

**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, May 15, 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, Ed Petersen and Roy Yates.

**ADOPTION OF AGENDA**

President Madsen called for any recommended changes to the agenda. Superintendent Carol Whitehead indicated that there would be a revised Personnel Report. With that, Roy Yates moved for adoption of the revised agenda. Sue Cooper seconded the motion and the motion carried unanimously.

**ADOPTION OF  
AGENDA**

**APPROVAL OF MINUTES**

Sue Cooper moved for approval of the minutes of the regular meeting of April 24, 2007. Kristie Dutton seconded the motion and the motion carried unanimously.

**APPROVAL OF  
MINUTES**

**SUPERINTENDENT'S COMMENTS**

Dr. Whitehead called on Executive Director for Area Two Lynn Evans who introduced Brian Toutant as the new assistant principal at Eisenhower Middle School. Brian earned a degree in economics from the University of Connecticut. In the course of his career, he has been a paraeducator and a math teacher in Connecticut, Los Angeles and Central Kitsap. Brian commented that Lynn and Executive Director for Human Resources Molly Ringo have made the hiring process very uncomplicated and he looks forward to working in Everett.

**SUPT'S  
COMMENTS**

Next, Executive Director for Area One Jim McNally introduced Robin Imai who comes to Everett from Federal Way where she has been a teacher and administrator. Robin went through the University of Washington Danforth Program. She has also taught in Hawaii in the mid-Pacific Institute. Although her placement in Everett has not yet been determined, Robin said she is thrilled to be in Everett and will be happy wherever she is assigned. President Madsen welcomed Brian and Robin and said it is a pleasure to have them join the Everett team.

Dr. Whitehead reminded the Board that the state auditors were planning to issue a management letter to the District. The District disagreed with the basis for the letter and took steps to reverse issuing the letter before the audit document was issued. Dr. Whitehead reviewed the steps the District followed, which included meeting with Dr. Terry Bergeson. After researching the issue, Dr. Bergeson sent a letter to Dr. Whitehead indicating that OSPI will correct its interpretation of WAC 392-121-122 and the flexibility allowed for district utilization of passing time (E:151/07). Further, Dr. Bergeson wrote that this correction would be formally communicated to the field and the State Auditor's office. As a result, the District received an "unqualified" audit report and will be able to continue to treat passing time as it has been doing. Dr. Whitehead thanked all who helped bring about the unqualified audit which is indicative of how staff in Everett do the right things the right way.

Next, Dr. Whitehead reported that Director of Information Systems & Technology Ken Toyn distributed a customer satisfaction survey, to which there were 509 respondents. 505 rated their service as satisfactory or excellent, while 415 rated it as excellent. Congratulations!

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

Dr. Whitehead read from a letter from the Washington Association of School Business Officials (WASBO) announcing that Director of Finance Jeff Moore was awarded the "Unsung Hero Award" at WASBO's annual conference on May 3 in Yakima (attached). Jeff was cited for his efforts to create a collegial relationship between WASBO and the Department of Retirement Systems.

Dr. Whitehead announced that Barney Peterson, of James Monroe Elementary School, has been selected by President Bush as a nominee for the 2006 Presidential Award for Excellence in Mathematics and Science Teaching (sponsored by the National Science Foundation). As a Presidential nominee, Ms. Peterson and a guest were invited to Washington, D.C., for an all-expense paid week of celebratory activities from May 14 through May 19, 2007. During an awards ceremony, she will receive a citation signed by the President.

The District recently received a Safety Net award of \$171,019, which brings the year's total to \$543,940, or 92.3 percent of what the District has requested. Thanks go to Executive Director for Special Services Kris McDowell, her Executive Assistant Gayle Watts, Director of Special Services Sara Woolverton and Budget Analyst Shirley Rochon.

Dr. Whitehead read an e-mail message from attorney Grace Yuan, of the law firm KL Gates, which said 11 of the 12 school districts involved in the special education lawsuit have approved becoming a part of the appeal. The 12<sup>th</sup> district, Puyallup, will formally consider a motion at the end of the month.

Dr. Whitehead announced that, because there are so many graduates, there has been a change of venue for Sequoia High School's graduation ceremonies on June 14. The ceremonies will be held at the Everett Performing Arts Center. Dr. Whitehead also said that the 2008 graduation dates have been set and will be included in the Board's Friday packet.

Dr. Whitehead distributed a video prepared by the District's CTE (Career & Technical Education) students (attached). The video won an award at the Washington State Public Relations Association (WSPRA) conference. In addition, the District webpage won an award regarding the boundary review process

Dr. Whitehead read an e-mail story she received from Food Services Supervisor Debbie Webber about "green trees." The story came from a kindergarten student who asked the Food Services manager, "When are we going to have those green trees again?" The manager said, "Green trees??" The student pointed to the five-a-day table and said, "Yes, those green trees." "Do you mean broccoli?" said the manager. The student said with a smile, "Yes, broccoli!" Upon hearing, "We have them on Wednesday and it is only two days away," the kindergartener walked away contentedly.

In closing, Dr. Whitehead called on Associate Superintendent for Finance and Operations Bob Collard to provide an update on the recently-completed legislative session. She noted that laws may have changed, but the rules have not been issued by OSPI. Reading from prepared notes, Bob spoke about the simple majority, COLA (I-732), technology improvements, additions to the transportation allocation, special education funding, I-728 funding, State-match construction assistance, use of non-bond capital funds, increased funding for professional development in math and science, and changes to WASL requirements (attached).

Bob indicated that OSPI has established a goal of May 31 by which to publish bulletins with specifics. In addition, the legislature mandated that there be a study about what constitutes basic education, how it is funded and how it should be funded. Thirdly, the legislature allocated \$433,000 to help improve the baseball field complex at Everett Memorial Stadium. Dr. Whitehead said Bob did a fine job of tracking the bills throughout this legislative session and keeping the Administration informed.

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

**PUBLIC COMMENT**

None.

**PUBLIC  
COMMENT**

**RECOGNITION OF RETIREES**

Director of Communications Mary Waggoner reported that three retirees were on hand tonight:

**RECOGNITION  
OF RETIREES**

- 1) Nancy Sunderland—Cedar Wood Elementary School—Principal Jill Tokumoto said Nancy has worked in the District since 1979. She worked at Hawthorne for 12 years and has been at Cedar Wood since then. Jill has worked with Nancy for the last four years and it has been a pleasure. Nancy introduced her mother, Hazel Reynolds; her husband, Chip Sunderland; and her best friend, Suzie. Nancy thanked the District and Board for their support. She has had the opportunity to work with the very best parents, children and staff.
- 2) Jack Beyer—art teacher at Heatherwood Middle School—Principal Greg Gelderman thanked Jack for his 43 years of serving students, 39 of them at Emerson Elementary School. Jack cares about children and art; he has a wonderful sense of humor and brings art alive for his students. Jack thanked everyone for their support. He introduced his wife, Linda, who works at Monroe Elementary School.
- 3) Steve Stearns—Cascade High School—Principal Jim Dean said Steve has spent 49 years in Everett Public Schools—13 years as a student at View Ridge, South Junior and Cascade High School. After college, he worked at Port Gardner, Eisenhower, Jackson High, the Educational Service Center and then Cascade High School. Steve expressed his appreciation for the support he has received over the years. He has had a great time. He introduced his wife, Anne.

President Madsen thanked each of the retirees for their service to the students in Everett Public Schools. She then presented each with memento crystal apples.

**ITEMS FOR INFORMATION**

ASB budgets are developed by students and their advisors for preliminary review by the Board of Directors (E:152/07). Student representatives and their advisors from each high school attended the meeting to present their proposed budgets for 2007-2008. Formal ASB budget adoption will occur when final District budgets for all funds are submitted for Board action in July or August.

**PRELIMINARY  
2007-2008  
ASSOCIATED  
STUDENT BODY  
(ASB) FUND  
BUDGETS**

Jeff Moore prefaced the evening's presentations by saying that the ASBs collectively (high schools and middle schools) have revenues of \$2.8 million, with just over \$3 million in expenditures. They do a lot of good in the community. He said each school does a thorough job of reviewing their accounts during their budget process, spending many hours ensuring their budgets are accurate.

Advisor Becky Lanter from Sequoia introduced Brianna Birdsall, who reviewed the school's ASB budget. She used a PowerPoint presentation and talked about their General, Reserve, Yearbook and Tigers Leadership Group (Homeschool) Accounts (attached). She discussed challenges and solutions for the ASB. Board member Cooper commended Brianna for the ASB's community involvement activities and for the plan to review the clubs each year.

Cascade High School advisor Roberta Hasstedt introduced Megan Moors, Kristin VonLaven and Olivia Condato. A PowerPoint presentation was used to describe the school's ASB budget (attached). They discussed sources of revenue, differences between the upcoming budget and last year's budget, fundraisers, community service activities, student activities, updates about the clubs and major trips/expenditures. Board member Cooper sought clarification about the plan to color code parking permits. She commended the ASB for its emphasis on community service. Board member Petersen asked to hear more about the RSVP (Raising Student Voice and Participation) school-wide student engagement program. President Madsen said she appreciated the CARS (Cultural/Athletic/Recreational/Social) acronym which recognizes that there are many students at CHS who have many different kinds of interests.

Jackson High School advisor Judi Montgomery introduced Lester Kao, Jaspreet Gill, Jackie Ricuarte and Stephanie Sieck. They used a PowerPoint presentation and provided general information about their ASB, major fundraisers, ASB support of athletics, student successes, the "one-third" policy, new clubs, clubs not returning, major club trips and events, class activities/fundraisers, camps and conferences, assemblies and ASB successes (attached). Board member Cooper commended the students for their creative and original ideas. President Madsen asked why there was an increase in participation in club activities, to which Jaspreet replied that "Pack time" has made a significant difference. Ms. Madsen also said she appreciated hearing about the students' cooperative efforts with the Administration on setting up policies.

Everett High School advisor Marci Jensen introduced Jesse Potts and Matt Destito who provided a PowerPoint presentation comparing their General ASB Fund expenditures, ASB Card revenues and vending machine revenues from 2006-2007 to 2007-2008 (attached). They talked about fundraisers, community service projects, major student activities funded by the ASB, distribution of ASB funds, and clubs. Board member Dutton referred to the loss of revenue from the vending machines. Jesse said removal of the pop machines contributed to the decline in revenue, but there were other vending machines that were removed as well. Ms. Dutton then asked whether the Mr. EHS event was to be for everyone, to which Jesse said yes. President Madsen asked about the Interact Club, to which Jesse said they are not funded by the ASB. Board member Yates said the Rotary Club provides funding, in part. Board member Petersen asked whether the Latin Image Club is fairly active at Everett High, to which Jesse said yes. Mr. Yates sought clarification about band expenditures. Mr. Petersen asked whether the ASB is involved in funding Challenge Day, to which Jesse said no. Ms. Jensen said all first semester Leadership students attend Challenge Day.

The Administration presented an update on the progress of construction of the new central bus facility, the District's plan for use of portions of this facility and the existing bus facility, and an update on the progress of construction of Forest View Elementary School. Bob Collard noted that from this point forward, each Board meeting will include an update on Forest View.

Director of Facilities and Planning Mike Gunn shared a PowerPoint presentation (E:153/07). Currently, the Forest View project, due to some value engineering changes, is in a negative ½ of one percent net change order status, or -\$120,000 from the beginning of the contract. The substantial completion date on the project is August 6. He noted that there has been approximately 17 days' worth of justifiable delays in this project. The District is paying the contractor overtime to work on the weekends. The project will be completed in phases, focusing on classrooms. The contractor is still planning to complete the first building by the first week in August. On August 6, the Information Technology Department will enter the site and start

**PRELIMINARY  
2007-2008  
ASSOCIATED  
STUDENT BODY  
(ASB) FUND  
BUDGETS  
(cont'd.)**

**UPDATE—  
TRANSPORTATION  
FACILITIES AND  
FOREST VIEW  
ELEMENTARY  
SCHOOL  
PROJECT**

installing the technology and telephone communications systems needed for the beginning of school. On August 13, the administrative part of the second building will be ready for occupancy and the parking lot and roadway will be open to the public. By August 23, the remainder of the second building, which contains the library and classrooms, will be ready. On September 5, the third building, containing the lunchroom, cafeteria and gymnasium, will be ready for occupancy. Food Services will bring in sack lunches for the first week or two. Currently, there are 355 students enrolled in the school. More than enough classrooms should be ready by mid-August. Contingency plans have been developed as well. Principal Brenda Fuglevand reported that 20 staff members have been hired so far; they have met 15 times. Supplies, equipment and furniture are ordered. The PTA is up and running. Brenda is working with Director of Communications Mary Waggoner to issue construction updates.

**UPDATE--  
TRANSPORTATION  
FACILITIES AND  
FOREST VIEW  
ELEMENTARY  
SCHOOL  
PROJECT  
(cont'd.)**

Regarding the new central bus facility, the expectation is for it to open in mid-summer. The substantial completion date is June 22. Durham School Services (school buses) has been told they can occupy by August 1. They will not need to use the entire site; the District over-designed the facility so that the part not needed for school buses will be used for District storage and parking. The current change order percent is at three percent, which is low for a renovation project.

Mike showed a site plan of the District's current bus facility. Dollar cost savings and speed of response are advantages of having both north and south end satellite facilities. As such, the District is actively looking for properties in the north and south ends. Once the new central bus facility is occupied, the current bus facility will be designated as a north end satellite facility, until such time as other property in the north end can be found. The "old" facility is more valuable and bigger than the District needs. The City of Everett is interested in leasing all or a portion of the "old" bus site. Board member Dutton asked whether schools can continue to be used as satellite facilities. Mike replied that that they will be used, but buses were not meant to be parked overnight at schools. Zoning and vandalism are issues.

The attached draft Emergency Operations Plan was provided for the Board of Directors' review (E:154/07).

**DRAFT  
EMERGENCY  
OPERATIONS  
PLAN**

Lynn Evans and Jeff Moore, using a PowerPoint presentation, discussed the role of the Central Comprehensive Safety Oversight Committee (CCSOC), reviewed the process for developing the draft Emergency Operations Plan, talked about the plan's contents and integration into District operations, and discussed the next steps. Lynn and Jeff serve as co-chairs of the CCSOC. Jeff said the District was unable to define a consultant to package a plan, so Lynn Evans and Kim Walker (Finance Coordinator) developed the plan, drawing from a number of sources. Lynn pointed out that cooperation among all facets of the District organization has been exceptional. Annual reviews and updates of the plan will be conducted.

Board member Dutton recollected the 9/11 tragedy, which began before the start of the school day, and asked whether this plan contains provisions for early-morning activation. Lynn said practices are already in place such as those used for inclement weather incidents. The *ConnectED* system is among the formats that are very useful. Schools are also asked to hold drills before school, after school and during passing time. Board member Yates said it is wonderful to have a plan in place. It is helpful to students, staff and parents. President Madsen said she appreciated Jeff's comment that they first sought someone to take on the task of developing a plan before doing it themselves.

The Administration provided the Board of Directors for first reading a proposed tuition fee for non-special education preschool students for the 2007-2008 school year, with adoption to be recommended at a future Board meeting. The proposed fee is \$110 per month per student. A requirement of the reauthorization of the Individuals with Disabilities Education Act (IDEA) is that the District provide a continuum of services for students, including those of preschool children ages 3 to 5 years old. A requirement of the State and Federal governments is that this continuum of services includes an inclusive preschool classroom environment for those students who have been identified as needing such an environment. An inclusive preschool model would include non-special education students in the classroom. The Administration proposes that the cost of providing a preschool program for the non-special education students be addressed with I-728 funds and student tuition.

**PROPOSED  
TUITION FOR  
PRESCHOOL  
PROGRAM—1<sup>st</sup>  
reading**

Kris McDowell said the service is for 2.5 hours per day, four days per week. The system will be tracked in the same way the District uses for all-day kindergarten. Recruitment is very low-key because there will probably be a high demand. Three-, four- and young five-year olds can be part of the program.

The Administration provided to the Board of Directors for first reading the attached instructional materials for 8<sup>th</sup> grade American History, with adoption to be recommended at a future Board meeting (E:155/07). The textbook is entitled, *American History: Beginnings to Reconstruction*, published by McDougall Littell. This recommended textbook is information text that is supported with technology; primary documents; multiple perspectives; geography tools; differentiated instruction; and inquiry, critical thinking and group activities. Previously, the Board has approved instructional materials for 6<sup>th</sup> grade World History, high school World History and U.S. Government. This is the last in the series of secondary social studies adoptions.

**PROPOSED  
ADOPTION OF  
INSTRUCTIONAL  
MATERIALS FOR  
8<sup>TH</sup> GRADE  
AMERICAN  
HISTORY—1<sup>st</sup>  
reading**

Curriculum Specialist Allison Larsen talked about the process for the proposed adoption, which included assembly of an adoption team, researching best practices, creation of rubrics to review materials, reviewing the materials, gathering feedback from teachers and forming a recommendation, review of the textbook by the Instructional Materials Committee, screening for bias, assessing reading level, and holding a public review open house. The book will continue to be available for public review for the next two weeks. Allison described the textbook content. Professional development plans are being created.

Board member Petersen asked whether the Spanish version of the textbook will be used. Allison said it will be available, as will audio summaries in Spanish.

The attached proposed School Board Meetings Schedule for 2007-2008 was provided to the Board of Directors for first reading, with approval to be requested at a future Board meeting (E:156/07).

**PROPOSED  
SCHOOL BOARD  
MEETINGS  
SCHEDULE FOR  
2007-2008—1<sup>st</sup>  
reading**

Superintendent Whitehead commented briefly.

The Administration presented information about highly qualified staff. Executive Director for Human Resources Molly Ringo followed a PowerPoint presentation (E:157/07). She talked about the emphasis the No Child Left Behind Act (NCLB) places on the importance of teacher qualifications in improving student achievement. States and school districts need to ensure that teachers of core academic subjects meet certain requirements. She gave the definition of a Highly Qualified Teacher (HQT) as one who has earned at least a bachelor's degree, holds full state certification, and has demonstrated subject matter knowledge and teaching skill in each core academic

**PRESENTATION  
—HIGHLY  
QUALIFIED  
STAFF**

subject in which the teacher is assigned. Molly outlined the steps a teacher can take to meet the NCLB HQT requirements. She listed the core subjects, described the requirement review and points process, and outlined the steps for a Plan of Assistance. She talked about the 2006-2007 implementation process, regulation changes and substitute teacher requirements. Next, Molly provided a comparison of the numbers of Plans of Assistance during 2004-2005, 2005-2006, and 2006-2007. She closed with the good news that personnel files were audited for HQT requirements by the state, and there were no findings.

**PRESENTATION  
—HIGHLY  
QUALIFIED  
STAFF (cont'd.)**

When Board member Petersen asked about the consequences of not meeting the requirements, Molly replied that those have not been specified, but would probably come out in an audit. President Madsen asked about the duration of a Plan of Assistance, to which Molly replied that it is for one year and then it is renewed.

### **ACTION ITEMS**

Kristie Dutton moved for approval of the revised Consent Agenda. Ed Petersen seconded the motion.

**CONSENT  
AGENDA**

- 1) Personnel Report (revised) (E:158 /07);
- 2) Voucher Lists (E:159/07);
- 3) Declaration of Surplus Instructional & Library Materials (E:160/07);
- 4) Authorization to Call for Bids: Licensed Software (E:161/07);
- 5) Final Acceptance: Everett Memorial Stadium Baseball Field Drainage Improvements (E:162/07);
- 6) Monetary Gift from View Ridge Elementary School PTA to View Ridge Elem. School in the Amount of \$6,854.97 to Fund School Assemblies (E:163/07);
- 7) Monetary Gift from Penny Creek Elementary School PTA to Penny Creek Elem. School in the Amount of \$5,000 to Purchase Color Printers & Ink (E:164/07);
- 8) Rental Rates & Priority Schedules for District Facility Use, Including Buildings, Athletic Fields, the Civic Auditorium, Memorial Stadium & Lincoln Field(E:165/07);
- 9) Certification & NCLB Teaching Assignment Requirements (E:166/07).

The motion carried unanimously.

The Administration recommended the Board of Directors adopt Resolution 874: Adoption of National Incident Management System (NIMS) (Res.12/07). On December 17, 2003, the President issued Homeland Security Presidential Directive 8 (HSPD-8)—National Preparedness, its purpose being to “establish policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State and local entities.” Adoption of Resolution 874 will bring Everett Public Schools into compliance with this directive.

**RES. 874—  
ADOPTION OF  
NATIONAL  
INCIDENT  
MANAGEMENT  
SYSTEM (NIMS)**

Roy Yates moved for adoption of Resolution 874: Adoption of National Incident Management System. Sue Cooper seconded the motion and the motion carried unanimously.

### **BOARD COMMENTS**

Board member Cooper said a WSSDA legislative proposal has been developed regarding the salary equalization issue and she was seeking her Board colleagues' concurrence that it be submitted. They concurred. President Madsen said it would be voted on during the WSSDA Legislative Assembly.

**BOARD  
COMMENTS**

**BOARD ACTION AND/OR BOARD DISCUSSION**

President Madsen recessed the regular meeting at 7:45 p.m. for a 15-minute rest break, after which an executive session was held for the purpose shown below.

President Madsen re-convened the regular meeting at 8 p.m. and recessed immediately into executive session for consideration of a minimum price at which real estate will be offered for sale or lease. Prior to moving into executive session, it was announced the executive session would be of 20 minutes' duration.

President Madsen re-convened the regular meeting at 8:20 p.m. and adjourned immediately.

**EXEC. SESSION—  
CONSIDERATION OF  
A MINIMUM PRICE  
AT WHICH REAL  
ESTATE WILL BE  
OFFERED FOR SALE  
OR LEASE**

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Carol Whitehead, Secretary

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Karen Madsen, President