

MINUTES OF THE SPECIAL 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

5:30 p.m. – Superintendent Lynch stated that the purpose of this evening’s session is to review study session and Board meeting topics for 2009-10, the budget development strategy for 2010-11, the strategic planning priorities for Goal 1 (Maximize learning for each student) during 2010-11, and the planning strategy for 2011-15.

Study Session: Review of Short and Long-Range Plan

Superintendent Lynch sought the Board’s comments and feedback on systems and content for advanced planning in creating the ability to link resources for multiple school years. He reviewed the challenges of advanced planning and associated workload, noting that schools and districts are asked to perform a workload that is not reasonable given state expectations.

After displaying a diagram of CKSD’s advanced planning system, he suggested that the Board might consider timing of strategic planning discussions during late spring or summer. He noted that major changes to the current school year plans are more difficult after the school year begins. He reviewed the process of how the District sets organizational direction and reviewed the current Strategic Plan in terms of the Board’s five goals (approved by the Board in 2005-06) and the Board’s priorities for school years 2009 through 2011, which break down into District initiatives and eventually into specified tasks that guide administrators and staff.

Superintendent Lynch reviewed the District’s five goals, noting that all of the goals, are ultimately in support of Goal 1, *Maximizing Student Achievement*. He added that he would provide an update in December on the District’s progress with the 6-12 mathematics curriculum review. He also added that he would provide an update and discuss the preparations for a literacy adoption in fall 2010. Delays in the literacy adoption, from fall 2011 to fall 2012, became necessary after changes in state expectations for mathematics. Superintendent Lynch noted that it is not feasible to establish two new major curriculum adoptions at the elementary school level, back-to-back.

In response to a question from Director Johnson about the change in math performance expectations, Superintendent Lynch stated that all districts are struggling with the same issues. He noted that if the state does not have a better process to plan and coordinate new state level initiatives, it will be increasingly more difficult for school districts to effectively implement and plan resources to meet statewide directives. Superintendent Lynch noted that this evening’s study session would provide an overview of the plan to meet the School Board’s priorities, and discussed how the District Improvement Plan and School Improvement Plans include specific measures for each of the goals. Board members noted that they would like to see the specifics on how the District measures the priorities so that they can evaluate progress.

While presenting a Venn diagram of how each initiative translates to workload at elementary, secondary, and district-wide, Superintendent Lynch displayed information about the progress of each initiative and indicated if it is a state directed or CKSD directed initiative. He discussed the elementary workload, noting that elementary staff is dealing with all content areas, as opposed to secondary staff only focusing on specific content areas within their areas of expertise. He asked the Board if any of the thirteen specified tasks for the *Advance Student Learning* initiative could be removed. He made the point that the tasks capture the Board's priorities and other important tasks, like on-line learning, will enhance CKSD education by meeting the emerging needs of students via the use of technology.

Board members discussed the progress of several items listed and how the progress is measured. Superintendent Lynch noted that items in red, indicating that much work remains, are labeled in red because the work is not yet systematized or complete. In response to questions from the Board regarding the workload at the administration level, Superintendent Lynch stated that the work of identifying where to place resources for programs occurs at the administration level. Board members discussed collaboration and sharing between schools to identify the best practices and any issues to be addressed. Executive Director of Curriculum and Instruction Dan Dizon noted that these discussions and studies are underway with staff and added that many things are happening everywhere in the District with a focus on maximizing learning for each student.

Superintendent Lynch provided a list of Board meeting and study session topics, noting that the list is a working draft. The goal is to align each topic with priorities and to reflect each topic accurately as a study session or a Board meeting. Board members discussed the possibility of visiting schools for Board meetings providing an opportunity for the surrounding community to come and see what the Board talks about. Over time, Director Greene suggested that hearing from principals, students, staff, and parents from each school would provide an opportunity to introduce their schools and discuss who they are, what is needed, and present their successes. He suggested that school specific reports could be a discussion item on the agenda topics list. Other suggestions from the Board included presentations of each School Improvement Plan, keeping the school reports PowerPoint free, and offering an opportunity for each school to volunteer to present at a time that works best. Superintendent Lynch stated that he would provide a general outline/format with a focus for the presentations to propose to the Board. Board members continued discussion about working on a schedule for these topics while leaving enough time for other pressing topics that might arise throughout the school year.

Executive Director of Business and Operations David McVicker discussed enrollment challenges with a continued decline in student enrollment and added information about the projected long-range budget implications. He stated that many variables exist in the projections, so the numbers will change over time. He discussed budget options looking into school year 2010-11 and the projected \$1.2 to \$2.3 million budget shortfall along with suggested options to mitigate the shortfall. After reviewing the spring 2009 budget recommendation for some base reductions, projected stimulus funds, and use of the Federal Contingency Reserve (FCR), he noted that the Individuals with Disabilities Education Act (IDEA) funds have limited flexibility for utilization.

Superintendent Lynch reviewed the current year (2009-10) initiatives and the draft initiatives for guiding a plan for next school year (2010-11). He stated the importance of engaging the community through communications in reviewing, building, or changing a strategic plan. He also touched on the growing importance of emergency preparedness. After introducing three discussion points for the Board (strategic planning phase II, demographic study phase II, and school configuration phase II), he noted that each of these items will impact the future of the District. The current demographics study is about four years old, and Superintendent Lynch discussed the necessity of solidifying a plan to move forward and begin the budgeting

groundwork for these items in 2010-11. He asked the Board if there are any additions to the list. Director Greene suggested discussion about levy, and if school support levies and capital project levies should be run parallel or combined, noting that with thought and planning, the District could fit them together with an eye toward easing the organizational capacity and engaging the community in items that are part of a strategic plan. He also suggested adding community engagement to the 2009-10 initiatives.

In conclusion, Superintendent Lynch confirmed, given the discussion this evening, that it is time to allocate dollars for strategic planning. He noted that the District's last strategic planning process in 2006 included retaining a consultant, adding that he would gather appropriate cost information and provide the Board with a proposal. Director Greene requested the Board have an opportunity to look at more than one model, suggested a study session or two to consider some ideas, and noted that configuration plans would need to be reviewed in relation to a strategic plan.

The Board discussed demographics, noting that the demographics study in 2006 was an update to a 2002 demographics study. Director Cathcart noted that the 2010 Census followed by some hard data would provide some insight for planning ahead.

ADJOURNMENT

6:44 p.m. – The special session adjourned.

Bruce J. Richards, President

Gregory J. Lynch, Superintendent

Kristina Schulz, Executive Assistant/Board Recorder