

**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, September 14, 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 Paul Roberts. Absent: 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, Paul Roberts 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 August 24, 2004, and the special meetings of August 6, August 23 and September 8, 2004. Karen Madsen seconded the motion and the motion carried unanimously.

**APPROVAL OF  
MINUTES**

**SUPERINTENDENT'S COMMENTS**

Dr. Whitehead called on Lynn Evans, Executive Director for Area 2, to introduce Kevin Allen, the new assistant principal at Cascade High School. Kevin attended the University of Washington, Seattle Pacific University and Western Washington University. He taught for six years in the English department at Cascade High School and did his principal internship at Jackson High School. He then worked in Edmonds School District before returning to Everett Public Schools to accept the position at Cascade High School. Kevin commented that it is nice to be back in Everett. While in Edmonds, he recognized that it was time to accelerate his learning and, clearly, changing school systems involves a lot of learning. He is excited and energized to be back and thanked the Board for the opportunity.

**SUPT'S  
COMMENTS**

Dr. Whitehead provided an update on hiring for the new school year and reported that, to date, six administrative, 83 certificated non-administrative and 17 classified positions have been filled. She went on to say that this is the most positive start to a school year she has witnessed since becoming Everett's superintendent. She attributed some of the positive air to the fact that teacher negotiations are not occurring, and new equipment and curriculum are in place. In addition, new classrooms are in use at some schools and they are beautiful. She encouraged the Board to visit these new classrooms. In addition, the new parking lot at Silver Lake Elementary is terrific and the first day of negotiating the new traffic pattern went well. Some construction is going on at Gateway Middle School, but the contractors understand the priority of working around students and staff. Some balancing of enrollment needs to be done, but enrollment predictions continue to be very close to actuals.

Associate Superintendent for Finance and Operations Jeff Riddle provided an enrollment report. He said the District began the school year just 750 students below projections. By yesterday, the enrollment count was 17,966, and by October 1, it is anticipated that enrollment will be at approximately 18,149. Unlike last year, the distribution of students has been very uneven. Final decisions about staffing placements will be made by the end of this week. Overall, the District is in a relatively good spot from a fiscal point of view.

Dr. Whitehead announced that the District has four National Merit semi-finalists. They are: Olivia Covert (Everett High School); Emma Breyse (Cascade High School); and Bridgett Hannifin and Robert Manhas (Jackson High School). They are among 16,000 students in the nation who are semi-finalists based on their SAT scores. They will now compete for National Merit finalist standing by submitting materials about their academic standing and leadership activities.

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

The United Way Day of Caring will take place on Friday, September 17. Volunteers from the following organizations will be on hand to help spruce up the grounds at the following schools: Whittier Elementary—PEMC; Jefferson Elementary—Snohomish County; Heatherwood Middle School—ICOS; Penny Creek Elementary—Boeing; and Evergreen Middle School—Madison/View Ridge Neighborhood Association.

Dr. Whitehead noted that the most recent issue of *Connections* is full of information highlighting activities and accomplishments from last year (E:01/05). She further noted that District locations where construction projects are in progress or have recently been completed are listed in this edition.

Next, Dr. Whitehead called on Director of Communications Gay Campbell to report on the results of a publications survey. Following a PowerPoint presentation (attached), Gay outlined the audience that was surveyed; the top source of information about Everett Public Schools; from whom information is received; from where information is received regarding District issues/crises; timeliness of receipt of information; desired news items for 2004-2005; percent who have e-mail access at work (98 percent); whether volunteers have been used in the past year; why an office has not used volunteers; and how an office does or would use volunteers. A survey of volunteers was also conducted and results are being compiled.

At a previous Board meeting, Jeff Riddle reported that the District received 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. Although delayed in-transit, the actual award was recently delivered to Mr. Riddle and he presented it to the Board. Reading from the award, he said it was "Presented to Everett School District for your foresight and wisdom in equipping the Everett School District with location technology. Your actions have made the Everett School District students and employees safer, allowing public safety professionals to send emergency help in times of need."

**PUBLIC COMMENT**

After outlining the guidelines for providing public comment, President Dutton called on the one individual who submitted a Public Comment card:

1) Carey Hamilton—North Middle School parent—reported that her daughter did not have a good first day of school. The implementation of the *Make Your Day* program has stressed her and caused her to dislike school.

**PUBLIC  
COMMENT**

## **RECOGNITION OF RETIREES**

None.

## **ITEMS FOR INFORMATION**

Associate Superintendent for Instruction Karst Brandsma introduced Director of Athletics Robert Polk who distributed Recommendation Action Plans for recommendations #8, #9 and #11, from the Athletic Program Management and Operational Review (E:02/05). The other 14 recommendations have been addressed and actions were outlined at a previous Board meeting. Each of tonight's action plans describes a list of activities for accomplishing the action along with timelines for completion. It is anticipated final drafts and/or recommendations will be presented to the Board by May 24, 2005.

Regarding recommendation #9 (evaluation of coaches), Board member Madsen suggested considering gathering feedback from parents when evaluating the coaches. It could serve as an avenue of feedback not available in other ways.

Regarding recommendation #11 (fundraising), Board member Cooper asked whether this will be coordinated with activities the District is doing in other areas? In reply, Dr. Whitehead said it is not part of this review, but will eventually be reviewed for uniformity. Director of Finance Jeff Moore concurred and said there is an intent to review a broader range of activities and ensure consistency in Board policies.

Financial Reports were provided for the Board of Directors' review (E:03/05). 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 will end the year with a surplus. It has been a good year thanks to enrollment figures and administrative re-prioritizing of expenditures. There is a good deal of stability in the budget for 2004-2005, but the challenges of 2005-2006 will continue to exist and will be addressed.

## **ACTION ITEMS**

Karen Madsen moved for approval of the revised Consent Agenda and Paul Roberts seconded the motion.

- 1) Personnel Report (Revised) (E:04/05);
  - 2) Voucher Lists (E:05/05);
  - 3) Proposed Revised Policy 4140—Distribution of Information Through Students (*clarifying verbiage concerning non-profit groups & community organizations providing not-for-profit services for students*)(E:06/05);
  - 4) Appointment of Trustee for Everett School Employee Benefit Trust (E:07/05);
  - 5) Resolution 809: Intergovernmental Cooperative Purchasing Agreement Between Everett School District and North Mason School District No. 409 for Copiers, Duplicators and Related Services (Res. 01/05);
  - 6) Resolution 810: Intergovernmental Cooperative Purchasing Agreement Between Everett School District and Mukilteo School District No. 6 (Res. 02/05);
  - 7) Resolution 812: Cancel Warrants Outstanding Dated Prior to August 31, 2003 (Res.03/05);
  - 8) 2004-2005 Bid Calendar (E:08/05);
  - 9) Amendment to the Contract for the Transportation of Students (E:09/05);
  - 10) Minimum Basic Education Requirement Compliance Assurance Form (E:10/05).
- The motion carried unanimously.

## **RECOGNITION OF RETIREES**

## **PRESENTATION— ATHLETIC PROGRAM REVIEW**

## **FINANCIAL REPORTS**

## **CONSENT AGENDA**

The Administration recommended the Board of Directors adopt the attached proposed revised Policy 3421 - Child Abuse and Neglect, and that, in accordance with Board Policy 1310, the revised policy be adopted immediately because it is in the best interests of the District (E:11/05).

Director of Communications Gay Campbell reported that wording has been added to comply with new legislation requiring that all school employees, who have knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee, report such abuse or misconduct to the school administrator. Language has also been added to the policy stating that all school employees shall receive training regarding their reporting obligations.

With no further discussion, Paul Roberts moved for adoption of the aforementioned proposed revised Policy 3421—Child Abuse and Neglect. Sue Cooper seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors adopt Resolution 799: Adoption of Everett School District Capital Facilities Plan for 2004-2009 (Res. 04/05). The District is required to update its Capital Facilities Plan (CFP) every two years in order to maintain eligibility to collect school impact fees from housing developments in unincorporated Snohomish County. The CFP is designed to meet the requirements of RCW 36.70A (Growth Management Act) & the Snohomish County General Policy Plan. Upon approval by the Board of Directors, the CFP is submitted to the planning commission and then to the council for approval.

Following a PowerPoint presentation (attached), Director of Facilities and Planning Mike Gunn described the purpose and contents of a CFP. He described educational program standards and optimum school design capacities. Next, he showed a District facilities inventory graph, including classrooms, capacity, and building and site areas. Then he discussed student generation rates and showed a grid of student enrollment figures from 1951 to 2003, followed by a comparison of enrollment projections from 2003 to 2009. Based on existing figures, it appears there will be a need for a new elementary school in the south end. However, it is anticipated that growth in the south end will be tempered by decreases in other parts of the District, but shifting elementary students from the south end to the north end is not considered realistic. Mike then discussed impact fee calculations and said they are higher than a couple of years ago.

Paul Roberts moved for adoption of Resolution 799: Adoption of the Everett School District Capital Facilities Plan for 2004-2009. Karen Madsen seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors adopt Resolution 811: Declaration of Emergency Concerning Incomplete Improvements at H.M. Jackson High School (Res. 05/05). The District has terminated the construction contract with StoneRidge Development Corporation on a classroom addition project at Henry M. Jackson High School. This resolution authorizes the District to take prompt action to protect and secure the construction area, and to undertake repair work as required to make the existing building and site areas ready for school operations. This authorization will expire when construction work commences under the direction and control of StoneRidge Development Corporation's surety.

Mike Gunn said the Jackson High School site is safe and secure. The bonding company is good to work with, and the project is close to getting a new contractor. The District has received a lawsuit from StoneRidge and has responded with a lawsuit. Tonight's resolution approves the work already done by the District to protect the building and

**PROPOSED  
REVISED POLICY  
3421—Child Abuse  
and Neglect (*adding  
wording regarding  
reporting  
requirements*)**

**RESOLUTION 799:  
ADOPTION OF  
EVERETT  
SCHOOL  
DISTRICT  
CAPITAL  
FACILITIES PLAN  
FOR 2004-2009**

**RESOLUTION 811:  
DECLARATION  
OF EMERGENCY  
CONCERNING  
INCOMPLETE  
IMPROVEMENTS  
AT H.M. JACKSON  
HIGH SCHOOL**

authorizes additional measures to be taken. A security firm was hired and secured doors were installed on the building. Visqueen and plywood were also placed on the building and a temporary roof was fashioned to minimize the damage from the heavy rainstorm that immediately followed StoneRidge leaving the job. District staff worked very hard to make the site ready for the opening of school.

With no further discussion, Paul Roberts moved to adopt the aforementioned Resolution 811. Karen Madsen seconded the motion and the motion carried unanimously.

Board members commended staff for their amazing efforts to return Jackson High School to a safe and secure learning environment.

#### **BOARD COMMENTS**

Board member Roberts thanked Gay Campbell for helping respond to requests from the Governor's office. He also reminded his colleagues that the Legislative Conference is coming up. He and Gay will be attending.

President Dutton recessed the regular meeting at 5:50 p.m. for a brief rest break.

#### **BOARD ACTION AND/OR BOARD DISCUSSION**

President Dutton re-convened the regular meeting at 6:05 p.m. and recessed immediately into executive session for the superintendent's evaluation. It was estimated the executive session would be of 45 minutes' duration.

President Dutton re-convened the regular meeting at 6:50 p.m. and adjourned immediately.

#### **RESOLUTION 811: DECLARATION OF EMERGENCY CONCERNING INCOMPLETE IMPROVEMENTS AT H.M. JACKSON HIGH SCHOOL (cont'd.)**

#### **BOARD COMMENTS**

#### **EXECUTIVE SESSION—SUPT'S EVALUATION**

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Carol Whitehead, Secretary

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Kristie Dutton, President