

BoardNotes for staff



Traci Mitchell



Jen Hirman



Charles Adkins



Caroline Mason



Roman Rewolinski



Alice Gilbertson



Will Kink

Student representatives



MEETING OPENING

During its regular meeting on January 9, 2024, the Everett Public Schools Board of Directors did the following:

The meeting opened at 4:30 p.m.

LAND ACKNOWLEDGMENT

Director Rewolinski provided a land acknowledgment.

PLEDGE OF ALLEGIANCE



RECOGNITION – DECEMBER CORE VALUE CHAMPIONS

Every month, three schools will recognize their Core Value Champion at a school board meeting. The board recognized the December Core Value Champions for Collaboration from Lowell Elementary – Sofia Rossi, Eisenhower Middle – James Crosby, and Sequoia High – Vanessa Pivral Covarrubius.



RECOGNITION – WASHINGTON MUSIC EDUCATORS HALL OF FAME INDUCTEE

Lesley Moffat, Heatherwood Middle School band director, has been selected for induction into the Washington Music Educators Association (WMEA) Hall of Fame. With a 36-year career in music education, Ms. Moffat follows in the footsteps of her parents who are also members of the WMEA Hall of Fame. Ms. Moffat began her career in 1990 in Indiana before moving to Mill Creek in 1992 and becoming the director of bands and orchestra at Lynnwood High School. She became the director of bands at Jackson High School in 2002. Over the next two decades, she shared her passion for music, inspiring students to continue their musical journeys into adulthood. Ms. Moffat and the other 2024 inductees will be formally recognized at the Hall of Fame reception that will take place on February 16, 2024, in Yakima, Washington.

RECOGNITION – SCHOOL BOARD APPRECIATION MONTH

A [proclamation](#) from Governor Inslee declares January 2024 as School Board Recognition Month in honor of the important role of elected school board members in promoting public education and student achievement. Representatives of Everett Public Schools PTSA Council, Everett Education Association, Everett Association of Paraeducators, Everett Association of Educational Office Personnel, Everett Public Schools Foundation, Everett Coaches/Extracurricular Association, Everett Licensed Nurses' Association, Everett Association of Professional-Technical Staff and the Everett Association of School Administrators took time to thank the directors for their work and dedication on behalf of students. The directors all shared their appreciation for the thanks.

SUPERINTENDENT'S REPORT

The school board heard the [superintendent report](#) which included welcoming back everyone from winter break, school board appreciation month, upcoming [Let's Connect on promoting healthy digital habits on February 6](#), the latest [Parent University video highlighting the College Career and Readiness Seminar](#) and more.



BOARD AND STUDENT REPRESENTATIVE COMMENTS

Director Hirman shared her appreciation for the presenters for school board appreciation month and wished a happy and healthy new year to all. Director Adkins hoped everyone had a restful and relaxing winter break and thanked Dr. Saltzman and staff for helping get him oriented to all the great work being done in the district. He also has had some great conversations with lawmakers alongside Dr. Saltzman and Director Hirman. Director Mason thanked everyone who honored the school board and appreciated the recognition section with students and staff as it is very meaningful. Director Rewolinski echoed Director Mason's comments, and as a new board member, he looks forward to working hard over the next year to earn all the accolades. Student Representative Gilbertson thanked everyone who attended to thank the board and reiterated her thanks to everyone who does so much for students as well. Director Mitchell also thanked the recognition presenters and briefly talked about the meeting with Rick Larson last week and a virtual meeting she attended hosted by WASDA and OSPI about last year's state audits. She is looking forward to the board's mini retreat on Thursday to continue orienting new members.

PUBLIC COMMENTS

There were no public comments.

LEGISLATIVE UPDATE

Director Hirman shared the legislative update. The 2024 legislative session is off and running and she summarized the session is short this year with only 60 days and the first bill cutoff date is January 31. Bills need to make it past each of these cut off dates to move forward. Committee hearings have started this week and she highlighted a few topics of interest for the school district, including school construction, transportation, electric buses, paraeducator pay, school staffing and special education to name a few. Our [2024 legislative priorities are posted on our website](#) so community and staff can see what our priorities are with legislators.

STRATEGIC INITIATIVE STUDY SESSIONS PREVIEW

The board will be provided with [a preview](#) of strategic initiative updates scheduled for the board's four strategic progress monitoring study sessions on January 23, February 22, March 19 and May 7. During these study sessions, strategic initiative owners will present information about their initiatives including milestones and timelines, celebrations, examples of recent work, performance measures, challenges, and next steps. The board will also have an opportunity to ask clarifying questions and reflect on the effect this work will have on strategic objectives and priority student outcomes. There are 27 strategic initiatives and 11 of these have been selected to begin implementation as phase 3 of a five-year implementation process.

FIRST QUARTER FINANCIAL UPDATE AND NOVEMBER 2023 FINANCIAL REPORT

[Monthly budget status reports](#) for each fund were provided to the board to include the most current fiscal activity by summary accounts in state form F-198. In addition to the required document, the finance department provides more detailed information on general fund (operating fund) year-to-date expenditure and revenue activity, a projected ending fund balance, a cash at County report, and an investment summary. On a monthly basis the board receives a brief presentation on the current fiscal status of major funds. The information provided with this item is based upon the companion consent agenda item, "Acceptance of the Financial Reports as of November 30, 2023."

INSTRUCTIONAL REVIEW SUMMARY 2023

The board was presented with [a summary of key connections and takeaways](#) from the twenty-seven instructional reviews conducted in the fall of 2023.

STUDENT INFORMATION SYSTEMS UPDATE

The board was presented with [a review](#) of the function, purpose and status of the current student information system (SIS), as well as reasons for updating the system, an overview of the proposed selection process, stakeholder feedback, and next steps. Updating the SIS is a project funded by the 2022 Capital Levy. The Learning and Information Technology Services (LITS) team is coordinating this district-wide project.

POLICY 5280, PROGRAM AND STAFF REDUCTION

The board of directors heard a proposed revision to [Policy 5280](#), Program and Staff Reduction, provided for first reading with second reading and adoption to be recommended at a future board meeting. Proposed revisions clarify the board's role in the process of terminating staff. The board's role differs depending on the type of employee being terminated as noted in the policy.

POLICY 6215, DISBURSEMENTS

The board of directors heard a proposed revision to [Policy 6215](#), Disbursements, provided for first reading with second reading and adoption to be recommended at a future board meeting. Proposed revisions update the current usage terms and resolve a mismatch between statutory provisions and common practice. The proposed revisions include changing the title from "Disbursements" to "Expense Claim Certification and Approval."

POLICY 6217, ELECTRONIC FUNDS TRANSFER

The board of directors heard a proposed new [Policy 6217](#), Electronic Funds Transfer, provided for first reading with second reading and adoption to be recommended at a future board meeting. This proposed new policy authorizes the district's use of electronic methods of payment, including Electronic Funds Transfers (EFT) and Automated Clearing House transfers (ACH). Please note that

the State Auditor's Office requires adopting an authorizing policy before implementing electronic payments.

POLICY 6530, INSURANCE

The board of directors heard a proposed revision to [Policy 6530](#), Insurance, provided for first reading with second reading and adoption to be recommended at a future board meeting. Proposed revisions are to better track with [RCW 28A.400.350](#) Medical, dental, vision, liability, life, accident, disability and salary insurance authorized—Expiration of authority for basic and optional benefits—Health savings accounts—Premiums—Noncompliance, and to comply with [HB 1521](#) – Workers' Compensation Claims – Duties of Self-Insured Employers and Third-Party Administrators. The proposed revisions acknowledge that the School Employees' Benefits Board (SEBB) program governs school employees' medical insurance.

POLICY 6555, CAPITALIZATION THRESHOLD FOR LEASES AND SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS (SBITAs)

The board of directors heard a proposed new [Policy 6555](#), Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements (SBITAs), provided for first reading with second reading and adoption to be recommended at a future board meeting. This proposed new policy is to address recent statements of the Governmental Accounting Standards Board (GASB) regarding lease and subscription-based information technology arrangements. The GASB statements reference a capitalization threshold set by the district, prompting the need for a board policy setting such a threshold.

MEETINGS SCHEDULE, PROPOSED NEW CALENDAR

In accordance with board [Policy 1400](#), Meetings, a proposed school board meeting schedule for the [2024-25 school year](#) was presented to the board of directors for first reading with second reading and adoption to be recommended at the February 13, 2024 regular board meeting. As much as possible, the meetings are scheduled on the second and fourth Tuesday of each month unless there is a holiday, winter break, spring break, summer vacation, or a conference that presents a conflict.

The meeting was adjourned at 7:13 p.m.

MEETING VIDEO AVAILABLE ON VIMEO & YOUTUBE

The board meeting video from 01.09.24 has been uploaded and is available on [Vimeo](#) and [YouTube](#).

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POLICIES & PROCEDURES

[All policies and procedures are available online.](#)

NON-DISCRIMINATION

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: **Title IX/Civil Rights Compliance Officer and ADA Coordinator**, [Chad Golden](#), 425-385-4100; **Section 504 Coordinator**, [Dave Peters](#), 425-385-4063.



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