

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, July 8, 2003, 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. (Note: Mr. Yates arrived immediately following approval of the minutes.) In the absence of Superintendent Whitehead, Associate Superintendent for Finance and Operations Jeff Riddle served as Secretary Pro Tem.

ADOPTION OF AGENDA

President Madsen called for any recommended changes to the agenda. Associate Superintendent Riddle announced that the Board would be presented with a revised Personnel Report and requested that Item 6c—Presentation: Energy/Indoor Air Quality, be added to the agenda. With no further changes, Paul Roberts moved to adopt the Board's agenda, as revised, and Sue Cooper seconded the motion. The motion carried unanimously.

**ADOPTION OF
AGENDA**

APPROVAL OF MINUTES

Sue Cooper moved for approval of the minutes of the regular meeting of June 24, 2003. Paul Roberts seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Jeff Riddle introduced Karen Crowley, of United Way, who presented the District with that organization's Best of Trade award, an honor the District has received for the last two years. She commended the District for its stellar leadership and thanked Susan Auchterlonie and Lisa Parkinson, of the Everett Public Schools Foundation, for their work in coordinating the District's United Way campaign. Karen acknowledged the District as one of United Way's most supportive partners.

**SUPT'S
COMMENTS**

The Board thanked United Way for this special honor.

PUBLIC COMMENTS

President Madsen reported that two Public Comment cards were submitted:

**PUBLIC
COMMENTS**

1) Tim Austin—referred to meetings that have been, and will be, held at Jackson High School regarding its culminating exhibition (CE) program and the school's commencement exercises. Although both are serious issues, concerns about JHS are much broader and complex, said he. He referenced "experiments" that have been conducted at JHS, some dating back to the opening of the school, such as the 4x4 schedule, modified grading policy, CE, requiring participation in the University of Washington English curriculum of all seniors at JHS, and integrated math (a failed experiment, in his opinion, that was abolished). Regarding integrated math, Mr. Austin said he is not aware of remediation efforts to fix that failed experiment. Of more concern to Mr. Austin is the senior humanities curriculum which requires all seniors to participate in the University of Washington English curriculum—anecdotal evidence shows this is a failed experiment with no opportunity for remediation since it is a requirement being directed at seniors. It is Mr. Austin's plan to request the following information relative to experiments that have been conducted over the last few months: a copy of the plan by which the experiment was conducted, including the hypothesis; conditions of the experiment; the empirical data gathered during the course of the experiment; and the remediation plan. Mr. Austin wants proof that these experiments are working and, if they are not working, he wants them terminated and remediated.

2) Carey Hamilton (mother) and Michael Hamilton (son)—They are unhappy about the elimination of middle school basketball. Mrs. Hamilton wanted her daughter, a North Middle School student, to be able to play basketball. She feels her opinion was not heard when making the decision to eliminate middle school basketball. Her son supports her position.

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

President Madsen thanked the speakers for sharing their thoughts.

RECOGNITION OF RETIREES

Director of Communications Gay Campbell reported that no retirees were present at tonight's meeting.

**RECOGNITION OF
RETIREES**

ITEMS FOR INFORMATION

The Administration presented an overview of the preliminary 2003-2004 General Fund Budget. The Administration will recommend formal adoption of budgets for all funds at the August 26, 2003, Board meeting.

**PRESENTATION—
PRELIMINARY
GENERAL FUND
BUDGET FOR
FY 2003-2004**

Director of Finance Jeff Moore opened the presentation by thanking the Board and administration for the strong collaborative working relationship that exists between the District's business and instructional divisions, a partnership that contributes greatly to the fiscal stability of the District. He thanked Jeff Riddle for his support and leadership, and he acknowledged the yeoman efforts of Karen Buchmann and Shirley Rochon, District budget analysts.

Jeff noted that tonight's presentation represents only a draft of the District budget due to the state's delayed approval of a formal budget. In fact, it was just last week that District staff members were able to access the budget to begin inputting data. Nevertheless, Everett's budget, although adjusted to reflect state funding reductions, continues to fund District priorities and uses the Strategic Plan to help guide allocations. Flat enrollments are projected, and expenditures are expected to exceed revenues. However, revenues are estimated conservatively, while expenditures are estimated liberally. A list of proposed reductions are accessible on the District website. Jeff listed the major changes in revenues and expenditures (E:174/03). He also provided a history of the budget committee that convened last spring to set priorities and formulate the budget.

Jeff said the total available resources equal \$137.6 million and the estimated expenditures equal \$144.6 million. Using a beginning fund balance of \$10.8 million, adding revenue of \$139.4 million, and subtracting expenditures of \$144.6 million, the ending funding balance equals \$5.6 million.

Among the unknowns are the final form of the OSPI budget structure, the amount of the actual special ed reduction, enrollment figures, future levy authority, and the outcome of negotiations.

President Madsen thanked Jeff for his thorough report. Board member Roberts noted that the Board appreciates the lateness of the state's projections and thanked Jeff for his department's efforts to develop a budget.

Financial Reports were provided for the Board of Directors' review (E:175/03). The reports include year-to-date information on revenues and expenditures, General Fund projections, a cash report and an investment summary. Jeff Riddle reported that expenditures are holding more conservatively than anticipated.

**FINANCIAL
REPORTS**

Director of Maintenance & Operations Gary Jefferis presented a report on the District's energy and indoor environment program. He shared a copy of the District Indoor Environment Manual (E:176/03). The program began in 1994 as a result of the need to close a District middle school to address indoor environment issues. Among the issues associated with the middle school in question were that it was an extremely "tight" building, its relative humidity, and its carbon dioxide levels. At the time, there was no baseline data in existence for comparison purposes, and no standards or established criteria for children. With the approval of his supervisor (Jeff Riddle), Gary set about developing a plan. The plan contains a management structure; a communications process; standard/performance criteria; and preventive measures.

**PRESENTATION—
ENERGY/INDOOR
AIR QUALITY**

Gary described the District's positive relationship with the PUD. He stressed the need for energy conservation and cited potential dollar savings through staff awareness, system improvements and modifying operational procedures.

President Madsen thanked Gary for his informative presentation. Board member Cooper noted that during Board visits to sites, they often hear about the positive responsiveness of the Maintenance department.

ACTION ITEMS

Roy Yates moved for adoption of the following Consent Agenda items and Paul Roberts seconded the motion:

**CONSENT
AGENDA**

- 1) Personnel Report--REVISED (E:177/03);
 - 2) Voucher Lists (E:178/03);
 - 3) Resolution 770: Approval of State Study & Survey (Res.14/03);
 - 4) Resolution 771: Agreement Between Everett School District and City of Everett Regarding Sewer Work in the Vicinity of Lincoln Field (Res.15/03);
 - 5) Award of Bid for Cascade High School Softball Restroom Building & H.M. Jackson High School Softball Field Upgrades (E:179/03);
 - 6) Authorization to Call for Bids for the H.M. Jackson High School Classroom Addition (E:180/03);
 - 7) Temporary Construction Permit to Snohomish County Public Works for Work at Cedar Wood Elementary School (E:181/03);
 - 8) Washington Reading Corps 2003-2005 Proposals for Garfield, Hawthorne and Lowell Elementary Schools (E:182/03);
 - 9) Interlocal Agreement Between Everett School District and Lake Washington Technical College for Cooperative Educational Services for Vocational-Technical and Basic Education (E:183/03); and
 - 10) 2002-2003 Classified Non-Represented Non-Exempt Salary Schedule (E:184/03).
- The motion carried unanimously.

The Administration recommended the Board of Directors approve the selection of Wittco Systems, Inc., to provide copiers, duplicators and related services, and authorize the Administration to negotiate and enter into an agreement with Wittco Systems, Inc. (E:185/03). Awarding this contract will serve to consolidate copier and duplicator services across the District. In the event the District is not successful in negotiating an agreement with Wittco Systems, Inc., the Administration will recommend an alternate firm.

**AWARD OF
CONTRACT:
COPIERS,
DUPLICATORS &
RELATED SVCS.**

Jeff Moore introduced Supervisor of Procurement Jennifer Farmer who described the RFP (request for proposal) process. Among the reasons for pursuing a single contractor arrangement were to bring consistency of service, supplies and training to District equipment. In addition, the District wants to streamline its purchase order management procedure. It also has as its goal to bring machines on line over a five-year time span so that all agreements would eventually have the same termination date.

A representative committee reviewed the seven RFPs that were received and Wittco Systems was the company of choice. Present at tonight's meeting were Bill Witt and Shawn O'Connell of Wittco Systems.

**AWARD OF
CONTRACT:
COPIERS,
DUPLICATORS &
RELATED SVCS.
(cont'd.)**

When asked about the evaluative process that will be followed, Jennifer said District staff will be monitoring the contract on a monthly basis. In addition, Jennifer will work with the schools and solicit feedback on an ongoing basis.

With no further discussion, Sue Cooper moved to approve the aforementioned selection of Wittco Systems to provide copiers, duplicators and related services, and authorize the Administration to negotiate and enter into an agreement with Wittco Systems, Inc. Kristie Dutton seconded the motion and the motion carried unanimously.

The Administration recommended approval of Resolution 772 authorizing the sale, issuance and delivery of \$22,600,000 of the District's Unlimited Tax General Obligation Bonds, 2003, to provide money for the purpose of providing the funds necessary to refund certain of the outstanding unlimited tax general obligation bonds of the District; providing unlimited tax general obligation bonds of the District; providing and authorizing the purchase of certain obligations with the proceeds of the sale of such refunding bonds, and for the use and application of the monies to be derived from such investments; providing for the redemption of the outstanding bonds to be refunded; providing the date, form, terms and maturities of said refunding bonds and for unlimited tax levies to pay the principal thereof and interest thereon; and approving the sale of such bonds (Res.16/03).

**RESOLUTION 772:
UNLIMITED TAX
GENERAL
OBLIGATION
REFUNDING
BONDS, 2003**

Jeff Riddle reported that representatives went to market this morning and got very good interest rates. By using the District's A+ rating along with the state's rating, the District was able to sell the bonds without insurance. The bonds will close in September. Jeff introduced Jack Eaton, of Citigroup, and Jay Rich, an attorney with Preston Gates and Ellis.

With no further discussion, Roy Yates moved to adopt the aforementioned Resolution 772. Sue Cooper seconded the motion and the motion carried unanimously.

BOARD COMMENTS

President Madsen welcomed four students from the University of Washington, Bothell campus, who were in attendance at tonight's meeting. They are part of that university's teacher certification program.

**BOARD
COMMENTS**

With no further comments, President Madsen adjourned the regular meeting at 5:55 p.m.

Jeff Riddle, Secretary Pro Tem

Karen Madsen, President