

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, November 9, 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.

ADOPTION OF AGENDA

President Dutton called for any recommended changes to the agenda. Superintendent Carol Whitehead noted that the Board would be presented with a revised personnel report. With that, Karen Madsen moved for adoption of the revised agenda. Paul Roberts seconded the motion and the motion carried unanimously.

**ADOPTION OF
AGENDA**

APPROVAL OF MINUTES

Roy Yates moved for approval of the minutes of the regular meeting of October 26, 2004. Paul Roberts seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Dr. Whitehead spoke of a recent incident where a Penny Creek Elementary School student was riding a school bus on her way home and began choking on a piece of candy. Her seatmate saw that she was in distress and hurried to the bus driver who immediately stopped the bus and provided assistance by performing the Heimlich maneuver. The candy was dislodged and the child, who was turning blue, began breathing again. The child was immediately taken home and transported to the hospital for examination. Dr. Whitehead introduced the friend, Kayleigh, and the bus driver, Terrie Yocum-Donchez. Also in attendance at tonight's meeting were Brian Higgenbotham, of Durham School Services; Terrie DeBolt, the District's Supervisor of Transportation; Lou Cennane, interim principal of Penny Creek Elementary School; Kayleigh's family; and the youngster and her family. Mr. Higgenbotham praised the actions of Ms. Yocum-Donchez, who used her training in first aid and handling emergencies to assist the student while also ensuring the safety of her busload of students. Dr. Whitehead and the Board congratulated Kayleigh and Ms. Yocum-Donchez for their quick thinking. They saved a life and are true heroes.

**SUPT'S
COMMENTS**

Dr. Whitehead called on Associate Superintendent for Instruction Karst Brandsma to update the Board on fall sports activities. He reported that the middle school had a successful season. Competitors' and fans' spirits were high and participation increased. The next season begins November 15. Four sports will take place over the next two seasons—boys' and girls' basketball, girls' volleyball and boys' wrestling.

At the high school level, post-season play is taking place. District staff hosted the WIAA state championships in volleyball at the Everett Events Center. Everett and Jackson High Schools were in the championships. In girls' soccer, Cascade and Jackson High School qualified for district playoffs. While CHS lost their playoff game in overtime, JHS took first place in the southern division. In boys' cross country, the JHS team finished 10th overall. Girls' swimming finals are happening at Federal Way pools this weekend. The CHS boys' tennis team finished the season undefeated, and state championships take place in the spring. Both EHS and JHS football teams finished with respectable 7-3 records, only one game away from the playoffs. CHS finished with a 4-6 record. Winter sports begin soon with five sports being offered—boys' and girls' basketball, girls' bowling and swimming, and boys' wrestling.

Academically, the WIAA recognizes teams who have maintained a 3.5 GPA or higher (outstanding), and a 3.0 to 3.49 GPA (distinguished), based on the previous semester. At CHS, distinguished awards were given to the girls' swimming, boys' cross country, girls' cross country, girls' volleyball and boys' tennis teams. At EHS, outstanding recognition went to the boys' tennis and girls' volleyball teams. The CHS girls' soccer team also received an outstanding award. At JHS, distinguished awards were given to the girls' cross country, soccer and volleyball teams. Outstanding awards went to the JHS boys' tennis, girls' swimming and boys' cross country teams. In closing, Dr. Whitehead congratulated all of the teams and complimented Athletic Director Robert Polk upon the successful conclusion of his first athletic season of the year.

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

On the subject of athletics, Board member Madsen commended the District for the manner in which it addressed the recent issue of a Cascade High School football athlete being found ineligible to play, which resulted in the forfeiture of a game. She appreciated the fact that the District self-reported the violation.

The superintendent then called on Executive Director for Human Relations Molly Ringo to report on the recent new employee reception. Board members Madsen and Cooper attended; Ms. Madsen provided opening remarks. The reception is held each year with its purpose being to link the community with the new employees and the District. Led by Director of Employment Steve Katz, the event planning involves broad-based support from community and staff members. Donations to the event included the facility rental, food and refreshments, and door prizes. Approximately 25 new employees attended this year's event, and they provided positive feedback about how they felt welcomed to the community.

Dr. Whitehead shared articles from *The Mill Creek Enterprise* and *The Herald* concerning school nutrition policies (E:37/05). Although mention was made of the schools' ASBs being negatively impacted by the District's new standards, Dr. Whitehead said there is no evidence to that effect. Data will be collected and a report will be presented to the Board later in the school year. Dr. Whitehead went on to report that District staff members are being contacted by districts from all over the state wanting to talk about the standards and receive copies of the policy. In addition, Associate Superintendent for Finance and Operations Jeff Riddle and Food Services Manager Debbie Webber are working with the Snohomish County superintendents to share information about the standards and the process used to develop the policy.

In closing, Dr. Whitehead distributed the November 2004 report of ELL (English Language Learners) students in the District (attached). The numbers represent individuals who are actually enrolled in the ELL program, not those who have learned English well enough to move out of the program. Forty-three languages are represented with a total of 1,367 ELL enrollees at every school in the District. Hawthorne Elementary School has the largest number of ELL students at 205. Emerson Elementary School and Everett High School are next with over 100 at each location, while four District schools have enrollments of over 70 ELL students at each site.

PUBLIC COMMENT

None.

**PUBLIC
COMMENT**

RECOGNITION OF RETIREES

None.

**RECOGNITION OF
RETIREES**

ITEMS FOR INFORMATION

The attached proposed revised Policy 3231—Searches of Students and Property, was presented to the Board of Directors for first reading, with approval to be requested at a future Board meeting (E:38/05a). Changes in this policy pertain to stipulating that a student’s possessions are subject to search by the principal or the principal’s designee, defines “contraband” and provides specific expectations about notification of parents.

The attached proposed revised Policy 3232—Searches of Lockers, Desks & Storage Areas, was presented to the Board of Directors for first reading, with approval to be requested at a future Board meeting (E:38/05b). Changes in this policy stipulate that a student’s locker, desk or storage area are subject to search by the principal or the principal’s designee, defines those areas as property of the District and outlines the grounds for conducting a search.

The attached proposed revised Policy 4210—School Support Organizations, is presented to the Board of Directors for first reading, with approval to be requested at a future Board meeting (E:38/05c). Changes in this policy pertain to deleting the reference to site-based decision making, which is no longer pertinent.

The attached proposed revised Policy 4310—Contact with District/School Staff, was presented to the Board of Directors for first reading, with approval to be requested at a future Board meeting (E:38/05d). Changes in this policy pertain to current practices, including the District United Way campaign.

The attached proposed revised Policy 7230— Revenues from the State & Federal Government, was presented to the Board of Directors for first reading, with approval to be requested at a future Board meeting (E:38/05e). Changes in this policy add the legal reference regarding the required comparability report for Title I funds.

Director of Communications Gay Campbell commented briefly about each of the above policies

The Administration provided information concerning challenging options, including advanced placement opportunities and the gifted program. Tonight’s presenters were Executive Director of Curriculum Alignment and Implementation Terry Edwards and Dr. Jan Johnson, Director of the Highly Capable Program. Following a PowerPoint presentation, Terry opened by indicating that he will provide updates on challenging options at the elementary, middle and high school levels (E:39/05). These programs have been reviewed, revised and revamped over the past three years.

At the elementary level, enrollment in the highly capable program is funded by the state with highly capable dollars (equal to one percent of the population) and is defined in state law. At the middle and high school levels, programs are identified as “challenging options” which expand on the definition of highly capable, and include other students who may not normally qualify, but who demonstrate outstanding academic performance and skills.

At the elementary level, students are assessed in terms of creativity, academic achievement and cognitive ability. All of the information is brought before a selection committee composed of educators, including Dr. Jan Johnson, school psychologists and teachers in the highly capable program. The program is designed around self-contained classrooms at grades 2, 3, 4 and 5. There are four highly capable centers located at

**PROPOSED REVISED
POLICY 3231—Searches
of Students & Property
(regarding designated
officials, contraband &
notification of parents)—
1st reading**

**PROPOSED REV.
POLICY 3232—
Searches of Lockers,
Desks & Storage Areas
(regarding designated
officials, mandatory
searches)—1st reading**

**PROPOSED REVISED
POLICY 4210—School
Support Organizations
(regarding decision
making)—1st reading**

**PROPOSED REV.
POLICY 4310—Contact
with District/School Staff
(re conducting private
business on district
premises during
school/business hours)—
1st reading**

**PROPOSED REVISED
POLICY 7230—
Revenues from the State
& Federal Government
(regarding federal
regulations concerning
Title I)—1st reading**

**PRESENTATION--
Challenging Options**

Cedar Wood, Mill Creek, Penny Creek and View Ridge Elementary Schools. Mr. Edwards went on to talk about the design and delivery of the highly capable program, enrollment trends and performance on the WASL.

**PRESENTATION--
Challenging Options
(cont'd.)**

Middle school placement in the challenging options program is determined by academic performance, report cards (classroom performance) and teacher recommendation/parental input. The information is provided to the school counselors and then Dr. Johnson meets with the principals and counselors to make the best placements. The challenging options program is designed around language arts/social studies (a three-period block of language arts, social studies and reading) and mathematics. Mr. Edwards presented data concerning the program growth and number of students enrolled in the challenge block, and the number and percent of students meeting standard on the WASL. Next, he shared enrollment data and the kinds of challenging options mathematics courses available at the middle school level.

At the high school level, a number of options are offered: honors, advanced classes, advanced placement, college in the high school, tech prep, industry certifications and Running Start. In order to gain entry into the challenging options programs, students must fulfill prerequisites and self-select the courses they want to attempt. Counselors also have the opportunity to recommend students to the program. Terry shared statistics concerning the number of course offerings and student enrollment over the past four years. He noted that some courses are offered every other year because enrollment in the classes is not strong enough to support yearly offerings. Over 3,600 students are currently enrolled in challenging options courses, with 690 being enrolled in advanced placement courses. In 2003-2004, of the 240 students taking advanced placement tests, 65 percent scored a three or greater.

Terry then shared statistics concerning the SAT tests. The average SAT score has risen from 1034 in 1999 to 1059 in 2004, which is a significant positive gain and, for the first time, Everett's verbal and math scores this year exceeded the state average. Also of note is that Washington state is one of the top performing states in the country on this test. The number of students taking the test in 2004 decreased slightly from 2002 and 2003, but is consistent with numbers in 2000 and 2001.

In closing, Terry spoke of trends at the elementary, middle and high school levels. He outlined next steps for the program which will be to increase student participation in challenging coursework, including students from diverse populations; align and coordinate curriculum; provide professional development; send teachers to advanced placement institutes; and improve transitions and student placement.

Terry noted that Jan Johnson is working with elementary staff to align their curriculum so that what is taught at one center will match what is done at another center. The teachers are welcoming the concept.

When asked about the definition of Junior Great Books, Jan replied that teachers work in-depth in inquiry and thinking skills on stories that are classics. When asked whether the advanced placement grading service provides commentary for students, Terry said for an additional fee, the parent can receive the child's answers along with the correct answers, but there are no extended answers because most of the questions are multiple choice. In general, the cost for a student to take an advanced placement test is approximately \$84 per test. It was suggested that the Everett Public Schools Foundation may be able to offer scholarships to help pay for the tests. When asked whether there are waiting lists for challenging options courses at the middle school level, Terry said so far, those who qualify can get in without having to wait. When asked whether data exists that tracks these students and their graduation rate, Terry said

there is a state requirement to track the students to ensure they are not being precluded from taking the challenging options classes, but the District does not analyze the classes they take.

**PRESENTATION--
Challenging Options
(cont'd.)**

The Board thanked Terry and Jan for their comprehensive report. It is exciting to see the great work that is being done.

The Administration provided information concerning the District's technology program. Jeff Riddle introduced Director of Information Systems and Technology Ken Toyn and Instructional Technology Specialist Phil Biggs. They followed a PowerPoint presentation that began with the status of the classroom computer installation project (E:40/05). Ken opened by saying that the student helpers who have assisted with the project have been exceptional. They have superior skills and a strong work ethic. Approximately 2,400 new desktop computers were placed last summer and over 5,500 new computers have been placed throughout the District in the last 18 months. One thousand two hundred additional computers will be placed by the summer of 2005, thus completing the computer installation project. However, a "refresh" strategy will need to be implemented so that one-sixth of all computers will be replaced annually. Not only will the six-year cycle include computers, it will also involve printers, projectors, cameras, network infrastructure equipment, software, etc.

**PRESENTATION—
Technology**

Ken went on to describe the placement of classroom presentation kits. These kits consist of a digital projector and digital camera and serve as enhanced teaching and learning tools. Before the kit is released to the teacher, the teacher must take a three-hour training course. So far, 780 classrooms are equipped, with more being added all the time. Next, Ken discussed the status of the upgrades to the network server, the library system, district web site and student information system. He described the enhanced technical support that is available as well as the efficiencies that are in place, such as the capacity to remotely manage 6,000+ desktop computers from the Help Desk and Network Operations Center. In addition, the automated installation of software eliminates the need for technicians to make on-site visits.

Regarding WAN (Wide Area Network) upgrades, an RFI (Request for Information) was issued last spring to obtain information on alternative technologies and solutions; cost/benefit analysis of various solutions; effective lease or buy models; and feasibility of various solutions. He noted that a challenge regarding WAN is with connecting schools among themselves to the central servers. A recommendation to the Board will be forthcoming. Ken also discussed the wireless mobile computer lab feasibility study and field test.

Phil Biggs then discussed the professional development online course registration system (CRS). In terms of professional development, 83 technology workshops were held last school year with an attendance of 829. This summer, 62 technology workshops were completed, with 928 registered. Seven hundred eighty attended 41 classroom presentation kit workshops. Phil also talked about online professional development courses, and the District Technology and Learning Plan. He spoke of curriculum connections in the area of language arts, math and other curriculum areas. He described a pilot project called "UnitedStreaming Video." Currently offered at Evergreen Middle School, and Jackson and Lowell Elementary Schools, this project offers 2,600 video educational titles in every content area. They are correlated to the Washington State standards in all content areas and are broken down into short clips focusing on a single concept.

In conclusion, Ken listed priorities that include supporting the Strategic Plan technology initiatives; supporting the Technology and Learning Plan; continuing work to tie curriculum and technology together for enhanced learning and teaching; continuing to improve the technical support model; continuing to improve systems support and management efficiencies; and beginning the WAN upgrade.

PRESENTATION— Technology (cont'd.)

Board member Yates commented that it is clear that the District is making strides to ensure that technology impacts student performance. When asked how the District can be assured students are making adequate progress in technology, Ken said students more often than not are able to show the technical experts how to leverage using technology in the classroom. Clearly, students respect technology more than they once did. When asked whether disadvantaged children are offered the same technology opportunities as others, Ken said the Technology and Learning Plan says there must be a common “footprint” from school to school. Dr. Whitehead concurred and noted that even though the PTAs purchase equipment at some of the District’s higher socioeconomic schools, the “footprint” of the Technology and Learning Plan calls for standardization.

Board member Cooper said she has great admiration for the District’s accomplishments in technology. She reported that she recently had the opportunity to attend a technology conference with Ken and Phil. It was a very informative conference and provided a showcase for the array of choices and options that are available. She suggested that the Board hold a conversation about how technology decisions are made, the use of research in making technology decisions and in what ways the District can support that view.

In closing, Dr. Whitehead emphasized that the District’s advances in technology are made possible because of the Strategic Plan. It guides all of the District’s work.

President Dutton thanked Ken and Phil for their excellent presentation.

The Administration presented information concerning the year-end financial report for 2003-2004 and a financial report as of September 30, 2004 (E:41/05). Jeff Riddle reported that September’s report projects the District to be slightly “in the red;” however, September is the most unpredictable month due to beginning-of-the-school-year startup costs that vary from year to year and there is no cause for alarm. All in all, the District is in good shape. For 2003-2004, the District closed the year with a surplus of \$1.5 million which positions the District well for the next couple of years.

YEAR-END FINANCIAL REPORT FOR 2003-2004 AND FINANCIAL REPORT AS OF SEPT. 30, 2004

Regarding the District’s Debt Service Fund (DSF), a technical problem was discovered with the District’s year-end close. The District ended the year with an expenditure totaling \$770,396 in excess of its budget authority, not with an expenditure in excess of its money. In fact, the DSF ended the year with a surplus. During the course of 2003-2004, the District re-funded a couple of bond issues and sold bonds in mid-December, thus saving the taxpayers several million dollars. The District was intent on covering the costs associated with these activities and adequate funds were available to do so. Appropriate resolutions were adopted by the Board. However, in the course of reviewing the fund activity, it was discovered that the Administration neglected to present the Board with a request for a budget extension in June or July to extend the budget appropriation. Therefore, the District exceeded its budget authority. This is a technical, not a substantive, issue. OSPI has been notified. No action is necessary from the Board, but the Administration wanted to bring the issue to the Board’s attention. Appropriate steps have been taken to ensure an error of this nature will not happen again. Dr. Whitehead emphasized that what occurred is a process issue and will not cost the District any money.

ACTION ITEMS

Sue Cooper moved for approval of the revised Consent Agenda and Paul Roberts seconded the motion.

- 1) Personnel Report (revised) (E:42/05);
- 2) Voucher Lists (E:43/05);
- 3) Declaration of Surplus Instructional and Library Materials (E:44/05);
- 4) Resolution 815—Interdistrict Cooperative Agreement for Other School Districts to Provide Services for Everett Public Schools Students with Disabilities (Res.08/05);
- 5) Approval of Mitigation Agreement Between Everett School District and Walter Kjorsvik (SEPA #04-042) (E:45/05).

The motion carried unanimously.

**CONSENT
AGENDA****BOARD COMMENTS**

President Dutton presented Board member Cooper with a certificate recognizing Ms. Cooper for her 20 years of service as a school Board member. President Dutton went on to describe Ms. Cooper as a Board member who is persistent, thoughtful and involved. The Board congratulated Ms. Cooper and spoke of her professionalism and foresight as well as her involvement in starting the Strategic Plan.

**BOARD
COMMENTS**

With no further comments, President Dutton adjourned the regular meeting at 6:35 p.m.

Carol Whitehead, Secretary

Kristie Dutton, President