

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, March 23, 2004, 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, Paul Roberts and Roy Yates.

ADOPTION OF AGENDA

President Dutton called for any recommended changes to the agenda. Superintendent Whitehead noted that the Board would be presented with a revised personnel report. With that, Karen Madsen 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 approval of the minutes of the regular meeting of March 9, 2004. Karen Madsen seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Superintendent Carol Whitehead called on Area 1 Executive Director Jim McNally who introduced Japanese exchange teacher Koji Okamoto. Mr. Okamoto has been teaching in the District for two years, at North Middle School and then at Evergreen Middle School, and it has come time for him to return to Japan where he will teach middle school. Colleagues Patricia Burke and Barbara Keithley commented. Barbara presented Koji with flowers, among them being the crocus, which is a symbol of courage.

**SUPT'S
COMMENTS**

Koji said he is leaving with mixed feelings because he enjoyed being in Everett. Everyone treated him with respect and support. He will be teaching in Iwakuni City. He thanked everyone for their help and wished them well.

Students Kelly Goins and Brittany McMullen commented, with one of them speaking in Japanese and the other translating into English. They also shared video clips of Mr. Okamoto's time in Everett. In closing, an exchange of gifts took place.

Dr. Whitehead reported that this year's Everett Public Schools Foundation breakfast was once again a great success, recording its largest turnout ever. Attendees were treated to an informative presentation by Senator Patty Murray. Dr. Whitehead thanked Board member Madsen for serving as emcee for the event. According to Board member Yates, a record \$50,000 in pledges was made.

Governor Gary Locke and SPI Superintendent Terry Bergeson were in the District last week to honor Madison Elementary School as the State Reading School of the Month for March. The students were thrilled to have the dignitaries at their school. They were also very well behaved and provided an excellent demonstration of their reading skills.

Four Washington Scholars have recently been named. They are: Carly Ingalls (from Everett High School); Gargi Chakraborty (from Cascade High School); and Grace Bhak and Margot Wielgus (both from Jackson High School). Scholars are selected from their respective congressional districts.

Dr. Whitehead reported that the process of selecting an assistant principal for Jackson High School is in its second round of interviews.

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

Next, Dr. Whitehead called on Terry Edwards, Executive Director for Curriculum Alignment and Implementation, to discuss new legislation (3ESHB 2195) concerning the Certificate of Academic Achievement (CAA) and assessments (E:115/04). Formerly known as the Certificate of Mastery, the CAA is earned through success on the reading, writing and mathematics sections of the high school WASL and is required for high school graduation beginning in 2008 (with the exception of some special education students). Science is added to the certificate and graduation requirements in 2010. Students may also earn a certificate through success on an alternative assessment. A student's transcript will include his/her highest score and WASL level, and whether the student earned the CAA by passing the WASL or through an alternative assessment. A student who exceeds the state standard (level four) in any content area will receive a special scholar's designation on their transcript in that content area. Private and home-schooled students are not subject to the requirement.

Terry also outlined other aspects of the CAA and assessments, including retakes, alternative assessments, cut scores/student performance scores, special education students, ELL students, student plans, studies, Goal II assessments, assessment information, and EALRs. Of note is that RCW 28A.655.060 is repealed and language in that statute not duplicated elsewhere in RCW 28A is added back in, except the requirement for the State Board to determine the validity and reliability of the WASL for graduation purposes, and the requirements that districts provide educational pathways. Many of the pieces in the legislation are projects the District has already been addressing, but there are also many unknowns.

PUBLIC COMMENT

None.

**PUBLIC
COMMENT**

RECOGNITION OF RETIREES

None

**RECOGNITION OF
RETIREES**

ITEMS FOR INFORMATION

The attached proposed revised Policies 9113—Professional Advisors & Consultants; 9231—Selection of Architect; 9245—Release of Retainage on Completed Construction Projects; and 9320—Security, were provided for first reading by the Board of Directors, with approval to be requested at a future Board meeting (E:116/04).

Director of Communications Gay Campbell commented briefly. Board member Roberts requested that a definition of, or guidelines for, the term “major” projects in Policy 9231—Selection of Architect, be established. Director of Facilities and Planning Mike Gunn said the Administration is seeking some measure of flexibility, depending upon the project, by using that term. He went on to say the selection of an architect is separate from the statute regarding state bid laws, upon which construction costs are based. Fees may not be considered when selecting architects; rather, they are selected based upon their qualifications. Fees are negotiated after the architect is selected. Architectural fees cannot be tied to the Board policy. Associate Superintendent for Finance and Operations Jeff Riddle said nothing in Policy 9231 changes how one gets on the small works list or the professional services roster. The professional services roster process is set up according to state law, and architects must meet the requirements of that process. At the conclusion of the discussion, it was determined that the revised Policy 9231 will be modified to include a definition of, or guidelines for, the term “major” projects. It will be presented to the Board for their consideration at a future Board meeting. The remaining policies will be recommended for Board adoption at the April 20 Board meeting.

**PROPOSED
REVISED
POLICIES:
9113—PROFESSIONAL
ADVISORS &
CONSULTANTS;
9231—SELECTION OF
ARCHITECT;
9245—RELEASE OF
RETAINAGE ON
COMPLETED
CONSTRUCTION
PROJECTS; AND
9320—SECURITY**

The Administration presented information concerning capital improvements in athletics in Everett Public Schools. Associate Superintendent for Instruction Karst Brandsma began by saying Everett is fortunate to have a supportive community that votes for levies and bonds. Projects are consistently on target, on budget and well done. With the resulting savings, certain small projects can be accomplished. Athletic Director Bob Smithson reported that he, Mike Gunn (Facilities & Planning) and Larry Galli (Title IX) researched the projects to be addressed. Bob shared overhead photographs of the projects as follows:

JHS—restrooms, covered dugouts, field house, stairway from football to softball fields;
CHS—field house/restrooms/dressing rooms/custodial room, girls batting cage; and
EHS—Lincoln Field softball/soccer field, walking area, batting cages.

ACTION ITEMS

Paul Roberts moved for approval of the revised Consent Agenda and Roy Yates seconded the motion.

- 1) Personnel Report (Revised) (E:117/04);
- 2) Voucher Lists (E:118/04);
- 3) Resolution 797: Intergovernmental Cooperative Purchasing Agreement Between Everett School District & the Puget Sound Joint Purchasing Cooperative (Res.19/04);
- 4) Amendment to the Contract for the Transportation of Students (E:119/04);
- 5) Agreement Between Everett School District and ESD 189 for Educational Programs for Court-Adjudicated Students at Northwest Regional Learning Center (NWRLC) (E:120/04);
- 6) License Agreement Between Everett School District and Global Spectrums, L.P., for Use of Everett Events Center (E:121/04); and
- 7) Resolution 798: WIAA (Washington Interscholastic Activities Association) District Enrollment for Middle and Senior High Schools (Res. 20/04).

The motion carried unanimously.

The Administration recommended the Board of Directors award a contract for the security and fire alarm upgrades to 12 schools and three support facilities to Sonitrol Pacific, Inc., of Everett, Washington, for the base bid in the amount of \$315,119, plus tax (E:122/04). A summary of the quote from Sonitrol to perform the work is attached. The system provided by Sonitrol is uniquely designed to provide audio detection security which matches the current District standard. Hargis Engineers has thoroughly researched the available options and has confirmed in the attached letter that the system is a proprietary product and sole source. The project is funded by the 2002 bond issue.

Director of Construction Hal Beumel commented that this project will be completed by the end of the summer. With no further discussion, Sue Cooper moved to award the contract as noted above to Sonitrol Pacific, Inc., of Everett, Washington. Karen Madsen seconded the motion and the motion carried unanimously.

PRESENTATION— CAPITAL IMPROVEMENTS IN ATHLETICS

CONSENT AGENDA

AWARD OF CONTRACT FOR SECURITY & FIRE ALARM UPGRADES TO 12 SCHOOLS AND THREE SUPPORT FACILITIES

The Administration recommended the Board of Directors authorize the Executive Director of Human Resources to execute the attached Letter of Agreement between the Everett School District and the Everett Licensed Nurses' Association (E:123/04). Per Section 12.3—Salary Schedule Adjustments, and Section 15.3—Modifications of the 2002-2005 Collective Bargaining Agreement, both parties exercised their right to re-open these sections. Upon completion of negotiations, both parties agreed to amend the salary schedule for 2003-2004 by approximately 1.5 percent, and increase the vacation schedule in Section 7.2—Vacations, retroactive to September 1, 2003. Additionally, the parties agreed to an approximate 1.5 percent salary increase for 2004-2005. Executive Director of Human Resources Molly Ringo reported that this is a two-year agreement. With that, Roy Yates moved to authorize the Executive Director of Human Resources to execute the attached Letter of Agreement between the Everett School District and the Everett Licensed Nurses' Association. Paul Roberts seconded the motion and the motion carried unanimously.

**LETTER OF
AGREEMENT
BETWEEN
EVT. S.D. &
EVT. LICENSED
NURSES' ASSN.**

BOARD COMMENTS

Board member Roberts congratulated Board member Madsen on the marvelous job she did emceeding the recent Everett Public Schools Foundation breakfast. Also acknowledged was the fine work done by the Food Services staff in preparing the breakfast.

**BOARD
COMMENTS**

The Board complimented staff and students on the great job they did at Madison Elementary School to welcome the Governor and Superintendent Bergeson.

BOARD ACTION AND/OR BOARD DISCUSSION

The Board meeting was recessed at 5:45 p.m. and a public hearing was convened immediately to provide information and receive public input regarding the Revision of Plan for Use of 2003-2004 Student Achievement Funds (E:124/04). As required by RCW 28A.505.210, the District must hold a public hearing annually on or before May 1 on the proposed use of student achievement funds. On April 22, 2003, a public hearing on this matter was held. On August 26, 2003, the Board adopted the District budget for 2003-2004 which included a plan for use of student achievement funds. That plan has since been revised. Tonight's hearing was held to outline the revisions and receive public input.

**PUBLIC
HEARING—
REVISION OF
PLAN FOR USE OF
2003-2004
STUDENT
ACHIEVEMENT
FUNDS**

Jeff Riddle commented that the revisions were implemented to maximize the use of student achievement funds while minimizing the associated paperwork. Changes occurred in how the money was used, not in the instructional objectives. Specifically, five middle school positions funded out of I-728 were moved to Title funding, and 12 high school advanced placement positions were put in I-728. In so doing, paperwork diminished, thus decreasing the likelihood of reporting errors, yet instructional objectives were not impacted.

There were no public comments. Therefore, President Dutton re-convened the regular meeting at 5:50 p.m. and a brief recess was called to set up for the study session.

At 6:20 p.m., a study session was held concerning transition activities and the instructional management system in Everett Public Schools.

**STUDY SESSION—
TRANSITION
ACTIVITIES/
INSTRUCTIONAL
MGMT. SYSTEM**

Karst Brandsma opened the presentation by applauding the teamwork and creativeness of Terry Edwards, Ric Williams and Duane Duxbury in developing tracking and recording processes to maximize student transitions from level to level. Terry said there is a concerted effort among staff to "reach" from the middle school level to the high school, and from the elementary school level to the middle school to engage students and ensure success for student transitions. He emphasized that all of the work aligns,

articulates and coordinates from level to level. Common lines of communication, including teacher-to-teacher connections, are in place. Executive Director for Area 1 Jim McNally spoke to this topic and said that he and Executive Director for Area 2 Lynn Evans have worked with the principals to bring clear and meaningful connections from level to level. They have discussed pathways and content of conversations. Venues for these valuable conversations have been driven by high school feeder patterns.

Director of Evaluation and Research Ric Williams and Assessment Specialist Duane Duxbury discussed the Instructional Management System (IMS). They provided an overview of the system and talked about applications and feedback. Duane presented a demonstration of the IMS.

Lynn Evans talked about making transition activities more intentional and part of a larger picture. Among the activities: administrators have had the opportunity to attend a conference on transitions; school newsletters are being sent earlier to upcoming students; school tours are being offered; informational postcards are being sent to students' homes; mentor programs have been developed; student sign-ups for middle/high school athletics are being offered; welcoming telephone calls are being made; barbeques and orientations are being held; follow-ups are being conducted on a regular basis; and the IEP team is being released to meet with IEP teams of students transitioning to the middle/high school levels.

At the conclusion of the study session at 7:20 p.m., President Dutton recessed the regular meeting into executive session.

An executive session was held at 7:20 p.m. to conduct the superintendent's mid-year evaluation. It was estimated the session would be of one hour's duration.

At 8:20 p.m., it was announced the executive session would continue for approximately one hour.

At 9:20 p.m., President Dutton re-convened the regular meeting and adjourned immediately.

**STUDY SESSION—
TRANSITION
ACTIVITIES/
INSTRUCTIONAL
MGMT. SYSTEM
(cont'd.)**

**EXECUTIVE
SESSION—
PERSONNEL
(Superintendent's Mid-
Year Evaluation)**

Carol Whitehead, Secretary

Kristie Dutton, President