

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 6, 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 and Roy Yates. Absent: 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. She also requested the addition of an executive session concerning personnel. With that, Sue Cooper 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 June 22, 2004. Roy Yates seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Superintendent Whitehead reported that last week the District hosted Senator Maria Cantwell and Congressman Jay Inslee in a roundtable discussion of administrators from Everett, Snohomish and Mukilteo School Districts. The purpose of the discussion was for the legislators to gather information on how the current lawsuit from PUD against Enron would affect the three school districts. What will it mean and what has it meant above and beyond energy cost increases over the past few years? In Everett's case, conservation efforts have resulted in a decrease in energy usage by approximately 12 or 13 percent, yet costs have increased \$450,000. Snohomish and Mukilteo shared similar data and, like Everett, reported that conservation was helpful. A number of media were present and an article appeared in *The Herald*. A follow-up letter to Senator Cantwell is being prepared containing the same information shared at the roundtable discussion.

**SUPT'S
COMMENTS**

Next, Dr. Whitehead called on Lynn Evans and Jim McNally, Executive Directors for Areas 1 and 2, to provide a status report of the District's summer school program. In operation are one elementary summer school and three middle school summer schools. At the high school level, Cascade and Jackson High Schools are operating together and there is an online summer school. The middle school summer schools are offering opportunities for students who primarily need more instruction in math and literacy. In the online high school summer school, 95 students are enrolled in 115 different classes. Some students are attending for enrichment purposes while others are working to make up credits. Among the online enrollees are some Jackson High School students who are attending because of the change at that school from a four- to a six-period day. At the summer school at CHS, 191 students are enrolled and taking 226 classes. The Everett Public Schools Foundation is supporting 53 of those with scholarships. Scholarships are also supporting the other summer schools. Course offerings include all levels of English, and math through geometry.

Executive Director of Curriculum Alignment and Implementation Terry Edwards provided an update on professional development opportunities for staff this summer. From June 18 through 30, 465 participants are taking part in nine different workshops, particularly in reading and math. Computational fluency, guided reading and literacy incorporating curriculum maps have seen the most participants. Following a break

during July, opportunities will be offered in mid-August focusing primarily on reading, writing and mathematics.

Dr. Whitehead referenced recent reports about issues in the Seattle School District with lead in their water. Associate Superintendent for Finance and Operations Jeff Riddle reported that Everett staff does test for lead. Although there are no lead pipes going into any District buildings, random spigots are tested at each site. Everett's building readings are at five parts per billion, well below Federal standards of 20 parts per billion. In fact, Everett uses 15 parts per billion as its guide.

Next, Dr. Whitehead read a letter from the Superintendent of Public Instruction commending Everett for receiving exceptional results on the state inspection of school buses (E:199/04). Therefore, said Dr. Whitehead, Everett students are being kept safe when they drink water and when they are on the bus.

PUBLIC COMMENT

None.

RECOGNITION OF RETIREES

None.

ITEMS FOR INFORMATION

The attached proposed revised Policies 5510/7323—Payment for Travel Expenses, were presented to the Board of Directors for first reading, with approval to be requested at a future Board meeting (E:200/04). Revisions consist of a change to the policy number (from 5510 to 7323) and addition of verbiage regarding allowable expenses. Director of Communications Gay Campbell reported that the payment for meals will be on a per diem basis rather than on an actual cost basis. The changes will also help create some accounting efficiencies.

The attached proposed revised Policy 8200—Food Services, and Proposed Policy 8211—Food & Beverage Sales, were presented to the Board of Directors for first reading, with approval to be requested at a future Board meeting (E:201/04)). Revisions consist of a deletion of verbiage in Policy 8200, and creation of a new policy regarding food and beverage sales. The accompanying Procedure 8211 will follow guidelines presented at the last Board meeting.

The attached proposed revised Policy 8360—Property Records, was presented to the Board of Directors for first reading, with approval to be requested at a future Board meeting (E:202/04). Revisions consist of a new, and more comprehensive, definition of theft-sensitive equipment.

The attached reading materials were presented to the Board of Directors for first reading, with adoption to be recommended at a future Board meeting (E:203/04). These new core reading materials will support special education programs for all special education classrooms K-12. Terry Edwards reported that the materials are the basis of a special education reading adoption in the District. A full presentation will occur at the second reading in August. In the meantime, an open house will be hosted.

Financial Reports were provided for the Board of Directors' review (E:204/04). The reports include year-to-date information on revenues and expenditures, General Fund projections, a cash report and an investment summary. Associate Superintendent for Finance and Operations Jeff Riddle indicated that the reports show a positive trend in the fund balance.

SUPT'S COMMENTS (cont'd.)

PUBLIC COMMENT

RECOGNITION OF RETIREES

**PROPOSED
REVISED POLICY
5510/7323—Payment
for Travel Expenses
(changing policy number
& adding verbiage
regarding allowable
expenses)—first reading**

**PROPOSED REV.
POLICY 8200—Food
Services (deleting
verbiage); &
PROPOSED POLICY
8211—Food&Beverage
Sales (regarding food &
beverage sales)—1st reading**

**PROPOSED REV.
POLICY 8360—
Property Records
(defining theft-sensitive
equipment)-1st reading**

**PROPOSED ADOPTION
OF READING
MATERIALS TO
SUPPORT SPECIAL ED
PROGRAMS
K-12—first reading**

FINANCIAL REPORTS

ACTION ITEMS

Roy Yates moved for approval of the revised Consent Agenda and Sue Cooper seconded the motion.

- 1) Personnel Report (Revised) (E:205/04);
- 2) Voucher Lists (E:206/04);
- 3) Declaration of Surplus Property (E:207/04);
- 4) Award of Contracts: Yearbooks (E:208/04);
- 5) Award of Contract: Milk & Dairy Products Bid (E:209/04);
- 6) Resolution 807: Intergovernmental Cooperative Purchasing Agreement Between Everett School District and Vancouver School District (Res. 28/04);
- 7) Positions on the Professional and Technical Salary Schedule (E:210/04);
- 8) Application for Title IV Safe and Drug Free School Funding for 2004-2005 School Year (E:211/04);
- 9) State Transitional Bilingual Grant (E:212/04);
- 10) Monetary Grant to Silver Lake Elementary School for \$7,037.13 for Fifth Grade Camp (E:213/04);
- 11) Monetary Grant to Mill Creek Elementary School for \$6,000 for Purchase of Guided Reading Supplies (E:214/04); and
- 12) Monetary Grant to Mill Creek Elementary School for \$6,000 for Purchase of Emergency Supplies (E:215/04).

The motion carried unanimously.

At 4:50 p.m., President Dutton recessed the regular meeting to hold a public hearing concerning the District's Fiscal Year 2004-2005 Budget (E:216/04).

Associate Superintendent for Finance and Operations Jeff Riddle began by thanking Budget Analysts Karen Buchmann and Shirley Rochon for their excellent work in completing the budget document. Significant cuts over the last two years, combined with an extremely good effort from administrative staff and clear direction from the Board and superintendent, have resulted in the District having a reasonably large fund balance.

Following a PowerPoint presentation, Director of Finance Jeff Moore provided an overview of the budgets. For the General Fund, the budget is \$145,276,439; for the Transportation Vehicle Fund, the budget is \$250,000; Capital Projects Fund budget is \$31,020,000; Debt Service Fund is \$26,166,628; and Associated Student Body Fund is \$2,186,230. In addition, there is a General Fund operating transfer to Capital Projects of \$55,000. Jeff described a multi-year vision for the budget; changes for 2004-2005; estimating resources and expenditures. He provided a financial summary; a description of budgeted revenues and expenditures; and a look ahead. In summary, said Jeff, the budget funds District priorities including the Strategic Plan and instructional objectives; maintains favorable class sizes; is very similar to the current year's budget; follows historical budgeting methodologies; is based upon a multi-year vision; and supports the prudent management of the fund balance.

Dr. Whitehead said she is impressed that the budget committee was able take a multi-year approach to its work thanks to the fact that the District has a teachers' contract and a levy. It makes a clear difference in the District's ability to forecast for the students. However, focus needs to be on the fact that the District is above 80 percent on costs for employees which is about as high as is possible. Not all positions will be filled before the first day of school in order to give the Administration the opportunity to evaluate staffing and keep it as tight as possible.

A brief discussion concerning custodial reductions took place.

CONSENT AGENDA

PUBLIC HEARING— FISCAL YEAR 2004-2005 BUDGET

President Dutton called for public comments. There were none. President Dutton ended the public hearing at 5:45 p.m. and immediately re-convened the regular Board meeting.

**PUBLIC
HEARING—
FY 04-05 BUDGET
(cont'd.)**

The Administration recommended adoption of Resolution 808, regarding the District's Fiscal Year 2004-2005 Budget (Res. 29/04). Dr. Whitehead reported that she was pleased to announce that adoption of the budget at tonight's Board meeting was being requested because conditions were such that development of a final, rather than a preliminary, budget was possible at this time. Sue Cooper moved for the adoption of the aforementioned Resolution 808. Roy Yates seconded the motion and the motion carried unanimously.

**RESOLUTION
808—ADOPTION
OF THE FISCAL
YEAR 2004-2005
BUDGET**

Board member Yates said we need to tell the community we are taking care of the money they give us. In addition, staff members need to be told the District is running very well. Dr. Whitehead concurred and said that two years ago, presentations were made at every site about how cuts were a state issue, not a district issue. In addition, Leadership Team is aware of all of this information and they do a good job sharing information with staff. Perhaps next year another round of informational meetings will need to be held.

BOARD COMMENTS

Board member Madsen extended kudos to the Board presenters. She then brought up the topic of the Brightwater education project, outlined briefly at a previous Board meeting. President Dutton will ask Board member Roberts to prepare information about the project, or perhaps simply provide a website from which specifics could be gleaned. Everett is one of the few districts who have not expressed their position about the project. When asked whether there are financial implications, Jeff Riddle said no.

**BOARD
COMMENTS**

In closing, President Dutton thanked staff for all they do, and encouraged everyone to have a good vacation.

BOARD ACTION AND/OR BOARD DISCUSSION

At 5:50 p.m., President Dutton recessed the regular meeting into executive session for discussion of personnel. It was announced the executive session would be of 15 minutes' duration.

**EXECUTIVE
SESSION –
PERSONNEL**

President Dutton re-convened the regular meeting at 6:05 p.m. and adjourned immediately.

Carol Whitehead, Secretary

Kristie Dutton, President