

**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, October 14, 2009**

**Board of Directors Present**

Christy Cathcart  
Carl Johnson  
Eric Greene (excused)  
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 20-minute Executive Session, pursuant to RCW 42.30.110, to discuss the performance of individual employees.

7:00 p.m. – The Board returned to Regular Session. President Richards led the Pledge of Allegiance.

**Approval of Minutes**

The Minutes of the Regular Meeting of September 9, 2009, were approved as corrected. The Minutes of the Regular Meeting of September 23, 2009, and the Special Session of September 23, 2009, were approved as presented.

**Adoption of Agenda**

President Richards announced that the Student Senate Report would be moved to Item 6B from 9E this evening. Director Cathcart moved to adopt the Agenda, as amended. Director Stokke 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 Trips

Donation

Facilities and Construction Contracts and Agreements

Additional Services Request No. Two (2) to Agreement with WestSound Engineering, Inc., for Architectural and Engineering Services for the Brownsville Elementary School Playground Restoration Project

Recommendation of Award for the Klahowya Secondary School Career & Technical Education Shop Improvements Project, Bid #001-10, to TEC Construction, Inc.

Vouchers

**Communications/Announcements**

Miscellaneous

Student Senate Report

**Student Learning**

Diversity

Introduction to Three-Year Technology Plan

**Superintendent's Task Force Resource Update**

Program Review

## **General**

Legislative Report

CKEA Report

CKESP Report

PTSA Report

Approval of the CKSD/Central Kitsap Coaches Association (CKCA) Tentative Agreement

Presentation of Revised School Board Policies, as listed:

- 4040, **Public Access to District Records**
- 6220, **Management Support Services: Bid Requirements**

## **Business & Operations**

October Enrollment Report

Community Finance Committee Appointments

## **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 Blai, 0.5 FTE Non-continuing Contract, Kindergarten Teacher, Emerald Heights Elementary School, effective September 1, 2009

### **Hiring Recommendations - Classified**

Karen Palacio, Paraeducator, Central Kitsap High School, effective September 16, 2009

Sarah Harris, Paraeducator, Central Kitsap Junior High, effective September 28, 2009

Margaret Haydock, Paraeducator, Clear Creek Elementary School, effective September 30, 2009

Karry LaBow, Overload Assistant, Silverdale Elementary School, effective October 5, 2009

Ma Cecilia Llanda, Paraeducator, Clear Creek Elementary School, effective September 24, 2009

Theresa Martin, Clerk Typist, Silverdale Elementary School, effective October 7, 2009

Maria Olmo, Noon Assistant, Cougar Valley Elementary School, effective September 22, 2009

Emilea Palmer, Paraeducator, Esquire Hills Elementary School, effective September 25, 2009

Jill Porter, Noon Assistant, Silver Ridge Elementary School, effective October 8, 2009

Janine Schutt, Paraeducator, Central Kitsap High School, effective October 6, 2009

### **Hiring Recommendations - Classified Coaching**

David Colby, Co-Head Bowling Coach, Olympic High School

Mitchell Henderson, Head Football Coach, Central Kitsap Junior High School

Nicholas Lafontaine, Assistant Football Coach, Central Kitsap Junior High School

Shawna Terrault, Cheer Coach, Central Kitsap Junior High School

Randy Vincent, Assistant Girls' Soccer Coach, Central Kitsap Junior High School

Frank Wilson, Assistant Football Coach, Central Kitsap Junior High School

Bob Woodford, Assistant Boys' Track Coach, Central Kitsap Junior High School

### **Ratification of Accepted Resignations - Classified**

Peggy Kuehl resigned her Paraeducator position, Cougar Valley Elementary School, effective September 18, 2009.

Chelsea Sears resigned her Pool Guard/Swim Instructor position, Olympic Aquatic Center, effective August 31, 2009.

**Ratification of Accepted Retirements - Classified**

Walter Winters retired from his Paraeducator position, Central Kitsap High School, effective September 28, 2009.

**Field Trips**

1. Klahowya Secondary School DECA students to attend the DECA Fall Leadership Conference, Bellevue, WA, October 25-27, 2009.
2. Central Kitsap High School DECA students to attend the DECA Fall Leadership Conference, Bellevue, WA, October 25-27, 2009.
3. Central Kitsap High School wrestling team to participate in the CKHS *Lock-In* at Central Kitsap High School, Silverdale, WA, November 20-21, 2009.
4. Cougar Valley Elementary School sixth grade students to participate in outdoor education activities, Camp Colman, Lakebay, WA, May 19-21, 2010.

**Donation**

1. Wal Mart cash donation of \$1,000

**Facilities and Construction Contracts and Agreements**

**Additional Services Request No. Two (2) to Agreement with WestSound Engineering, Inc., for Architectural and Engineering Services for the Brownsville Elementary School Playground Restoration Project**, approved as presented.

**Recommendation of Award for the Klahowya Secondary School Career & Technical Education Shop Improvements Project, Bid #001-10, to TEC Construction, Inc.**, approved as presented.

**Vouchers**

General Fund Vouchers/Warrants, 73097-73097, inc.	\$332,958.70
General Fund Vouchers/Warrants, 73098-73270, inc.	1,277,404.68
General Fund Vouchers/Warrants, 73271-73272, inc.	445.00
General Fund Vouchers/Warrants, 152177-152232, inc.	1,990,803.34
Electronic Transfers	5,589,166.82
General Fund Vouchers/Warrants, 152233-152268, inc.	443,375.43
Electronic Transfers	<u>258,893.79</u>
Total General Fund Vouchers/Warrants	\$9,893,047.76
Capital Projects Vouchers/Warrants, 12543-12553, inc.	<u>\$719,461.82</u>
Total Capital Projects Vouchers/Warrants	\$719,461.82
Associated Student Body Fund Vouchers/Warrants, 40133-40178, inc.	\$60,149.50
Associated Student Body Fund Vouchers/Warrants, 40179-40179, inc.	<u>\$58.50</u>
Total Associated Student Body Fund Vouchers/Warrants	60,208.00
Transportation Vehicle Fund Vouchers/Warrants	<u>\$0</u>
Total Transportation Vehicle Fund Vouchers/Warrants	\$0

**COMMUNICATIONS/ANNOUNCEMENTS**

**Miscellaneous**

Superintendent Lynch stated that the regional emergency exercise called *Operation Alligator* held at Klahowya Secondary School on Monday, October 12, was reviewed by County participants in a meeting on Tuesday, October 13. He noted that the District would review the lessons learned for its own emergency preparedness. He added that Kitsap County and Homeland Security personnel were pleased with the support received by Klahowya, thanking Principal Ryan Stevens and Klahowya staff. President Richards noted his attendance and stated that Klahowya was a good venue for the event. He added that similar cold-start drills would be a requirement for school districts every three years as part of emergency preparedness planning, and that the event was very realistic. Director Cathcart noted the exceptional press coverage of the event.

Superintendent Lynch announced that he and several administrators attended the Washington State Teacher of the Year Ceremony in October, where Klahowya Teacher Danyell Laughlin was recognized as Regional Teacher of the Year.

Superintendent Lynch announced that for the seventh time, CK High School was recognized by *Newsweek* magazine's list of top-rated public high schools awarded for the number of students taking Advanced Placement and similar exams. Out of 1,500 schools nationally, CK High ranked at 323 (top 2%). Superintendent Lynch also recognized Olympic High School and CK High School for an increase in students participating in AP exams between 2008 and 2009.

President Richards and Superintendent Lynch presented CK High School Principal Steve Coons and Assistant Principal Joe Vlach for the *Newsweek* ranking. President Richards congratulated them and presented a plaque. Mr. Coons thanked students, staff, families, and the Board for their support. Superintendent Lynch stated that 2009 CK High graduate Erin Curtis, was named the AP Scholar for Washington State and congratulated her on the achievement. He noted that although the majority of AP tests taken in the District are represented at CK High School, student achievement is increasing across the District.

Superintendent Lynch announced that CKSD was recognized by the Office of the Superintendent of Public Instruction (OSPI) this past August, for student achievement in several areas for school year 2007-2008. At the tenth grade level, the District was recognized for an increase of ten percentage points or more in reading, writing, and mathematics assessments. Additionally, at the seventh grade level, CKSD was recognized for over a ten percent gain in math. OSPI provided brass plates as additions to a plaque displayed at the Jenne-Wright Administration Center. Superintendent Lynch also mentioned that Erin Curtis, CK High School Class of 2009, was named the state's top AP Scholar and a special recognition would follow at a later date.

Director Cathcart commented on the large percentage of AP Physics tests administered by the state taken by CK High School students. CK High Principal Steve Coons attributed large success to CK High School Physics Teacher Dave Pevovar, noting that CK High was the state winner of the acclaimed Siemens Award in 2005, which is awarded each year to students with the greatest number of scores of 5 on eight AP math and science exams, as well as to one teacher from every state for excellence in teaching AP mathematics, science, and technology courses. Mr. Coons stated that CK High Teacher Shahid Ahmed's current achievements in computer science qualify him for nomination of the Siemens Award for the highest percent of students with passing scores in computer science. Director Cathcart noted the growth of the AP program at CKSD, commending the staff and students willing to take on a high level of rigor.

**Student Senate Report** – Student Representative Boyd Wolking reported that the next Student Senate meeting would be held on Monday, October 19 and that junior high schools are running their Associated Student Body elections. He provided a brief report on the activities at each high school, noting that CK High School's sophomore elections were held on October 9, and that the CK High and Klahowya marching bands competed in Tumwater on October 10. CK High, Olympic High, and Klahowya students would participate in the PSAT testing on October 14, and that the CK High Key Club is hosting a "Stickerbush" campus cleanup on October 17. The Homecoming football game is scheduled for October 23<sup>rd</sup> followed by a dance on October 24. Klahowya's Homecoming was held on October 2<sup>nd</sup>, where the team was defeated by Sequim followed by a dance on October 3 with a theme of, "Hello Seattle." The Klahowya tennis team would participate in sub-districts on October 16 and 17. Klahowya students would present the play *Bugsy Malone* on October 15-17. Olympic High School held its Homecoming coronation assembly and spirit week during the week of October 12-16, followed by the football game versus Port Angeles on Friday, October 16. Other activities at Olympic High School include an *Oly Night* on November 13 and a DECA outreach dinner on November 24.

## **STUDENT LEARNING**

**Diversity** – Executive Director of Human Resources Jeanne Beckon provided an update on what is happening in the District around diversity. She commended Diversity Specialist Leah Kyaio for her tireless diversity work with the District. Ms. Beckon stated that CKSD staff members who make up the Diversity Advisory Committee have worked many hours on strategies to create avenues for our community members to provide feedback on progress with diversity in schools. After presenting the focuses of the Diversity Team Leaders and the Diversity Advisory Committee, she emphasized the importance of how the focus aligns with the District Improvement Plan (DIP). The team leaders have utilized diversity toolboxes such as The Compassionate Listening Project and *The Four Agreements* (a book written by Don Miguel Ruiz, to enlighten staff members to helpful skills such as listening to others and developing positive relationships.) Diversity trainings were held in August 2009 and staff at each building has developed their diversity needs based upon assessment. In addition, Ms. Beckon reviewed data collected on a yearly basis from staff and community, noting that the results drive the next steps for training. She displayed a graph depicting the cycle of the process for integrating information collected into the work applied with students and reviewed the data from the 2008 diversity survey, which helped to identify the primary needs for elementary and secondary students, which led to development of goals under the District Improvement Plan with associated action steps for staff engagement. She added that the DIP feeds into each building’s School Improvement Plan, which drives each school’s activities.

Ms. Beckon introduced Fairview Junior High’s Diversity Team Leader Kaye Moon and Fairview Principal Kathy Wales to share information about the program at Fairview. Ms. Wales stated that Ms. Moon is a remarkable teacher and commended her influence and leadership. Ms. Moon (in her twenty-ninth year of teaching) thanked Leah Kyaio for her inspiration with diversity. In addition, she shared some stories of discrimination and emphasized the importance of helping to keep students safe in school while respecting each other’s differences. After taking some classes through Kitsap County, she stated that one of her tasks was to tackle certain words that can be hurtful and discriminatory, noting that she serves as a good example to students through her actions when witnessing discrimination. Ms. Moon noted that students are making progress at Fairview Junior High. She discussed The Compassionate Listening Project and the importance of withholding judgment and simply listening to what a person is saying. She stated that students and staff are building relationships with each other at school, noting that all Diversity Team Leaders are a resource and are committed to making CKSD safe for all. She provided an example of being *impeccable with your word* (one of The Four Agreements), noting that whenever a person is talking about someone else, they ought to always use the most positive words that they can. At Fairview, Ms. Moon noted that the Diversity Team sponsored a *National No Name-calling Week* and discussed some new activities to be held this year such as a *National Mix It Up Day*, where students can make a new friend by sitting next to someone new. Ms. Moon announced a new Diversity Club (supported by a Linder Foundation Grant) and summarized a resource book for the club called *The Forum*, which is about the differences between students and the challenges of fitting in.

In conclusion, Ms. Beckon discussed the next steps for diversity at CKSD and the focus for maintaining autonomy and each individual school/work site.

Superintendent Lynch commended the excellent work with diversity at Fairview Junior High, noting its importance through connecting the school’s improvement plan to the District Improvement Plan and ultimately to the District’s number one goal of maximizing student achievement. He stated that throughout CKSD, there is similar work underway in schools and sites.

**Introduction to Three-Year Technology Plan** – Executive Director of Business and Operations David McVicker stated that the District has reviewed its technology in-depth over the past few years, noting that this evening’s focus would be on the 2010-13 (three-year) Technology and Learning Plan, a

requirement driven by the Office of the Superintendent of Public Instruction (OSPI). The Board has approved the past Technology and Learning Plans for OSPI since 2000. Mr. McVicker referenced the current plan and a revised plan, which needs Board approval by April 4, 2010, to meet funding qualification. He reviewed the purposes of the plan: to ensure students are meeting the standards, to meet School Improvement Plan Requirements (WAC 180-16-220), and to receive funding. He also mentioned current training underway for the District's transition to new student management software. After summarizing the required tasks of a new Technology and Learning Plan, he noted that the requirements now include assessment of technology proficiency levels of administrators and teacher librarians and teachers in addition to the assessment of eighth graders. Approval by the School Board must include a letter containing a technology vision statement, goals with actions, a review of the updated process, annually updated District telecommunications and networking section, building Technology and Learning Plan goals, and appendixes. He reviewed a timeline and proposed committee composition for reviewing the plan. In response to a suggestion from Director Cathcart to include a student on the committee, Mr. McVicker agreed that including a student in this process would be beneficial. He reviewed the next steps in the process, noting that he would return to the Board in March 2010 for approval. After emphasizing that this is only one small component of technology, he mentioned that many simultaneous projects with technology are yet to come forward, such as planning for a fiber network, proceeding with equipment replacement, and discussing where technology is going in the future. In response to a question from Director Stokke, Mr. McVicker stated that as the District was forming a Technology Advisory Committee, the inclusion of community members would be discussed.

#### **SUPERINTENDENT'S TASK FORCE RESOURCE UPDATE**

**Program Review** - Superintendent Lynch stated that the recent Community Survey closed with 250 successful calls and is under review by the consultant, noting that CKSD could have more information by November 10, 2009. In addition, he mentioned that a self-select *Zoomerang* survey would be conducted in the community in the near future.

#### **GENERAL**

**Legislative Report** - No Report.

**CKEA Report** - President Kirstin Nicholson thanked School Board candidates who participated in a recent interviews conducted jointly by the Central Kitsap Education Association (CKEA) and Central Kitsap Educational Support Professionals (CKESP). In addition, she noted that CKEA had the largest participation in a September cleanup effort of a portion of Highway 3 between Target and Newberry Hill Road. She extended appreciation to Payroll and Human Resources support staff members for their extra effort in processing new dental insurance. Ms. Nicholson commended Klahowya teacher Danyell Laughlin, who represented a high level of quality teaching as the District's and the Regional Teacher of the Year. In addition, she noted that the CKEA is cheering for a successful application and nomination of CK High School Teacher Shahid Ahmed for the Siemens Award.

**CKESP Report** - President Cheri Mlodzik thanked the CKEA for including CKESP members in the recent interviews with School Board candidates. She announced that the CKESP would hold a get-together on Wednesday, November 18, 2009, at either the Azteca Restaurant or Two Margaritas Restaurant in Silverdale, noting that Board members are invited to attend.

**PTSA Report** - President Roseanne Murphy reported that most PTSA Council positions have been filled and that the CK PTSA is still seeking volunteers. She announced that the CK PTSA is supporting a forum with School Board candidates at the Jenne-Wright gymnasium on Monday, October 19, 2009, at 6:00 p.m.-8:30 p.m. In addition, she noted that PTA members would attend a conference on PTA and the Law, October 29, 2009, 6:00p.m.-9:00 p.m. at CK Junior High. Other events she noted are: Disaster Preparedness with the Red Cross on Monday, November 2, Winter Bazaar at Ridgetop Junior High on November 21, and the Founders Day Banquet on Friday, March 12, at the Bangor Plaza Ballroom.

**Approval of the CKSD/Central Kitsap Coaches Association (CKCA) Tentative Agreement -**

Executive Director of Human Resources Jeanne Beckon introduced CKCA President Nate Andrews in attendance this evening and presented the agreement for approval.

Director Cathcart moved to approve the CKSD/Central Kitsap Coaches Association (CKCA) Agreement, as presented. Director Stokke seconded the motion. Voice vote was called and the Chair declared the motion carried.

**Presentation of Revised School Board Policies, as listed:**

- 4040, **Public Access to District Records** - Director of Operations Patti Woolf presented the suggested policy changes, noting that no revisions have been made to Policy 4040 since 2002 and that the policy reference to the Revised Code of Washington (RCW) regarding the Public Records Act has changed. In addition, a new section was added to the RCW exempting disclosure of information regarding safe school plans, and the District's copy charge for public was changed to reflect a charge of 15 cents per page. Director Cathcart thanked the Operations department for the clean copy and the redline copy of the policy changes. Superintendent Lynch stated that these changes are non-substantive and suggested the potential of fast tracking the approval by the Board be covered in two meetings rather than three for final adoption at the October 28, 2009, meeting.
- 6220, **Management Support Services: Bid Requirements** - Executive Director of Business and Operations David McVicker noted the two changes proposed. He noted that the proposed changes align District policy with a change in the law raising the maximum dollar limit for the small works roster process from \$200,000 to \$300,000. The second change corrects a reference to the Revised Code of Washington from RCW 39.04.144 to 39.04.155. President Richards noted that the Board supports the fast tracking of approval for the October 28, 2009, Board meeting.

**BUSINESS & OPERATIONS**

**October Enrollment Report** - Executive Director of Business and Operations David McVicker highlighted the elementary enrollment for September, noting that the head count increased by 44 students (40.75 full-time equivalent) and junior high enrollment increased by eight full-time-equivalent (FTE) since last month's report, for a total annualized increase of approximately 48 FTE. He stated that this is a larger increase than is typical for this time of year, adding that the October report includes 91 Running Start students. The District's total enrollment for October is 11,221 FTE, which is less than the budgeted enrollment of 11,361. He discussed the past and projected enrollment trends for November and December noting the current annualized average for 2009-10 at 11,173 FTE. Mr. McVicker commended Human Resources for adjusting staffing needs as the school year began. Superintendent Lynch added that a shortfall of approximately 140 FTE equates to almost \$800,000 dollar shortfall for the school year.

**Community Finance Committee Appointments** - Executive Director of Business and Operations David McVicker introduced and recommended four new candidates to the Community Finance Committee. Present this evening: Kari Ladd (Area 3, with students at Esquire Hills Elementary), a microbiologist with experience working with laboratory budgets and Michael Thomas (Area 5, Seabeck), an Industrial Engineer interested in helping the District work through budget challenges. Two others recommended to the Community Finance Committee this evening are: Tim Polsin (Area 3, students at PineCrest Elementary), a Mechanical Engineer with experience on the past CKSD School Closure and Boundary Committees, and Francis Tam (Area 3, Olympic High School), works at the Naval Hospital and has experience with finance and business administration. Mr. McVicker noted that these members would bring some balance of interest to the Community Finance Committee and recommended them for Board Approval.

Director Stokke moved to approve the Community Finance Committee Appointments, as presented. Director Cathcart seconded the motion. Voice vote was called and the Chair declared the motion carried.

**Next Board Meeting - Wednesday, October 28, 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**

Director Cathcart announced that she would be absent from the October 28<sup>th</sup> School Board Meeting.

**ADJOURNMENT**

8:09 p.m. – The Board adjourned.

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**Bruce J. Richards, President**

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**Gregory J. Lynch, Superintendent**

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**Kristina Schulz, Executive Assistant/Board Recorder**