

**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 23, 2009

Board of Directors Present

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

Call to Order

7:00 p.m. – President Richards called the Regular Session to order and led the Pledge of Allegiance.

Approval of Minutes

The Minutes of the Regular Meeting of August 26, 2009, were approved as corrected.

Adoption of Agenda

President Richards announced an Addendum to the Consent Agenda, addition of item 5F, *2009-11 Contract with School Health Consultants, Inc. to provide health services for students*. Director Cathcart requested removal of the second portion of item 10C – *Capital Projects Report: Review, Update, and Priorities* from the Agenda. The monthly Capital Projects Report remains on the agenda. With no further changes, Director Cathcart moved to adopt the Agenda, as amended. Director Stokke seconded the motion. Director Cathcart noted that the Board could discuss the capital projects topic at its retreat or during a future study session. Voice vote was called, three in favor, two opposed, and the Chair declared the motion carried.

ITEMS OF DISCUSSION

Approval of Consent Agenda Items

Human Resources Agenda Items

Field Trips

Facilities and Construction Contracts and Agreements

Additional Services Request No. One (1) to Agreement with Building Envelope Technology & Research, Inc. for Construction Observation and Monitoring of the 2009 Central Kitsap School District Roof & Envelope Improvements at Various Schools and Support Facilities Project

Construction Change Order No. Three (3) to Agreement with Beisley, Inc., for the Central Kitsap High School ADA, Mechanical/Electrical and Special Education Improvements Project, Bid #001-09

Construction Change Order No. Two (2) to Agreement with Pacific Tech Construction, Inc., for the 2009 Central Kitsap School District Roof & Envelope Improvements at Various Schools and Support Facilities Project, Bid #002-09

Construction Change Order No. Two (2) to Agreement with Drury Construction Company, Inc. for the Brownsville Elementary School Playground Restoration Project, Bid #005-09

Approval of Construction Contract with KCDA/Cascade Recreation, Inc. for the Green Mountain Elementary School Head Start Playground Improvements Project

Grant Renewals

2009-2010 Perkins Grant Application

2009-2010 State Transitional Bilingual Grant Application

Vouchers

2009-11 Contract with School Health Consultants, Inc. to provide health services for students

Communications/Announcements

Recognition of Regional Teacher of the Year
Recognition of Washington State Aerospace Scholars
Miscellaneous

Student Learning

Mentoring Update
APEX Learning (Online)

Superintendent's Task Force Resource Update

Program Review
Community Survey
School Support Levy

General

Legislative Report
Student Senate Report
Approval of the CKSD/CKESP Tentative Agreements

Business & Operations

Community Finance Committee Appointments
September Enrollment 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

Gregory Brashear –0.8 FTE Non-continuing Contract, Social Studies Teacher, Olympic High School, effective September 1, 2009
Audrey Milano –0.44 FTE Non-continuing Contract, Kindergarten PE/MUS/ART Teacher, Cougar Valley Elementary School, effective September 8, 2009

Hiring Recommendations - Classified

Karen Palacio, Paraeducator, Central Kitsap High School, effective September 16, 2009
Seth Repine, Mechanic Assistant, Transportation Department, effective September 16, 2009

Ratification of Accepted Resignations - Classified

Andrew Fritz resigned his Pool Instructor position, Olympic Aquatic Center, effective September 29, 2009.
Candace Tomasetti resigned her Playground Assistant/ Adult Crossing Guard positions, Silver Ridge Elementary School, effective September 21, 2009.

Ratification of Accepted Retirements - Classified

Jeanne Lampi retired from her Production Lead Cook position, Food Services Department, effective October 1, 2009.

Election of Athletic Coaching Staff

Field Trips

1. Central Kitsap High School Marching Band to participate in the Cavalcade of Bands, Pasco, WA, October 2-4, 2009
2. Olympic High School DECA students to attend the DECA Fall Leadership Conference, Bellevue, WA, October 25-27, 2010

Field Trips (continued)

- 3. Olympic High School DECA students to attend the Washington State Career Development Conference/Competition, Bellevue, WA, March 4-6, 2010

Facilities and Construction Contracts and Agreements

- 1. **Additional Services Request No. One (1) to Agreement with Building Envelope Technology & Research, Inc. for Construction Observation and Monitoring of the 2009 Central Kitsap School District Roof & Envelope Improvements at Various Schools and Support Facilities Project**, approved as presented.
- 2. **Construction Change Order No. Three (3) 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.
- 3. **Construction Change Order No. Two (2) to Agreement with Pacific Tech Construction, Inc., for the 2009 Central Kitsap School District Roof & Envelope Improvements at Various Schools and Support Facilities Project, Bid #002-09**, approved as presented.
- 4. **Construction Change Order No. Two (2) to Agreement with Drury Construction Company, Inc. for the Brownsville Elementary School Playground Restoration Project, Bid #005-09**, approved as presented.
- 5. **Approval of Construction Contract with KCDA/Cascade Recreation, Inc. for the Green Mountain Elementary School Head Start Playground Improvements Project**, approved as presented.

Grant Renewals

- 1. **2009-2010 Perkins Grant Application**, approved as presented.
- 2. **2009-2010 State Transitional Bilingual Grant Application**, approved as presented.

Vouchers

General Fund Vouchers/Warrants, 73039-73095, inc.	\$204,743.43
General Fund Vouchers/Warrants, 73096-73096, inc.	60.00
General Fund Vouchers/Warrants, 152165-152176, inc.	586,115.27
Electronic Transfers	<u>95,574.85</u>
Total General Fund Vouchers/Warrants	\$886,493.55
Capital Projects Vouchers/Warrants, 12531-12542, inc.	\$805,265.99
Total Capital Projects Vouchers/Warrants	\$805,265.99
Associated Student Body Fund Vouchers/Warrants, 40126-40132, inc.	<u>\$55,049.80</u>
Total Associated Student Body Fund Vouchers/Warrants	55,049.80
Transportation Vehicle Fund Vouchers/Warrants	<u>\$0</u>
Total Transportation Vehicle Fund Vouchers/Warrants	\$0

2009-11 Contract with School Health Consultants, Inc. to provide health services for students, approved as presented.

COMMUNICATIONS/ANNOUNCEMENTS

Recognition of Regional Teacher of the Year – Superintendent Lynch announced that Klahowya Teacher Danyell Laughlin (2008-09 CKSD Teacher of the Year) was selected as the 2010 Olympic Educational Service District #114 Regional Teacher of the Year, which qualifies her as a candidate for the 2010 Washington State Teacher of the Year, which will be announced in Seattle on Monday, September 28, 2009.

Recognition of Washington State Aerospace Scholars – Superintendent Lynch announced that Olympic High School students Nicole Cruz, Alexander Goodan, and Karen Malijan attended classes

and graduated from the 2009 Washington Aerospace Scholars (WAS) Summer Residency Program, which promotes students to pursue careers in science, technology, engineering and math.

Miscellaneous – Superintendent Lynch announced he would present the Anatomy of Change to Legislative Delegates at the Washington State School Directors’ Association (WSSDA) Legislative Assembly on Friday, September 25.

Superintendent Lynch also announced the emergency preparedness events taking place on October 12, 2009, at Klahowya Secondary School, which will serve as the base of the emergency preparedness exercises. He noted that several CKSD administrators will be in attendance and noted that Board members are invited to attend. In response to a question from Director Cathcart, Superintendent Lynch stated that signage would be placed in the surrounding area alerting the community of the exercise. In addition, an e-News notification is planned in cooperation with the Navy. Director Greene noted that this is a cold start exercise, which means the exercise details will be unannounced with some activities pre-staged. He added that this is a Homeland Security exercise with a significant budget and a lot of local participation, providing a good opportunity to observe. Superintendent Lynch stated that the District leadership will review and discuss lessons learned from the event at their meeting on October 13.

Superintendent Lynch reported that the third annual Peninsula Classic, a band event which has grown to include 2,000-3,000 participants, will be held on Saturday, September 26, 2009, with a parade of bands from 4:00-8:00 p.m. at Silverdale Stadium. He commended the work of two CKSD music teachers, Michael Woods (CKHS) and Jeff McBurney (KSS), who have organized the event for the past two years.

Superintendent Lynch referenced a recent interview and an expected newspaper article to appear on October 4, 2009, about mathematics state expectations, and the impact to school districts. He noted that the article would include the CKSD diagram of mathematics.

Director Stokke noted that he would be unable to attend the WSSDA Legislative Assembly and acknowledged that President Richards and Director Greene would represent CKSD at the Assembly.

STUDENT LEARNING

Mentoring Update – Executive Director of Curriculum and Instruction Dan Dizon presented information about the CKSD mentoring program in its second year. After evaluating the first year pilot and planned improvements, Mr. Dizon noted the value of the program in creating a positive experience for students. He briefly reviewed the history of the program’s beginning and introduced CKSD Mentor Specialist Jeni Zapatka. Ms. Zapatka described how the program began with the Eastside Learning Community, formed by Olympic High School and its feeder schools, and discussed collaboration with Kitsap County Department of Personnel and Human Services and the Kitsap Youth Mentoring Consortium. She stated that students who have a positive experience with someone at school would experience more success at school. She reviewed the process of identifying the “mentee” and the “mentor” through an application process where the two are matched. Trainings are provided in-house and in a community setting. After reviewing three active mentor programs (adult mentors, peer mentors, and teen mentors) she provided information about the specific screening process. Ms. Zapatka presented the fall implementation timeline for trainings and the program evaluation process to measure success, noting that Kitsap County utilized the same system for reporting to the state.

Mr. Dizon commended and thanked Ms. Zapatka for her work with the program and stated that the District would continue to assess the program, continue to recruit mentors, effectively train the mentors and communicate results. In response to a question from Director Cathcart, Mr. Dizon stated that eighteen adult mentors are currently participating in the program, adding that the District’s goal is to recruit more. President Richards noted some positive professional organizations that are supportive and could be potential resources for finding mentors. Superintendent Lynch stated that he would report to the Board again in spring 2010 to review what has been learned throughout the year and emphasized that this program is the ultimate community engagement. Mr. Dizon displayed a new mentor webpage created on the CKSD website, which provides instructions for mentor participation.

APEX Learning (Online) – Executive Director of Secondary Teaching and Learning Shirley Kenmochi introduced Jason Cooper of APEX Learning and Alternative Schools Principal Richard Arena to join her in presenting information about the new Online Learning program offered at CKSD.

Mr. Cooper thanked the Board for inviting him this evening and provided a brief history of APEX Learning, noting that Paul Allen began the company in 1997. He stated that approximately 1.6 billion students have taken APEX courses, which are accredited as a Distance Education School by the Commission on Schools of the Northwest Association of Accredited Schools (NAAS). He noted that the courses have also been approved by the National Collegiate Athletic Association (NCAA) for high school student-athletes wishing to compete in college and the advanced placement courses are approved by the College Board. He provided a demonstration of an interactive mathematics lesson on the website www.apexlearning.com, noting the benefits for students who need to bring their performance up to grade level expectations. He discussed the core line of courses piloted by CKSD during the 2009-10 school year. APEX also offers honors and advanced placement courses as well as exam preparation courses for college-bound students.

During his demonstration of a geometry course, Mr. Cooper pointed out how visual the online courses are and stated that the online text can be read aloud to students. In response to a question from President Richards, Mr. Cooper stated that students could currently select the Spanish or English languages for mathematics lessons, noting that APEX is working toward offering all curricula in both languages. After showing practice areas and a quiz for the sample lesson, Mr. Cooper noted that students can review diagnostics to understand any questions they answered incorrectly. The program also provides the teacher and student with details and a study plan to improve their learning in areas needing growth. In response to questions from the Board, Mr. Cooper stated that students and teachers receive instantaneous feedback along with aggregate data. He also noted some examples of how APEX English courses can help promote study skills. Mr. Arena added that the teacher can place blocks on certain parts of the course to help guide a student through utilization of available tools. Mr. Cooper discussed the communication between teachers and parents, which includes weekly e-mail to parents with updates on student progress. In addition, teachers offer office hours. Mr. Arena noted that APEX students are provided mentor support through their CKSD teacher who works in partnership with the APEX teacher.

Mr. Arena and Ms. Kenmochi discussed the current enrollment and staff training for CKSD Online Learning, noting work toward bringing in interest from students who are currently pursuing online learning elsewhere. Ms. Kenmochi reviewed a timeline for the Online Learning program, which included a follow-up report to the Board on its progress and plans for the future in May 2010.

Superintendent Lynch noted that an alternate online learning program offers students a new laptop, but does not apparently show a high success rate for students. He noted that CKSD is interested in a successful graduation rate for students, which has not necessarily been the case with other online programs. Mr. Cooper added that APEX courses show a 92% retention rate and an 80% passing rate. Superintendent Lynch discussed new legislation requiring online courses to provide an interface with a teacher, citing “contact time” is necessary for a quality education. Superintendent Lynch added that the current online enrollment at CKSD would cover the cost of the program.

Mr. Arena stated that CKSD teachers can set the timeline for their online students, which allows some flexibility for pace of the course. He added that boundaries are provided, start time is flexible, and the pace can be accelerated. Approximately 48 (grades 9-12) students within the CK boundaries are enrolled in an outside online program.

President Richards requested a short update for the Board prior to May 2010.

SUPERINTENDENT’S TASK FORCE RESOURCE UPDATE

Program Review – Superintendent Lynch noted that the Food Service, Warehouse, Maintenance, Grounds and Facilities departments would experience program reviews during 2009-10. He noted that until further state budget information (including decisions about I-728 Student Achievement Funds) is

available; these are the only program reviews planned. He stated that updates would be provided throughout the school year. In its fourth year of program reviews, Superintendent Lynch noted that the bigger plan is to cycle through each area again over time to revalidate the work at CKSD.

Community Survey – Superintendent Lynch presented a third review of the survey to confirm questions with the Board. He discussed timing of the survey, noting that it could be administered before the beginning of October with potential results available at the October 14, 2009, Board meeting. The scientific survey would include a sample of 250 respondents. In addition, the District would conduct a Zoomerang survey to staff, community, and parents, which focuses on budget information. The same questions in the budget related portion of the scientific survey would be used in the self-select, Zoomerang survey. Superintendent Lynch stated that the District would announce the Zoomerang survey via School Messenger, e-News, and in local newspapers, to gather a wide audience to complete the survey.

Community Relations Director David Beil stated that the Zoomerang survey would be available on each school's specific website and the District's website. Superintendent Lynch stated that the District would make an extraordinary effort to spread the word. He also noted that the survey's purpose is to gather information from the community concerning budget related issues in an effort to better inform CKSD's budget development process. Gathering information at the beginning of the process is critical rather than at the end of the budget process next spring. Board members suggested that the Zoomerang survey mirror the budget questions on the scientific survey. Superintendent Lynch confirmed that the questions will be exactly the same.

School Support Levy – Community Relations Director David Beil reviewed information provided to the community about the School Support Levy and displayed handouts for meetings around the community and the District. He discussed the informational materials and guidelines, noting that open houses have begun at each school where principals are using PowerPoint presentations to communicate levy facts with parents. He presented a timeline of the process. Director Stokke requested that the handout include non-athletic activities as well as the athletics/clubs.

GENERAL

Legislative Report – Legislative Representative Greene reported that he is looking forward to attending the WSSDA Legislative Assembly on September 25 and 26, 2009, along with President Richards.

Student Senate Report – Student Representative Boyd Wolking noted that the Student Senate would hold its first meeting of the school year on Monday, September 28, to work on goals. He provided a brief report of happenings around the District. He stated that CK High School's open house would be held on September 24, and that sophomore Associated Student Body elections would soon be held. The CKHS Homecoming is scheduled for October 23, followed by the Homecoming Dance on October 24. CKHS and OHS Key Clubs held successful McTakeover fundraisers, and college visits have begun.

Mr. Wolking reported that CKJH and Klahowya held their open houses earlier in September. In addition, Klahowya's Homecoming is scheduled for October 2, followed by the Homecoming Dance on October 3.

Approval of the CKSD/CKESP Tentative Agreements – Director of Human Resources Franklyn MacKenzie presented the tentative agreement with CKSD and the Central Kitsap Educational Support Professionals association (CKESP) and requested the Board consider it for approval. He noted that the group met on Tuesday, September 15, 2009, to ratify the agreement.

Director Cathcart moved to approve the CKSD/CKESP Tentative Agreement, as presented. Director Greene seconded the motion. Director Stokke recused himself from voting on this motion because his spouse is a member of the bargaining unit. 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

Community Finance Committee Appointments – Superintendent Lynch recommended postponement of the nomination of Terry Fisher and recommended the Board approve Roxanne Stewart to the Community Finance Committee (CFC) this evening. He proposed further discussion about the nomination process after the Board’s vote.

With no further changes, Director Stokke moved approval of Community Finance Committee Appointments, as amended. Director Cathcart seconded the motion. Voice vote was called and the Chair declared the motion carried.

Superintendent Lynch reviewed the process by which the District brings candidates forward for membership. Executive Director of Business and Operations David McVicker reviewed District Policy 1240 regarding CFC membership. He reviewed current membership and committee openings. He discussed new applications received, noting that some are from out-of-district residents, and acknowledged the challenges of recruiting volunteers. After reviewing the process for selecting new members, he added that applicants move forward to committee membership unless there is a reason to withhold membership. He asked if the Board would prefer to review and consider out-of-district residents who have applied. Superintendent Lynch noted the importance of reviewing how applicants move forward to the Board for approval and asked the Board if it would like to change the process for application and nomination for CFC membership. He asked if the Board would prefer to see all applications and designate a timeline for the Board to review all applicants at one time for selection. Director Stokke discussed the value of viewing all applications and recommended the Board review a list of applicants and the reasons why an applicant is or is not selected. Director Cathcart recommended recruiting in the spring during the budget communication process with a clear deadline of committee member selection. Director Greene suggested a routine selection time in the spring to receive a summary or review of the Board’s committees (Community Finance Committee and Instructional Materials Committee) along with the status of committee memberships to include any openings, or upcoming openings. He requested that the Board receive membership advertising information prior to printing in local newspapers. Mr. McVicker thanked the Board members for their suggestions, noting that the timing of the process can shift. Director Greene noted that as part of the budgeting cycle, new timing would allow new members to gain an understanding of the budget. Superintendent Lynch summarized the Board’s conversation, noting that in spring 2010, the District will change the process to solidify the committee so that it is in place when the following school year begins. Director Cathcart recapped the timing of the process and suggested an end date in June/July of each year for the applicant posting and requested that the Board view all applications.

September Enrollment Report – Executive Director of Business and Operations David McVicker announced that enrollment shows a decline of 252 full time equivalent (FTE) students, noting that enrollment is 252 FTE less than budgeted. In addition, he noted that enrollment is down by 350 FTE from the 2008-09 school year, 150 from elementary grades K-3. Another significant decline appears at the seventh grade. The District conducted an unofficial elementary enrollment count on September 22, 2009, that showed an increase of 48 students (most in grades K-3) since the official count on September 8, 2009. He added that all surrounding districts except for North Kitsap are showing a decline in enrollment and that approximately the same number of out-of-district students has transferred to CKSD. Mr. McVicker stated that the District would monitor enrollment and review potential financial impacts in November. Staffing levels are also monitored to maintain balance.

Superintendent Lynch stated that the District has experienced pleasant surprises when considering the forecast over the past two years with enrollment, adding that the three-year forecast shows the District to be about where expected. In addition, he noted that the occupancy rate at Jackson Park has not significantly changed and the District is seeking clarification on the potential arrival of a second aircraft carrier sometime next year.

Capital Projects Report – Director of Construction, Facilities, and Maintenance Richard Best reported that his department recently submitted a grant application to the Office of the Superintendent of Public Instruction (OSPI) for half a million dollars for energy upgrades including the District’s energy management systems or direct digital controls. He noted that OSPI has postponed making a decision on the grant until mid-November due to an unanticipated number of applicants. Mr. Best highlighted several projects that were submitted for the OSPI funding consideration, including air-to-water heat pumps and solar panels at Olympic High School, which would provide approximately \$1,000 per month savings during operation of the swimming pool and provide an opportunity to demonstrate solar photovoltaic technology to OHS students.

He reviewed the list of implemented projects during summer 2009, noting that all projects reached the substantial completion stage with the exception of the Fairview Junior High School gymnasium floor. Mr. Best stated that he and Executive Director of Elementary Teaching and Learning Dr. Hertica Martin attended the opening of Cottonwood Elementary School’s gymnasium floor on Tuesday, September 22. Finally, Mr. Best stated that Washington’s Emergency Management Division would conduct an onsite audit on Tuesday, September 29, 2009, to verify reimbursement for Federal Emergency Management Agency (FEMA) projects caused by the December 2007 flooding.

Next Board Meeting – Wednesday, October 14, 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.*

8:33 p.m. – President Richards announced that the Board would recess into Executive Session. The Board recessed into a 22-minute Executive Session, pursuant to RCW 42.30.110, to review the performance of individual employees.

ADJOURNMENT

8:55 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