Henderson	

Students

Emi Forman, Everett High School
Joshua Iraola-Cortes, Cascade High School
Kylie Liu, Jackson High School
Kalie Mulima, Sequoia High School

Administrators

Larry Fleckenstein, Chief Operating Officer
Dr. Peter Scott, Deputy Superintendent
Dr. Cathy Woods, Regional Superintendent – Region 1
Dr. Pete Misner, Regional Superintendent – Region 2

Michael Takayoshi, Principal, Cascade High School
Dr. Tyler Ream, Principal, North Middle School
Brent Radcliff, Assistant Principal, Forest View and Silver Firs Elementary Schools
Pachomius Schmidt, Assistant Principal, Eisenhower Middle School

Support Staff

Darcy Walker, Director, Facilities and Planning
Heather Brown, Director, Special Services
Shanai Cole, Community Services Supervisor
Kim Ames, Facilities and Planning
Nicole Brown, Parametrix
Tim Jewett, Dykeman Architecture

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 24, 2025, describing the scope, size and timing of a capital bond proposal to be placed before district voters. The Board anticipates the bond proposal will be placed on an election ballot in 2026.

The committee is made up of 39 members including community members, students, principals, and assistant principals.

The committee will be facilitated by Mr. Jim Dugan from Parametrix, Inc.

The Committee is expected to work over the next three months. The Committee meetings are held twice monthly on Thursday evenings between 5:30 PM and 7:00 PM (unless otherwise noted) 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	February 19, 2025	Everett Public Schools Community Resource Center
CBPCM #2	March 13, 2025	Everett Public Schools Community Resource Center
CBPCM #3	March 27, 2025	Everett Public Schools Community Resource Center
CBPCM #4	April 3, 2025	Time-TBD District Site Tours
CBPCM #5	April 24, 2025	Everett Public Schools Community Resource Center
CBPCM #6	May 15, 2025	Everett Public Schools Community Resource Center

The committee's 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

Capital Bond Planning Committee Guiding Principles Everett Public Schools

The Committee's guiding principals were part of the Board's Resolution No. 1317 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 recommendation, and*
- 2) **Enrollment:** Consider the need for new classrooms and property to house current and future students, particularly at the elementary level; and*
- 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; and*
- 4) **Educational Programs:** Consider the need to upgrade existing buildings to accommodate new or enhanced educational programs; and*
- 5) **Safety and Security:** Consider the need to improve safety and security in district facilities to better protect staff and students; and*
- 6) **Technology:** Consider the need to provide new, enhanced, and replacement technology infrastructure and equipment for instruction and support operations; and*
- 7) **Property Taxes:** Consider the variables affecting future tax rates, the difficulties in predicting future tax rates, and the sensitivity of the community towards increasing tax rates.*

CBPC Meeting #2 Agenda

Welcome

Jim Dugan

Agenda Overview

Jim Dugan

Previously Distributed Documents

Darcy Walker

- EPS Board Resolution 1317-guiding principles
- Capital Bond Planning Overview PPT
- CBPC Milestone schedule

Documents Distributed Tonight

Darcy Walker

- EPS Enrollment Projections – 10 years
- EPS school map, capacities & Portables for 2025-26

- 48-year modernization schedule
- Potential 2026 bond projects descriptions
- WA State & EPS capital measures historical data
- EPS capital measures planning template

Committee Work Session: bond Planning Cycle	Jim Dugan
<ul style="list-style-type: none"> • Develop a capital bond cycle for 2026 and beyond • Small group review and discussion 	Darcy Walker

Committee Work Session Reporting	Committee
<ul style="list-style-type: none"> • Small group reports • Questions, comments, anything to add? 	

Next Meeting Date: March 27, 2025	Jim Dugan
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Homework	Jim Dugan
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Closing Comments	Jim Dugan
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Welcome

Mr. Dugan with Parametrix welcomed the committee members and thanked them for their time this evening. He noted that each table had been assigned a number and asked the committee members to remember their table numbers as this will be the work group with which you will work each session.

Mr. Dugan introduced Mr. Tim Jewett from Dykeman Architects who has helped EPS with condition assessments and facilities needs. Mr. Jewett will serve as an additional resource for the committee.

New to the resource group this evening was also Ms. Kim Ames from EPS Capital Facilities.

Mr. Dugan reminded the committee members that the EPS staff and their consultants are resources they can use during their work.

Documents Distributed Tonight

Mr. Walker then presented the packet of documents on each worktable. He reviewed the purpose and information contained in the reports.

Mr. Dugan and Mr. Walker gave a brief overview of the State Capital Assistance Program (SCAP). This is a match from the state for local dollars spent by the District. There are numerous equations involved and buildings have varying levels of match, depending on when upgrades were last performed. Eligibility varies by grade bands and by condition of buildings. These funds are only available to the District after they

have completed the projects with their own dollars. If local dollars are not approved by voters, then the matching money goes unclaimed in the state budget. It is not cumulative and does not rollover.

Committee Work Session

Mr. Dugan then explained the goals for this evening's work. In order to determine a bond amount and bond frequency, the committee should analyze the needs through several lenses. The packets on the tables are designed to support the analysis. Things to be considered are capacity at each school, current enrollment, projected enrollment, building conditions and the continued use of portables.

Specific questions that Mr. Dugan asked the committee to consider were:

- What schools are at or near capacity and what are future enrollment projections?
- Are portable farms okay? Can we solve our capacity issues with more portables?
- What is the condition of the facility? Can it be fixed, or does it need replacement?
- Are facilities safe?

Mr. Dugan asked the committee to bear in mind that they are making a recommendation for a current bond, but also for a bond cycle, and future bonds.

Committee Work Session Reporting

It was determined the table committees needed more time before reporting out to the larger group. Mr. Dugan asked the committee if we could plan on 2 hours for our next meeting and there was general assent from the committee.

A few questions were asked:

- **Q:** Is there a way to get the information to be used in the work ahead of time? It would help to be able to process some of the information in advance. **A:** Mr. Fleckenstein stated they could post information to the committee webpage.
- Questions and comments: Table 6- How many portables is too many? Gateway and Heatherwood appear to have 20% of their school as portables. Growing enrollments appear to be primarily at south end. It appears all schools have portables.
- **Q:** Can we get some notepads at the table for next session? **A:** Yes, we will have those for next meeting.
- **Q:** How can we plan for the needs when we do not know what things cost? **A:** Right now, we are asking the committees to identify and prioritize needs. Cost information is being prepared, based on the needs assessments you will provide, and that analysis will take place later in the process.
- **Q:** Can we get more information on bonds versus levies and the effects on tax rates? **A:** That work is in progress and will be shared in detail in Meeting 4.
- **Q:** For Consideration: Should there be a recommendation for two bonds, simultaneously? One bond for the urgent, must have, needs and keeps the tax rate steady, and a second bond that addresses future needs?

Homework

Mr. Fleckenstein indicated that all the information on tables will be available on the committee website by mid-day 3/14/25. The committee is asked to review and absorb the information in advance of next meeting so the small table work can continue.

Next meeting: March 27, 2025

Meeting Adjourned 7:02pm

Notes are as transcribed via live attendance at meeting by Nicole Brown, Parametrix, Inc. Please forward any corrections, additions or deletions by March 21, 2025, to Darcy Knutson, DKnutson@everettsd.org. If no comments or corrections are received, these will become the official meeting record.

