

**MINUTES OF THE REGULAR SESSION OF THE SCHOOL BOARD
CENTRAL KITSAP SCHOOL DISTRICT**

**Central Kitsap School District Administration Building
9210 Silverdale Way NW, Silverdale, WA 98383**

Wednesday, August 26, 2009

Board of Directors Present

Christy Cathcart
Carl Johnson
Eric Greene
Bruce Richards
Christopher Stokke

Call to Order

6:30 p.m. – President Richards called the Regular Session to order and immediately recessed into a 30-minute Executive Session, pursuant to RCW 42.30.110, to review negotiations and discuss the performance of individual employees.

7:08 p.m. – The Board returned to Regular Session. President Richards led the Pledge of Allegiance.

Approval of Minutes

Director Stokke noted one correction on page 11, noting that Director Cathcart commented on the Washington State School Directors' Association (WSSDA) facilitation. The Minutes of the Regular Meeting of August 12, 2009, were approved as corrected.

Adoption of Agenda

Director Cathcart requested removal of the "Election of Classified Staff" portion of the Human Resources Agenda, noting that one name should be removed and recommended approval of the rest of the list at the next scheduled meeting. Director Cathcart moved to postpone to a certain time *item 10C* "Resolution 04-09-10, authorizing a school support levy election on February 9, 2010" and *item 10D* "Resolution 05-09-10, authorizing a capital projects levy election on February 9, 2010." President Richards noted that if these items are removed, they cannot be discussed by the Board this evening. Board members discussed its options for item removal versus postponement. Director Greene commented on the Board's discussion on August 12 regarding dollar amounts for the levy, which indicated it is open to more discussion before a final decision is made. He suggested removal of these two items from the agenda to provide opportunity for more discussion before making a decision.

In response to a question from President Richards, Director Cathcart noted that the newest version of the two separate resolutions was sent via e-mail from Superintendent Lynch at 4:47 p.m. on Tuesday, August 25, 2009. Director Cathcart noted that she did not see her e-mail until 10:00 p.m. when she returned home from a previously scheduled social event. In response to a question from President Richards, Director Cathcart commented that items as critical as a request from the community for tax revenue deserved being read and reflected upon at a time earlier than 10:00 p.m. Superintendent Lynch added that the new versions, which separated the two levy measures, were created in coordination with the Board President and Vice President, noting that no substantive changes were made. He stated that the dollar amounts were still under discussion at the August 12 Board meeting, and since then, the Kitsap County Assessor applied rates for the resolution/s. He suggested that the Board consider an opportunity for conversation this evening and review comparisons between the original and separated versions of the resolutions, which were available for viewing and questions. Director Greene stated that he also has some questions related to the documents, noting he does not feel prepared to make a decision yet and requested that the Board consider a date to put the resolution back on a meeting agenda.

Board members discussed and clarified the protocol for removing an item from the agenda and bringing it forward at a future meeting.

Director Greene also requested to remove *items 10C* and *10D* from the agenda. Director Johnson stated his opposition the removal of *items 10C* and *10D*. Director Cathcart withdrew her motion.

Three items were removed from the Agenda: "Election of Classified Staff" portion of the Human Resources Agenda, *item 10C* "Resolution 04-09-10, authorizing a school support levy election on February 9, 2010," and *item 10D* "Resolution 05-09-10, authorizing a capital projects levy election on February 9, 2010."

Director Stokke moved to adopt the Agenda, as revised. Director Greene seconded the motion. Voice vote was called, three in favor, Director Johnson and President Richards opposed, and the Chair declared the motion carried.

ITEMS OF DISCUSSION

Approval of Consent Agenda Items

Human Resources Agenda Items (Election of Classified Staff removed)

Recurring Annual Contracts and Agreements

2009-2010 Inter-district Agreement with Peninsula School District to provide education services to students with disabilities

2009-2010 Letter of Agreement to subcontract physical therapist services to North Kitsap School District

2009-2010 Inter-district Agreement with Bremerton School District for school bus maintenance

2009-2010 Inter-district Agreement with North Kitsap School District to provide services for students with disabilities

2009-2010 Inter-district Agreement with North Mason School District to provide services for students with disabilities

2009-2010 Contract with Cumberland Therapy Services, LLC, for occupational therapist services

Facilities and Construction Contracts and Agreements

Construction Change Order No. Two (2) to Agreement with Beisley, Inc., for the Central Kitsap High School ADA, Mechanical/Electrical and Special Education Improvements Project, Bid #001-09

Vouchers

Communications/Announcements

Miscellaneous

Student Learning

Preliminary WASL Data

Culminating Project

Superintendent's Task Force Resource Update

Superintendent's Opening Fall Presentation

Community Survey Review

General

Legislative Report

First Reading of Revised School Board Policy, as listed:

2410, **High School Graduation Requirements**

Business & Operations

July Budget Status Report

Capital Projects Report

Other

Next Board Meeting

Miscellaneous

APPROVAL OF CONSENT AGENDA ITEMS

Director Stokke moved approval of the Consent Agenda, as amended. Director Greene seconded the motion. Voice vote was called, and the Chair declared the motion carried.

Human Resources Agenda

Hiring Recommendations - Certificated

- Stephanie Black – 1.0 FTE Continuing Contract, Special Education Teacher, Woodlands Elementary School, effective September 1, 2009
- Randy Fort – 0.4 FTE Non-continuing Contract, CTE Automotive Service Teacher, Central Kitsap High School, effective September 1, 2009
- Shanna Gividen – 0.5 FTE Non-continuing Contract, Special Education Teacher, Green Mountain Elementary School, effective September 1, 2009
- Susan Lewis – 1.0 FTE Non-continuing Contract, Grade 2/3 Teacher, Green Mountain Elementary School, effective September 1, 2009
- Michelle Simmons – 1.0 FTE Continuing Contract, Grade 5 Teacher, Woodlands Elementary School, effective September 1, 2009
- Jeanne Snowdon – 1.0 FTE Continuing Contract, Media Specialist, Clear Creek Elementary School, effective September 1, 2009
- Margaret Templeton – 0.8 FTE Retire/Rehire Contract, CTE Family and Consumer Science Education Teacher, Central Kitsap Junior High School, effective September 1, 2009
- Eric Von Seggern – 0.8 FTE Continuing Contract, Spanish Teacher, Olympic High School, effective September 1, 2009
- Catherine Zubrod – 0.5 FTE Continuing Contract, Kindergarten Teacher, Cottonwood Elementary School, effective September 1, 2009

Hiring Recommendations - Classified

- Ambure Carlson, Paraeducator Title I, Cottonwood Elementary School, effective September 2, 2009
- Angela Catron, Noon Assistant, Brownsville Elementary School, effective September 2, 2009
- Darlene Russell, Support Secretary, Emerald Heights Elementary School, effective August 17, 2009

Ratification of Accepted Resignations - Certificated

- Erich Anspach resigned his French Teacher position, Olympic High School, effective June 30, 2009.
- Christine Hulett resigned her English Teacher position, Olympic High School, effective June 30, 2009.
- Laura Sturgis resigned her English Teacher position, Olympic High School, effective June 30, 2009.

Recurring Annual Contracts and Agreements

2009-2010 Inter-district Agreement with Peninsula School District to provide education services to students with disabilities, approved as presented.

2009-2010 Letter of Agreement to subcontract physical therapist services to North Kitsap School District, approved as presented.

2009-2010 Inter-district Agreement with Bremerton School District for school bus maintenance

2009-2010 Inter-district Agreement with North Kitsap School District to provide services for students with disabilities, approved as presented.

2009-2010 Inter-district Agreement with North Mason School District to provide services for students with disabilities, approved as presented.

2009-2010 Contract with Cumberland Therapy Services, LLC, for occupational therapist services

Facilities and Construction Contracts and Agreements

Construction Change Order No. Two (2) to Agreement with Beisley, Inc., for the Central Kitsap High School ADA, Mechanical/Electrical and Special Education Improvements Project, Bid #001-09, approved as presented.

Vouchers

General Fund Vouchers/Warrants, 72877-72954, inc.	\$ 227,200.76
General Fund Vouchers/Warrants, 72955-72955, inc.	1,080.00
General Fund Vouchers/Warrants, 152111-152118, inc.	587,666.71
Electronic Transfers	<u>113,007.70</u>
Total General Fund Vouchers/Warrants	\$ 928,955.17
Capital Projects Vouchers/Warrants, 12508-12517, inc.	\$ <u>31,741.07</u>
Total Capital Projects Vouchers/Warrants	\$ 31,741.07
Associated Student Body Fund Vouchers/Warrants, 40107-40111, inc.	\$ <u>1,067.81</u>
Total Associated Student Body Fund Vouchers/Warrants	\$ 1,067.81
Transportation Vehicle Fund Vouchers/Warrants	\$0
Total Transportation Vehicle Fund Vouchers/Warrants	\$0

STUDENT LEARNING

Preliminary WASL Data – Superintendent Lynch stated that the District has been working with a consultant to implement the new *INFORM* student data system, noting that data is scheduled to be entered by the end of November or early December. He pointed out that this evening’s preliminary Washington Assessment of Student Learning (WASL) data is gleaned from the old data system. He stated that the Office of the Superintendent of Public Instruction (OSPI) released test results several weeks early. He mentioned that typically the preliminary data presented this evening is not available until sometime later in September, noting that this week is the first opportunity for both the staff and school administrators to begin reviewing the data. He noted that there are still many questions pending the data analysis and that this evening’s presentation is simply to provide preliminary information. He stated that the School Board received a copy of every existing data set for preliminary review along with a sampling of individual school data sets for elementary reading and secondary mathematics. This information was displayed during the presentation. In addition, the School Board received hard copies of data for all content areas, at every grade level, including a school-by-school comparison.

Executive Director of Curriculum and Instruction Dan Dizon, Executive Director of Secondary Teaching and Learning Shirley Kenmochi, Executive Director of Elementary Teaching and Learning Dr. Hertica Martin, and Student Services Director Chris Wyatt collectively presented preliminary CKSD data for the WASL and Adequate Yearly Progress (AYP). They presented comparisons between state scores and CKSD scores, noting that CKSD scores were higher than state scores in most cases and that the District would continue to analyze the scores. Additionally, they presented four-year trend data, noting increases in elementary reading scores. In response to a question from President Richards about cohort consistency, Dr. Martin noted the need to look further into the literacy program due to a plateau in reading scores. Directors Greene, Stokke, and Cathcart commented on the continuum of scores from third grade to fourth grade to fifth grade to sixth grade. When reminded that matched cohort data is not available from the old data systems, Director Cathcart commented that she doubted that all the students that left the District were above average and that they were replaced by students that were below average. She commented that statistically the mix would be comparable with some outliers that would most likely average out. In response to questions from Director Greene regarding the importance of cohort trend data over time, Ms. Wyatt stated that matched cohort data would be provided after analysis to show cohort a trend over time, which would allow the District have a better understanding of the meaning of the data. Director Greene asked if the test has changed over the four year period and noted that scores have improved, but the pattern is similar. Director Greene requested a presentation from Curriculum and Instruction on the methodology before they begin the process and requested additional information about how the District is going to evaluate the data (who, what, when, where, and how the District would process the data). Superintendent Lynch stated that he will continue to work with the Central Office and principals and return to the Board with additional information once data analysis is more complete.

Dr. Martin presented some preliminary ethnic data and indicated an increasing gap between ethnicities and trends. She stated that the District would need to look further into understanding why there is an increasing gap.

Ms. Kenmochi displayed secondary reading data, noting that the District scores were higher than state scores in most areas. In response to questions about cohort data tracking capabilities with the new *INFORM* data system from Director Greene, Ms. Wyatt noted that the District currently has data on cohort groups from fourth through tenth grade to enter into the new system. In response to a question from Director Greene about the ability of the new system to track the effectiveness of interventions, Ms. Wyatt stated that the District began a tracking system for this data last year. Next, Ms. Kenmochi discussed preliminary data on the ethnic achievement gap in secondary reading scores, and added that principals have looked at the unmatched data and saw some areas of growth.

Dr. Martin reviewed preliminary mathematics data for elementary grades. Dr. Martin indicated that the District's new mathematics program was chosen to help improve mathematics scores. After reviewing the ethnicity gaps in mathematics, Director Cathcart asked if students self-report their ethnicity. Ms. Wyatt stated that parents self-report their students' ethnicity during registration and added that older students would need to make a request to change their reported ethnicity later on.

Ms. Kenmochi reported that seventh through ninth grade mathematics scores continue to be higher than the state scores and reviewed the trend data by ethnicity. In response to a question from President Richards, Ms. Wyatt stated that the preliminary data would need to be adjusted because numbers of students taking the tests at tenth grade showed a disparity. She stated that she would adjust the data, which could change other data slides shown this evening. Ms. Kenmochi stated that more discussion on the test scores would be provided at the September 9, 2009, Board meeting.

Mr. Dizon presented data on CKSD writing scores compared to state scores along with trend data, which indicated increases. He stated that the new data system offers an opportunity to set any data query along with a simple click on the bar graph to research data comparisons for each student and for cohort trends. In response to a question from Director Cathcart, Mr. Dizon stated that the queries could allow the District to review the data by ethnicity.

After presenting science scores and the corresponding trend data, Mr. Dizon noted the new graduation requirements for the Class of 2013.

Ms. Wyatt reviewed AYP scores, displayed CKSD progress in reaching the uniform bar, which stair-steps from the beginning year of AYP. Superintendent Lynch commented that when student testing switches to the Measurements of Student Progress (MSP) and the High School Proficiency Exams (HPSE), it is unknown how these new tests will affect the uniform bar. Ms. Wyatt stated that the new testing will be difficult to compare with WASL testing scores. Director Greene noted that incremental gains after reaching the 94th percentile on AYP would be much smaller increments than before and shared an idea for incentives and interventions in order for CKSD to reach 100%, noting that the expectation of reaching 100% is unrealistic and suggested a measure of "acceptable" levels of achievement.

Ms. Wyatt provided information on each category of AYP, and stated that CKSD is fortunate to not be in district level improvement. She added that it is almost impossible to meet the expectation and that all but one district in the state has at least one school in AYP improvement status.

After Ms. Wyatt discussed absentee and graduation rates, Superintendent Lynch stated that the absentee rate appears to be climbing in CKSD and indicated Olympic High School as a school with a problem with student absences. He suggested the Board might consider a policy regarding absentee rates. Director Cathcart recalled a successful program at CK High School.

In response to a question from Director Catchart about the timing of standardized testing with a potential for swine flu's arrival, Ms. Wyatt stated that the new dates for testing in May would be safer than previous March testing dates.

Ms. Wyatt continued her review of the process for schools that enter the AYP steps of improvement and discussed the appeal process, in which appeals must be filed by September 15.

Superintendent Lynch presented charts representing how this evening's discussions link to the Board's strategic goals, noting the significance of *Goal 1* to maximize student learning. He briefly reviewed the District goals, noting that the priorities for this year and next year include lining up budget resources to meet those goals. He reviewed specified tasks under each initiative to advance student learning and the progress status of each task, and if the task is state directed or a CKSD directed. One chart represented the organizational capacity at the elementary level, the secondary level, and at the District level with these tasks. He noted that the structure of elementary schools creates difficulty for handling multiple changes and pointed out that the chart indicates that the District is putting resources where it needs to be putting them. One example he provided is the heavy investment of resources into K-5 mathematics and reading at grade-level by the end of third grade.

Director Cathcart commented that this could be an opportunity to think outside of the box and shared a structure of teaching where teachers with specialties would visit classrooms rather than having one general education teacher all day, suggesting the possibility of thinking about how the District structures teaching. After further discussion about this model of teaching, Dr. Martin stated that some of the CKSD schools currently use this teaching structure. In response to a question from Director Cathart, Dr. Martin stated that the District has not yet evaluated whether or not there is an upswing in scores at these schools. In response to a question from President Richards, Ms. Wyatt stated that with the new *INFORM* student data system, the District would be able to evaluate individual schools and/or classrooms.

Superintendent Lynch presented specific information on what CKSD is doing to address achievement and to narrow the student learning gap. He stated that the District needs to be aligned throughout the entire organization so that everyone understands the District's priorities and direction and added that he would be visiting all staff to share the goals and priorities of CKSD. He noted that when the Board sets a priority, there is a host of specified and implied tasks that are put into place for the improvement to happen. Superintendent Lynch also noted that as the state transitions from WASL to the MSP and HSPE, how student achievement data is compared will likely be challenging. The new assessments are shorter and it will take multiple years to develop trend data in order to draw valid conclusions.

Culminating Project – Executive Director of Secondary Teaching and Learning Shirley Kenmochi presented information on the structure of culminating projects across CKSD secondary schools representing equitable opportunity for students. She discussed the common key components with each high school, noting that the culminating project is now a semester class at each. One difference noted was the community consultant requirement at Olympic High School, but optional at the other schools. Olympic High School also requires a panel of community member judges to review the projects, which is also optional at other schools. Director Greene asked about the panel of judges and specifically whether or not students or schools (CK High School and Klahowya Secondary School) have the choice of enlisting a consultant for their project. Superintendent Lynch added that having a panel of judges is a decision made by each school. Ms. Kenmochi stated that the process for culminating projects is evaluated each year to identify any necessary changes. In response to a question from Director Cathcart, Ms. Kenmochi stated that with the exception of Running Start students and some substitutions for Advanced Placement courses, all students are required to take one semester for their culminating project. She noted that there are some variances in order to meet the students' needs.

SUPERINTENDENT'S TASK FORCE RESOURCE UPDATE

Superintendent's Opening Fall Presentation – Superintendent Lynch announced that he is in the process of visiting all schools/sites in the District beginning this week and showed a presentation that will be provided at all staff visits. His presentation represents an opportunity to reinforce total instructional alignment as stated in the School Board's goals and priorities within the resources of CKSD. His presentation included a review of the District's mission, beliefs, and goals, highlighting *Goal 1, Maximizing Learning For Each Student*. After reviewing the Board's priorities, he noted it is very clear

what the District priorities are. His presentation also included a review of the District's initiatives for the 2009-10 school year: *Advance Student Learning; Communicate School Levy Facts; Refine Long Range Planning System; and Promote an Environment of Inclusion, Diversity and Equity.*

He stated that although the District is in the midst of challenges (several challenges were listed), the District has accomplished many great things (several accomplishments listed). He added that this presentation is about appreciation of our staff, particularly in the face of adversity, and added that because of the wonderful staff at CKSD, the District has done all of these phenomenal things. He stated that the School Board and the Superintendent are responsible for making sure teachers/staff have the resources needed to meet the goals. As the twenty-fifth largest district of 295 in Washington, CKSD schools and departments include forty different locations, and every school, site and department must be pulling together to accomplish CKSD goals, initiatives and priorities. He emphasized the sizable paradigm shift required with any changes.

Community Survey Review – Superintendent Lynch discussed draft survey questions which would be implemented with a sample size of 250. He noted that any survey must be statistically relevant in order to help inform the School Board and administration about making future decisions. He mentioned that the purpose of the survey was to:

1. Allow the community to “grade” CKSD
2. Ask questions about fiscal priorities so that the School Board can make the best decisions about building future budgets
3. Gather information to help inform the community about the upcoming levies.

Board members discussed the questions included in the survey. Superintendent Lynch noted the importance of asking the right questions to glean the right information for the School Board and asked the Board for input on any other questions they would prefer to include. Board members suggested the following be included in the survey:

- questions about the arts and music in the schools
- questions about the pool (Superintendent Lynch discussed the Board's decision to close the pool not later than 2013 made in 2009)
- questions about activities such as, knowledge bowl, drama, debate (indicate which activities are included in the question on the survey so that the community is aware of what's included)
- questions indicating if person surveyed is a CKSD staff member

Superintendent Lynch asked what type of specificity the Board would like to see with the survey questions and noted that the target timeframe for the survey is sometime toward the end of September to help guide the levy communication and to start the budgeting process. He stated that the purpose of this evening's discussion is to have initial discussion and gather feedback.

In response to a question from Director Cathcart regarding the survey questions about a levy and if they are to be included in the levy planning, Superintendent Lynch noted that the questions will help form the budget for 2010-11 and help gather information on the community's needs so that the District can provide meaningful information for the levy. In response to question from Director Cathcart about whether or not the survey questions could inform the District about voter trends for passing a levy, he added that the survey could provide information to help the District better inform the community.

After further discussion about the timing of the survey and whether or not to include questions about a levy, Superintendent Lynch suggested the Board consider what to do with the data from the survey. He also discussed the opportunity to administer a survey this fall, noting that work on survey questions begins months prior to administering. The survey would cost approximately \$7,500 depending upon the number of questions asked. Director Johnson commented that all the survey questions would be relevant for the budgeting process even if the survey might occur after a levy decision. Director Johnson suggested the Board provide wordsmithing recommendations. Superintendent Lynch stated that suggestions for changes, rewording, or adding ideas could be integrated into the next draft.

GENERAL

Legislative Report – Director Stokke stated that the Region 4 Washington State School Directors' Association (WSSDA) meeting would be held on October 3, 2009, in Joyce, WA. President Richards announced the Washington Association of School Administrators WASA/WSSDA Legislative Conference on September 25-26, 2009, in Vancouver, WA.

First Reading of Revised School Board Policy, as listed: 2410, High School Graduation Requirements – Executive Director of Secondary Teaching and Learning Shirley Kenmochi summarized changes made after suggestions at the August 12, 2009, presentation of the policy revision. She noted that on page 3, sentence structure was changed for clarity, and at the top of page 2, a date was revised to *July 2008*.

Director Stokke moved approval of the First Reading of Revised School Board Policy, as listed. Director Cathcart seconded the motion. Voice vote was called and the Chair declared the motion carried.

BUSINESS & OPERATIONS

July Budget Status Report – Executive Director of Business and Operations David McVicker stated that July's budget status followed the same trend as July 2008. He noted a slight change in the Capital Projects Fund with the addition of stimulus funds. He reported that all other funds remain level, revenues ended slightly above the budgeted amount and expenditures remained slightly under budget. He noted that the District would not need to submit a budget extension and it is on its way to a successful finish to school year.

Capital Projects Report – Director of Construction, Facilities, and Maintenance Richard Best highlighted the energy conservation projects and the punchlist activities at CK High School in preparation for the opening of school on September 2. He touched on several projects throughout the District, including miscellaneous roof improvements at six schools and facilities. He stated that some project postponements have occurred, but projects will be complete prior to opening day of school. After highlighting the Olympic High School stormwater and Americans with Disabilities Act (ADA) compliant walkway project and the Brownsville Elementary playground project, he discussed delays in the completion of gymnasium floors at Cottonwood Elementary and Fairview Junior High. He noted that demolition and abatement were underway and nearing completion at Cottonwood, but ongoing at Fairview. Mr. McVicker added that staff members are prepared to begin the school year with alternatives until the gymnasiums are complete. Mr. Best discussed the curing time needed for floor finishing. In addition, he stated that the CK High School project is nearing completion this evening and that the elevator inspection would occur on August 27. His final highlight included the completion of Ridgetop Junior High masonry work, which will be removed from the status report, and the continuation of window replacements until final permits are received, anticipated on August 31.

Next Board Meeting - Wednesday, September 9, 2009 – President Richards announced the next Board Meeting to be held at the *Central Kitsap School District Administration Center Board Room*

- *Executive Session – 6:30 p.m.*
- *Regular Session – 7:00 p.m.*

Miscellaneous

Audience member Chris Cady stated that his son, who is a medically fragile student, will be attending Cougar Valley Elementary this year instead of Jackson Park Elementary. He noted that because of the remote location of Cougar Valley, families with medically fragile students would experience difficulty driving their students to multiple doctor appointments. He added that the logistics would prove difficult in meeting his student's needs. He indicated that the ambulance arrival time to Cougar Valley would be delayed. Although Jackson Park Elementary School does not have facilities as adequate as Cougar Valley, he stated that the logistics do not make sense. He stated that the Cougar Valley area has no cellular phone service causing other difficulties with finding out what is happening with medically fragile students. He suggested that the medically fragile program be placed in a school closer to a

hospital and/or Seattle, where many frequently travel for doctor visits. President Richards stated that Mr. Cady's concerns would be referred to Superintendent Lynch for review and to provide answers including ambulance response times.

Audience member John Burch stated that he appreciates the Board's policy of allowing community members to speak at Board meetings.

President Richards thanked the community members for their comments this evening.

9:15 p.m. President Richards announced that the Board would recess into Executive Session, pursuant to RCW 42.30.110, to review negotiations and discuss the performance of individual employees.

ADJOURNMENT

10:05 p.m. – The Board returned to regular session and immediately adjourned.

Bruce J. Richards, President

Gregory J. Lynch, Superintendent

Kristina Schulz, Executive Assistant/Board Recorder