

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, June 10, 2008, beginning at 4:30 p.m., in Conference Rooms C1 & C2 (down the hall from the Board Room) of the Educational Service Center, 4730 Colby Avenue, Everett, Washington. Notice about the change of rooms was included on the Board meeting agenda and posted on the Board Room door. Those in attendance were: Carol Andrews, Sue Cooper, Kristie Dutton, Karen Madsen and Ed Petersen.

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. Sue Cooper seconded the motion and the motion carried unanimously.

**ADOPTION OF
AGENDA**

APPROVAL OF MINUTES

Sue Cooper moved for adoption of the minutes from the May 27, 2008 Board meeting. Kristie Dutton seconded the motion and the motion carried unanimously. Ed Petersen moved for adoption of the minutes of the special Board meeting of June 2, 2008. Carol Andrews seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Dr. Whitehead called on Everett High School principal Catherine Matthews who introduced student Jannelle Mora, a recent Gates Millennium Scholar recipient. This honor brings with it funding for Jannelle's undergraduate degree all the way through her doctoral, if she chooses to pursue her education to that level. She is the second Gates Millennium Scholar in two years from Everett High School. Catherine listed Jannelle's numerous accomplishments which include many athletic and academic honors. In addition, she volunteers at the Children's Museum and the Boys and Girls Club, and works at Quizno's. She anticipates majoring in anthropology and archaeology at the University of Washington. Jannelle thanked everyone, including her parents, teachers and principal, for their help and encouragement. Dr. Whitehead said that Jannelle's achievement is an example of the good work that is being done throughout the District. President Madsen echoed those comments and congratulated Jannelle.

**SUPT'S
COMMENTS**

Next, Dr. Whitehead reported that tonight's Consent Agenda will include an item for a monetary gift in the amount of \$42,000 for Phase I of Forest View Elementary School's playground equipment. A gift in the amount of \$24,100 for Phase II of the project will appear on a future Consent Agenda.

The recent Walsh-Platt banquet represented the 47th consecutive year for this awards ceremony. Dwayne Lane Motors co-sponsors the event with the District and the Everett Public Schools Foundation. This year, the student athlete honorees spoke in person rather than via video.

The Superintendent's springtime series of community lunches and breakfasts have concluded and were well attended. The topic of these meetings was to discuss the new central administration facility. The 200+ attendees were very supportive of the plan and recognized the efficiencies that will be achieved.

Staff will be stuffing envelopes tomorrow containing the high school WASL scores. The data is very encouraging. Congratulations to all teachers and students for their hard work.

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

KING-5 TV will be doing a piece about Math Whizz, a computer-based program that provides mathematics support to students. It is being used in elementary and middle schools throughout the District to support math concepts, and is now available to all families through a monthly subscription.

PUBLIC COMMENT

None.

**PUBLIC
COMMENT**

RECOGNITION OF RETIREES

Six retirees, with a total of 150 years of experience, were on hand to be recognized:

**RECOGNITION OF
RETIREES**

1) Bjorg Bressler—Garfield Elementary School—Her principal, Shannon Arnim, commented that Bjorg came from Norway at the age of 16 and her whole family worked diligently to learn English, so much so that Bjorg was able to become a reading paraeducator. Shannon described Bjorg as a person who is flexible, helpful, gentle, humorous, thinks on her feet, and smiles even during difficulties. She and her husband spend countless hours at Garfield events, but will be moving to Eugene, Oregon, to be near family. They intend to volunteer in the schools in that area. Bjorg thanked everyone and said they will miss their many friends in Everett. She introduced her husband Marvin, and friends Bob and Dolly Gay.

2) Kathy Brodniak—Jackson Elementary School—Her principal, Janelle Phinney, spoke about how Kathy has worked with young people for nearly 44 years. Twenty of those years have been in Everett. Her scrapbook includes every student's name with loving footnotes. Hers is a classroom that runs smoothly. She loves to see the joy in her students' eyes when something clicks. She keeps each student engaged and maintains extensive notes on each child. Kathy said the most rewarding aspect of her work is to see the children (over 600 of them) discover the joy of learning. She dreams big for every one of them. Kathy introduced her husband Lloyd, her son Roger, and colleagues from Jackson.

3) Karen Skillman—Penny Creek Elementary School—Her principal, Shelley Petillo, said that Karen joined the District in 1985. She is one who helps each student every day. Her classroom has a warm and nurturing environment. She lays a successful foundation for each child and, in so doing, has touched hundreds of lives. Karen thanked the Board and Administration for the privilege of doing the world's most important work. She introduced her husband Jerry and colleagues from Penny Creek.

4) Kathy Petrillo—Eisenhower Middle School—Her principal, Joyce Ott, spoke of Kathy as a unique individual who has impacted the lives of over 5,000 children and their families. She continues to re-invent herself. It has been a pleasure to observe Kathy's interest in learning. She has worked diligently on the PEP grant and has coached, been the ASB advisor and served on numerous committees. Kathy's former principal, David Jones, said that Kathy helps make PE and physical fitness accessible for every child. She realizes each child has a different level of ability and she knows how to listen to children's issues and give them advice. Kathy thanked the Board and Administration for hiring her 29 years ago. She has had the pleasure of working with many dedicated and talented people.

5) Fran Hartman—Cedar Wood Elementary—Her principal, David Jones, said with Fran's 30+ years in the District, she is a core educator who for decades has served the students, families and the community. She has seen many changes, but has remained flexible, energetic, student-centered, an excellent colleague, a risk taker, inspirational, and brilliant in reaching out to other resources. Fran commented and thanked her many friends and colleagues for helping her succeed. In particular, she thanked Jim Hartman and Patty Pederson, Dr. Whitehead, Jim McNally & David Jones.

6) Carol McKissick—Cedar Wood Elementary—Her principal, David Jones, said that Carol offers a safe and challenging classroom. Her students feel safe to take risks. She is also known for supporting parents to help their children. Her reading resource room is a warm inviting place for children. Carol is a remarkable woman and educator who has touched many young lives. She is a survivor. Carol said she has witnessed many changes, but what remains the same is that the District is child-centered. She introduced her husband John, daughter Heather, son Ian, his fiancé Crissy and some of her educational colleagues.

President Madsen thanked the retirees for their many years of service to Everett Public schools and complimented each principal for doing an excellent job tonight. She presented each retiree with a memento crystal apple.

ITEMS FOR INFORMATION

The attached proposed revised Policy 5320.5—Jury Duty & Subpoena Leave, was provided to the Board of Directors for first reading, with adoption to be recommended at a future Board meeting (E:214/08). The proposed change clarifies compensation for District employees who are called for jury duty or subpoenaed to be a court witness. Executive Director of Human Resources Molly Ringo said this revision brings the policy in line with regulations.

The Washington State Auditor's Reports for the period September 1, 2006, through August 31, 2007, was provided for the Board of Directors' information (E:215/08). Associate Superintendent for Finance and Operations Bob Collard introduced Accounting Manager Gina Zeutenhorst who reported that the District received a clean opinion with no findings. Bob said Gina deserves a great deal of credit for the smoothness of the audit. She spends countless hours with the auditors and is able to quickly supply them with accurate information. President Madsen complimented Gina for her level of knowledge and her ability to be in control of the information. The auditors show great respect for her.

Financial reports as of April 30, 2008, were provided for the Board of Directors' review (E:216/08). 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 financial picture has not changed significantly with a projected ending fund balance of \$10.73 million. Only minor adjustments have been necessary.

ACTION ITEMS

Sue Cooper moved for approval of the revised Consent Agenda. Kristie Dutton seconded the motion.

- 1) Personnel Report (revised) (E:217/08);
- 2) Voucher Lists (E:218/08);
- 3) Proposed School Board Meetings Schedule for 2008-2009 (E:219/08);
- 4) Declaration of Surplus Property (E:220/08);
- 5) Award of Bid for Building Network Infrastructure Modernization Data – Package I (Everett High School, Hawthorne Elem. School, Jackson Elem. School) (E:221/08);
- 6) Award of Bid for Building Network Infrastructure Modernization Data – Package II (Cascade High School, Evergreen Middle School) (E:222/08);
- 7) 2008-09 Classified Non-Represented Non-Exempt Salary & Vacation Schedule (E:223/08);
- 8) 2008-2009 Everett Licensed Nurses' Association Salary Schedule (E:224/08); &
- 9) Monetary Gift of \$42,000 from Forest View Elem. School PTA to Forest View Elem. for the Purpose of Purchasing Playground Equipment (Phase I) (E:225/08).

The motion carried unanimously.

RECOGNITION OF RETIREES (cont'd.)

PROPOSED REVISED POLICY 5320.5— JURY DUTY & SUBPOENA LEAVE (clarifying compensation)—first reading

WASHINGTON STATE AUDITOR'S REPORTS—9/1/06 THROUGH 8/31/07

FINANCIAL REPORTS

CONSENT AGENDA

The Administration recommended the Board of Directors authorize the call for bids, as needed, to support federally funded contract services. The requirements for competitive bidding relative to federally funded contract services are more stringent than current Washington State RCW (E:226/08). Procurement Supervisor Jennifer Farmer commented that the District is currently considering bidding for translation services and GLAD trainers and, later in the summer, will bring the contracts before the Board for award. With no further discussion, Ed Petersen moved to authorize the call for bids, as needed, to support federally funded contract services. Sue Cooper seconded the motion and the motion carried unanimously.

**AUTHORIZATION
TO CALL FOR
BIDS—CONTRACT
SERVICES**

The Administration recommended the Board of Directors adopt Resolution 901—Transfer of Funds from the Capital Fund to the General Fund for the Purpose of Modernizing Technology Systems (Res.11/08). Bob Collard talked about the Metropolitan Area Network (MAN) system which will offer a greatly-enhanced capacity to transfer and move data across the District. As the District moved through the process of constructing a MAN, and considered more about getting franchise agreements with the cities and the county, doing pole line availability studies and feasibility studies, etc., they realized the industry had changed beyond the District's control and responsibility and it would take approximately two more years and add approximately \$2 million to complete the project. At that point, the District sought alternatives. At the same time, the Legislature perfected the language of a law from 2002 that allowed capital dollars to be used for technology systems that improves the technology of the district, but the capital dollars would have to be transferred to the General Fund and make the expenditure out of the General Fund. Bond monies could not be used. Between now and the end of August, the cost will be approximately \$450,000 and will accomplish some critical aspects of the MAN. Expenditures beyond September 1 will be discussed when the budget is presented at a future Board meeting.

**RESOLUTION
901—TRANSFER
OF FUNDS FROM
CAPITAL FUND TO
GENERAL FUND
FOR THE
PURPOSE OF
MODERNIZING
TECHNOLOGY
SYSTEMS**

Director of Information Systems and Technology Ken Toyn reviewed tonight's PowerPoint presentation which included a diagram of the proposed District fiber MAN topology. Network services will be housed at the Longfellow Building. He reviewed the benefits of the MAN and the capacity possibilities. However, this would be a difficult network to install and own as a school district. Access to existing poles and available pathways, for example, are challenging. Thus, the Black Rock Cable Company presents a very cost effective method of providing the MAN. It is a fiber optic system called dark fiber that would be "lit up" with District equipment. Black Rock maintains the system. They offered numerous references and presented an aggressive timeline. It is a flexible, dynamic process that simplifies moving it to another building when necessary.

Board member Dutton asked whether the system is secure even though the District is sharing with other systems, to which Ken said this environment is even more secure than the District's current system. Board member Petersen asked whether the lease is a continuing outstanding budget item, to which Ken said the lease is for five years, with the option for another five years. The second five years will introduce a CPI component into the lease. When asked whether the funds are part of a bond, Ken said it is money from the 2002 bond. Mr. Petersen asked Bob for clarification of the 2002 legislation mentioned earlier. Board member Cooper asked about the next likely iteration, to which Ken said this is a new fiber technology with a physical lifespan of at least 20 years. Technically, this kind of technology will be needed beyond any wireless capacity that comes along. Other capacities will be added as needed. The five-year lease will give the District the flexibility to keep updating and building upon what is already in place. With no further discussion, Kristie Dutton moved for adoption of the aforementioned Resolution 901. Ed Petersen seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors declare Black Rock Cable a sole source for the lease of dark fiber optic network cable and authorize the execution of a contract to engage Black Rock Cable to install and lease the fiber optic cable (E:227/08).

**DECLARATION OF
SOLE SOURCE—
BLACK ROCK
CABLE**

[Discussion on the previous item (Resolution 901) also applied to discussion about this item.]

Jennifer Farmer said the District thoroughly researched Black Rock Cable. There is no other entity that can offer a dark fiber lease at this cost at this time. Over the past two years, the District advertised twice for proposals for design services and both times, Black Rock Cable was the only company who responded and could provide the District with a solution. Discussions have been held with PUD, and there is no other solution ready to go today. The District checked Black Rock's references and they have all been positive. The lease is at a fixed price for services provided. The costs to install are either at, or significantly below, what the District believes are the costs to bring the fiber from the pole to the District's front doors throughout the District. Adding a building will involve actual costs to bring the fiber to the building and will be at the same monthly rate as we receive for that first five years. The District feels it has negotiated a strong contract for the first five years and protected us for the next five years. The company has been aggressive in pursuing the District as a client because they want to increase their customer base in this area and because of how positively the District is viewed in the technology community.

With no further discussion, Kristie Dutton moved to declare Black Rock Cable a sole source for the lease of dark fiber optic network cable and authorize the execution of a contract to engage Black Rock Cable to install and lease the fiber optic cable. Ed Petersen seconded the motion and the motion carried unanimously.

BOARD COMMENTS

Board member Dutton passed along congratulations to Forest View Elementary upon the completion of its first year of operation. The school community is off to a great start.

Board member Petersen said it is great to hear about the scholarships being given. The Walsh-Platt event was impressive and inspiring. The students were very poised and articulate.

President Madsen said she visited Gateway Middle School to help with their student-led conferences and to Sequoia High School to hear their CE presentations. They were excellent. The ELL transition ceremony for students at North Middle School was a lovely celebration and a very festive evening.

Board member Cooper reported that she listened to the CE presentations at Jackson High School and they were amazing. It is so gratifying to see how far the process and the students have come.

Dr. Whitehead reminded the group that commencements are coming up.

President Madsen called for a 25-minute rest break recess at 6:35 p.m.

President Madsen concluded the recess at 7 p.m. and moved immediately into the study session about the Strategic Plan end-of-year report.

**BOARD
COMMENTS**

BOARD ACTION AND/OR BOARD DISCUSSION

The Administration held a study session for the purpose of presenting the Strategic Plan End-of-Year Report for the 2007-2008 school year (E:228/08). Each year, the Board of Directors approves action items in the Strategic Plan to provide direction to the Administration to assist in focusing their work for the upcoming year. The Strategic Actions are summarized annually at the conclusion of each year.

STUDY SESSION— STRATEGIC PLAN END-OF-YEAR REPORT

Dr. Whitehead referenced the Reports to the Board (attached) with the applicable Strategic Plan action(s) shown next to each report. For tonight's report, the Administration focused on three items from the end-of-year document: state-of-the-school reviews (SOSRs), Read 180, and the new textbook inventory system.

1) Executive Director for Area Two Lynn Evans began by talking about the SOSRs, which are used as a means to communicate the work and progress of schools to the entire organization, inform the budget process of the schools' needs and interests, and assess progress of staff collaboration. She talked about the grouping of the schools' SOSRs, the SOSR agenda, focus areas and successes. Executive Director for Area One Jim McNally reviewed this year's Principals' Day of Reflection which was held in early May and included recommendations for future SOSRs and District support requested at the high school, middle school and elementary school levels. Jim also discussed feedback from the Nine Characteristics Survey for 2007-2008.

Board member Petersen acknowledged the immense amount of work involved in preparing and presenting SOSRs. Jim said one of the key elements for the presenters is having the opportunity to present to their school colleagues. Lynn noted that the schools like to hear about what the other schools are doing.

President Madsen asked how Board members can be most productive with their presence at SOSRs, to which Jim said just being there means a lot, but providing feedback is also very important.

2) Curriculum and Assessment Specialist Jeanne Bauer introduced Instructional Facilitator for Learning Support Programs Tasha Lewis who presented information about Read 180 which is a secondary reading intervention program. Tasha has been a Read 180 teacher at Jackson High School and is a key part of building community regarding Read 180. Teachers are excited and passionate about the program. Tasha said Read 180 offers struggling readers the opportunity to accelerate their reading growth to meet standard on the reading WASL and graduate on time. There are five rotations: whole group instruction, practice on instructional software, small group instruction, application of skills from the software and direct instruction, and helping students learn to transition from the small group to the whole group. She talked about the students who are being served: general education (reading support), ELL, resource (special education), and self-contained (SC1 & EBD). She then talked about the Read 180 teams, program evaluation tools, and ongoing staff development.

President Madsen asked for clarification regarding evidence of impact. Board member Petersen talked about the students who are behind. He also sought clarification of the terms "lexile," and "automaticity." Board member Cooper asked what was being done for these students prior to having Read 180, to which Tasha said students were grouped. Ms. Cooper said the program is very exciting and valuable. President Madsen congratulated everyone involved in Read 180.

3) Executive Director for Curriculum Alignment and Implementation Terry Edwards discussed the textbook management system, which aligns with Strategic Plan actions 1.1 and 2.2. He talked about the facts associated with textbook inventorying:

**STUDY SESSION—
STRATEGIC PLAN
END-OF-YEAR
REPORT
(cont'd.)**

textbooks are the third largest physical asset in the schools; the average cost of a textbook is \$75; the District's total high school textbook inventory is valued at \$3 million; and the District spends in excess of \$1.5 million per year on textbook replacement, either via new adoptions or replacing lost or damaged books. Losses are estimated at between \$60,000 and \$150,000 per year. With the advent of this new system, all of the core group of adopted books will be bar-coded. He talked about the goals of the textbook inventory system, the applications of the Textbook Manager program, and the implementation of the system.

Board member Cooper asked for clarification of managing fines and consequences. President Madsen wondered whether it would be useful to have classroom sets. Dr. Whitehead said if dollars can be saved by using this new system, then having classroom sets may be viable.

President Madsen said tonight's report covered an impressive series of topics and a wide variety. Dr. Whitehead said tonight's presentation shows the coordination, articulation and alignment in the District. Board member Cooper said it is exciting to see the things that were once imagined as happening, actually happening.

With no further discussion, President Madsen adjourned the meeting at 8:30 p.m.

Carol Whitehead, Secretary

Karen Madsen, President