

EVERETT PUBLIC SCHOOLS
EVERETT, WASHINGTON
Regular Meeting

The Board of Directors of Everett Public Schools, Snohomish County, Washington, held a regular Board meeting on Tuesday, June 24, 2003, beginning at 4:30 p.m., in the Board Room of the Educational Service Center, 4730 Colby Avenue, Everett, Washington. Those in attendance were Sue Cooper, Paul Roberts and Roy Yates. Absent: Kristie Dutton and Karen Madsen. In the absence of President Madsen and Vice President Dutton, Sue Cooper led the meeting.

ADOPTION OF AGENDA

Acting President Cooper called for any recommended changes to the agenda. Superintendent Whitehead announced that the Board would be presented with a revised Personnel Report. With no further changes, Paul Roberts moved to adopt the Board's agenda, as revised, and Roy Yates seconded the motion. The motion carried unanimously.

**ADOPTION OF
AGENDA**

APPROVAL OF MINUTES

Roy Yates moved for approval of the minutes of the regular meeting of June 10, 2003, and the special meeting of June 17, 2003. Paul Roberts seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Superintendent Whitehead opened her comments by reporting that, among the personnel being recommended to the Board on tonight's Personnel Report are four new administrators. They are: Elizabeth Nunes, Assistant Principal for Garfield Elementary School; Joanne Buiteweg, Curriculum Assessment Specialist; John Flaherty, Assistant Principal for Jackson High School; and Janice Truant, Assistant Principal/Athletic Director for Jackson High School. Each individual commented briefly. The Board welcomed them and wished them well. Dr. Whitehead reported that almost all administrative vacancies have been filled.

**SUPT'S
COMMENTS**

Dr. Whitehead announced that the District is once again hosting the East-West football game. Everett Rotary was pleased to welcome the players at today's Rotary meeting.

This year's spring graduation ceremonies saw 912 seniors from District high schools receive diplomas. A summer graduation ceremony will take place on August 12. In addition, Dr. Whitehead participated in a celebration at Evergreen Middle School for Principal Joyce Stewart in honor of her receiving her doctorate.

In closing, Dr. Whitehead said she will be out of town during the July Board meeting, but Associate Superintendent for Finance and Operations Jeff Riddle will fill in for her. It will be at this meeting that the District's preliminary budget for 2003-2004 will be presented to the Board of Directors.

Acting President Cooper reported that three Public Comment cards were submitted:

**PUBLIC
COMMENTS**

1) Tim Austin—Questioned why there exists a policy of exclusion rather than inclusion when it comes to allowing students to participate in commencement exercises? At a number of educational institutions, he said, students are allowed to "walk" even though they have not quite completed their credits. He asked when the District's exclusionary policy was developed, who developed it, what is the justification for the policy, who is negatively impacted and who benefits?

2) Steven Ney—represents AP/IB Boosters—and comes to the Board tonight as a very concerned parent and citizen. Jackson High School has made great strides in adopting an AP curriculum. However, four barriers exist: 1) the 4x4 schedule; 2) planning of the schedule around the needs of band; 3) scheduling most AP classes around 4th period; and 4) having a block program that combines English and History into one course. Mr. Ney urged Jackson High School to follow the examples of the best high schools in the state. He recommended adopting a modified block AP schedule. Secondly, he recommended that JHS disconnect the history and English conjoined block courses. Following these recommendations would provide more flexibility and choices for students. He requested a meeting with the superintendent, Karst Brandsma, Lynn Evans and Fred Dahlem no later than mid-July to discuss these issues. He handed out information concerning block scheduling (E:159/03).

**PUBLIC
COMMENTS
(cont'd.)**

3) Jeff Heckathorn—said his topic was already addressed by Messrs. Ney and Austin. He added that it was sad that not all students were able to graduate. He also said it was unfortunate that the 4x4 block schedule was developed with the thought of being “all things for all kids.”

Acting President Cooper thanked the speakers for sharing their thoughts.

Director of Communications Gay Campbell announced that one retiree was in attendance tonight.

**RECOGNITION OF
RETIREES**

1) Annelle Martin—has 30 years in education, most recently at Cascade High School. CHS Principal Jim Dean described Annelle as an energetic, outstanding educator, a leader and a quiet force. Annelle spoke briefly, noting that teaching is what she always wanted to do, and she is thankful for having had the opportunity to pursue that goal. She introduced her son and daughter, and her husband John who is a recent retiree from Everett Public Schools. Acting President Cooper thanked and congratulated Annelle and presented her with a memento crystal apple.

ITEMS FOR INFORMATION

The Washington State Auditor’s Audit Reports for the period September 1, 2001, through August 31, 2002, were provided for the Board of Directors’ review (E:160/03). Associate Superintendent for Finance and Operations Jeff Riddle introduced Gina Zeutenhorst, Accounting Manager, and the person responsible for organizing the audit. Gina reported that there were two separate audit reports this year. On the *Accountability Audit Report*, regarding legal compliance and internal control issues, the District was found to have complied with state laws and regulations and with its own policies and procedures. No audit findings were made. On the *Report on Financial Statements and Federal Single Audit*, one finding was identified. It related to “time and effort” records of the Safe and Drug Free Schools federal program, a \$143,000 grant program. This was one of several programs the auditors reviewed. There were approximately \$10,000 worth of salaries charged to the program for which the auditors indicated appropriate certifications were not on file even though extensive documentation was in place. Although the employees mobilized and provided acceptable documentation, it was still necessary for the auditors to issue the finding. Overall, it was a good, clean collaborative audit.

**WA STATE
AUDITOR’S
AUDIT RPTS—
09/01/01-8/31/02**

The Administration provided a progress report on the District’s Equity & Diversity Plan. Executive Director for Human Resources Molly Ringo provided an overview of the program (E:161/03). She described the District Steering Committee and its Advisory Committee, which included student representatives among its members. The four major goal areas of the program are: 1) recruitment/staffing, 2) professional development; 3) curriculum; and 4) student engagement.

**PROGRESS
REPORT—
EQUITY &
DIVERSITY PLAN**

**PROGRESS
REPORT—
EQUITY &
DIVERSITY PLAN
(cont'd.)**

Director of Employment Steve Katz shared details of the recruitment and staffing efforts which, among other things, have involved administrators and teachers of color. The District has realized a gain of 6.3 percent, or 68 candidates of color, for certificated positions. District recruiters have attended 14 college campuses and three career fairs as well as a variety of conferences and conventions. In the area of classified candidates of color, there has been an increase of 30 percent, or 130 candidates. There has been a 250 percent gain in the number of administrative candidates of color, with 35 minority candidates applying for administrative positions.

Director of Professional Development Jan Johnson reported that this has been a research and groundwork year. The goal is to provide training to all members of the organization, with that training filtering to the students. Efforts have been made to develop a culture of respect. In addition, the District is developing trainers of trainers. Equity and diversity training has been provided to certificated staff as well as classified staff in the food services, custodial and coaching areas.

Executive Director of Curriculum Alignment and Implementation Terry Edwards reported that District librarians have reviewed their collection of library books to determine whether adequate and up-to-date numbers of multicultural materials are part of the collections. They concluded that the collections were spotty and of dubious age. A Title V grant for \$16,000 was awarded to begin funding an annual purchase of multicultural materials at the schools. In an effort to promote parent involvement, texts have been purchased in home languages so that children can read at home in English while their parents follow along in their home language. So far, a total of \$40,000 has been spent in District libraries this year regarding multicultural issues. Next year, long-range action plans will be established for libraries and will include assessing how curriculum adoptions will be interfaced with library collections. In terms of counseling services, Terry reported that it has focused on respect, anti-bullying and inclusion of all children in the school. This work will help address elementary and middle school counseling needs in terms of multicultural issues.

Molly reported that the student engagement goal included the formation of middle school and high school groups at each school. They conducted multicultural activities and celebrations. Director of Student Services Larry Galli introduced Mai Pham and Diem Tran, who are student members at the high school level. Diem and Mai reported that this year, their group discussed diversity and equity issues, sex, religion and economic goals. Each learned a lot about themselves and others, including the diversity of their classmates and the importance of treating them equally. As a project this year, their group developed a skit about stereotyping and presented it to 8th graders. It was well received and the students had relevant questions and comments.

Acting President Cooper thanked the presenters and committee members and said it is gratifying that the Equity and Diversity Plan permeates the work of the District.

The Administration provided a report on the District's School Resource Officer (SRO) Program. Associate Superintendent for Instruction Karst Brandsma talked about the District's SRO program. He provided a handout describing the history and background of the program (E:162/03). Designed to build relationships between students and law enforcement, the program evolved to include the role of resolving disputes, managing duties previously assigned to the patrol division, and for consultation purposes. They serve as a law enforcement officer/teacher/counselor. In the past, the District has partnered with the Cities of Everett and Mill Creek to provide seven SROs at the secondary level and three at the elementary level. In the 2003-2004 school year, the number of SRO officers will drop from ten to six. Even with six officers, Everett probably exceeds the number of officers in surrounding school districts. The four officers being lost were funded from the general fund budget and

**REPORT—
SCHOOL
RESOURCE
OFFICER
PROGRAM**

those dollars are being put back into the budget to help meet the \$2.5 million budget reduction. Next year, three SROs will be funded by the District—one at EHS, one at CHS (staffed by the City of Everett Police Department) and one at JHS via the City of Mill Creek. Gateway Middle School is the only secondary school outside of a city jurisdiction. Snohomish County Sheriff's Department is the agency that would cover that jurisdiction, but the cost of an SRO is price prohibitive. Three officers, funded by the Everett Police Department, will be moved to the middle schools (Eisenhower, Evergreen and North). The officers will be available to the elementary schools on an as-needed basis, but service will be limited. Six campus safety officers (CSO), which is an increase of three from last year, will be trained via an accredited police department training program. The District will provide District uniforms that will look more official than what is used now. Their duties include lunchroom supervision, general supervision, assembly supervision, graduations, parking detail, restroom searches, and some quasi-research/discipline interactions/interventions. Three of the CSOs will be assigned to the high schools, and three will be assigned to Gateway and Heatherwood Middle Schools and to Sequoia High School.

**REPORT—
SCHOOL
RESOURCE
OFFICER
PROGRAM
(cont'd.)**

When asked whether the CSOs are full-time positions, Karst said yes, but some flexibility in scheduling is maintained in the event there is a need for their presence at a late-night event such as a dance or an athletic activity. They will probably not work past 180 days. Postings are being prepared for three of the CSOs. The District will hire and fund the positions, but their training will be provided by the police department. Regarding the SROs, the District only pays for the portion of their time it uses. The rest of the time they will be employed by the city doing other duties.

The Board thanked Karst for his comprehensive report.

ACTION ITEMS

Roy Yates moved for adoption of the following Consent Agenda items and Paul Roberts seconded the motion:

- 1) Personnel Report (REVISED) (E:163/03);
- 2) Voucher Lists (E:164/03);
- 3) Proposed School Board Meetings Schedule for 2003-2004 (E:165/03);
- 4) Declaration of Surplus Property (E:166/03);
- 5) Change Order No. 8: Telephone System Upgrade (E:167/03);
- 6) Change Order No. 9: Telephone System Upgrade (E:168/03);
- 7) Approval of Mitigation Agreement Between Everett School District and Our Savior's Lutheran Church of Everett (SEPA #02-066) (E:169/03);
- 8) Resolution 768: Authorization of a Sick Leave Conversion Medical Reimbursement Plan (VEBA III) (Res. 12/03);
- 9) Proposed Revised Policy 3240—Student Conduct (adding language) (E:170/03);
- 10) Resolution 769: Authorization to Issue Contracts to Administrative Supervisory Staff (Res.13/03); and
- 11) 2003-2004 Interim Professional and Technical Salary Schedule, Placement on Professional and Technical Salary Schedule and Professional and Technical Employees Vacation Schedule (E:171/03).

The motion carried unanimously.

The Administration recommended the Board of Directors adopt the attached 2003-2004 Associated Student Body budgets (E:172/03). These budgets are developed by students and their advisors. Proposed budgets were presented to the Board at the May 27, 2003, Board meeting. Director of Finance Jeff Moore reported that budget-building activities this year have given students a better idea of the "big picture" and their role in it. Lines of communication have been opened, groundwork has been laid and positive steps taken, thus creating a good environment for working together. All student bodies have approved their ASB budgets.

**CONSENT
AGENDA**

**2003-2004
ASSOCIATED
STUDENT BODY
(ASB) BUDGETS
ADOPTION**

With no further discussion, Roy Yates moved to adopt the aforementioned ASB budgets. Paul Roberts seconded the motion and the motion carried unanimously.

Acting President Cooper thanked Jeff Moore, the ASB representatives and their advisors for the work they have done to build this year's budgets. Board members Yates and Roberts echoed Ms. Cooper's comments.

The Administration recommended the Board of Directors approve transporting certain students to and from school using District-owned passenger cars in place of school buses. The benefit of using District-owned passenger cars in lieu of school buses for certain students is an economic advantage to the District and does not sacrifice student safety. This practice is allowed by RCW 28A.160.180. Associate Superintendent of Finance and Operations Jeff Riddle commented, noting that the District is exploring the possibility of using paraeducators to serve as drivers. In lieu of the District providing the transportation, the District can provide mileage to parents who do the driving, a practice that is already in place.

With no further discussion, Paul Roberts moved to approve the transporting of certain students to and from school using District-owned passenger cars in place of school buses. Roy Yates seconded the motion and the motion carried unanimously.

The attached proposed revised Policy 3309—Definitions (further defining exceptional misconduct) was provided for first reading at the June 10, 2003, Board meeting. At the request of the Board, wording in the revised policy was changed and is reflected in the new attachment (E:173/03). At tonight's meeting, the Administration recommended adoption of the revised Policy 3309, including the Board's recommended changes in wording. Director of Communications Gay Campbell indicated the words "assault," "battery," and "fighting" were separated.

With no further discussion, Paul Roberts moved to adopt the aforementioned revised Policy 3309. Roy Yates seconded the motion and the motion carried unanimously.

BOARD COMMENTS

Board member Cooper reported that she attended some of the high school graduations. Each was a wonderful celebration of student accomplishments and she enjoyed the speeches and performances.

With no further comments, Acting President Cooper adjourned the regular meeting at 6 p.m.

Carol Whitehead, Secretary

Sue Cooper, Acting President

2003-2004 ASSOCIATED STUDENT BODY (ASB) BUDGETS ADOPTION (cont'd.)

AUTHORIZATION TO USE DISTRICT- OWNED PASSENGER CARS TO TRANSPORT CERTAIN STUDENTS TO AND FROM SCHOOL IN LIEU OF SCHOOL BUSES

PROPOSED REV. POL. 3309—DEFI- NITIONS (further defining exceptional misconduct)

BOARD COMMENTS