

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, March 27, 2007, beginning at 4:30 p.m., in the Board Room of the Educational Service Center, 4730 Colby Avenue, Everett, Washington. Those in attendance were Sue Cooper, Kristie Dutton, Karen Madsen and Ed Petersen. Absent: Roy Yates.

ADOPTION OF AGENDA

President Madsen called for any recommended changes to the agenda. Superintendent Whitehead indicated that there would be a revised Personnel Report. With that, Kristie Dutton moved for adoption of the revised agenda. Ed Petersen seconded the motion and the motion carried unanimously.

**ADOPTION OF
AGENDA**

APPROVAL OF MINUTES

Ed Petersen moved for approval of the minutes of the regular meeting of March 13, 2007. Sue Cooper seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Dr. Whitehead reported that two new administrators were present at tonight's meeting. A third new administrator was unable to be present. Director of Curriculum and Instruction Mary Ann Stine introduced Terry Rose as the new elementary mathematics curriculum specialist. She has worked in Snohomish, Richland and Shoreline School Districts and brings an impressive breadth of experience. Terry commented that no one is happier than her to come to Everett, which is considered a leader in mathematics education in the state.

**SUPT'S
COMMENTS**

Executive Director for Area Two Lynn Evans introduced Kimberly Gilmore as the new elementary school assistant principal who will be assigned to two elementary schools (as yet to be determined). Kimberly comes from Edmonds and brings a strong background in mathematics, having led teachers in that area. Kimberly said she is pleased to be a part of the Everett team.

Dr. Whitehead reported that interviews took place all day today for middle school assistant principal and more will occur on Friday. The interview team has been presented with the pleasant dilemma of wanting to hire every candidate because each has been superior.

The Everett Public Schools Foundation (EPSF) breakfast was a great success and surpassed its \$78,000 goal. President Madsen did a superb job as mistress of ceremonies. She also did the "ask" for the Emma Yule Committee and 14 new members enrolled.

WASL testing has been occurring at the high schools--2,493 reading tests and 2,514 writing tests have been administered. Almost all of the District's 9th grade students opted to take the WASL early. The science and mathematics assessment will be administered after spring break.

Dr. Whitehead read from an e-mail message from Brenda Fuglevand, principal of Forest View Elementary School. A recent parent meeting of the school drew 75 parents. Staff members were introduced and Bonnie Kayla of the Region VII PTA talked to them about forming a PTA. There was an enthusiastic question-and-answer period.

Next, Dr. Whitehead talked about safety net funding for special education. Throughout the state, all have struggled with the safety net protocol; there is never enough money in the state coffers for the safety net money. Last year, Everett only received between 55 percent and 60 percent of what was requested. This year, we received 100 percent! Congratulations go to the District's special education team.

**SUPT'S
COMMENTS
(cont'd.)**

Tonight is the high school art show awards presentation and reception (E:119/07). The Superintendent Selection award will be given. EPSF purchases the piece and it resides at the Center. A scholarship is presented to one student and many others receive awards.

PUBLIC COMMENT

**PUBLIC
COMMENT**

President Madsen reported that one public comment card had been submitted. She outlined the guidelines for public comment and then called on:

1) Dawnelle Thompson (paraeducator & president of the Everett Association of Paraeducators) & Reen Doser (director of Zone 11 for Public School Employees [PSE] of Washington)—They were on hand tonight to celebrate the 50,000 classified school support professionals in the state. Reen mentioned paraeducators, secretaries, nurses, information technology technicians, bus drivers, mechanics, maintenance and grounds workers, food service employees and campus security personnel. PSE is asking the state legislature to redefine the Basic Education Act to include essential student services such as campus security, technology and student health. They are asking the state legislature to create a stable funding source so that school districts do not have to depend upon local levy monies for basic education. PSE of Washington has embarked on a promotional campaign to define those services that parents expect for their children.

President Madsen thanked Dawnelle and Reen for attending. She noted that at the last Board meeting, Dr. Whitehead shared the proclamation from Governor Gregoire announcing March 12-16, 2007, as Classified School Employee Week in the state of Washington.

RECOGNITION OF RETIREES

**RECOGNITION OF
RETIREES**

None.

ITEMS FOR INFORMATION

**PRESENTATION—
INFORMATION
TECHNOLOGY
UPDATE**

The Administration provided an update on information technology in the District. Director of Information Systems and Technology Ken Toyn shared a PowerPoint presentation in which he reviewed the highlights of the 2006-2007 school year for his department (E:120/07). He went on to talk about teaching and learning support activities, capital projects and administrative/operational support.

When asked whether the department has expanded, Ken said it has not grown in the recent past. However, additional support is sought when necessary. Associate Superintendent of Finance and Operations Bob Collard described the process of prioritization used by a team of District administrators (Bob, Ken, Terry Edwards, Mary Waggoner and Karst Brandsma) who review and consider projects.

The attached proposed Policy 3144—Release of Information Concerning Sexual & Kidnapping Offenders, was provided to the Board of Directors for first reading, with adoption to be recommended at a future Board meeting (E:121/07). The proposed new policy pertains to dissemination of information to appropriate staff regarding students required to register as sex or kidnapping offenders. Lynn Evans said the District has had a policy regarding sexual offenders and release of information. However, two years ago, the Legislature passed a bill specifically about what to do if there are students who

**PROPOSED POLICY
3144—RELEASE OF
INFORMATION
CONCERNING
SEXUAL &
KIDNAPPING
OFFENDERS**

choose to enroll in public schools who fall into that category. The language in the new policy is from the legislation. A key piece is that principals are obligated to notify staff that those students are under their supervision. It also declares that there is immunity if the information is used appropriately; it also states that law enforcement releases relevant information when it is not the role of the District. All of the aforementioned points are already in practice by the District.

Board member Petersen asked how often the District is notified by law enforcement. Lynn said she is not aware of such a report being filed during the last four years within Area 2. Executive Director for Area 1 Jim McNally said he sees reports of this nature every one or two years.

The attached Comprehensive Annual Financial Report (CAFR) for 2005-2006 was provided for the Board of Directors' information (E:122/07). Accounting Manager Gina Zeutenhorst said the report is prepared in accordance with Generally Accepted Accounting Principles (GAAP) and according to specific formatting requirements. The CAFR has been submitted to the Association of School Business Officials (ASBO) for inclusion in their Certificate of Excellence in Financial Reporting awards program.

The attached Certificate of Excellence in Financial Reporting was awarded to Everett Public Schools by the Association of School Business Officials (ASBO) for the 2004-2005 Comprehensive Annual Financial Report and was provided for the Board of Directors' information (E:123/07). Gina Zeutenhorst reported that this is the 19th year the District has received the award and Everett is one of eight school districts to receive this award in the state of Washington. The award helps illustrate competence in national reporting, is valuable when it comes time to issue bonds and helps the public gain confidence in District accounting processes. Gina circulated the plaque among the Board and audience. Dr. Whitehead said this is a prestigious award. Board member Petersen said the CAFR is a helpful document by which to gain an overview of District operations. Board member Dutton said it is a wonderful tool for planning purposes, while Board member Cooper said it gives the Board great confidence in the work of the District. President Madsen extended congratulations to all who are involved in the research, assembly and submission of this exceptional report.

Financial reports as of February 28, 2007 were provided for the Board of Directors' review (E:124/07). The reports include year-to-date information on revenues and expenditures, General Fund projections, a cash report and an investment summary. Director of Finance Jeff Moore said the District's financial picture continues to be bright, with a projected 7.7 percent ending fund balance.

ACTION ITEMS

Kristie Dutton moved for approval of the revised Consent Agenda. Sue Cooper seconded the motion.

- 1) Personnel Report (revised) (E:125/07);
- 2) Voucher Lists (E:126/07);
- 3) Authorization to Call for Bids: Garfield Elem. School Modernization (E:127/07);
- 4) Authorization to Call for Bids: Lively Environmental Center Upgrades (E:128/07);
- 5) Award of Bid: Silver Firs Elementary School HVAC Upgrades (E:129/07);
- 6) Monetary Gift from Jackson High School Band Boosters to Jackson High School in the Amount of \$7,500 for the 2007 Choir Heritage Festival (E:130/07).

The motion carried unanimously.

PROPOSED POLICY 3144—RELEASE OF INFORMATION CONCERNING SEXUAL & KIDNAPPING OFFENDERS

(regarding dissemination of information about registered student sex or kidnapping offenders)—*first reading*

COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR 2005-2006

ASSOC. OF SCHOOL BUSINESS OFFICIALS' (ASBO) CERT. OF EXCELLENCE IN FINANCIAL REPORTING AWARD FOR EPS 2004-05 COMPRE- HENSIVE ANNUAL REPORT

FINANCIAL REPORT

CONSENT AGENDA

The Administration recommended the Board of Directors approve the constructability review for the Garfield Elementary School modernization project (E:131/07). The review was completed in accordance with WAC 180-29-066 and WAC 180-29-085. The firm of Vanir Construction Management, Inc., along with a team of engineers, completed the process of evaluating the design for its ability to actually be constructed. The review comments were sent to the architect for incorporation into the construction documents. A copy of the architect's response and constructability report are attached.

**APPROVAL OF
CONSTRUCTABILITY
REVIEW:
GARFIELD E. S.
MODERNIZATION
PROJECT**

Construction Director Hal Beumel said the review focuses on whether the building can be constructed and makes it possible to make design corrections prior to bid. The cost of the process is recovered by causing a decrease in the amount of change orders. All projects get some level of constructability review.

President Madsen said she appreciates the forward-looking aspect of the work of the Facilities and Planning Department.

With no further discussion, Sue Cooper moved for approval of the aforementioned constructability review. Kristie Dutton seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors authorize the Administration to sign the Public Utility District No. 2 of Snohomish County's Pole Attachment License Agreement for Municipal Entities required to proceed with the design and construction of the District's fiber optic Metropolitan Area Network (MAN) (E:132/07). The majority of the fiber optic cable for the MAN will need to be attached to solely- or jointly-owned SNOPUD electrical power distribution and transmission poles. 1,200 poles have been identified. Once the agreement is executed, the SNOPUD will issue permits to allow the District to attach its fiber optic equipment to specific points on specific poles. Installation of the fiber optic cable will connect District buildings and schools. Ken Toyn said the District will go to bid in about a month. There is a competitive environment for this type of work. Without the agreement, said Mr. Collard, it would be necessary for the District to add the poles on its own which would take two more years and approximately an additional \$2 million. There will be an annual rental fee of between \$8,000 and \$10,000 per year which is still a significant savings. The District can withdraw from this agreement if it is no longer needed. It is estimated that this technology will offer 20 years of use and will expand the District's capabilities tremendously.

**AUTHORIZATION FOR
ADMIN. TO SIGN
SNOPUD POLE
ATTACHMENT
LICENSE AGRMNT.
FOR MUNICIPAL
ENTITIES REQUIRED
FOR DESIGN &
CONSTRUCTION OF
DISTRICT FIBER
OPTIC METROPOLI-
TAN AREA NETWORK
(MAN)**

With no further discussion, Sue Cooper moved to authorize the Administration to sign the Public Utility District No. 2 of Snohomish County's Pole Attachment License Agreement for Municipal Entities required to proceed with the design and construction of the District's fiber optic Metropolitan Area Network (MAN). Kristie Dutton seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors authorize the Administration to sign right-of-way easements, license agreements, permits and other required agency or regulatory documents the District receives in conjunction with the design and construction of the District's fiber optic Metropolitan Area Network (MAN). Ken Toyn said it will be necessary for the District to deal with many agencies to get this project accomplished, so tonight's authorization will enable Bob Collard to sign off on documents as necessary. Bob said the agreement does not have an ending date other than the fact that the MAN will be completed. If significant issues arise, they would be presented to the Board. Dr. Whitehead said Bob would sign off unless he sees a need to discuss the issue with the superintendent. Director of Facilities and Planning Mike Gunn was granted a similar authorization in 1993. Among the various items he

**AUTHORIZATION FOR
ADMINISTRATION TO
SIGN REQUIRED
REGULATORY &
AGENCY AGRMNTS/
DOCUMENTS RE THE
DESIGN & CON-
STRUCTION OF
DISTRICT FIBER
OPTIC METROPOLI-
TAN AREA NETWORK
(MAN)**

approves are easements. If the Board was asked to okay all such items, project time and costs would rise significantly. Therefore, some approvals are made at Mike's and/or Bob's levels in order to facilitate the process. Board member Petersen said it seems like an efficient way to do business and get the job done.

With no further discussion, Ed Petersen moved to authorize the Administration to sign right-of-way easements, license agreements, permits and other required agency or regulatory documents the District receives in conjunction with the design and construction of the District's fiber optic Metropolitan Area Network (MAN). Kristie Dutton seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors approve the District's revised technology plan (E:133/07). This plan ties technology goals to learning outcomes and will help guide the District's educational and technology direction for the future. The revisions will enable the District to apply for full approval from OSPI and eligibility for state and federal technology grants. Ken Toyn shared a PowerPoint presentation about the plan (attached). It is for the period 2007-2010. Bob Collard noted that development of the plan was a collaborative process as evidenced by the composition of the Technology Planning Team. This team spent over 500 hours working on the plan, with Instructional Technology Specialist Phil Biggs serving as the project manager. Phil said many thanks go to the community and the Board for making the plan possible. He recognized members of the planning team, some of whom were present tonight (Barb Lark, Sandy Bullock, Connie Simons and Ann Stewart). Phil also acknowledged Technology & Support Specialist Scott Jenkins for his co-production of the plan. He talked about the guiding beliefs of the plan and the steps involved for implementing the plan. The plan builds on the existing foundation, focuses on job-embedded training and support, and ensures equity in terms of access to technology and opportunity to learn technology skills in meaningful contexts. Board member Dutton said she appreciates the focus on equity. Each child needs to have equal access. Board member Petersen complimented the uses of technology for children with special needs and ELL—these areas were addressed very well. He also appreciated the ethical emphasis. Board member Cooper said seeing some of the technologies that are in use and on display at the Technology Fair were very helpful. The planning just keeps getting better in terms of using technology as an embedding tool and in meaningful ways for learning and to help the District be more efficient. Board member Petersen said he is impressed with the District and the way it functions in terms of process to get a great product—"You get ownership." President Madsen said she is happy to hear about the interweaving, the teamwork. Barb Lark (Special Services), Sandy Bullock (Silver Firs and Jefferson), Connie Simons (Silver Firs), Barb Stolzenburg (Jackson High School) and Ann Stewart (Everett High School) talked about the quality of technology.

With no further discussion, Ed Petersen moved for approval of the District's revised technology plan. Sue Cooper seconded the motion and the motion carried unanimously.

BOARD COMMENTS

Board member Dutton said she believes that forward-thinking is the Board's fiduciary responsibility to the taxpayers and students. President Madsen said she recently visited James Monroe Elementary where she had the pleasure of hearing poet laureate Jack Prelutsky.

President Madsen adjourned the regular meeting at 6:20 p.m.

**AUTHORIZE ADMIN
TO SIGN
DOCUMENTS/
AGREEMENTS RE
DESIGN &
CONSTRUCTION OF
DISTRICT FIBER
OPTIC MAN**

**TECHNOLOGY &
LEARNING PLAN**

**BOARD
COMMENTS**