

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, April 20, 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 Kristie Dutton, Karen Madsen and Roy Yates. Absent: Sue Cooper and Paul Roberts.

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, Roy Yates moved for adoption of the revised agenda. Karen Madsen seconded the motion and the motion carried unanimously.

**ADOPTION OF
AGENDA**

APPROVAL OF MINUTES

Karen Madsen moved for approval of the minutes of the regular meeting of March 23, 2004. Roy Yates seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Superintendent Carol Whitehead introduced Ginny Woodhouse, of The Boeing Company. Ms. Woodhouse also serves on the Board of the Everett Public Schools Foundation, is a graduate of Cascade High School and is the parent of two Everett High School Seagulls. She attended tonight's Board meeting to present the District a grant for \$40,000. Through generous grant support, Boeing has recently provided a total of \$65,000 in grants, \$40,000 to improve middle school mathematics and an additional \$25,000 Flight to the Future grant to support the development and implementation of a new science program. Dr. Whitehead noted that Boeing supports the District in many ways, including printing last year's parent/student calendar.

**SUPT'S
COMMENTS**

The exit interview for the District's recently-completed state audit was held. The District received a positive report, with no findings and no management letter. A written report will follow. Dr. Whitehead congratulated District staff for their continued efforts to ensure that District staff members are good stewards of public funds.

Dr. Whitehead reported that the District's transportation department has been selected to participate in the Washington State Stop Law Violation pilot program. Participation will include having one bus replace its "Do Not Stop" signage with a new sign that will display "Caution, Stopping" prior to the bus stopping, and will flash "Stop, Do Not Pass" when the bus has stopped. Two routes will be monitored as part of the pilot program, one with the old signage and one with the new. The data and a report will be filed with OSPI concerning the volume of stop violations from each route.

Dr. Whitehead reported on a recent meeting with the Everett fire chief and Medic One director to clarify the process for using District property for emergency helicopter landings and takeoffs. Precautions were reviewed and District staff left the meeting confident that students and staff will be safe in the event their site needs to be used as an emergency helicopter staging area.

Recently, OSPI Superintendent Terry Bergeson visited Sequoia High School, the Homeschool Alternative program and heard a presentation about the on-line program. She also met with *The Herald* editorial board and then went to Evergreen Middle

School where she visited classrooms and met with a group of teachers. She ended the day with a roundtable discussion with District middle school principals.

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

Dr. Whitehead reminded the Board that WASL testing is beginning. District staff members are optimistic there will be growth in the results.

Dr. Whitehead closed her comments by noting that end-of-the-year activities have begun, including budget planning, hiring new staff and attending numerous student activities. She asked that the Board watch their Friday packets for a calendar of events.

PUBLIC COMMENT

**PUBLIC
COMMENT**

President Dutton announced that she had received two public comment cards. After outlining the process for providing public comment, she called on:

Jeff Heckathorn—parent—He commended the efforts of Carol Whitehead, Karst Brandsma, Terry Edwards, Lynn Evans and Gay Campbell for all they do to provide a quality education for Everett Public Schools students. Numerous positive changes are occurring at Jackson High School. He then described a number of open houses that are taking place at the University of Washington (E:125/04).

Lynn Loera—parent—She reported that her son sustained head injuries on March 11 and March 18, yet the school did not notify her. On the other hand, asserted Ms. Loera, she is contacted by the school for minor incidents. She asked that the Board investigate her concerns.

RECOGNITION OF RETIREES

**RECOGNITION OF
RETIREES**

Director of Communications Gay Campbell reported that six retirees, representing 255 years in education, were on hand for tonight's meeting.

Renee Stewart—from Everett High School—EHS principal Pat Sullivan commented. Renee has been in Everett since 1995 and has held positions that include being a substitute educational assistant, temporary program assistant, vocational horticulture educational assistant, and paraeducator in the vocational program. Most recently, she has been at Legion Park helping students design and plant hanging baskets throughout Everett in support of the horticulture program. Renee thanked everyone and said she will miss her colleagues at Everett High School.

Dr. Linda Averill—from Everett High School—has been in education for 31 years, 30 of them in Everett, including Jackson, Lowell, Madison and Woodside Elementary Schools, and Everett High School. EHS principal Pat Sullivan spoke about Linda's 21 years as a librarian at EHS. She is skilled at seeking and obtaining grant dollars and has been instrumental in replenishing the geographic and cultural offerings of the library to be more inclusive of the cultures represented in the community. She is an honored and exalted member of the local Elks club. Linda thanked the Board and District for their support. She is an EHS alumnus, so retiring will count as her second "graduation" from that school.

Rebecca Lutthans—has worked 29 years in the Everett Public Schools Food Services program, most recently at Everett High School as a kitchen manager. Food Services Manager Debbie Webber and EHS principal Pat Sullivan commented, noting her wonderful bond with students, her calm demeanor and her accommodating manner. Becky spoke fondly of her work in Everett Public Schools. She then introduced her husband, Mark.

Arnelle Hall—has worked in education for 23 years, seven of them in Everett, most recently at Monroe Elementary School. Principal Gerard Holzman spoke of Arnelle as a master teacher who is loved by the children. Arnelle said teaching is a wonderful profession and she is honored to have been a part of it. Nevertheless, she looks forward

to the next stage in her life. She introduced her husband, Dick Hall, and her mother-in-law, Sarah Hall, whose husband designed the Educational Service Center.

Kay Bishop—has 29 years in education, 27 of them in Everett, including Garfield, Hawthorne, Madison and Mill Creek Elementary Schools. Mill Creek Elementary School principal Mary Ann Opperud commented, saying Kay is very adventurous and willing to take on new challenges. She is a talented master teacher who is generous with her time and skills, and has a great deal of self-initiative. Kay thanked the District for the opportunity to be in Everett. She introduced her daughter Annie, husband John, nephew James, brother and wife, and colleagues Kathy Philbin, Ann Carlton, Raeleen Tillett and Jill Daverso. She said her experience in Everett has been marvelous.

Larry Egge—from Eisenhower Middle School—has 28 years in education, all of them in Everett. Eisenhower principal David Jones commented that Larry’s work as a 7th grade language arts and social studies teacher has been incredible. He exhibits extraordinary values, enormous energy and great respect for students, colleagues and the community. Larry commented that it has been an honor and a privilege to work in Everett. He acknowledged his co-workers from Eisenhower and introduced his wife Sidra and daughters Lea and Kirstie.

President Dutton congratulated each retiree and presented them with crystal memento apples.

ITEMS FOR INFORMATION

Proposed Revised Policy 9231—Selection of Architect, was provided to the Board for its review, with approval to be requested at a future Board meeting (E:126/04). Director of Communications Gay Campbell said the proposed revised policy was submitted for first reading at the March 23 Board meeting. Since then, clarification of the phrase “major projects” has been made and is contained in the attached policy.

The attached proposed revised Policy 2411—Diplomas for World War II Veterans, was provided to the Board for first reading, with approval to be requested at a future Board meeting (E:127/04). Director of Communications Gay Campbell reported that verbiage has been added to include Korean conflict veterans.

The attached Comprehensive Annual Financial Report (CAFR) for 2002-2003 was provided for the Board of Directors’ information (E:128/04). Associate Superintendent of Finance and Operations Jeff Riddle introduced Director of Finance Jeff Moore, who reported that this is the second year the document is presented in its new format, which exceeds some of the minimum reporting requirements, but its contents are valuable in many ways, such as when the District seeks to sell or re-finance bonds or get an improved bond rating. Mr. Moore introduced staff in attendance that have been instrumental in preparing the CAFR: Accounting Manager Gina Zeutenhorst, District Accountant Darla VanDuren, Procurement Supervisor Jennifer Farmer, Finance Coordinator Kim Walker and Capital Projects Accountant Monica Turner. Board members thanked each for their hard work.

The attached Certificate of Excellence in Financial Reporting for 2001-2002, which was awarded to Everett Public Schools by the Association of School Business Officials, was presented for the Board of Directors’ information (E:129/04). Jeff Moore said this is the 16th year the District has received this award. President Dutton congratulated District staff on the fine job they have done.

RECOGNITION OF RETIREES

PROPOSED REVISED POLICY 9231—SELECTION OF ARCHITECT

PROPOSED REVISED POLICY 2411—DIPLOMAS FOR WW II VETERANS

COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR 2002-2003

ASBO CERT OF EXCELLENCE IN FINANCIAL REPORTING AWARD 2001-2002

Financial reports as of February 29, 2004, were provided for the Board of Directors' review (E:130/04). The reports include year-to-date information, revenues and expenditures, General Fund projections, a cash report and an investment summary. Jeff Riddle said the District is projecting breaking even for the year, which can be credited to the willingness of the Superintendent and Board to make tough budget decisions quickly.

FINANCIAL REPORTS

Executive Director for Area 2 Lynn Evans and Director of Student Services Steve Stearns presented information concerning the District's emergency management system (E:131/04). The plan focuses on the need to provide a safe learning environment. It addresses issues and curriculum surrounding harassment, intimidation and bullying; field trips; emergency management procedures; school security; healthy environments; and program monitoring and evaluation.

PRESENTATION— EMERGENCY MGMT SYSTEM

Lynn said emergency preparedness kits continue to exist and, in fact, Steve is in the process of preparing a standard for the kits. Support for preparing the kits is being explored, as is the need to include parents' perspectives concerning steps to take in an emergency.

The Administration presented for first reading mathematics materials for high school calculus, pre-calculus, statistics and algebra (Cognitive Tutor), with adoption to be recommended at a future Board meeting (E:132/04). Executive Director of Curriculum and Alignment Terry Edwards said the materials have been reviewed by the Instructional Materials Committee. In addition, an open house was held for review of the materials.

ADOPTION OF MATH MATERIALS FOR H.S. CALCULUS, PRECALCULUS, STATISTICS AND ALGEBRA (COGNITIVE TUTOR)

ACTION ITEMS

Karen Madsen moved for approval of the revised Consent Agenda and Roy Yates seconded the motion.

CONSENT AGENDA

- 1) Personnel Report (Revised) (E:133/04);
- 2) Voucher Lists (E:134/04);
- 3) Approval of Superintendent's Contract (E:135/04);
- 4) 2004-2005 Professional & Technical Salary Schedule, Positions on Professional & Technical Salary Schedule & Professional & Technical Employees Vacation Schedule (E:136/04);
- 5) 2004-2005 Administrative Salary Schedules 1 & 2 (E:137/04);
- 6) Agreement Between Everett School District and Northwest ESD 189 for Snohomish County Public Schools Information Cooperative (E:138/04);
- 7) Proposed Revised Policies 9113—Professional Advisors & Consultants; 9245—Release of Retainage on Completed Construction Projects; & 9320—Security (E:139/04)
- 8) Approval of Mitigation Agreement Between Everett School District and Mietzner Homes, Inc. (PP 00-54) (E:140/04);
- 9) Award of Bid for Silver Lake Elem. School Parking Lot Expansion (Bid 03:03/04);
- 10) Award of Bid for Monroe Elem. School Mechanical Systems Upgrade (Bid 05:03/04);
- 11) Declaration of Surplus Property (E:141/04);
- 12) Letter of Agreement Between Everett Public Schools and Everett Community College to Provide College Credited Classes for District Paraeducators (E:142/04);
- 13) Interagency Agreement Between Everett Public Schools and Overlake Medical Center Specialty School (E:143/04);
- 14) 2004-2005 Interlocal Agreement Between Everett Public Schools and Snohomish Discovery Cooperative for the Continuation of Services for Special Education Students with Severe Behavior Disorders (E:144/04); and
- 15) Rental Rates & Priority Schedules for District Facility Use, Everett Civic Auditorium and Everett Memorial Stadium (E:145/04).

The motion carried unanimously.

The Administration recommended the Board of Directors approve the District's revised Technology and Learning Plan (E:146/04). This plan ties technology goals to learning outcomes and will help guide the District's educational and technology direction for the future. The revisions will enable the District to apply for full approval from OSPI and eligibility for state and federal technology grants. The deadline for submission of the plan to ESD 189 is May 3, 2004. Director of Technology Ken Toyn and Instructional Technology Specialist Phil Biggs outlined the plan's features, including the vision; the OSPI technology planning process; common frameworks for the network, the classroom presentation kit, and the elementary, middle and high school classrooms proposal; and next steps. Pending approval by OSPI, the plan implementation will begin in June, 2004.

TECHNOLOGY & LEARNING PLAN

When asked whether there will be expansion into social studies and the arts, Phil said yes. With no further discussion, Roy Yates moved for approval of the District's revised Technology and Learning Plan. Karen Madsen seconded the motion and the motion carried unanimously. The Board complimented staff on a great job.

The Administration recommended the Board of Directors adopt the attached proposed revised Policy 4333—Non-School Use of Buildings, Grounds & Equipment (E:147/04). Immediate action was recommended because it would be in the best interests of the District. Gay Campbell said the change in policy is proposed to reflect current practices.

PROPOSED REV. POLICY 4333—NON-SCHOOL USE OF BUILDINGS, GROUNDS & EQUIPMENT

With no further discussion, Karen Madsen moved to adopt the aforementioned proposed revision to Policy 4333—Non-School Use of Buildings, Grounds & Equipment. Roy Yates seconded the motion and the motion carried unanimously.

BOARD COMMENTS

Board member Madsen expressed her appreciation to Gay Campbell, Terry Edwards and Carol Whitehead for delivering a beautifully prepared presentation at the recent NSBA conference in Orlando. President Dutton thanked the citizenry for making it possible for Board members to attend a conference like the NSBA.

BOARD COMMENTS

President Dutton said she recently attended a potluck dinner for 22 German exchange students who have been in Everett. At the dinner, their teacher presented the Board with a book written in German. An appropriate spot within the District will be found for the book.

President Dutton then reported that she and Board member Yates recently attended a breakfast at EHS for those students taking the WASL. Other such breakfasts will also be held during the WASL testing period.

President Dutton recessed the regular meeting at 6:25 p.m. and immediately convened a public hearing concerning the use of student achievement funds.

BOARD ACTION AND/OR BOARD DISCUSSION

As required by RCW 28A.505.210, the District must hold a public hearing annually on or before May 1 concerning the proposed use of student achievement funds (E:148/04).

Jeff Riddle reported that an estimated total of \$4,384,756 student achievement funds will be available for 2004-2005. The figure includes carryover from 2003-2004 plus the estimated allocation for 2004-2005 minus indirects.

Funds can be used in three areas: class size reduction; professional development; and extended learning and AYP intervention. Terry Edwards outlined uses for the dollars. \$2,763,417, or 38.2 FTE, will be allocated to class size reduction in grades K-4, secondary reading/literacy, high school on-line and high school advanced placement. \$1,461,339 will be used for professional development in the form of continuing new teacher support and providing paid time for staff and/or costs for substitutes for staff engaged in curriculum/lesson re-design and/or in-service in areas that include instructional strategies for middle school competencies, mathematics, reading, writing, culminating exhibitions and differentiated instructional needs for various learning styles. Finally, \$160,000 will be allocated to extended learning to provide funds to pay staff to develop and implement activities which assist students with the transition between grade levels and to provide focused academic intervention for schools not meeting AYP targets. Overall, the plan will help students move forward on meeting standards.

President Dutton called for public comments. None were provided. With no public comments, President Dutton concluded the public hearing at 6:40 p.m., re-convened the regular meeting and adjourned immediately.

**PUBLIC
HEARING—USE
OF STUDENT
ACHIEVEMENT
FUNDS**

Carol Whitehead, Secretary

Kristie Dutton, President