

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, November 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, Ed Petersen and Roy Yates.

ADOPTION OF AGENDA

Prior to action on tonight's agenda, President Madsen took a moment to express the Board's appreciation to Board member Yates for his many years of service on the Board. His term will be ending with the December 11 Board meeting. He has served on the Board for over 19 years, but chose not to run again. She then congratulated Carol Andrews who will be replacing Mr. Yates on the Board. Ms. Andrews was also in attendance at tonight's meeting. Thirdly, President Madsen congratulated Board member Petersen, who ran unopposed. He was appointed to his position in March, 2006 to complete the term of Paul Roberts.

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

**ADOPTION OF
AGENDA**

APPROVAL OF MINUTES

Dr. Whitehead reported that the minutes from the November 13 meeting were not available for the Board's review because the recorder at that meeting, Kathy Mahan, had emergency surgery and had not finalized the notes. The November 13 minutes will be available for the Board's consideration at the December 11 Board meeting.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Dr. Whitehead referred to an article, authored by Cedar Wood Elementary principal David Jones, which appears in the December, 2007 issue of *Principal Leadership*. It is entitled "Healthy and Smart: Using Wellness to Boost Performance." It is a well-written article. Dr. Whitehead also noted that on tonight's Consent Agenda is a monetary grant of \$40,000 from the Cedar Wood PTA to Cedar Wood to upgrade its playground equipment. Dr. Jones commented.

**SUPT'S
COMMENTS**

Dr. Whitehead further noted that tonight's Consent Agenda contains an item authorizing the District to contract annually with Little Red Schoolhouse, Inc., for early childhood intervention services for children from birth to age two. At age 3, they usually move into the District preschool program for students with special needs. Of the 99 children who were referred to the Little Red Schoolhouse program, 63 enrolled. Those who did not enroll either did not qualify, did not turn in their paperwork or moved away. Referrals for the program come from physicians, staff, parents and others. It is a wonderful program.

Next, Dr. Whitehead distributed postcard-size cards (in English on one side and other languages on the reverse) which advertise job vacancies such as custodians, food service workers, paraeducators and teachers (E:60/08). By distributing these cards in multiple languages, the District is able to reach out to a more diverse population.

At the recent WSSDA conference in Seattle, one of the school districts in attendance presented information about their dual language program. The District had already

scheduled a visit to this particular locale to assess what they have that might be useful to Everett. Team teaching is involved. Some of the work is presented in English and some in Spanish. It would, however, be challenging to find teachers available for the Everett area. Dr. Whitehead noted that the District has as many students who speak Russian as speak Spanish.

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

Board member Petersen asked about the \$5,000 stipend that is indicated on tonight's Personnel Report. Dr. Whitehead said this is a pass-through for teachers who pass the National Board certification. Mr. Petersen commended those teachers for taking the initiative to attain this certification.

PUBLIC COMMENT

None

**PUBLIC
COMMENT**

RECOGNITION OF RETIREES

Assistant Superintendent Bob Collard introduced retiree Carol Jolley who has worked in the District for 24 years. Her career in the District began as a substitute and she was then hired on a permanent basis, assigned to both the Civic Auditorium and the Educational Service Center. Bob spoke of the pride Carol took in keeping the buildings well-maintained and comfortable. He also talked about the value she places on each person as an individual. He recognized Carol's husband, Butch, and her daughter, Stacy, who were in attendance. Unable to attend was Carol's son. She spoke briefly and said she appreciated her work and the people in the District. President Madsen thanked Carol for her years of service and wished her well in this new chapter in her life and presented with a crystal memento apple.

**RECOGNITION OF
RETIREES**

ITEMS FOR INFORMATION

The Administration provided District demographic data. Executive Director for Curriculum Development and Implementation Terry Edwards distributed a PowerPoint presentation for the evening's discussion (E:61/08). He talked about special populations; middle school data; high school challenging options, Running Start enrollment, advanced placement and honors; subject grade distribution by ethnicity; and high school GPA distribution by ethnicity, free/reduced lunch and gender. Next, Terry reviewed WASL results and achievements at grades 4, 7, and 10. He then discussed NCLB and District sites' AYP status for 2007; drop outs and on-time graduation (OTG); SAT 2007 results; and the graduate follow-up study for the class of 2005.

**REPORT –
DISTRICT
DEMOGRAPHIC
DATA
(Gender/Ethnic)**

Board member Cooper asked how the information is used in terms of getting it to the principals. Terry replied that weekly OTG meetings are held and the information is disseminated then. Schools use the data in their school improvement plans. Schools also receive lists of student names, the classes in which the students are enrolled and where they are in terms of WASL. In addition, Dr. Whitehead meets quarterly with the high school principals to talk about culminating exhibitions and OTG, among other things.

Board member Petersen requested a report on how the Hispanic population in the District performs. Terry said that data is contained in tonight's handout, but someone can go through and pull it out. Terry noted that the Russian/Ukrainian population is incorporated in with the Caucasian population for reporting purposes. He said more questions are being asked about the language spoken at home and from that asking who is active in ELL and who is not. Of those active in ELL, how many are Hispanic, etc., and of the biggest groups, what percent are on track to graduate and what percent have met standards. At grades 9-12, there are about 25 or 30 more Hispanic students than Russian/Ukrainian students. About 2/3 of the Hispanic students in the program are on track to graduate with their credits, but only about 11 to 15 percent have met standard

on WASL, which is an indicator they are having language problems. Of the Russian students in the program, about 80 percent are on track to graduate with their credits and about 60 percent are meeting standard on WASL. It is also interesting to note that once they leave the program, their credits go down and their WASL scores go up, especially in the Russian population.

**REPORT –
DISTRICT
DEMOGRAPHIC
DATA (Gender/
Ethnic) (cont'd.)**

The Administration provided an update on the District's health & fitness program (E:62/08). District Athletic Director Robert Polk used a PowerPoint presentation and talked about the importance of developing a curriculum to directly address changes in state and national standards; have a curriculum that prepares students to be their own personal fitness trainer in life after high school and maintain healthy habits; and provide active learning opportunities that meet the diverse interests of the students the District serves. He described the \$800,000 three-year PEP grant, and the Five for Life and Fab Five programs.

**REPORT –
HEALTH &
FITNESS
PROGRAM
UPDATE**

Board member Petersen asked whether the District considers obesity in children a major issue in the District, Robert said yes. In fact, part of the health curriculum will study body mass index. Educating parents is a key piece. Reports that are generated by the web-based program will be helpful as will recommendations that will be made. President Madsen asked whether parents will be informed about the Fab Five after-school program, to which Robert said yes, it will be important to make it available for every student in the District.

Financial reports were provided for the Board of Directors' review (E:63/08). 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 October report very nearly duplicates the September report.

**FINANCIAL
REPORT AS OF
OCTOBER 31, 2007**

The Administration presented a programming study of a future Central Administrative Facility, prepared by Dykeman Architects. This study is similar to an educational specification document, and includes an evaluation of the central administrative and support services departments of the district in terms of staffing levels, physical space needs and functional relationships with other departments. This document is intended to aid in the evaluation of centralizing the district's administrative functions in one facility (E:64/08).

**PRESENTATION –
PROGRAMMING
STUDY –
CENTRAL
ADMINISTRATIVE
FACILITY**

Bob Collard commented on the background of the effort so far. Dr. Whitehead said with the beginning of this exciting project, we are looking at what it would take to bring the central administration (Educational Services Center, Longfellow, Athletics, Special Services, and Maintenance) into one location. Do we really need to have everyone together? Who might not need to be in a central location? How large of a facility will be needed? What do we do with storage? And so on, and so on. This is a good time to undertake this project. For example, at the Educational Services Center, the HVAC system is within one season of the end of its life; at Longfellow, a number of changes are needed to bring that building into compliance; at Special Services, a decision needs to be made about continuing to house that program at View Ridge, which is going to be remodeled in the near future, or re-locating the program to another facility. Dr. Whitehead emphasized that tonight's presentation and discussion would only talk about what is needed. A later discussion would be about where it would be. Several conversations with the Board will need to take place before the Board is asked to make a decision.

Director of Facilities and Planning Mike Gunn said the work that has happened so far is basically an educational specifications evaluation, but for an office building. It contains an overview of the existing facilities, a description of the staff and programs to be

located in the facility, how the programs relate to each functionally, and how large the building and site need to be. Dykeman Architects prepared the study. Mike introduced Liz Jamison, from Dykeman, who was in attendance. Kelli Smith, also of Dykeman, will be part of some of the discussions about the feasibility study, as it is completed. Mike outlined the programming process which included completion of questionnaires by those at the facilities previously noted by Dr. Whitehead; site visitations to District facilities and other school districts (Lake Washington, Edmonds and Northshore); compilation, review and rewriting of the information; and follow-up with department heads in the different buildings. Mike then reviewed briefly the programming document previously provided to the Board. He showed the existing gross square footage which equals 55,811 square feet as compared to the proposed gross square footage (for 2017) which equals 54,278 square feet. The difference in square footage is because the proposed space will be used more efficiently than the current space. Next, Mike showed an affinities matrix; a proximity block diagram; the interior area program summary; and a program analysis for one department. He then talked about five programs/areas whose functions may not require being co-located with central services: Food Services, Transportation, Athletics, the Science Resource Center and off-site storage. He showed a couple of sample workstation layouts and a comparative square foot analysis between the Everett, Edmonds, Northshore and Lake Washington School Districts.

In terms of next steps, Dr. Whitehead said an executive session with the Board will be held at the December 11 Board meeting to talk about properties the District owns and the Administration's view that the properties represent relative to their value.

The Administration presented an update on the District's transportation program (E:65/08). Using a PowerPoint presentation, Transportation Supervisor Terrie DeBolt reported that the District transports 1,516 high school students; 2,057 middle school students; 3,238 elementary students; 388 half-day kindergarteners; 280 students that attend off-campus vocational programs; and 558 special education students. The department eliminated one regular route and two special education routes for a yearly savings of approximately \$162,000. The school buses travel over 7,500 miles per day and use over 225,000 gallons of diesel per year. Terry talked about funding challenges. She then discussed the District's participation in the McKenney-Vento program. She closed by talking about points of pride.

Board member Petersen asked how much the District spends on McKenney-Vento mandates, to which Terrie said last year it was approximately \$192,000, yet we only received \$13,000 from the state. Mr. Petersen then asked about the additional transportation cost of the school choice requirement at Hawthorne Elementary, to which Terrie said it is minimal this year because the department has been able to include the students on an existing bus route. Dr. Whitehead commented that in all of her 40 years in education, she has never worked with a more competent Transportation Director than Terrie DeBolt.

ACTION ITEMS

Roy Yates moved for approval of the revised Consent Agenda. Kristie Dutton seconded the motion.

- 1) Personnel Report (revised) (E:66 /08);
- 2) Voucher Lists (E:67/08);
- 3) Transportation of Students in District Owned Vehicles (E:68/08);
- 4) Change Order No. 4 New Bus Facility (E:69/08);
- 5) Authorization to Contract with Little Red School House, Inc. for Early Childhood Intervention Services (E:70/08);

PRESENTATION – PROGRAMMING STUDY – CENTRAL ADMINISTRATIVE FACILITY (cont'd.)

PRESENTATION – TRANSPORTATION UPDATE

CONSENT AGENDA

- 6) Monetary Gift to Jackson High School ASB Fund in the Amount of \$5,000 from Jackson High School Music & Arts Band Boosters for the 2008 Carnegie/New York Field Trip (E:71/08);
 - 7) Monetary Gift to Cedar Wood Elementary School in the Amount of \$40,000 from the Cedar Wood PTA to Upgrade and Replace Existing Playground Structure (E:72/08).
- The motion carried unanimously.

**CONSENT
AGENDA
(cont'd.)**

BOARD COMMENTS

President Madsen again thanked Board member Yates for all of his years on the Board. Board member Cooper echoed those words and said it has been a pleasure working with Mr. Yates. He is an important member of the Board and his leadership has been appreciated.

**BOARD
COMMENTS**

Board member Petersen reported that he and Board member Cooper attended the WSSDA workshop on dual languages. The district that presented has a unique situation. Their K-8 program is part of a national model which has proven to be effective. Board member Cooper said it was an interesting workshop. The whole concept has many benefits, but there are also questions about whether it would work in Everett. Dr. Whitehead noted that, in terms of transition, there is a great deal of in and out of students at Hawthorne.

Board member Dutton congratulated President Madsen upon her election as vice president of WSSDA. It is an honor for her and an honor for the Board of Directors to be represented.

BOARD ACTION AND/OR BOARD DISCUSSION

President Madsen distributed the self-evaluation documents (E:73/08). Board member Yates will remain throughout the meeting on December 11 to participate in further discussion about the self-evaluation. Board members will complete their document and return it to the Superintendent's office by December 5.

**BOARD SELF-
EVALUATION**

With no further comments, President Madsen adjourned the regular meeting at 7:45 p.m.

Carol Whitehead, Secretary

Karen Madsen, President