

**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, September 9, 2009

Board of Directors Present

Christy Cathcart
Carl Johnson
Eric Greene
Bruce Richards
Christopher Stokke
Boyd Wolking (Student Representative)

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.

7:05 p.m. – The Board returned to Regular Session. President Richards led the Pledge of Allegiance.

Approval of Minutes

Directors Cathcart, Greene, and Stokke provided several corrections to the Minutes of the Regular Meeting of August 26, 2009. Director Cathcart noted several corrections on page one under *Adoption of Agenda*, on page two, she noted that she had withdrawn her original motion and requested to postpone Resolutions 04-09-10 and 05-09-10 to another specific time. On page four, under *Preliminary WASL Data*, she noted a correction to the comments of Directors Greene, Stokke and Cathcart regarding total instructional alignment. She noted that at the end of the meeting, the Chair called to recess into Executive Session and she did not recall the length of the Executive Session being announced. Director Cathcart provided changes in writing and requested that the Minutes of August 26, 2009, be postponed for approval at the next meeting.

Director Greene stated that in the last paragraph on page one, he did not recall commenting that he did not have a chance to look at the resolution documents, noting that he simply had questions related to the documents. He clarified that on page four, discussion about Adequate Yearly Progress (AYP) and Washington Assessment of Student Learning (WASL), he asked for a presentation about the methodology and would like a presentation from Curriculum and Instruction before they get started on the process. He requested information on who, what, when, and how the District would go about processing the data. Director Greene also clarified his statement about a percentage gain on page five of the minutes, noting that he made a point of incremental changes in AYP, but specified that the increments would be very small as opposed to before. On page six of the minutes regarding Culminating Projects, Director Greene noted that he recalls asking about the panel of judges, and whether students or schools have the choice to bring in a judge. Superintendent Lynch noted that this is a school choice.

Director Stokke provided a correction on page two, noting that Director Greene requested, did not move, to remove the resolutions. The Minutes of the Regular Meeting of August 26, 2009, will be corrected and forwarded to the next Board Meeting for approval.

Adoption of Agenda

Director Stokke moved to adopt the Agenda, as presented. Director Johnson seconded the motion. Voice vote was called, and the Chair declared the motion carried.

ITEMS OF DISCUSSION

Approval of Consent Agenda Items

Human Resources Agenda Items

Field Trip

Donations

New Contracts and Agreements

2009-2010 Contractual Services Agreement with *Leader Services* for Medicaid billing services

2009-2010 Contractual Services Agreement with *Care Plus Home Health* to provide health care to medically fragile students

2009-2010 Contractual Services Agreement with *Interim Health Care Staffing* of Tacoma to provide substitute nursing services

2009-2010 Agreement with Lindy O’Keeffe to provide consultation and training on Individual Education Plan (IEP) development

Vouchers

Communications/Announcements

Superintendent’s Opening Day Update

Recognition of *SkillsUSA* Teachers and Students

Miscellaneous

Student Learning

Scholastic Aptitude Test (SAT), American College Test (ACT), Advanced Placement

Superintendent’s Task Force Resource Update

Community Survey

Board Retreat

General

Legislative Report

CKEA Report

CKESP Report

PTSA Report

Student Senate Report

Second Reading and Adoption of Revised School Board Policy, as listed:

2410, **High School Graduation Requirements**

Approval of the CKSD/CKEA Tentative Agreements

Business & Operations

Enrollment Update

Resolution 04-09-10, authorizing a school support levy election on February 9, 2010

Resolution 05-09-10, authorizing a capital projects levy election on February 9, 2010

Other

Next Board Meeting

Miscellaneous

APPROVAL OF CONSENT AGENDA ITEMS

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

Human Resources Agenda

Hiring Recommendations - Certificated

Katherine Highfield – 1.0 FTE Non-continuing Contract, Grade 5 Teacher, Woodlands Elementary School, effective September 1, 2009

Hiring Recommendations - Certificated (continued)

- Patricia Hodges –1.0 FTE Continuing Contract, Special Education Teacher, Clear Creek Elementary School, effective September 1, 2009
- Chalen Kelly –1.0 FTE Continuing Contract, English Teacher, Olympic High School, effective September 1, 2009
- Anne Lambert –0.6 FTE Continuing Contract, Special Education Teacher, Central Kitsap Junior High School, effective September 1, 2009
- Kelly Merrick –0.6 FTE Non-continuing Contract, Math Teacher, Klahowya Secondary School, effective September 1, 2009
- Elizabeth Smalser –0.15 FTE Non-continuing Contract, WASL Prep Teacher, New Frontiers Junior High School, effective September 1, 2009
- Sasha Smith –0.8 FTE Continuing Contract, French Teacher, Ridgetop Junior High School/Olympic High School, effective September 1, 2009
- Randy Wiseman –0.8 FTE Non-continuing Contract, 1st Semester only, Spanish Teacher, Central Kitsap High School, effective September 1, 2009

Hiring Recommendations - Classified

- Autumn Bender, Noon Assistant, Clear Creek Elementary School, effective September 2, 2009
- Joan Coyle, Discipline Assistant, Jackson Park Elementary School, effective October 1, 2009
- Delaine Diaz, Paraeducator, Ridgetop Junior High School, effective September 1, 2009
- Stacey Giermann, Paraeducator, Special Services, effective September 1, 2009
- Rachel James, Educational Interpreter, Woodlands Elementary School, effective September 1, 2009
- Bryan Johnson, Paraeducator, Olympic High School, effective September 1, 2009
- Lacy Miller, Adult Crossing Guard and Noon Assistant, Woodlands Elementary School, effective September 1, 2009
- Amy Northey, Adult Crossing Guard, Woodlands Elementary School, effective September 1, 2009

Ratification of Accepted Resignations - Classified

- Heather Smith resigned her Paraeducator position, Central Kitsap High School, effective August, 31, 2009

Election of Classified Staff

Field Trip

1. Central Kitsap High School cross country team to participate in the Wenatchee Invitational Cross Country Meet, September 25-26, 2009, Wenatchee, WA

Donations

1. PineCrest Elementary PTSA cash donation of \$1,910.00
2. Dawn Jones donation of classroom support materials

New Contracts and Agreements

2009-2010 Contractual Services Agreement with Leader Services for Medicaid billing services, approved as presented.

2009-2010 Contractual Services Agreement with Care Plus Home Health to provide health care to medically fragile students, approved as presented.

2009-2010 Contractual Services Agreement with Interim Health Care Staffing of Tacoma to provide substitute nursing services, approved as presented.

2009-2010 Agreement with Lindy O’Keeffe to provide consultation and training on Individual Education Plan (IEP) development, approved as presented.

Vouchers

General Fund Vouchers/Warrants, 72956-72958, inc.	\$296,457.93
General Fund Vouchers/Warrants, 72959-73038, inc.	990,479.74
General Fund Vouchers/Warrants, 152119-152164, inc.	2,008,799.72
Electronic Transfers	<u>5,807,087.56</u>
Total General Fund Vouchers/Warrants	\$9,102,824.95
Capital Projects Vouchers/Warrants, 12518-12530, inc.	<u>\$1,033,197.55</u>
Total Capital Projects Vouchers/Warrants	\$1,033,197.55
Associated Student Body Fund Vouchers/Warrants, 40112-40125, inc.	<u>\$27,913.09</u>
Total Associated Student Body Fund Vouchers/Warrants	27,913.09
Transportation Vehicle Fund Vouchers/Warrants	\$0
Total Transportation Vehicle Fund Vouchers/Warrants	\$0

COMMUNICATIONS/ANNOUNCEMENTS

Superintendent's Opening Day Update - Superintendent Lynch and District administrators collectively presented information on the district-wide preparations for the first day of school. Director of Community Relations David Beil noted that the District's communications for the start of school included the *CK School Connection* reaching 30,000 postal customers, publishing the District's bus schedule, and distributing information via local newspapers and District *e-News*. He stated that information about the anticipated H1N1 flu season was also sent via student *backpack mail*. Mr. Beil presented a list of celebrated accomplishments around the District accompanied by music and noted that back-to-school information is available to parents on the District website.

Executive Director of Elementary Teaching and Learning Dr. Hertica Martin presented information about All Day Kindergarten (ADK) offerings, noting that the District implemented 17 sections of ADK. Executive Director of Curriculum and Instruction Dan Dizon reviewed the various professional development offered to staff during Curriculum Optional Day trainings and thanked the Curriculum and Instruction staff for organizing the events. Superintendent Lynch noted the strong turnout of staff members for Curriculum Optional Day during the week prior to the start of school.

Executive Director of Human Resources Jeanne Beckon summarized the status of certificated staffing, noting that the District has received between 80-100 applicants for each hiring pool and that recruitment and retention of occupational therapists and speech and language pathologists has been challenging. She stated that the District hired 21 teachers and seven of them are new to the profession. During the hiring process, she highlighted new hire diversity data and noted the District's effort toward attracting candidates of color. In response to a question from Director Cathcart, Ms. Beckon stated that most of the new hires that are new to profession are younger and not changing to a new career. Director of Human Resources Franklyn MacKenzie reviewed the classified staff hiring, noting that 31 positions have been posted, 18 have been filled. He summarized the impact of boundary changes on enrollment and staffing. In response to a question from Director Cathcart, Mr. MacKenzie stated that out-of-district transfer requests are dependent upon space in classes at a particular grade level in a particular school and stated that he would check into finding an answer for the inquiry received by Director Cathcart.

Superintendent Lynch stated that the boundary adjustments were successful in balancing enrollment across the District. In addition, he noted that the District would follow up on the possibility of boundary adjustments for 2010-11 as identified in 2008-09 for the *Tracyton Triangle* cell.

Director of Operations Patti Woolf summarized the focus of the Transportation and Food Service departments on customer service, noting their ongoing work toward creating efficiencies. Superintendent Lynch provided some examples of an idea shared at the Leadership Council Conference during August, where Transportation and Food Service staff members could support the Board's goal for students to read at grade-level standard by the end of third grade and noted that staff members are enthusiastic about the ideas.

Executive Director of Business and Operations David McVicker reviewed preparations for the start of school by staff members of Facilities, Custodial, Grounds, Technology, and Business. He also noted that staff members did an outstanding job throughout the summer preparing for the opening of school with some large construction and facilities projects.

Superintendent Lynch stated that as the new school year begins, he would like to honor the memory of Ridgetop Junior High teacher Miriam Snyder, who was killed in accident last spring, and added that the Ridgetop students and staff greatly miss her.

Superintendent Lynch honored the passing of former principal of Chico and Tracyton elementary schools Chuck Templeton. Mr. Templeton, a Navy Veteran, served CKSD for sixteen years.

Superintendent Lynch stated that these two left a legacy to CKSD through their extraordinary dedication. He attributed the tremendous start to the school year to remarkable staff and dedicated teachers.

Superintendent Lynch noted that some of the Board members visited schools during the opening days of school and announced that schools would soon hold their open house events.

Recognition of SkillsUSA Teachers and Students Career and Technical Education Director John Cervinsky introduced *SkillsUSA* students, who competed at the local, state, and national levels in their area of expertise, noting that nine CKSD students competed at the national level. *SkillsUSA* Advisors are Jim Adamson of CK High School and Brandon Brown of Olympic High School.

Mr. Adamson introduced the students in attendance this evening, noting that George Westfall, Class of 2009, who competed in the Extemporaneous Speech category, joined the Army shortly after the national competition and was unable to attend this evening. He stated that he appreciates the *SkillsUSA* students who have learned their craft and do well enough to compete and reviewed the process of competition. Other students from the Class of 2009 unable to attend this evening are Austin Brown, Sean Desmond, and Trevor Carrasco.

Mr. Adamson introduced each of the students in attendance and their category of competition: Jason Adamson, Class of 2010 (5th place in Related Technical Math), Dylan Bonsell, Class of 2010 (Internet Working), Ellie Holland, Class of 2009 (Technical Computer Applications), partners Brandon Burt (Class of 2009) and Elizabeth O’Gara, Class of 2009 (1st place in 3D Imaging and Animation.) Each student commented on their incredible experience at the national competition held in Kansas City, MO, June 21-26, 2009. President Richards and Superintendent Lynch presented each student and teacher with a certificate. Mr. Adamson stated that the first place winners received scholarships and other prizes such as a special monitor for their animation. He stated his appreciation for the Board’s support, noting that the national competition presentations could be viewed online.

Miscellaneous

Director Stokke stated that he was recently contacted by a parent with a concern and that he would pass the concern to Superintendent Lynch.

STUDENT LEARNING

Scholastic Aptitude Test (SAT), American College Test (ACT), Advanced Placement – Executive Director of Curriculum and Instruction Dan Dizon presented follow up information on college entrance exams (the SAT and ACT), and Advanced Placement (AP) participation. Mr. Dizon noted that there are fewer students enrolled in AP courses in 2009 compared with 2008. He reviewed the percentage of students taking AP and SAT exams as seniors along with average scores of CKSD, state and national scores. In 2008-09, CKSD students took 1661 AP courses and 1328 AP exams. Some students were enrolled in more than one AP course. In response to a question from President Richards, Director of Student Services Chris Wyatt stated that it is unknown why AP enrollment is lower. President Richards noted the benefits of students earning college credit for taking the AP courses. Mr. Dizon discussed some of the possible reasons that students might not be taking the tests, one reason being financial

constraints. He continued review of trends and scores for each test. Director Cathcart commented that private and public colleges look at the scores differently. Superintendent Lynch noted the positive trend in SAT scores for CKSD students.

After five-year trend data for English, math, reading, and science were reviewed, Director Stokke inquired about the horizontal bar graphs used in the charts and noted that this particular view can be deceiving. Ms. Wyatt discussed the methodology and challenges of fitting descriptors on the data graphs. Director Stokke also requested a breakdown of the data by school. In response to a question from Director Greene regarding correlations between CKSD student scores on the SAT and ACT, Ms. Wyatt discussed the current data demands and the intensity of evaluating this type of data. Director Greene stated that he is interested in viewing the school data to identify the areas in need of resources and funds.

SUPERINTENDENT'S TASK FORCE RESOURCE UPDATE

Board Retreat – Superintendent Lynch noted October 24 as a potential date for a Board retreat. He presented a potential agenda and discussed the retreat's purpose, length, dates, and whether or not to host a facilitator for the discussion with the Board about roles and responsibilities, operating principles, and short-and-long-range plans. The Board discussed time for open conversation not linked to any specific topic or goal. Board members considered timing of discussions before or after November elections, noting that discussions about a short and long-range plan would be more appropriate for a study session, making it easier for the public to join them, potentially facilitated. Superintendent Lynch discussed the need to line up planning for the 2010-11 budget and noted concerns about delaying conversations until November or December. Board members discussed the need to review the information after elections in November for the benefit of any new Board members and a unified Board. Superintendent Lynch confirmed that a facilitated retreat would be planned for October 24, 2009, to discuss roles and responsibilities and operating principles, leaving open times for other discussion. Board members discussed a potential study session on September 23 to discuss a short and long-range plan. Director Greene stated that he would be absent on October 14. Director Cathcart noted that she would be absent on October 28. Superintendent Lynch summarized the Board's conversation and noted that more information would be gathered to determine location of the retreat and cost of a facilitator. He stated that he would provide a list of options to the Board.

Community Survey – Superintendent Lynch presented a third review of the community survey, noting that the survey's purpose is to provide the Board members with information to help them with decisions about the District's budgeting process and to discern priorities. An additional benefit of the survey would be to check the community's "grade" of CKSD. He stated that the sample group would be 250 respondents at a cost of approximately \$7,000. Only completed surveys would be counted as part of the sample group. Since the Board's last review of the draft survey, the number of questions was reduced. Superintendent Lynch confirmed that the Board's questions and wording changes were captured in the survey, which would begin before the first of October. He added that the budget related questions would help the Board prioritize early in the budgeting process for 2010-11. Director Cathcart suggested adding an open-ended question asking if there is anything else the caller would like to share about CKSD. After a question from Director Johnson about how prepared the surveyor would be if a respondent asks questions, Superintendent Lynch noted that surveyors would be prepared with a script and descriptions of each item in the survey.

GENERAL

Legislative Report – Legislative Representative Greene reported that he would attend the Washington State School Directors' Association (WSSDA) Legislative Assembly on September 25 and 26, 2009, along with Director Stokke and President Richards. He stated that he would be monitoring the committee work on education reform.

CKEA Report – President Kirstin Nicholson reported that the ratified CKSD/CKEA tentative agreement would be presented for Board approval this evening. She stated that staff appreciate the hours of

planning implementation time and maintained class size. In addition, she noted that speech and language pathologists are difficult to find, but that CKSD has been receiving interested applicants. CKEA recently provided lunch to new staff in the District. Ms. Nicholson stated that it has been good to see staff working hard and schools up and running during her building visits during the first days of school. Finally, she noted that CKEA and CKESP would invite School Board candidates to the CKEA office for an opportunity to share their visions and ideas. She noted that the associations would capture the information in a document for members to use as a voting guide.

CKESP Report – President Cheri Mlodzik reported that the CKESP has a new secretary for 2009-10, Debbie Rayburn. She stated that she visited buildings during opening days, noting that with 100 fewer students at CK Junior High, some staff members have noticed a difference in their workload. Ms. Mlodzik announced that everything began well this year.

PTSA Report – No report this evening.

Student Senate Report – Student Representative Boyd Wolking was welcomed by the Board. He reported that the Student Senate has not begun its meetings yet, that schools held successful welcome back assemblies, and that all schools are preparing for open house events. He noted that Associated Student Body (ASB) elections would be held soon.

Second Reading and Adoption of Revised School Board Policy, as listed:

2410, **High School Graduation Requirements**– Executive Director of Elementary Teaching and Learning Dr. Hertica Martin presented the final reading of Policy 2410 and noted that there were no additional changes from the last reading.

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

Approval of the CKSD/CKEA Tentative Agreements – Executive Director of Human Resources Jeanne Beckon presented the tentative agreement with CKSD and the Central Kitsap Education Association (CKEA) settled upon during the limited reopener and requested the Board consider it for approval.

Director Cathcart moved to approve the CKSD/CKEA Tentative Agreement, as presented. Director Greene seconded the motion. Voice vote was called and the Chair declared the motion carried.

Board members expressed their appreciation to all who were involved in the process.

BUSINESS & OPERATIONS

Enrollment Update– Executive Director of Business and Operations David McVicker stated that the official enrollment count was conducted yesterday, September 8, 2009, noting that the rough estimate is very rough. He noted that the accuracy will be verified and that the count was approximately 200 students under budgeted projections, 150 of those students are elementary level and throughout the District. He stated that the early start of school, prior to Labor Day, and military deployment orders could have affected enrollment.

Resolution 04-09-10, authorizing a school support levy election on February 9, 2010 – Superintendent Lynch noted a small typographical change on Resolution 04-09-10 under the third *whereas* statement, which was corrected to read, “schools years will not be sufficient.” He stated that there were no other changes after the August 26, 2009, Board meeting where the resolutions were presented separately. The substance of the resolution documents reflects rates provided by Kitsap County. Director Stokke noted that on pages 4, 7, and 8 of Resolution 04-09-10, the numbers in two columns are reversed and suggested that the headings for each column be reversed. He noted that the same changes would be needed on the Resolution 05-09-10. Superintendent Lynch stated that the final documents will reflect these changes.

With no further discussion and changes noted, Director Greene moved to adopt Resolution 04-09-10, authorizing a school support levy election on February 9, 2010, as corrected. Director Cathcart seconded the motion. Voice vote was called, and the Chair declared the motion carried.

Resolution 05-09-10, authorizing a capital projects levy election on February 9, 2010 – Superintendent Lynch acknowledged the communications challenges related to helping the community through understanding the need for a capital projects levy. He noted that he has taken the opportunity to visit each school/building in the District to present information and answer questions for all staff members. He stated that the current levy is in place until 2011, and noted that there would be no tax increase with the proposed capital projects levy numbers. He stated that the key to success will be in the ability to explain the need for a capital projects levy, which must be done graphically. In addition, he stated that by coupling the School Support Levy with a capital projects levy, taxpayers would not see a tax increase.

Director Stokke suggested a language change in Resolution 05-09-10, and referenced the first page of Resolution 04-09-10, four lines from the bottom and suggested that it should say, “without a vote of the electors,” as is stated on Resolution 04-09-10. He suggested the language be congruent on both resolutions. Executive Director of Business and Operations David McVicker noted that the change to Resolution 05-09-10 would be reflected for congruency with Resolution 04-09-10. In response to a question from Director Stokke, Mr. McVicker noted that language in the middle of page two of Resolution 05-09-10 means that the District has the capability to incur non-voted debt to purchase bonds if necessary. Superintendent Lynch stated that the District has no history of doing that.

With changes noted, Director Johnson moved to adopt Resolution 05-09-10, authorizing a capital projects levy election on February 9, 2010, as corrected. President Richards seconded the motion.

Board members discussed their support and concerns of running a capital projects levy. Director Cathcart read a written statement about a capital projects levy decision and her reflections for her decision as a Board member. In her statement, she expressed concerns and remaining questions regarding the process, and stated that as of today, no answers have been provided. She expressed no confidence in the success of a capital projects levy at this time, noting that a capital projects levy is needed, just not on the same ballot as the School Support Levy. Director Cathcart stated that she has faith in voters and their care in the community and stated that ballot language can be confusing. She stated that she would be voting no on the capital projects Resolution 05-09-10 and emphasized the critical need to pass the School Support Levy. Director Stokke expressed concerns about running a capital projects measure, noting the economic downturn. He noted his concern about running two levy measures on the same ballot and the critical need for the School Support Levy to pass. He stated his concern that by running both measures, they would both fail. Director Stokke added that the levy communication is vital and must be clear. Director Stokke discussed his questions and suggestions about a specific plan for the capital projects needs and stated that he will vote against the resolution this evening and suggested a future discussion. Director Greene acknowledged the need for a capital projects levy in the District and discussed some of the communication he has received from the community. He recalled asking some questions in July 2008 about the plan for a capital projects levy, noting that the Board has not received a presentation about how levy questions will be addressed. He stated that although both levies are needed, the District needs the School Support Levy more. Until more information is received about a capital projects levy plan, Director Greene noted that he would not support Resolution 05-09-10 for capital projects.

With no further discussion, Voice vote was called, two in favor (Director Johnson and President Richards), three opposed (Directors Greene, Stokke, and Cathcart.) The motion to adopt Resolution 05-09-10 was not carried.

Superintendent Lynch stated that the District is experiencing difficult times right now and facing issues never before seen in the history of education. He noted the declining enrollment, high expectations, and insufficient dollars to do what is needed. In his sixth year at CKSD, he stated that the School Board has made some incredibly hard decisions over these past six years to protect the classroom. Addressing the community and the audience, he stated that it would be difficult to find a school board better dedicated than this particular group, which is faced by difficult decisions and taking full responsibility of the CK School District. He added that the Board's decisions are made with lots of community involvement and that he respects the decision of the Board. Superintendent Lynch stated that he would take ultimate responsibility to provide the Board what it needs, noting the Board's courage to study information and make a decision. He asked the Board members for their questions, noting that he would review the capital projects and facilities information and return with further recommendations. In response to a question from Director Cathcart, Superintendent Lynch acknowledged that this is not the first time these questions have been asked and stated that he looks forward to providing the answers.

Next Board Meeting - Wednesday, September 23, 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.*

ADJOURNMENT

9:07 p.m. – The Board adjourned.

Bruce J. Richards, President

Gregory J. Lynch, Superintendent

Kristina Schulz, Executive Assistant/Board Recorder