

**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, December 11, 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 reported that there would be a revised personnel report (Item 8a(1)) as well as a revision to the already revised 2007-2008 Professional & Technical Salary Schedule (Item 8a(7)). With that, Roy Yates moved for adoption of the revised agenda. Sue Cooper seconded the motion and the motion carried unanimously.

**ADOPTION OF  
AGENDA**

President Madsen commented about the recent reception held for departing Board member Roy Yates. She noted that at each table were large cardboard stars on which students and attendees wrote their thank-yous and well-wishes for Mr. Yates. At the end of the evening, Board members retrieved some of the stars and took the opportunity to read from them tonight, after which they presented them to Mr. Yates. Dr. Whitehead then talked about the many District activities in which Mr. Yates participated during his 18+ years on the Board. She calculated that during his tenure he impacted 270,000 students, helped open several new schools, approved the remodeling of numerous schools and passed several bonds and levies. He hired thousands of staff by his vote as well as three superintendents and three interim superintendents. His influence on the work of the District is priceless.

Board member Yates said it is impressive to hear about the work in which he has participated, but the successes have been the result of the total effort of all in the District. He thanked everyone for their support over the years.

**APPROVAL OF MINUTES**

Roy Yates moved for adoption of the minutes from the November 13, 2007 Board meeting. Ed Petersen seconded the motion and the motion carried unanimously. Next, Roy Yates moved for adoption of the minutes from the November 27, 2007 Board meeting. Ed Petersen seconded the motion and the motion carried unanimously.

**APPROVAL OF  
MINUTES**

**ORGANIZATION OF THE BOARD**

In accordance with Board Policy 1114—Oath of Office, each new member shall take an oath to support the constitutions of the United States and the State of Washington and to promote the interests of education and to faithfully discharge the duties of his/her office to the best of his/her ability. Secretary to the Board Carol Whitehead administered the oath of office to newly-elected Board members Ed Petersen and Carol Andrews (E:74/08).

**OATH OF OFFICE**

Board member Andrews introduced her parents Herb and Sharon Andrews, her son Andrew Hopkins, her husband Jim Hopkins and her mother-in-law Margaret Hopkins.

The Board congratulated and welcomed Ms. Andrews. They also congratulated Board member Petersen who has now been duly elected to the Board position to which he was appointed in March 2006 to fill the unexpired term of Paul Roberts.

Everett Public Schools Policy 1120—Organization of the Board, states, in part, that at the first regular meeting in December, the Board shall elect a president and vice-president to serve one-year terms. With that, President Madsen called for nominations for the position of Board president. Sue Cooper nominated Karen Madsen. Kristie Dutton seconded the nomination. By roll call vote, the election of Karen Madsen to the office of president carried unanimously. Next, President Madsen called for nominations for the position of Board vice president. Ms. Madsen nominated Kristie Dutton and Ed Petersen seconded the nomination. By roll call vote, the election of Kristie Dutton to the office of vice president carried unanimously. President Madsen then called for nominations for the position of Board legislative representative. Ed Petersen nominated Carol Andrews and Sue Cooper seconded the nomination. By roll call vote, the election of Carol Andrews as Board legislative representative carried unanimously.

## **ELECTION OF OFFICERS**

### **SUPERINTENDENT'S COMMENTS**

Superintendent Whitehead welcomed the two newly-elected Board members. She then commented on Consent Agenda Item 8a(3) concerning the makeup of the Everett School Employee Benefit Trust. She noted that long-time Trust member Sue McCann has resigned from the Trust and is retiring as an employee of Everett Public Schools. As such, a replacement on the Trust needs to be appointed and the Administration's recommendation is Wayne Kettler, principal of Woodside Elementary School, who is an experienced educator who joined the District a couple of years ago. Mr. Kettler was present tonight.

### **SUPT'S COMMENTS**

Next, Dr. Whitehead commented on Consent Agenda Item 8a(7) concerning the additional change to the revised 2007-2008 Professional & Technical salary schedule. This revision concerns the addition of a Wellness Coordinator. As noted by the Executive Director of Human Resources Molly Ringo, this full-time position is being established to support the work of the Everett School Employee Benefit Trust to help minimize the costs of health care and support individuals in healthy lifestyle practices. The person will help develop and implement services at the sites. Wellness activities will include nutritional seminars, weight loss clinics and fitness activities, to name a few. The position is funded through the Trust which receives its money from the state allocation dollars for health care in addition to a sum specified in the collective bargaining agreement with the teachers' association. The person will be an employee of the District and the District will bill the Trust for the salary and the program support that is needed.

Dr. Whitehead reported that the Washington State Assessment Conference was recently held in SeaTac. At this conference, the District was proud to have numerous presenters. Among them were Peter Hendrickson, Judi Caudle, Rita Husby, Jana Wilson, the Jackson High School Jazz Band, Tessa O'Connor, Tasha Lewis, Jeanne Bauer, Terri Rose and Betty Cobbs.

Dr. Whitehead recently visited Cascade High School where they were closing out this year's 46<sup>th</sup> annual food drive with their "shopping" finale in the gymnasium. In addition to preparing food baskets, students were wrapping over 1,000 gifts to deliver with the food. The closing count of donations received was 49,696.75 canned goods and \$20,214. Many other District sites also hold holiday food and toy drives and donate to worthy organizations such as Operation School Bell and Christmas House.

The District recently participated in a legislative luncheon in partnership with Community Transit, Snohomish County, Comcast, SnoTrac, and the Cities of Everett, Mill Creek and Mountlake Terrace. Local legislators in attendance heard about issues important to each organization—written documents were also submitted. In the case of

Everett Public Schools, issues of funding and the safety of high school students in the Running Start program were brought forth.

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

In closing, Dr. Whitehead said previous WASL data provided to the Board was incorrect—in fact, it was the State data that was inadvertently supplied rather than the District data. The correct data will be furnished and will show growth for the State between 2002 and 2007 and for the District between 2002 and 2007. She extended her apologies.

**PUBLIC COMMENT**

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COMMENT**

After President Madsen outlined the guidelines for public comment, she called on the following individuals who had submitted Public Comment cards:

- 1) Jessica Olson—parent—Her comments dealt with e-mail addresses for the District and open government. She is concerned that citizens cannot e-mail Board members directly and recommended the use of private e-mail addresses. She also read and distributed an “Open Government Pledge” which she asked the Board members to sign (E:75/08).
- 2) Don Hillstrand—parent—His son attends Everett High School and was recently suspended for three days because of racial harassment. He distributed a copy of his son’s “Notice of Disciplinary Action” (attached). President Madsen advised Mr. Hillstrand to follow the disciplinary appeal process. She also asked the superintendent to report back to the Board on this issue.

**RECOGNITION OF RETIREES**

**RECOGNITION OF  
RETIREES**

Director of Communications Mary Waggoner introduced Supervisor of Community Services Sue McCann who is retiring after 29 years with the District. Mary summarized the many contributions Sue has made to the District, including her work in the Community Schools program, facilities usage and the Everett School Employee Benefit Trust. Sue brings laughter, joy and fun to her colleagues. She is resourceful, gregarious and welcoming. Sue commented, saying hers has been a wonderful job, and she has been afforded the opportunity to work with fabulous co-workers and interesting community members. She introduced her daughter Bridget and acknowledged her co-workers in the audience. President Madsen thanked Sue for her warmth, kindness and exemplary service to the District and then presented her with a crystal memento apple.

The Administration provided a report about student achievement funds. Executive Director of Curriculum Alignment and Implementation and Terry Edwards echoed Dr. Whitehead’s apologies for inadvertently providing incorrect WASL data. Steps have been put in place to prevent errors of this nature from happening again.

**REPORT—  
STUDENT  
ACHIEVEMENT  
FUNDS**

Terry distributed copies of tonight’s PowerPoint presentation providing a report on use of I-728 funds for 2006-2007 (E:76/08). He reported that the District collected slightly more than \$6.5 million and had a carryover of \$521,000 so that the total funds available were \$7,074,999. He then reviewed how the funds were spent within the specified areas.

Board member Petersen said the information is helpful. He then asked about a new allocation from the state for professional development, to which Terry replied that the funds are for 2007-2008 for a specific purpose. When President Madsen asked whether there is a limit to the amount that can be carried over, Terry said there is no limit. To a question from Board member Cooper about whether these funds are flexible within the specified areas, Terry said yes, and there no portion restrictions. Audience member Jessica Olson had a question, but because Ms. Olson had not indicated a question about this subject on her Public Comment card, her question would need to be addressed outside of the meeting. President Madsen asked that Ms. Olson contact Terry Edwards.

The Administration provided information about teacher assistance efforts.

**REPORT—  
TEACHER  
ASSISTANCE**

Executive Director for Human Resources Molly Ringo introduced the presentation and said that, with a shift in teacher assistance functions to Human Resources, it was decided that Betty Cobbs would join the department as well as LaRae Marks. Molly distributed a copy of the evening's presentation (E:77/08). She began by outlining the purpose of the Teacher Assistance Program (TAP) and the need for teacher support. Betty's work also focuses on minority recruiting and diversity. Betty shared statistics about the District's 116 new teachers as well the numbers of certificated staff served by TAP this year. She discussed the teacher training schedule and cycle, mentoring, challenges and issues, and next steps.

Board member Petersen asked about the process for recruiting mentors and for a definition of clock hours. Molly responded that mentors are selected by the building principals and they receive a small hourly rate. Clock hour, which is an educational term that refers to professional growth, counts toward certification renewal. When Board member Cooper asked how TAP is funded, Molly said a small amount comes from the State, but I-728 dollars are a major source. TAP is a crucial investment in view of the number of retirements among senior staff and the increased expectations for teachers. Ms. Cooper said it sounds very valuable to have a formal program. When President Madsen asked whether a person's mentor is in the same building as the teacher, Molly said that arrangement is ideal, but not always possible. Ms. Madsen asked whether release time is available, to which Molly said yes.

**ACTION ITEMS**

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

**CONSENT  
AGENDA**

- 1) Personnel Report (revised) (E:78/08);
  - 2) Voucher Lists (E:79/08);
  - 3) Appointment of Trustee for Everett School Employee Benefit Trust (E:80/08);
  - 4) Award of Contracts—Athletic Equipment (E:81/08);
  - 5) 2007-2008 Carl Perkins Vocational/Technical Education Grant for Career & Technical Education (E:82/08);
  - 6) College in the High School Affiliation Agreement (E:83/08);
  - 7) Revision to 2007-2008 Professional & Technical Salary Schedule (revised) (E:84/08).
- The motion carried unanimously.

In accordance with Policy 3320, Disciplinary Appeal Council, each year the Administration recommends membership on the Council, whose role is to hear and decide discipline and short-term suspension grievance appeals. The recommended membership is the Deputy Superintendent; a K-12 Area Executive Director (depending upon the Area from which the appeal originates); and a Director from Human Resources. In addition, one alternate is recommended for the Council and that person would be the Executive Director of Curriculum Alignment and Implementation. The Council also includes a Board-member-at-large.

**RECOMMENDATION  
FOR  
MEMBERSHIP ON  
DISCIPLINARY  
APPEAL COUNCIL  
FOR 07-08  
SCHOOL YEAR**

Board member Petersen moved for approval of the aforementioned membership on the Disciplinary Appeal Council. Sue Cooper seconded the motion. Prior to action on the motion, Dr. Whitehead noted that the policy also calls for the superintendent to provide an annual report to the Board about the number and types of appeals heard by the Council for the year. There were two such incidents: one was for the appeal of a short-term suspension for failure to follow school rules; the second was to appeal an academic suspension for cheating. With that, the Board voted unanimously to approve the membership on the Disciplinary Appeal Council.

Before moving to the next agenda item, Dr. Whitehead shared charts showing discipline data by ethnic groups for students in grades 9-12 at each of the three comprehensive high schools (Cascade, Everett and Jackson High Schools) for 2004-2007 and a sheet providing important information for interpreting the charts (E:85/08). The charts were prepared in response to a request from a group in the community earlier this fall. Dr. Whitehead reviewed the sheet and the charts.

**RECOMMENDATION  
FOR MEMBERSHIP  
ON DISCIPLINARY  
APPEAL COUNCIL  
FOR 07-08 SCHOOL  
YEAR (cont'd.)**

**BOARD COMMENTS**

Board member Petersen thanked Dr. Whitehead for highlighting and sending him Hispanic achievement data contained within a presentation and handout from a previous Board meeting. He then requested information concerning population trends and mixes for the next five years that might help the Board as it does its planning work. Thirdly, Mr. Petersen has assembled data from other districts' school board members regarding communicating via e-mail with school boards. At his request, the Superintendent's office will distribute the data to the other Board members.

**BOARD  
COMMENTS**

President Madsen said the event at Evergreen Middle School for Roy Yates was superb. She asked that the Board's thanks be conveyed to all who made the arrangements. President Madsen reported that she recently attended a business roundtable conference co-sponsored by OSPI and the Partnership for Learning and the Washington State Board of Education. Katie Hickock, of the Education Trust, was the featured speaker and said the best way to prepare children to be successful is to offer a college preparatory curriculum.

**BOARD ACTION AND/OR BOARD DISCUSSION**

The Board reviewed its self-evaluation and covered topics which included systematic communications between the Board and students, staff and the community; the role of the Board members; strategic planning; addressing the education needs of the community for the future; dealing with District personnel; addressing complaints about the District; the superintendent evaluation cycle; educating the public about the Board's roles and responsibilities; and reviewing the Board policies (1000 series).

**BOARD SELF-  
EVALUATION**

At President Madsen's request, Dr. Whitehead reviewed the process for orienting new Board members.

The Board derived the following draft work plan:

- 1) A brief report to the Board will be provided on how students are assisted in planning for their future and whether that assistance was helpful and relevant.
- 2) Board members will review the Board page of the District website concerning information to be posted about ways to contact the Board.
- 3) A report to the Board will be provided reviewing the history and status of strategic planning in the District, including updating.

Board members Dutton and Andrews will serve as a Board sub-committee to review other self-evaluation documents and determine whether moving to a new instrument would be appropriate. President Madsen will complete drafting of the Board's work plan and ask the Superintendent's office to distribute it to the Board for feedback.

At 7:20 p.m., President Madsen called for a 10-minute rest break to be followed at 7:30 p.m. with an executive session to consider the selection of a site or the acquisition of real estate by lease or purchase.

At 7:30 p.m., President Madsen moved into executive session to consider the selection of a site or the acquisition of real estate by lease or purchase. Prior to going into executive session, it was announced the executive session would be of approximately 90 minutes' duration.

At 9 p.m., it was announced the executive session would extend for approximately another 1 ¼ hours.

At 10:15 p.m., President Madsen re-convened the regular meeting and adjourned immediately.

**EXECUTIVE  
SESSION—TO  
CONSIDER  
SELECTION OF  
SITE OR  
ACQUISITION OF  
REAL ESTATE BY  
LEASE OR  
PURCHASE**

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Carol Whitehead, Secretary

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Karen Madsen, President