

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, March 22, 2005, 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 and Roy Yates. Absent: Paul Roberts. Board member Madsen was present via telephone.

ADOPTION OF AGENDA

President Yates called for any recommended changes to the agenda. There were none. With that, Kristie Dutton moved for adoption of the 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 March 8, 2005. Kristie Dutton seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Superintendent Carol Whitehead invited Area Executive Directors Lynn Evans and Jim McNally to introduce two principal candidates who are being recommended to the Board for employment. Lynn introduced Tobias (Toby) Brenner as the new principal at Jefferson Elementary School who will be coming to the District from Lake Washington School District where, most recently, he has been an assistant principal/intern. Toby introduced his wife, Josephine, and 21-month-old son, Roy, and said he is delighted to have the opportunity to work in Everett and be a principal. On behalf of the Board, President Yates welcomed Toby and his family and said the Board looks forward to getting to know him.

**SUPT'S
COMMENTS**

Next, Jim introduced Catherine Matthews, the new principal for Everett High School. Jim reviewed the process for the principal search. He said Catherine is currently the principal at Lakewood High School (to the north) and has been with that district for seven years. Prior to that, she worked in the Granite Falls School District. Catherine's busy schedule includes teaching a finance class at Western Washington University and working on her doctorate through Washington State University. Her focus in education aligns perfectly with the areas emphasized in Everett Public Schools and includes student learning plans, school improvement planning, working on guiding staff in professional learning communities and using student data to drive instruction. Jim went on to say that Catherine is known as a hands-on, personally-oriented leader who works on making "connections" with the students. Catherine said she is thrilled to join Everett Public Schools and is looking forward to starting at Everett High School. She noted that she has felt very welcomed throughout the application, interview and selection processes, all of which were very thorough. She introduced her husband, Scott, and four-year-old daughter, Shannon, who said she is excited to meet the EHS mascot. President Yates welcomed Catherine and wished her the best.

Dr. Whitehead reported receipt of a congratulatory letter from Dr. Terry Bergeson saying that Everett Public Schools has earned the first annual Washington State Academic Improvement Award for the 2003-2004 school year (E:122/05). The award is given in recognition of reducing by ten percent the number of students who missed meeting the reading, mathematics or writing goals from one school year to the next. The areas where this happened were in 4th grade reading; 7th grade reading, writing and mathematics; and 10th grade reading, writing and mathematics. Individual schools

received awards as well: View Ridge Elementary, Mill Creek Elementary, Gateway Middle, Heatherwood Middle, Eisenhower Middle and Cascade High School. These schools achieved in all three areas (reading, writing and mathematics); that is, they reduced by ten percent the number of students who missed meeting the standard and they did it in one year. Principals from each of those schools were in attendance tonight.

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

Next, Dr. Whitehead said that this year's Everett Public Schools Foundation (EPSF) breakfast raised \$64,123, a clear indicator of the community's level of positive support and respect for the District's work. Approximately 300 attended the event. She went on to express her gratitude for the opportunity to work in Everett Public Schools and with this foundation. President Yates echoed Dr. Whitehead's thoughts and sent kudos to Board member Madsen for her excellent work as emcee and to Dr. Whitehead for her informative presentation in which she told the community about District efforts in critical areas. He also thanked the many volunteers and participants.

PUBLIC COMMENT

President Yates called on the one individual who submitted a Public Comment card:

1) Craig Boag, parent of an Emerson Elementary School student and two graduates of Cascade High School, expressed his concern that the Eisenhower Middle School project only drew one bidder.

**PUBLIC
COMMENT**

RECOGNITION OF RETIREES

Director of Communications Gay Campbell said three retirees were in attendance tonight:

1) Maurene "Sue" Osgood—has worked 35 years in Everett Public Schools, 25 of them at Garfield Elementary, and is also a graduate of Everett High School—Garfield principal Colleen Welsh commented that Sue is a marvelous staff member who is very dedicated and possesses extensive organization skills. Colleague Nan Johnson spoke of the closeness she and Sue enjoyed over the years, including their love of dancing. Sue then spoke, thanking colleagues and family members in attendance tonight, among them Bob Doyle, retired Garfield principal. She introduced her husband Bob, son Robert, and two grandchildren Brianna and Alexis. President Yates thanked Sue for her many years of service and congratulated her on a well-deserved retirement. He presented her with a crystal memento apple.

2) Jackie Wilson—has been an educator for 36 years and at Eisenhower Middle School since 1988 as a media specialist—Eisenhower principal David Jones spoke of Jackie's many qualities, among them being that she is an ethical educator who never stops learning, and she possesses skills to support the success of the teachers and the students. He thanked Jackie for the extensive time and energy she has devoted to students. It will be a great loss when she retires. Jackie said she has enjoyed her work, but looks forward to traveling and volunteering. She introduced her husband Miles and thanked co-workers for attending. President Yates congratulated Jackie and presented her with a crystal memento apple.

3) Terry Jongejan—Whittier principal Mark Toland spoke of Terry's outstanding reputation for uncommon dedication to the profession and to student success. She is committed to helping students who need assistance and is a nurturing, caring teacher. He is grateful for her willingness to devote extra time and dedication to her work. She will be missed. Terry said she is the luckiest person on Earth who is not actually retiring, she is just moving into another field. President Yates thanked Terry for her many years of service and presented her with a crystal memento apple.

**RECOGNITION OF
RETIREES**

ITEMS FOR INFORMATION

Associate Superintendent for Finance and Operations Jeff Riddle introduced District Procurement Supervisor Jennifer Farmer who said that the annual bid calendar, already approved by the Board, authorized the District to go out for bid for the beverage vending contract, but she wanted to elaborate on the contract's history (E:123/05). With the advent of the District's new nutrition policy, soda pop has been removed from campuses. Beverages now vended are water, juice and milk. All beverage vending contracts have expired or are expiring and include pop commissions, non-carbonated commissions, "one time" funding and other extras. Milk vending is in place at most of the secondary sites. Volume is up this year and new products that meet standard will soon be available. The new contract will seek strong support of non-carbonated beverage commission rates and equalized cash donations, scholarships and/or other funding; inclusion of carbonated beverages for concessions, central athletics, etc.; and it will potentially be split to include milk products which may or may not be exclusive for water and juice. Wording will be included that will allow for the presence of interlocal agreements. Jennifer then shared the expected timeline for the contract, beginning with the request for proposals to be released on April 5, 2005, and concluding with the new contract commencing on September 5, 2005. She noted that she has met with each of the District's secondary sites to talk about their needs relative to the contract. Between three and five vendors are expected to bid. Overall, said Jennifer, the new vending guidelines have been well received in the school community. There are some issues with income which are being addressed. When asked whether a similar process will be followed for snack vending, Jennifer said it is probable. President Yates commented that he appreciated Dr. Whitehead's presentation at the recent EPSF breakfast during which she discussed the new nutrition standards. It was very informative and gave the community a good idea of the process and rationale for development of the guidelines as well as the financial support being provided to the schools during the phase-in stage.

DISTRICTWIDE BEVERAGE VENDING CONTRACT

Financial Reports as of February 28, 2005, were provided for the Board of Directors' review (E:124/05). 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, as projected, the District is spending down some of its fund balance, but will end this year basically where it thought it would start the year. The Governor's budget was seen today and information from the Senate and the House should be available soon. From the District's perspective, the challenges include compensation costs which are approximately 6.5 percent higher; however, the District has been able to hold back some of the impacts due to the cuts that have been made to date. A presentation about the District's financial planning picture will be provided to the Board at a future date.

FINANCIAL REPORT

ACTION ITEMS

Sue Cooper moved for approval of the Consent Agenda and Kristie Dutton seconded the motion.

- 1) Personnel Report (E:125/05);
- 2) Voucher Lists (E:126/05);
- 3) Resolution 821: Intergovernmental Cooperative Purchasing Agreement Between Everett School District and Yelm Community Schools No. 24) (Res. 13/05);
- 4) Resolution 822: Intergovernmental Cooperative Purchasing Agreement Between Everett School District and Highline School District No. 401 (Res. 14/05);
- 5) Approval of Mitigation Agreement Between Everett School District and C&B Investments NW, LLC (SEPA #03-033) (E:127/05);
- 6) Approval of Mitigation Agreement Between Everett School District and Bonterra Homes, LLC (SEPA #05-003) (E:128/05);
- 7) Architect Selection for the New Elementary School No. 17 (E:129/05);

CONSENT AGENDA

- 8) Contract Amendment—Early Childhood Education and Assistance Program (ECEAP) (E:130/05);
- 9) Agreement Between Everett School District and Northwest ESD 189 for Enhanced Fiscal Support Services (E:131/05); and
- 10) Proposed Revised Policy 5406—Shared Leave Program (*adding eligibility relative to the uniformed services*) (E:132/05).

The motion carried unanimously.

The Administration recommended the Board of Directors authorize the Administration to call for bids on a cash receipting system which will replace current manual procedures, for which approximately 20,000 handwritten receipts are prepared each year (E:133/05). The new system will automate the process of cash receipting across the District and will improve operational efficiencies, increase tracking tools, strengthen controls, eliminate “wait” time at the schools and increase options for parents, such as making it possible to use credit cards. Bids will be solicited through a Request for Proposal (RFP) process and presented to the Board for award in accordance with RCW 28A.335.190.

Via a PowerPoint presentation, Jennifer Farmer showed samples of possible systems: a touch screen solution (which offers good reporting capabilities), and a barcode scan system (which has a good infrastructure behind it). Whatever system is chosen will need to integrate with the District’s IFAS and Pentamotion computer systems. The tentative plan will be to solicit/receive proposals in March; review proposals/conduct interviews in April; award the contract in April/May; install demonstration sites (Everett High School ASB, and Heatherwood and North Middle Schools) in May/June; install remaining ASB sites in October; and implement General Fund receipting as feasible.

Areas to be addressed for the new system will include changes in the District infrastructure (such as additional power/network needs and possible modifications to workstations); and system needs (such as a scanner, receipt printer and software). The estimated initial investment for the new system would be \$85,000 which would include hardware, software, training, installation and first year’s maintenance. Ongoing costs would include a maintenance agreement of up to \$10,000, as well as additional training and credit card fees.

With no further discussion, Kristie Dutton moved to authorize the aforementioned call for bids for cash receipting hardware and software. Sue Cooper seconded the motion and the motion carried unanimously.

In closing, Jeff Riddle complimented Jennifer for her excellent work.

The Administration recommended the Board of Directors approve Resolution 820 awarding the bid for Eisenhower Middle School Modernization and Addition to Spee West Construction Company for \$17,403,000 including the base bid and alternate bids #2, 3 and 4 (Res. 15/05). Jeff Riddle said this is a good bid and a reasonable contract, that due diligence has been exercised and the District will be well served by the product. He then introduced Director of Facilities and Planning Mike Gunn who said the only bid received was from Spee West of Edmonds. This company has experience in school construction and is highly regarded. However, because only one bid was submitted, the District contracted with Olympic Associates, which is an independent construction consulting service, to provide the District an independent expert opinion about Spee West’s bid and how it was assembled. It is a responsive bid that is fair and reasonable. Spee West is a responsible contractor. Project architects Kevin Oremus and Cindy Black have worked with them before, as has the District’s Director of Construction Hal Beumel. Outside references were checked and were very good. Conversations were

CONSENT AGENDA (cont’d.)

AUTHORIZATION TO CALL FOR BIDS—CASH RECEIPTING HARDWARE AND SOFTWARE

RESOLUTION 820: BID AWARD FOR EISENHOWER MIDDLE SCHOOL MODERNIZATION AND ADDITION

held with four local school districts (Lake Washington, Edmonds, Bellevue and Monroe) who have worked with Spee West—they gave them ratings of ‘very good’ to ‘excellent.’

Mike surmised that the reasons only one bid was submitted were due to the complexity of this project (involving a phased modernization where students and staff will be moved around) and the availability of other less complicated projects bidding within this timeframe. The phased nature of the project, requiring the moving of students and staff, makes it challenging and difficult to make a profit. The complexity also makes it more difficult to price out (probably twice as long) vs. building a new school or doing a simple modernization project. The decision to modernize Eisenhower was made a few years ago because there is not enough room on the site to tear down and build a new school. In addition, modernizing a building is more cost effective, but results in a more complex project that is less attractive to bidders.

The award amount of the bid is 4.2 percent (\$703,000) higher than the estimate given to the Board in January 2005: \$16,700,000 vs. \$17,403,000. To evaluate the numbers, Hutteball & Oremus Architects and Olympic Associates met with the contractor and were allowed access to the cost estimate the contractor used to price the job. They were permitted to review the general contractor’s portion of the work as well as the subcontractor and supplier numbers that were used. They were given access to the contractor’s markup (overhead and profit) numbers that were added to the project. The consultant compared this information to the architects’ estimate for the project. They also compared the per square foot bid of Spee West to information from OSPI for similar projects and to national averages for this type of work. Based on the analyses of the architects and District staff, along with the work of Olympic Associates, the District concluded that Spee West is responsive to the requirements of the bid documents and their bid constitutes a fair and reasonable price for the work.

Jeff Riddle said that in his 22 years in Everett, this is the first project where only one bid was received. As such, his initial inclination was to “walk away from it.” However, staff worked very hard, followed legal requirements and exercised due diligence “and beyond” to affirm this bid. It is a good bid and a good recommendation. It would be more expensive over time to abandon the bid than to award it. As was mentioned earlier in the evening, there was a situation with Jackson High School where the Administration made a recommendation in line with legal requirements but, unlike tonight’s recommendation, was not comfortable with it and it did not turn out well.

Karst Brandsma referenced a recent article in *The Tacoma News Tribune* which discussed the trouble large districts were having in meeting cost estimates in light of fluctuating costs of materials and rising steel prices. Many districts were having difficulty getting their bid estimates within ten percent, so being within less than five percent seems reasonable. Dr. Whitehead referred to an article in *The Herald* about the Arlington School District and the City of Arlington whose bid for an auditorium came in much higher than estimated. Mike concurred that prices do go up and staff try to accurately predict, but recent inflation and pricing increases came as a surprise.

President Yates said when he learned of the single bid, he checked with three construction firms with whom he is familiar and each zeroed in on the need for staging experience and the fact that projects involving remodeling and staging (including shifting of students and staff) are by far the most challenging. He commended the Administration for bringing in a consultant to review the bid.

With no further discussion, Sue Cooper moved to adopt Resolution 820 as described above. Kristie Dutton seconded the motion and the motion carried unanimously.

**RESOLUTION 820:
BID AWARD FOR
EISENHOWER
MIDDLE SCHOOL
MODERNIZATION
AND ADDITION
(cont’d.)**

The Administration recommended the Board of Directors adopt the attached proposed Policy 5151—Transportation Department Van Drivers—Drug/Alcohol Testing, allowing the District to test van drivers for drug and alcohol use in compliance with federal law (E:134/05). In accordance with Board Policy 1310, the Administration requested that this new policy be adopted immediately because it is in the best interests of the District.

Gay Campbell said having this policy in place is a condition of a Federal grant for transporting students in vans.

With no further discussion, Kristie Dutton moved to adopt the aforementioned policy. Sue Cooper seconded the motion and the motion carried unanimously.

BOARD COMMENTS

Board member Cooper said she regretted being unable to attend the recent Everett Public Schools Foundation (EPSF) breakfast. She acknowledged that extensive work went into its planning and she understands it was a very successful event. Board member Dutton congratulated the Foundation and commended them for their efforts. The Board requested that a complimentary letter be sent to Susan Auchterlonie and the EPSF Board.

It was noted that the high school art awards ceremony and reception would be held immediately following the regular meeting in the foyer of the Educational Service Center.

With no further comments, President Yates adjourned the regular meeting at 5:35 p.m.

PROPOSED NEW POLICY 5151— TRANSPORTA- TION DEPT. VAN DRIVERS— DRUG/ALCOHOL TESTING

BOARD COMMENTS

Carol Whitehead, Secretary

Roy Yates, President