

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, April 26, 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 Karen Madsen. Absent: Paul Roberts and Roy Yates. In the absence of President Yates, Vice President Dutton chaired the meeting.

BOARD ACTION AND/OR BOARD DISCUSSION

Executive sessions were held beginning at 3:30 p.m. for discussion of personnel and labor negotiations. It was estimated the executive session concerning personnel would be of five minutes' duration and the executive session for labor negotiations would be 40 minutes. The executive session concerning personnel concluded at 3:35 p.m. and Vice President Dutton moved immediately into the executive session concerning labor negotiations. The executive session concerning labor negotiations concluded at 4:15 p.m. and Vice President Dutton called for a 15-minute recess prior to the start of the regular Board meeting at 4:30 p.m.

ADOPTION OF AGENDA

Vice President Dutton called for any recommended changes to the agenda. Superintendent Carol Whitehead reported that the Board would be presented with a revised Personnel Report. She further indicated that the order of the agenda needed to be modified to show that the executive session concerning labor negotiations (Item 10c) was moved to immediately follow Item 1a, 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.

APPROVAL OF MINUTES

Karen Madsen moved for approval of the minutes of the regular meeting of April 12, 2005. Sue Cooper seconded the motion and the motion carried unanimously.

SUPERINTENDENT'S COMMENTS

Superintendent Whitehead called on Executive Director for Area 2 Lynn Evans and Executive Director for Curriculum Alignment and Implementation Terry Edwards to make introductions of new administrators. Lynn welcomed Donald Lichty as the new Assistant Principal for Jackson High School. He was educated at Princeton and worked in Portland at Jesuit High School, in Gig Harbor, then to Timberline High School in North Thurston and, most recently, to University Place. Don commented, saying he is thrilled and honored to come to Everett. He further stated that the interview process was very professional and comprehensive. He introduced his wife, Pat, who is a counselor at Bellarmine Preparatory School.

Terry Edwards introduced Allison Larsen as the new Curriculum Specialist for Humanities. Her most recent assignment has been at Lake Stevens High School. References described her as gracious and tenacious in working with teachers to improve student achievement. Her father-in-law attended Everett High School and her children attend Hawthorne Elementary. Allison thanked everyone for being so welcoming. Next, Terry introduced Loretta Comfort as the new Curriculum Specialist for Literacy. Currently, she teaches at Island Middle School on Mercer Island. She is from New Jersey and is described as a master at bringing people along in the change process. She helps staff feel connected. Loretta said she is excited to be in Everett. This is her ideal job—she loves literacy and working with teachers. She, too, commented that she has

**EXECUTIVE
SESSIONS—
PERSONNEL &
LABOR
NEGOTIATIONS**

**ADOPTION OF
AGENDA**

**APPROVAL OF
MINUTES**

**SUPT'S
COMMENTS**

felt very welcomed throughout the application and interview process. Dr. Whitehead said it is exciting to include Don, Allison and Loretta among District staff. They will help bring the District forward. The Board welcomed them.

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

Dr. Whitehead announced that the Everett Mayor's Youth Achievement Awards went to several Everett Public Schools students. They are: from Everett High School—Tony Wood, Liberty Friesen and Martha Floyd; and from Cascade High School—Reda Lee. In addition, Allen Nevala, from Jackson High School, received a WAVE (Washington Award for Vocational Excellence) Scholarship. It is for two years at any Washington State institution of higher education and includes tuition, books, supplies, room, board and transportation.

Next, Dr. Whitehead announced that tomorrow morning, Representative John Lovick will be at Woodside Elementary School to present that school with a check for \$5000. Representative Lovick was the top walker in a contest among legislators with the prize being a gift of \$5000 to the school of his choice. He chose Woodside Elementary. The school will use the donation for their playground improvement fund.

In closing, Dr. Whitehead said that the District's exit conference with the state auditors was held this week and the District received an "unqualified" audit; that is, there were no findings and the District is in good standing. She congratulated those in the Business Office and throughout the District who are working diligently to follow the rules and keep District records in good order.

PUBLIC COMMENT

None.

**PUBLIC
COMMENT**

RECOGNITION OF RETIREES

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

1) Ann O'Donnell—works at Jackson Elementary School—has been in the District for 20 years—Jackson principal Brian Fitch commented. He described Ann as a positive and professional person who will be missed. Ann introduced her husband Dan, and colleagues Jane Stevens, Barb Johnston, Jackie Knopf and Donna Little.

2) Joyce Isaman—works at Gateway Middle School—has been in the District for 13 years and was among those who helped open Gateway—Gateway principal Cathy Woods commented that Joyce is committed to doing her very best every day. She has had a tremendous impact on the staff and students. She is a "rock" and a superb teammate who provides stability. Students are happy in her class—she shares in their accomplishments and supports them in their struggles. Her retirement will leave a big gap. Joyce thanked the Board and introduced her husband Greg, and colleagues Eric Hruschka and Dan Montzingo. She said she has enjoyed her work and is looking forward to her next life which will include moving to Colorado.

3) Judy Kutz—works as the librarian at North Middle School—has worked 24 years in the District and 35 years in education—North Middle principal Kelly Shepherd commented. She presented a memory book to Judy in which students and staff included their thoughts and best wishes. Judy promotes student learning, is focused and is a dynamic storyteller who is kind, helpful and listens carefully. Judy said it has been a privilege to work in Everett. She appreciates the opportunities she has had, including the chance to grow and learn. Judy introduced her husband Jim.

**RECOGNITION OF
RETIREES**

Vice President Dutton congratulated each of the retirees and said their service to the District is much appreciated. She presented each with a crystal memento apple.

ITEMS FOR INFORMATION

The Administration presented for first reading the attached instructional materials in science, English, world language and mathematics, with approval to be requested at a future Board meeting (E:145/05). Associate Superintendent for Instruction Karst Brandsma introduced Terry Edwards who outlined the process for reviewing materials. Staff follow an exhaustive and time-consuming process of looking at all instructional materials that can meet standards, be usable for a few years, are representative of all children in the District and will help all students meet standard. Terry said a community curriculum forum was held last week during which the materials were discussed. The materials will be available for review during the two weeks prior to adoption.

The Certificate of Excellence in Financial Reporting from the Association of School Business Officials, and awarded to Everett Public Schools for the 2002-2003 Comprehensive Financial Report, was presented for the Board of Directors' information (E:146/05). Associate Superintendent for Finance and Operations Jeff Riddle said the District has received this award since the 1986-87 school year. Director of Finance Jeff Moore said Everett is one of seven schools to receive this award. The District team responsible for compiling the report is: Monica Turner (Capital Projects Accountant), Jennifer Farmer (Procurement Supervisor), Gina Zeutenhorst (Accounting Manager), Kim Walker (Finance Coordinator), and Darla Van Duren (District Accountant). Vice President Dutton commended the staff for their fine work.

The attached 2003-2004 Comprehensive Annual Financial Report (CAFRA) was presented for the Board of Directors' information (E:147/05). Gina Zeutenhorst spoke briefly and mentioned the "unqualified" audit designation the District received this year. She noted that among the differences in this year's CAFRA report are that the Employee Benefit Trust is included as a component unit because their assets and liabilities are included with the District's. Gina said she is proud to be a part of assembling the CAFRA and she and Kim Walker work hard to get it to its publishable format. Board member Cooper said this is a real accomplishment and commended the staff's attention to detail.

Financial Reports were provided for the Board of Directors' review (E:148/05). The reports include year-to-date information on revenues and expenditures, General Fund projections, a cash report and an investment summary. Jeff Riddle said there has been little change in District projections for the year regarding the fund balance. During tonight's study session, a discussion of financial planning and components of the Financial Report will take place.

ACTION ITEMS

Karen Madsen moved for approval of the revised Consent Agenda and Sue Cooper seconded the motion.

- 1) Personnel Report (revised) (E:149/05);
- 2) Voucher Lists (E:150/05);
- 3) Proposed New Policy 3245—Students—Technology (*regarding use of technology in educating students*); and Proposed New Policy 5225—Human Resources—Technology (*regarding use of technology in day-to-day operations*) (E:151/05);
- 4) Declaration of Surplus Instructional and Library Materials (E:152/05);
- 5) Declaration of Surplus Property (E:153/05); and
- 6) Resolution 831: Intergovernmental Cooperative Purchasing Agreement Between Everett School District & South Kitsap School District (Res. 24/05).

The motion carried unanimously.

**PROPOSED
ADOPTION OF
NEW
INSTRUCTIONAL
MATERIALS IN
SCIENCE,
ENGLISH, WORLD
LANGUAGE &
MATH—1st reading**

**ASBO
CERTIFICATE OF
EXCELLENCE IN
FINANCIAL
REPORTING
AWARD FOR EPS
2002-2003
COMPREHENSIVE
FINANCIAL
REPORT**

**COMPREHENSIVE
ANNUAL
FINANCIAL
REPORT FOR
2003-2004**

**FINANCIAL
REPORTS AS OF
MARCH 31, 2005**

**CONSENT
AGENDA**

BOARD COMMENTS

Board member Madsen sought permission from her Board colleagues to attend the Washington State PTA conference. She will be working for the PTA, so she will not be assessed fees, but she would like to stay overnight. The Board thanked Karen for her willingness to attend the conference and said they would be pleased to give their permission. Next, Board member Madsen asked her Board colleagues whether they would be interested in submitting a proposal for the 2005 WSSDA annual conference that would describe the Board's method used to recruit Dr. Whitehead a few years ago. She would be willing to prepare the bulk of the proposal. The Board supported her idea. She commented that this year's NSBA conference was wonderful. The general session speakers were outstanding. Board member Cooper said she learned a lot and appreciated the opportunity to be with her Board colleagues.

It was agreed that after Representative Lovick's donation to Woodside Elementary School is presented to the Board, a thank you letter will be sent to him.

BOARD ACTION AND/OR BOARD DISCUSSION

As required by RCW 28A.505.210, the District must hold a public hearing annually on or before May 1 concerning the proposed use of student achievement funds. The public hearing was held at this time. Vice President Dutton opened the hearing at 5:25 p.m. Jeff Riddle described the plan to use the student achievement funds for the upcoming school year (E:154/05). Although the District estimated that the Legislature would approve an allocation of approximately \$245 per student, what was actually approved was \$300 per student. The estimated District carryover will be \$450,000. The estimated allocation for the fiscal year will be \$5.2 million. Indirect costs will be approximately \$720,000 and will be deducted from the \$5.2 million, leaving a total of approximately \$4.9 million. \$3.3 million will be used for class size reduction and will equate to a total of 44.7 FTE. Professional development will account for approximately \$920,000, and approximately \$620,000 will be used for extended learning opportunities. Vice President Dutton called for public comment. There was none. With that, Vice President Dutton closed the public hearing at 5:40 p.m.

Following a brief rest break, Vice President Dutton re-convened the regular meeting at 5:45 p.m. and moved immediately into an executive session concerning personnel. It was estimated the executive session would be of 30 minutes' duration. At 6:15 p.m., it was announced that the executive session would continue for another half hour. At 6:45 p.m., it was announced that the executive session would continue for another 15 minutes. At 7 p.m., it was announced that the executive session would continue for another half hour. At 7:30 p.m., Vice President Dutton re-convened the regular meeting. Following a brief rest break, the study session began at 7:35 p.m.

The Administration provided a financial planning overview (E:155/05). Director of Finance Jeff Moore reviewed contents of the monthly financial reports (monthly fund balances, General Fund projections, and cash report & investments) and discussed financial planning for 2005-2006 (2004-2005 General Fund projected ending balance, 2005-2006 budget parameters, and Budget Advisory Committee recommendations).

With no further comments, Vice President Dutton adjourned the regular meeting at 8:35 p.m.

BOARD COMMENTS

PUBLIC HEARING—USE OF STUDENT ACHIEVEMENT FUNDS

EXECUTIVE SESSION— PERSONNEL

STUDY SESSION— FINANCIAL PLANNING OVERVIEW

Carol Whitehead, Secretary

Kristie Dutton, Vice President