

EVERETT PUBLIC SCHOOLS
EVERETT, WASHINGTON

The Board of Directors of Everett Public Schools, Snohomish County, Washington, held a regular Board meeting on Tuesday, May 12, 2009, 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 & Ed Petersen.

(Note: Board member Andrews was delayed in arriving until 4:35 p.m.)

ADOPTION OF AGENDA

President Cooper called for any changes to the agenda. Interim Superintendent Karst Brandsma reported that there would be a revised Personnel Report. In addition, Mr. Brandsma requested the addition of *Item 9a (Executive Session to Review the Performance of Public Employees)*. With that, Karen Madsen moved for adoption of the revised agenda. Kristie Dutton seconded the motion and the motion carried unanimously.

**ADOPTION OF
AGENDA**

APPROVAL OF MINUTES

Kristie Dutton moved to adopt the minutes of the regular meeting of April 28, 2009. Karen Madsen seconded the motion and the motion carried unanimously.

(Note: Board member Andrews arrived at the opening of the Superintendent's Comments at 4:35 p.m.)

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Karst Brandsma called on the Executive Director for Area Two Molly Ringo who introduced North Middle School assistant principal Sherri Kokx. On tonight's Personnel Report Ms. Kokx is being recommended to be the principal at Eisenhower Middle School replacing Joyce Ott who has accepted a principalship in Peninsula School District. Ms. Kokx said she is excited to have this opportunity and looks forward to leading Eisenhower Middle School. On behalf of the Board, President Cooper congratulated Ms. Kokx and thanked her for her continuing service to the District, its staff, the community, and the students and parents.

**SUPT'S
COMMENTS**

Associate Superintendent for Finance & Operations Bob Collard talked about the recent state audit and the May 1 exit conference meeting. Board member Petersen served as the Board representative at the meeting. Mr. Collard talked about the areas of review for the audit (financial, accountability, federal) and reported that the District received no findings and an unqualified opinion on the financial part of the audit. The accountability audit also had no findings, but there were some suggestions for small adjustments related to transportation and cash handling. The audit of federal programs resulted in no findings as well, but there will be management letters relating to two areas for improvement: federal procurement regulations with respect to sole source utilization and special education; and federal reporting associated with student activity in the PEP grant. Compared to other districts, the auditors said Everett is at the top. Jennifer Farmer, Kris McDowell, Robert Polk, Gina Zeutenhorst and Jeff Moore all did a great job, but the overall success of the audit is due to the combined efforts of the entire District team who approach their work with great diligence, seriousness and collaboration. President Cooper said this is wonderful news and always good to hear.

Karst reported that the May 1 district-wide webinar via the District's new fiber optic network was successful. A replay of that webinar, concerning the District's budget and answers to questions that have been received, will be posted on the District website.

Karst commended the work of Jackson Elementary School staff, Cabinet members and the maintenance crew during the swine flu situation at that school. Principal Janelle

Phinney provided a calming influence for all involved, including Jackson parents. By late Sunday, the Snohomish County Health Department modified its position about closing the schools and Jackson was able to re-open on Tuesday following a thorough cleaning. The District's Director of Communications Mary Waggoner did a herculean job throughout the incident. The Snohomish County Health Department was very helpful and cooperative.

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

Next, Mr. Brandsma distributed a recent issue of the magazine, *New Century Schoolhouse & Ed:IT* with an article reprinted from the Winter 2009 edition of *Everett Schools* (E:186/09). The article is entitled, "Everett School District: New Classroom Multimedia Stations Aid Teaching and Learning."

Mr. Brandsma said the re-dedication event for Garfield Elementary was held last night and went very well. Kudos go to Shannon Arnim (principal of Garfield), Jim McNally and Mary Waggoner for their work to organize the event. Special thanks also go to President Cooper, Vice President Petersen, and Board member Dutton for their part in the ceremony. The re-dedication event for Silver Lake Elementary will be held tomorrow night.

The first of two community bus tours start tomorrow. Each 1½-hour tour begins at Evergreen Middle School and will curve through areas of the District, passing by a number of construction and remodeling projects, and concluding back at Evergreen Middle School.

The Superintendent's Scholar Awards ceremony will be held on Thursday evening. Thanks go to the Everett Public Schools Foundation for sponsoring this year's event.

PUBLIC COMMENT

None.

**PUBLIC
COMMENT**

RECOGNITION OF RETIREES

Director of Curriculum Ric Williams introduced Curriculum Specialist Peter Hendrickson who is retiring at the end of the school year. This is Peter's fourth year in the District following a long, illustrious career that began in Tokyo, then on to Ecuador, Ohio, Alaska, Centralia & the Evergreen School District. Some of Peter's more recent accomplishments are: president of WERA, OSPI Technical Advisory Committee; co-chair of Washington Test Directors Network; editor and frequent contributor to WERA's newsletter; founding editor of the new WERA Educational Journal; president of the National Association of Test Directors; refined Everett's graduate follow-up study; initiated a senior exit survey; and is a high-end user of the Zoomerang survey tool; published in the National Association of Test Directors newsletter; has been invited to present at the last two National Read 180 Summer Institutes; and received the WERA Gordon Ensign award, the WERA Art Maser award and the National Association of Test Directors Lifetime Achievement award.

Peter introduced his wife Nancy, son Justin, Justin's wife Keisa, son Adam, Adam's wife Terry, and grandchild Reese Eva. His future will include farming, gardening, fitness, kayaking, camping, climbing, hiking, bicycling and many other things. He is editing a journal, will do contract work, and write a couple of books. He said Everett's has been a great crew with which to work. He thanked the Board for their support. President Cooper congratulated Peter and applauded his contributions to raising the level of Everett's work. She presented him with a memento crystal apple.

**RECOGNITION OF
RETIREES**

ITEMS FOR INFORMATION

The District's Comprehensive Annual Financial Report for 2007-2008 was presented to the Board for its information (E:187/09). Director of Finance Jeff Moore discussed the CAFR contents and credited Kim Walker, Gina Zeutenhorst, Jennifer Farmer and Jill Stoffel for their efforts to create the CAFR. The document is on the web and available at the Cities of Everett and Mill Creek libraries.

The Certificate of Excellence in Financial Reporting was awarded to Everett Public Schools for the 2006-2007 Comprehensive Annual Financial Report and was presented for the Board's information (E:188/09). Jeff Moore circulated the certificate.

The Certificate of Achievement for Excellence in Financial Reporting was awarded to Everett Public Schools for the 2006-2007 Comprehensive Annual Financial Report and was presented for the Board's information (E:189/09). Jeff Moore commented briefly. President Cooper thanked Jeff, Bob and everyone who contributed to the excellence of the CAFR. It is heartening to know the District has systems and procedures in place and exercises great diligence.

At the May 26, 2009, regular Board meeting, the Administration will be recommending the approval of a Board resolution authorizing the increase of appropriation from the Capital Projects Fund in the amount of \$18,120,000. WAC 392-123-071 through WAC 392-123-074 allow a first-class school district to file with OSPI for an increase in the amount of appropriation from any fund. This increase in appropriation is necessary because the District expended approximately \$18,120,000 to purchase real property (the 180th Street S.E. future school site) during the current fiscal year instead of the prior fiscal year. As a result, the 2008-09 budget did not anticipate this expenditure nor provide adequate capacity for the September 10, 2008, purchase. The resolution will restore the budget capacity necessary to meet obligations in the Capital Projects Fund for the current fiscal year. Jeff Moore reviewed the circumstances that brought about the need to increase the appropriation from the Capital Projects Fund. This action will not result in an additional expenditure from what was planned.

Strategic Plan Action 1.3b establishes that the District will "develop and implement initiatives to increase the number of middle school students who demonstrate readiness for high school as defined by indicators of academic progress and attendance." Middle school administrators have identified five elements that are key to each student being prepared to succeed in high school. These have been researched and examined throughout the year in the Middle School Professional Learning Communities meetings. In addition, middle school principals have been central to the implementation of effective transition activities with feeder high schools and have given careful attention to those features that promote a smooth entry into high school. Tonight's report touched on this work and identified upcoming areas for attention to fully address this Strategic Action (E:190/09).

Deputy Superintendent Matt McCauley introduced Area Executive Directors Jim McNally and Molly Ringo who spoke briefly and were followed by the middle school principals Janet Gillingham, Peter Scott, Joyce Ott, Kelly Shepherd and Joyce Stewart. They reviewed the evening's PowerPoint presentation and talked about increasing math rigor and support; Middle School Professional Learning Communities; and next steps.

President Cooper said it is wonderful to hear about the connections that are being made, the rigor, the transitions, the seamlessness, and the Middle School Professional

COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR 2007- 2008

**ASBO INT'L CERT. OF
EXCELLENCE IN
FINANCIAL REPORTING
FOR EPS 2006-2007
COMPREHENSIVE
ANNUAL FINANCIAL
REPORT**

**GOV'T FINANCE
OFFICERS ASSN'S CERT.
OF ACHIEVE-MENT FOR
EXCELLENCE IN
FINANCIAL REPORTING
FOR EPS 2006-07
COMPRE-HENSIVE
ANNUAL FINANCIAL
REPORT**

**OVERVIEW OF
UPCOMING
RESOLUTION TO
INCREASE 2008-09
BUDGETED
AMOUNT OF
APPROPRIATION
FOR CAPITAL
PROJECTS FUND BY
\$18,120,000**

**HIGH SCHOOL
READINESS:
MIDDLE
SCHOOL—
PROGRESS IN
HELPING EACH
STUDENT
SUCCEED**

Learning Communities. There is so much intentional work and a high-functioning system for all students. In response to a question from Board member Dutton about whether the Professional Learning Communities will continue next year, Molly said it is being reviewed. Board member Madsen said she appreciates the written summaries and expressed her thanks for staff work in this area—it is exciting to hear about the research. Molly noted that the Middle School Professional Learning Communities are embedded in the day-to-day business. Board member Andrews said her son is preparing to transition from middle school to high school. It is a huge task to get them ready to go from one level to the other. However, the registration process has improved. She is excited to see the addition of some languages and other electives to middle school.

**HIGH SCHOOL
READINESS:
MIDDLE
SCHOOL—
PROGRESS IN
HELPING EACH
STUDENT
SUCCEED
(cont'd.)**

ACTION ITEMS

Kristie Dutton moved for approval of the revised Consent Agenda. Karen Madsen seconded the motion.

**CONSENT
AGENDA**

- 1) Personnel Report (revised) (E:191/09);
 - 2) Voucher Lists (E:192/09);
 - 3) Approval of Distribution Easement to Snohomish County Public Utility District (PUD) for Underground and/or Overhead Electrical Lines on Property Adjacent to Whittier Elementary School (E:193/09);
 - 4) Rental Rates & Priority Schedules for District Facility Use, Including Buildings, Athletics Fields, the Civic Auditorium, Memorial Stadium & Lincoln Field (E:194/09);
 - 5) Monetary Gift from Fred Meyer Stores to Everett Public Schools in the Amount of \$6,052 Raised During Fred Meyer's "Support Our Schools" Campaign (E:195/09).
- The motion carried unanimously.

The Administration recommended that the Board of Directors authorize a call for bids for the Jefferson Elementary School project. This project will include replacement of 20 classrooms and administrative areas, full modernization of the cafeteria and gymnasium buildings and partial modernization of the library and three classrooms constructed in 1991. Site improvements will include construction of a new public roadway through the site connecting Cadet Way and El Capitan Way, construction of new storm water detention and sanitary sewer facilities, and new staff and visitor parking areas. The project will be bid in two phases. Bids should be ready for consideration at the June 23 Board meeting. The remainder of the project will be bid in August, with anticipated bid award in September. Estimated total construction cost is \$15,741,000. Approval of the Value Engineering Study for the Jefferson Elementary Modernization Project was given at the January 13, 2009 Board meeting. Construction Director Hal Beumel commented briefly.

**AUTHORIZATION
TO CALL FOR
BIDS FOR
JEFFERSON
ELEMENTARY
SCHOOL
MODERNIZATION
PROJECT**

With no further discussion, Karen Madsen moved to authorize the aforementioned call for bids for the Jefferson Elementary School project. Kristie Dutton seconded the motion and the motion carried unanimously.

The Administration recommended that the Board of Directors authorize a call for bids for the Memorial Stadium Soil Remediation project. This project will include the removal of petroleum-contaminated soil, generated by previous owners of the property, from four locations in the southeast corner of the Memorial Stadium site. Department of Ecology regulations require removal of such materials when discovered. This project is scheduled to begin in July, with final completion anticipated by September 15. Bids should be ready for consideration at the June 23 Board meeting. Estimated construction cost is \$457,000. Director of Facilities & Planning Mike Gunn commented briefly. He distributed an overhead photograph of the site showing the approximate locations of the contaminated soil (E:196/09). Extensive soils testing and research were done. The project will involve removing 2,650 cubic yards of soil and replacing with structural fill.

**AUTHORIZATION
TO CALL FOR
BIDS FOR
MEMORIAL
STADIUM SOIL
REMEDIATION
PROJECT**

The bid environment is good right now. Neighbors are being notified of the plan to remove the soil. The District is working with legal counsel to explore ways for the District to be reimbursed for some of the costs. The Risk Management Pool has agreed to pay \$50,000 of the costs.

With no further discussion, Karen Madsen moved to authorize the aforementioned call for bids for the Memorial Stadium Soil Remediation project. Kristie Dutton seconded the motion and the motion carried unanimously.

The Administration recommended that the Board of Directors approve the constructability review for the Whittier School modernization project (E:197/09). In accordance with WAC 392-344-066 and WAC 392-344-085, in order to receive state matching funds for modernization, a constructability review must be completed. The firm of Vanir Construction Management, Inc., along with a team of engineers, completed the process of evaluating the design relative to its ability to actually be constructed. The review comments were sent to the architect for incorporation in the construction documents. A copy of the architect's response and constructability report are attached for reference. Construction Director Hal Beumel commented briefly and said the constructability review helps the District clean up its drawings for the project. The District is eligible for \$4.6 million in State match funding on this project.

With no further discussion, Ed Petersen moved to authorize the aforementioned constructability review for the Whittier School modernization project. Kristie Dutton seconded the motion and the motion carried unanimously.

President Cooper said all Board members attended this afternoon's AVID celebration. It was terrific. The whole school is energized by AVID. Ms. Cooper then reported that she recently went to some classrooms at Cascade High School. The students were on task and it was clear that good learning and good teaching were taking place.

Board member Petersen reported that he attended the Sequoia High School accreditation panel. It was very moving to be a part of the day. It is the first time the school has petitioned for accreditation. The panel was composed of retired former principals and teachers—they were very impressed. The faculty was very proud and pleased with the feedback. The students gave tours. Mr. McCauley said the panel was impressed with all three of the high schools, and they especially appreciated what is going on at Sequoia.

Board member Madsen thanked the Administration for working to set up the Diversity Committee. Special thanks go to Matt McCauley for working with the different groups, all of whom have the same goal for different groups of youngsters. Board member Petersen asked when their work will be done, to which Karst said information will be incorporated into the Strategic Plan end-of-year report in June. Matt commented that for some members of the committee, the process is moving too slow and for some too fast.

Board member Andrews said she attended the Woodside SOSR which included tours. It was very interesting to see the different levels of learning in the same classroom and to see the teachers and students in action. Ms. Andrews then noted the need to prepare the District's WSSDA legislative position. Board member Madsen suggested submitting the same position as in the past. Bob Collard suggested having an item about fully funding education. Ms. Andrews will coordinate the position statements.

President Cooper recessed for a ten-minute rest break at 6:45 p.m. prior to going into executive session to review the performance of public employees.

**AUTHORIZATION
TO CALL FOR BIDS
FOR MEMORIAL
STADIUM SOIL
REMEDIATION
PROJECT
(cont'd.)**

**APPROVAL OF
CONSTRUCTA-
BILITY REVIEW
FOR WHITTIER
ELEMENTARY
SCHOOL
MODERNIZATION
PROJECT**

**BOARD
COMMENTS**

BOARD ACTION AND/OR BOARD DISCUSSION

President Cooper re-convened the regular meeting at 6:55 p.m. and moved immediately into an executive session to review the performance of public employees. Before going into executive session, it was announced the executive session would be of approximately 30 minutes' duration. At 7:25 p.m., the door to the foyer was opened and it was announced the executive session would extend for another 15 minutes.

President Cooper re-convened the regular meeting at 7:40 p.m. and adjourned immediately.

ADDENDUM:
EXEC. SESSION—
REVIEW
PERFORMANCE OF
PUBLIC
EMPLOYEES

Karst Brandsma, Secretary

Sue Cooper, President