

REGULAR MEETING AGENDA

- 4:30 p.m.
1. Call to Order
 - 1.01 Call to Order
 2. Roll Call
 - 2.01 Roll Call
 3. Adoption of Agenda
 - 3.01 Adoption of Agenda
 - (5 min.) 4. Consent Agenda
 - 4.01 Approval of Consent Agenda
 - 4.02 Approval of Minutes
 - 4.03 Approval of Personnel Report LYNN
 - 4.04 Approval of Vouchers JEFF
 - 4.05 Approval of Resolution 1005, Administration of Imprest Accounts, Change Funds, and Meter Funds JEFF
 - 4.06 Approval of Resolution 1006, Cancel Warrants Outstanding Dated Prior to August 31, 2009 JEFF
 - 4.07 Authorization of Contract Services with Snohomish County Human Services Department for the Early Childhood Education and Assistance Program (ECEAP) JEFF
 - 4.08 Approval of Board Travel GARY
 - 4.09 Approval of Technical Revisions to September 7, 2010 Board Agenda Format GARY
 - (10 min.) 5. Recognitions
 - 5.01 Recognition of New Administrative Staff MARY/MOLLY/JIM
 - (15 min.) 6. Public Comment
 - 6.01 Audience Comments Regarding Items Not on the Agenda
 - 6.02 Audience Comments Regarding Items on the Agenda
 - (15 min.) 7. Superintendent's Report
 - 7.01 Superintendent's Report GARY
 - (45 min.) 8. Strategic Progress Monitoring
 - 8.01 Each Student a Graduate TERRY
 9. Information/Discussion
 10. Action
 - (5 min.) 11. Policy Review
 - 11.01 Policy 1310, Adoption and Amendment of Policies, Proposed Revision (*second reading/adoption*) GARY/MOLLY
 - (5 min.) 11.02 Policy 1312, Administrative Procedures, Proposed Revision (*second reading/adoption*) GARY/MOLLY
 12. Upcoming Agenda Items
 - 12.01 Regular Meeting, October 5, 2010
 - (15 min.) 13. Board-Superintendent Team Comments
 - 13.01 Board-Superintendent Team Comments
 - (120 min.) 14. Work/Study Session
 - 14.01 Study Session: Open Public Meetings Act TIM FORD
 15. Executive/Closed Session

1. CALL TO ORDER

1.01 Call to Order

ED

The school board president will call the meeting to order.

2. ROLL CALL

3. ADOPTION OF AGENDA

3.01 Adoption of Agenda

That the Board of Directors adopt the agenda as submitted or revised. Additions or revisions will be addressed; the agenda will be approved as submitted or revised.

4. CONSENT AGENDA

4.01 Approval of Consent Agenda (ATTACHMENT);

4.02 Approval of Minutes (ATTACHMENT);

4.03 Approval of Personnel Report (ATTACHMENT);

LYNN

4.04 Approval of Vouchers (ATTACHMENT);

JEFF

4.05 Resolution 1005, Administration of Imprest Accounts, Change Funds and Meter Funds (ATTACHMENT);

JEFF

4.06 Res. 1006, Cancel Warrants Outstanding Dated Prior to August 31, 2009 (ATT.)

JEFF

4.07 Authorization of Contract Services with Snohomish County Human Services Department for the Early Childhood Education & Assistance Program (ECEAP) (ATTACHMENT);

JEFF

4.08 Approval of Board Travel (ATTACHMENT);

GARY

4.09 Approval of Technical Revisions to September 7, 2010 Board Agenda Format (ATT.)

GARY

5. RECOGNITIONS

5.01 Recognition of New Administrative Staff

Molly Ringo, executive director for area 2 schools, will introduce new appointees Holly Martinez, assistant principal at Emerson and Penny Creek Elementary Schools; Anita Roberson, assistant principal at Eisenhower Middle School; and Nyla Fritz, assistant principal at Henry M. Jackson High School. Dr. Ringo will also introduce Karen Koester, interim principal at Jefferson Elementary School; and Linda Butler, interim principal at Mill Creek Elementary School. Jim McNally, executive director for area 1 schools, will introduce Jeff Newport, principal at Emerson Elementary School, and Robin Imai, principal at Jackson Elementary School.

MARY/MOLLY/JIM

6. PUBLIC COMMENT

6.01 Audience Comments Regarding Items Not on the Agenda

6.02 Audience Comments Regarding Items on the Agenda

7. SUPERINTENDENT'S REPORT

7.01 Superintendent's Report

8. STRATEGIC PROGRESS MONITORING

8.01 Each Student a Graduate

Situation The Board has received previous reports regarding District progress on the improvement of graduation rates. Previous reports focused on improvements at each school and district level. The attached report focuses on trends in graduation, challenging options enrollment, and college and career readiness for each OSPI identified sub-group of students (ATTACHMENT).

TERRY

Background District on-time graduation rates have improved over the last 7 years from 53% to 83.7%. Previous reports have detailed efforts by the district and high schools to ensure that all students have the opportunity to graduate, either on time or through an extended graduation year. The current report disaggregates district data by gender, ethnicity, and special populations to analyze achievement progress and gaps between each sub-group. Emphasis will include student progress towards graduation, enrollment & challenging options coursework and student readiness for college and careers.

Presenter Terry Edwards, associate superintendent

9. INFORMATION/DISCUSSION

10. ACTION

11. POLICY REVIEW

- 11.01 Policy 1310, Adoption and Amendment of Policies, Proposed Revision (*second reading/adoption*). That the board of directors approve for adoption upon second reading revised Policy 1310, Adoption and Amendment of Policies. GARY/MOLLY

Situation

Revisions to this policy are to provide clarification regarding the language used when referring to adoption, revision and updating of policies. (ATTACHMENT)

Background

Molly Ringo, executive director area 2, oversees the policy/procedure revision process for the District and has provided the definitions of the language commonly used in policy revisions.

Prior Action

Policy 1310, Adoption and Amendment of Policies, was submitted to the board of directors for first reading on September 7, 2010.

- 11.02 Policy 1312, Administrative Procedures, Proposed Revision (*second reading/adoption*) GARY/MOLLY

Situation

Revisions to this policy are to provide clarification regarding the language used when referring to adoption, revision and updating of procedures.

Background

Molly Ringo, executive director area 2, oversees the policy/procedure revision process for the District and has provided the definitions of the language commonly used in procedure revisions.

Prior Action

Policy 1312, Administrative Procedures, was submitted to the board of directors for first reading on September 7, 2010.

12. UPCOMING AGENDA ITEMS

- 12.01 Regular Meeting, October 5, 2010 GARY

Situation

The board of directors developed an initial annual meeting plan to schedule the content of all regular board meetings and several special board meetings. The annual plan is updated as new or revised agenda items are identified. Following is a list of the items currently planned for the October 5, 2010 regular meeting.

Strategic Progress Monitoring

Observing evidence of learning (OEL) grant implementation (1.4b)

Strategic Issues Study/Board Development (Work/Study

Session)(Executive/Closed Session¹)

Budget 102 (2.2b)

Superintendent's interim evaluation¹

Policy Review

Selection and adoption of instructional materials, revision, first reading

Graduation requirements, revision, first reading

General Operating Business

Nothing at this time

Background

The board of directors reviewed the Board Annual Meeting Plan 2010-11 during its September 7, 2010 regular meeting.

Prior Action

None.

13. BOARD-SUPERINTENDENT TEAM COMMENTS

13.01 Board-Superintendent Team Comments

14. WORK/STUDY SESSION

14.01 Work/Study Session

Situation

The board of directors of Everett Public Schools is the governing body of a public agency, and subject to the provisions of the Open Public Meetings Act, Chapter 42.30 RCW. The board members have decided to include in their board development agenda this year a study session for learning more about the Act, often referred to as the OPMA. The superintendent contacted the Washington State Attorney General Open Government Ombudsman, Assistant Attorney General Tim Ford, to provide the professional development for this study session. Background reading is provided in the attachments, which have been obtained from the Washington State School Directors' Association (WSSDA), and the Attorney General's Office. (ATTACHMENTS)

Background

Board members received training in OPMA compliance during WSSDA Annual Conferences (training is offered annually), and during a board workshop in January 2010 with Washington Schools Risk Management Pool (WSRMP) and legal counsel support.

Prior Action

None.

GARY/TIM FORD

15. EXECUTIVE/CLOSED SESSION

15.01 Executive/Closed Session

EVERETT PUBLIC SCHOOLS

Everett, Washington Special Board Meeting

The Board of Directors of Everett School District No. 2, Snohomish County, Washington, held a special board meeting on August 26 & 27, 2010, Lively Environmental Center, Mill Creek, Washington. Board members in attendance were Carol Andrews, Kristie Dutton, Jessica Olson, Ed Petersen and Jeff Russell. The special board meeting began at 9 a.m. on August 26, 2010, and ended at 4:30 p.m. on August 27, 2010.

BOARD ACTION AND/OR BOARD DISCUSSION

The purpose of the special meeting was to hold a board workshop to discuss and consider plans for the 2010-2011 school year, including board development and goals, strategic leadership and decision-making, and planning cycles and process. The meeting was held in open session.

President Petersen called the special meeting to order at 9 a.m. on August 26, 2010. Topics discussed throughout the day included policy governance, strategic planning, possible book studies, ends/means/process/linkage; and operational, tactical and strategic levels of functioning for administration, staff, board and superintendent. The board reviewed the board self-appraisal document, talked about ways to help enhance board team performance, obstacles to reaching strategic priorities, and board-superintendent operating protocol.

At 5:20 p.m., President Petersen recessed the special meeting until August 27, 2010, at 8:30 a.m.

At 8:30 a.m. on August 27, 2010, President Petersen re-convened the special meeting.

The morning began with a discussion of amending the board-superintendent operating protocol followed by a discussion relating to strategic planning. Next came a review of the board's 2009-2010 work plan and progress statement, and then development of the 2010-2011 board work plan followed by a review of the 2010-2011 annual agenda plan including suggested additions.

A synthesize and reorganization of some of the thoughts as well as strategic policy implications from community feedback follows:

Resources

- how do we retain and recruit diverse staff?
- paper versus hardware/software – budget implication
- should we create a management system to assure the wisest use of resources and assure impacts
- legislative – how do we interface with policy makers at federal and state levels with respect to funding
- alignment of strategic plan and resources
- implications of declining resources
- how do we create accountability systems for resource management and performance (employees and students)
- how do we exercise fiduciary and fiscal responsibility and demonstrate this to our public (owners)
- professional development – skill set of staff not to level of students

Social

- social aspects – cyber-bullying, personal responsibility

Student Achievement

- what roles can schools (EPS) play in improving health of our students?
- how do we ensure children in special education are included in discussions of student achievement
- how do we define 21st century skills
- how do we measure input from our partnerships

- what roles can schools/district serve in providing information to parents and students regarding the impact of exercise, diet, nutrition on student achievement
- define expectations for technology effect on student learning (define the end)
- define exercise and nutrition outcomes for preparing students for successful lives after school
- early learning in conjunction with demographics
- should we define kindergarten readiness? expectations?
- do we push into pre-schools? what is district responsibility?
- define technology competence required (the standard and related assessment)
- we value the role of instructional facilitators
 - whole child skills (arts, etc.)
 - development of a coherent system of delivery for efficiency
 - fostering collaboration
- develop career and tech pathways as well
 - 21st century skills focus
- how do we provide readiness pathways for non-college-going students
- how do we foster world language skills for success in college and global workplaces
- how do we create an environment that fosters the belief that all children can learn at high levels
- how do we create a system for assessment of student progress toward college and career readiness?

Access

- access for kids at home (don't assume)
- wireless issues – city versus school district implications
- equity and access of learning styles through technology
- address needs of children in poverty – transient issues – how to deliver service
- how do we foster cultural competency skills
- continual process of assessing need – poverty issues, language barriers

Community

- what does family support look like –coaching, student need-centered
- external partnerships development
- continual work on welcoming environment
 - cultural implications
 - everyone is responsible
- how can we encourage and facilitate family, school, business, university partnerships
- what resource investment is required for impactful partnerships which enhance student outcomes
 - define expectations
 - enhancement programs for gifted students and/or remediation/assistance for struggling students

A task list that arose out of the two-day workshop:

Approve revised Board-Superintendent Operating Protocol (Sept. 7, 21)

Approve revised Board Work Plan 2010-11 (Sept. 7)

Approve revised Board School Assignments 2010-11 (Sept. 7)

Approve revised board meeting agenda structure (Sept. 7; *BoardDocs*)

Standard agenda category names

Future agenda topics

Agree upon revised Board Annual Meeting Plan 2010-11 (Sept. 7)

Set special meeting to agree upon Superintendent's Annual Performance Priorities

Set special meeting to discuss approach to superintendent's compensation review

Consider book study/readings for board study sessions

Greenleaf, *Servant Leadership: A Journey into the Nature of Legitimate Power and Greatness*

Carver, *Boards that Make a Difference*

Tschannen-Moran, *Trust Matters: Leadership for Successful Schools*

Keep a policy perspective

- 1) develop priorities for the year that inform agenda setting and use of time
- 2) set goals collectively and for superintendent
- 3) clarification of ENDS and process defining for developing and establishing core metrics
- 4) take advantage of learning training opportunities—to learn, inform board.
- 5) develop greater clarity of agenda and policy for setting agenda
- 6) policy framework—what are we trying to accomplish and what do we need to do to get there
- 7) clear correlation between the agenda and the Strategic Plan
- 8) make choices on what to spend time on and what not to spend time on
- 9) provide feedback—develop ENDS as to how we communicate with owners

What will help enhance board team performance?

- 1) evaluate how well we accomplish board goals
- 2) set board goals for FY 2011
- 3) dissect the meaning of team and team process
- 4) self-assess board performance at end of each board meeting (focus on ENDS/behaviors)
- 5) be clear about board values and expectations and role
- 6) get clear about definitions (e.g., diversity)
- 7) willing to accept feedback on our performance from a variety of owners and participants to use feedback

At 4:30 p.m., President Petersen adjourned the special meeting.

Gary Cohn, Secretary

Ed Petersen, President

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, September 7, 2010, beginning at 4:30 p.m., in the Board Room of the Educational Service Center, 4730 Colby Avenue, Everett, Washington. Those in attendance were: Carol Andrews, Jessica Olson, Ed Petersen and Jeff Russell. Excused absence: Kristie Dutton.

Adoption of Agenda

President Petersen called for any changes to the agenda. Superintendent Cohn reported that there would be a revised Personnel Report. With that, Jeff Russell moved to approve the revised agenda. Carol Andrews seconded the motion and the motion carried unanimously.

Consent Agenda

Carol Andrews moved to approve the revised Consent Agenda. Jeff Russell seconded the motion.

- a. Approval of Minutes (E:01/11);
- b. Personnel Report (E:02/11);
- c. Voucher Lists (E:03/11);
- d. Membership on Gertrude Jackson Advisory Board (E:04/11);
- e. Resolution 1004—Adoption of Everett School District Capital Facilities Plan 2010-2015 (Res. 01/11);
- f. Agreement Between Everett School District No. 2 and Everett Public Schools Foundation (EPSF) (E:05/11);
- g. 2010-2011 Bid List (E:06/11);
- h. Financial Report as of July 31, 2010 (E:07/11);
- i. Carl Perkins CTE Grant (E:08/11).

The motion carried unanimously.

Recognition of Retirees

None.

Public Comment

After sharing the guidelines for public comment, President Petersen called on the only person who completed a Public Comment card.

Audience Comments Regarding Items Not on the Agenda:

Estee Carton-Bozzi—Parent at Penny Creek Elementary School—read from a prepared text. She is concerned about changes in transportation and the handling of the changes. Children are in danger from the traffic, sexual predators and wild animals

Audience Comments Regarding Items on the Agenda: None.

Superintendent's Comments

Dr. Cohn called on the Executive Director for Facilities and Operations Mike Gunn who talked about plans for the September 28 strategic study session.

Dr. Cohn said BoardDocs, the paperless Board meeting system, is being put in place. The September 21 Board meeting will be run as a parallel practice using both a paper agenda and BoardDocs. The October 7 meeting will "go live."

Dr. Cohn commented about the passage of the levy.

The Everett Public Schools Foundation sponsored the very successful "Stuff the Bus" effort by which 1,500 backpacks for kids were filled with school supplies.

Using a PowerPoint presentation, Mike Gunn talked about the status of District construction programs, the opening of school, and transportation reductions. These reductions amounted to \$400,000. Mike talked about the extensive efforts that have been taken to ensure the safety of students such as enhanced patrols, crossing guards and volunteer walkers. Contact was made with the sheriff's office and the Everett and Mill Creek police departments to encourage additional patrols in the affected areas. The traffic flow into and out of Penny Creek Elementary was modified. The installation of a new traffic light at the entrance to Archbishop Murphy High School will help drivers slow down. Two bus runs were restored in the Jackson Elementary School area, which impacted 90 to 100 students. At the request of President Petersen, Superintendent Cohn was asked to bring an update to the Board within the next week or so.

Items for Information

Board Annual Agenda Plan for 2010-2011

The Board of Directors' annual agenda plan for 2010-2011 was provided for information (E:09/11). During the Board's summer 2010 workshop, discussion took place about subjects relevant for inclusion in the Board's 2010-2011 meeting schedule. The attached annual agenda plan was constructed as a result of those discussions as well as with input from the superintendent's cabinet. Categories were relabeled in response to Board discussion. During the course of the year a variety of routine operating business items will be added, and strategic topics may be adjusted based on Board and staff input. A current version of the annual plan will be posted to *BoardDocs* and updated from time to time.

Superintendent Cohn commented. President Petersen complimented the layout of the plan and asked that world languages be added as a study session or study session component. Board member Olson asked for a discussion of the elements of an effective instructional program such as reading and math, to which President Petersen suggested that these may already be contained in the plan.

Annual Student Achievement Report and Progress Towards Graduation

Associate Superintendent & Chief Academic Officer Terry Edwards reviewed a PowerPoint presentation that included an information update on student achievement as measured by the Washington State Measure of Student Progress (WSMSP) and the High School Proficiency Exam (HSPE) was provided (E:10/11). He talked about changes in state assessments, instructional targets, test items, and testing conditions. Achievement data were also provided on the graduating class of 2010 with projections for the class of 2011. The report provided a status report on District and State assessment data and on Federal AYP status of the district. An overview of the status of the graduating class of 2010 with a discussion of summer school intervention activities and a projection of graduation status for the class of 2011 was provided. Previously, the Board received annual reports on State and District assessment results and an AYP status of individual schools and the district. The Board also received a preliminary status report on graduation projections for the class of 2010. President Petersen commended Terry for an excellent presentation.

Proposed Revised Policy 1310—Adoption and Amendment of Policies (first reading)

The attached proposed revised Policy 1310—Adoption and Amendment of Policies, was provided for first reading with second reading and adoption to be recommended at a future Board meeting (E:11/11). Proposed revisions to this policy clarified the language used when referring to adoption, revision and updating of policies. Molly Ringo, Executive Director for Area Two, oversees the policy/ procedure revision process for the District and has provided the definitions of the language commonly used in policy revisions. Superintendent's cabinet has reviewed this policy. Molly commented.

Proposed Revised Policy 1312—Administrative Procedures (first reading)

The attached proposed revised Policy 1312—Administrative Procedures, was provided for first reading with second reading and adoption to be recommended at a future Board meeting (E:12/11). Proposed revisions to this policy clarified the language used when referring to adoption, revision and updating of procedures. Molly Ringo, Executive Director for Area Two, oversees the policy/procedure revision process for the District and provided the definitions of the language commonly used in procedure revisions. The Superintendent's cabinet has reviewed this procedure. Molly commented.

Action ItemsProposed New Policy 2114—Online Learning (second reading/adoption)

The recommendation was that the Board of Directors adopt the proposed revised Policy 2114—Online Learning (E:13/11). Last year, the Legislature reexamined the approval and monitoring provisions for online providers, student online learning opportunities and the roles and responsibilities of school districts in supporting online learning. As a result, school districts are required to develop policies and procedures for student access to online learning opportunities. The Superintendent's cabinet has reviewed this policy. First reading of the proposed revised policy occurred at the August 24 Board meeting.

Jessica Olson moved to adopt the aforementioned proposed revised Policy 2114—Online Learning. Jeff Russell seconded the motion and the motion carried unanimously.

Proposed Revised Policy 4340—Public Access to District Records (second reading/adoption)

The recommendation was that the Board of Directors adopt the proposed revised Policy 4340—Public Access to District Records (E:14/11). Revisions are the result of recent regulatory changes. Jeff Moore, Executive Director of Finance, and Jennifer Farmer, Director of Business Services/Public Records Officer, have reviewed the proposed revisions. It has also been reviewed by legal counsel. First reading of the proposed revised policy occurred at the August 24 Board meeting, at which time President Petersen recommended one modification to the order of presentation in the policy—the modification has been incorporated into the document presented for adoption.

Jeff Russell moved to adopt the aforementioned proposed revised Policy 4340—Public Access to District Records. Carol Andrews seconded the motion and the motion carried unanimously.

Board—Superintendent Operating Protocol

The recommendation was that the Board of Directors approve the proposed Board-Superintendent Operating Protocol for immediate implementation. During the Board's summer 2010 annual planning workshop, a draft Operating Protocol was presented based on the existing protocol and an amendment developed during the past year. The directors discussed the protocol, and adjustments were suggested. In addition, the Superintendent reviewed the draft for currency and

conventions, and the enclosed draft offers suggestions for clarification. The revised protocol was crafted to include those suggestions, and was presented for Board approval (E:15/11).

President Petersen commented that this protocol provides a framework for conversation. He reviewed the history of the protocol which originated in the fall of 2009. Board member Russell said he was pleased with the Board's August discussion which resulted in clarifying language in the second paragraph.

Jeff Russell moved for adoption of the proposed Board-Superintendent Operating Protocol, for immediate implementation. Carol Andrews seconded the motion and the motion passed, with Board member Olson voting against.

President Petersen commented that it is unfortunate that there was not unanimous approval of the protocol because it is intended to be the framework for a six-way conversation and collaboration, and not having unanimity makes it harder to do that when one member is unwilling to concur. There were no amendments suggested or ways to make it a working document that would work for the entire Board, so this may be a conversation that the Board needs to continue.

Board Work Plan 2010-2011

The recommendation was that the Board of Directors approve the attached proposed Board Work Plan for 2010-2011 (E:16/11). During the Board's summer 2010 annual planning workshop, a draft work plan for 2010-2011 was presented, discussed, and adjustments developed. Subsequently, directors and Superintendent's cabinet members reviewed the draft and offered suggestions for clarification. The resulting draft was crafted to include those suggestions, and was presented for Board approval tonight.

Superintendent Cohn commented. Board member Andrews sought clarification of the phrase "successor plan" in #5, bullet #2. President Petersen said discussion has occurred about having coffee groups/sessions or some other idea whereby the public could visit with Board members as a means of engaging the public. Superintendent Cohn noted that the annual board meeting agenda plan includes a study session for working on taking the Strategic Plan out to the community.

Jeff Russell moved for approval of the aforementioned proposed Board Work Plan for 2010-2011. Carol Andrews seconded the motion and the motion carried unanimously.

Board School Assignments

The recommendation was that the Board of Directors approve the attached list of Board school assignments for the 2010-2011 school year (E:17/11).

Jessica Olson moved for approval of the aforementioned list of Board school assignments. Jeff Russell seconded the motion and the motion carried unanimously.

Proposed Revised Board Agenda Format

The recommendation was that the Board of Directors approve a revised order of business for the regular Board agenda. During the Board's summer 2010 workshop, discussion took place about ways in which to improve the planning for the regular Board meetings, including suggesting agenda items for upcoming meetings. Accordingly, Section 9, "Items for Future Agendas" has been added to the agenda. Numbering on subsequent sections will change for "Work/Study Session" and "Executive/Closed Session," to Section 10 and Section 11, respectively (E:18/11).

Board member Russell said he is pleased with the proposed revision to the format in that it draws distinctions and provides labels. He asked whether a section would be added at the end of the meeting during which the Board would do a review of that evening's meeting. Following discussion, President Petersen suggested that it may be something to add at a future date.

Carol Andrews moved for approval of the aforementioned revised order of business for the regular Board agenda. Jessica Olson seconded the motion and the motion carried unanimously.

Board Comments

Board member Russell said he appreciated the administration's tone of gratefulness about the passage of the levy. President Petersen said passage of the levy was significant in terms of the district's financial position over the next few years and in view of the economically challenging times. Board member Andrews said a big thank you goes to the community for voting for the levy and for those who enrolled in payroll deduction.

Board member Andrews said that the board workshop was superb and she thanked Dr. Cohn for his work in the planning and preparation of the workshop notebooks. Facilitator Jeff Turner was excellent and it was a pleasure to work with Pam Posey. President Petersen said the board had an ambitious agenda at the board workshop. After much discussion, the board added to its focus that it will study and better understand the capital facilities plan; understand the role of expectations in student achievement; study and understand equity & access goals; study the budget with an eye to programmatic priorities and understanding the tradeoffs and elements within the budget; study the professional development investment and the outcomes from that investment; study instructional materials at several levels; study the models for student representation on the board; study board dashboards and understand how to use those to monitor strategic initiatives; study what it means to be college and career ready and to be able to position that as the board adopts a Strategic Plan; study a future community outreach plan and adopt one during this year; and study the District Improvement Plan metrics.

Dr. Cohn talked with the Board about having a special board meeting to review the superintendent's priorities and discuss compensation. President Petersen said both topics will be on the same agenda with an eye towards addressing them in one meeting. The board discussed dates. Dr. Cohn will check with Board member Dutton concerning her calendar.

Work/Study Session

Executive/Closed Session

President Petersen adjourned the regular meeting at 6:30 p.m.

Gary Cohn, Secretary

Ed Petersen, President

EVERETT PUBLIC SCHOOLS

Everett, Washington Special Board Meeting

The Board of Directors of Everett School District No. 2, Snohomish County, Washington, held a special Board meeting on Tuesday, September 14, 2010 at 5 p.m., in the Board Room of the Everett School District Educational Service Center, 4730 Colby Avenue, Everett, Washington. Board members in attendance were Carol Andrews, Kristie Dutton, Jessica Olson, Ed Petersen and Jeff Russell.

The purpose of the special meeting was to discuss board-superintendent communication, and to hold an executive session to receive and evaluate complaints or charges against a public employee, review the performance of a public employee, and discuss litigation or potential litigation with legal counsel representing the district.

President Petersen outlined the ground rules for today's meeting, saying that this part of the meeting was to be held in open session to discuss board-superintendent communication. It was not meant to be an interrogation, questions were to be directed to the board president or the superintendent, and if the performance of the superintendent became part of the discussion, then the meeting would need to recess into executive session for the review of the performance of an employee.

Superintendent Cohn reviewed the basic facts and sequence of events surrounding the investigation. He noted two points during the course of the process he informed and updated President Petersen about the situation. He noted the board president concurred that since this was an anonymous letter, the situation did not necessitate contacting the other board members. Board members asked questions of the superintendent and Duncan Fobes, attorney with Patterson, Buchanan, Fobes, Leitch & Kalzer, Inc., P.S., the firm assigned by the Washington Schools Risk Management Pool to coordinate the investigation. Mr. Fobes was on hand via telephone.

Topics discussed during this open session were confidentiality and privacy of the employee; the board's expectations of being kept informed; communication with the superintendent and role of the board in a situation such as has arisen. President Petersen referred to the board-superintendent operating protocol, in particular the portion referring to notices: "The superintendent will let the board know as soon as possible of any major issue that may arise which could be problematic for the district, and will share information with people anticipated to be affected in a timely manner. The team is mutually committed to practicing a 'no surprises' policy. We consider a major issue to be one in which student or staff safety, significant liability, or broad public concern could reasonably be attached."

Four of the board members were in agreement with the steps taken to address the anonymous letters. Each indicated satisfaction with the response to the protocol and the professional handling of the investigation. President Petersen said an unfortunate byproduct of the fifth board member's opinion is that the principal decided he needed to give up his privacy by meeting with his staff. He also noted he attended the staff meeting at the high school and the entire staff gave the principal a resoundingly positive show of support.

Principal Terry Cheshire was in attendance at tonight's board meeting. In response to a question asked by Director Olson, Mr. Cheshire spoke to the impact on his professional and personal life now that the situation has risen to the level of media attention. It has been humiliating and self-destructive. He has been defamed and professionally crucified, and responded to Director Olson that at no time was he strong-armed into notifying his staff as she suggested earlier in the meeting.

At 5:55 p.m., President Petersen adjourned the special meeting.

Gary Cohn, Secretary

Ed Petersen, President

4.03

EVERETT SCHOOL DISTRICT NO. 2
PERSONNEL REPORT

September 21, 2010

I. NEW PERSONNEL

B. CLASSIFIED

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Sheryl Collins	Food Service Worker	09/08/2010
Lea Hayward	Food Service Worker	09/14/2010
Shanelle Pfeiffer	Paraeducator	09/01/2010
Bonnie McLeod	Food Service Worker	09/08/2010
Tamara Parker	Paraeducator	09/08/2010
Wallace Shoffner	Van Driver	09/08/2010
Kateryna Tsytelska	Food Service Worker	09/08/2010
Cindy Wilson	Food Service Worker	09/08/2010

II. RETIREMENTS - RESIGNATIONS - TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Date</u>	<u>Reason</u>
Anne Carmona	On-Time Graduation Success Coordinator	09/22/2010	Resignation
Yan Zeng	Paraeducator	09/15/2010	Resignation

VII. SUPPLEMENTAL CONTRACTS - ASSIGNMENTS

A. ATHLETIC ASSIGNMENTS

Cascade High School

<u>Name</u>	<u>Sport</u>	<u>Coaching Position</u>	<u>Amount</u>
Hugo Alcaraz	Soccer	Assistant	\$3,613.00
Steve Bertrand	Cross Country	Head	\$5,161.00
Steve Bertrand	Track	Head	\$6,019.00
Edward Bowers	Basketball	Head	\$6,875.00
Brian Cherniak	Tennis – Boy's	Assistant	\$3,171.00
Brian Cherniak	Tennis – Girl's	Assistant	\$3,171.00
Wendy Close	Softball	Head	\$5,161.00
Wendy Close	Volleyball	Head	\$6,019.00
Nick Clovsky	Football	Head	\$6,875.00
Michael Crecelius	.50 Football	Assistant	\$2,407.50
John Williams	.50 Football	Assistant	\$2,173.50
Christopher Crockett	Track	Head	\$6,019.00
Robert Emerson	Soccer	Head	\$5,161.00
John Erickson	Golf	Head	\$4,529.00
Andy Estes	Basketball	Assistant	\$4,815.00
Jeff Flenoy	.50 Football	Assistant	\$2,337.00
Greg Font	.50 Track	Assistant	\$2,045.00
Selwyn Foster	Football	Assistant	\$4,815.00
Todd Freeman	Football	Assistant	\$4,815.00
Todd Freeman	Wrestling	Head	\$6,875.00
Jamie Gay	Soccer	Head	\$5,161.00
Timothy Gravelle	.50 Track	Assistant	\$2,106.50
Kirsten Harvey	Trainer	Head	\$6,875.00
Ronald Hicks	.67 Bowling	Head	\$3,019.35

Ronald Hicks	Softball	Assistant	\$3,613.00
Daniel Hornaday	Basketball	Head	\$6,875.00
William Hull	Cross Country	Head	\$5,161.00
David Hutt	.50 Baseball	Assistant	\$1,806.50
Jamie Jensen	.50 Track	Assistant	\$2,106.50
Terrance King	Basketball	Assistant	\$4,815.00
Benjamin Langan	.50 Baseball	Assistant	\$1,806.50
Paul Lara	Soccer	Assistant	\$3,613.00
Ashley Layton	Tennis – Boy's	Head	\$4,529.00
Ashley Layton	Tennis – Girl's	Head	\$4,529.00
Krista Lersch	Basketball	Assistant	\$4,674.00
Danielle Marks	Volleyball	Assistant	\$4,213.00
John McDonald	.25 Golf	Head	\$1,132.25
Allen Mecum Jr.	.50 Track	Assistant	\$2,106.50
Allen Mecum Jr.	.50 Football	Assistant	\$2,337.00
Cory Michaelis	.75 Golf	Head	\$3,396.75
Stephanie Parker	Volleyball	Assistant	\$4,213.00
Ronald Sidenquist	Football	Assistant	\$4,815.00
Eric Smith	Swim – Boy's	Head	\$5,161.00
Eric Smith	Swim – Girl's	Head	\$5,161.00
Scott Stencil	Baseball	Head	\$5,161.00
John Williams	Football	Assistant	\$2,173.50
Michael Wilson	Football	Assistant	\$4,815.00
Michael Wilson	Wrestling	Assistant	\$4,815.00
Sam Zacharia	.50 Track	Assistant	\$2,045.00

Everett High School

<u>Name</u>	<u>Sport</u>	<u>Coaching Position</u>	<u>Amount</u>
Kevin Anderson	.50 Football	Assistant	\$2,407.50
Kevin Anderson	Track	Assistant	\$4,213.00
Stephen Baker	Softball	Assistant	\$3,613.00
Jeremy Bennett	.50 Wrestling	Assistant	\$2,407.50
Sharon Bjella	Track	Assistant	\$4,213.00
Paul Bolme	Swim – Boy's	Head	\$5,161.00
Paul Bolme	Swim – Girl's	Head	\$5,161.00
Frank Bower	.33 Bowling	Head	\$1,509.65
Timothy Boyd	Tennis – Boy's	Head	\$4,529.00
Timothy Boyd	Tennis – Girl's	Head	\$4,529.00
Christopher Carpenter	Basketball	Assistant	\$4,815.00
Casey Chaffee	Soccer – Boy's	Assistant	\$3,613.00
Casey Chaffee	Soccer – Girl's	Assistant	\$3,613.00
Brien Elliott	Wrestling	Head	\$6,875.00
Danny Fenner	Football	Assistant	\$4,815.00
Ioannis Fotopoulos	.50 Baseball	Assistant	\$1,806.50
Emily Glutting	Basketball	Assistant	\$4,815.00
Douglas Hall	Football	Assistant	\$4,815.00
Douglas Hall	Track	Head	\$6,019.00
Blake Haug	.50 Football	Assistant	\$2,407.50
Roger Haug	Basketball	Assistant	\$4,815.00
Roger Haug	Football	Assistant	\$4,815.00
Jane Johnson	Golf	Head	\$4,529.00
Tyler Levin	.50 Baseball	Assistant	\$1,755.00
John Low	Basketball	Head	\$6,875.00
Heather McLeod	Volleyball	Head	\$6,019.00

Aaron Nations	Basketball	Head	\$6,875.00
Darrell Olson	Golf	Head	\$4,529.00
Bruce Overstreet	Cross Country	Head	\$5,161.00
Bruce Overstreet	.50 Track	Assistant	\$2,106.50
Kyle Peacocke	.33 Bowling	Head	\$1,509.65
Kyle Peacocke	Softball	Head	\$5,161.00
Kosta Pitharoulis	Soccer – Boy's	Head	\$5,161.00
Kosta Pitharoulis	Soccer – Girl's	Head	\$5,161.00
Ned Prouse Jr.	Football	Assistant	\$4,815.00
Ned Prouse Jr.	Track	Head	\$6,019.00
Sundee Samuel	Tennis	Assistant	\$2,863.00
Troy Schwenke	Cross Country	Head	\$5,012.00
Troy Schwenke	Tennis	Assistant	\$3,171.00
William Soren	Football	Head	\$6,875.00
Vance Taylor	.50 Track	Assistant	\$2,045.00
Danny Watson	Basketball	Assistant	\$4,674.00

HM Jackson High School

<u>Name</u>	<u>Sport</u>	<u>Coaching Position</u>	<u>Amount</u>
Ashley Allen	Volleyball	Head	\$5,434.00
Gustavo Anaya	Football	Assistant	\$4,815.00
Gustavo Anaya	Wrestling	Head	\$6,875.00
Jim Anderson	Golf	Head	\$4,529.00
Jim Anderson	Tennis	Assistant	\$3,171.00
Alexander Barashkoff	Football	Assistant	\$4,815.00
Carol Barnes	.50 Tennis	Assistant	\$1,585.50
Carol Barnes	Volleyball	Assistant	\$4,213.00
Michael Bartley	Soccer	Head	\$5,161.00
Paul Bartley	Soccer	Assistant	\$3,613.00
Brenda Black	Trainer		\$6,875.00
Larry Bousher	Football	Assistant	\$4,815.00
Frank Bower	Baseball	Assistant	\$3,613.00
Jeanette Boyer	Basketball	Head	\$6,875.00
Jeanette Boyer	Track	Assistant	\$4,213.00
Alan Briggs	Cross Country	Head	\$5,161.00
Mark Calleja	Soccer	Assistant	\$3,510.00
Bryson Condotta	Basketball	Assistant	\$4,815.00
Mary Lou Crockett	Swim – Boy's	Assistant	\$3,510.00
Mary Lou Crockett	Swim – Girl's	Assistant	\$3,510.00
Samuel Croft	Soccer	Assistant	\$3,613.00
Darrin Divito	Basketball	Assistant	\$4,674.00
Daniel Eng	.67 Bowling	Head	\$3,019.35
Corey Farrow	Football	Assistant	\$4,815.00
Jason Gadek	Golf	Head	\$4,398.00
Patrick Haller	Cross Country	Assistant	\$3,613.00
Patrick Haller	.50 Track	Assistant	\$2,106.50
Eric Hruschka	Cross Country	Head	\$5,161.00
Eric Hruschka	Track	Head	\$6,019.00
David Hutt	Tennis	Head	\$4,529.00
Julie Iverson	Softball	Assistant	\$3,613.00
Stephen Johnson	Basketball	Head	\$6,875.00
Luke Maloney	Volleyball	Assistant	\$3,805.00
Judith Montgomery	Tennis	Head	\$4,529.00
Mike Moran	Softball	Head	\$5,161.00

Kirk Nicholson	Baseball	Head	\$5,161.00
Kirk Nicholson	Football	Assistant	\$4,815.00
Brett Norton	Soccer	Head	\$5,161.00
Ashley Potts	Basketball	Assistant	\$4,815.00
Camlynn Schuman	Wrestling	Assistant	\$4,815.00
Andrew Sevald	Basketball	Assistant	\$4,815.00
Ryan Simmons	Football	Assistant	\$4,815.00
Ryan Simmons	Track	Assistant	\$4,213.00
Richard Stark	Track	Assistant	\$4,213.00
Steven Till	Track	Head	\$6,019.00
Kanoe Vierra Jr.	Wrestling	Assistant	\$4,815.00
Joel Vincent	Football	Head	\$6,875.00
Andrew Whorley	Swim – Boy's	Head	\$5,161.00
Andrew Whorley	Swim – Girl's	Head	\$5,161.00

Eisenhower Middle School

<u>Name</u>	<u>Sport</u>	<u>Coaching Position</u>	<u>Amount</u>
Jesse Calderon	Wrestling	Assistant	\$2,599.00
Jamell Carroll	Football	Head	\$3,714.00
Wendy Close	Volleyball	Head	\$3,249.00
Greg Font	Football	Assistant	\$2,346.00
Kirk Forsyth	Basketball – Boy's	Head	\$3,714.00
Kirk Forsyth	Basketball – Girl's	Head	\$3,714.00
Todd Freeman	Wrestling	Head	\$3,714.00
Ronald Hicks	Softball	Head	\$3,249.00
Maurice Leary	Track	Assistant	\$2,275.00
Gale O'Neil	Cross Country	Head	\$2,787.00
Gale O'Neil	Track	Assistant	\$2,275.00
Kenneth Pleasant	Football	Head	\$3,714.00
Hilary Powell	Cross Country	Assistant	\$1,950.00
Patricia Quinn	Volleyball	Head	\$3,249.00
Kelly Ross	Softball	Head	\$3,155.00
Brian Sachse	Basketball – Boy's	Head	\$3,714.00
Brian Sachse	Basketball – Girl's	Head	\$3,714.00
Jesse Williams	Football	Assistant	\$2,599.00
Cheryl Wilson	Track	Head	\$3,249.00

Evergreen Middle School

<u>Name</u>	<u>Sport</u>	<u>Coaching Position</u>	<u>Amount</u>
Teddy Bresko	Basketball – Boy's	Head	\$3,714.00
Teddy Bresko	Basketball – Girl's	Head	\$3,714.00
Jamell Carroll	Wrestling	Assistant	\$2,599.00
Lois Craig	Softball	Head	\$3,249.00
Gregory Elder	Track	Assistant	\$2,275.00
Brien Elliott	Football	Head	\$3,714.00
Brien Elliott	Wrestling	Head	\$3,714.00
Denise Furrer	Basketball	Head	\$3,714.00
Alyshia Gandrud	Softball	Head	\$3,249.00
John Herber	.50 Track – Boy's	Head	\$1,624.50
John Herber	.50 Track – Girl's	Assistant	\$1,137.50
John Johnson	Football	Assistant	\$2,599.00
Eric Malsberry	Football	Head	\$3,714.00
Jeffery Russell	Football	Assistant	\$2,599.00
Tim Stecher	Basketball	Head	\$3,714.00

Penny Wilder	Cross Country	Head	\$2,787.00
Penny Wilder	.50 Track – Boy's	Head	\$1,624.50
Penny Wilder	.50 Track – Girl's	Assistant	\$1,137.50

Gateway Middle School

<u>Name</u>	<u>Sport</u>	<u>Coaching Position</u>	<u>Amount</u>
Gustavo Anaya	Wrestling	Assistant	\$2,599.00
Carol Barnes	Volleyball	Head	\$3,249.00
Heather Croy	Cross Country	Head	\$2,787.00
Daniel Eng	Softball	Head	\$3,249.00
Todd Freeman	Track	Assistant	\$2,053.00
Lara Fullner-Grennan	Track	Head	\$3,249.00
Julie Iverson	Softball	Head	\$3,249.00
Maurice Leary	Football	Assistant	\$2,599.00
Lance Palmer	Football	Head	\$3,714.00
Lance Palmer	Wrestling	Head	\$3,714.00
Alex Pfeiffer	Football	Assistant	\$2,346.00
Jessen Schilaty	Basketball – Boy's	Head	\$3,714.00
Jessen Schilaty	Basketball – Girl's	Head	\$3,714.00
Wayne Thomasson	Football	Head	\$3,714.00
Steven Till	Basketball – Boy's	Head	\$3,714.00
Steven Till	Basketball – Girl's	Head	\$3,714.00
Michelle Walsh	Volleyball	Head	\$3,249.00
Jesse Williams	Track	Assistant	\$2,275.00

Heatherwood Middle School

<u>Name</u>	<u>Sport</u>	<u>Coaching Position</u>	<u>Amount</u>
James Brown	Football	Head	\$3,714.00
James Brown	Wrestling	Head	\$3,714.00
Richard Bruns	Basketball	Head	\$3,714.00
Sarah Connor	Track	Assistant	\$2,208.00
Brice Crowninshield	Track	Assistant	\$2,275.00
Mark Dalbeck	Football	Assistant	\$2,599.00
Jamie Farman	Softball	Head	\$3,249.00
Suzanne Lillibridge	Cross Country	Assistant	\$1,950.00
Suzanne Lillibridge	Volleyball	Head	\$3,249.00
Edwin Lundberg	Basketball – Boy's	Head	\$3,714.00
Edwin Lundberg	Basketball – Girl's	Head	\$3,714.00
Mike Moran	Softball	Head	\$3,249.00
Ivan Seekins	Wrestling	Assistant	\$2,599.00
Jeremy Triggs	Football	Assistant	\$2,346.00
Reija Watson	Volleyball	Head	\$3,249.00
Luther Weathersby	Basketball	Head	\$3,714.00
Luther Weathersby	Football	Head	\$3,714.00
Myrna Weiss	Cross Country	Head	\$2,787.00
Myrna Weiss	Track	Head	\$3,249.00

North Middle School

<u>Name</u>	<u>Sport</u>	<u>Coaching Position</u>	<u>Amount</u>
Justin Bailey	Football	Assistant	\$2,599.00
Stephen Baker	Basketball – Boy's	Head	\$3,714.00
Stephen Baker	Basketball – Girl's	Head	\$3,714.00
Stephen Baker	Softball	Head	\$3,249.00
Jeremy Bennett	Football	Head	\$3,714.00

Jeremy Bennett	.50 Wrestling – Boy's	Assistant	\$1,299.50
Jeremy Bennett	.50 Wrestling – Girl's	Head	\$1,857.00
Ashley Blake	Basketball	Head	\$3,249.00
Ashley Blake	Cross Country	Head	\$2,707.00
Ashley Blake	Track	Assistant	\$2,275.00
Douglas Butler	Football	Head	\$3,714.00
Douglas Butler	.50 Wrestling – Boy's	Assistant	\$1,299.50
Douglas Butler	.50 Wrestling – Girl's	Head	\$1,857.00
Jamell Carroll	Track	Assistant	\$2,275.00
Jana Eggers	Volleyball	Head	\$3,249.00
Kristi Eisenkraft	Volleyball	Head	\$3,249.00
Brien Elliott	Track	Head	\$3,249.00
Blake Haug	Basketball	Head	\$3,714.00
Ken Hudson	Softball	Head	\$3,249.00
Michael Lomsdalen	Football	Assistant	\$2,346.00

B. NON-ATHLETIC ASSIGNMENTS

Cascade High School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Mitchell De Grace	.50 Visual Head	\$1,684.50
Jane Fleming	Head Cheerleader	\$6,616.00
Robert Hasstedt	Level A Club	\$3,261.00
Jason Mahoney	Visual Assistant	\$1,122.00
Joyce Melby	.50 Level B Club	\$1,115.50
Stephanie Reger	.50 Visual Head	\$1,684.50
Kelly Rogers	Level A Club	\$3,261.00
Morgan Stevens	.50 Drill/Flag Team	\$1,584.50
Kari Wilson	Level B Club	\$2,231.00

Everett High School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Kathy Bogart	.50 Drill/Flag Team	\$1,473.50
Casey Chaffee	9-11 Activities	\$1,639.00
Casey Chaffee	Level A Club	\$3,261.00
Shawna Clark	.50 Level A Club	\$1,630.50
Kristin Gebert	Level B Club	\$2,167.00
Shanelle Kelly	Cheerleader	\$6,616.00
Lillian Ortiz-Self	Level B Club	\$2,231.00
Patricia Percival	.50 Drill/Flag Team	\$1,584.50
Elizabeth Watson-East	.50 Level A Club	\$1,630.50

HM Jackson High School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Kimberly Hylton	Head Cheerleader	\$7,121.00
Judith Montgomery	9-11 Activities	\$1,639.00
Judith Montgomery	Level A Club	\$3,261.00
Andrew Sevald	.50 Level A Club	\$1,630.50
Rose Smith	.50 Level A Club	\$1,630.50
Tracy Theriault	.50 Dance Team	\$1,600.00
Paul Turner	.50 Level B Club	\$1,115.50

Eisenhower Middle School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Cheyenne Beck	Level A Club	\$1,922.00
Jennifer Heller	Level C Club	\$891.00
Sarena Hyman	Level C Club	\$891.00

Evergreen Middle School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Dan Hansen	.50 Level B Club	\$604.00
Chris Messina	Level A Club	\$1,901.00
Tammy Russell	.50 Level B Club	\$604.00

Gateway Middle School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Debbie Engel	Level C Club	\$866.00
Nuom Fariz	Level B Club	\$1,336.00
Betty Howard	Level C Club	\$866.00
Cheri Miller-Burkhardt	Level B Club	\$1,208.00
Patricia Personius	Level B Club	\$1,336.00
Stacy Stephens	Level C Club	\$891.00
Tom Vilorio	Level B Club	\$1,208.00

Heatherwood Middle School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Nancy Coe	Level B Club	\$1,336.00
Sharon Fabrizio	.50 Level B Club	\$668.00
Andrew Harper	Level A Club	\$1,770.00
James Johnson	Level A Club	\$1,901.00
Mary Etta Johnson	Level B Club	\$1,336.00
Elona Loewen	.50 Level B Club	\$668.00
Kaja Smith	Level B Club	\$1,336.00

North Middle School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Cynthia Gaub	Level B Club	\$1,336.00
Larisa Shuvalova	Level C Club	\$891.00

Cedarwood Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Denise Butler	.50 Bus Supervision	\$244.50
Kathleen Reese	.50 Bus Supervision	\$244.50
Kathleen Reese	Safety Patrol	\$1,004.00
Sheila Whalen	.50 Bus Supervision	\$244.50

Emerson Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Jason Mayer	Safety Patrol	\$906.00

Forest View Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Cynthia Johnson	Safety Patrol	\$906.00

Garfield Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Teresa Cecil	Safety Patrol	\$1,004.00

Jackson Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Rhoda Onken	Elementary Clubs	\$421.00
Jenny Overstreet	Safety Patrol	\$973.00

Jefferson Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Linda Thomsen	Safety Patrol	\$1,004.00

Lowell Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Janis Knapp	Bus Supervision	\$489.00
Colleen Rader	Safety Patrol	\$1,004.00
Robert Raymond	Bus Supervision	\$489.00

Madison Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Mariana Rochon	Safety Patrol	\$1,004.00

Mill Creek Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Rhonda Kalewahea	Elementary Clubs	\$421.00
Raeleen Tillett	Safety Patrol	\$1,004.00

Monroe Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Christina Destito	Safety Patrol	\$1,004.00

Penny Creek Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Laureen Miller	Safety Patrol	\$973.00

Silver Firs Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Paul Northrop	Safety Patrol	\$1,004.00

Silver Lake Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Rhonda Atregenio	Safety Patrol	\$1,004.00
John Debenedetti	Bus Supervision	\$489.00

View Ridge Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Torie Wagner	Safety Patrol	\$1,004.00

Whittier Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Kim Grenier	Safety Patrol	\$1,004.00
Jimm Kummerle	Elementary Clubs (Fall)	\$421.00
Jimm Kummerle	Elementary Clubs (Spring)	\$421.00
Jocelyn Sievers-Bailey	Elementary Clubs	\$421.00

Woodside Elementary School

<u>Name</u>	<u>Assignment</u>	<u>Amount</u>
Altagracia Baller	Elementary Clubs (Fall)	\$421.00
Altagracia Baller	Elementary Clubs (Spring)	\$421.00
Wanda Lehman	Safety Patrol	\$1,004.00
Wayne Thomasson	Elementary Clubs	\$421.00

(

(

(

Board Agenda Request Form

Date of Board Meeting: 09/21/2010

4.04

Subject

itle:

Voucher Lists - General Fund (4), Capital Projects Fund, ASB Fund (2), Trust and Agency

Recommendation:

The Administration recommends the Board of Directors approve the Voucher Lists for pay date August 27, 2010 (General, Capital Projects, ASB, Trust and Agency), August 31, 2010 (General-2), and September 3, 2010 (General, ASB).

Background

Purpose/Summary:

Board approval of District disbursements is required by RCW 42.24.080.

Previous Related Action:

Vouchers have been approved by the District's auditing officer.

Additional Information

Agenda Placement:

☐ Information

☐ Action

☒ Consent Agenda

☒ Attachment(s)

Presentation Time Minute(s)

of pages 20

Submitted By: Jeff Moore

Contact Person(s): Gina Zeutenhorst

Signature: 

Jennifer Farmer

Approval

Applicable Executive Director signature(s) should be obtained prior to submission to Superintendent's Office.

☒ Approved

☐ Denied

☐ Revised (see attached)

By: 

Executive Director, Finance & Operations

By: _____

Executive Director, Facilities & Operations

Date: SEPTEMBER 13, 2010

Date: _____

Comments:

AP VOUCHER REGISTER

EVERETT PUBLIC SCHOOLS

Board Date: 09/21/2010

Fund: GENERAL FUND

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

As of Sep. 21, 2010, the Board, by a _____ vote, does approve for payment those vouchers included in the following list and further described as follows:

Warrant Number 00225332 through 00225445 in the total amount of \$ 396,169.38

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225332	08/27/2010	ADA BADMINTON & TENNIS SUPPLIES AND MATERIALS	686.64
			686.64
00225333	08/27/2010	ADORAMA CAMERA INC SUPPLIES AND MATERIALS	238.50
		NON TAGABLE FURNITURE/EQUIP	1,079.70
			1,318.20
00225334	08/27/2010	AGE LLC SOFTWARE/HARDWARE AGREEMENTS	1,800.00
			1,800.00
00225335	08/27/2010	AIRGAS RETAIL SOLUTIONS RENTAL EQUIPMENT	51.00
			51.00
00225336	08/27/2010	ALEXANDER PRINTING COMPANY INC PRINTING	2,226.59
			2,226.59
00225337	08/27/2010	AMERICAN ASSOC OF SCHOOL PERSONNEL TUITION/REGISTRATION/MEMBERSHIP	375.00
			375.00
00225338	08/27/2010	AMERICAN LASER INC SUPPLIES AND MATERIALS	693.22
		MAINTENANCE & REPAIRS	191.05
			884.27
00225339	08/27/2010	ARCE, REYNA FINES AND DAMAGES	4.00
			4.00
00225340	08/27/2010	ASCD TUITION/REGISTRATION/MEMBERSHIP	158.00
			158.00
00225341	08/27/2010	AUCHTERLONIE, LINDA SUPPLIES AND MATERIALS	120.45
			120.45
00225342	08/27/2010	AVID CENTER TUITION/REGISTRATION/MEMBERSHIP	12,400.00
			12,400.00
00225343	08/27/2010	BELLEVUE SCHOOL DISTRICT #405 TUITION/REGISTRATION/MEMBERSHIP	725.00
			725.00
00225344	08/27/2010	BRADFORD, DIANE TRAVEL OUT OF DISTRICT	65.20
			65.20
00225345	08/27/2010	BURTON, MOLLY FINES AND DAMAGES	5.00
			5.00

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225346	08/27/2010	CAMBIUM LEARNING	TEXTBOOKS/WORKBOOKS/INST KITS
			1,099.07
			1,099.07
00225347	08/27/2010	CAMP INVENTION	TUITION/REGISTRATION/MEMBRSHIP
			3,145.00
			3,145.00
00225348	08/27/2010	CAREERSTAFF UNLIMITED	CONTRACT SERVICES
			1,506.50
			1,506.50
00225349	08/27/2010	CASCADE DOOR & HARDWARE INC	LOCKS/HARDWARE
			300.30
			300.30
00225350	08/27/2010	CENTER FOR EDUCATIONAL EFFECTIVENESS	CONTRACT SERVICES
			15,431.00
			15,431.00
00225351	08/27/2010	CERTICA SOLUTIONS INC	SOFTWARE/HARDWARE AGREEMENTS
			19,000.00
			19,000.00
00225352	08/27/2010	CINTAS CORPORATION #460	CONTRACT SERVICES
			258.16
			258.16
00225353	08/27/2010	CITY OF EVERETT	CONTRACT SERVICES
			11,791.76
			11,791.76
00225354	08/27/2010	CITY OF EVERETT	WATER
			4,404.16
			4,404.16
00225355	08/27/2010	COMCAST CABLE COMMUNICATIONS INC	TELEPHONE
			168.13
			168.13
00225356	08/27/2010	COUGAR MOUNTAIN WOOD FLOORS	CONTRACT SERVICES
			34,093.38
			34,093.38
00225357	08/27/2010	CRYSTAL SPRINGS WATER	CLEARING ACCOUNT SUPPLIES AND MATERIALS
			34.42
			385.76
			420.18
00225358	08/27/2010	CTS LANGUAGE LINK	CONTRACT SERVICES
			1,755.54
			1,755.54
00225359	08/27/2010	DAIRY VALLEY DISTRIBUTING	SUPPLIES AND MATERIALS
			398.15
			398.15
00225360	08/27/2010	DATA BASE	CONTRACT SERVICES
			440.55
			440.55
00225361	08/27/2010	DAY WIRELESS SYSTEM	NON COMPUTER<\$5000 THEFT SENS
			878.49
			878.49
00225362	08/27/2010	DEAN, JESSICA	FOOD SERVICE LOCAL REVENUES
			23.95
			23.95
00225363	08/27/2010	DEMCO	SUPPLIES AND MATERIALS
			260.33
			260.33
00225364	08/27/2010	DEPARTMENT OF LABOR & INDUSTRIES	CONTRACT SERVICES
			109.40
			109.40
00225365	08/27/2010	E-RATE COMPLETE LLC	CONTRACT SERVICES
			6,000.00
			6,000.00
00225366	08/27/2010	EDEN ADVANCED PEST TECHNOLOGIES	CONTRACT SERVICES
			191.10
			191.10
00225367	08/27/2010	EDWARDS, JUDI	GIFTS, GRANTS & DONATIONS
			1,000.00
			1,000.00
00225368	08/27/2010	EVERBIND BOOKS	TEXTBOOKS/WORKBOOKS/INST KITS
			81.34
			81.34
00225370	08/27/2010	EVERETT PUBLIC SCHOOLS	SUPPLIES AND MATERIALS
			7,194.44

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
		AUDIO VISUAL SUPPLIES	20.50
		TEXTBOOKS/WORKBOOKS/INST KITS	45.77
		TRAVEL OUT OF STATE	13,723.61
			20,984.32
00225371	08/27/2010	EVERETT PUBLIC SCHOOLS FOUNDATION CONTRACT SERVICES	8,000.00
			8,000.00
00225372	08/27/2010	EVERETT PUBLIC SCHOOLS SUPPLIES AND MATERIALS	442.49
			442.49
00225373	08/27/2010	EVERLAST CLIMBING INDUSTRIES INC. NON TAGABLE FURNITURE/EQUIP	669.09
			669.09
00225374	08/27/2010	FENDER, CARL TRAVEL OUT OF DISTRICT	542.50
			542.50
00225375	08/27/2010	FISHER, KIM TRAVEL OUT OF DISTRICT	913.80
			913.80
00225376	08/27/2010	FLAGHOUSE INC SUPPLIES AND MATERIALS	334.56
		NON TAGABLE FURNITURE/EQUIP	3,007.26
			3,341.82
00225377	08/27/2010	FOOD SERVICES OF AMERICA INC INVENTORY LUNCHROOMS	117.00
		SUPPLIES AND MATERIALS	2,243.54
		CONTRACT SERVICES	410.50
			2,771.04
00225378	08/27/2010	FRANZ FAMILY BAKERIES SUPPLIES AND MATERIALS	199.95
			199.95
00225379	08/27/2010	GALLI, JODI TRAVEL OUT OF DISTRICT	1,054.44
			1,054.44
00225380	08/27/2010	GUARDIAN FENCE CO MAINTENANCE & REPAIRS	1,741.05
			1,741.05
00225381	08/27/2010	HARDY, MARY ELLEN TRAVEL IN DISTRICT	22.55
			22.55
00225382	08/27/2010	HEINEMANN TEXTBOOKS/WORKBOOKS/INST KITS	184.80
			184.80
00225383	08/27/2010	HERALD INC, THE CONTRACT SERVICES	120.56
		SUBSCRIPTION SERVICES	34.25
			154.81
00225384	08/27/2010	HINO, JENNIFER TRAVEL IN DISTRICT	6.00
			6.00
00225385	08/27/2010	HOUGHTON MIFFLIN COMPANY TEXTBOOKS/WORKBOOKS/INST KITS	4,297.92
			4,297.92
00225386	08/27/2010	INCREDIBLE YEARS, THE TEXTBOOKS/WORKBOOKS/INST KITS	206.17
			206.17
00225387	08/27/2010	INTEGRA TELECOM TELEPHONE	12,801.29
			12,801.29
00225388	08/27/2010	JOHNSON, JANE TRAVEL OUT OF STATE	64.00
			64.00
00225389	08/27/2010	JOSTENS RECOGNITION PLUS INC SUPPLIES AND MATERIALS	2,304.12
		PRINTING	1,965.60
			4,269.72
00225390	08/27/2010	JUNIOR LIBRARY GUILD TEXTBOOKS/WORKBOOKS/INST KITS	52.20

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
			52.20
00225391	08/27/2010	KENNELLY KEYS MUSIC INC	SUPPLIES AND MATERIALS
			97.02
			97.02
00225392	08/27/2010	KINCH, C DIANE	TRAVEL OUT OF DISTRICT
			855.40
			855.40
00225393	08/27/2010	KING COUNTY DIRECTORS ASSOCIATION	SUPPLIES AND MATERIALS
			8,765.30
		PAPER	668.30
			9,433.60
00225394	08/27/2010	KINGS COMMAND FOODS	INVENTORY LUNCHROOMS
			1,411.20
			1,411.20
00225395	08/27/2010	KOUTLAS, ROBIN	TRAVEL IN DISTRICT
			62.35
			62.35
00225396	08/27/2010	LIU, CHAU	SUMMER SCHOOL TUITION
			275.00
			275.00
00225397	08/27/2010	MADISON, MARK	CONTRACT SERVICES
			1,000.00
			1,000.00
00225398	08/27/2010	MAKE YOUR DAY	TUITION/REGISTRATION/MEMBERSHIP
			80.00
			80.00
00225399	08/27/2010	MARCUM, BARBARA	SUPPLIES AND MATERIALS
			147.83
			147.83
00225400	08/27/2010	MARQUES, ERIN	TRAVEL OUT OF DISTRICT
			573.33
			573.33
00225401	08/27/2010	MICRO COMPUTER SYSTEMS INC	COMPUTER EQUIP<5,000 THEFT SEN
			7,577.39
			7,577.39
00225402	08/27/2010	NCS PEARSON INC	SUPPLIES AND MATERIALS
			6,546.15
			6,546.15
00225403	08/27/2010	NEWLAND, SI	FINES AND DAMAGES
			103.00
			103.00
00225404	08/27/2010	NEXTEL COMMUNICATIONS INC	WIRELESS SERVICE
			402.46
			402.46
00225405	08/27/2010	NORTHWEST ESD 189	TUITION/REGISTRATION/MEMBERSHIP
			2,965.00
			2,965.00
00225406	08/27/2010	NORTHWEST TEXTBOOK DEPOSITORY	TEXTBOOKS/WORKBOOKS/INST KITS
			892.31
			892.31
00225407	08/27/2010	ORG FOR EDUC TECHNOLOGY AND CURR	TECHNOLOGY SOFTWARE
			850.41
			850.41
00225408	08/27/2010	ORGANIZED SPORTSWEAR LLC	SUPPLIES AND MATERIALS
			8,315.00
			8,315.00
00225409	08/27/2010	PARKER, MARIAN	TRAVEL IN DISTRICT
			47.60
			47.60
00225410	08/27/2010	PEDERSON, PATTY	SUPPLIES AND MATERIALS
			9.00
			9.00
00225411	08/27/2010	PERKINS COIE	LEGAL FEES
			2,838.19
			2,838.19
00225412	08/27/2010	PITNEY BOWES RESERVE ACCOUNT	CLEARING ACCOUNT
			7.15
		POSTAGE	3,657.85
			3,665.00

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225413	08/27/2010	PREMIER AGENDAS INC SUPPLIES AND MATERIALS	18,846.60 18,846.60
00225414	08/27/2010	PUD NO 1 SNOHOMISH CO ELECTRICITY	89,214.94 89,214.94
00225415	08/27/2010	PUGET SOUND ENERGY GAS	1,431.39 1,431.39
00225416	08/27/2010	REESE, ROBERT CONTRACT SERVICES	4,126.20 4,126.20
00225417	08/27/2010	REFUGEE & IMMIGRANT SERVICES NW CONTRACT SERVICES	145.60 145.60
00225418	08/27/2010	ROBERT JEFFERIES LOGGING & TREE SEF CONTRACT SERVICES	573.30 573.30
00225419	08/27/2010	RUBATINO REFUSE REMOVAL INC REFUSE RECYCLE	53.40 19.90 73.30
00225420	08/27/2010	SCHOLASTIC MAGAZINES SUBSCRIPTION SERVICES	119.21 119.21
00225421	08/27/2010	SCHOOL SPECIALTY INC SUPPLIES AND MATERIALS	2,041.24 2,041.24
00225422	08/27/2010	SEATTLE POTTERY SUPPLY INC MAINTENANCE & REPAIRS	311.22 311.22
00225423	08/27/2010	SHAW ELEVATOR COMPANY LLC CONTRACT SERVICES	1,410.75 1,410.75
00225424	08/27/2010	SNO CO FIRE DIST #7 CONTRACT SERVICES	6,974.90 6,974.90
00225425	08/27/2010	SNO CO FIRE DISTRICT 1 CONTRACT SERVICES	2,148.52 2,148.52
00225426	08/27/2010	STAFFORD, ANN E TRAVEL IN DISTRICT	18.00 18.00
00225427	08/27/2010	STEVENSON, JANA TRAVEL IN DISTRICT	105.60 105.60
00225428	08/27/2010	STIERS, SARA TRAVEL IN DISTRICT	4.56 4.56
00225429	08/27/2010	SUNGARD PUBLIC SECTOR INC CONTRACT SERVICES	854.40 854.40
00225430	08/27/2010	TECHNOLOGY LEARNING GROUP INC TUITION/REGISTRATION/MEMBRSHIP	100.00 100.00
00225431	08/27/2010	TERHUNE, PHIL TRAVEL OUT OF DISTRICT	709.12 709.12
00225432	08/27/2010	THOMAS, JILL ACCRUED SALARIES	458.41 458.41
00225433	08/27/2010	TIME FOR KIDS SUBSCRIPTION SERVICES	132.60 132.60
00225434	08/27/2010	UKRAINIAN COMMUNITY CENTER OF WA CONTRACT SERVICES	7,500.00 7,500.00
00225435	08/27/2010	ULTRA CHEM INC SUPPLIES AND MATERIALS	469.31 469.31
00225436	08/27/2010	UNISEN INC NON TAGABLE FURNITURE/EQUIP	17,076.39 17,076.39

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
			17,076.39
00225437	08/27/2010	USA MOBILITY WIRELESS INC <i>WIRELESS SERVICE</i>	<u>83.71</u> 83.71
00225438	08/27/2010	VANCE, DANA <i>POSTAGE</i>	<u>60.54</u> 60.54
00225439	08/27/2010	WA ASSOC FOR CAREER & TECH EDUCATI <i>TUITION/REGISTRATION/MEMBRSH</i>	<u>350.00</u> 350.00
00225440	08/27/2010	WA STATE SCHOOL DIRECTORS ASSOC <i>TUITION/REGISTRATION/MEMBRSH</i>	<u>390.00</u> 390.00
00225441	08/27/2010	WEBB, THERESA <i>SUPPLIES AND MATERIALS</i>	<u>42.33</u> 42.33
00225442	08/27/2010	WEEKLY READER INC <i>SUBSCRIPTION SERVICES</i>	<u>472.00</u> 472.00
00225443	08/27/2010	WELLS FARGO FINANCIAL LEASING INC <i>COPIER LEASE & MAINTENANCE</i>	<u>5,123.38</u> 5,123.38
00225444	08/27/2010	WITTCO SYSTEMS INC <i>COPIER SUPPLIES</i>	<u>344.27</u> 344.27
00225445	08/27/2010	ZHENG, XUEMEI <i>FOOD SERVICE LOCAL REVENUES</i>	<u>14.55</u> 14.55
TOTAL			\$396,169.38

Everett School District No. 2 Disbursement Approval

The undersigned Board of Directors of the Everett School District No 2 Snohomish County, Washington, do hereby certify that the merchandise and/or services specified have been received and are approved for payment in the amount of \$12,607,873.67 this 21st of September 2010.

Secretary

Board Member

Board Member

Board Member

Board Member

Board Member

Warrant Numbers:

<u>From</u>	<u>Through</u>	<u>Description</u>	<u>Amount</u>
224816	224817	Supplemental Payroll	1,951.47
225194	225209	August Payroll Warrants	15,428.12
Electronic Fund Transfer		August Direct Deposits	6,404,263.57
225210	225261	August Payroll Vendors	3,740,757.01
Electronic Fund Transfer		August Payroll Taxes	<u>2,445,473.50</u>

TOTAL

\$ 12,607,873.67

AP VOUCHER REGISTER

EVERETT PUBLIC SCHOOLS

Board Date: 09/21/2010

Fund: GENERAL FUND

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

As of Sep. 21, 2010, the Board, by a _____ vote, does approve for payment those vouchers included in the following list and further described as follows:

Warrant Number 00225446 through 00225446 in the total amount of \$ 212,103.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225446	08/31/2010	EVERETT PUBLIC SCHOOLS	
		CERT INSTRUCTIONAL REGULAR	32,395.00
		CLASS ADMIN/PROF TECH REGULAR	131,907.00
		CLASS OFF/INSTR/SFTY/OTH REGUL	47,801.00
			212,103.00
TOTAL			\$212,103.00

AP VOUCHER REGISTER

EVERETT PUBLIC SCHOOLS

Board Date: 09/21/2010

Ind: GENERAL FUND

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

As of Sep. 21, 2010, the Board, by a _____ vote, does approve for payment those vouchers included in the following list and further described as follows:

Warrant Number 00225482 through 00225575 in the total amount of \$ 297,854.01

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225482	09/03/2010	AAA FIRE EXTINGUISHER INC <i>CONTRACT SERVICES</i>	925.47 925.47
00225483	09/03/2010	ALDERWOOD WATER DISTRICT <i>WATER</i>	2,387.03 2,387.03
00225484	09/03/2010	AMERICAN LASER INC <i>SUPPLIES AND MATERIALS</i>	368.61 368.61
00225485	09/03/2010	AP EXAMS <i>CONTRACT SERVICES</i>	65.00 65.00
00225486	09/03/2010	ARAMARK UNIFORM SERVICES <i>CONTRACT SERVICES</i>	359.30 359.30
00225487	09/03/2010	AV MARKETPLACE <i>AUDIO VISUAL SUPPLIES</i>	5,700.00 5,700.00
00225488	09/03/2010	BSNUG USERS GROUP <i>TUITION/REGISTRATION/MEMBRSHIP</i>	500.00 500.00
00225489	09/03/2010	CAROLINA BIOLOGICAL SUPPLY <i>SUPPLIES AND MATERIALS</i>	139.40 139.40
00225490	09/03/2010	CARTER, NICOLE <i>TRAVEL OUT OF STATE</i>	730.49 730.49
00225491	09/03/2010	CASCADE COFFEE INC <i>SUPPLIES AND MATERIALS</i>	141.76 141.76
00225492	09/03/2010	CENTRAL WASHINGTON UNIVERSITY <i>SUPPLIES AND MATERIALS</i>	439.07 439.07
00225493	09/03/2010	CHEFFER, SUE <i>SUPPLIES AND MATERIALS</i>	51.79 51.79
00225494	09/03/2010	CHEVRON AND TEXACO <i>SUPPLIES AND MATERIALS</i>	129.44 129.44
00225495	09/03/2010	CINTAS CORPORATION #460 <i>CONTRACT SERVICES</i>	258.16 258.16
00225496	09/03/2010	CITY OF EVERETT <i>WATER</i>	4,506.15 4,506.15

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225497	09/03/2010	CONSOLIDATED PRESS INC <i>PRINTING</i>	6,577.00 6,577.00
00225498	09/03/2010	COOKE, ROBERT <i>SUPPLIES AND MATERIALS</i>	123.65 123
00225499	09/03/2010	CRYSTAL SPRINGS WATER <i>SUPPLIES AND MATERIALS</i>	71.30 71.30
00225500	09/03/2010	DAHL ELECTRIC INC <i>MAINTENANCE & REPAIRS</i>	348.35 348.35
00225501	09/03/2010	DATA BASE <i>CONTRACT SERVICES</i> <i>RECYCLE</i>	142.34 43.88 186.22
00225502	09/03/2010	DISCOVER MATHEMATICS <i>TUITION/REGISTRATION/MEMBRSHIP</i>	220.00 220.00
00225503	09/03/2010	DOLAN, RANDY <i>SUPPLIES AND MATERIALS</i>	7.10 7.10
00225504	09/03/2010	E-WASTE LLC <i>RECYCLE</i>	959.60 959.60
00225505	09/03/2010	EDEN ADVANCED PEST TECHNOLOGIES <i>CONTRACT SERVICES</i>	2,533.44 2,533.44
00225506	09/03/2010	ENGBRETSEN, PATRICIA <i>SUPPLIES AND MATERIALS</i>	17.38 17.38
00225507	09/03/2010	EVERETT PUBLIC SCHOOLS <i>CONTRACT SERVICES</i>	134.00 134.00
00225511	09/03/2010	EVERETT PUBLIC SCHOOLS <i>SUPPLIES AND MATERIALS</i> <i>POSTAGE</i> <i>NON TAGABLE FURNITURE/EQUIP</i> <i>NON TAGABLE TECHNOLOGY EQUIP</i> <i>TEXTBOOKS/WORKBOOKS/INST KITS</i> <i>GAS</i> <i>MAINTENANCE & REPAIRS</i> <i>TUITION/REGISTRATION/MEMBRSHIP</i> <i>TRANSP IN LIEU OF TRANSP</i> <i>TRAVEL OUT OF DISTRICT</i> <i>TRAVEL OUT OF STATE</i>	23,749.85 97.22 490.56 136.38 805.80 144.03 114.89 739.00 1,293.00 1,824.55 18,813.64 48,208.92
00225512	09/03/2010	EVERETT PUBLIC SCHOOLS <i>SUPPLIES AND MATERIALS</i>	482.07 482.07
00225513	09/03/2010	EVERGREEN PRINTING & GRAPHICS INC <i>SUPPLIES AND MATERIALS</i> <i>PRINTING</i>	255.45 8,959.38 9,214.83
00225514	09/03/2010	FOGG, CINDY <i>SUPPLIES AND MATERIALS</i>	25.96 25.96
00225515	09/03/2010	FORCK, MARY ANN <i>SUPPLIES AND MATERIALS</i>	10.81 10.81
00225516	09/03/2010	FRONTIER <i>E911 Lines</i>	117.57 117
00225517	09/03/2010	HALLMAN, HEATHER <i>SUPPLIES AND MATERIALS</i>	58.49 58.49

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225518	09/03/2010	HASKINS, EVONNE SUPPLIES AND MATERIALS	14.11 14.11
00225519	09/03/2010	HF GROUP LLC, THE TEXTBOOKS/WORKBOOKS/INST KITS	7,809.29 7,809.29
00225520	09/03/2010	HS WOLD CO INC CONTRACT SERVICES	33,376.98 33,376.98
00225521	09/03/2010	JONES, MILISSA TRAVEL IN DISTRICT	12.60 12.60
00225522	09/03/2010	JW PEPPER AND SON INC SUPPLIES AND MATERIALS	132.13 132.13
00225523	09/03/2010	KENNELLY KEYS MUSIC INC NON TAGABLE FURNITURE/EQUIP	6,208.37 6,208.37
00225524	09/03/2010	KING COUNTY DIRECTORS ASSOCIATION SUPPLIES AND MATERIALS PAPER	6,165.21 2,166.62 8,331.83
00225525	09/03/2010	LAHEY, LYNN TRAVEL OUT OF DISTRICT	277.37 277.37
00225526	09/03/2010	LEHMAN, WANDA SUPPLIES AND MATERIALS	25.16 25.16
00225527	09/03/2010	LEWELLEN, BRYON T TRAVEL OUT OF STATE	54.00 54.00
00225528	09/03/2010	LOCHRIE, MONICA TRAVEL OUT OF STATE	377.20 377.20
00225529	09/03/2010	MARKS, GARY TRAVEL OUT OF DISTRICT	135.00 135.00
00225530	09/03/2010	MARYSVILLE CLEANERS CONTRACT SERVICES	1,162.70 1,162.70
00225531	09/03/2010	MICRO COMPUTER SYSTEMS INC TUITION/REGISTRATION/MEMBERSHIP COMPUTER EQUIP<5,000 THEFT SEN	3,549.00 1,015.56 4,564.56
00225532	09/03/2010	MISSOULA CHILDREN'S THEATRE CONTRACT SERVICES	500.00 500.00
00225533	09/03/2010	MULLER, LAURIE A SUPPLIES AND MATERIALS	200.00 200.00
00225534	09/03/2010	NORTHWEST DISTRICT ONE SUPPLIES AND MATERIALS	540.00 540.00
00225535	09/03/2010	OFFICE OF SUPT OF PUBLIC INSTRUCTION FINGERPRINTING	370.00 370.00
00225536	09/03/2010	PERSONA BUSINESS PRINTING & DESIGN PRINTING	2,484.85 2,484.85
00225537	09/03/2010	PITNEY BOWES RESERVE ACCOUNT CLEARING ACCOUNT POSTAGE	18.11 6,278.89 6,297.00
00225538	09/03/2010	PLANNED PARENTHOOD OF THE GREAT CONTRACT SERVICES	240.00 240.00
00225539	09/03/2010	POWER MUSIC INC SUPPLIES AND MATERIALS	568.68 568.68
00225540	09/03/2010	PREMIER AGENDAS INC SUPPLIES AND MATERIALS	7,186.22

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
			7,186.22
00225541	09/03/2010	PRESTWICH, MARSHA TRAVEL IN DISTRICT	30.00
			30.00
00225542	09/03/2010	PUD NO 1 SNOHOMISH CO ELECTRICITY	10,124.71
			10,124.71
00225543	09/03/2010	PUGET SOUND DATA SYSTEMS SOFTWARE/HARDWARE AGREEMENTS	861.59
			861.59
00225544	09/03/2010	PUGET SOUND ENERGY GAS	6,582.00
			6,582.00
00225545	09/03/2010	QUILCEDA PAVING AND CONSTRUCTION CONTRACT SERVICES	2,584.20
			2,584.20
00225546	09/03/2010	RAND MCNALLY TEXTBOOKS/WORKBOOKS/INST KITS	4,109.82
			4,109.82
00225547	09/03/2010	REALITY WORKS INC SUPPLIES AND MATERIALS	759.05
			759.05
00225548	09/03/2010	REFUGEE & IMMIGRANT SERVICES NW CONTRACT SERVICES	4,422.80
			4,422.80
00225549	09/03/2010	REIERSSEN PIANO SERVICE MAINTENANCE & REPAIRS	260.00
			260.00
00225550	09/03/2010	RELATRIX CORPORATION SOFTWARE/HARDWARE AGREEMENTS	10,050.00
			10,050.00
00225551	09/03/2010	RIVERSIDE TOPSOIL SUPPLIES AND MATERIALS	310.32
			310.32
00225552	09/03/2010	ROCHESTER 100 INC SUPPLIES AND MATERIALS	242.25
			242.25
00225553	09/03/2010	RUBATINO REFUSE REMOVAL INC RECYCLE	1,055.43
			1,055.43
00225554	09/03/2010	SAMACO SUPPLY SUPPLIES AND MATERIALS	260.50
			260.50
00225555	09/03/2010	SCANTRON CORPORATION CONTRACT SERVICES	327.60
		MAINTENANCE & REPAIRS	152.88
		COMPUTER EQUIP<5,000 THEFT SEN	4,073.16
			4,553.64
00225556	09/03/2010	SCHLAHT, HEDY SUPPLIES AND MATERIALS	103.90
			103.90
00225557	09/03/2010	SCHOLASTIC MAGAZINES SUBSCRIPTION SERVICES	692.24
			692.24
00225558	09/03/2010	SCHOOL MATE SUPPLIES AND MATERIALS	810.00
			810.00
00225559	09/03/2010	SEATTLE POTTERY SUPPLY INC SUPPLIES AND MATERIALS	1,109.11
			1,109.11
00225560	09/03/2010	SHAW ELEVATOR COMPANY LLC CONTRACT SERVICES	1,595.32
			1,595.32
00225561	09/03/2010	SLABJACK NW LLC MAINTENANCE & REPAIRS	1,730.10
			1,730.10
00225562	09/03/2010	SMITH AND GREENE COMPANY NON TAGABLE FURNITURE/EQUIP	12,141.95
			12,141.95

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225563	09/03/2010	SMITH, KAJA	<i>SUPPLIES AND MATERIALS</i>
			<u>176.25</u>
			176.25
00225564	09/03/2010	SMITH, ROSE	<i>TRAVEL OUT OF STATE</i>
			<u>124.00</u>
			124.00
00225565	09/03/2010	SPORT SUPPLY GROUP INC	<i>SUPPLIES AND MATERIALS</i>
			<u>169.24</u>
			169.24
00225566	09/03/2010	SUNGARD PUBLIC SECTOR INC	<i>SOFTWARE/HARDWARE AGREEMENTS</i>
			<u>63,112.14</u>
			63,112.14
00225567	09/03/2010	THOMSON, NANCY	<i>SUPPLIES AND MATERIALS</i>
			<u>212.75</u>
			212.75
00225568	09/03/2010	VERIZON WIRELESS	<i>WIRELESS SERVICE</i>
			<u>569.82</u>
			569.82
00225569	09/03/2010	WA STATE SCHOOL DIRECTORS ASSOC	<i>TUITION/REGISTRATION/MEMBRSH</i>
			<u>195.00</u>
			195.00
00225570	09/03/2010	WALKER FLOORING & INTERIORS INC	<i>CONTRACT SERVICES</i>
			<u>742.56</u>
			742.56
00225571	09/03/2010	WARTENBEE, STACEY	<i>SUPPLIES AND MATERIALS</i>
			<u>100.00</u>
			100.00
00225572	09/03/2010	WASTE MANAGEMENT NORTHWEST INC	<i>REFUSE</i>
			<u>119.91</u>
			119.91
00225573	09/03/2010	WATSON-EAST, ELIZABETH	<i>SUPPLIES AND MATERIALS</i>
			<u>100.00</u>
			100.00
00225574	09/03/2010	WOODLAND PARK ZOO	<i>TUITION/REGISTRATION/MEMBRSH</i>
			<u>959.50</u>
			959.50
00225575	09/03/2010	ZEUTENHORST, GINA	<i>TRAVEL IN DISTRICT</i>
			<u>17.50</u>
			17.50
TOTAL			\$297,854.01

AP VOUCHER REGISTER

EVERETT PUBLIC SCHOOLS

Board Date: 09/21/2010

Fund: CAPITAL PROJECTS FUND

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

As of Sep. 21, 2010, the Board, by a _____ vote, does approve for payment those vouchers included in the following list and further described as follows:

Warrant Number 00225297 through 00225331 in the total amount of \$ 271,465.85

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225297	08/27/2010	ASSOCIATED EARTH SCIENCES INC GEOTECHNICAL REPORT/TESTING	233.25 233.25
00225298	08/27/2010	BERESFORD COMPANY, THE OTHER CONTRACTOR	11,601.11 11,601.11
00225299	08/27/2010	BILLS BLUEPRINT INC PHOTOS & REPROGRAPHICS	1,725.44 1,725.44
00225300	08/27/2010	CENTER FOR EDUC LEADERSHIP & TECH OTHER GENERAL SUPPORT	17,000.00 17,000.00
00225301	08/27/2010	CENTURY PACIFIC LP OTHER GENERAL SUPPORT	1,575.00 1,575.00
00225302	08/27/2010	CITY OF EVERETT PERMITS	89,053.82 89,053.82
00225303	08/27/2010	COBRA CONSTRUCTION CO OTHER CONTRACTOR	24,280.37 24,280.37
00225304	08/27/2010	CROWE BUILDING SPECIALTIES INC OTHER PROJECT EXPENSES	1,870.60 1,870.60
00225305	08/27/2010	CRYSTAL SPRINGS WATER OTHER PROJECT EXPENSES	92.86 92.86
00225306	08/27/2010	DATA BASE OTHER PROJECT EXPENSES	19.13 19.13
00225307	08/27/2010	DEPARTMENT OF ECOLOGY PERMITS	60.81 60.81
00225308	08/27/2010	DYKEMAN ARCHITECTS GENERAL ARCHITECT/ENGINEER ARCHITECT/ENGINEER REIMBURSABL OTHER ARCHITECT/ENGINEER	13,651.40 68.95 3,435.89 17,156.24
00225309	08/27/2010	EVERETT COMMUNITY COLLEGE OTHER PROJECT EXPENSES	600.00 600.00
00225310	08/27/2010	EVERETT PUBLIC SCHOOLS OTHER FURNITURE/EQUIPMENT	163.67 163.67
00225311	08/27/2010	EWING ENVIRONMENTAL ASBESTOS	673.00 673.00

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
			673.00
00225312	08/27/2010	HERALD INC, THE <i>ADVERTISEMENTS</i>	<u>517.86</u> 517.86
00225313	08/27/2010	HILL INTERNATIONAL <i>CONSTRUCTION SUPERVISION</i>	<u>13,487.95</u> 13,487.95
00225314	08/27/2010	IBM CORPORATION <i>COMPUTERS/HARDWARE</i>	<u>9,920.82</u> 9,920.82
00225315	08/27/2010	KRAZAN AND ASSOCIATES <i>MATERIALS TESTING/INSPECTION</i>	<u>2,511.00</u> 2,511.00
00225316	08/27/2010	MAYES TESTING ENGINEERS INC <i>MATERIALS TESTING/INSPECTION</i>	<u>440.00</u> 440.00
00225317	08/27/2010	MBF AUDIOVISUAL <i>OTHER GENERAL SUPPORT</i>	<u>4,621.25</u> 4,621.25
00225318	08/27/2010	MC HANDYMAN & MAINTENANCE <i>OTHER CONTRACTOR</i>	<u>1,725.01</u> 1,725.01
00225319	08/27/2010	MCKINSTRY CO <i>OTHER GENERAL SUPPORT</i>	<u>9,000.00</u> 9,000.00
00225320	08/27/2010	MICRO COMPUTER SYSTEMS INC <i>OTHER PROJECT EXPENSES</i> <i>COMPUTERS/HARDWARE</i>	<u>1,322.11</u> <u>5,592.13</u> 6,914.24
00225321	08/27/2010	MOUNTAIN MIST <i>OTHER PROJECT EXPENSES</i>	<u>4.37</u> 4.37
00225322	08/27/2010	NAC ARCHITECTURE <i>GENERAL ARCHITECT/ENGINEER</i> <i>ARCHITECT/ENGINEER ADDITIONAL</i>	<u>27,495.00</u> <u>3,268.38</u> 30,763.38
00225323	08/27/2010	NELSON PETROLEUM INC <i>OTHER PROJECT EXPENSES</i>	<u>321.07</u> 321.07
00225324	08/27/2010	NORTHWEST INFORMATION SERVICES <i>OTHER GENERAL SUPPORT</i>	<u>5,999.98</u> 5,999.98
00225325	08/27/2010	PACIFIC MOBILE STRUCTURES <i>OTHER PROJECT EXPENSES</i>	<u>417.64</u> 417.64
00225326	08/27/2010	PUGET SOUND ENERGY <i>OTHER PROJECT EXPENSES</i>	<u>137.14</u> 137.14
00225327	08/27/2010	SERVICE PAPER COMPANY <i>OTHER PROJECT EXPENSES</i>	<u>172.19</u> 172.19
00225328	08/27/2010	STEWART & ASSOCIATES INC <i>ROOFING CONSULTANT</i>	<u>1,400.00</u> 1,400.00
00225329	08/27/2010	TRES WEST ENGINEERS INC. <i>OTHER ARCHITECT/ENGINEER</i>	<u>2,330.00</u> 2,330.00
00225330	08/27/2010	WALKENHORST, JAMES <i>OTHER GENERAL SUPPORT</i>	<u>14,582.50</u> 14,582.50
00225331	08/27/2010	WALKER, DARCY <i>MILEAGE</i>	<u>94.15</u> 94.15
TOTAL			\$271,465.85

AP VOUCHER REGISTER

EVERETT PUBLIC SCHOOLS

Board Date: 09/21/2010

Fund: ASSOCIATED STUDENT BODY FUND

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

As of Sep. 21, 2010, the Board, by a _____ vote, does approve for payment those vouchers included in the following list and further described as follows:

Warrant Number 00225263 through 00225296 in the total amount of \$ 39,903.32

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225263	08/27/2010	ALFYS PIZZA SUPPLIES AND MATERIALS	332.71 332.71
00225264	08/27/2010	ARCHER GROUP, THE SUPPLIES AND MATERIALS	106.62 106.62
00225265	08/27/2010	BOTHELL VOLLEYBALL BOOSTERS CONTRACT SERVICES	175.00 175.00
00225266	08/27/2010	CHAMPIONSHIP BOOKS & VIDEO PROD IN SUPPLIES AND MATERIALS	320.97 320.97
00225267	08/27/2010	CHEERSTIX USA SUPPLIES AND MATERIALS	2,450.00 2,450.00
00225268	08/27/2010	CUSTOMINK.COM SUPPLIES AND MATERIALS	429.76 429.76
00225269	08/27/2010	DAIRY FRESH FARMS SUPPLIES AND MATERIALS	160.08 160.08
00225270	08/27/2010	DURHAM SCHOOL SERVICE LP CONTRACT SERVICES	946.17 946.17
00225271	08/27/2010	ELLISON EDUCATIONAL EQUIPMENT INC SUPPLIES AND MATERIALS	208.35 208.35
00225272	08/27/2010	EVERETT PUBLIC SCHOOLS TRAVEL OUT OF STATE	2,502.75 2,502.75
00225273	08/27/2010	FRED J MILLER INC SUPPLIES AND MATERIALS	790.34 790.34
00225274	08/27/2010	FRED MEYER SUPPLIES AND MATERIALS	139.83 139.83
00225275	08/27/2010	GOLD MEDAL SQUARED CONTRACT SERVICES	195.00 195.00
00225276	08/27/2010	H&L SPORTING GOODS SUPPLIES AND MATERIALS	10,851.20 10,851.20
00225277	08/27/2010	HAGGEN INC SUPPLIES AND MATERIALS	8.80 8.80

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225278	08/27/2010	JAMMIN APPAREL INC	<i>SUPPLIES AND MATERIALS</i>
			3,444.30
			3,444.30
00225279	08/27/2010	JW PEPPER AND SON INC	<i>SUPPLIES AND MATERIALS</i>
			1,005.35
			1,005.35
00225280	08/27/2010	KING COUNTY DIRECTORS ASSOCIATON	<i>SUPPLIES AND MATERIALS</i>
			3,622.99
			3,622.99
00225281	08/27/2010	KOTIS DESIGN	<i>SUPPLIES AND MATERIALS</i>
			1,549.34
			1,549.34
00225282	08/27/2010	LEATHER CARE	<i>CONTRACT SERVICES</i>
			529.21
			529.21
00225283	08/27/2010	LOCKNANE INC	<i>REVENUE-ASB</i>
			-200.00
			<i>SUPPLIES AND MATERIALS</i>
			517.75
			317.75
00225284	08/27/2010	MAIN TROPHY SUPPLY CO	<i>SUPPLIES AND MATERIALS</i>
			24.21
			24.21
00225285	08/27/2010	MASK COSTUMES	<i>CONTRACT SERVICES</i>
			325.00
			325.00
00225286	08/27/2010	MICRO COMPUTER SYSTEMS INC	<i>SUPPLIES AND MATERIALS</i>
			1,683.86
			1,683.86
00225287	08/27/2010	NEW SIGNS & WONDERS	<i>SUPPLIES AND MATERIALS</i>
			446.37
			446.37
00225288	08/27/2010	OGORSOLKA, ASHLEY	<i>REVENUE-ASB</i>
			10.00
			10.00
00225289	08/27/2010	RAINBOW PRINTING	<i>SUPPLIES AND MATERIALS</i>
			405.00
			405.00
00225290	08/27/2010	SCHUMAN, CAMLYNN	<i>TRAVEL IN DISTRICT</i>
			144.00
			144.00
00225291	08/27/2010	SOUTH WHIDBEY HIGH SCHOOL	<i>CONTRACT SERVICES</i>
			100.00
			100.00
00225292	08/27/2010	TC SPAN AMERICA	<i>SUPPLIES AND MATERIALS</i>
			453.14
			453.14
00225293	08/27/2010	UNITED GROCERS INC	<i>SUPPLIES AND MATERIALS</i>
			470.17
			470.17
00225294	08/27/2010	VINDICO PRINTING & DESIGN	<i>SUPPLIES AND MATERIALS</i>
			2,944.00
			2,944.00
00225295	08/27/2010	WA STATE PARKS & REC COMMISSION	<i>CONTRACT SERVICES</i>
			2,799.05
			2,799.05
00225296	08/27/2010	WALKOSKI, GAYLENE	<i>REVENUE-ASB</i>
			12.00
			12.00
TOTAL			\$39,903.32

AP VOUCHER REGISTER

EVERETT PUBLIC SCHOOLS

Board Date: 09/21/2010

Fund: ASSOCIATED STUDENT BODY FUND

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

As of Sep. 21, 2010, the Board, by a _____ vote, does approve for payment those vouchers included in the following list and further described as follows:

Warrant Number 00225447 through 00225481 in the total amount of \$ 46,524.48

Secretary _____ Board Member _____
 Board Member _____ Board Member _____
 Board Member _____ Board Member _____

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225447	09/03/2010	A-Z BALLOON WHOLESALERS <i>SUPPLIES AND MATERIALS</i>	<u>10.95</u> 10.95
00225448	09/03/2010	ALFYS PIZZA <i>SUPPLIES AND MATERIALS</i>	<u>70.00</u> 70.00
00225449	09/03/2010	ALFYS PIZZA <i>SUPPLIES AND MATERIALS</i>	<u>137.03</u> 137.03
00225450	09/03/2010	AUCHTERLONIE, LINDA <i>TRAVEL IN DISTRICT</i>	<u>20.00</u> 20.00
00225451	09/03/2010	BAKERS MEDICAL SERVICES <i>SUPPLIES AND MATERIALS</i>	<u>18.91</u> 18.91
00225452	09/03/2010	BLACK, BRENDA L <i>SUPPLIES AND MATERIALS</i>	<u>6.00</u> 6.00
00225453	09/03/2010	BRIGHAM YOUNG UNIVERSITY <i>CONTRACT SERVICES</i>	<u>800.00</u> 800.00
00225454	09/03/2010	CALIFORNIA INSTITUTE OF TECHNOLOG' <i>CONTRACT SERVICES</i>	<u>800.00</u> 800.00
00225455	09/03/2010	CREATIVE FUNDRAISING SOLUTIONS <i>SUPPLIES AND MATERIALS</i>	<u>345.25</u> 345.25
00225456	09/03/2010	DECA IMAGES <i>SUPPLIES AND MATERIALS</i>	<u>176.50</u> 176.50
00225457	09/03/2010	DURHAM SCHOOL SERVICE LP <i>TRAVEL IN DISTRICT</i>	<u>2,136.09</u> 2,136.09
00225458	09/03/2010	EVERETT COMMUNITY COLLEGE <i>CONTRACT SERVICES</i>	<u>800.00</u> 800.00
00225459	09/03/2010	EVERETT PUBLIC SCHOOLS <i>SUPPLIES AND MATERIALS</i>	<u>939.50</u> 939.50
00225460	09/03/2010	EVERETT PUBLIC SCHOOLS <i>DUE TO OTHER FUNDS</i>	<u>1,380.62</u>
		<i>PAYROLL REIMB ASB ONLY</i>	<u>1,380.62</u>
		<i>CERT INSTR SUB ABSENCE/LEAVE</i>	<u>-280.00</u>
		<i>CERT INSTR SUB TRAVEL/INSERVE</i>	<u>-975.00</u>

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
		CERT INDUSTRIAL INSURANCE	-19.90
		CERT UNEMPLOYMENT	-1.12
		CERT FICA	-96.00
		CERT RETIREMENT	-8.60
			1,380.62
00225461	09/03/2010	FRED MEYER	SUPPLIES AND MATERIALS
			251.54
			251.54
00225462	09/03/2010	H&L SPORTING GOODS	SUPPLIES AND MATERIALS
			9,582.13
			9,582.13
00225463	09/03/2010	HASSTEDT, ROBERTA	SUPPLIES AND MATERIALS
			148.13
			148.13
00225464	09/03/2010	MOFFAT, LESLEY	TRAVEL IN DISTRICT
			320.00
			320.00
00225465	09/03/2010	NATIONAL ASSOC SEC SCHL PRINC INC	CONTRACT SERVICES
			190.00
			190.00
00225466	09/03/2010	NATIONAL ASSOC SEC SCHL PRINC INC	CONTRACT SERVICES
			81.00
			81.00
00225467	09/03/2010	NATIONAL PRESS PHOTOGRAPERS ASSOC	CONTRACT SERVICES
			110.00
			110.00
00225468	09/03/2010	NATIONAL SCHOLASTIC PRESS ASSOC	CONTRACT SERVICES
			209.00
			209.00
00225469	09/03/2010	NORTHWEST CREATIONS	SUPPLIES AND MATERIALS
			6,374.22
			6,374.22
00225470	09/03/2010	NORTHWEST DISTRICT ONE	SUPPLIES AND MATERIALS
			1,470.00
			1,470.00
00225471	09/03/2010	OGORSOLKA, LISA	REVENUE-ASB
			10.00
			10.00
00225472	09/03/2010	OLSON, ERICK	CONTRACT SERVICES
			250.00
			250.00
00225473	09/03/2010	PREMIER AGENDAS INC	SUPPLIES AND MATERIALS
			5,937.16
			5,937.16
00225474	09/03/2010	RUSSELL SIGN CO	SUPPLIES AND MATERIALS
			1,235.66
			1,235.66
00225475	09/03/2010	SNOHOMISH PUBLISHING CO INC	CONTRACT SERVICES
			606.82
			606.82
00225476	09/03/2010	SOCCER WEST	SUPPLIES AND MATERIALS
			2,989.90
			2,989.90
00225477	09/03/2010	UNITED GROCERS INC	SUPPLIES AND MATERIALS
			292.40
			292.40
00225478	09/03/2010	UNIVERSITY OF WASHINGTON	CONTRACT SERVICES
			800.00
			800.00
00225479	09/03/2010	VERVER, CRAIG	SUPPLIES AND MATERIALS
			88.95
			88.95
00225480	09/03/2010	VINDICO PRINTING & DESIGN	SUPPLIES AND MATERIALS
			1,400.00
			1,400.00
00225481	09/03/2010	WALSWORTH PUBLISHING CO	SUPPLIES AND MATERIALS
			6,536.72
			6,536.72

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
			TOTAL \$46,524.48

AP VOUCHER REGISTER

EVERETT PUBLIC SCHOOLS

Board Date: 09/21/2010

Fund: TRUST AND AGENCY FUND

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

As of Sep. 21, 2010, the Board, by a _____ vote, does approve for payment those vouchers included in the following list and further described as follows:

Warrant Number 00225262 through 00225262 in the total amount of \$ 850.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
00225262	08/27/2010	EVERETT COMMUNITY COLLEGE CONTRACT SERVICES	850.00
			850.00
TOTAL			\$850.00

Board Agenda Request Form

4.05

Date of Board Meeting: 09/21/2010

Subject

Title:

Resolution No. 1005 - Administration of Imprest Accounts, Change Funds, and Meter Funds

Recommendation:

The Administration recommends the Board of Directors approve Resolution No. 1005 Administration of Imprest Accounts, Change Funds, and Meter Funds.

Background

Purpose/Summary:

The Snohomish County Treasurer maintains various financial accounts on behalf of the Everett School District in accordance with RCW 28A.510.270. Per the State Accounting Manual for School Districts and per previous year's Board resolutions, the District also holds certain operating accounts outside of the County Treasurer. The State Accounting Manual requires these accounts be authorized by Board resolution for official audit record and internal control purposes. Accordingly, as the District's yearly operating needs change from year to year, an annual resolution is brought to the Board to re-establish the accounts and the maximum amounts allowable in the accounts. This resolution encompasses any changes desired for the coming year's operating needs.

Previous Related Action:

Annual Resolution. Resolution No. 966 Administration of Imprest Accounts, Change Funds, and Meter Funds passed by the Board of Directors August 25, 2009.

Additional Information

Agenda Placement:

☐ Information

☐ Action

☒ Consent Agenda

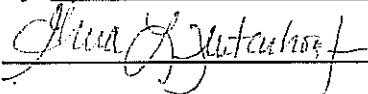
☒ Attachment(s)

Presentation Time Minute(s)

of pages 2

Submitted By: Gina Zeutenhorst

Contact Person(s): Gina Zeutenhorst

Signature: 

Approval

Applicable Executive Director signature(s) should be obtained prior to submission to Superintendent's Office.

☒ Approved

☐ Denied

☐ Revised (see attached)

By: 

Executive Director, Finance & Operations

By: _____

Executive Director, Facilities & Operations

Date: SEPTEMBER 9, 2010

Date: _____

Comments:

RESOLUTION NO. 1005
ADMINISTRATION OF IMPREST ACCOUNTS, CHANGE FUNDS, AND METER FUNDS

WHEREAS, Everett Public Schools maintains imprest bank accounts, change funds, and meter funds; and WHEREAS the State Accounting Manual requires the board of directors to authorize initial amounts, changes, and maximum amounts of these funds, by resolution, and WHEREAS, Everett Public Schools maintains several accounts previously authorized by board resolution, and WHEREAS, district administration requests annual changes to these accounts as needed for operations, the district recognizes a need to re-establish each year, for audit and internal control purposes, the official record of the authorized balances per board resolution.

NOW, THEREFORE, BE IT RESOLVED that the district's maximum authorized balances for imprest accounts, change funds and meter funds is as follows:

	<u>Maximum Authorized</u>
General Fund	\$155,850
ASB Fund	\$ 21,500
Trust Fund	\$ 600
Capital Projects Fund	\$ 1,000
Grand Total:	\$178,950

A detailed makeup of these balances amongst sites is maintained and authorized as follows:

<u>General Fund Accounts</u>	<u>Amounts Authorized</u>
Procurement Card Account (Increase of \$50,000)	\$100,000
Payroll Settlement	\$ 2,000
Advance Travel	\$ 5,000
Business Office Account (Decrease of \$15,000)	\$10,000
Cascade High School	\$ 500
Food Services Department	\$ 500
Maintenance Department	\$ 500
Henry M. Jackson High School	\$ 400
Athletics Department	\$ 2,500
Associate Superintendent	\$ 500
Eisenhower Middle School Cash Funds	\$ 150
Evergreen Middle School Cash Funds	\$ 100
Food Services Cash Funds (Decrease of \$65)	\$ 990
Heatherwood Middle School Cash Funds	\$ 100
North Middle School Cash Funds	\$ 100
Total General Fund Imprest and Change Funds	\$123,340

<u>General Fund Postage Meter Accounts</u>	\$32,510
Maintenance \$22,500, Bulk Mail \$10,000, Postage Due Account \$10	

<u>ASB Fund Accounts</u>	
Gateway Middle School	\$ 500
Cascade High School	\$ 7,000
Everett High School	\$ 7,000
Henry M. Jackson High School	\$ 7,000
Total ASB Fund Imprest Accounts	\$21,500

Trust Fund Accounts

Cascade High School	\$ 500
Henry M. Jackson High School	<u>\$ 100</u>
Total Trust Fund Imprest Accounts	\$ 600

Capital Projects Accounts

Coast Property Management Trust	\$ 1,000
Total Capital Projects Fund Imprest Accounts	\$ 1,000

Adopted by the Board of Directors of Everett Public Schools, Snohomish County, Washington, at its regular meeting September 21, 2010.

EVERETT PUBLIC SCHOOLS

A municipal corporation of the
State of Washington

President

Vice President

Board Member

Board Member

Board Member

Attest:

Secretary of the Board

Board Agenda Request Form

Date of Board Meeting: 09/21/2010**Subject**

Title:
Resolution 1006 - Cancel Warrants Outstanding Dated Prior to August 31, 2009

Recommendation:
The Administration recommends passage of Resolution No. 1006 - Cancel Warrants Outstanding Dated Prior to August 31, 2009.

Background**Purpose/Summary:**

RCW 39.56.040 provides that warrants not presented for payment within one year of their issue date shall be canceled by Board resolution.

Coinciding with the close of the fiscal year, an annual resolution to cancel outstanding warrants is presented to the Board. The cancellation list contains warrant numbers, payee names, dates and amounts for 44 General Fund and 22 ASB Fund unredeemed warrants dated prior to August 31, 2009, which is a year in arrears from the current fiscal year ending August 31, 2010.

In accordance with the State Department of Revenue's Unclaimed Property Division, notices were sent to the payees of unredeemed warrants and included directions on how they could make a claim to these funds in the event the original warrant had been lost, destroyed or misplaced. Those remaining represent the payees who were unresponsive to the District's repeated attempts to contact them.

Subsequent to the Board's resolution, payees can still make a claim to these funds. The District remains obligated and must track a liability accordingly. These transactions will be reportable as Unclaimed Property to the State Department of Revenue.

Previous Related Action:

Board adoption of Resolution 970 on October 6, 2009.

Additional Information**Agenda Placement:**☐ Information☐ Action☒ Consent Agenda☒ Attachment(s)Presentation Time Minute(s)# of pages 3Submitted By: Gina ZeutenhorstContact Person(s): Gina ZeutenhorstSignature: **Approval**

Applicable Executive Director signature(s) should be obtained prior to submission to Superintendent's Office.

☒ Approved☐ Denied☐ Revised (see attached)By: 

Executive Director, Finance & Operations

By: _____

Executive Director, Facilities & Operations

Date: September 9, 2010

Date: _____

Comments:



Friday, August 27, 2010

Jacqueline Albracht
Snohomish County Treasurer's Office
Snohomish County Administration Building
Everett, WA 98201

Dear Jacqueline,

We have cancelled the following **General Fund** warrants issued during the 2008-2009 fiscal year that have remained outstanding for over a year, as of our fiscal year ending August 31, 2010

Warrant #	Payee	Amount	Date	MICR #
00200726	ALEXIA AVSTRIN	\$15.00	09/12/2008	00200726
00201152	JODY DAHL	\$12.75	09/19/2008	00201152
00201209	JUSTIN PETERS	\$25.00	09/19/2008	00201209
00202011	DAMIAN LARSON	\$10.00	10/10/2008	00202011
00202014	CHERYL LIBERTY	\$6.00	10/10/2008	00202014
00202020	KATHERINE MARSHALL	\$19.00	10/10/2008	00202020
00202040	MARGARITA OLIVA	\$10.00	10/10/2008	00202040
00202055	ROBERT RODGERS	\$10.00	10/10/2008	00205055
00202495	SUSAN BAILEY	\$10.00	10/24/2008	00202495
00202500	CHERYL BERTRAND	\$8.00	10/24/2008	00202500
00202597	KENT LAUGHLIN	\$10.00	10/24/2008	00202597
00203992	RENE DELOS SANTOS	\$3.00	11/21/2008	00203992
00204251	EULALIO CARDENAS	\$3.00	11/26/2008	00204251
00204297	PUGET SOUND TRAVEL LEAGUE	\$90.00	11/26/2008	00204297
00204741	KAWANUA WASHINGTON USA	\$90.00	12/12/2008	00204741
00204983	JENNIFER WATKINS	\$18.07	12/19/2008	00204983
00205637	ROXANNE WENNERBERG	\$16.15	01/09/2009	00205637
00207267	WSPRA	\$15.00	02/27/2009	00207267
00207800	GARRY BOWER	\$15.00	03/13/2009	00207800
00207851	SCOTT HANKE	\$36.00	03/13/2009	00207851
00207934	EMILY SISSON	\$3.99	03/13/2009	00207934
00208148	DELANA PRICE	\$10.00	03/20/2009	00208148
00208490	VERONICA HERNANDEZ	\$16.00	03/27/2009	00208490
00208491	MARY HERRICK	\$50.00	03/27/2009	00208491

Accounting Department
Mailing Address: P.O. Box 2098, Everett, WA 98213
Street Address: 3715 Oakes Avenue, Everett, WA 98201
Telephone: (425) 385-4176 • FAX: (425) 385-4172

00208904	JESSIKA FOSTER	\$5.00	04/10/2009	00208904
00209165	SABRINA RANDALL	\$10.00	04/17/2009	00209165
00209408	SHAWN PEASE	\$12.00	04/24/2009	00209408
00209484	AUSTYN UPDEGRAVE	\$12.77	04/30/2009	00209484
00210014	CHRISTINE ROCKNEY SIDHU	\$15.00	05/08/2009	00210014
00210220	FELIPE MENDOZA	\$5.00	05/15/2009	00210220
00211261	ADAM GREISZ	\$5.00	06/12/2009	00211261
00211292	BARBARA KRUSE	\$51.73	06/12/2009	00211292
00211313	BRAD MCRAE	\$5.72	06/12/2009	00211313
00211394	ELIZABETH WATSON-EAST	\$100.00	06/12/2009	00211394
00211403	DOUGLAS YOUNG	\$65.00	06/12/2009	00211403
00212040	NIKI MCCOY	\$7.80	06/26/2009	00212040
00212225	SOPHIA CHHUM	\$5.00	07/02/2009	00212225
00212232	ANDREA COBOS	\$5.00	07/02/2009	00212232
00212483	KATIE BAGGETT	\$11.00	07/17/2009	00212483
00212591	BRANDI NEASON	\$6.00	07/17/2009	00212591
00212834	AUSTYN UPDEGRAVE	\$44.67	07/31/2009	00212834
00212995	SNOHOMISH COUNTY FINEST BASKETBALL	\$1.00	07/31/2009	00212995
00213222	SUSAN STEHR	\$5.00	08/14/2009	00213222
00213359	VANDERBILT UNIVERSITY	\$40.00	08/21/2009	00213359

Please process these cancellations in the month of August, 2010.

Sincerely,



Gina Zeutenhorst
Accounting Manager
425-385-4179



Everett Public Schools

Friday, August 27, 2010

Jacqueline Albracht
Snohomish County Treasurer's Office
Everett, WA 98201

Dear Jacqueline,

We have cancelled the following **ASB Fund** warrants issued during the 2008-2009 fiscal year that have remained outstanding for over a year, as of our fiscal year ending August 31, 2010:

Warrant #	Payee	Amount	Date	MICR #
00201548	PENNY WILDER	\$16.89	09/26/2008	00201548
00201892	SEATTLE MAGAZINE	\$192.00	10/10/2008	00201892
00202416	JENNIFER ALLIE	\$10.00	10/24/2008	00202416
00202432	ROSA DINGEL	\$5.00	10/24/2008	00202432
00202464	MELANIE RICHARDSON	\$5.00	10/24/2008	00202464
00202471	TANYA SNOW	\$5.00	10/24/2008	00202471
00204376	BRIDGET SHEE ANDERSON	\$24.57	12/05/2008	00204376
00205110	KEYSHA PORTER	\$28.25	12/19/2008	00205110
00206691	RAUL BANAWIS	\$15.00	02/13/2009	00206691
00206692	DANIEL BROWN	\$15.00	02/13/2009	00206692
00206969	HAJIR AL-TURFY	\$15.00	02/20/2009	00206969
00207004	KEVIN SOWA	\$6.00	02/20/2009	00207004
00207302	HUNG PHUOC LE	\$3.00	02/27/2009	00207302
00207743	ANASTACIO BALLESTREROS	\$9.00	03/13/2009	00207743
00207775	KRISTINE WAGONER	\$5.00	03/13/2009	00207775
00208427	KATELYN STOKES	\$10.00	03/27/2009	00208427
00208611	MICHELLE YEAGER	\$10.00	04/03/2009	00208611
00209692	JACOB TAYLOR	\$15.00	05/01/2009	00209692
00209853	DECA ICDC	\$500.00	05/08/2009	00209853
00210350	WASHINGTON'S BEST COFFEE	\$105.79	05/08/2009	00210350
00211155	KIM PHILLIP	\$34.00	06/12/2009	00211155
00211458	KIM PHILLIP	\$46.00	06/19/2009	00211458

Please process these cancellations in the month of August, 2010.

Sincerely,

Gina Zeutenhorst
Accounting Manager
425-385-4179

Accounting Department
Mailing Address: P.O. Box 2098, Everett, WA 98213
Street Address: 3715 Oakes Avenue, Everett, WA 98201
Telephone: (425) 385-4176 • FAX: (425) 385-4172

Board Agenda Request Form

4.07

Date of Board Meeting: 09/21/2010

Subject

Title:

Authorization of Contract Services with Snohomish County Human Services Department for the Early Childhood Education and Assistance Program (ECEAP)

Recommendation:

The Administration recommends the Board or Directors approve the attached contract agreement.

Background

Purpose/Summary:

The attached annual agreement between the District and the Snohomish County Human Services Department to provide services for the ECEAP program is presented to the Board to approve and authorize the Superintendent or designee to execute the agreement.

Previous Related Action:

Additional Information

Agenda Placement:

☐ Information

☐ Action

☒ Consent Agenda

☒ Attachment(s)

Presentation Time 0 Minute(s)

of pages 23

Submitted By: Jeff Moore

Contact Person(s): Jennifer Farmer

Signature: 

Terry Edwards

Approval

Applicable Executive Director signature(s) should be obtained prior to submission to Superintendent's Office.

☒ Approved

☐ Denied

☐ Revised (see attached)

By: 

Executive Director, Finance & Operations

By: _____

Executive Director, Facilities & Operations

Date: SEPTEMBER 9, 2010

Date: _____

Comments:

SNOHOMISH COUNTY HUMAN SERVICES DEPARTMENT
3000 ROCKEFELLER AVE., M/S 305 - EVERETT, WA 98201
(425) 388-7200

CONTRACT NUMBER: CS-10-60-03-032

Contracting Organization:

Name: Everett School District

Address: P O Box 2098

Everett, WA 98201

Telephone: 425/385-4030

Federal Catalog No.: N/A

IRS Tax No. (Employer I.D.): 91-6001542

Contract Period: 7/1/2010-6/30/2011

Funding Authority: ECEAP

Maximum Amount Awarded:

Under This Contract: \$769,636

Specifics of Funding: State ECEAP

Status Determination: Subrecipient

Title of Project/Services: Early Childhood Education and Assistance Program (ECEAP)	Contractor Contact Person: Lynn Lahey	HSD Contact Person: Joe Varano
---	--	-----------------------------------

Additional terms of this contract are set out in and governed by the following, which are incorporated herein by reference:

- ☒ Basic Terms and Conditions HSD-2009-023-032, maintained on file at the Department of Human Services;
- ☒ Specific Terms and Conditions, attached as Exhibit A ;
- ☒ Statement of Work, attached as Exhibit B ;
- ☒ Budget, attached as Exhibit C ;
- ☒ Contractor Invoice, attached as Exhibit D ;

In the event of any inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) appropriate provisions of state and federal law, (b) Specific Terms and Conditions, (c) Basic Terms and Conditions, (d) other attachments incorporated by reference, and (e) other documents incorporated by reference.

THE CONTRACTING ORGANIZATION AND SNOHOMISH COUNTY HEREBY ACKNOWLEDGE AND AGREE TO THE TERMS OF THIS CONTRACT. SIGNATURES FOR BOTH PARTIES ARE REQUIRED BELOW. BY SIGNING, THE CONTRACTOR IS CERTIFYING THAT THE AGENCY IS NOT DEBARRED, SUSPENDED, OR OTHERWISE EXCLUDED FROM PARTICIPATING IN FEDERALLY FUNDED PROGRAMS.

FOR THE CONTRACTING ORGANIZATION:

(Signature) _____ (Date) _____

(Title) _____

FOR SNOHOMISH COUNTY:

Kenneth Stark _____ (Date) _____

Director
Department of Human Services

EXHIBIT A

SPECIFIC TERMS AND CONDITIONS

EARLY CHILDHOOD EDUCATION AND ASSISTANCE PROGRAM

I. DEFINITIONS

- A. DEL, the Department of Early Learning, the state agency responsible for ECEAP administration.
- B. ECEAP, the Early Childhood Education and Assistance program, as established by Revised Code of Washington (RCW) 43.215.400-.450 and Chapter 170-100 Washington Administrative Code (WAC).
- C. POLICY COUNCIL, the board comprised of ECEAP parents and community representatives who advise/direct the County.

II. DOCUMENTS INCORPORATED BY REFERENCE

In performing the services under this Contract, Everett School District (hereinafter the Contractor), shall comply with the following documents incorporated by reference:

- A. Department of Early Learning
 - 1. RCW 43.215.400-.450.
 - 2. Chapter 170-100 WAC.
 - 3. 2010 ECEAP Performance Standards, as subsequently amended. The Contractor may obtain a copy of the 2010 ECEAP Performance Standards by written or oral request to the County.
 - 4. Policy Memoranda, as applicable.
 - 5. Client Service Contract No. 10-1067 inclusive of amendments between DEL and Snohomish County.
- B. Snohomish County Human Services Department (hereinafter the County),
 - 1. ECEAP Policies.
 - 2. ECEAP Work Plans.
 - 3. Management and Policy Memoranda, as applicable.

III. PERFORMANCE STANDARDS

- A. The Contractor shall perform the services in accordance with the Contractor's Proposal and Exhibit B, the Statement of Work, policies issued by the County, and applicable local, state and federal regulations.
- B. At a minimum, program performance will be monitored and evaluated monthly by the County staff based on, but not limited to, child enrollment forms, monthly program activity reports, and monthly requests for reimbursement. County staff will also monitor and evaluate program performance during on-site visits and monitoring reviews. Any substantive change in Contractor organizational structure, service delivery system, site location, enrollment level or service area shall not be made prior to receiving written approval from the County.

IV. PARENT/CARETAKER ACCESS AND VOLUNTEERISM

A. Parent/Caretaker Access

1. The Contractor will guarantee that parents/caretakers have unlimited access to their child during normal hours of provider operation and whenever the child is participating in program activities. Parents/caretakers include biological or adoptive parents, legal stepparents, legal guardians, foster parents, and caretaker blood relatives with legal responsibility for the child.
2. Additionally, parents/caretakers shall also have access to program providers whenever the child is in the care of the provider and/or during normal business hours.
3. If a parent/caretaker is barred by a court order from contact with their child, the Contractor shall comply with the court order.

B. Volunteerism

1. In accordance with ECEAP Performance Standards, the Contractor shall ensure that no parent/caretaker is required to volunteer for ECEAP activities. The Contractor shall assure that all parents/caretakers are encouraged to volunteer in ECEAP activities.
2. Those parents/caretakers and community volunteers who participate in the ECEAP classrooms on a regular basis may only be allowed to volunteer upon:
 - a. Receipt of an acceptable criminal background check from appropriate law enforcement entities. An acceptable criminal background check means the volunteer has not been convicted of, and has no charges pending for, crimes of child abuse or harm to another person.
 - b. Receipt of training on state-required procedures for reporting alleged child abuse and/or neglect; and

- c. Obtaining a tuberculosis test in accordance with the ECEAP Performance Standards.

V. COMMUNITY RESOURCES

The Contractor shall make a reasonable and ongoing effort, through the Contract period, to secure resources from private and public entities to supplement the administrative, operational, and staff development costs under this program. Documentation of any collaborative efforts and securing of resources which benefit this program, throughout the Contract period, shall be submitted to the County each month.

VI. WRITTEN POLICIES AND PROCEDURES/DOCUMENTS ON FILE

Written policies and procedures, consistent with federal and state regulations, as applicable, shall be kept on file in the office of the Contractor and available for review at the request of the assigned County staff. Such policies and procedures shall include, but not be limited, as appropriate, to:

A. ECEA Program Policies and Procedures / Documents:

1. Attendance;
2. Child Abuse and Neglect Reporting Policy;
3. Community Needs Assessment;
4. Development and Training Policy and Plan(s);
5. Insurance and Bonding Policies required by the Contract;
6. Kindergarten Transition Plan;
7. Policies Regarding Parent Involvement in the Hiring Process;
8. Policy Council Procedures;
9. Recruitment and Enrollment;
10. State Child Care Licensing Report;
11. Subcontract Agreements;
12. USDA Monitoring Report; and
13. Vehicle Inspection Reports.

B. Staff Policies and Procedures / Documents:

1. Confidentiality Policy;

2. Conflict of Interest Policies;
3. Criminal Records Check and Fingerprint Check;
4. ECEAP Professional Development Plan (PDP);
5. Employee Benefits and Policies;
6. Job Descriptions;
7. Nepotism Policies;
8. Personnel Policies; and
9. Standard of Conduct Policies.

C. Organization Policies and Procedures / Documents

1. Articles of Incorporation, Tribal Charter;
2. Bylaws;
3. Current Organizational Chart (Agency and Program);
4. Documentation of Hiring Efforts;
5. ECEAP Provisional Staff Qualifications;
6. IRS Nonprofit Status Certification;
7. Recruitment and Selection of ECEAP Staff;
8. Salary Scales;
9. Staff Evaluation Policies;
10. Staff Qualifications; and
11. Travel Policies.

D. Fiscal Policies and Procedures / Documents

1. Chart of Accounts;
2. Cost Allocation Plan;
3. Fiscal Management Policies; and
4. Latest Agency Audit.

VII. RELIGIOUS ACTIVITY

- A. The Contractor shall not use any curricula or materials which have any religious orientation.
- B. The Contractor shall not require children enrolled in the program to participate in any religious activity.

VIII. ENROLLMENT

The Contractor, in performing services as described in the Contract, shall:

- A. Begin all preschool classes no later than September 30 of each fiscal year; and
- B. Maintain full enrollment of funded slots. In accordance with ECEAP Performance Standard B-16, fill 100 percent of funded ECEAP slots by 30 calendar days after children's classes begin, then fill any vacancies within 30 calendar days. A child shall attend preschool in the fall to count as part of 100 percent enrollment. Slots for children who are registered early, but do not attend, shall be re-filled within 30 calendar days of the class start.

IX. CHANGES IN SERVICE

The Contractor shall contact the County and obtain written approval before implementing any of the following:

- A. Change in classroom location;
- B. Change in class start dates;
- C. Change of number of slots;
- D. Change in service area boundary;
- E. Change in Contractor's legal status, organizational structure related to ECEAP, or ECEAP management staff;
- F. Purchase of equipment in whole or in part with ECEAP funds and with a unit cost (including ancillary costs) of \$5,000 or greater; and
- G. Sale or disposal of equipment from the Contractor's Inventory List.

X. OUTCOMES REPORTING

The Contractor shall participate in ECEAP outcomes reporting. This includes contributing reasonably available information such as child assessment results, staff qualifications, and other child and family information.

XI. INCLUSION OF DEL LOGO

The Contractor shall include the DEL logo, provided by DEL, on ECEAP publications intended for an audience outside of the Contractor's ECEAP program, such as marketing materials and annual reports. The full-color or black-and-white DEL logo shall appear in its entirety, without modification.

XII. CONFIDENTIALITY OF DEL INFORMATION

The Contractor shall not use or disclose any information about DEL that may be classified as confidential for any purpose not directly connected with the Contractor's activities under this Contract except with the prior written consent of DEL or as may be required by law.

XIII. WASHINGTON STATE EARLY LEARNING AND DEVELOPMENT BENCHMARKS

The Contractor shall align early childhood education services provided under this Contract with the Washington State Early Learning and Development Benchmarks, available at www.del.wa.gov/publications/development/docs/BenchmarksColor.pdf.

XIV. CHILD HEALTH, SAFETY, WELL BEING AND CHILD ABUSE AND NEGLECT

- A. In the delivery of services under this Contract, children's health, safety and well-being shall always be the primary concern of the Contractor. The Contractor shall report child abuse and neglect as is required of mandated reporters in RCW 26.44.030 (1)(a) and (1)(b). In addition, when the Contractor or any employee of the Contractor has reasonable cause to believe that a child has suffered abuse or neglect at the hands of any person, the Contractor or employee shall immediately report such incident to Child Protective Services (CPS) Intake at 1-866-ENDHARM. This obligation includes suspected abuse or neglect that occurs when a child is in the care of the Contractor as well as outside of the Contractor's care.
- B. The Contractor shall ensure that managers, board members, employees and volunteers of the ECEAP program who will or may have contact with ECEAP children view the DSHS video "Making a CPS Referral: A Guide for Mandated Reporters" within two (2) weeks of initial association with ECEAP. This video can be downloaded at www.dshs.wa.gov/video/ca/mandatedReporting.aspx. In addition, the Contractor shall ensure that each manager, employee or volunteer who will or may have contact with ECEAP children completes training on reporting child abuse and neglect annually before fall preschool classes begin. After viewing the video or completing training, each person shall sign and date a statement acknowledging his or her duty to report child abuse and neglect in accordance with this Contract. The Contractor shall retain each signed statement.

XV. DELIVERABLES

The Contractor shall submit the following deliverables by the dates indicated. Dates are annual, unless otherwise noted. These deliverables and their due dates shall include, but are not limited to:

Due Date	Deliverable
Upon hire of new staff	Completed <i>Staff Qualifications Form</i> for each newly hired lead teacher, assistant teacher, family support specialist and family support aide. Form is available from the County.
Two weeks before class start date	Send a Site Approval Form for each new or relocated classroom. Form is available from the County
8 th of each month August through June	Invoice Voucher (Exhibit D or Amended Exhibit D) for billing for the previous month
8 th of each month August through June	ECEAP Monthly Report (formerly Program Activity Form)
September 30	Annual Program Calendar, including parent/family nights, parent meetings, staff meetings, staff trainings, holidays, etc.
September 30	Annual Professional Development Plans (PDP) for staff who do not meet minimum qualifications for their respective positions as described in the ECEAP Performance Standards
October 8	Child Enrollment Forms (CEF) for all enrolled ECEAP children regardless of class start dates. Exit dates shall be submitted for all children who did not attend class or are not still in attendance. Exit dates for children who enrolled, but did not attend class, are the same as their class start date.
Within two business days of each occurrence	After October 8 of each school year, CEFs shall be submitted to the County within two business days of a child's enrollment.
Within two business days of each occurrence	Child exit dates shall be submitted within two business days of Contractor's earliest knowledge of the child's exit.
October 31	Fall PDP observations
December 15	Fall Staff Training Report

Due Date	Deliverable
January 31	Winter PDP observations
February 15	Self-Assessment
March 31	Funding Renewal Application
April 30	Spring PDP observations
May 31	Spring Staff Training Report
June 5	<i>ECEAP Outcomes Report</i> using tools or forms provided by Snohomish County
June 5	Report on progress of staff working on PDPs
July 3	Final Expenditure Report, Request for Reimbursement, and ECEAP Monthly Report

XVI. PROTECTION OF PERSONAL INFORMATION

- A. The Contractor shall protect all Personal Information collected, used, or acquired in connection with this Contract against loss and against unauthorized use, release, disclosure, publishing, modification, transfer or sale. The written policy required in ECEAP Performance Standard A-13 shall align with this Exhibit A, Section XVI: Protection of Personal Information.
- B. "Personal Information" means information identifiable to any natural person, including but not limited to information that relates to the person's name, health, medical or mental health treatment, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers or other identifying numbers, drivers license numbers or any financial identifiers.
- C. To safeguard the confidentiality of all Personal Information, the Contractor shall:
 1. Ensure that the Contractors' directors, officers, employees, and agents (collectively "Staff") use Personal Information solely for the purposes of this Contract.
 2. Limit access to Personal Information to Staff requiring this information for performance of their assigned duties.
 3. Notify Staff of the requirements of this Section XVI.
 4. Ensure Personal Information is not used, released, disclosed, published, modified, transferred, sold, or otherwise made known to unauthorized persons

without the written consent of the individual named, or if the named individual is an ECEAP child, of the ECEAP child's parent or guardian, or as provided by law.

5. Ensure that Personal Information is protected from loss and from unauthorized physical or electronic access.
 6. Destroy all Personal Information so that it cannot be accessed by unauthorized individuals and cannot be recovered, when the Personal Information is no longer used for ECEAP services under this Contract and retention is no longer required by this Contract, including this Exhibit A, Section XVII and ECEAP Performance Standards, Section G.
 7. Immediately notify the County of any potential, suspected, attempted, or actual violations of this Section XVI, including but not limited to breaches of security, compromised data, or compromised login IDs or passwords, by contacting the Snohomish County ECEAP Manager or your assigned Education and Family Support Coordinator
- D. In addition to its rights under this Exhibit A, Section XVIII, the County specifically reserves the right to monitor the Contractor's compliance with this Section XVI. When there has been or may have been a violation of this Section XVI, the County may, at its discretion, conduct an investigation. To assist in the investigation, the Contractor shall obtain and safeguard all evidence relating to the actual or suspected violation.
- E. Any breach of this Section XVI may, at the County's discretion and in addition to all other rights and remedies available to the County, result in: (1) termination of the Contract, (2) a requirement that the Contractor return to the County all Personal Information provided to the Contractor by the County, or (3) a requirement that the Contractor destroy all Personal Information so it cannot be accessed by unauthorized individuals and cannot be recovered.

XVII. RECORDS MAINTENANCE

- A. The Contractor shall maintain all books, records, documents, data, and other evidence relating to this Contract and performance of the services described in it, including, but not limited to, accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract.
- B. The Contractor shall retain such records as described in ECEAP Performance Standard Section G.
- C. Unless a shorter retention period is specified in ECEAP Performance Standards Section G, the Contractor shall retain such records for a period of six (6) years following the date of the final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable

times to inspection, review, or audit by the County, DEL, the Office of the State Auditor, and federal and state officials authorized by law, regulation, or agreement.

- D. If any litigation, claim, or audit is started before the expiration of the retention period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

XVIII. MONITORING

- A. The County and DEL have the right to monitor and evaluate performance, compliance and quality assurance under this Contract. The Contractor shall provide a right of access to its facilities to the County, DEL, any of the County's or DEL's officers, or to any other authorized agent or official of Snohomish County, the State of Washington or the federal government at all reasonable times in order to monitor and evaluate performance, compliance or quality assurance under this Contract. Monitoring activities may include, but are not limited to:
1. Review of child, family, enrollment, program activity and any other information submitted.
 2. Review of deliverables listed in this Exhibit A, Section XV.
 3. Intensive on-site program reviews to monitor Contract compliance, scheduled in advance with the Contractor.
 4. Site visits to review records, observe implementation of services or follow-up on compliance issues. These visits may be unannounced.
- B. If requested by the County or DEL, the Contractor shall submit and implement an action plan to remedy out-of-compliance issues found during the County or DEL monitoring processes. The County or DEL staff may provide training and technical assistance, as time and funding allows.

XIX. ALLOWABLE COSTS

- A. The Contractor shall maintain a financial management system with written policies and procedures ensuring strong internal controls. The Contractor shall develop a Cost Allocation Plan for costs that are shared with non-ECEAP programs.
- B. The Contractor may use ECEAP funds for the following costs:
1. ECEAP administration, including planning and coordination; accounting and auditing; purchasing, personnel and payroll functions; and equipment, training, travel and facility costs related to these purposes. Administrative costs shall not exceed 15% of the amount of this Contract.
 2. ECEAP services including preschool education, health services coordination, nutrition, family support and parent involvement. This includes salaries and

benefits for direct service personnel, goods and services, equipment, facilities, training and travel, and other costs related to direct ECEAP services.

- C. ECEAP funds may be used as dollars of last resort for direct medical, dental, nutrition, and mental health services for ECEAP children, if alternate sources of assistance are not available.
- D. Travel expenses are allowed as part of ECEAP administration and ECEAP services. Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. The Contractor shall expend ECEAP funds for travel expenses at not greater than the current Washington State travel reimbursement rates.
- E. When expending funds for items or services used by other programs or individuals, ECEAP funds shall only be spent for the share used solely for ECEAP services.
- F. The Contractor shall obtain written approval from the County before making purchases with unit costs of \$5,000 or greater, including ancillary costs paid fully or in part with ECEAP funds.
- G. The Contractor shall not use ECEAP funds for the following:
 - 1. Costs that are not directly related to ECEAP;
 - 2. Costs that exceed the Contract amount;
 - 3. Supplantation of federally supported Head Start programs, which is prohibited by RCW 43.215.415; or
 - 4. Work charged to or paid by any other contract or funding source.
- H. Contractors shall not bill any Washington State child care subsidy programs, including but not limited to Working Connections Child Care (WCCC), for an ECEAP child for ECEAP classroom hours.

Exception: The Contractor may bill both ECEAP and a child care subsidy program for the same hours when the child is enrolled in full-day, full year child care in a blended ECEAP/licensed child care program that operates in compliance with ECEAP Performance Standards during all child care hours.

- I. The Contractor shall engage in efforts to obtain additional funds and in-kind contributions to expand or enhance ECEAP service delivery. The Contractor shall not solicit funds from families enrolled in ECEAP.
- J. The Contractor shall obtain prior approval from the County before using ECEAP funds as match for any federal funds. This is to ensure that neither DEL nor the County is using the same funds as match for its federal requirements.

XX. REIMBURSEMENT

A. Billing Procedures/Payments

1. The County shall pay the Contractor upon the following:
 - a. Acceptance of services provided;
 - b. Receipt of all deliverables due according to the schedule in Section XIV. Deliverables; and
 - c. Receipt of a properly completed Invoice Voucher.
2. The Invoice Voucher (Exhibit D) shall be submitted to the County within eight (8) calendar days following the month in which costs were incurred in order to receive reimbursement. If the Invoice Voucher is received after the eighth (8th) calendar day of the month, the County may withhold approval and payment, at its discretion. If the Contractor fails to file an Invoice Voucher within any two-month period, the County may elect to terminate the Contract.
3. The June Invoice Voucher shall be submitted to the County no later than July 3rd of each fiscal year, in order to assure reimbursement of approved costs.

B. Equipment Purchases and Ownership

Title to equipment purchased in whole or in part with ECEAP funds is held by the Contractor. The Contractor shall request and obtain prior written approval from the County prior to selling or disposing of equipment purchased in whole or in part with ECEAP funds that is no longer useful, in the event the County chooses to recapture the equipment. The Contractor shall use the income from any approved sale of ECEAP equipment to enhance ECEAP services. If the Contractor ceases provision of ECEAP services, it shall transfer title and return to the County (1) any equipment purchased in whole or in part with ECEAP funds or (2) the proceeds from current market-value said of such equipment, at the County's discretion.

The Contractor shall:

1. Ensure that equipment purchased with ECEAP funds is used for ECEAP services;
2. Request approval from the County before purchasing equipment of \$5,000 or greater with ECEAP funds. Purchase requests will be considered until June 10th of each fiscal year provided the item can be delivered by June 30th of the current fiscal year; and
3. Maintain inventory records and supporting records for all equipment purchased in whole or in part with ECEAP funds, including:

- a. All assets with a unit cost (including ancillary costs) of \$5,000 or greater.
- b. The following assets with unit costs of \$500 or more:
 - i. Computer systems, laptop and notebook computers;
 - ii. Office equipment;
 - iii. Communications and audio-visual equipment;
 - iv. Cameras and photographic projection equipment; and
 - v. Appliances.
- c. Other assets identified by the Contractor as vulnerable to loss.
- d. The Inventory List and supporting records shall include the following, if applicable:
 - i. Description of the asset;
 - ii. Manufacturer or trade name;
 - iii. Quantity;
 - iv. Serial number;
 - v. Inventory control number;
 - vi. Contractor's acquisition date;
 - vii. Order number – from purchasing document;
 - viii. Total cost or value at time of acquisition;
 - ix. Ownership status, for example if shared by multiple funding sources;
 - x. Depreciation (for capital assets);
 - xi. Location of item;
 - xii. Useful life, in years; and
 - xiii. Disposal date, method, and salvage value.

XXI. PROGRAM INCOME

Program income generated by interest-bearing accounts or otherwise under this Contract shall be documented and used for ECEAP operational or staff development expenses not included in the total approved budget.

XXII. SIGNATURE AUTHORIZATION

The Contractor shall submit a Signature Authorization Form upon request from the County. The Signature Authorization Form shall reflect the authorized signatory for applications, contracts and amendments, and monthly expenditure reports and requests for reimbursement. Any changes to signature authority require that an updated Signature Authorization Form be submitted to the County.

EXHIBIT B

STATEMENT OF WORK

EARLY CHILDHOOD EDUCATION AND ASSISTANCE PROGRAM

I. OVERVIEW

In conformance with RCW 43.215.400-450 and Chapter 170-100 WAC, all DEL ECEAP Procedures and Guidelines, 2010 ECEAP Performance Standards, and subsequent updates, the ECEAP Contract between DEL and the County, DEL policy memoranda, Snohomish County ECEAP policies and work plans, and HSD management and policy memoranda, the Contractor shall implement a center-based ECEAP one hundred forty-four (144) preschool children in the Everett area.

II. SERVICE DELIVERY REQUIREMENTS

A. The Contractor shall provide the following during the 2010-2011 program year:

1. Garfield Elementary: thirty-three (33) weeks of program services to thirty-six (36) children. The Contractor shall provide eleven (11) hours of direct classroom service per week with four (4) child-contact days per week.
2. Hawthorne Elementary: thirty-three (33) weeks of program services to thirty-six (36) children. The Contractor shall provide eleven (11) hours of direct classroom service per week with four (4) child-contact days per week.
3. Madison Elementary: thirty-three (33) weeks of program services to thirty-six (36) children. The Contractor shall provide eleven (11) hours of direct classroom service per week with four (4) child-contact days per week.
4. Silver Lake Elementary: thirty-three (33) weeks of program services to thirty-six (36) children. The Contractor shall provide eleven (11) hours of direct classroom service per week with four (4) child-contact days per week.
5. The Contractor shall promote the active participation of parents of enrolled children in all phases of ECEAP at each site.

B. For each child, the Contractor shall provide the following during the program year:

1. Three (3) hours of Family Support contact with the child's family per year, with a minimum of three (3) face-to-face visits;
2. Three (3) hours of focused educational contact, to include at least one (1) home visit and two (2) parent-teacher conferences per program year; and
3. Two (2) staffings which include, at a minimum, the lead teacher and family support staff.

4. All contact hours and staffings shall be documented for each child.
- C. The Contractor shall ensure a 1:20 ratio of lead teachers to children in the classroom, and shall develop services and make reasonable efforts to maintain a 1:6 ratio of adults to children in the classroom. In no case shall the ratio fall below 1:9.
- D. The Contractor shall ensure that all staff employed under this Contract meet minimum state ECEAP qualifications and shall document written plans and efforts for professional development. Staff who do not meet the minimum ECEAP qualifications shall have an approved Professional Development Plan (PDP) in place.
- E. The Contractor shall administer and deliver comprehensive preschool services within the required components of program administration, preschool education, health services coordination, nutrition, family support, and parent involvement. These services shall be provided to income eligible children who, with special assistance, shall be more likely to succeed in the public school system.
- F. The Contractor shall host family events and parent education events throughout the school year. The Contractor shall provide the following:
 1. A minimum of one (1) evening activity per month. Activity may be a parent education activity or family event. At least four (4) of these activities shall be family events;
 2. Monthly parent advisory council meetings; and
 3. Parent education activities or family events shall include the following topics:
 - a. Male Involvement;
 - b. Health Care Institute (HCI);
 - c. Nutrition;
 - d. Literacy; and
 - e. Others based on the parents/families' interests, needs, and input.

III. INTERAGENCY PARTICIPATION

The Contractor shall participate in interagency ECEAP planning, coordination and evaluation meetings. The Contractor shall also participate in parent policy council/committee meetings, kindergarten transition activities, and health services advisory committee activities. The Contractor shall accept technical assistance and training from the County to enhance program quality. In general, visits to Contractor sites shall be prearranged; however, the County and DEL reserve the right to perform spontaneous visits.

IV. CONTRACTOR REQUIREMENTS

A. The Contractor shall:

1. Implement recommendations as described in annual monitoring reports completed by the County; and
2. Implement staff and family development activities approved by the County.

B. Screening Tools:

1. A general developmental screening, such as the *ESI-R*, *DIAL 3*, *Brigance* or *Denver*, shall be administered one (1) time on each child within the child's first sixty (60) days of service.
2. The Contractor shall complete the following health screenings on each child:
 - a. Medical and dental exams due within the child's first sixty (60) days of services;
 - b. Heights and weights due in the fall (November) and spring (April); and
 - c. Vision and hearing due within the child's first sixty (60) days of services.

C. Assessments and Curricula

1. The Contractor shall implement *Teaching Strategies GOLD™* observational assessment system to complete the developmental assessment on each child two (2) times per year, once in the fall by October 30, and once in spring by May 28.
2. The Contractor shall implement the *Devereux Early Childhood Assessment* (DECA), to complete the social-emotional assessment on each child two (2) times per year, once in the fall by October 30, and once in spring by May 28, and the Classroom Reflective Checklists in the fall.
3. The Contractor shall implement *The Creative Curriculum for Preschool* as the foundation for curriculum planning.
4. The Contractor shall also implement the required curricula *Second Step* and *Talking About Touching*, and shall ensure that all staff has appropriate training in using them.
5. The implementation of the DECA strategies, *The Creative Curriculum*, *Second Step*, and *Talking About Touching* shall be documented in weekly classroom lesson plans.

SNOHOMISH COUNTY
HUMAN SERVICES DEPARTMENT

EXHIBIT C
APPROVED CONTRACT BUDGET
UNIT RATE

PROGRAM

TITLE: Early Childhood Education and Assistance Program (ECEAP)

AGENCY Everett School District

ADDRESS: P O Box 2098, Everett, WA 98201

CONTRACT

PERIOD: July 1, 2010 TO June 30, 2011

REVENUE SOURCES:

FUNDS AWARDED UNDER CONTRACT:

REVENUE SOURCE	AMOUNT
<u>ECEAP 7/1/10-6/30/11</u>	<u>\$769,636.00</u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

TOTAL FUNDS AWARDED: \$769,636.00

NON-FEDERAL MATCHING RESOURCES:

<u>N/A</u>	<u></u>
<u></u>	<u></u>

TOTAL NON-FEDERAL
RESOURCES: \$ 0.00

MATCH REQUIREMENTS FOR
CONTRACT:

PERCENTAGE: N/A AMOUNT: N/A

OTHER PROGRAM RESOURCES (Identify):

SOURCE	PERIOD	AMOUNT
TOTAL OTHER RESOURCES		\$ 0.00

APPROVED UNIT RATE (IF APPLICABLE):	PER UNIT
N/A	

**SNOHOMISH COUNTY
HUMAN SERVICES DEPARTMENT**

EXPENDITURES

UNIT (NAME)	TOTAL # OF UNITS	RATE PER UNIT	TOTAL UNIT COSTS	FUNDING SOURCE	DEFINITION/NARRATIVE (if applicable)
July 2010 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Recruitment, enrollment, program planning, staff hiring
August 2010 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Recruitment, enrollment, program planning, staff hiring
September 2010 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
October 2010 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
November 2010 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
December 2010 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
January 2011 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.

February 2011 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
March 2011 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
April 2011 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
May 2011 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Program administration, preschool education, health services coordination, nutrition, family support, and parent involvement.
June 2011 ECEAP Services	144	\$440.00	\$63,360.00	State ECEAP	Preschool education, program close out.
Program Improvement Activities	N/A	N/A	9,316.00	State ECEAP	Program improvement activities.
TOTAL			\$769,636.00		



EXHIBIT D
ECEAP UNIT RATE INVOICE
SNOHOMISH COUNTY HUMAN SERVICES DEPARTMENT
3000 Rockefeller Avenue, M/S 305
Everett, WA 98201

CONTRACTING AGENCY NAME & ADDRESS: <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Everett School District </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> PO Box 2098 </div> <div style="border: 1px solid black; padding: 5px;"> Everett, WA 98203 </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">PROJECT TITLE</td> <td><u>Early Childhood Education & Assistance Program</u></td> </tr> <tr> <td>REPORTING Period:</td> <td> <div style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></div> <div style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></div> <div style="margin-left: 10px; font-size: small;">Month Year</div> </td> </tr> <tr> <td>CONTRACT #:</td> <td><u>CS-10-60-03-032</u></td> </tr> <tr> <td>AUTHORIZED FUND:</td> <td><u>State ECEAP</u></td> </tr> </table>	PROJECT TITLE	<u>Early Childhood Education & Assistance Program</u>	REPORTING Period:	<div style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></div> <div style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></div> <div style="margin-left: 10px; font-size: small;">Month Year</div>	CONTRACT #:	<u>CS-10-60-03-032</u>	AUTHORIZED FUND:	<u>State ECEAP</u>
PROJECT TITLE	<u>Early Childhood Education & Assistance Program</u>								
REPORTING Period:	<div style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></div> <div style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></div> <div style="margin-left: 10px; font-size: small;">Month Year</div>								
CONTRACT #:	<u>CS-10-60-03-032</u>								
AUTHORIZED FUND:	<u>State ECEAP</u>								

Contractor Certification: I hereby certify under penalty of perjury that the units of service and totals listed herein have been provided in accordance with contractual obligations to the Snohomish County Human Services Department and that all units of services were provided without discrimination on the grounds of race, creed, national origin, handicap, sex or age.

AUTHORIZING SIGNATURE: _____ **DATE:** _____

SUPPORTING INFORMATION

SERVICE MONTH PAYMENT POINTS	NUMBER OF ECEAP FUNDED SLOTS	MONTHLY RATE PER SLOT	REQUESTED REIMBURSEMENT
JULY 2010	144	\$440	
AUGUST 2010	144	\$440	
SEPTEMBER 2010	144	\$440	
OCTOBER 2010	144	\$440	
NOVEMBER 2010	144	\$440	
DECEMBER 2010	144	\$440	
JANUARY 2011	144	\$440	
FEBRUARY 2011	144	\$440	
MARCH 2011	144	\$440	
APRIL 2011	144	\$440	
MAY 2011	144	\$440	
JUNE 2011	144	\$440	
PROGRAM IMPROVEMENT ACTIVITIES	N/A	N/A	
TOTAL			\$ -

FOR OFFICE USE ONLY:

Invoice:	Period:
Date:	
Batch No:	
DAC: 124-5202104101	Amt:
Payment Date:	
Approval:	

Board Agenda Request Form

Date of Board Meeting: September 21, 2010

Subject

Title:

Approval of Board Travel

Recommendation:

That the board of directors approve travel as provided below for the board of directors and superintendent, and authorize the board president to approval additional necessary travel for the superintendent, during the 2010-11 school-year.

Background

Purpose/Summary:

Annually the board of directors and the superintendent develop board meeting and board development plans. Board policies provide for the continuing education, training and development of the board, and authorization for travel reimbursement of board members and the superintendent (1731, 1731P, 1733, 1733P, 1822, 7323, 7323P). The following conferences are routine and customary for board and superintendent travel or superintendent travel. From time to time the superintendent may need to attend other conferences and events requiring travel approval. From time to time board members may need to attend other conferences and events requiring travel approval, which travel requires board approval.

Board and Superintendent

WSSDA Legislative Assembly, Vancouver, Washington, September 24-25, 2010

WSSDA Annual Conference, Spokane, Washington, November 18-20, 2010

AASA National Conference, Denver, Colorado, February 17-19, 2011

WASA/WSSDA Legislative Conference, Olympia, Washington, February 27-28, 2011

NSBA Annual Conference, San Francisco, California, April 9-12, 2011

Superintendent

WASA Fall Workshop, SeaTac, Washington, September 28-29, 2010

WASA Superintendents' Workshop, Chelan, Washington, May 1-3, 2011

WASA/AWSP Summer Conference, Spokane, Washington, June 26-28, 2011

Additional Information

Agenda Placement:

Information

xx Action

xx Consent Agenda

Attachment(s)

of pages 1

Submitted By: Gary Cohn

Contact Person(s): Gary Cohn

Revised 8/18/09

Board Agenda Request Form

Date of Board Meeting: September 21, 2010

Subject

Title:

Approval of Technical Revisions to September 7, 2010 Board Agenda Format

Recommendation:

That the board of directors approves technical revisions for the regular board agenda adopted on September 7, 2010 as provided in the attached summary and detailed agenda formats.

Background

Purpose/Summary:

This is a short housekeeping item to revise the titles and several elements of the routine language contained in the agenda adopted during your September 7, 2010 regular meeting. The entire September 7, 2010 meeting was reconstructed on *BoardDocs*® as a practice and test meeting. It uses the same general order of business structure, but the titling and content displays have been revised and enhanced in concert with the new format we are using. The structure, title, and routine language adjustments are intended to create a more consistent, user friendly, and searchable framework for board meeting history. This item approves the retroactive adjustments, which are cosmetic and *not* substantive. This will allow us to post on *BoardDocs*® an actual agenda with all items intact beginning with the first meeting of the 2010-11 year. It is *not* intended to amend *any* of your actions in any way, nor should board approval of this item ever be construed to amend your actions as recorded in the minutes of the September 7, 2010 meeting.

Additional Information

Agenda Placement:

Information

xx Action

xx Consent Agenda

xx Attachment(s)

of pages 1

Submitted By: Gary Cohn

Contact Person(s): Gary Cohn



**Tuesday, September 7, 2010
Regular Meeting**

1. Adoption of the Agenda

1.01 Adoption of Agenda

2. Consent Agenda

2.01 Approval of Consent Agenda

2.02 Approval of Minutes

2.03 Approval of Personnel Report

2.04 Approval of Vouchers

2.05 Approval of Membership on Gertrude Jackson Memorial Fund Advisory Board

2.06 Approval of Resolution 1004, Adoption of Everett School District Capital Facilities Plan 2010-15

2.07 Approval of Agreement Between Everett School District No. 2 and Everett Public Schools Foundation (EPSF)

2.08 Approval of Bid List for 2010-11

2.09 Acceptance of Financial Reports as of July 31, 2010

2.10 Approval of Carl Perkins CTE Grant

3. Recognition of Retirees

3.01 Recognition of Retirees

4. Public Comment

4.01 Audience Comments Regarding Items Not on the Agenda

4.02 Audience Comments Regarding Items on the Agenda

5. Superintendent's Comments

5.01 Superintendent's Comments

6. Items for Information and/or Board Discussion

6.01 Board Annual Agenda Plan for 2010-2011

6.02 Annual Student Achievement Report and Progress Towards Graduation

6.03 Policy 1310, Adoption and Amendment of Policies, Proposed Revision (first reading)

6.04 Policy 1312, Administrative Procedures, Proposed Revision (first reading)

7. Action Items

7.01 Proposed Revised Board Agenda Format

7.02 Board School Assignments for 2010-2011

7.03 Board Work Plan 2010-11

7.04 Board-Superintendent Operating Protocol

7.05 Policy 2114, Online Learning, Proposed New, (second reading)

7.06 Policy 4340, Public Access to District Records, Proposed Revision (second reading)

8. Board Comments

8.01 Board Comments

9. Work/Study Session

10. Executive/Closed Session



**Tuesday, September 7, 2010
Regular Meeting**

1. Adoption of the Agenda

Subject 1.01 Adoption of Agenda

Meeting Sep 7, 2010 - Regular Meeting

Category 1. Adoption of the Agenda

Access Public

Type Action, Procedural

Additions or revisions will be addressed and the Board agenda approved as submitted or as revised.

2. Consent Agenda

Subject 2.01 Approval of Consent Agenda

Meeting Sep 7, 2010 - Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

The purpose of the Consent Agenda is to expeditiously recognize routine matters. At the request of a board member, any item may be removed and inserted at an appropriate place on the agenda.

Subject 2.02 Approval of Minutes

Meeting Sep 7, 2010 - Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action That the board of directors approve the minutes of the August 24, 2010 regular meeting, and of the August 19, 25 and September 1, 2010 special meetings as presented by the board secretary.

Situation

The minutes of the board's regular meeting were prepared by the recording secretary, circulated in draft form to the directors on September 3, 2010, and approved by the board secretary for presentation to the board of directors.

Background

None.

Prior Action

None.

Presenter

Gary Cohn

Attachments

Board Meeting Minutes 20100824 Regular
Board Meeting Minutes 20100819 Special
Board Meeting Minutes 20100825 Special
Board Meeting Minutes 20100901 Special

File Attachments

[Board Meeting Minutes 20100824 Regular.pdf \(21 KB\)](#)

[Board Meeting Minutes 20100825 Special.pdf \(7 KB\)](#)

[Board Meeting Minutes 20100819 Special.pdf \(7 KB\)](#)

[Board Meeting Minutes 20100901 Special.pdf \(7 KB\)](#)

Admin Content**Contact**

Kathy Mahan, coordinator, superintendent's office, (425) 385-4016

Subject 2.03 Approval of Personnel Report

Meeting Sep 7, 2010 - Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended That the board of directors approve the attached Personnel Report for September 7,
Action 2010 as presented.

Situation

The personnel report is presented to the board of directors for approval of hiring, separation, and change of status authorized by the superintendent.

Background

None.

Prior Action

None.

Presenter

Lynn Evans

Attachment

Personnel Report 20100907(2)

File Attachments

[Personnel Report 20100907\(2\).pdf \(25 KB\)](#)

Admin Content**Contact**

Lynn Evans, executive director, human resources, (425) 385-4100

Subject 2.04 Approval of Vouchers

Meeting Sep 7, 2010 - Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended That the board of directors approve the voucher lists for pay date August 13, 2010
Action (General, Capital Projects, ASB) and August 20, 2010 (General, Capital Projects, ASB).

Situation

Board approval of district disbursements is required by RCW 42.24.080.

Background

Vouchers have been approved by the district's auditing officer.

Prior Action

None.

Presenter

Jeff Moore

Attachments

Vouchers 20100907

File Attachments

[Vouchers 20100907.pdf \(897 KB\)](#)

Admin Content**Contact**

Jeff Moore, executive director, finance and operations, (425) 385-4150

Subject **2.05 Approval of Membership on Gertrude Jackson Memorial Fund Advisory Board**

Meeting Sep 7, 2010 - Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended That the board of directors approve the proposed membership for the Gertrude
Action Jackson Memorial Fund Advisory Board for 2010-11.

Situation

As set forth in the bylaws of the Gertrude Jackson Memorial Trust Fund, the board of directors shall annually appoint an advisory board for the fund. Accordingly, the administration recommends the board of directors approve the attached list for appointment for 2010-11 and re-confirm the advisory board emeritus members Ed Morrow and Dixie Hasselo.

Background

None.

Prior Action

Yearly re-appointments.

Presenter

Jim McNally

Attachment

Gertrude Jackson Trustees 2010-11

File Attachments

[Gertrude Jackson Trustees 2010-11.pdf \(12 KB\)](#)

Admin Content**Contact**

Jim McNally, executive director, Area One, (425) 385-4021

Subject **2.06 Approval of Resolution 1004, Adoption of Everett School District Capital Facilities Plan 2010-15**

Meeting Sep 7, 2010 - Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action That the board of directors approve Resolution 1004, Adoption of Everett School District Capital Facilities Plan 2010-15.

Situation

This Capital Facilities Plan (CFP) includes a description of the district's educational program standards, school capacity calculations, student enrollment projections, future facilities needs, and a financing plan for facilities. New school impact fees in the unincorporated portions of the district will go into effect January 1, 2011. After adoption by the school board, this CFP will be presented to Snohomish County Council for adoption.

Background

School districts are required by Snohomish County to update their CFP's every two years, and these are then used to establish school impact fees for new housing units permitted in the unincorporated portions of the district.

Prior Action

Resolution 907, Adoption of Everett School District Capital Facilities Plan 2008-13, was approved at the August 26, 2008 board meeting.

Presenter

Mike Gunn

Attachment

Capital Facilities Plan 2010-15

File Attachments

[Capital Facilities Plan 2010-15.pdf \(2,187 KB\)](#)

Admin Content**Contact**

Mike Gunn, executive director, facilities and planning, (425) 385-4190

Subject **2.07 Approval of Agreement Between Everett School District No. 2 and Everett Public Schools Foundation (EPSF)**

Meeting Sep 7, 2010 - Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action That the board of directors approve the attached agreement between Everett School District No. 2 and Everett Public Schools Foundation (EPSF) for the period September 1, 2010 - August 31, 2015.

Situation

This is a five-year agreement in which each party has the ability to make amendments annually upon mutual agreement. Areas of focus of this contract are: welcoming reception/breakfast for new staff; summer school online tuition support; support for the arts; and all day kindergarten tuition support.

Background

None.

Prior Action

Approval of the agreement for 2009-10, and similar action for several previous years.

Presenter

Matt McCauley

Attachment

EPSF Agreement 2010-15

File Attachments

[EPSF Agreement 2010-15.pdf \(65 KB\)](#)

Admin Content**Contact**

Matt McCauley, associate superintendent and chief instruction officer, (425) 385-4020

Subject 2.08 Approval of Bid List for 2010-11

Meeting Sep 7, 2010 - Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action That the board of directors approve the attached Bid List for the 2010-11 fiscal year.

Situation

The bid list contains those items which the district calls for bids annually or may need to seek bids in the coming year. Adoption of the bid list allows the administration to solicit bids on these items without further authorization. A recommendation to award contracts to the successful bidders will be brought to the board for approval.

Background

None.

Prior Action

None.

Presenter

Jeff Moore

Attachment

Bid List 2010-11

File Attachments

[Bid List 2010-11.pdf \(22 KB\)](#)

Admin Content**Contact**

Jeff Moore, executive director, finance and operations, (425) 385-4150

Subject 2.09 Acceptance of Financial Reports as of July 31, 2010

Meeting Sep 7, 2010 - Regular Meeting

Category 2. Consent Agenda

Access Public
Type Action (Consent)

Recommended That the board of directors accept the monthly financial reports.
Action

Situation

Financial reports are provided for the board of directors' review. The reports include year-to-date information on revenues and expenditures, General Fund projections, a cash report and an investment summary.

Background

None.

Prior Action

None.

Presenter

Jeff Moore

Attachment

Financial Reports 20100731

File Attachments

[Financial Reports 20100731.pdf \(642 KB\)](#)

Admin Content**Contact**

Jeff Moore, executive director, finance and operations, (425) 385-4150

Subject 2.10 Approval of Carl Perkins CTE Grant

Meeting Sep 7, 2010 - Regular Meeting

Category 2. Consent Agenda

Access Public

Type Action (Consent)

Recommended That the board of directors approve the 2010-11 Carl Perkins Grant.
Action

Situation

The Carl Perkins Grant is used to enhance the academic and career & technical skills of secondary education students who elect to enroll in Career and Technical Education programs.

Background

None.

Prior Action

The district has received Perkins funding for several years. As in past years, the funding will be used to provide professional development to our CTE staff, and to provide support for CTE student organizations.

Presenter

Terry Edwards

Attachment

Carl Perkins CTE Grant 2010-11

File Attachments

[Carl Perkins CTE Grant 2010-11.pdf \(1,677 KB\)](#)

Admin Content**Contact**

Carl Fender, director, career and technical education, (425) 385-4073

3. Recognition of Retirees

Subject 3.01 Recognition of Retirees

Meeting Sep 7, 2010 - Regular Meeting

Category 3. Recognition of Retirees

Access Public

Type Procedural

Staff who are retiring from Everett Public Schools will be honored.

4. Public Comment

Subject 4.01 Audience Comments Regarding Items Not on the Agenda

Meeting Sep 7, 2010 - Regular Meeting

Category 4. Public Comment

Access Public

Type Discussion

Subject 4.02 Audience Comments Regarding Items on the Agenda

Meeting Sep 7, 2010 - Regular Meeting

Category 4. Public Comment

Access Public

Type Discussion

5. Superintendent's Comments

Subject 5.01 Superintendent's Comments

Meeting Sep 7, 2010 - Regular Meeting

Category 5. Superintendent's Comments

Access Public

Type Information

Strategic study session (September 28, 4:30)

Community Engagement Visioning Event at Evergreen Middle School (October 22-23, 8:30-4:00)

BoardDocs® implementation (Sept. 21 parallel practice, Oct. 5 live)

Temporary, Supplemental Educational Programs and Operations Levy (+90 votes)

State Assessment results: Terry Edwards' presentation

Stuff the Bus donation project collected 1,500 back packs

Summer construction project update (Mike Gunn)

Transportation reductions (Mike Gunn)

Schedule special meeting for superintendent performance priorities

Schedule special meeting for salary survey discussion

6. Items for Information and/or Board Discussion

Subject 6.01 Board Annual Agenda Plan for 2010-2011

Meeting Sep 7, 2010 - Regular Meeting

Category 6. Items for Information and/or Board Discussion
Access Public
Type Discussion

Situation

The Board of Directors' annual agenda plan for 2010-2011 is attached for information.

Background

During the Board's summer 2010 workshop, discussion took place about subjects relevant for inclusion in the Board's 2010-2011 meeting schedule. The attached annual agenda plan was constructed as a result of those discussions as well as with input from the superintendent's cabinet. Categories were relabeled in response to Board discussion.

Future Action

During the course of the year a variety of routine operating business items will be added, and strategic topics may be adjusted based on Board and staff input. A current version of the annual plan will be posted to BoardDocs and updated from time to time.

Prior Action

There is no prior action on this item.

Presenter

Gary Cohn

Attachment

Board Annual Meeting Plan 2010-11(4)

File Attachments

[Board Annual Meeting Plan 2010-11\(4\).pdf \(70 KB\)](#)

Admin Content**Contact**

Gary Cohn, superintendent, (425)385-4009

Subject 6.02 Annual Student Achievement Report and Progress Towards Graduation

Meeting Sep 7, 2010 - Regular Meeting

Category 6. Items for Information and/or Board Discussion

Access Public

Type Information

Situation

An information update on student achievement as measured by the Washington State Measure of Student Progress and the High School Proficiency Exam will be provided. Achievement data will also be provided on the graduating class of 2010 with projections for the class of 2011. The report will provide a status report on district and state assessment data and on Federal AYP status of the district. An overview of the status of the graduating class of 2010 with a discussion of summer school intervention activities and a projection of graduation status for the class of 2011 will be provided.

Background

The board has received annual reports on state and district assessment results and an AYP status of individual schools and the district. The board has also received a preliminary status report on graduation projections for the class of 2010.

Prior Action

None.

Presenter

Terry Edwards

Estimated Time

45 minutes

Attachment

Progress to Graduation Class of 2011

File Attachments

[Progress to Graduation Class of 2011.pdf \(341 KB\)](#)

Admin Content**Contact**

Terry Edwards, associate superintendent and chief academic officer, (425) 385-4050

Subject **6.03 Policy 1310, Adoption and Amendment of Policies, Proposed Revision (first reading)**

Meeting Sep 7, 2010 - Regular Meeting

Category 6. Items for Information and/or Board Discussion

Access Public

Type Discussion

Situation

The attached proposed revised Policy 1310, Adoption and Amendment of Policies, is provided for first reading with second reading and adoption to be recommended at a future board meeting. Proposed revisions to this policy are provided to clarify the language used when referring to adoption, revision and updating of policies.

Background

Molly Ringo, executive director for area 2, oversees the policy/procedure revision process for the district and has provided the definitions of the language commonly used in policy revisions. Superintendent's cabinet has reviewed this policy.

Prior Action

None.

Presenter

Molly Ringo

Estimated Time

5 minutes

Attachment

1310 FR 20100907

File Attachments

[1310 FR 20100907.pdf \(11 KB\)](#)

Admin Content**Contact**

Molly Ringo, executive director, area 2, (425) 385-4023

Subject **6.04 Policy 1312, Administrative Procedures, Proposed Revision (first reading)**

Meeting Sep 7, 2010 - Regular Meeting

Category 6. Items for Information and/or Board Discussion

Access Public

Type Discussion

Situation

The attached proposed revised Policy 1312, Administrative Procedures, is provided for first reading with second reading and adoption to be recommended at a future board meeting. Proposed revisions to this policy are provided to clarify the language used when referring to adoption, revision and updating of procedures.

Background

Molly Ringo, executive director for Area Two, oversees the policy/procedure revision process for the district and has provided the definitions of the language commonly used in procedure revisions. The superintendent's cabinet has reviewed this policy.

Prior Action

None.

Presenter

Molly Ringo

Estimated Time

5 minutes

Attachment:

1312 FR 20100907

File Attachments

[1312 FR 20100907.pdf \(7 KB\)](#)

Admin Content**Contact**

Molly Ringo, executive director, Area Two, (425) 385-4023

7. Action Items

Subject 7.01 Proposed Revised Board Agenda Format

Meeting Sep 7, 2010 - Regular Meeting

Category 7. Action Items

Access Public

Type Action

Recommended Action That the Board of Directors adopt a revised order of business for the regular Board agenda.

Situation

During the board's summer 2010 workshop, discussion took place about ways in which to improve the planning for the regular board meetings, including suggesting agenda items for upcoming meetings. Accordingly, Section 9, "Items for Future Agendas" has been added to the agenda. Numbering on subsequent sections will change for "Work/Study Session" and "Executive/Closed Session," respectively.

Background

Policy 1440, Meeting Conduct and Order of Business, provides in part that, "The Board shall establish its regular order of business, but may elect to change the order by a majority vote of the members."

Prior Action

The board amended its regular order of business following the summer 2009 workshop.

Presenter

Ed Petersen

Estimated Time

10 minutes

Attachment

Regular Agenda Order of Business Revision

File Attachments

[Regular Agenda Order of Business Revision.pdf \(13 KB\)](#)Admin Content**Contact**

Gary Cohn, superintendent, (425) 385-4009

Subject **7.02 Board School Assignments for 2010-2011**

Meeting Sep 7, 2010 - Regular Meeting

Category 7. Action Items

Access Public

Type Action

Recommended Action That the board of directors approve the attached list of board school assignments for the 2010-11 school year.

Situation

The annual practice of designating specific schools to individual board members has been used to allow the board to focus on special events at their assigned schools and for ways to learn even more about the great things that are happening throughout the district. Although the board is encouraged to visit any school and/or function that is of interest to them, the assigned locations for each board member will be their focus for the year.

Background

None.

Prior Action

None.

Presenter

Gary Cohn

Estimated Time

10 minutes

Attachment

Directors' School Assignments 2010-11

File Attachments

[Directors' School Assignments 2010-11.pdf \(18 KB\)](#)Admin Content**Contact**

Gary Cohn, superintendent, (425) 385-4009

Subject **7.03 Board Work Plan 2010-11**

Meeting Sep 7, 2010 - Regular Meeting

Category 7. Action Items

Access Public

Type Action

Recommended Action That the board of directors approve the attached Board Work Plan 2010-11 as presented.

Situation

During the board's summer 2010 workshop a draft of the annual work plan for 2010-11 was discussed, and a number of suggestions offered for revisions in anticipation of action at the September 7, 2010 regular meeting. A revised draft was circulated after the workshop, reviewed by the board president, and further amended for presentation to the board.

Background

The board determined a new format for its annual workplan last year, subsequent to the 2009 summer workshop, and based on the Washington State School Directors' Association (WSSDA) board standards.

Prior Action

None.

Estimated Time

10 minutes

Presenter

Gary Cohn

Attachment

Board Work Plan 2010-11

File Attachments

[Board Work Plan 2010-11.pdf \(42 KB\)](#)

Admin Content**Contact**

Gary Cohn, superintendent, (425) 385-4009

Subject 7.04 Board-Superintendent Operating Protocol

Meeting Sep 7, 2010 - Regular Meeting

Category 7. Action Items

Access Public

Type Action

Recommended Action That the board of directors adopt the revised Board-Superintendent Operating Protocol for 2010-11 as presented.

Situation

The board and superintendent reviewed a draft operating protocol during the summer 2010 annual planning workshop. The draft combined the version of the protocol adopted by the board subsequent to its summer 2009 workshop, and an amendment created and adopted during the 2009-10 school year. Revisions to the draft were suggested on the first day of the workshop, and the draft was held over to the second day to permit additional time for revisions to be suggested. An electronic edition was circulated prior to publication of the September 7, 2010 board agenda to permit more time for directors to suggest changes to the board president and superintendent. The final draft is presented for board adoption.

Background

The Washington State School Directors' Association (WSSDA) suggests that board-superintendent teams establish operating protocols, and offers a number of sample protocols for consideration. During the summer of 2009 these protocol samples were blended into one document, and that was used by the directors during the summer 2009 workshop to create one that reflects the board's and superintendent's values.

Prior Action

None.

Presenter

Ed Petersen

Estimated Time

15 minutes

Attachment

Everett Board Protocol 2010

File Attachments

[Everett Board Protocol 2010.pdf \(72 KB\)](#)Admin Content**Contact**

Gary Cohn, superintendent, (425) 385-4009

Subject 7.05 Policy 2114, Online Learning, Proposed New, (second reading)

Meeting Sep 7, 2010 - Regular Meeting

Category 7. Action Items

Access Public

Type Action

Recommended Action That the board of directors approve Policy 2114, Online Learning, for adoption as submitted.**Situation**

Last year, the Legislature reexamined the approval and monitoring provisions for online providers, student online learning opportunities and the roles and responsibilities of school districts in supporting online learning. As a result, school districts are required to develop policies and procedures for student access to online learning opportunities.

Background

Jim McNally, executive director, Area One, and Sally Lancaster, Sequoia High School/Online High School principal, have reviewed the model policy and procedure from the Washington State School Directors' Association (WSSDA) and adapted it to fit Everett Public Schools' needs. It has also been reviewed by Superintendent's Cabinet.

Prior Action

Policy 2114, Online Learning, was submitted to the board on August 24, 2010 for first reading. No revisions were requested.

Presenter

Molly Ringo

Estimated Time

5 minutes

Attachment

2114 SR 20100907

File Attachments

[2114 SR 20100907.pdf \(9 KB\)](#)Admin Content**Contact**

Molly Ringo

Subject 7.06 Policy 4340, Public Access to District Records, Proposed Revision (second reading)

Meeting Sep 7, 2010 - Regular Meeting

Category 7. Action Items

Access Public

Type Action

Recommended Action That the board of directors approve on second reading revisions to Policy 4340, Public Access to District Records, as presented.

Situation

Revisions are the result of recent regulatory changes.

Background

Jeff Moore, executive director of finance and Jennifer Farmer, director of business services and public records officer have reviewed the proposed revisions. It has also been reviewed by legal counsel. The superintendent's cabinet has reviewed this policy. Wording has been revised at the request of Board President Ed Peterson.

Prior Action

Policy 4340, Public Access to District Records, was submitted to the board of directors for first reading on August 24, 2010.

Presenter

Molly Ringo

Estimated Time

5 minutes

Attachment

4340 SR 20100907

File Attachments

[4340 SR 20100907.pdf \(14 KB\)](#)

Admin Content

Contact

Molly Ringo, executive director, Area Two, (425) 385-4723

8. Board Comments

Subject 8.01 Board Comments

Meeting Sep 7, 2010 - Regular Meeting

Category 8. Board Comments

Access Public

Type Procedural

This part of the Board meeting is used to provide each Board member an opportunity to inform their Board colleagues and the audience about recent activities related to Board service, and of upcoming events about which he or she would like the full Board to be informed.

9. Work/Study Session

10. Executive/Closed Session

Board Agenda Request Form

Date of Board Meeting:

8.01

Subject

Title:

Each Student a Graduate

Recommendation: Strategic Plan monitoring. Information Only

Background

Purpose/Summary:

The district efforts over the last seven years have resulted in improved graduation rates for students. District data disaggregated by subgroups will be examined to identify trends in improvement and target specific areas requiring additional focus to ensure that all students graduate on time ready for college and career.

Previous Related Action: The board has received previous reports on the district progress to improve on time graduation.

Additional Information

Agenda Placement:

☒ Information

☐ Action

☐ Consent Agenda

☒ Attachment(s)

of pages _____

Submitted By: Terry Edwards, Chief Academic Officer

Contact Person(s): Terry Edwards, (425)385-4050

Signature: _____

Approval

Applicable Associate Superintendent signature(s) should be obtained prior to submission to Superintendent's Office.

☐ Approved

☐ Denied

☐ Revised (see attached)

By: _____

Associate Superintendent, Chief Academic Officer

By: _____

Associate Superintendent, Chief Instructional Officer

Date: _____

Date: _____

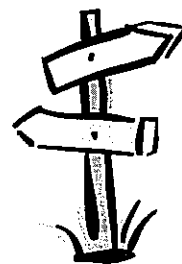
Comments:

Each Student a Graduate:

Everett School District
Board Presentation
September 21, 2010

What does it mean to be
“on track” to graduate?

- Elementary
- Middle School
- High School



What are the barriers to graduation?

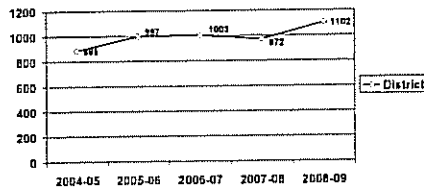
- School
 - Credits (22 plus required courses)
 - State Assessments (Reading, Writing, Mathematics and Science)
 - Culminating Exhibition (Proposal, Project, Letter Presentation)

Where are we with graduation?

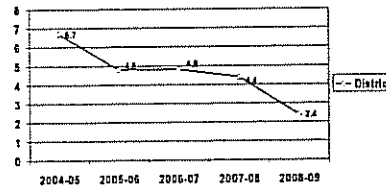
- Class of 2009
 - Total number of graduates: 1102
 - Number of dropouts: (U-C-D final P-210) = 131
 - On Time: 83.7%
 - Extended: 90.2%
- Class of 2010
 - Number of graduates: 1134
 - Dropouts: ?
 - On Time: ?
 - Extended: ?

Everett School District

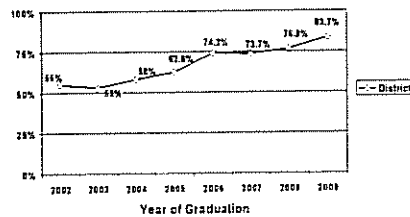
Number of Extended Graduates by Grad Year



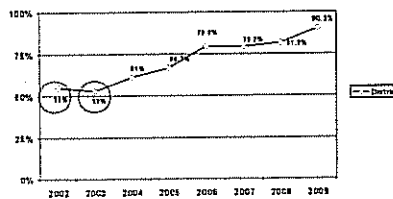
Percentage of Dropouts



On-time Graduation Rate by Grad Year



Extended Graduation Rate by Grad Year



**On Time Rates - OSPI did not report Extended Graduate Rates for 2002 and 2003
<http://reportcard.ospi.k12.wa.us/summary>

Is this progress true for all students?

- Is each subgroup within our student population making similar progress toward graduation?

Moving from Numbers to Names

- How do we track student progress towards graduation?
 - Red-Yellow-Green (credits)
 - Red Light – Green Light (credits and state assessments)
 - CE (culminating exhibition report)

Change in Red-Yellow-Green Status 2006 - 2010

- *Spring to Spring after graduation roll-up plus continuing seniors*

2006					2010				
School	Red	Yellow	Green	Total	School	Red	Yellow	Green	Total
Cascade H.S.	292 (21.9%)	329 (24.6%)	714 (53.5%)	1335	Cascade H.S.	197 (14.7%)	293 (21.9%)	850 (63.4%)	1340
Everett H.S.	296 (27.8%)	221 (20.7%)	549 (51.5%)	1066	Everett H.S.	246 (21.3%)	261 (22.7%)	645 (56.0%)	1152
Jackson H.S.	194 (14.9%)	236 (18.1%)	871 (66.9%)	1301	Jackson H.S.	123 (8.6%)	213 (14.7%)	1097 (76.6%)	1433
District Total	782 (21.1%)	786 (21.2%)	2134 (57.7%)	3702	District Total	566 (14.4%)	767 (19.5%)	2592 (66.1%)	3925

CLASS OF 2013
Red-Yellow-Green Status
Fall of 2010

by Gender, Ethnicity and special Population with the relative difference between white students and all ethnic and special populations reported by OSPI

GRADE 10	% Red	GAP	% Yellow	GAP	% Green	GAP	Total Number
Total	8.7		18.2		73.1		1309
Female	7.2		14.2		78.6		648
Male	10.1		22.1		67.8		661
American Indian	13.3	(6.0)	20	(2.4)	66.7	8.5	15
Asian	4.2	3.1	10.2	7.4	85.6	(18.4)	166
Black	17.5	(10.2)	25.3	(8.7)	55.2	19	57
Hispanic	19.1	(11.8)	27.2	(9.6)	53.7	21.5	136
Multi	6.5	0.8	16.1	1.5	77.4	(2.2)	31
Pacific Islander	11.1	(3.8)	33.3	(15.7)	55.6	(19.6)	9
White	7.3	-	17.6	-	75.2	-	894
SES	15.1	(7.8)	29.1	(11.5)	55.8	19.4	444
Sped	15.8	(11.5)	29.5	(11.9)	51.8	23.4	112
ELL	18.5	(11.5)	29.2	(11.6)	52.0	23.2	48

Gap determined by the difference of white - other = GAP
Penetration 9/02/10

CLASS OF 2012
Red-Yellow-Green Status
Fall of 2010

by Gender, Ethnicity and special population with the difference between white students and all ethnic and special populations reported by OSPI

GRADE 11	% Red	GAP	% Yellow	GAP	% Green	GAP	Total Number
Total	17.		20.8		62.1		1355
Female	14.3		18.4		67.3		664
Male	19.7		23.2		57.1		691
American Indian	21.4	(5.3)	35.7	(15.7)	42.9	21	14
Asian	7.0	9.1	13.4	6.6	79.6	15.7	166
Black	25.6	(12.5)	27.3	(7.3)	44.1	19.8	77
Hispanic	25.0	(9.9)	29.7	(9.7)	44.2	19.7	138
Multi	25.6	(9.7)	19.4	0.6	54.8	9.1	31
Pacific Islander	28.6	(12.5)	28.6	(8.6)	42.8	21.1	31
White	16.1	-	20.0	-	63.9	-	894
SES	29.4	(13.3)	27.7	(7.7)	42.9	21.0	470
Sped	34.4	(18.3)	25.0	(6.0)	39.6	24.3	96
ELL	38.1	(22)	33.3	(13.3)	26.6	35.3	42

Gap determined by the difference of white - other = GAP
Penetration 9/02/10

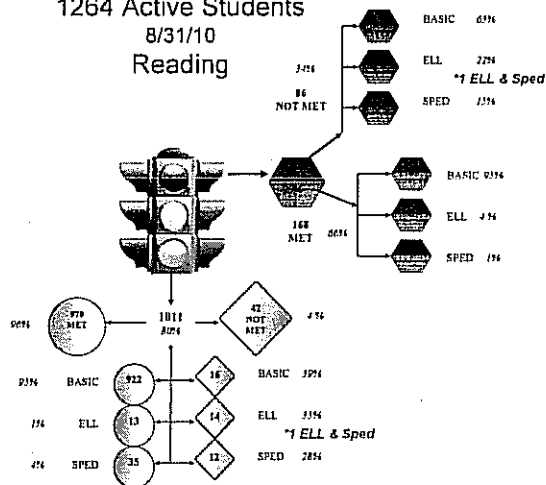
CLASS OF 2011 **Red-Yellow-Green Status** **Fall of 2010**

by Gender, Ethnic and special population with the difference between white students and all ethnic and special populations reported by OSPI

Grade 12	% Red	GAP	% Yellow	GAP	% Green	GAP	Total Number
Total	20.5		17.4		62.1		1278
Female	15.3		16.9		67.8		615
Male	25.3		17.9		56.8		663
American Indian	50.0	(31.8)	28.6	(11.1)	21.4	42.9	14
Asian	13.6	4.6	11.0	6.5	75.4	(11.1)	191
Black	31.7	(13.5)	23.8	(6.3)	44.5	19.8	63
Hispanic	36.9	(18.7)	23.0	(5.5)	40.1	24.2	122
Multl	21.4	(3.2)	14.3	3.2	64.3	-	28
Pacific Islander	42.9	(24.7)	28.6	(11.1)	28.5	35.8	7
White	18.2	-	17.5	-	64.3	-	853
SES	34.9	(16.7)	22.4	(4.9)	42.7	21.6	370
Sped	37.6	(19.4)	23.8	(6.3)	38.6	25.7	101
ELL	49.0	(30.8)	28.3	(10.8)	22.7	41.6	53

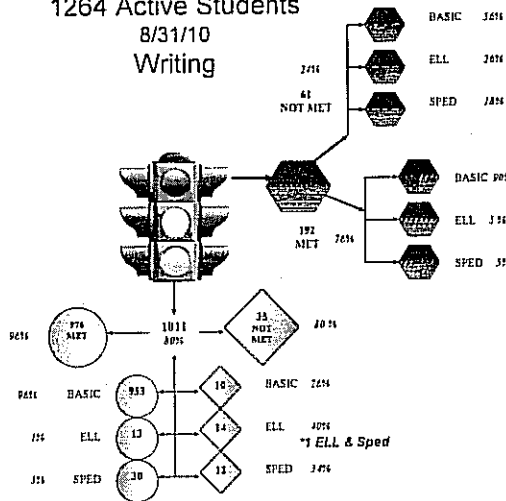
Gap determined by the difference of white - other = GAP
 Performance 8/2/10

Everett Public Schools Class of 2011 1264 Active Students 8/31/10 Reading



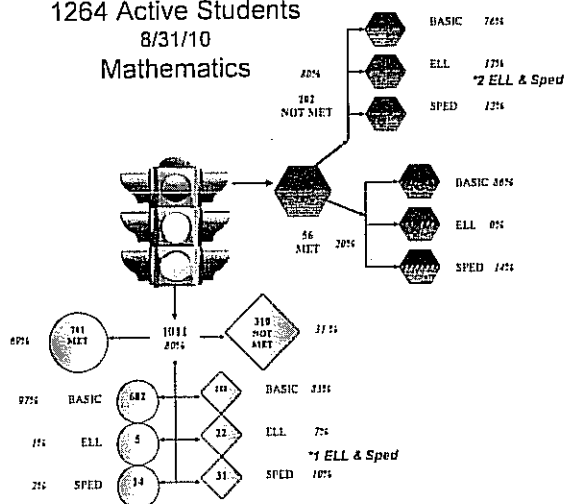
District Data 8/31/10

Everett Public Schools
Class of 2011
1264 Active Students
8/31/10
Writing



District Data 8/31/10

Everett Public Schools
Class of 2011
1264 Active Students
8/31/10
Mathematics



District Data 8/31/10

Not Met Mastery
OSPI Recognized Subgroups
Class Of 2011

District	Reading Tests		Writing Tests		Need Reading Only		Need Writing Only		Need Both		Need Math Individuals		Not Met Individuals
Not Met	113	6.8%	63	6.5%	55	4.3%	25	2.0%	58	4.5%	487	36.1%	625
Male	42	5.3%	30	4.5%	21	3.2%	9	1.4%	21	3.2%	244	36.8%	295
Female	71	11.5%	53	8.6%	34	5.5%	16	2.6%	37	6.0%	243	39.5%	330
Asian	9	4.7%	6	3.1%	5	2.6%	2	1.0%	4	2.1%	47	24.6%	58
Black	9	14.3%	5	7.9%	5	7.9%	1	1.6%	4	6.3%	31	49.2%	41
Hispanic	21	17.2%	17	13.9%	7	5.7%	3	2.5%	14	11.5%	64	52.4%	88
American Indian	1	7.1%	1	7.1%	1	7.1%	1	7.1%	0	-	5	71.4%	7
Multi	1	3.6%	2	7.1%	1	3.6%	2	7.1%	0	-	12	42.8%	15
Pacific	2	28.6%	1	14.3%	1	14.3%	0	-	1	14.3%	7	100%	9
White	70	8.2%	51	6.0%	35	4.1%	16	1.9%	35	4.1%	321	37.6%	407
SES	65	17.6%	43	14.3%	25	6.8%	13	3.5%	40	10.8%	205	55.4%	283
ELL	25	24.7%	21	20.8%	8	7.9%	4	4.0%	17	16.8%	41	40.6%	70
Sped	32	32	21	21.6	20	20.6	9	9.3	12	12.4	61	62.9	102

Panama 9/1/10 Active Students

Do All Students Access Challenging Options in High School?

- College and Career Ready
- CHART

Student Access to CHART Courses

4 Year High School History
Class of 2010

CHART	Gender	2007	2008	2009	2010
College in HS	F	7	32	334	423
	M	6	33	332	371
Honors	F	227	244	102	14
	M	149	183	79	22
AP	F	1	114	193	195
	M	1	75	116	141
Running Start	F	1	2	65	118
	M	1	0	57	97
Technology	F	392	82	111	166
	M	387	89	97	159

Student Access to CHART Courses

4 Year High School History
Class of 2010

ENGLISH LANGUAGE LEARNER		2007	2008	2009	2010
College in HS	ELL			5	24
AP	ELL				6
Tech Prep	ELL	7	4	7	6



CHART	Low Income	2007	2008	2009	2010
College in HS	SES	1	6	102	188
Honors	SES	51	57	38	1
AP	SES	0	17	35	59
Running Start	SES	0	0	19	41
Technology	SES	152	47	65	06

CHART	SPED	2007	2008	2009	2010
College in HS	SPED	0	0	3	16
Honors	SPED	1	1	0	0
AP	SPED	0	1	1	3
Running Start	SPED	0	0	0	2
Technology	SPED	27	8	11	20

Student Access to CHART Courses

4 Year High School History

Class of 2010

Honors	2007	2008	2009	2010
H	15	19	7	0
I	3	4	4	0
A	72	82	20	2
B	4	5	5	2
P	0	314	143	32
W	279	3	2	0
M	3	0	0	0

Advanced Placement	2007	2008	2009	2010
H	1	4	7	13
I	0	0	0	1
A	1	53	92	85
B	0	2	4	6
P	0	0	0	1
W	0	129	204	225
M	0	1	2	5



Student Access to CHART Courses

4 Year High School History

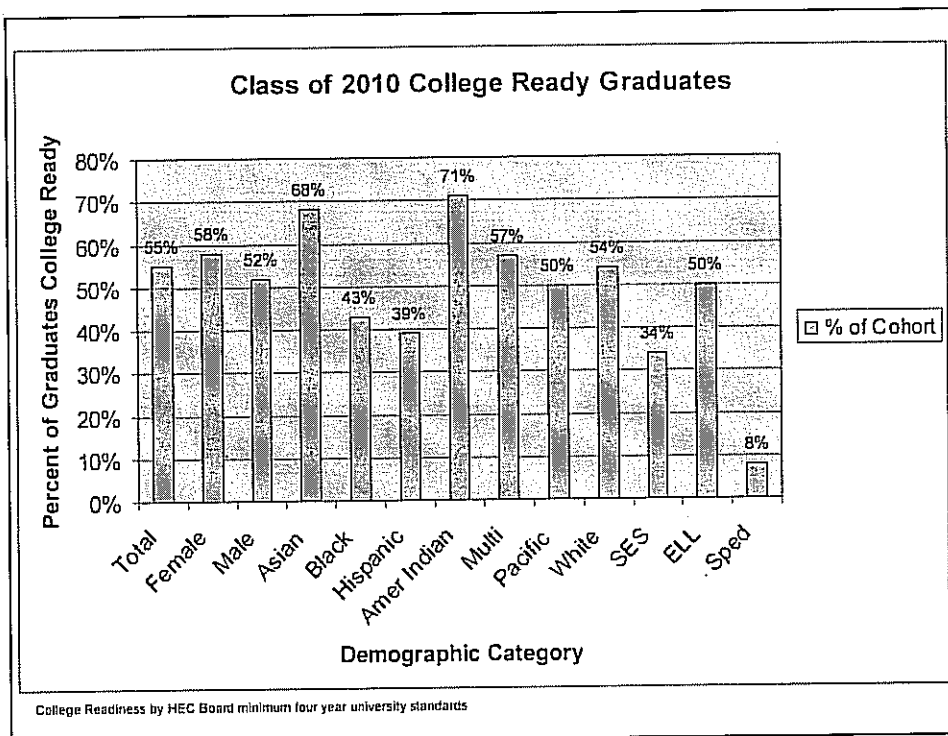
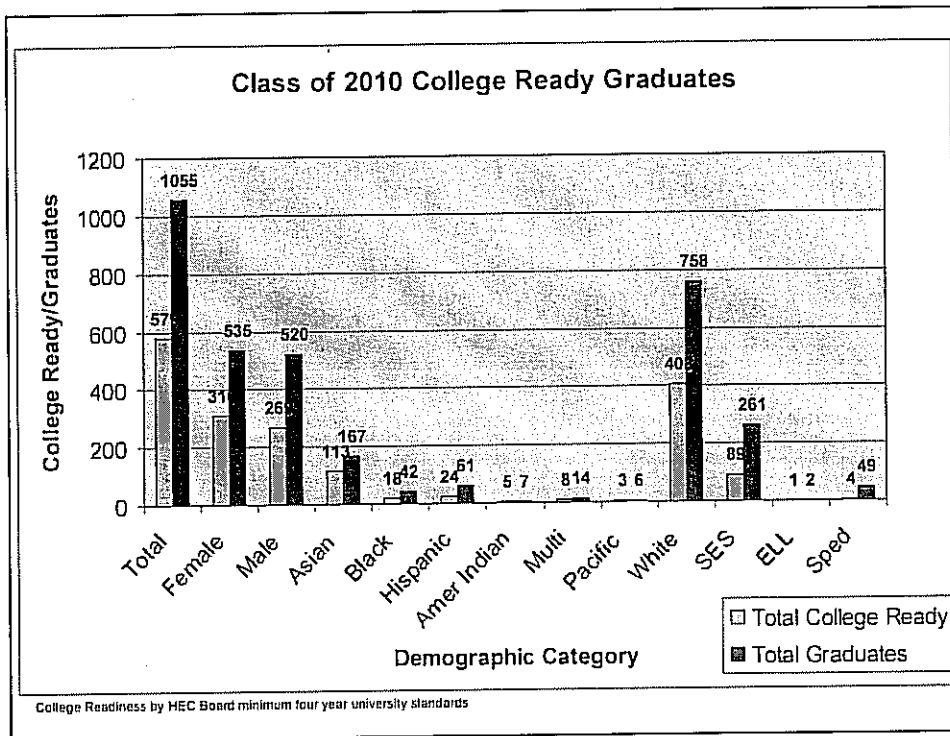
Class of 2010

Running Start	2007	2008	2009	2010
H	0	0	2	7
I	0	0	2	3
A	0	0	23	33
B	0	0	4	6
P	0	0	0	0
W	2	2	89	164
M	0	0	2	2

Tech Prep	2007	2008	2009	2010
H	37	9	13	17
I	4	1	2	1
A	123	24	27	32
B	23	9	10	14
P	2	2	3	3
W	579	125	151	253
M	11	1	2	5



College in HS	2007	2008	2009	2010
H	2	3	37	49
I	0	1	4	4
A	5	19	132	145
B	1	0	10	36
P	0	0	3	3
W	5	42	469	544
M	0	0	11	13



Are We Closing the Graduation Gap?

Growth in Extended Graduation Rates for Everett Public Schools 2004 and 2010 in each ethnic and special population reported by OSPI

Population	2004	2010
ALL	53	90.2
American Indian	23	50.4
Asian/Pacific Islander	69	99.3
Black	44	81.4
Hispanic	39	96.8
ELL	49	102.9
Special Education	37	91.7
Low Income	34	90.2
White	53	89.2

Source: OSPI

The difference between white student extended graduation rates and the graduation rates of each ethnicity and special population reported by OSPI for Everett Public Schools in 2004 and 2010.

Population	2004	2010
ALL	0	1.0
American Indian	-30	-38.8
Asian/Pacific Islander	16	10.1
Black	-9	-7.8
Hispanic	-14	7.6
ELL	-4	13.7
Special Education	-16	2.5
Low Income	-19	1.0
White	-	-

Source: OSPI

The extended graduation rate and relative difference between white students (GAP) and all ethnic and special populations reported by OSPI from 2004-10 for Everett Public Schools

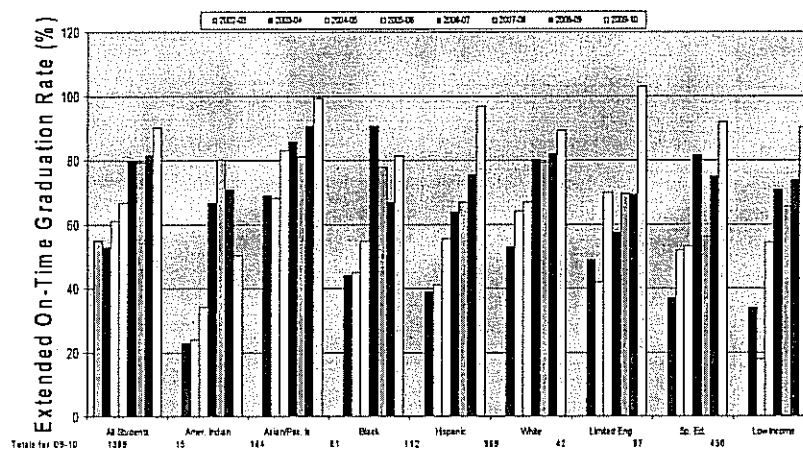
Population	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
ALL	53 (0)	61 (-3)	66.7 (-2)	70.6 (-5)	79.2 11	81.5 (-5)	90.2 (+1)
American Indian	23 (-30)	24 (-40)	34.3 (-32.6)	66.7 (-13.4)	80.1 (+9)	70.9 (-11.2)	50.4 (-36.8)
Asian/Pacific Islander	69 (+16)	66 (+4)	82.9 (+16)	85.8 (+5.7)	81.1 (+1.8)	80.7 (+5.6)	99.3 (+10.1)
Black	44 (-9)	45 (-19)	54.8 (-12.1)	80.6 (+10.5)	77.8 (-1.4)	66.9 (-15.2)	81.4 (-7.8)
Hispanic	39 (-14)	41 (-23)	55.4 (-11.5)	63.9 (-16.2)	66.8 (-12.4)	75.4 (-6.7)	95.6 (+7.6)
White	53 -	64 -	66.9 -	80.1 -	79.2 -	82.1 -	89.2 -
ELL	49 (-4)	42 (-22)	69.8 (+2.9)	57.4 (-22.7)	69.4 (-9.8)	69.1 (-13)	102.9 (+13.7)
Special Education	37 (-16)	52 (-12)	53.2 (-13.7)	81.5 (+1.4)	56.1 (-23.1)	74.7 (-7.4)	81.7 (+2.5)
Low Income	34 (-18)	18 (-46)	54.2 (-12.7)	70.9 (+9.2)	65.5 (-13.7)	73.7 (-8.4)	90.2 (+1.0)

GAP determined by difference of white - other = GAP

Extended On Time Graduation Rate for Everett School District by Ethnicity and Special Population

	All Students	Amer. Indian	Asian/Pac. Is.	Black	Hispanic	White	Limited Eng.	Sp. Ed.	Low Income
2002-03	55								
2003-04	53	23	69	44	39	53	49	37	34
2004-05	61	24	68	45	41	64	42	52	18
2005-06	66.7	34.3	82.9	54.8	55.4	66.9	69.8	53.2	54.2
2006-07	79.6	66.7	85.8	90.6	63.9	80.1	57.4	61.5	70.9
2007-08	79.2	80.1	81.1	77.8	66.8	79.2	69.4	56.1	65.5
2008-09	81.5	70.9	90.7	66.9	75.4	82.1	69.1	74.7	73.7
2009-10	90.2	50.4	99.3	81.4	96.8	89.2	102.9	91.7	90.2

Extended On Time Graduation Rate for Everett School District by Ethnicity and Special Population



Source: OSPI Report Card <http://reportcard.ospi.wa.us/summary>
5/13/10

QUESTIONS

1. Is the District getting better at ensuring all students are meeting the graduation challenge?
2. Is the District closing the achievement gap between subgroups?

Board Agenda Request Form

Date of Board Meeting: September 21, 2010

11.01

Subject

Title: Policy 1310, Adoption and Amendment of Policies, Proposed Revision (second reading)

Recommendation: That the board of directors approve for adoption upon second reading revised Policy 1310, Adoption and Amendment of Policies.

Background

Purpose/Summary: Revisions to this policy are to provide clarification regarding the language used when referring to adoption, revision and updating of policies. Molly Ringo, executive director area 2, oversees the policy/procedure revision process for the District and has provided the definitions of the language commonly used in policy revisions.

Additional Information

Agenda Placement:

☐ Information

☒ Action

☐ Consent Agenda

☒ Attachment(s)

of pages 1

Submitted By: Molly Ringo

Contact Person(s): Molly Ringo

Molly Ringo

Signature: _____

Approval

Applicable Associate Superintendent signature(s) should be obtained prior to submission to Superintendent's Office.

☐ Approved

☐ Denied

☐ Revised (see attached)

By: _____

Associate Superintendent, Chief Academic Officer

By: *m mcl...*

Associate Superintendent, Chief Instructional Officer

Date: _____

Date: 9/15/10

Comments:

THE BOARD OF DIRECTORSAdoption and Amendment Revision of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of the District, the final vote for adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement by any person relative to a proposed policy or amendment revision should be directed to the Board secretary five (5) calendar days prior to the second reading. The Board may invite oral statements from staff members or community members as an order of business. The date of adoption will be noted on the policy. Adoption is defined as the addition of a new policy.

When the Board of Directors is considering a District policy or amendment revision to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of public school-age students or will promote the effective, efficient or safe management of the District, the proposed policy shall be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. The Board of Directors shall provide an opportunity for public written and oral comment on such policies before adoption or amendment revision. The date of revision will be noted on the policy. Revision is defined as changes made to the substantive language of an existing policy.

In the event that immediate action on a proposed policy or revision to an existing policy is necessary, the motion for its adoption or revision to an existing policy shall provide that immediate adoption is in the best interest of the District. No further action is required. All new or amended revised policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies adopted or amended revised shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual.

In some instances updates are made to policies. Updates are defined as changes that do not alter the policy language. Examples include changes to legal references, cross references and notations. In these instances, the date of the update will be indicated on the policy. Updates such as these do not require Board action and therefore will not be presented at a Board meeting. However, the Board will be informed of the update.

Legal References:	RCW 28A.320.010	Corporate powers
	RCW 28A.320.040	Bylaws for board and school government

Adopted:	<u>November 21, 1980</u>
Revised:	<u>October 25, 1993</u>
Updated:	<u>March 2001</u>
Revised:	<u>April 25, 2008</u>
Proposed:	<u>July 2010</u>

Board Agenda Request Form

Date of Board Meeting: September 21, 2010

11.02

Subject

Title: Policy 1312, Administrative Procedures, Proposed Revision (second reading)

Recommendation: That the board of directors approve for adoption upon second reading revised Policy 1310, Adoption and Amendment of Policies.

Background

Purpose/Summary: Proposed revisions to this policy are to provide clarification regarding the language used when referring to adoption, revision and updating of procedures. Molly Ringo, executive director area 2, oversees the policy/procedure revision process for the District and has provided the definitions of the language commonly used in procedure revisions.

Additional Information

Agenda Placement:

☐ Information

☒ Action

☐ Consent Agenda

☒ Attachment(s)

of pages 1

Submitted By: Molly Ringo

Contact Person(s): Molly Ringo

Signature: *Molly Ringo*

Approval

Applicable Associate Superintendent signature(s) should be obtained prior to submission to Superintendent's Office.

☐ Approved

☐ Denied

☐ Revised (see attached)

By: _____
Associate Superintendent, Chief Academic Officer

By: *M. Melby*
Associate Superintendent, Chief Instructional Officer

Date: _____

Date: 9/15/10

Comments:

THE BOARD OF DIRECTORS

Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed or substantively changed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though the Board may request that they be revised when it appears that they are not consistent with the Board's intentions as expressed in its policies. Procedures need not be reviewed by the Board prior to their issuance; though on sensitive topics, the Superintendent may request prior Board review.

When a procedure is developed, the date of the adoption will be noted. When a revision is made that changes the actual language of a procedure, the date of the revision will be noted. In some instances, updates are made that do not affect the actual procedure language. Some examples include staff job title changes, address changes or minor modifications to forms associated with a procedure. In these instances, the date of the update will be noted.

Adopted:	<u>November 21, 1980</u>
Revised:	<u>October 25, 1993</u>
Updated:	<u>March 2001</u>
Revised:	<u>March 25, 2008</u>
Proposed:	<u>July 2010</u>

Board Agenda Request Form

Date of Board Meeting: September 21, 2010

Subject

Title:

Study Session: Open Public Meetings Act

Recommendation:

None.

Background

Purpose/Summary:

Situation

The board of directors of Everett Public Schools is the governing body of a public agency, and subject to the provisions of the Open Public Meetings Act, Chapter 42.30 RCW. The board members have decided to include in their board development agenda this year a study session for learning more about the Act, often referred to as the OPMA. The superintendent contacted the Washington State Attorney General Open Government Ombudsman, Assistant Attorney General Tim Ford, to provide the professional development for this study session. Background reading is provided in the attachments, which have been obtained from the Washington State School Directors' Association (WSSDA), and the Attorney General's Office. Board members received training in OPMA compliance during WSSDA Annual Conferences (training is offered annually), and during a board workshop in January 2010 with Washington Schools Risk Management Pool (WSRMP) and legal counsel support.

Prior Action

None.

Presenter

Tim Ford

Estimated Time

120 minutes

Attachments

WSSDA Open Public Meetings

Open Government Internet Manual, Chapter 3

Open Government Internet Manual, Chapter 4

Chapter 42.30 RCW, Open Public Meetings Act

Additional Information

Agenda Placement: Board Study/Work Session

xx Information

Action

Consent Agenda

xx Attachment(s)

Submitted By: Gary Cohn

Contact Person(s): Gary Cohn

of pages

Chapter 42.30 RCW
Open public meetings act

RCW Sections

- 42.30.010 Legislative declaration.
- 42.30.020 Definitions.
- 42.30.030 Meetings declared open and public.
- 42.30.040 Conditions to attendance not to be required.
- 42.30.050 Interruptions -- Procedure.
- 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings -- Notice -- Secret voting prohibited.
- 42.30.070 Times and places for meetings -- Emergencies -- Exception.
- 42.30.075 Schedule of regular meetings -- Publication in state register -- Notice of change -- "Regular" meetings defined.
- 42.30.080 Special meetings.
- 42.30.090 Adjournments.
- 42.30.100 Continuances.
- 42.30.110 Executive sessions.
- 42.30.120 Violations -- Personal liability -- Penalty -- Attorney fees and costs.
- 42.30.130 Violations -- Mandamus or injunction.
- 42.30.140 Chapter controlling -- Application.
- 42.30.200 Governing body of recognized student association at college or university -- Chapter applicability to.
- 42.30.210 Assistance by attorney general.
- 42.30.900 Short title.
- 42.30.910 Construction -- 1971 ex.s. c 250.
- 42.30.920 Severability -- 1971 ex.s. c 250.

Notes:

Drug reimbursement policy recommendations: RCW 43.20A.365.

42.30.010**Legislative declaration.**

The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

[1971 ex.s. c 250 § 1.]

Notes:

Reviser's note: Throughout this chapter, the phrases "this act" and "this 1971 amendatory act" have been changed to "this chapter." "This act" [1971 ex.s. c 250] consists of this chapter, the amendment to RCW 34.04.025, and the repeal of RCW 42.32.010 and 42.32.020.

42.30.020 Definitions.

As used in this chapter unless the context indicates otherwise:

(1) "Public agency" means:

(a) Any state board, commission, committee, department, educational institution, or other state agency which is created by or pursuant to statute, other than courts and the legislature;

(b) Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of the state of Washington;

(c) Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and agencies;

(d) Any policy group whose membership includes representatives of publicly owned utilities formed by or pursuant to the laws of this state when meeting together as or on behalf of participants who have contracted for the output of generating plants being planned or built by an operating agency.

(2) "Governing body" means the multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.

(3) "Action" means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

(4) "Meeting" means meetings at which action is taken.

[1985 c 366 § 1; 1983 c 155 § 1; 1982 1st ex.s. c 43 § 10; 1971 ex.s. c 250 § 2.]

Notes:

Severability -- Savings -- 1982 1st ex.s. c 43: See notes following RCW 43.52.374.

42.30.030 Meetings declared open and public.

All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter.

[1971 ex.s. c 250 § 3.]

42.30.040 Conditions to attendance not to be required.

A member of the public shall not be required, as a condition to attendance at a meeting of a governing body, to register his name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his attendance.

[1971 ex.s. c 250 § 4.]

42.30.050 Interruptions — Procedure.

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing

body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

[1971 ex.s. c 250 § 5.]

42.30.060

Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice — Secret voting prohibited.

(1) No governing body of a public agency shall adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public and then only at a meeting, the date of which is fixed by law or rule, or at a meeting of which notice has been given according to the provisions of this chapter. Any action taken at meetings failing to comply with the provisions of this subsection shall be null and void.

(2) No governing body of a public agency at any meeting required to be open to the public shall vote by secret ballot. Any vote taken in violation of this subsection shall be null and void, and shall be considered an "action" under this chapter.

[1989 c 42 § 1; 1971 ex.s. c 250 § 6.]

42.30.070

Times and places for meetings — Emergencies — Exception.

The governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body. Unless otherwise provided for in the act under which the public agency was formed, meetings of the governing body need not be held within the boundaries of the territory over which the public agency exercises jurisdiction. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. If, by reason of fire, flood, earthquake, or other emergency, there is a need for expedited action by a governing body to meet the emergency, the presiding officer of the governing body may provide for a meeting site other than the regular meeting site and the notice requirements of this chapter shall be suspended during such emergency. It shall not be a violation of the requirements of this chapter for a majority of the members of a governing body to travel together or gather for purposes other than a regular meeting or a special meeting as these terms are used in this chapter: PROVIDED, That they take no action as defined in this chapter.

[1983 c 155 § 2; 1973 c 66 § 1; 1971 ex.s. c 250 § 7.]

42.30.075

Schedule of regular meetings — Publication in state register — Notice of change — "Regular" meetings defined.

State agencies which hold regular meetings shall file with the code reviser a schedule of the time and place of such meetings on or before January of each year for publication in the Washington state register. Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date.

For the purposes of this section "regular" meetings shall mean recurring meetings held in accordance with a periodic schedule declared by statute or rule.

[1977 ex.s. c 240 § 12.]

Notes:

Effective date -- Severability -- 1977 ex.s. c 240: See RCW 34.08.905 and 34.08.910.

Public meeting notices in state register: RCW 34.08.020.

42.30.080

Special meetings.

A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body; and to each local newspaper of general circulation and to each local radio or television station which has on file with

the governing body a written request to be notified of such special meeting or of all special meetings. Such notice must be delivered personally, by mail, by fax, or by electronic mail at least twenty-four hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the governing body a written waiver of notice. Such waiver may be given by telegram, by fax, or electronic mail. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

[2005 c 273 § 1; 1971 ex.s. c 250 § 8.]

42.30.090

Adjournments.

The governing body of a public agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the governing body may declare the meeting adjourned to a stated time and place. He shall cause a written notice of the adjournment to be given in the same manner as provided in RCW

42.30.080 for special meetings, unless such notice is waived as provided for special meetings. Whenever any meeting is adjourned a copy of the order or notice of adjournment shall be conspicuously posted immediately after the time of the adjournment on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule.

[1971 ex.s. c 250 § 9.]

42.30.100

Continuances.

Any hearing being held, noticed, or ordered to be held by a governing body at any meeting may by order or notice of continuance be continued or reconvened to any subsequent meeting of the governing body in the same manner and to the same extent set forth in RCW

42.30.090 for the adjournment of meetings.

[1971 ex.s. c 250 § 10.]

42.30.110

Executive sessions.

(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

- (a) To consider matters affecting national security;
- (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;
- (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- (e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;
- (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of

such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW

42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060 (2)(a) concerning:

(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;

(ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or

(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

(j) To consider, in the case of the state library commission or its advisory bodies, western library network prices, products, equipment, and services, when such discussion would be likely to adversely affect the network's ability to conduct business in a competitive economic climate. However, final action on these matters shall be taken in a meeting open to the public;

(k) To consider, in the case of the state investment board, financial and commercial information when the information relates to the investment of public trust or retirement funds and when public knowledge regarding the discussion would result in loss to such funds or in private loss to the providers of this information;

(l) To consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in RCW 41.05.026;

(m) To consider in the case of the life sciences discovery fund authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(n) To consider in the case of a health sciences and services authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information.

(2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.

[2010 1st sp.s. c 33 § 5; 2005 c 424 § 13; 2003 c 277 § 1; 2001 c 216 § 1; 1989 c 238 § 2; 1987 c 389 § 3; 1986 c 276 § 8; 1985 c 366 § 2; 1983 c 155 § 3; 1979 c 42 § 1; 1973 c 66 § 2; 1971 ex.s. c 250 § 11.]

Notes:

Captions not law -- Liberal construction -- Severability -- Effective dates -- 2005 c 424: See RCW 43.350.900 through 43.350.903.

Severability -- Effective date -- 1987 c 389: See notes following RCW 41.06.070.

Severability -- 1986 c 276: See RCW 53.31.901.

42.30.120**Violations — Personal liability — Penalty — Attorney fees and costs.**

(1) Each member of the governing body who attends a meeting of such governing body where action is taken in violation of any provision of this chapter applicable to him, with knowledge of the fact that the meeting is in violation thereof, shall be subject to personal liability in the form of a civil penalty in the amount of one hundred dollars. The civil penalty shall be assessed by a judge of the superior court and an action to enforce this penalty may be brought by any person. A violation of this chapter does not constitute a crime and assessment of the civil penalty by a judge shall not give rise to any disability or legal disadvantage based on conviction of a criminal offense.

(2) Any person who prevails against a public agency in any action in the courts for a violation of this chapter shall be awarded all costs, including reasonable attorney fees, incurred in connection with such legal action. Pursuant to RCW

4.84.185, any public agency who prevails in any action in the courts for a violation of this chapter may be awarded reasonable expenses and attorney fees upon final judgment and written findings by the trial judge that the action was frivolous and advanced without reasonable cause.

[1985 c 69 § 1; 1973 c 66 § 3; 1971 ex.s. c 250 § 12.]

42.30.130**Violations — Mandamus or injunction.**

Any person may commence an action either by mandamus or injunction for the purpose of stopping violations or preventing threatened violations of this chapter by members of a governing body.

[1971 ex.s. c 250 § 13.]

42.30.140**Chapter controlling — Application.**

If any provision of this chapter conflicts with the provisions of any other statute, the provisions of this chapter shall control: PROVIDED, That this chapter shall not apply to:

(1) The proceedings concerned with the formal issuance of an order granting, suspending, revoking, or denying any license, permit, or certificate to engage in any business, occupation, or profession or to any disciplinary proceedings involving a member of such business, occupation, or profession, or to receive a license for a sports activity or to operate any mechanical device or motor vehicle where a license or registration is necessary; or

(2) That portion of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group; or

(3) Matters governed by chapter

34.05 RCW, the Administrative Procedure Act; or

(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

[1990 c 98 § 1; 1989 c 175 § 94; 1973 c 66 § 4; 1971 ex.s. c 250 § 14.]

Notes:

Effective date -- 1989 c 175: See note following RCW 34.05.010.

Drug reimbursement policy recommendations: RCW 43.20A.365.

Mediation testimony competency: RCW 5.60.070 and 5.60.072.

42.30.200**Governing body of recognized student association at college or university — Chapter applicability to.**

The multimember student board which is the governing body of the recognized student association at a given campus of a public institution of higher education is hereby declared to be subject to the provisions of the open public meetings act as contained in this chapter, as now or hereafter amended. For the purposes of this section, "recognized student association" shall mean any body at any of the state's colleges and universities which selects officers through a process approved by the student body and which represents the interests of students. Any such body so selected shall be recognized by and registered with the respective boards of trustees and regents of the state's colleges and universities: PROVIDED, That there be no more than one such association representing undergraduate students, no more than one such association representing graduate students, and no more than one such association representing each group of professional students so recognized and registered at any of the state's colleges or universities.

[1980 c 49 § 1.]

42.30.210**Assistance by attorney general.**

The attorney general's office may provide information, technical assistance, and training on the provisions of this chapter.

[2001 c 216 § 2.]

42.30.900**Short title.**

This chapter may be cited as the "Open Public Meetings Act of 1971".

[1971 ex.s. c 250 § 16.]

42.30.910**Construction — 1971 ex.s. c 250.**

The purposes of this chapter are hereby declared remedial and shall be liberally construed.

[1971 ex.s. c 250 § 18.]

42.30.920**Severability — 1971 ex.s. c 250.**

If any provision of this act, or its application to any person or circumstance is held invalid, the remainder of the act, or the application of the provision to other persons or circumstances is not affected.

[1971 ex.s. c 250 § 19.]

[Office Information](#) > [Government Accountability](#) > [Open Government](#) > [Open Government Internet Manual](#) > Chapter 4

Chapter 4

OPEN PUBLIC MEETINGS ACT – EXECUTIVE SESSIONS (CLOSED SESSIONS)

4.1 Executive Sessions Allowed For Specific Topics

Statutory Provision: Nothing contained in [the OPMA] may be construed to prevent a governing body from holding an executive session during a regular or special meeting. RCW 42.30.110(1).

"Executive session" is not expressly defined in the OPMA, but the term is commonly understood to mean that part of a regular or special meeting of the governing body that is closed to the public. A governing body may hold an executive session only for specified purposes, which are identified in RCW 42.30.110(1)(a)-(m), and only during a regular or special meeting. Nothing, however, prevents a governing body from holding a meeting, which complies with the OPMA's procedural requirements, for the sole purpose of having an executive session.

Attendance at an executive session need not be limited to the members of the governing body. Persons other than the members of the governing body may attend the executive session at the invitation of that body. Those invited should have some relationship to the matter being addressed in the closed session, or they should be in attendance to otherwise provide assistance to the governing body. For example, staff of the governing body or of the governmental entity may be needed to present information or to take notes or minutes. However, minutes are not required to be taken at an executive session. See RCW 42.32.030.

Because an executive session is an exception to the OPMA's overall provisions requiring open meetings, a court will narrowly construe the grounds for an executive session in favor of requiring an open meeting. *Miller v. City of Tacoma*, 138 Wn.2d 318, 324, 979 P.2d 429 (1999).

4.2 Procedures For Holding An Executive Session

Statutory Provision: Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer. RCW 42.30.110(2).

The announcement by the presiding officer of the executive session must state two things: (1) the purpose of the executive session, and (2) the time when the executive session will end. The announcement is to be given to those in attendance at the meeting.

The announced purpose of the executive session must be one of the statutorily-identified purposes for which an executive session may be held. The announcement therefore must contain enough detail to identify the purpose as falling within one of those identified in RCW 42.30.110(1). It would not be sufficient, for example, for a mayor to declare simply that the council will now meet in executive session to discuss "personnel matters." See Municipal Research Service Center - OPMA Frequently Asked Questions, No. 15. Discussion of personnel matters, in general, is not an authorized purpose for holding an executive session; only certain specific issues relating to personnel may be addressed in executive session. See RCW 42.30.110(1)(f), (g).

Another issue that may arise concerning these procedural requirements for holding an executive session involves the estimated length of the session. If the governing body concludes the executive session *before* the time that was stated it would conclude, it should not reconvene in open session until the time stated. Otherwise, the public may, in effect, be excluded from that part of the open meeting that occurs between the close of the executive session and the time when the presiding officer announced the executive session would conclude.

If the executive session is not over at the stated time, it may be extended only if the presiding officer announces to the public at the meeting place that it will be extended to a stated time.

Case Example: *Three members of a five-member school board meet privately, without calling a meeting, to exchange opinions of candidates for the school superintendent position. They justify this private meeting on the ground that the board may meet in executive session to discuss the qualifications of applicants for the superintendent position, under RCW 42.30.110(1)(g). Have these school board members complied with RCW 42.30.110?*

Resolution: *Clearly, they have not. Although a governing body may discuss certain matters in closed session under this statute, that closed session must occur during an open regular or special meeting and it may be commenced only by following the procedures in RCW 42.30.110(2). The public must know the board is meeting in executive session and why. Although, as discussed above [[link to part in Ch. 3 called something like "Meetings Not Covered by the OPMA"]], some matters are not subject to the Open Public Meetings Act under RCW 42.30.140; however, the above example is not one of them.*

4.3 Grounds For Holding An Executive Session

An executive session may be held only for one of the purposes identified in RCW 42.30.110(1), as follows:

(a) To consider matters affecting national security;

After September 11, 2001, state and local agencies have an increased role in national security. Therefore discussions by agency governing bodies of security matters relating to possible terrorist activity should come within the scope of this executive session provision.

The Washington National Guard is headed by an adjutant general appointed by the governor; there is no governing body of the National Guard to which the OPMA applies. See chapter 38.12 RCW.

(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

This provision has two elements: (1) the governing body must be considering either selecting real property for purchase or lease or it must be considering purchasing or leasing specific property; and (2) public knowledge of the governing body's consideration would likely cause an increase in the price of the real property.

For the purposes of RCW 42.30.110(1), the consideration of the purchase of real property can involve condemnation of the property, including the amount of compensation to be offered for the property. *Port of Seattle v. Rio*, 16 Wn. App. 718, 724, 559 P.2d 18 (1977).

However, it remains unclear exactly what the scope is of "considering" the acquisition of real property. Since this subsection recognizes that the process of purchasing or leasing real property or selecting real property to purchase or lease may, in some circumstances, justify an executive session, it implies that the governing body may need to reach some consensus in closed session as to the price to be offered or the particular property to be selected. See *Port of Seattle*, 16 Wn. App. at 723-25. However, the state Supreme Court in *Miller v. City of Tacoma*, 138 Wn.2d 318, 327, 979 P.2d 429 (1999), emphasized that "only the action explicitly specified by the exemption ["consider"] may take place in executive session." See also

Feature Realty, Inc. v. City of Spokane, 331 F.3d 1082, 1089 (9th Cir. 2003). Taken literally, this limitation would preclude a governing body in executive session from actually selecting a piece of property to acquire or setting a price at which the body would be willing to purchase property, because such action would be beyond the power to merely “consider.” Yet, the purpose of an executive session under this subsection would be defeated if the governing body would be required to vote in open session to select the property or to decide how much it would be willing to pay for the property, where public knowledge of these matters would likely increase its price. This issue calls for judicial or legislative clarification.

(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

This subsection, the reverse of the previous one, also has two elements: (1) the governing body must be considering the minimum price at which real property belonging to the agency will be offered for sale or lease; and (2) public knowledge of the governing body's consideration will likely cause a decrease in the price of the property.

The second sentence of the subsection, concerning final action selling or leasing the property, may seem unnecessary, since all final actions must be taken in a meeting open to the public. However, its possible purpose may be to indicate that, although the decision to sell or lease the property must be in open session, the governing body may decide in executive session the minimum price at which it will do so. A contrary interpretation would defeat the purpose of this subsection. *But see Miller v. City of Tacoma*, 138 Wn.2d 318, 327, 979 P.2d 429 (1999) and discussion in Section 4.3(b) above.

Governing bodies should exercise caution when meeting in closed session under this and the preceding provision so that they are not doing so when there would be no likelihood of increased price if the matter were considered in open session.

(d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

This subsection indicates that when a public agency and a contractor performing a publicly bid contract are negotiating concerning how the contract is being performed, the governing

body may "review" those negotiations in executive session if public knowledge of the review would likely cause an increase in contract costs. Presumably, difficulties or disputes concerning contract performance have arisen in some contexts that require confidentiality to avoid increased costs where the nature of the difficulties or disputes would become public knowledge.

(e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;

This provision applies to export trading companies that can be created by port districts under chapter 53.31 RCW. Under RCW 53.31.050, financial and commercial information supplied by private persons to an export trading company must be kept confidential.

(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

This subsection should be distinguished from subsection (g), discussed below, concerning reviewing the performance of a public employee in executive session. For purposes of meeting in executive session under provision (f), a charge or complaint must have been brought against a public officer or employee. The complaint or charge could come from within the agency or from the public. Bringing the complaint or charge triggers the opportunity of the officer or employee to request that a public hearing or open meeting be held regarding the complaint or charge.

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

There are two different purposes under this provision for which a governing body may meet in executive session. For both purposes, the references to "public employment" and to "public employee" include within their scope public offices and public

officials, so that a governing body may evaluate in executive sessions persons who apply for appointive office positions, such as state university president or city manager, as well as for employee positions.

The first purpose involves evaluating the qualifications of applicants for public employment. This could include personal interviews with an applicant, discussions concerning an applicant's qualifications for a position, and discussions concerning salaries, wages, and other conditions of employment personal to the applicant. The authority to "evaluate" applicants in closed session allows a governing body to discuss the qualifications of applicants, not to choose which one to hire. Although the subsection expressly mandates that "final action hiring" an applicant for employment be taken in open session, this does not mean that the governing body may take preliminary votes that eliminate candidates from consideration. *Miller v. City of Tacoma*, 138 Wn.2d 318, 329-31, 979 P.2d 429 (1999).

The second part of this provision concerns reviewing the performance of a public employee. This provision would be used typically either where the governing body is considering a promotion or a salary or wage increase for an individual employee or where it may be considering disciplinary action based on an employee's performance. It should be distinguished from subsection (f), which concerns specific complaints or charges brought against an employee and which, at the request of the employee, must be discussed in open session.

The result of a governing body's closed session review of the performance of an employee may be that the body will take some action either beneficial or adverse to the officer or employee. That action, whether raising a salary or disciplining an officer or employee, must be made in open session.

When a discussion involves salaries, wages, or conditions of employment to be "generally applied" in the agency, it must take place in open session. However, if that discussion involves collective bargaining negotiations or strategies, it is not subject to the OPMA and may be held in closed session without being subject to the procedural requirements for an executive session in RCW 42.30.110(2). See RCW 42.30.140(4).

Case Example: *A city council meets in executive session to consider two applicants for the city manager position. During the discussion of the applicants' qualifications, particularly their past city manager experience, it becomes clear that a majority of the council members are*

not happy with the qualifications of either candidate. The discussion then turns to the search process and whether it was broad enough or sufficiently advertised to attract all interested and qualified candidates. A number of council members express dissatisfaction with the process and express a desire to begin the search for a city manager anew, with a more comprehensive search process. The council then closes the executive session and reconvenes the open session. A motion is made and a vote is taken to reject both of the candidates for the city manager position the council had evaluated in closed session. Then a second motion is made and approved to authorize city staff to develop a new search procedure that is broader and more extensively advertised than the original search. Did the council meet improperly in executive session?

Resolution: *Yes and no. The council satisfied subsection (g) by discussing the merits of the two applicants. It did not vote on either of the applicants. The fact that it became clear from the individual council members' expressions of opinion that neither applicant was sufficiently qualified from the council's point of view does not allow any final action in closed session. The vote taken to reject both applicants took place in open session.*

However, the discussion concerning the search process should have taken place in open session, because it did not involve evaluating the qualifications of any applicant for the city manager position.

(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

This provision applies when an elected governing body is filling a vacant position on that body. Examples of such bodies include a board of county commissioners, a city council, a school board, and the boards of special purpose districts, such as fire protection and water districts. Under this provision, an elected governing body may evaluate the qualifications for an applicant for a vacant position on that body in executive session. However, unlike when it is filling other positions, the governing body may interview an applicant for a vacancy in an elective office only in open session. As with all other appointments, the vote to fill the position must also be in open session.

(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss

with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by Attorney Rules of Professional Conduct 1.6 or RCW 5.60.060(2)(a) concerning: (A) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; (B) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or (C) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

This provision for holding an executive session is based on the legislative recognition that the attorney-client privilege between a public agency governing body and its legal counsel can co-exist with the OPMA. *See Port of Seattle v. Rio*, 16 Wn. App. 718, 724-25, 559 P.2d 18 (1977); 1971 Att'y Gen. Op. No. 33, at 20-23. However, that privilege is not necessarily as broad as it may be between a private party and legal counsel.

An agency must meet three basic requirements before it can invoke this provision to meet in closed session. First, "legal counsel representing the agency" must attend the executive session to discuss the enforcement action, or the litigation or potential litigation. This is the only executive session provision that requires the attendance of someone other than the members of the governing body. The legal counsel may be the "regular" legal counsel for the agency, such as a city attorney or the county prosecutor, or it may be legal counsel hired specifically to represent the agency in particular litigation.

Second, the discussion with the legal counsel either must concern an agency enforcement action or it must concern litigation or potential litigation to which the agency, the governing body, or one of its members acting in an official capacity is or is likely to become a party. Discussions concerning enforcement actions or existing litigation could, for example, involve matters such as strategy or settlement. In the 2001 session, the legislature added language defining the term

“potential litigation.” The original bill (House Bill 1384 (2001)) would have restricted its application to situations where litigation had been specifically threatened or the agency reasonably believed litigation would be commenced. Because the legislature ultimately included the authority to discuss the legal risks of a proposed or existing agency practice or action, the governing body may also meet in executive session when discussing those risks in open session would likely have an adverse effect on the agency’s financial or legal position. The reference in the definition of “potential litigation” to RPC 1.6 is to the Rule of Professional Conduct adopted by the state Supreme Court that requires all attorneys to maintain the confidentiality of their communications with clients, and the reference to RCW 5.60.060(2)(a) is to the statute prohibiting an attorney from testifying about those communications. The recent amendment permits discussions by an agency of actions that involve a genuine legal risk to the agency. Discussion of such risks in closed session would permit the governing body to freely consider the legal implications of a proposed decision without the attendant concern that it might be jeopardizing some future litigation position.

The third requirement for meeting in closed session under this subsection is that public knowledge of the discussion would likely result in adverse legal or financial consequence to the agency. It is probable that public knowledge of most discussions of existing litigation to which the agency, the governing body, or one of its members in an official capacity is a party would result in adverse legal or financial consequence to the agency. Knowledge by one party in a lawsuit of the communications between the opposing party and its attorney concerning that lawsuit will almost certainly give the former an advantage over the latter. The same probably can be said of most discussions that qualify as involving potential litigation. The state supreme court, in *Recall of Lakewood City Council*, 144 Wn.2d 583, 586-87, 30 P.3d 474 (2001), held that a governing body is not required to determine beforehand whether disclosure of the discussion with legal counsel would likely have adverse consequences; it is sufficient if the agency, from an objective standard, should know that the discussion is not benign and will likely result in adverse consequences.

Since the purpose of this executive session provision is only to allow the governing body to discuss litigation or enforcement matters with legal counsel, the governing body is not authorized to take final action regarding such matters in an executive session. Recent case law suggests that a governing body may do no more than discuss litigation or enforcement matters and may

therefore be precluded from decisions in the context of such a discussion in order to advance the litigation or enforcement action. In *Feature Realty, Inc. v. City of Spokane*, 331 F.3d 1082, 1089 (9th Cir. 2003), the court invalidated a “collective positive decision” of a governing body in executive session to approve a settlement agreement. The *Feature Realty* court relied on the holding in *Miller v. City of Tacoma*, 138 Wn.2d 318, 327, 979 P.2d 429 (1999), that only a governing body can only take an action in executive session “explicitly specified” in an exemption to the OPMA. *Feature Realty*, 331 F.3d at 1089-90.

However, since one purpose of shielding these discussions from public view is to protect the secrecy of strategic moves concerning litigation, the interpretation of the scope of the governing body's authority to take some actions in executive session under this provision should afford that protection. For example, may a city council informally vote or reach a consensus in executive session to authorize the city attorney to settle a case for no higher than a certain amount, which is different in scope from “final action” approving the settlement agreement that was invalidated in *Feature Realty*? An interpretation supporting the council's authority to take such action appears warranted but may not be supported by the strict language in *Feature Realty* and *Miller*. Nevertheless, it is clear that the council's vote to give final approval to a settlement agreement must occur in an open meeting.

This provision is, in practice, often used as a justification for executive sessions, particularly because “potential litigation” is susceptible to a broad reading. Indeed, many things a public agency does will subject it to the possibility of a lawsuit. However, a court will construe “potential litigation” or any other grounds for an executive session narrowly and in favor of requiring open meetings. *Miller*, 138 Wn.2d at 324. To avoid a reading of this subsection that may be broader than that intended by the legislature—and to avoid a suit alleging a violation of the OPMA—it is important for an agency to look at the facts of each situation in the context of all the requirements of this subsection.

Case Example: A board of county commissioners is considering adopting a stringent adult entertainment ordinance, and a company that had announced its intention to locate a nude dancing establishment in the county states that it will sue the county if it passes this ordinance. The commissioners call an executive session to discuss with the prosecuting attorney this “potential litigation.” Specifically, they intend to discuss with the

prosecuting attorney his opinion as to the proposed ordinance's constitutionality. May the commissioners meet in executive session to discuss this?

Resolution: *The county commissioners may discuss with their legal counsel in executive session the constitutionality of the proposed ordinance, particularly in light of the threatened legal challenge. They want to have a strong position coming into the litigation. The company's knowledge of their discussion would give it an unfair advantage in framing the constitutional theories in support of its threatened suit against the county. Also, the prosecuting attorney may not feel he can be totally candid with the commissioners in open session.*

The company, on the other hand, may argue that the commissioners are not discussing the potential litigation, but rather are only discussing the ordinance. The commissioners should always be aware of the constitutionality of the actions they take. But, that does not mean the commissioners have the authority to meet in executive session any time they are proposing legislation that may implicate constitutional issues. However, given the circumstances here, the commissioners' position should prevail. However, consistent with the definition of "potential litigation" added by the legislature in 2001, the county commissioners may discuss the "legal risks of a proposed action," in this case, the legal risks of adopting a stringent adult entertainment ordinance, particularly when the company has threatened litigation if the county adopts the ordinance.

(j) To consider, in the case of the state library commission or its advisory bodies, western library network prices, products, equipment, and services, when such discussion would be likely to adversely affect the network's ability to conduct business in a competitive economic climate. However, final action on these matters shall be taken in a meeting open to the public;

The Western Library Network, formerly the Washington Library Network, is established and governed by chapter 27.26 RCW. The State Library Commission has responsibility for the network. This provision allows the commission or its advisory bodies to meet in executive session to consider network prices, products, equipment or services when open discussion of these matters "would be likely to adversely affect the network's ability to conduct business in a competitive economic climate."

(k) To consider, in the case of the state investment board, financial and commercial information when the information relates to the investment of public trust or retirement funds and when public knowledge regarding the discussion would result in loss to such funds or in private loss to the providers of this information;

This provision clearly is designed to protect the integrity of public trust or retirement funds. It allows the state investment board, established and governed by chapter 43.33A RCW, to consider commercial and financial information relating to the investment of such funds in closed session, if discussion in open session would result in loss to those funds or to the private providers of the information.

(l) To consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in RCW 41.05.026;

This provision is self-explanatory.

(m) To consider in the case of the life sciences discovery fund authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information.

This provision is also self-explanatory.

Attorney General's Open Government Internet Deskbook (Public Records and Open Meetings)

Chapter 1: Public Records Act – General and Procedural Provisions

Chapter 2: Public Records Act – Exemptions from Disclosure (Laws Allowing Withholding of Records)

Chapter 3: Open Public Meetings Act – General and Procedural Provisions

Chapter 4: Open Public Meetings Act – Executive Sessions (Closed Sessions)

[Office Information](#) > [Government Accountability](#) > [Open Government](#) > [Open Government Internet Manual](#) > Chapter 3

Chapter 3

OPEN PUBLIC MEETINGS ACT – GENERAL AND PROCEDURAL PROVISIONS

3.1 Introduction and Other Resources

The Open Public Meetings Act ("OPMA"), [chapter 42.30 RCW](#) was passed by the legislature in 1971 as a part of a nationwide effort to make government affairs more accessible and, in theory, more responsive. It was modeled on a California law known as the "Brown Act" and a similar Florida statute. See Cal. Governmental Code 54950-61 and 11120 *et seq.*; Fla. Stat. 286.011 *et seq.*

While the Washington legislature has clarified some of its provisions, the OPMA is substantially unchanged. There has been relatively little litigation regarding its interpretation, with the result that many gray areas exist. Soon after its passage, the Attorney General issued a comprehensive opinion which continues to be a useful resource. See [1971 Att'y Gen. Op. No. 33](#). Other resources on the OPMA are Chapter 21, *Public Records Act Deskbook: Washington's Public Disclosure and Open Public Meetings Laws* (Greg Overstreet, ed.) (Wash. State Bar Assoc. 2006) ([available for purchase](#)) and the Municipal Research Service Center's OPMA [Frequently Asked Questions](#)

Together with the Public Records Act, [chapter 42.56 RCW](#), the legislature has created important and powerful tools enabling the public to inform themselves about their government.

3.2 Interpretation of the OPMA

As with all laws, the courts will attempt to interpret the OPMA to accomplish the legislature's intent. The OPMA declares its purpose in a very strongly worded statement.

Statutory Provisions: The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly. The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining

informed so that they may retain control over the instruments they have created. RCW 42.30.010.

The purposes of [the OPMA] are hereby declared remedial and shall be liberally construed. RCW 42.30.910.

Exceptions to the openness requirements of the OPMA (such as the grounds for executive sessions) are narrowly construed. *Miller v. City of Tacoma*, 138 Wn.2d 318, 324, 979 P.2d 429 (1999).

3.3 What Entities Are Subject To The Act

A. "Public Agency"

The Open Public Meetings Act requires, in essence, that meetings of the governing body of a "public agency" are open to the public. RCW 42.30.030 [\[\[link\]\]](#)

Statutory Provision: "Public agency" means: (a) Any state board, commission, committee, department, educational institution, or other state agency which is created by or pursuant to statute, other than courts and the legislature; (b) Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of the state of Washington; (c) Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and agencies; (d) Any policy group whose membership includes representatives of publicly owned utilities formed by or pursuant to the laws of this state when meeting together as or on behalf of participants who have contracted for the output of generating plants being planned or built by an operating agency. RCW 42.30.020.

The OPMA does not apply to an entity simply because it receives public funds (such as grants or contracts). Instead, the Attorney General has suggested a four-part test to be used in determining whether an entity is a "public agency" and subject to the OPMA: "(1) whether the organization performs a governmental function; (2) the level of government funding; (3) the extent of government involvement or regulation; and (4) whether the organization was created by the government." 1991 Att'y Gen. Op. No. 5.

B. "Governing Body"

Statutory provision: "Governing body" means the multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or any committee thereof when the committee acts on behalf of the governing body, conducts

hearings, or takes testimony or public comment. RCW 42.30.020 (2).

Because the OPMA is directed to meetings of governing bodies, it does not apply to the activity of an agency which is governed by an individual. In *Salmon for All v. Department of Fisheries*, 118 Wn.2d 270, 821 P.2d 1211 (1992), the court held that the Department of Fisheries was not subject to the OPMA because it was governed by an individual, the Director. Many state agencies are governed by individuals and, therefore, not subject to the OPMA such as Labor and Industries, Licensing, Social and Health Services, State Patrol, Employment Security, etc.

In 1983, the legislature amended the definition of governing body to include "any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment." Laws of 1983, ch. 155, §1. Since the definition uses the language, "a committee thereof," the implication is that some member of the governing body must be included in the committee.

Because a committee of a governing body is typically created by some sort of legislative act of the governing body, a committee may appear to be similar to a subagency, which is also created by legislative act. The difference under the OPMA between a "committee" and a "subagency" is that a committee does not possess policy or rule-making authority. This distinction between whether an entity is a subagency or a committee can be important as to the notice requirements for their meetings. All meetings of the governing body of a subagency are subject to the notice requirements of the OPMA; however, as discussed below, a dispute exists as to whether a committee is similarly required to give notice for all of its meetings when it is only at some of its meetings that it is acting so as to come within the definition of "governing body."

Although it may be clear when a committee is conducting hearings or taking public testimony or comment, it is not clear from the language of the OPMA when a committee "acts on behalf" of the governing body. A 1986 attorney general opinion concludes that a committee acts on behalf of the governing body "when it exercises actual or de facto decision-making authority for the governing body." 1986 Att'y Gen. Op. No. 16. That opinion, citing the legislative history of the OPMA and its amendments, distinguished when a committee is exercising such authority from when it is simply providing advice or information to the governing body. Using that rationale, the question of whether notice under the OPMA is required would depend on the kind of activity to be conducted. However, in *Clark v. City of Lakewood*, 259 F.3d 996 (9th Cir. 2001), the Ninth Circuit Court of Appeals found that a committee took public testimony and comment, held hearings, and acted on behalf of the governing body and therefore violated the Act when it failed to provide notice of all of its meetings. The court, however, did not analyze the committee's activity at each of the meetings, but simply concluded that all the meetings required the statutory notice.

While an argument can be made that a committee may be required to give notice only for those meetings when it will be taking testimony or public comment or exercising decision-making authority for the governing body, it would be prudent for such committees to conduct all their business in open meetings.

Case example: *The seven-member city council is considering the purchase of public art. The council agrees that public input would assist the selection process. Some councilmembers believe that the creation of an arts commission that would adopt policies for the city's acquisition of public art would "get politics out of the world of art." Other councilmembers express concern that an arts commission will control too much of the process without significant council input. Three resolutions are drafted for council consideration:*

The first establishes a city arts commission and details the method of selecting the members, including three city councilmembers and two citizen members, who would serve specific terms. The commission is directed to establish policies for the selection and placement of public art in the city. Its recommended policies will be subject to city council approval. It is directed to obtain public input before the adoption of the recommended policies. As funding becomes available, it will make recommendations to the city council regarding the purchase of works of public art and their location in the city.

The second resolution establishes a public arts committee of the city council consisting of three members of the council. Five interested citizens will be asked to participate in its determination of worthy projects. The citizens would serve at the pleasure of the council. The public arts committee is directed to develop a list of citizens who have expressed interest in public art and to hold hearings seeking public comment regarding any recommendations that the committee might make to the full city council.

The third resolution recognizes the existence of a citizen's committee known as "Public Art Now!" that was formed by a councilmember. The committee would be authorized to use city's meeting rooms. The council would welcome the committee's advice regarding the selection and placement of public art and its recommendations would be considered at any public hearing when the council decided to purchase works of art.

What would be the consequences under the OPMA of the adoption of each resolution?

Resolution: *The city arts commission is probably a "subagency" under the OPMA. It has been created by legislative act and its governing body is directed to develop policy for the city. As such, all of its meetings would be subject to the Act's requirements.*

The public arts committee is probably a "committee" of the governing body, the city council. It is not a separate entity. Since it will be obtaining public input, at least some of its meetings would be subject to the Act. However, it is advisable that it hold all its meetings in open session.

"Public Art Now" is not subject to the OPMA. The city council did not establish it or grant it any authority.

3.4 Meetings

A. What Is A "Meeting"

Statutory provisions: "Meeting" means meetings at which action is taken. RCW 42.30.020(4).

No governing body of a public agency shall adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public and then only at a meeting, the date of which is fixed by law or rule, or at a meeting of which notice has been given according to the provisions of this chapter. Any action taken at meetings failing to comply with the provisions of this subsection shall be null and void. RCW 42.30.060(1).

It shall not be a violation of the requirements of this chapter for a majority of the members of a governing body to travel together or gather for purposes other than a regular meeting or a special meeting as these terms are used in this chapter: PROVIDED, That they take no action as defined in this chapter. RCW 42.30.070.

A meeting occurs whenever the governing body of a public agency takes "action" (the meaning of "action" is discussed below). If the required notice has not been given, the action taken is null and void, that is, as if it had never occurred. The OPMA expressly permits the members of the governing body to travel together or engage in other activity, such as attending social functions, so long as they do not take action.

An email exchange among members of a governing body in which an "action" takes place can be a "meeting" under the OPMA. *Wood v. Battle Ground School Dist.*, 107 Wn. App. 550, 564, 27 P.3d 1208 (2001). (Whether a quorum is required is addressed below.) Since an email exchange among members of a governing body is not open to the public, such an exchange in which an "action" took place would violate the OPMA.

It is generally agreed that an agency may conduct its meeting where one of the members of the governing body attends by telephone and a speaker phone is available at the official location of the meeting so as to afford the public the opportunity to hear the member's input. This should occur only

when a member is unable to travel to the meeting site and would not include "telephone trees" where the members repeatedly call each other to form a majority decision.

A quorum of members of a governing body may attend a meeting of another organization's provided that the body takes no "action" (defined below). 2006 Att'y Gen. Op. No. 6. For example, a majority of a city council could attend a meeting of a regional chamber of commerce or a county commission meeting provided that the council members did not discuss city business or do anything else that constitutes an "action."

B. What Is "Action"

Statutory provision: "Action" means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance. RCW 42.30.020(3).

It is important to realize that the OPMA provides that a meeting occurs whenever there is action, including the discussion, deliberation or evaluation that may lead to a final decision. That is, it is the "action" (discussion, etc.) that determines whether a "meeting" has taken place, not whether a "meeting" in the everyday sense of the term (such a gathering of people at City Hall) has taken place. *Eugster v. Spokane*, 110 Wn. App. 212, 225, 39 P.3d 380, *review denied*, 147 Wn.2d 1021 (2002).

The notice requirements of the OPMA are not limited to meetings at which a final official vote is taken, which is intended to authorize or memorialize the policy of the governing body. *Protect the Peninsula's Future v. Clallam County*, 66 Wn. App. 671, 833 P.2d 406 (1992), *review denied*, 121 Wn.2d 1011 (1993). That is "final action" under the OPMA and is important for deciding what decisions can be made during an executive session. "Final action" refers to the final vote by the governing body on the matter. One court held that a decision by fire district commissioners to terminate a fire chief was not final action because it was not a decision upon a motion, proposal, resolution, order or ordinance. *Slaughter v. Snohomish County Fire Protection Dist. No. 20*, 50 Wn. App. 733, 750 P.2d 656, *review denied*, 110 Wn.2d 1031 (1988). However, in 1989 the legislature amended the statute to require such action to be taken in an open public meeting. See RCW 42.30.110 (1)(g).

A meeting occurs if a quorum (that is, a majority) of the members of the governing body were to discuss or consider, for instance, the budget, personnel, or land use issues no matter where that discussion or consideration might occur. What about if less than a quorum is present?

Several cases hold that the OPMA is only triggered by a quorum of the governing body, so the "action" of less than a quorum is not subject to the OPMA. *See, e.g., Eugster v. City of Spokane*, 128 Wn. App. 1, 8, 114 P.3d 1200 (2005). Others argue that the legislative history of the OPMA indicates that the statute formerly required a quorum for an "action" but was amended to apply to an action with less than a quorum. Laws of 1985, ch. 366, § 1(3).

The OPMA does not allow for "study sessions", "retreats", or similar efforts to discuss agency issues without the required notice. Notice must be given just as if a formally scheduled meeting was to be held. In one case, the court held that it was not "action" for members of the governing body to individually review material in advance of a meeting at which a public contract was awarded. *Equitable Shipyards, Inc. v. State of Wash.*, 93 Wn.2d 465, 611 P.2d 396 (1980).

Case example: *The five member School Board attend the annual convention of the State School Association. Over dinner, three members discuss some of the ideas presented during the convention, but refrain from any conversation about how they might apply them to the school district. All five travel together to and from the convention and the only discussion is over whether they are lost.*

Resolution: *No violation occurred but the board members must be careful. The example is offered to highlight the level of awareness members of a governing body must have. It is not unusual for such situations to arise. For instance, the dinner discussion was between a majority of the members so a discussion about school district business would have been "action" and, without the required notice, would be in violation of the OPMA.*

C. Secret Votes Prohibited

Statutory provision: No governing body of a public agency at any meeting required to be open to the public shall vote by secret ballot. Any vote taken in violation of this subsection shall be null and void, and shall be considered an "action" under this chapter. RCW 42.30.060(2).

"Secret" votes are prohibited and any votes taken in violation of the OPMA are null and void. Presumably, the members of the governing body are required to publicly announce their vote at the time it is taken, and that vote would be recorded in the minutes of the meeting for future reference.

D. Kinds of Meetings Not Covered by the OPMA

The OPMA excludes from its coverage:

- (1) The proceedings concerned with the formal issuance of an order granting, suspending, revoking, or denying any

license, permit, or certificate to engage in any business, occupation, or profession or to any disciplinary proceedings involving a member of such business, occupation, or profession, or to receive a license for a sports activity or to operate any mechanical device or motor vehicle where a license or registration is necessary; or

(2) That portion of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group; or

(3) Matters governed by chapter 34.05 RCW, the Administrative Procedure Act; or

(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. RCW 42.30.140.

The OPMA provides that certain activities that would otherwise be meetings are exempt from its notice requirements. When an agency engages in those activities, it is not required to comply with the OPMA, although other public notice requirements may apply. *Responsible Urban Growth Group v. City of Kent*, 123 Wn.2d 376, 868 P.2d 861 (1994). Generally, this provision applies to activities that already require public notice, such as quasi-judicial matters or hearings governed by the Administrative Procedure Act (chapter 34.05 RCW). Quasi-judicial matters are those where the governing body is required to determine the rights of individuals based on legal principles. The court has held that a decision by a school board to not renew teacher's contracts is quasi-judicial in nature and can properly be discussed outside of public view. *Pierce v. Lake Stevens School Dist. No. 4*, 84 Wn.2d 772, 529 P.2d 810 (1974).

The courts have employed a four-part test to determine whether administrative action is quasi-judicial: (1) Whether a court could have been charged with making the agency's decision; (2) whether the action is one which historically has been performed by courts; (3) whether the action involves the application of existing law to past or present facts for the purpose of declaring or enforcing liability; and (4) whether the action resembles the ordinary business of courts as opposed to that of legislators or administrators. *Protect the Peninsula's Future v. Clallam County*, 66 Wn.

App. 671, 833 P.2d 406 (1992), review denied, 121 Wn.2d 1011 (1993); *Dorsten v. Port of Skagit County*, 32 Wn. App. 785, 650 P.2d 220, review denied, 98 Wn.2d 1008 (1982).

Case example: During a break in the regular meeting, the Council gets together in the chambers to decide what they should do with regard to the union's latest offer. They authorize the negotiator to accept the offer on wages if the union will accept the seniority amendments. When they return to the meeting, nothing is said about the discussion or decision.

Resolution: The Act specifically exempts the discussion and decision about the collective bargaining strategy or position from its requirements. Since it was exempt, the discussion could have occurred at any time or place. It was unnecessary to announce the fact that the discussion took place.

The OPMA is not a basis for withholding public records. See *Am. Civil Liberties Union v. City of Seattle*, 121 Wn. App. 544, 555, 89 P.3d 295 (2004). Therefore, even though collective bargaining matters can be discussed in a closed session, this is not a basis for withholding public records relating to that topic.

E. Who May Attend Public Meetings and Recording Meetings, and Disorderly Conduct at Meetings

Statutory provision: A member of the public shall not be required, as a condition to attendance at a meeting of a governing body, to register his name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his attendance. RCW 42.30.040.

The OPMA provides that any member of the public may attend the meetings of the governing body of a public agency. The agency may not require people to sign in, complete questionnaires or establish other conditions to attendance. For instance, an agency could not limit attendance to those persons subject to its jurisdiction. The OPMA does not address whether an agency is required to hold its meeting at a location that would permit every person to attend. However, it seems clear that the courts would discourage any attempt to deliberately schedule a meeting at a location that was too small to permit full attendance or that was locked. RCW 42.30.050.

A person may record a meeting (audio or video) provided that it does not disrupt the meeting. 1998 Att'y Gen. Op. No.15. A stationary audio or video recording device would not disrupt the meeting.

Statutory provision: In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting,

the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. RCW 42.30.050.

If those in attendance are disruptive and make further conduct of the meeting unfeasible, those creating the disruption may be removed. *In re Recall of Kast*, 144 W.2d 807, 817, 31 P.3d. 677 (2001). Or the meeting may be adjourned to another place; however, members of the media are entitled to attend the adjourned meeting and the governing body is limited to act only on those matters on the agenda.

Case example: *The Board schedules a special meeting to discuss a controversial policy question. It becomes obvious that the regular meeting room is too small for all of those trying to attend the meeting. The Board announces that the meeting will be adjourned to an auditorium in the same building. The chair announces that those who wish to speak should sign in on the sheet on the table. She states that given the available time, speakers will be limited to 10 minutes each. At one point, the meeting is adjourned to remove an apparently intoxicated person who had been interrupting the comments of speakers.*

Resolution: *While the OPMA allows the public to attend all meetings, it does not allow for the possibility of insufficient space. Presumably, if a nearby location is available, the governing body should move there to allow attendance. The chair can require those who wish to speak (but not all attendees) to sign in. The sign-in requirement for speaking does not restrict attendance, only participation. Since the OPMA does not require the governing body to allow public participation, the time for each speaker can also be limited. The governing body can maintain order by removing those who are disruptive.*

G. Right to Speak at Meetings

The OPMA does not require a governing body to allow everyone to speak at a public meeting. A governing body has significant authority to limit the time of speakers to a uniform amount (such as three minutes) or to not allow anyone to speak. Other laws might require the governing body to allow the public to speak at a public meeting, but the OPMA does not.

F. Minutes of Meetings

Under a statute outside the OPMA, RCW 42.32.010, agencies must maintain minutes of their meetings and make them available upon request. The law does not specify the format or content of the required minutes. In order to satisfy the need to memorialize certain actions such as the adoption of a budget, the minutes should, at a minimum, recite the significant actions of the agency. Many agencies maintain audio recordings of the open portions of their public meetings (that is, the portions not conducted in executive session).

3.5 Required Notice of Public Meetings

The notice requirements of the OPMA are divided into notice of regular meetings (such as the third Tuesday of every month) and special meetings (meeting to address special occurrences).

A. Regular Meetings

Statutory provisions: State agencies which hold regular meetings shall file with the code reviser a schedule of the time and place of such meetings on or before January of each year for publication in the Washington state register. Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date. For the purposes of this section "regular" meetings shall mean recurring meetings held in accordance with a periodic schedule declared by statute or rule. RCW 42.30.075.

The governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by ~~whatever other rule is required for the conduct of business by~~ that body. Unless otherwise provided for in the act under which the public agency was formed, meetings of the governing body need not be held within the boundaries of the territory over which the public agency exercises jurisdiction. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. RCW 42.30.070.

The OPMA requires agencies to identify the time and place they will hold their regular meetings, that is, "recurring meetings held in accordance with a periodic schedule declared by statute or rule." State agencies subject to the OPMA must publish their schedule in the Washington State Register, while local agencies (such as cities and counties) must adopt the schedule "by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body." Although an agency is not required to meet inside the boundaries of its jurisdiction, there is general agreement

that agencies should not schedule meetings at locations that effectively exclude the public. Other statutes may require certain entities to hold their meetings at particular locations, such as RCW 36.32.080, which requires a board of county commissioners to hold regular meetings at the county seat.

The OPMA does not require an agency to notify the public of anything other than the time and place that it will hold its regular meetings. That is, the OPMA does not require an agency to provide an agenda of a regular meeting. *Hartman v. Washington State Game Comm'n*, 85 Wn.2d 176, 532 P.2d 614 (1975); *Dorsten v. Port of Skagit County*, 32 Wn. App. 785, 650 P.2d 220 (1982), *review denied*, 98 Wn.2d 1008 (1982). However, other laws may require additional notice or an agenda in specific circumstances. *See, e.g., RCW 35.23.221, RCW 35A.12.160*. No agenda or other description of the business to be transacted is required by the OPMA for regular meetings.

B. Special Meetings

Statutory provision: A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body; and to each local newspaper of general circulation and to each local radio or television station which has on file with the governing body a written request to be notified of such special meeting or of all special meetings. Such notice must be delivered personally, by mail, by fax, or by electronic mail at least twenty-four hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the governing body a written waiver of notice. Such waiver may be given by telegram, by fax, or electronic mail. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. RCW 42.30.080.

Whenever an agency has a meeting at a time other than a scheduled regular meeting, it is conducting a "special meeting." For each special meeting, the OPMA requires at least 24 hours' written notice to the members of the

governing body and media representatives who have filed a written request for notices of special meetings. Notice by fax or e-mail is allowed. The OPMA does not provide any guidance as to whether the media's written request for notice must be renewed; it is advisable, however, to periodically renew such requests to insure that they contain the proper contact information for the notice and have not been misplaced or inadvertently overlooked due to changes in agency personnel.

The notice of a special meeting must specify the time and place of the meeting and "the business to be transacted," which would normally be an agenda. At a special meeting, final disposition by the agency is limited to the matters identified as the business to be conducted in the notice. There is disagreement as to whether the governing body could discuss, but not finally dispose of, matters not included in the notice of the special meeting.

A member of the governing body may waive the required notice by filing a written waiver or simply appearing at the special meeting. *Estey v. Dempsey*, 104 Wn.2d 597, 707 P.2d 1338 (1985). The failure to provide notice to a member of the governing body can only be asserted by the person who should have received the notice, not by any person affected by action at the meeting. *Kirk v. Pierce County Fire Protection Dist. No. 21*, 95 Wn.2d 769, 630 P.2d 930 (1981).

Case example: *The superintendent of the school district announced her retirement. The five-member school board passed a motion at its regular meeting to direct the staff to announce the vacancy, seek applicants, screen them and select the three most qualified candidates for presentation to the board for their final selection. The three candidates were identified together with a description of their qualifications. The letter was released to the public and the local newspaper. Controversy arose over which of the candidates was most qualified.*

At the next regular meeting, the board decided to schedule a special meeting the following week to consider the three candidates, receive public comment and select the new superintendent. No particular agenda was created. The newspaper published the various points of view and the stories described the time and place of the special meeting. The entire board attended the special meeting. No other notice was given.

Resolution: *The notice of the meeting was sufficient, unless the media had filed a written request for notice of special meetings. The only notice required of a special meeting is to the members of the governing body and only the members of the governing body may raise the lack of that notice. Here, the members of the governing body all attended the meeting, waiving any objection to the lack of notice. The media is only entitled to notice if the written request is filed.*

C. No Other Notices Required

It is notable that the above regular and special meetings notice requirements are the only meeting notice requirements in the OPMA. With the exception of the media's request for notice of a special meeting, there is no requirement to provide notice to the local media of regular or special meetings, unless the required written request for notice has been filed. Nor are agencies required to publish information through the media or to post notice at public locations. However, local jurisdictions may adopt additional notice requirements according to their own rules of procedure, or other laws may require notice.

D. No Notice Is Required For Emergency Meetings

The OPMA provides that no notice is required for an emergency meeting such as when the jurisdiction has suffered a natural disaster or similar emergency:

Statutory provision: If, by reason of fire, flood, earthquake, or other emergency, there is a need for expedited action by a governing body to meet the emergency, the presiding officer of the governing body may provide for a meeting site other than the regular meeting site and the notice requirements of this chapter shall be suspended during such emergency. RCW 42.30.070.

The courts have found that the agency must be confronted with a true emergency that requires immediate action, such as a natural disaster. It has been held that a strike by teachers did not justify an "emergency" meeting by the school board. *Mead School Dist. No. 354 v. Mead Education Ass'n*, 85 Wn.2d 140, 530 P.2d 302 (1975). It is advisable for the agency to provide special-meeting notice of the emergency meeting if possible.

3.6 Remedies For Violations

There are both public-relations and legal consequences from an OPMA violation. The loss of credibility suffered by an agency as a result of a judicial finding of an OPMA violation—or even the mere filing of an OPMA suit—may be the most severe consequence. Once damaged, that credibility can be very difficult to regain and can negatively affect every other action of the agency in the public's eyes. Most agencies are governed by elected officials, and actual or perceived attempts to hold secret meetings are not popular with voters.

The legal consequences can be severe. First, any action taken in violation of the OPMA is void.

Statutory Provision: (1) No governing body of a public agency shall adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public and then only at a meeting, the date of which is fixed by law or rule, or at a meeting of which notice has been given according to the provisions of this chapter. Any action taken at meetings failing to comply with the provisions of this subsection shall be null and void. (2) No governing body of a public agency at any meeting required to be open to the public shall vote by secret ballot. Any vote taken in violation of this subsection shall be null and void, and shall be considered an "action" under this chapter. RCW 42.30.060.

If an agency violates the OPMA and its action is null and void, it must retrace its steps by taking the action in accordance with the OPMA, which usually means re-discussing and re-voting on the matter in an open meeting. See *Henry v. Town of Oakville*, 30 Wn. App. 240, 246, 633 P.2d 892 (1981), review denied, 96 Wn.2d 1027 (1982); *Feature Realty v. City of Spokane*, 331 F.3d 1082, 1091 (9th Cir. 2003) (agency re-tracing of steps must be done in public). If a person seeks to void an election based upon a violation of the OPMA, the lawsuit must be initiated as soon as possible or the court may bar that relief based on the delay in filing. *Lopp v. Peninsula School Dist. No. 401*, 90 Wn.2d 754, 585 P.2d 801 (1978).

Second, the OPMA provides for financial penalties.

Statutory provision: (1) Each member of the governing body who attends a meeting of such governing body where action is taken in violation of any provision of this chapter applicable to him, with knowledge of the fact that the meeting is in violation thereof, shall be subject to personal liability in the form of a civil penalty in the amount of one hundred dollars. The civil penalty shall be assessed by a judge of the superior court and an action to enforce this penalty may be brought by any person. A violation of this chapter does not constitute a crime and assessment of the civil penalty by a judge shall not give rise to any disability or legal disadvantage based on conviction of a criminal offense. (2) Any person who prevails against a public agency in any action in the courts for a violation of this chapter shall be awarded all costs, including reasonable attorney fees, incurred in connection with such legal action. Pursuant to RCW 4.84.185, any public agency who prevails in any action in the courts for a violation of this chapter may be awarded reasonable expenses and attorney fees upon final judgment and written findings by the trial judge that the action was frivolous and advanced without reasonable cause. RCW 42.30.120.

A member of the governing body is personally liable for the \$100 penalty only if he or she is aware that the meeting is in violation of the OPMA. *Eugster v. Spokane*, 110 Wn. App. 212, 226, 39 P.3d 380 (2002). The court must award attorney fees to a successful party. If the court finds that the lawsuit against the agency is frivolous, which is a very difficult burden for the agency to prove, the agency may recover its attorney fees and expenses. The only statutory remedy is an action filed in superior court. No agency has the authority to sanction violations or to issue regulations interpreting the "gray areas" of the OPMA.

Attorney General's Open Government Internet Deskbook (Public Records and Open Meetings)

[Chapter 1: Public Records Act – General and Procedural Provisions](#)

[Chapter 2: Public Records Act – Exemptions from Disclosure \(Laws Allowing Withholding of Records\)](#)

[Chapter 3: Open Public Meetings Act – General and Procedural Provisions](#)

[Chapter 4: Open Public Meetings Act – Executive Sessions \(Closed Sessions\)](#)