

**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, August 24, 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. In the absence of Secretary to the Board Carol Whitehead, Associate Superintendent for Instruction Karst Brandsma served as Secretary ProTem.

**ADOPTION OF AGENDA**

President Dutton called for any recommended changes to the agenda. Mr. Brandsma noted that the Board would be presented with a revised personnel report. With that, Sue Cooper moved for adoption of the revised agenda. Paul Roberts 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 July 6, 2004. Sue Cooper seconded the motion and the motion carried unanimously.

**APPROVAL OF  
MINUTES**

**SUPERINTENDENT'S COMMENTS**

Mr. Brandsma reported that Dr. Whitehead was unable to attend tonight's meeting because she is in Richland being sworn in as the president-elect of the Washington Association of School Administrators (WASA). She will return tomorrow.

**SUPT'S  
COMMENTS**

Mr. Brandsma called on Executive Director of Curriculum Alignment and Implementation Terry Edwards to introduce Rick Hart, who is being recommended as the Director of Curriculum and Instruction. Most recently, Mr. Hart has served as the principal of Penny Creek Elementary School following a long career in the Bellevue and Marysville School Districts, which encompassed elementary, secondary and central office administrative experience. He was also one of the founding members of Bellevue's International School. Terry, Ric Williams, Sue Dedrick and Rick Hart will compose a team that will divide curricular projects. Rick's area of emphasis will be to address Goal 2 areas. Rick spoke briefly and said he is delighted to have the opportunity for new experiences.

Terry spoke about the many activities that have taken place this summer in the curriculum department. Collectively, summer workshops have involved dozens of workshops involving hundreds of teachers resulting in thousands of hours of professional development. At Terry's request, each curricular leader prepared newsletters summarizing activities in their areas such as math and science (E:217/04). In the area of science, staff members have moved forward with the materials adoption. The Science Resource Center, which for years was housed in a portable behind the Longfellow Building, has been relocated to three unused classroom areas at Hawthorne Elementary School. Anna Williamson has been hired as the new elementary science facilitator. In addition to taking delivery of the new elementary science kits, the new middle school kits have also been received. A professional development science curriculum kickoff has been planned for ten elementary schools beginning on September 1.

K-12 Science Curriculum Specialist Bob Sotak gathered a team of high school science teachers who participated in the National Leadership Academy in Richland, Washington, focusing on high school science renewal. Math is in its third year of

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

implementation. In June, new calculus, pre-calculus, and AP statistics books were purchased for the high schools. A cognitive tutor software program was also implemented providing an alternative means of teaching algebra. Professional development activities in mathematics have included courses at the University of Washington. Last spring, 13 middle school mathematics teachers traveled to Michigan to receive training and then the developer of the middle school mathematics program was brought to Everett to work with middle school math teachers to align middle school math curriculum with the new state GLEs (grade level expectations). Using grant money, a North Middle School feeder pattern mathematics instructional facilitator was assigned to work with fifth, sixth and seventh grade teachers at North, Hawthorne, Garfield and Whittier to work on the transition period.

Literacy has had the greatest number of changes. Secondary instructional facilitators have been identified at the middle and high schools to act as coaches for reading and writing programs at each school. The District is implementing a literacy support class to help secondary students who are functioning at reading levels far below their grade level. Additional staffing and additional resource materials are being provided. However, the literacy support will not replace the students' regular language arts class; rather, it will be in addition to it. Work is being done on high school English curriculum mapping and middle school differentiated instruction in block classes.

In the highly capable program, 20 teachers attended AP institutes. In the last two summers, over 40 teachers have attended similar institutes. Differentiated instruction workshops have also been held, teaching teachers how to change and modify their instruction to meet the needs of highly capable students. Middle school teachers are working together to develop curriculum maps in highly capable classes. Staff members are gearing up to begin writing individual student learning plans for students identified as highly capable.

Next, Mr. Brandsma reported that a new staff orientation session and breakfast will be held on August 26 at Cascade High School. This yearly event is sponsored by the Everett Public Schools Foundation (EPSF). Virginia Woodhouse is the new EPSF president and she is also a Cascade High School parent. Brian Webber, the District's Teacher of the Year, will be the keynote speaker.

High school fall sports have begun with approximately 900 students vying for places on teams.

Learning Improvement Days (LID) are September 1 and 2. On September 2, two groups, consisting of all staff, will hear from WEA General Counsel Jerry Painter concerning appropriate conduct. Sites that already had events scheduled for that day will be able to attend a similar session in January. Attendance at this training is mandatory.

Mr. Brandsma thanked the Board for attending the District's summer high school commencement ceremonies held recently at Everett High School's Little Theater. As has happened in the past, the event was a very special night for the graduates, their families and friends who celebrated the hard work each student has accomplished over their 13 years in education.

OSPI has notified the District that the Consolidated Program Review (CPR) has been successfully completed and the District met all requirements. A copy of OSPI's notification is attached (attachment).

Associate Superintendent for Finance and Operations Jeff Riddle reported on some District efficiencies that have been implemented. Vans and passenger cars are being used to transport children who are a part of the Kids in Transition (KIT) program. This has been a very successful endeavor. Three students were transported this summer during the extended year program to Woodinville, Lake Washington and Bellevue, resulting in a savings of \$20,000. During the course of the school year, \$175,000 was saved after covering costs, including purchase of the vehicles. In addition, some modifications were made in the location of highly capable programs. As a result of the changes, the number of buses needed was reduced, amounting to approximately \$200,000 savings in transportation as well as reducing time on the buses for children.

Jeff and Ken Toyn recently attended the 2004 Corporate Award for Leadership in 9-1-1 Solutions from APCO International (Association of Public Safety Communications Officials), which is a not-for-profit organization dedicated to the enhancement of public safety communications. Everett was recognized for its use of technology as it relates to our enhanced 9-1-1 calling system. 8,000 delegates attended the conference. The keynote speaker was Dr. Robert Gates, president of Texas A&M University and former head of the CIA.

#### **PUBLIC COMMENT**

None.

#### **RECOGNITION OF RETIREES**

Director of Communications Gay Campbell reported that one retiree was present for tonight's meeting. He is Dennis "Jay" Johnson, long-time maintenance mechanic for the District. Director of Maintenance Gary Jefferis commented that Jay is retiring following an at-home accident. He will be greatly missed. He did an excellent job of keeping District vehicles in running order. Gary closed by referring to the book, Good to Great, by Jim Collins. In it, there are comments about "having the right people on the bus" in order to help take an organization from good to great. In Gary's opinion, Jay "drove the bus." Jay spoke briefly, saying he has enjoyed his work and thanking the District for the opportunity to work in Everett.

#### **ITEMS FOR INFORMATION**

The attached proposed revised Policy 4140—Distribution of Information Through Students, contains clarifying language concerning non-profit groups and community organizations providing not-for-profit services for students (E:218/04). It was presented to the Board of Directors for first reading with approval to be requested at a future Board meeting. Director of Communications Gay Campbell said the District will be cautious about applying this policy.

The Curriculum and Special Education Departments have worked together to involve staff and community members in the alignment and coordination of curriculum and the selection of common instructional materials for the District special education program in K-12. This process has resulted in the selection of new reading instructional materials, recommended to the Board under separate action, and the development of a curriculum implementation plan including professional development for all impacted special education staff. The process used and the relationship of the special education reading program to other District reading projects was presented. The District has adopted various reading programs in the past. The process described during tonight's meeting represented a separate but correlated adoption of reading materials specifically aimed at the needs of special education students who are in need of specialized instruction in reading.

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

#### **PUBLIC COMMENT**

#### **RECOGNITION OF RETIREES**

#### **PROPOSED REV. POLICY 4140— DISTRIBUTION OF INFO THROUGH STUDENTS**

#### **PRESENTATION— EVERETT SCHOOL DISTRICT READING INSTRUCTIONAL MATERIALS REVIEW PROCESS—SPECIAL EDUCATION**

Terry Edwards introduced Randi Seaberg, Director of Elementary Special Services, who outlined the districtwide reading adoption process for special education. Randi began by saying this has been a year-long process and will take Everett's students from good to outstanding. The work has been thorough and has involved teachers and community members. Open houses were held to review the materials. The materials passed screens for ethnic and gender bias. Seven teachers and two consultants composed the adoption committee and included Joanne McCandless, Consultant & Facilitator, and Carolyn Ho, Educational Consultant. Team members were present at tonight's meeting.

**PRESENTATION—  
EVERETT SCHOOL  
DISTRICT READING  
INSTRUCTIONAL  
MATERIALS REVIEW  
PROCESS—SPECIAL  
EDUCATION (cont'd.)**

Following a PowerPoint presentation, Randi listed the issues that were identified. She then provided an overview of the process; described the rubric for the program overview; listed the recommended and supplemental materials; showed the curriculum continuum; outlined an implementation plan; and showed the process for materials distribution (E:219/04).

The Board welcomed the team members and thanked them for their hard work.

The Administration presented an update of the athletic program review. Karst Brandsma opened by providing a handout concerning the review as well as a draft of the Coaches Handbook for 2004-2005 (E:220/04). At the District's request, the on-site audit was conducted last spring by the Washington Association of School Administrators (WASA). The audit team consisted of a "Who's Who" among athletic experts: Joe Bullock, Terry Cavender, Dennis Coates, Dele Gunnerson, Janice Truant and Dr. Michael Boring. Following their review, the team identified 17 action items. All but three of those items have been completed. They are: Item 8—Conduct a comprehensive review of the athletic code that is aligned, articulated and coordinated throughout the District; Item 9—Review current practice regarding evaluation of coaches; and Item 11—Review booster club and fundraising activities that support District athletic programs to ensure Title IX compliance and legality with District and State law. The Administration will report to the Board at a future Board meeting on the progress in those three areas. Overall, Karst reported that staff members have gotten a good start on the comprehensive review.

**PRESENTATION—  
ATHLETIC  
PROGRAM  
REVIEW UPDATE**

Part of the evening's presentation included reports from Director of Student Services Steve Stearns concerning activities of the District Sports Medicine Committee; Procurement Supervisor Jennifer Farmer discussed uniform purchases and centralized purchasing; and Athletic Director Robert Polk shared a copy of the draft coaches handbook. It contains relevant policies/procedures, organization charts, job descriptions and an overview of responsibilities for coaches. Sections are also included concerning team management, responsibilities and expectations of coaches, health and safety, and appropriate athletic forms.

Karst reported that this year Director of Finance Jeff Moore will be addressing Item 11, concerning fundraising. However, Karst noted that the District consistently passes state audits. He went on to say that Robert is working to establish a systematic approach to meeting with coaches and has met with all athletic directors. Regarding middle school athletics, a five-team league will be in place this fall. Executive Director of Area 1 Jim McNally said this year will be an exploratory period for the intramural program. Discussion followed about purchasing decisions for certain sports and the need for equity of purchasing from sport to sport. Concerning other activities, such as drama, etc., Robert announced that he plans to meet with ASB and activity advisors, after which he will develop a document similar to the coaches handbook.

The Board thanked the Administration for their hard work and continuing efforts.

Financial Reports were provided for the Board of Directors' review (E:221/04). 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 said the District shows a \$1.3 million surplus which, although it is not a large margin, positions the District well for the upcoming year. He reported that chief among the reasons for this surplus are that the administrative team has done an excellent job of watching expenditures, and almost all estimates relative to utilities, transportation, etc., came out to the positive.

## **FINANCIAL REPORTS**

### **ACTION ITEMS**

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

## **CONSENT AGENDA**

- 1) Personnel Report (Revised) (E:222/04);
- 2) Voucher Lists (E:223/04);
- 3) Proposed Revised Policy 5510/7323—Payment for Travel Expenses (*changing policy number & adding verbiage regarding allowable expenses*) (E:224/04);
- 4) Proposed Revised Policy 8200—Food Services (*deleting verbiage*) and Proposed Policy 8211—Food & Beverage Sales (*regarding food & beverage sales*) (E:225/04);
- 5) Proposed Revised Policy 8360—Property Records (*defining theft-sensitive equipment*) (E:226/04);
- 6) Proposed Adoption of Reading Materials to Support Special Education Programs K-12 (E:227/04);
- 7) Application for Highly Capable Grant for \$118,735 for 2004-2005 (E:228/04);
- 8) iGrant—Title I, Part D, Subpart 2, Neglected or Delinquent Local Agency (E:229/04);
- 9) Contract Between Everett School District & Evt. Public Schools Foundation (E:230/04);
- 10) Monetary Gift from James Monroe PTA to James Monroe Elementary School in the Amount of \$17,000 for Purchase of Books and Materials for Guided Reading Program (E:231/04);
- 11) Monetary Gift from James Monroe PTA to James Monroe Elementary School in the Amount of \$7,906.14 for Purchase of Media Centers for Classrooms (E:232/04);
- 12) Interlocal Agreement Between Everett School District and Lake Washington Technical College for Cooperative Educational Services for Vocational-Technical and Basic Education (E:233/04);
- 13) Change Order No.2: Gateway M.S. Eight-Classroom Addition (Bid 04:03/04);
- 14) Change Order No.3: Penny Creek Elem. Six-Classroom Addition (Bid 02:03/04);
- 15) Final Acceptance: North M.S. Roof & Mechanical System Upgrades (Bid 02:02/03);
- 16) Final Acceptance: Everett High School Lincoln Field Softball Facility (Bid 11:02/03);
- 17) Approval of Mitigation Agreement Between Everett School District and Jamal Mahmoud (SEPA #04-015) (E:234/04);
- 18) 2004-2005 Salary Schedule for Event Support Personnel (E:235/04);
- 19) 2004-2005 Salary Schedule for Classified Non-Represented Non-Exempt Personnel (E:236/04).

The motion carried unanimously.

The Administration recommended the Board of Directors approve the District's Strategic Plan for the 2004-2005 school year (E:237/04). For over 12 years, the District has used a community- and staff-developed Strategic Plan to guide District improvement efforts. Annual updates provide goals and strategic objectives for the focus of District activities during the upcoming academic year. The current plan was developed collaboratively by the District Strategic Plan committee and then reviewed and revised by principals and administrative staff. The plan in draft form was previously presented to the Board and was brought forward in its final version tonight with a recommendation for Board approval. Terry Edwards outlined the process for reviewing and revising the Strategic Plan. Staff purposely considered activities that had

## **ADOPTION OF STRATEGIC PLAN FOR 2004-2005**

been in the plan for several years and evaluated whether they were operationalized rather than strategic actions. There are three learning objectives which include strategies and actions. Significant items in this year's plan pertain to developing and implementing Individual Student Learning Plans; reviewing and updating graduation requirements; identifying school-specific diversity goals; supporting adequate parent participation; and enhancing communication to the public regarding state and district learning goals, student learning and district finances.

**ADOPTION OF  
STRATEGIC PLAN  
FOR 2004-2005  
(cont'd.)**

A brief discussion followed. The Board expressed their appreciation for the work and commitment of those involved with this year's update. With no further discussion, Sue Cooper moved for adoption of the Strategic Plan for 2004-2005. Paul Roberts seconded the motion and the motion carried unanimously.

**BOARD COMMENTS**

Board member Roberts noted that he will be attending the WSSDA legislative conference in Wenatchee in mid-September.

**BOARD  
COMMENTS**

Board member Madsen reported that she recently attended a meeting at Eisenhower Middle School where Dr. Whitehead was the speaker. As usual, she did an excellent job. Ms. Madsen then noted that there will be a WSSDA regional meeting on October 7 in Anacortes at ESD 189. She concluded her comments by saying this is an exciting time in Everett. It is a productive "beehive" all the time. Board member Cooper echoed Ms. Madsen's comments and said the strategic planning process is obviously alive and well and focusing the work of the District. It is very gratifying to see the progress.

With no further comments, President Dutton adjourned the regular meeting at 6:10 p.m.

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Karst Brandsma, Secretary ProTem

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Kristie Dutton, President