

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, August 14, 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 Kristie Dutton, Sue Cooper, Karen Madsen, Ed Petersen and Roy Yates.

ADOPTION OF AGENDA

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

**ADOPTION OF
AGENDA**

APPROVAL OF MINUTES

Kristie Dutton moved for approval of the minutes of the regular meeting of July 10, 2007. Sue Cooper seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Dr. Whitehead opened her comments by calling on Supervisor of Food & Nutrition Services Debbie Webber to describe the District's summer feeding program. Debbie distributed a handout about the program (E:210/07). Everett first became a sponsor of summer meals in 1991. The menu is a cold lunch that rotates on a weekly cycle. Three separate programs were held this year: summer school at Sequoia High School, ELL programs at Whittier and Emerson Elementary Schools and the community program out of North Middle School. Current partners in the program are Everett Housing Authority, Snohomish County Housing Authority, Everett Parks Department, Everett Boys and Girls Club, Family Tree Apartments and Trailside Village Apartments. Five hundred meals per day are served. A site qualifies for the program if 50 percent of the local school's enrollment is eligible for free-or-reduced price meals. If the school qualifies, then any site in the neighborhood can potentially be a meal site and includes any child ages two through 18 (regardless of the family income). Debbie talked about other districts' involvement in the program. In closing, she thanked the Board for their support of this excellent program.

**SUPT'S
COMMENTS**

Next, Dr. Whitehead reported that the District administrative team recently attended the District's annual Leadership Team retreat. This year's theme was baseball and the guest speaker was Jim Morrison, whose life was the subject of the movie "The Rookie." Other presentations included information about the construction, maintenance and technology projects that happened this summer. Mike Gunn, Gary Jefferis and Ken Toyn, respectively, provided excellent presentations.

The Finance Department sponsored the annual half-day meeting of District office personnel. The other half of the day was used for incident response training.

Attorney Mike Patterson talked at the District's Human Resources Leadership Team conference today. His topic was keeping students safe and the duty to report incidents of abuse.

Dr. Whitehead called on Executive Director for Curriculum Alignment and Implementation Terry Edwards to talk about professional development activities for certificated employees. Among the large events (hosted by the District) this summer has been a regional math conference at which 300 teachers from the state and region

were in attendance. Also held was a grading conference which drew 440 participants, 300 of whom were from Everett Public Schools. Smaller events have involved District social studies teachers who have been working in small groups since June on the professional development involved with implementing new secondary social studies books—220 teachers have been involved so far this summer. In-service has also occurred in reading, science, writing, GLAD training in language acquisition, technology and CE programs. Almost 1,700 staff members have engaged in different professional development opportunities so far this summer, and there are more to come.

Dr. Whitehead reported that the District has received its preliminary WASL results; final results cannot be released until announced by OSPI, probably not for another week. Staff members are analyzing the rough data. The District is pleased with the preliminary results so far. Grade 4 reading scores are about what they were last year; grade 4 mathematics is up; grade 7 reading is up more than five percent; and more than that in grade 7 mathematics. OSPI is averaging some scores this time, but we are still pleased with what we are seeing.

PUBLIC COMMENT

None.

RECOGNITION OF RETIREES

None.

ITEMS FOR INFORMATION

The Administration presented an update on the progress of the Forest View Elementary School construction project. Director of Facilities and Planning Mike Gunn shared a PowerPoint presentation concerning Forest View and other projects (E:211/07). Associate Superintendent for Finance and Operations Bob Collard prefaced the presentation by saying he is very proud of Mike and his team. Mike then reviewed the status of projects, including the new bus facility, Forest View, Silver Lake, Garfield and Mill Creek. Other projects include the Heatherwood playshed and fields, Madison flooring, Hawthorne seismic upgrades, Silver Firs HVAC system replacement, Longfellow parking lot, replacement of upper level seating at Memorial stadium, and Civic auditorium upgrades. Upcoming projects involve North Middle School, Lively Environmental Center, Mill Creek and Cedar Wood HVAC system replacements, placement of standby electrical generators at six sites, Evergreen Middle School exterior weather protection, Everett High School Little Theater modernization, Everett High School cafeteria and commercial building seismic upgrades, Jefferson and Whittier Elementary modernizations, Everett Memorial Stadium improvements and data/power infrastructure upgrades.

Dr. Whitehead commented that there has been tremendous coordination among the Finance, IT, Facilities and Maintenance departments to complete projects.

The Administration provided a report on culminating exhibitions (CE) and the Middle School Learning Portfolio (MSLP). Terry Edwards introduced Curriculum Specialist Joanne Buiteweg who distributed a PowerPoint copy of her presentations (E:212/07). First, she talked about this summer's grading conference. Teachers said it was exciting that the information was tied to what they are teaching.

Next, Joanne talked about the MSLP. She discussed the goal achievement cycle, MSLP points, what has been learned this year, support for building-level implementation and resources such as the District's new MSLP webpage.

SUPT'S COMMENTS (cont'd.)

PUBLIC COMMENT

RECOGNITION OF RETIREES

UPDATE ON FOREST VIEW ELEM. PROJECT

REPORT— CULMINATING EXHIBITIONS AND MIDDLE SCHOOL LEARNING PORTFOLIO

Joanne then discussed the CE, its vision, graduation requirements, components of the CE, alignment and coordination for 2006-2007, CE for 2007-2008 and resources. She noted that the Blackboard program will be used in a hybrid setting. She distributed a copy of the CE handbook for 2007-2008.

Board member Dutton expressed her kudos to the Board for initiating these projects long ago and congratulated Joanne for growing in her position. Board member Petersen said he participated in the CE for the first time this year and it was a very interesting experience. When asked whether it is possible to participate in student-led conferences at the middle school level, Joanne said yes, that she will put Mr. Petersen in contact with Evergreen Middle School principal Joyce Stewart. Board member Cooper said it is wonderful to see the whole process so refined and integrated. President Madsen sought clarification about makeup conferences. The Board congratulated Joanne on the fine work that has been done.

Financial reports as of June 30, 2007 were provided for the Board of Directors' review (E:213/07). 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 reported that the District's ending fund balance is up by about \$300,000, as are grant and categorical carryovers, resulting in a slightly higher ending fund balance.

ACTION ITEMS

Prior to action on the Consent Agenda, Board member Dutton said, because of her new position with the Everett Public Schools Foundation, she would recuse herself from voting on Consent Agenda Item 7a(8) concerning the contract between Everett School District and Everett Public Schools Foundation. She noted that legal counsel was consulted to ensure there was no conflict of interest between Ms. Dutton's position as a school Board member and her role with the Foundation. The attorney reported that there was no conflict, with the exception of this one item.

With that, Sue Cooper moved to adopt Item 7a(8), Approval of Contract Between Everett School District and Everett Public Schools Foundation. Roy Yates seconded the motion and the motion carried, with Ms. Dutton abstaining (E:214/07).

Roy Yates then moved for approval of the remainder of the revised Consent Agenda. Sue Cooper seconded the motion.

- 1) Personnel Report (revised) (E:215/07);
- 2) Voucher Lists (E:216/07);
- 3) Authorization to Call for Bids—2007-2008 Bid List (E:217/07);
- 4) Authorization to Call for Bids—Athletic Equipment & Supplies (E:218/07);
- 5) Donation from James Monroe Elementary School PTA to James Monroe Elementary School in the Amount of \$5,368 for the Purpose of Purchasing Kettle Drums (E:219/07);
- 6) Approval of 2007-08 Title V Part A Innovative Programs Federal Grant in the Amount of \$28,741 (E:220/07);
- 7) Interlocal Agreement Between Snohomish County and Everett School District #2 Providing Educational Services through the Juvenile Court Services Education Program. (E:221/07);
- 8) ~~Approval of Contract Between Everett School District and Everett Public Schools Foundation (ATTACHMENT);~~
- 9) Letter of Agreement Between Everett School District and Everett Education Association/UTE Regarding TRI Salary Schedules (E:222/07).

The motion carried unanimously.

REPORT— CULMINATING EXHIBITIONS AND MIDDLE SCHOOL LEARNING PORTFOLIO (cont'd.)

FINANCIAL REPORTS AS OF 6/30/07

CONSENT AGENDA

The Administration recommended the Board of Directors adopt Resolution 888 authorizing execution and delivery on behalf of the District of a Statutory Warranty Deed dedicating and conveying property and property rights to Snohomish County for road establishment purposes (Res. 26/07). Construction of a new public roadway connecting Silver Firs Drive Southeast and 156th Street Southeast is one of the conditions of the Conditional Use Permit (CUP) for Forest View Elementary School.

Mike Gunn talked about the provisions of the Conditional Use Permit which included building a new road. A statutory warranty deed and site distance easement are necessary.

Ed Petersen moved for adoption of the aforementioned Resolution 888. Sue Cooper seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors adopt Resolution 889 regarding the administration of imprest accounts, change funds and meter funds (Res.27/07). All District funds are required by law to be deposited with the County Treasurer's office. Any funds maintained outside of the County Treasurer's office must be authorized by Board resolution. It is customary for districts to maintain Board-authorized imprest checking accounts, cash funds for making change, and meter funds for processing mail. The needs for these accounts have decreased, and the District Accounting Office has actively worked to adjust balances and close out accounts where sites no longer use them. Other changes include an increase to the Maintenance Department's meter fund due to increased volume and higher postage rates, and an increase to the Athletic Department's imprest checking accounting which is largely used for change funds during Stadium athletic events. The State Accounting Manual requires these changes be approved by Board resolution to ensure alignment between accounts in use and the Board's acknowledgement of those accounts.

Accounting Manager Gina Zeutenhorst commented briefly. Board member Petersen sought clarification about the procurement card account and the business office accounts, to which Gina said there has been no change in these accounts.

With that, Sue Cooper moved for adoption of the aforementioned Resolution 889. Ed Petersen seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors grant authority to the Superintendent to accept an ordinance by the Snohomish County Council granting a non-exclusive franchise to the Everett School District for the construction and maintenance of the Metropolitan Area Network (MAN) in portions of unincorporated Snohomish County (E:223/07).

Director of Information Systems and Technology Ken Toyn provided an overview of the franchise agreement (attached). He noted that legal counsel and consultants to the District (on the project) reviewed the agreement carefully.

Board member Cooper sought clarification of the term "non-exclusive," to which Ken replied that the District cannot sell this franchise. Board member Cooper asked whether a similar process is followed when working with the other entities, to which Ken said the Cities of Mill Creek and Everett, WSDOT and Verizon each entail an agreement, each of whom uses their own agreement language. Board member Petersen asked about the various fees, to which Ken said there is an application fee of approximately \$500; an administrative fee of between \$1,000 and \$1,200; a public advertising fee of approximately \$500; and construction permitting fees. The length of each agreement

**RES. 888—
CONVEYANCE OF
REAL PROPERTY
AT FOREST VIEW
ELEM. SCHOOL
FOR NEW PUBLIC
ROADWAY**

**RES. 889—
ADMINISTRA-
TION OF IMPREST
ACCOUNTS,
CHANGE FUNDS &
METER FUNDS**

**AUTHORIZATION
TO ACCEPT AN
ORDINANCE BY
SNOHOMISH
COUNTY COUNCIL
GRANTING A
FRANCHISE TO
EVT. SCHOOL
DISTRICT FOR
CONSTRUCTION &
MAINTENANCE OF
METROPOLITAN
AREA NETWORK IN
PORTIONS OF
UNINCORPORATED
SNOHOMISH
COUNTY**

varies, but is between 10 and 20 years. Ken's understanding is that attorney fees are covered in the application fees.

Kristie Dutton moved to grant authority to the Superintendent to accept an ordinance by the Snohomish County Council granting a non-exclusive franchise to the Everett School District for the construction and maintenance of the Metropolitan Area Network (MAN) in portions of unincorporated Snohomish County. Roy Yates seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors approve the alternative education staffing education ratios for the 2007-2008 school year as presented. The information is provided in accordance with WAC 392-121-188 and Board Policy 2214 regarding alternative learning experience programs (E:224/07). Deputy Superintendent Karst Brandsma said an annual report is required. Terry Edwards introduced Sally Lancaster, principal at Sequoia High School and in charge of the District's alternative learning programs, who reported about the alternative learning programs in place last year, and provided an overview of programs and plans for the coming year, FTE, headcount, student learning plans, evaluation of student learning plans, program goals, self-evaluation of program goals, and expenditure reimbursements (for parents to purchase instructional materials, pay field trip admissions and get private or group lessons). The three alternative programs in Everett are Sequoia High School, online high school, and homeschool alternative program.

The anticipated enrollment and staffing ratios for alternative programs for 2007-2008 are as follows: Sequoia (enrollment 260, ratio 30:1), Online High School (enrollment 75, ratio 30:1), and Homeschool Alternative (enrollment 90, ratio 35:1).

Karst noted that the ratios are the same as those provided last year and represent what would be anticipated to be the highest ratios. In fact, said Dr. Whitehead, this is the same as what is done when the budget is presented to the Board. The ratios are embedded in the budget.

Board member Petersen sought further clarification about ratios and grade level participation.

With no further discussion, Ed Petersen moved to approve the alternative education staffing education ratios for the 2007-2008 school year as presented. Sue Cooper seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors adopt the 2007-2008 Strategic Plan (E:225/07). Karst Brandsma reported that the work on this plan has involved much thought and deliberation among many groups.

Board member Petersen asked whether the plan has ever been prepared on a multi-year basis, to which Superintendent Whitehead said the Strategic Plan objectives are multi-year, while the actions are year-to-year. President Madsen and Board member Cooper talked about the multi-year objectives already in place.

Board member Petersen said it is obvious a lot of good work has been done on the Strategic Plan, but he wondered about ways to engage in dialogues about issues relative to the strategic planning process such as gender, early learning and dual-language programs. Dr. Whitehead said these may be the kinds of topics to discuss during a Board retreat or at a Board study session. President Madsen suggested including these as topics for a Board retreat.

**AUTHORIZATION TO
ACCEPT ORDINANCE BY
SNO. COUNTY COUNCIL
GRANTING A
FRANCHISE TO ESD FOR
CONSTRUCTION &
MAINTENANCE OF MAN
IN PORTIONS OF
UNINCORPORATED SNO.
COUNTY (cont'd.)**

**ALTERNATIVE
LEARNING
REPORT:
ALTERNATIVE
EDUCATION
PLAN &
STAFFING
RATIOS IN EVT.
SCHOOL DIST.
FOR 2007-2008**

**STRATEGIC PLAN
2007-2008**

With that, Roy Yates moved for adoption of the 2007-2008 Strategic Plan. Sue Cooper seconded the motion and the motion carried unanimously.

STRATEGIC PLAN 07-08
(cont'd.)

BOARD COMMENTS

Board member Dutton extended her compliments to The Boeing Company and all those who worked on this year's school calendar—it is very well done.

**BOARD
COMMENTS**

Board member Cooper congratulated Board member Dutton for accepting the position of executive director of the Everett Public Schools Foundation.

President Madsen said she applied for, and was accepted as, a nominee for vice president of WSSDA. She also reported that she recently spoke with her daughter who is studying in Germany. Ms. Madsen thanked the District for all they have done to help her children prepare for this kind of opportunity.

With no further comments, President Madsen adjourned the regular meeting at 6:35 p.m.

Carol Whitehead, Secretary

Karen Madsen, President