

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, October 21, 2003, 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, Karen Madsen, Paul Roberts and Roy Yates. Absent: Kristie Dutton.

ADOPTION OF AGENDA

President Madsen called for any recommended changes to the agenda. Superintendent Carol Whitehead reported that the Board will be presented with a revised Personnel Report. With no further changes, Paul Roberts moved for adoption of the revised agenda. Roy Yates 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 October 7, 2003. Roy Yates seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Superintendent Whitehead reported that this year's Washington State Art Educator of the Year has been announced and it is Joye Melby of Cascade High School.

**SUPT'S
COMMENTS**

Joye said she is overwhelmed by this special recognition. She recollected that she started with the District in 1971 at Cascade High School and worked there for 1½ years until emergency employment funds expired. She then concentrated on her artwork for 17 years and eventually returned to work for the District, first at Evergreen Middle School, then Everett High School and, finally, back at Cascade High School. Joye commented that she feels both blessed and grateful for her creative colleagues; forwardthinking department; supportive administration; and willing students, alumni and parents. She then introduced her husband who, she said, "fills up the pockets" of her life. President Madsen and her Board colleagues congratulated Joye and thanked her for inspiring her students to do their best.

Dr. Whitehead reported that later on during tonight's meeting, the Board will be presented, as requested, with a proclamation designating November as PTA Membership Month.

Dr. Whitehead then called on Executive Director of Curriculum Alignment and Implementation Terry Edwards to describe the Instructional Connections workshops held last week. He reported that the workshops are a continuation of last summer's work with the principals during which discussions about change occurred. He described the definition of "first order" change in which a thing or an activity, such as a new math program, is introduced. "Second order" change comes in the form of adjusting the beliefs, attitudes and behaviors of those involved in the new program, activity or thing. Last week's meetings were the second annual series of Instructional Connections workshops. Teams of teachers and principals from each District school met during the week, by level. The principals were accompanied by instructional allies; that is, those with an informal and formal leadership role in terms of instruction (such as assessment mentors, curriculum specialists, ELL teachers and special ed teachers) and those with a role in how instructional leadership happens at the building. Director of Evaluation and Assessment Ric Williams and a team of curriculum specialists created a workshop and series of protocols for attendees to use with their student achievement data from last year and their school improvement plans for this year to ensure alignment and improved student achievement. At the next Instructional Leadership Team meeting, discussions

were held with the principals about steps to take in order to achieve second order change. Dr. Whitehead said the remainder of this year's Leadership Team meetings will focus on second order change.

PUBLIC COMMENT

None.

RECOGNITION OF RETIREES

None.

ITEMS FOR INFORMATION

Associate Superintendent for Instruction Karst Brandsma outlined tonight's presentation regarding culminating exhibitions (CE). Its history will be reviewed, followed by the evolution of CE thinking, the schools' responsibilities and roles, the District's roles and responsibilities and key elements being implemented districtwide.

Terry Edwards provided a handout replicating the evening's PowerPoint presentation (E:25/05). The District, he said, is moving from a "product" as outcome to skills as outcome; from coaching students to create quality products to coaching students to have the skills necessary to create quality products; and from looking at standards to looking at student work. The role of the school includes an Implementation Team with a Coordinator responsible for communication, program management and instructional leadership. The role of the District includes a District Steering Committee responsible for curriculum, assessment and staff development. District support comes in the form of the District Coordinator and District Steering Committee, access to the Instructional Management System (IMS), opportunities for professional development and access to the website **turn it in . com**.

Joined by Assessment Specialist Joanne Buiteweg, Terry outlined the superintendent's ten expectations for CE for 2003-2004, all of which revolve around aligning, articulating and coordinating. They then described the CE organizational chart and the common role expectations for those on the chart. Next, they outlined a communication plan, a common instructional plan and a work plan for 2003-2004. They noted that the school is providing a more directed communication plan to students and parents which gives clear timelines and expectations. Also contained in this plan is information showing the point at which the CE coordinator and the building administrator become involved when the student is not meeting CE requirements. Finally, if the student continues to fall short of CE requirements, then they will not meet graduation requirements.

Terry and Joanne reviewed the timeline for conducting CE panels. JHS and Sequoia will hold them as needed during January and May, while EHS and CHS will hold theirs on specified dates in January and May. Dr. Whitehead pointed out that one of the goals of timing the CE panels is to have them when fewer "high stakes" activities are occurring.

When asked for more information about **turn it in . com**, Terry replied that it is a web-based program whereby the student prepares his/her paper and submits it electronically to the teacher who reviews it, comments and returns it to the student. Thus, a communication trail is created and turnaround time is optimized. Changes the student makes in his/her paper are in different colors so the teacher can quickly see current changes vs. earlier modifications, thereby cutting down on reading time and ensuring that the student makes appropriate substantive changes. The program also conducts a plagiarism check to ensure the work is indeed that of the student.

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

**PUBLIC
COMMENT**

**RECOGNITION OF
RETIREES**

**PRESENTATION—
Culminating
Exhibitions**

In response to a question about the IMS, Terry said all CE submissions for the project occur in IMS. The teacher uses IMS as a communication tool, checks standards and creates documentation in the system. Access can be from anywhere. The parent can get a password, access the system and see how their student is progressing. A description for use of the IMS is contained in the CE handbooks of every school.

When asked for clarification of the role of the building CE teacher, Joanne replied that some are chosen at the building level, but there is a different design at each school depending upon the program. Seminar teachers are required to be part of the anchoring team. Senior seminar provides a workspace for students to organize their work and get guidance. A certain component of the teacher's day is assigned to CE. The building coordinator is usually someone teaching a CE class. They serve on the District steering committee and meet with Joanne on a regular basis. Although there is some level of staff continuity from year, there is also turnover.

Joanne said she is impressed with the people leading in the buildings. They are passionate about their roles. District support has been empowering for them. In addition, the coordinators' work with the administration has been very impressive. It is exciting to see students succeed. She went on to say the work this year needs to focus on what goes in front of the CE panel. One needs to understand there is a difference between "A" work and "meeting standard." The instructional guide is a major part of the work this year and is very helpful.

ACTION ITEMS

Paul Roberts moved for approval of the following Consent Agenda items. Sue Cooper seconded the motion.

- 1) Personnel Report—REVISED (E:26/04); and
- 2) Voucher Lists (E:27/04).

The motion carried unanimously.

The Administration recommended adoption of Resolution 778 to establish an intergovernmental cooperative purchasing agreement between Everett School District No. 2 and the Stanwood-Camano School District (Res.01/04). This agreement will allow either district to cooperatively procure goods and services by utilizing the competitive bid process conducted by the lead district and in compliance with regulatory requirements.

Director of Finance Jeff Moore commented that this item and the following one (Resolution 779) follow proper use of the bid process and pertain primarily to copiers, duplicators and related services.

With no further discussion, Paul Roberts moved for adoption of the aforementioned Resolution 778. Sue Cooper seconded the motion and the motion carried unanimously.

The Administration recommended adoption of Resolution 779 to establish an intergovernmental cooperative purchasing agreement between Everett School District No. 2 and the Fife School District (Res.02/04). This agreement will allow either district to cooperatively procure goods and services by utilizing the competitive bid process conducted by the lead district in compliance with regulatory requirements.

As mentioned earlier, the proposed agreement pertains primarily to copiers, duplicators and related services.

With no further discussion, Sue Cooper moved for adoption of the aforementioned Resolution 779. Paul Roberts seconded the motion and the motion carried unanimously.

PRESENTATION— Culminating Exhibitions (cont'd.)

CONSENT AGENDA

RESOLUTION 778: Intergovernmental Cooperative Purchasing Agreement Between Everett School District No. 2 and Stanwood-Camano School District

RESOLUTION 779: Intergovernmental Cooperative Purchasing Agreement Between Everett S.D. & Fife School District

The Administration recommended approval of the attached Minimum Basic Education Requirement Compliance Report which gives assurance to the State Board of Education that Everett Public Schools is in compliance with minimum requirements of the Basic Education Act, as well as other provisions (E:28/04).

MINIMUM BASIC EDUCATION REQUIREMENT COMPLIANCE REPORT

Karst Brandsma commented briefly. With no further discussion, Sue Cooper moved for approval of the aforementioned Minimum Basic Education Requirement Compliance Report. Roy Yates seconded the motion and the motion carried unanimously.

BOARD COMMENTS

Board member Cooper reported that she attended Eisenhower Middle School's recent evening program honoring 8th graders who achieved a 3 or 4 on the WASL. The program and reception afterwards were very nice and there was a good turnout.

BOARD COMMENTS

Board member Roberts noted that in the course of completing his copy of the Board's self-evaluation document, it occurred to him what an exceptional team there is in Everett. He expressed his appreciation for the efforts of District staff who consistently give their very best.

Board member Yates brought to his colleagues' attention an apparent discrepancy in tonight's Personnel Report (E:29/04). It is his understanding that the current head football coach at Jackson High School is Joel Vincent. Tonight's report would appear to replace him with Joe Gelakoska. Dr. Whitehead indicated that this question will be investigated and she will report back to the Board.

With no further Board comments, President Madsen called for a brief recess (rest break) at 5:40 p.m.

President Madsen re-convened the regular meeting at 5:45 p.m.

President Madsen re-opened a previous discussion about Board members joining PTAs of the schools to which they are assigned. President Madsen said the PTAs will contact the Board.

Dr. Whitehead reported that a review of the head coaching assignment at Jackson High School revealed that Mr. Yates was correct. Mr. Gelakoska's designation should be Assistant Football coach. A correction will appear on the November 4 Personnel Report.

BOARD ACTION AND/OR BOARD DISCUSSION

Sue Cooper moved that the Board of Directors designate November as PTA Membership Month (E:30/04). Paul Roberts seconded the motion and the motion carried unanimously.

PROCLAMATION Designating Nov. as PTA Member.Month

Karst Brandsma and Athletic Director Bob Smithson provided information on the District's athletic program (E:31/04). Karst opened the discussion by saying that last spring WASA completed a review of the District's athletics programs. Out of that review came 17 recommendations, for which an aggressive action plan has been developed. In August, a District Athletic Action Team was created to develop an action plan for each of the 17 recommendations. Tonight's presentation was aimed at outlining each action plan, including a list of activities, a timeline for completion, stakeholders and person(s) responsible for addressing the activity. In general, implementation of each action plan will be accomplished by early in the year—some will be completed sooner than others. In addition, responsible parties may be more than are listed. Where surveys are indicated, they will be coordinated so targeted respondents will not be overwhelmed with requests to complete surveys.

STUDY SESSION— Athletic Program

Board member Roberts expressed his pleasure that the District will be considering the processes of other school districts rather than seeking internal input only. He further noted the importance of all parties taking this report seriously. Just as was described earlier in the evening about CE, articulating, aligning and coordinating the pieces of this review are the goal. Dr. Whitehead concurred, and asserted that her expectation is that all will understand that the Board is serious about the review.

Recommendation #1: No comments.

Recommendation #2: Dr. Whitehead noted that development of an organization chart and job descriptions are key to this action plan. When asked whether this effort will result in a sizable change in the duties of the building athletic directors, Karst said the work will cause duties to be specified, administrative links will be clearer and individuals will be clear about responsibilities. When asked whether there will be annual performance reports for coaches, Karst said it will be thoroughly considered.

Recommendation #3: Karst noted that the committees established to implement certain action plans will use the recommendations as guidelines. Although the Risk Management Pool has always provided input/feedback, an actual coordination of their input will take place. Concerning the reference in this recommendation to conducting surveys, Dr. Whitehead stressed the importance of knowing people's thoughts, including what they think the District needs to be doing. Surveys raise the level of understanding and emphasize caring. "Best practices" will also be considered. When asked whether safety processes will relate to off-site activities, Karst said they will. Protocols will be set. President Madsen said she appreciates the District setting the standard about AEDs even though it may not be a WIAA requirement.

Recommendation #4: No comments.

Recommendation #5: Board member Roberts said he has been asked to determine the point of contact for working with the City, Everett Community College and the District concerning discussions about an aquatic center. Dr. Whitehead replied that Karst is the contact. The question was asked whether there has been an increase in injuries as a result of the installation of the surface at Everett Memorial Stadium. Bob indicated there have been no increases in injuries nor has there been an increase in concerns by the coaches. Karst noted that strides have been made in improving District facilities.

Recommendation #6: Board member Roberts referenced the challenging budget issues associated with uniform purchases. Dr. Whitehead noted that gender equity considerations are critical to any discussions involving budget allocations.

{6:20 p.m.—At this point in the meeting, it was necessary for President Madsen to leave to keep another appointment—she apologized for the conflict in her schedule. Board member Cooper took the gavel.}

Recommendation #7: Bob indicated the District is shifting to a centralized purchasing process for athletic equipment.

Recommendation #8: Acting President Cooper asked whether there will be specific student behavior expectations at school, etc., since there has been a wide variation from coach to coach. Karst and Dr. Whitehead replied that expectations will be standardized. Karst further stated that now is a good time to review the athletic code. The Athletic Code Review Committee will be a committee that will disband when their work is completed. Dr. Whitehead said Recommendation #8 is significant and much needed.

**STUDY SESSION—
Athletic Program
(cont'd.)**

Recommendation #9: Board member Roberts noted that having a core set of values will be very important for students and coaches. In addition, it will be useful in relation to the evaluation piece for coaches. Although a reference to assessing the performance of coaches is part of the action plan, mention of a core set of values also needs to be obvious. Dr. Whitehead agreed and said expectations will be determined and the Administration will ensure that the expectations are met.

Recommendation #10: No comments.

Recommendation #11: No comments.

Recommendation #12: Karst said the District does a fine job of hiring good teachers. However, the District also has a reputation for not having an expeditious process for hiring coaches. Dr. Whitehead said this is an area where the District can always do a better job of coordination.

Recommendation #13: Discussion ensued about maximizing student participation in athletic programs.

Recommendation #14: No comments.

Recommendation #15: Discussion ensued about league play and interscholastic competition.

Recommendation #16: No comments.

Recommendation #17: Dr. Whitehead directed the Board's attention to the three assumptions accompanying this recommendation, saying they are key to the recommendation.

The presentation concluded and the Board complimented the Administration on the comprehensiveness of the action plans. Dr. Whitehead noted that the Board will be kept informed as the plans progress.

With no further comments, Acting President Cooper adjourned the regular meeting at 7:10 p.m.

Carol Whitehead, Secretary

Karen Madsen, President

Sue Cooper, Acting President