

**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 26, 2008, beginning at 4:30 p.m., in the Board Room of the Educational Service Center, 4730 Colby Avenue, Everett, Washington. Those in attendance were: Carol Andrews, Sue Cooper, Kristie Dutton, Karen Madsen and Ed Petersen. In the absence of Superintendent Carol Whitehead, Deputy Superintendent Karst Brandsma served as Secretary Pro Tem.

**ADOPTION OF AGENDA**

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

**ADOPTION OF  
AGENDA**

**APPROVAL OF MINUTES**

Ed Petersen moved for adoption of the minutes from the regular meeting of July 8, 2008. Kristie Dutton seconded the motion and the motion carried unanimously. Ed Petersen moved for adoption of the minutes from the June 24, 2008, regular Board meeting. Carol Andrews seconded the motion and the motion carried unanimously. Ed Petersen moved for adoption of the minutes of the special meeting of June 27, 2008. Kristie Dutton seconded the motion and the motion carried unanimously.

**APPROVAL OF  
MINUTES**

**BOARD ACTION AND/OR BOARD DISCUSSION**

President Karen Madsen administered the Oath of Office as Interim Superintendent, effective September 1, 2008, to Karst Brandsma (E:268/08). In addition, Sue Cooper moved to approve the Certificate of Manual Signature (E:269/08). Kristie Dutton seconded the motion and the motion carried unanimously. Next, Kristie Dutton moved to adopt Resolution 914—Authorization of Facsimile Signature (Res.16/08); Resolution 915—Authorization of Warrant Signature (Res.17/08); Resolution 916—Authorization to Invest Funds (Res. 18/08); Resolution 917—Designation of District Agent (Res.19/08); Resolution 918—Designation of Auditing Officers (Res. 20/08); and Resolution 919—Certified Signatures of District Personnel Authorized to Sign School Construction Project Documents (Res. 21/08). Carol Andrews seconded the motion and the motion carried unanimously. Following the Board's congratulations to Mr. Brandsma, he introduced his wife Irene, daughter Erin, her husband Chris and their almost-four-month-old daughter Grace Elizabeth.

**INTERIM SUPT—  
OATH OF OFFICE,  
CERTIFICATE OF  
MANUAL  
SIGNATURE AND  
RES. 914 - 919  
REGARDING  
AUTHORIZATIONS**

**SUPERINTENDENT'S COMMENTS**

Mr. Brandsma called on Executive Director for Area One Jim McNally introduced Stefani Koetje as the new assistant principal at Everett High School. Most recently, Stefani worked in alternative programs in Edmonds School District. She has a mental health counseling background. Stefani thanked the Board for this professional growth opportunity. She introduced her husband Robin and five-year-old daughter Dorothea. Dorothea's two-year-old sister Daphne stayed home today.

**SUPT'S  
COMMENTS**

Next, Mr. Brandsma recognized Whittier Elementary School principal Carla Barton, Jackson Elementary principal Janelle Phinney, and Emerson Elementary principal Cynthia Jones. Recently, each of these schools was notified by OSPI that their sites have been selected as three of 48 schools to receive the state's Title I Improvement Award. As such, each school will receive \$3,500 to support their continuing efforts to increase student academic success. Each principal commented briefly.

Mr. Brandsma introduced Matt McCauley, the District's new Deputy Superintendent for Instruction. Previously, Matt served three years in the Olympia School District. He graduated from Aberdeen High School, attended Washington State University and is working on his superintendent credential at Seattle Pacific University. Matt has also worked in the Montesano and Tumwater School Districts. Matt commented that he is very happy to be a part of Everett Public Schools and to have the opportunity to serve Everett's students, staff and community. His focus is on students and ensuring that they achieve to a high potential.

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

On August 11, retiring superintendent Carol Whitehead hosted the Leadership Team at her home in appreciation of their hard work, teaming and commitment over the years. On August 13, Mr. Brandsma and his wife hosted the Expanded Cabinet and support staff at the Brandsma home in honor of Dr. Whitehead.

Karst reminded the Board that tomorrow, August 27, an all employee kick-off to the new school year will be held at the Everett Events Center. The guest speaker is Consuelo Castillo Kickbusch, Lt. Colonel U.S. Army (retired). The event begins at 8 a.m., followed by lunch with Ms. Kickbusch and invited guests at noon. She then meets with student leaders at 3:30 p.m., attends a cookout with students and their parents in the Everett High School cafeteria at 5:15, and participates in an evening program with all secondary school parents at 6:30.

Chief Academic Officer Terry Edwards shared information about the recent release of WASL scores (E:270/08). Everett Public Schools came out well as compared to the state, with numbers above the state average in every content area and grade level tested. Karst distributed a copy of the congratulatory poster that will welcome all employees at every site to the new school year (attached).

**PUBLIC COMMENT**

President Madsen read the guidelines for Public Comment. Two Public Comment cards were submitted:

- 1) John Dickson—parent of a senior and an incoming freshman at Everett High School. Mrs. Dickson and their daughter were treated in a short, abrupt and rude manner by the school administration when trying to resolve issues associated with registration. Such treatment does not meet the high standards of Everett Public Schools, which has provided his children an excellent education.
- 2) Michelle Lopez and Sam Lamoureux—representing the Everett Council PTSA—They presented each Board member with an apple and a calendar of PTSA Council meetings for the year and invited the Board to attend (E:271/08).

**PUBLIC  
COMMENT**

**RECOGNITION OF RETIREES**

None.

**RECOGNITION OF  
RETIREES**

**ITEMS FOR INFORMATION**

In accordance with WAC 392-121-182 and Board Policy 2214, the Administration provided the Alternative Programs Annual Report for 2007-2008 (E:272/08). In addition, tonight's Consent Agenda contained the Administration's request to approve the 2008-2009 alternative learning experience programs and staffing ratios.

**ALTERNATIVE  
PROGRAMS  
ANNUAL REPORT  
2007-2008**

Jim McNally introduced Sally Lancaster, director of the District's alternative programs. She reviewed the evening's PowerPoint presentation and discussed the goals for academic achievement; the alternative programs self-evaluation plan; the 2007-2008 FTE counts for Sequoia High School and Homeschool Alternative; the student learning plan for each program; student supervision and evaluation in the programs; and the uses for Homeschool allocation or expenditure reimbursements.

Lastly, Sally said the anticipated enrollment and staffing ratios for the programs are:

- Sequoia High School—Enrollment 260; Ratio 30:1
- Online High School—Enrollment 75; Ratio 30:1
- Homeschool Alternative—Enrollment 98; Ratio 35:1.

Financial reports as of June 30, 2008 were provided for the Board of Directors' review (E:273/08). 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 that the June and July reports are similar to the May report and show a projected \$10.6 million ending fund balance and align with where we think we will be when the books are closed in September.

Financial reports as of July 31, 2008 were provided for the Board of Directors' review (E:274/08). The reports include year-to-date information on revenues and expenditures, General Fund projections, a cash report and an investment summary.

**ALTERNATIVE  
PROGRAMS  
ANNUAL REPORT  
2007-2008  
(cont'd.)**

**FINANCIAL  
REPORTS AS OF  
JUNE 30, 2008**

**FINANCIAL  
REPORTS AS OF  
JULY 31, 2008**

**ACTION ITEMS**

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

- 1) Personnel Report (revised) (E:275/08);
- 2) Voucher Lists (E:276/08);
- 3) Proposed Policy 2413—Certificate of Attendance (*pertaining to Kevin's Law*) (E:277/08);
- 4) Monetary Gift of \$6,300 from the James Monroe Elementary PTA to James Monroe Elementary School for the Purchase of Steel Drums (E:278/08);
- 5) Title I, Part A—Improving Basic Programs (E:279/08);
- 6) Alternative Learning Experience Programs & Staffing Ratios for 2008-09 (E:280/08)
- 7) Revision to Everett Association of Paraeducators (EAP) Collective Bargaining Agreement 2009-2011 (E:281/08);
- 8) Revision to 2008-09 Everett Support Personnel Salary Schedule (E:282/08);
- 9) Revision to 2008-2013 Affirmative Action Plan (E:283/08);
- 10) 2008-2009 Bid List (E:284/08);
- 11) Declaration of Surplus Property (E:285/08);
- 12) Res. 910—Intergovernmental Cooperative Purchasing Agreement for the Purpose of Establishing Interlocal Agreement with Kent School District No. 415 (Res.22/08);
- 13) Approval of Lessee Parking Lot Lease Between Everett School District and CEP – Stadium 08, LLC, for Property Adjacent to Everett Memorial Stadium (E:286/08);
- 14) Amendment to Contract for Transportation of Students (E:287/08);
- 15) Resolution 913: Authorizing Participation in the State of Washington Guarantee Enhancement Program (Res.23/08); and
- 16) Working Agreement Between the Everett School District and the YMCA of Snohomish County (E:288/08).

The motion carried unanimously.

The attached proposed revised Policy 3204—Prohibition of Harassment, Intimidation and Bullying, was provided for immediate adoption because, in accordance with Policy 1310, it is in the best interests of the District to do so (E:289/08). The proposed revisions reflect recent state requirements to include language about electronic or cyberbullying in the policy. Executive Director for Area Two Lynn Evans said a statement was also added saying information will be posted on the District website and there will be links to materials from other pertinent websites. The revised policy will be put into action at the beginning of the school year.

With no further discussion, Sue Cooper moved to adopt the aforementioned revised Policy 3204. Kristie Dutton seconded the motion and the motion carried unanimously.

**CONSENT  
AGENDA**

**REV. POLICY 3204—  
PROHIBITION OF  
HARASSMENT,  
INTIMIDATION AND  
BULLYING  
(incorporating language  
about electronic or  
cyberbullying)**

The Administration recommended the Board of Directors approve the attached agreement between Everett School District and Everett Public Schools Foundation (EPSF) for the period September 1, 2008 – August 31, 2009 (E:290/08).

**AGREEMENT  
BETWEEN EVT.  
S.D. & EPSF FOR  
THE PERIOD 9-1-08  
thru 8-31-09**

Board member Dutton said, because of her position as Executive Director with the Everett Public Schools Foundation, she would recuse herself from voting on the aforementioned Action Item 8c concerning the contract between Everett School District and Everett Public Schools Foundation. In the past, legal counsel was consulted and confirmed that, with the exception of this one item, there is no conflict of interest between Ms. Dutton's position as a school Board member and her job with the Foundation.

Mr. Brandsma said the contract amount will increase from \$25,000 to \$32,000 annually. The all-day kindergarten endowment/support program was added. The amount for the United Way campaign was increased, as was the summer school endowment/support program.

Board member Cooper said, having been on the EPSF Board, she knows how well the Foundation and the District work cooperatively to support activities in the District in support of children. Board member Petersen said he sees an increasing visibility of the Foundation in the community and its presence is well-received.

With no further discussion, Ed Petersen moved to approve the aforementioned agreement between the Everett School District and the EPSF for the period 9/1/08-8/31/09. Carol Andrews seconded the motion and the motion carried, with Board member Dutton abstaining.

The Administration recommended the Board of Directors adopt the attached 2008-2009 Strategic Plan (E:291/08). At the July 8, 2008, Board meeting, the Administration presented information about the plan. Mr. Brandsma commented briefly.

**ADOPTION OF  
2008-2009  
STRATEGIC PLAN**

President Madsen said it is an honor to help craft the Strategic Plan and it is a delight to welcome presentations from the Administration about how they make the Strategic Plan real. Board member Cooper commented about how extensively the Strategic Plan is used. It guides the work of the District and continues to be refined and improved.

With no further discussion, Sue Cooper moved to adopt the aforementioned 2008-2009 Strategic Plan. Ed Petersen seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors adopt Resolution 907—Adoption of Everett School District Capital Facilities Plan 2008-2013 (Res. 24/08). This plan includes a summary of the District's Educational Program Standards, school inventories and capacities, projected enrollments, mitigation fee calculations, six-year financing plan and a projection of school facilities necessary to meet projected growth through the year 2025. The adopted plan will be presented to Snohomish County, the City of Everett and the City of Mill Creek for adoption by reference as part of the capital facilities element of their respective General Policy Plans. Director of Facilities and Planning Mike Gunn talked about the purpose of a capital facilities plan (CFP), why it is produced, and its contents. The District uses the OSPI method of enrollment projections to produce the CFP.

**RES. 907:  
ADOPTION OF  
EVERETT  
SCHOOL  
DISTRICT  
CAPITAL  
FACILITIES PLAN  
2008-2013**

Because the District cannot show that over the next six years it will have unhoused new students, the District is ineligible to collect impact fees in Snohomish County, but may still be eligible to collect mitigation fees during that timeframe in the Cities of Mill Creek and Everett when the schools that those students attend are over capacity. It is

probable that these statistics will be reviewed in one or two years. Edmonds, Stanwood and Northshore School Districts are among those also proposing zero dollars for impact fees.

Board member Petersen asked about State matching dollars, the amount of which is unknown at this time. Mike said the District does not count on these funds until the amount is known and the State is committed to that amount. There is no relationship between impact funding and State match. Board member Andrews said the CFP makes for interesting reading and she asked whether there have been other years when the District has not been able to collect impact fees, to which Mike said perhaps years ago, before the growth in the southeast end of the district.

With no further discussion, Kristie Dutton moved to adopt Resolution 907 concerning the aforementioned Capital Facilities Plan 2008-2013. Sue Cooper seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors adopt Resolution 908—Purchase Real Property for Construction of New School Facilities (Res.25/08). The resolution ratifies, affirms and approves an agreement to purchase approximately 30 acres of property on 180<sup>th</sup> Street S.E. between Sunset Road and 51<sup>st</sup> Avenue S.E. for \$22,760,000 from Bear Creek Highlands, LLC. This property is needed for future school facilities to accommodate anticipated future student enrollment growth in the southeastern portion of the District. The Administration presented results of an appraisal prepared by a professionally-designated real estate appraiser, and a feasibility/due diligence study to assess the suitability of the property for the District's intended use.

Mike Gunn opened his presentation by introducing Jerry Lutz of the Perkins-Coie law firm. Jerry is one among several individuals who were instrumental in bringing this purchase to fruition, including Chuck Booth (Facilities & Planning Coordinator), the planning firm of Shockey-Brent, Hutteball-Oremus architects, property broker Craig Fullerton, and real estate appraiser Jim McCallum.

Mike summarized the price offer, saying that the District will pay \$18.1 million in cash and the remainder against future impact fees. Financially, there is no “down” side to the District making this kind of arrangement. This is, in fact, a favorable situation in that the “remainder against future impact fees” (as noted above) is interest free, although the McNaughton Group could sell the credits to others. There is a 20-year time limit to the credits. If the McNaughton Group disbanded, the credits would revert to the group's heirs and assigns. Overall, this is a tremendous opportunity and the market has been supportive. These are very motivated sellers.

Over \$17 million of the funds are from the bond and the difference (in the \$18.1 million) will be made up in State match funds.

With no further discussion, Ed Petersen moved to adopt the aforementioned Resolution 908—Purchase Real Property for Construction of New School Facilities. Kristie Dutton seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors adopt Resolution 912 designating the Interim Superintendent as the Board's agent for the purpose of receipt of notice of a claim for damages against the Everett School District (Res.26/08). This action shall be effective September 1, 2008. RCW 4.96.010-020 requires that any person with a claim for damages against a government entity, including school districts, must notify that entity within 60 days before filing a lawsuit. Such designation must be

**RES. 907:  
ADOPTION OF  
EVERETT  
SCHOOL  
DISTRICT  
CAPITAL  
FACILITIES PLAN  
2008-2013  
(cont'd.)**

**RES. 908:  
PURCHASE REAL  
PROPERTY FOR  
CONSTRUCTION  
OF SCHOOL  
FACILITIES**

**RESOLUTION 912:  
DESIGNATION OF  
AGENT**

filed with the County Auditor. Failure to appoint an agent for the receipt of claims nullifies any defense of timeliness the District could make if the claim were to be filed later than 60 days. Dr. Whitehead has served as the Board's agent for the receipt of claims and Karst Brandsma's appointment as Interim Superintendent necessitates the need to appoint a new agent.

**RESOLUTION 912:  
DESIGNATION OF  
AGENT  
(cont'd.)**

With no further discussion, Sue Cooper moved to adopt the aforementioned Resolution 912 designating the Interim Superintendent as the Board's agent for the purpose of receipt of notice of a claim for damages against the Everett School District. Kristie Dutton seconded the motion and the motion carried unanimously.

**BOARD ACTION AND/OR BOARD DISCUSSION**

President Madsen recessed the regular meeting at 6:35 p.m. and immediately convened a public hearing concerning the District's Fiscal Year 2008-2009 Budget (E:292/08).

**PUBLIC  
HEARING—  
FISCAL YEAR  
2008-2009 BUDGET**

Jeff Moore distributed a copy of tonight's Power Point presentation concerning the budget, noting that he would be providing a re-cap of the reports that were shared at the May 27 and July 8 Board meetings.

Board member Petersen asked whether a three-year projection (showing revenue vs. expenditures) is available that could be provided in the form of a presentation, thus helping the Board better understand the implications of future challenges and be able to share this information with their constituents. Jeff said the District does maintain a multi-year projection, but it is dependent upon a number of factors, such as the outcome of the upcoming elections. Thus, the future becomes more blurred the further out we go. Mr. Petersen also asked for more information about the District's legal fees

President Madsen congratulated the Administration for its long-term budget planning.

With no further discussion, President Madsen called for public comment. There was none.

President Madsen ended the public hearing at 6:50 p.m. and immediately returned to regular session.

**ACTION ITEMS**

The Administration recommended the Board of Directors adopt Resolution 909—Adoption of Fiscal Year 2008-2009 Budget for all District funds (Res. 27/08). Previous presentations were provided at the May 27 and July 8, 2008 Board meetings as well as at tonight's public hearing.

**RESOLUTION 909:  
ADOPTION OF  
FISCAL YEAR  
2008-2009 BUDGET**

Sue Cooper moved to adopt the aforementioned Resolution 909. Ed Petersen seconded the motion and the motion carried unanimously.

**BOARD COMMENTS**

Board member Petersen said he enjoyed attending the Governor's Commission on Hispanic Affairs panel discussion. Karst was among those on the panel. It was a full house. Carol Andrews and Matt McCauley attended. The discussion shed some light on a very important issue.

**BOARD  
COMMENTS**

President Madsen said she and the other Board members attended the summer graduation ceremony. It was superb. Ms. Madsen then announced that she is the only candidate for WSSDA president-elect. Votes will be cast in November.

With no further comments, President Madsen called for a 30-minute rest break at 6:55 p.m.

**BOARD  
COMMENTS  
(cont'd.)**

The meeting resumed at 7:25 p.m.

**BOARD ACTION AND/OR BOARD DISCUSSION**

The Administration presented an update of the summer 2008 construction projects in the District (E:293/08).

**STUDY SESSION—  
UPDATE ON  
SUMMER 2008  
CONSTRUCTION  
PROJECTS**

Mike Gunn said, to his knowledge, this is the busiest summer the Facilities & Planning department has ever had, but not the most hectic and it is because of the department's excellent staff and the coordination and cooperation with other departments. He then reviewed the evening's PowerPoint presentation. He discussed the Silver Lake and Garfield Elementary School modernizations. Open houses for those projects will probably take place this Spring. He also talked about the North Middle School gymnasium addition, Everett Memorial Stadium artificial turf and track project; Evergreen Middle School exterior weather protection; Heatherwood Middle School covered walkway roof replacement; Lowell and Madison Elementary flooring replacement; grease trap upgrades; standby electrical generators; Lively Environmental Center upgrades; Everett High School Little Theater modernization; HVAC at Mill Creek and Cedar Wood; building network infrastructure; grass fields at Cedar Wood and Heatherwood; window upgrades at Jackson High School; and building entrance facilities for the WAN. Some late moves of portables are being completed. Upcoming design work is happening on the Whittier and Jefferson modernizations; Everett Memorial Stadium restroom renovation; building network infrastructure modernization; seismic upgrades for the Everett High School cafeteria and commercial building; and the central administration facility and potential property sales related to that project. The District was also given \$433,000 by the Legislature for improvements to the baseball facility at Everett Memorial Stadium—the money will be used to improve the athletic building locker rooms for the home team and the visitors team. Upcoming projects include View Ridge, Monroe and the Everett High gymnasium modernization. In closing, Mike said that work continues with the County Council to establish the roadway at Gateway and Forest View as a public road (connecting Silver Firs Drive and 156<sup>th</sup>). Karst said the teaming work for each of these projects has been remarkable.

With no further discussion, President Madsen adjourned the regular meeting at 8:20 pm.

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Karst Brandsma, Secretary Pro Tem

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Karen Madsen, President