

EVERETT PUBLIC SCHOOLS
EVERETT, WASHINGTON
Special Meeting

The Board of Directors of Everett Public Schools, Snohomish County, Washington, held a special Board meeting on October 24, 2006, beginning at 3 p.m., in the Board Room of the Educational Service Center, 4730 Colby Avenue, Everett, Washington. It was followed at 4:30 p.m. by the regularly-scheduled Board meeting, also held in the Board Room. Those in attendance at the 3 p.m. session were Kristie Dutton, Karen Madsen and Roy Yates. Absent: Ed Petersen, Sue Cooper. Those in attendance at the 4:30 p.m. session were Kristie Dutton, Karen Madsen, Ed Petersen and Roy Yates. Absent: Sue Cooper.

BOARD ACTION AND/OR BOARD DISCUSSION

A closed session was held at 3 p.m. for a student discipline appeal. The session concluded at 4 p.m.

ADOPTION OF AGENDA

President Yates convened the regularly-scheduled Board meeting at 4:30 p.m. He then called for any recommended changes to the agenda. Superintendent Carol Whitehead reported that there would be a revised personnel report. With that, Karen Madsen moved to adopt the revised agenda. Kristie Dutton seconded the motion and the motion carried unanimously.

APPROVAL OF MINUTES

Ed Petersen moved for approval of the minutes of the regular meeting of September 26, 2006. Karen Madsen seconded the motion and the motion passed. Ed Petersen moved for approval of the minutes of the regular meeting of October 10, 2006. Kristie Dutton seconded the motion and the motion passed. Kristie Dutton moved for approval of the minutes of the special meeting of October 17, 2006. Karen Madsen seconded the motion and the motion carried unanimously.

SUPERINTENDENT'S COMMENTS

Dr. Whitehead introduced Captain Karst Brandsma, son of Associate Superintendent for Instruction Karst Brandsma. Captain Brandsma recently returned from a one-year deployment in Iraq where he served as the Company Commander for the 258th Military Police Company. Soldiers under his command supported logistical operations for 20 Baghdad police departments east of the Euphrates. This is Captain Brandsma's fourth deployment, with previous missions to Kosovo, Bosnia and Iraq. Captain Brandsma recently learned he has been promoted to the rank of Major and will be stationed for the next three years in the Washington, D.C., area where he will be assigned to the Pentagon under the Joint Chiefs of Staff. He has also been selected to attend Georgetown University to work on an advanced degree in Public Policy. Dr. Whitehead reported that Captain Brandsma has been awarded two Bronze Stars during his deployments to Iraq. The Bronze Star is a United States Armed Forces individual military decoration and is the fourth-highest award for bravery, heroism or meritorious service. Captain Brandsma commented briefly and said it is good to be back in the United States. He appreciates the warm welcome he has received everywhere he goes. He is looking forward to his new assignment.

Cascade High School was recently recognized by the Volunteers of America (VOA) in honor of the school's annual Food Basket Drive which has taken place for over 40 years. In cooperation with VOA's Holiday Basket Bureau, the students collect, sort and deliver donations during the holiday season. Last year alone, they sponsored 100 families as well as 30 students and their families.

**CLOSED SESSION—
STUDENT
DISCIPLINE
APPEAL**

**ADOPTION OF
AGENDA**

**APPROVAL OF
MINUTES**

**SUPT'S
COMMENTS**

Two Cascade High School students, Jaclyn Kephart and Elizabeth Walker, are responsible for the artwork that appears on the covers of the voter pamphlets for the general and primary elections. Dr. Whitehead circulated copies of the pamphlets.

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

Associate Superintendent for Instruction Karst Brandsma showed a video clip from the KING-5 TV "Sports Blitz" program that airs each Saturday morning. The program shows highlights of the various athletic events that are happening, recognizes outstanding coaches and names the Athlete of the Week. This week's student athlete was Jesse Potts, a senior and tennis player at Everett High School. Jesse was acknowledged not only for his athletic prowess but also for his academic accomplishments, not the least of which is that he is student body president.

Dr. Whitehead reported that the District website now carries a section called "Points of Pride" which lists honors and accomplishments for schools, students and staff.

Also on the District website is a new mailbox concerning the middle school boundary review process. New information will appear regularly until the boundary review process is complete, at which time the mailbox will go away.

Next, Dr. Whitehead read an e-mail from Emerson Elementary School principal Cynthia Jones about the outstanding teamwork of District departments and school staff in the aftermath of a fire sprinkler incident at that school (E:32/07).

Executive Director for Curriculum Alignment and Implementation Terry Edwards reported that 12,000 Student Learning Plans (SLP) will be mailed tomorrow. Terry shared copies of redacted SLPs of two students who did not meet standard (attached). Terry said much has been learned about the SLP process.

Terry then reported that tomorrow the Career Fair will be held at the Everett Events Center. Approximately 158 vendors representing colleges, universities and employers will be on hand. Students from all of the District high schools will be attending. Later in the day, the fair will be opened to surrounding schools and the community; therefore, District students will have the opportunity to attend twice during the day.

Dr. Whitehead distributed information concerning new housing and student generation rates (attached). She reported that new housing in the south end will generate approximately 427 additional middle students.

Next, Dr. Whitehead shared talking points regarding the lawsuit that has been brought by the School Districts' Alliance for Adequate Funding of Special Education (attached). The court date is October 30, 2006. There may be media coverage of the trial.

Dr. Whitehead talked about the housing of central support staff and the need to find ways to be more efficient. Approximately 20 years ago, the housing issue was considered but set aside until a better time and better circumstances. In Dr. Whitehead's opinion, those better circumstances have arrived. With the passage of the bond in February 2006, a series of projects have begun. View Ridge Elementary School is in the queue for remodel and Special Services is housed at that site. Educational specifications will be involved for View Ridge. Before that school is studied and a draft design is developed for the site, consideration should be given to whether it is the best place for special education staff. In addition, the Educational Service Center and Longfellow Building, where most of the District's central support staff are housed, are literally wearing out and need some upgrades. Thus, a decision needs to be made about whether upgrades will be done or whether some other avenue should be considered. Dr. Whitehead further noted that student enrollment over the last 20 years has grown by

almost one-third (approximately 6,000 students). In that time, seven new schools have been built, with an eighth to be opened next fall. The services and legal requirements necessary to support student and school needs across the District have also increased and become more complex. This is a good time to launch a program analysis to determine how all central administrative support services are operating and whether consolidation of those services is the right thing to do. An architect is being retained to conduct a feasibility study and to examine all of the District's available properties. The results of the program analysis may show that staff can make more efficient use of time, equipment and resources and reduce travel time and expense by having support services in one location. It may also be easier for the public and District families to get the information and help they need in one location. Dr. Whitehead emphasized that even though the time may be right for a study, no decision has been made about any changes. The program analysis will do the same information- and data-gathering that is required before any school construction project is launched. The decision may be that making changes is not a good idea. Dr. Whitehead further emphasized that all building/remodeling projects promised the voters will happen. If a change in the location of central and support services is made at some point in the future, construction or remodeling will be funded from non-bond sources such as rental income, interest income and proceeds from the potential sale of some properties. A recommendation will be presented to the Board in approximately one year.

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

PUBLIC COMMENT

None.

**PUBLIC
COMMENT**

RECOGNITION OF RETIREES

None.

**RECOGNITION OF
RETIREES**

ITEMS FOR INFORMATION

The Administration presented an update on the District's transportation program. Transportation Supervisor Terrie DeBolt shared a PowerPoint presentation about the program (E:33/07). She discussed the number of students transported per year and the number of miles driven per year. She then shared facts about transportation of students in the Homeless Program, information about transporting students who are part of the "choice" school transportation system, and information about District participation in Operation School Bell.

**PRESENTATION—
TRANSPORTA-
TION PROGRAM**

Board member Petersen said he appreciates the commitment and investment in homeless students. Homelessness is something he sees every day and he is acutely aware that it is a daunting and challenging task.

President Yates asked about the status of the transportation center. Terrie said it is progressing and will be operational by the fall of 2007.

The Administration presented an update on the District's technology plan. Director of Information Systems and Technology Ken Toyn shared a PowerPoint presentation about the plan (E:34/07). He outlined the objectives and activities, and provided a timeline update. He talked about how the plan supports the Strategic Plan, the bond initiatives and administrative/operational support.

**PRESENTATION—
TECHNOLOGY
PLAN**

Board member Madsen said it is exciting to watch the technology plan progress. Ken said its evolution is due in large part to the support of the community and Board.

ACTION ITEMS

Karen Madsen moved for approval of the revised Consent Agenda items. Kristie Dutton seconded the motion.

- 1) Personnel Report (revised) (E:35/07);
- 2) Voucher Lists (E:36/07);
- 3) Proposed Revised Policy 1311—Policy Manuals—(*regarding availability of policies and procedures manual on the District web site*) (E:37/07);
- 4) Revisions to the Professional & Technical Salary Schedule (E:38/07);
- 5) Agreement Between Everett School District, Special Education Technology Center (SETC), and Kittitas School District No. 403 for Delivery of Enhancing Education Through Technology (EETT) Program and Technology for Learning Disabilities (TLD) Grant Services (E:39/07);
- 6) Declaration of Surplus Instructional and Library Materials (E:40/07);
- 7) Title I Neglected and Delinquent Grant (E:41/07);
- 8) Monetary Gift from Evergreen Middle School PTA to Evergreen Middle School in the Amount of \$5,070.75 for the Purchase of Library Books (E:42/07);
- 9) Monetary Gift from Penny Creek Elementary School PTA to Penny Creek Elementary School in the Amount of \$14,000 for Courtyard Beautification, Workroom, Physical Education, Music, Computers & Distribution to Each Grade Level (E:43/07);
- 10) Transportation of Students in District-Owned Vehicles (E:44/07); and
- 11) Revision to Technology and Learning Plan (E:45/07).

The motion carried unanimously.

The Administration recommended the Board of Directors approve the educational specifications for the Silver Lake Elementary School modernization project (E:46/07). The educational specifications were prepared by Dykeman Architects and District staff. A committee of Silver Lake Elementary School and other District staff was formed to assist in the creation of the educational specifications. This document will be used by the project architect, Hutteball & Oremus Architects, in designing the Silver Lake Elementary School modernization project. Approval of the educational specifications is part of the process to establish eligibility for state matching funds.

Director of Facilities and Planning Mike Gunn shared a PowerPoint presentation concerning the project. He noted that the educational specifications for both the Silver Lake and Garfield projects are very similar. They serve as a verbal blueprint for the architects to follow. Mike said a whole host of people are to be commended for helping develop the educational specifications. Among them are Construction Director Hal Beumel, Construction Managers Judy Nicholson and Bob Crafts, Construction Coordinator Darcy Walker, architect Kelly Smith of Dykeman architects, and Silver Lake principal Mary O'Brien. Some of those individuals were present at tonight's Board meeting. Also present was elementary #17 principal Brenda Fuglevand.

Educational specifications are required by the state for any project over 15,000 square feet and are required as part of the process to obtain state match funding. Educational specifications should generally include a description of the subjects taught, activities that will occur, relationships between activities, major items of furniture and equipment, environmental provisions, and future needs and requirements for flexibility.

Mike said that Dykeman Architects did the educational specifications for the Silver Lake and Garfield projects. They also did the educational specifications for the Penny Creek Elementary and elementary #17 projects.

CONSENT AGENDA

APPROVAL OF EDUCATIONAL SPECS FOR S.LAKE ELEM. SCHOOL MODERNIZATION & UPDATE/ OVERVIEW OF CONSTRUCTION PROJECT

The educational specifications committee is comprised of individuals from the schools. The educational specifications for elementary #17 were used as a starting point for their work. The format for educational specifications is that they first state the project rationale, followed by community data, educational goals, general building considerations, a numeric program, a narrative program, and then detailed space requirements.

Among Silver Lake's most identifiable changes are that the school will have a clearly identifiable administrative area; trees will remain in the courtyard area; there will be a more secure courtyard; the interior program spaces will be re-organized to better align interior with exterior spaces; and the technology, heating, ventilation and air conditioning will be upgraded. The cafeteria, stage and gymnasium will also be improved to provide a larger assembly area.

Among the challenges will be phasing of the project while school is in session; occasional planned utility outages; after-hours and weekend work; providing areas for the gymnasium, food services and cafeteria; separating students from the construction area; and the proximity of neighbors to the construction area.

Most of the site work has been done. Now they are focusing on the buildings and the courtyard.

Mike introduced the construction project architects Kevin Oremus and Bethany Verbus, from the firm of Hutteball and Oremus.

When Board member Petersen asked about the "green" aspects of the project, architect Kevin Oremus said they evaluate each opportunity on the state's checklist to get points. For example, re-using an existing building rather than tearing it down can garner many points. However, it is difficult to meet the threshold that is being set for a new or replacement building. Requirements for a "green" building go into effect in 2008 and will only apply to projects receiving state match funds. Until then, the state does not require school districts to meet the requirements of a "green" building.

Board member Madsen sought clarification concerning use of the old gymnasium space. Mike said consideration is being given to putting portables on that spot, but more thought will be given to its usage. Ms. Madsen said she is pleased that the school will have a clearly-defined entry. Board member Dutton asked whether, following completion of the project, access for the gym on weekends and evening will be through the back. Principal Mary O'Brien replied that sports teams will be able to access through both gates.

With no further comments, Kristie Dutton moved to approve the aforementioned educational specifications for the Silver Lake Elementary School modernization project. Ed Petersen seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors approve the educational specifications for the Garfield Elementary School modernization project (E:47/07). The educational specifications were prepared by Dykeman Architects and District staff. A committee of Garfield Elementary School and other District staff was formed to assist in the creation of the educational specifications. This document will be used by the project architect, Dykeman Architects, in designing the Garfield Elementary School modernization project. Approval of the educational specifications is part of the process to establish eligibility for state matching funds.

**APPROVAL OF
EDUCATIONAL
SPECS FOR S.LAKE
ELEM. SCHOOL
MODERNIZATION &
UPDATE/
OVERVIEW OF
CONSTRUCTION
PROJECT
(cont'd.)**

**APPROVAL OF
EDUCATIONAL SPECS
FOR GARFIELD ELEM.
SCHOOL
MODERNIZATION &
UPDATE/ OVERVIEW
OF CONSTRUCTION
PROJECT**

Mike Gunn reminded the group that the educational specifications are similar to those for the Silver Lake Elementary School project. He shared drawings of the existing and proposed site plans as well as drawings of the library's new exterior and the school's new entry. He said the main parking area will be relocated and there will be a reorganization of how the site functions. The library, cafeteria and main entrance will be located in one spot to help provide a better sense of entry. There will be a more secure courtyard area, breakout classroom spaces, increased use of natural light and upgrades to technology and heating, ventilation and air conditioning. In addition, there will be a new stage and improved library space. The neighbors are not as close to the school as at Silver Lake, so their proximity to the school will not be as much of an issue.

**APPROVAL OF
EDUCATIONAL
SPECS FOR
GARFIELD ELEM.
SCHOOL
MODERNIZATION &
UPDATE/
OVERVIEW OF
CONSTRUCTION
PROJECT
(cont'd.)**

Mike introduced Tim Tweetmeyer from Dykeman Architects.

Board member Dutton asked whether there will be a need for portables, to which Mike said it is probable that eight portables will be called for.

Board member Petersen noted that the projected budget is \$9 million and asked whether those dollars come out of the bond, to which Mike said yes, but staff members are working hard to make the final budget lower than the \$9 million figure. Mr. Petersen asked about the projected timeline for the project, to which Mike said the construction will take about a year-and-a-half.

Brenda Fuglevand said Garfield staff members are very excited about securing the campus. Getting more light and natural light into the classroom buildings is also exciting.

With no further comments, Ed Petersen moved to approve the aforementioned educational specifications for the Garfield Elementary School modernization project. Karen Madsen seconded the motion and the motion carried unanimously.

BOARD COMMENTS

Board member Petersen reported that his third grandchild is due tomorrow.

President Yates adjourned the regular meeting at 6:10 p.m.

**BOARD
COMMENTS**

Carol Whitehead, Secretary

Roy Yates, President