

**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 12, 2005

Board of Directors Present

Christy Cathcart
Carl Johnson
Lee Ann Powers
Bruce Richards
Christopher Stokke
Melissa Navarro (Student Representative)

Study Session - Governance and Operating Principles, Strategic Planning

5:00 p.m. – Superintendent Lynch welcomed those in attendance and explained that the purpose of the special session is to review and discuss the Board/ Administration Operating Principles and principles of strategic leadership in order to enhance the focus on student achievement. The study session concluded with a brief update on the strategic planning process.

Call to Order

6:30 p.m. – President Cathcart called the Regular Session to order and immediately recessed into Executive Session to review the performance of individual employees.

7:05 p.m. – The Board returned to Regular Session. President Cathcart led the Pledge of Allegiance. President Cathcart noted Director Powers was excused after the study session. President Cathcart welcomed several students from Central Kitsap High School's AP Government class.

Approval of Minutes

The Minutes of the Regular Session of September 28, 2005, were approved as presented.

Adoption of Agenda

With no changes, Director Johnson moved to adopt the Agenda, as presented. 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

Donations

Memorandum of Understanding with Olympic Educational Service District 114 for Regional Crisis Team support coordination and training

Interdistrict Agreement with North Kitsap School District for Education Services to Students with Disabilities

Interlocal Agreement with Kitsap County for the Teen Mentor Program

Takeover Agreement for the Hartford Fire Insurance Company to complete the Silverdale Stadium Synthetic Field & Track Replacement Project

Change Order No. Three (3) for the Miscellaneous Campus Improvements & Natatorium Roof Replacement Project (Drury Construction Company, Inc.)

Approval of Consent Agenda Items (continued)

Additional Services Request No. One (1) for the Central Kitsap High School WAN Room Relocation Project (Rice Fergus Miller Architecture & Planning)
Request for Final Acceptance for the Central Kitsap High School WAN Room Expansion Project, Phase 1 (Fischer General Contracting, Inc.)
Request for Final Acceptance for the Central Kitsap High School WAN Room Expansion Project, Phase 2 (Fischer General Contracting, Inc.)

Vouchers

Communications/Announcements

Appointment of new Community Finance Committee Members

Miscellaneous

Teaching and Learning

Secondary Science Study and Recommendations

General

Legislative Report

Student Senate Report

CKEA Report

CKESP Report

PTSA Report

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

- 1400, Meeting Conduct, Order of Business and Quorum

October Enrollment Report

Business and Operations

School Support Levy Discussion

Other

Next Board Meeting

Miscellaneous

APPROVAL OF CONSENT AGENDA ITEMS

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

Human Resources Agenda

New Hires - Certificated

Linda Larson – 0.6 FTE Non-Continuing Contract, Art Teacher (first semester), Esquire Hills and Silver Ridge Elementary Schools, effective September 23, 2005

New Hires - Classified

Theresa Armendariz, Paraeducator-Special Education Self-Contained, Woodlands Elementary School, effective October 3, 2005

Melissa Avery, Nutrition Assistant II, Fairview Junior High School, effective October 11, 2005

Rachelle Byrnes, Nutrition Assistant II, Olympic High School, effective October 11, 2005

Jody Gilbreath, Nutrition Assistant II, Olympic High School, effective October 11, 2005

Patricia Hedgcock, Paraeducator-Title I, Esquire Hills Elementary School, effective October 3, 2005

Karen Huston, Paraeducator-Special Education Self-Contained, Ridgetop Junior High School, effective September 29, 2005

Monica Martinez, JH Counseling Technician, Fairview Junior High School, effective October 3, 2005

New Hires - Classified (continued)

Cynthia Neubauer, Paraeducator, Ridgetop Junior High School, effective September 26, 2005

Ronda Snyder, Nutrition Assistant II, Olympic High School, effective October 19, 2005

Lisa Weisgerber, Nutrition Assistant II, Ridgetop Junior High School, effective October 11, 2005

Cathy Wolfe, Playground Assistant, Jackson Park Elementary School, effective October 5, 2005

Field Trips

1. Central Kitsap High School band students to participate in the Northwest Marching Band Circuit Contest, Eugene, OR, October 21-22, 2005
2. Olympic High School ASB representatives to attend leadership training, Cispus, Randle, WA, November 13-15, 2005

Donations

1. Brownsville Elementary School PTSA donation of \$1,419.69 to Brownsville Elementary School for a subscription for *Studies Weekly* for the 4-6th grade students (\$923.07) and AR Quizzes (\$496.62)
2. Mentor Company donation of \$1,000 to Central Kitsap High School for manual training and/or mechanical drawing facilities
3. Cougar Valley Elementary School PTA donation of \$6,000 to Cougar Valley Elementary School for purchase of outdoor game tables

Memorandum of Understanding with Olympic Educational Service District 114 for Regional Crisis Team support coordination and training, approved as presented.

Interdistrict Agreement with North Kitsap School District for Education Services to Students with Disabilities, approved as presented.

Interlocal Agreement with Kitsap County for the Teen Mentor Program, approved as presented.

Takeover Agreement for the Hartford Fire Insurance Company to complete the Silverdale Stadium Synthetic Field & Track Replacement Project, approved as presented.

Change Order No. Three (3) for the Miscellaneous Campus Improvements & Natatorium Roof Replacement Project (Drury Construction Company, Inc.), approved as presented.

Additional Services Request No. One (1) for the Central Kitsap High School WAN Room Relocation Project (Rice Fergus Miller Architecture & Planning), approved as presented.

Request for Final Acceptance for the Central Kitsap High School WAN Room Expansion Project, Phase 1 (Fischer General Contracting, Inc.), approved as presented.

Request for Final Acceptance for the Central Kitsap High School WAN Room Expansion Project, Phase 2 (Fischer General Contracting, Inc.), approved as presented.

Vouchers

General Fund Vouchers/Warrants, 59509-59719, inc.	\$929,722.34
General Fund Payroll Vouchers/Warrants, 147030-147095, inc.	\$31,407.20
Electronic Transfers	193,528.71
Total General Fund Vouchers/Warrants	\$1,154,658.25
Total Capital Projects Vouchers/Warrants, 11644-11660, inc.	\$459,317.40
Total Associated Student Body Fund Vouchers/Warrants, 36905-36956, inc.	\$66,807.65

COMMUNICATIONS/ANNOUNCEMENTS

Appointment of new Community Finance Committee Members – Executive Director of Business and Operations Paul McNeill stated he is pleased to introduce Mr. Randy Biegenwald as a recommended member of the Community Finance Committee. Mr. Biegenwald is an active member of the community, is a CPA by profession, and has participated in a number of community service activities. Mr. McNeill stated Mr. Gregory Hunt, the other recommended member of the Community Finance Committee, is unable to attend tonight's meeting. He briefly shared Mr. Hunt's background and interest in serving on the committee.

Director Richards moved to appoint the recommended candidates to the Community Finance Committee, as presented. Director Stokke seconded the motion. Voice vote was called, and the Chair declared the motion carried.

Miscellaneous – Executive Director for Human Resources Bruce Hobert announced Cottonwood Elementary school teacher Gail Smith, the ESD Regional Teacher of the Year, will join the other eight regional representatives at the Seattle Museum of Flight at Boeing Field on Tuesday, October 18. State Superintendent Dr. Terry Bergeson will reveal the name of the 2006 Washington State Teacher of the Year during a news conference beginning at 10:00 a.m.

Executive Director of Secondary Teaching and Learning Julie Goldsmith announced an upcoming Parent's Night for parents of 9th and 10th grade students on October 25 from 6:30 p.m.-7:30 p.m. at Central Kitsap High School. The event is designed to share information with parents about the new graduation requirements and the local plans to help make the diploma more meaningful to every student. The District received a grant from the Partnership For Learning to support efforts to inform parents and students throughout the District. Ms. Goldsmith invited Board members to attend the event. She noted additional information will be shared throughout the school year, particularly during spring registration.

President Cathcart acknowledged receipt of correspondence from the Tuke family and the Central Kitsap Fire and Rescue.

TEACHING AND LEARNING

Secondary Science Study and Recommendations – Executive Director for Curriculum and Instruction Dr. Janell Newman introduced Tara Richerson, secondary science liaison, who is assisting with the transition to provide a science curriculum that will help students meet the science standards. Ms. Richerson thanked the Board for the opportunity to share the preliminary recommendations. She acknowledged members of the science committee who were present at the meeting. Ms. Richerson provided a brief update on the science curriculum offerings at grades 7, 8, and 9. Not every school provides a yearlong science class, due in part to physical plant issues. Programs are also different because of the lack of a standardized science curriculum and because course descriptions are determined by each school.

Ms. Richerson noted the science standards were published in January 2005. Beginning with the class of 2010 (this year's eighth graders), students must meet the standards in science at Grade 10 in order to earn a diploma. Ms. Richerson stated a group of science staff began meeting last school year to determine preliminary alignment with the grade level expectations (GLE's) for each grade level in current courses and with current instructional materials. The next steps include developing common courses and course descriptions, preparing for the instructional materials adoption in 2006, and planning for facilities upgrades at Fairview and Central Kitsap Junior High schools. Director of Construction, Facilities, and Maintenance Richard Best noted funds have been allocated to do configuration changes in the classroom areas and provide more lab space. The design work will begin soon. Director Richards asked if the intent of these upgrades is to be able to offer year-round science classes at these schools. Mr. Best concurred,

and said classrooms will be ready to go by fall 2006. He noted Dr. Newman and Ms. Richerson were instrumental in apprising him of the issue in time to ensure the funds were allocated. Ms. Richerson concluded her presentation by noting that science staffing at CKJH and FVJH will increase after the facility upgrades, while staffing for elective courses will decrease, including science electives. In response to Director Stokke's question, Dr. Newman stated the course changes would come to the Board in December for approval. She noted the anticipated increase in each school's science staff is 1.5 FTE. President Cathcart thanked Ms. Richerson for her report.

GENERAL

Legislative Report – Director Richards reminded Board members that the Washington State School Directors Association Conference is next month, November 17-19, in Seattle. He noted the National School Boards Association conference has been moved from New Orleans to Chicago. The conference is scheduled for April 2006.

Student Senate Report – Student Representative Melissa Navarro reported the Senators elected a chairperson, secretary, and sergeant-at-arms at their last meeting. Senators discussed the Leadership Summit and *CK Super Saturday* and decided that the Student Senate will be responsible for *CK Super Saturday* next spring. Senators stated they also wanted to be involved in the School Support Levy campaign to encourage voter turnout.

CKEA Report – CKEA President Kathy LeTourneau stated she is very pleased with Ms. Gail Smith's recognition as a Regional Teacher of the Year.

CKESP Report – CKESP President Sue Watson stated this week is National School Lunch Week. She acknowledged with appreciation the District's food service staff for their efforts to provide nutritious meals for students and staff.

PTSA Report – PTSA President Monika Scotti reported the PTA Membership Drive ends Oct 25. The goal this year was to exceed last year's membership by five new members, and some schools have met their goal. She announced the PTSA Winter Bazaar is November 19 at Ridgetop Junior High School, from 9:00 a.m. – 3:00 p.m.

Second Reading and Adoption of Revised School Board Policy, as listed: 1400, Meeting Conduct, Order of Business and Quorum – President Cathcart explained the Board's process for approving changes to the School Board Policy Manual. Director Johnson moved approval of Second Reading and Adoption of Revised School Board Policy, as listed. Director Richards seconded the motion. Voice vote was called, and the Chair declared the motion carried.

October Enrollment Report – Executive Director of Business and Operations Paul McNeill stated that while the October enrollment is up 140 FTE, the elementary enrollment remains low. The net effect is approximately 10 FTE under budget.

BUSINESS AND OPERATIONS

School Support Levy Discussion – Executive Director of Business and Operations Paul McNeill provided a brief review of a presentation to the Board on March 9, 2005, by Gary Powell that identified the declining revenue trends over the last 4 years that have affected CK as well as several other Puget Sound area school districts. The impact to CK has been a \$2.3 million loss in state revenue during this period. He listed several factors that affect the planning for a levy election, including enrollment, rising fixed costs, rising costs in special education and transportation, and rising employee health care costs. Mr. McNeill shared information on the 2005 and 2006 levy revenues and rates, a comparison of levy rates from surrounding districts, and the qualification rate to remain eligible for Federal Heavy Impact Aid funding.

Mr. McNeill stated the levy represents 23% of the General Fund revenue—levy revenue, matching state funding, and federal heavy impact aid. Without a levy, the District loses the matching state funding and does not qualify for federal heavy impact aid. He reviewed some planning assumptions for consideration, such as a continuing decline in enrollment, no change in federal or state funding, continuing growth in non-discretionary expenditures, economy remaining relatively stable, increasing property values, unfunded federal or state education mandates, and maintaining a \$3 million reserve. Director Johnson asked if the enrollment decline is anticipated to be significant or modest. Superintendent Lynch stated projections are for a moderate decline until 2018. Mr. McNeill noted that the state assumes that when the enrollment declines, expenditures drop as well. Community Finance Committee member Mr. Biegenwald added that he believes property values will go flat over the next few months and suggested the District factor in zero growth in property values for the life of the levy. Mr. McNeill noted the projections over the next 4 years would need to identify costs in broad categories. The Community Finance Committee will meet next week to review some proposals. He stated he will bring a recommendation for a levy rate and approval of a plan of action to the Board at its meeting on October 26.

During discussion, Mr. McNeill explained the purpose of block grants and also shared some examples of increased fixed costs that individually are manageable but as a whole have a major impact on the District's budget.

Superintendent Lynch shared the data from the recent scientific survey of voters who live in the Central Kitsap School District. The data show that 66% of those surveyed gave the District an A or B grade. That rose to 79% when parents of students were asked to grade the District. He showed a comparison of CK voters' responses with those of voters statewide who participated in a similar survey in August that the same firm conducted. Respondents (70%) also think the District does a good job informing the community about what is happening in the schools. Voters (77%) were positive about renewing the current levy at the current rate for another 4 years, including half of those age 55 and older (51% strongly favor). Superintendent Lynch stated information sources are important in ensuring the community is informed about school district issues. Director Richards said the staff really made a difference in supporting the last levy, and staff and student assistance is needed this time. Superintendent Lynch noted the survey revealed 92% of voters think it is very or somewhat important that the levy allows the District to qualify for additional state and federal matching funds. He concluded his presentation with survey data relative to the recent Capital Projects Levy that showed people did not want higher taxes and they did not have clear information about where the money would be spent. He noted that because District staff do a great job in maintaining aging infrastructures, their work masks the actual challenges in those buildings for the public. Superintendent Lynch acknowledged the outstanding work of teachers and staff who are dedicated to ensuring children have what they need for a quality education.

OTHER

Next Board Meeting—President Cathcart announced the next regular Board meeting will be held at the *Central Kitsap School District Administration Center Board Room* on Wednesday, October 26, 2005.

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

Miscellaneous—Director Stokke announced the Linder Board is participating in a Welcome to Kitsap event at the Pavilion on October 22, from 11:00 a.m. to 5:00 p.m. The Linder Putt for Education fundraiser is scheduled for November 10 from 5:30-7:30 p.m. at the Red Lion Hotel.

Director Stokke reported on recent discussions at the Central Kitsap Citizens for Quality Education (CKCQE) meetings regarding fundraising and communications. He asked the Board to contact him or Superintendent Lynch if they were interested in hosting a neighborhood gathering to discuss the upcoming levy. Director Stokke stated CKCQE would welcome a student to attend the CKCQE meetings.

ADJOURNMENT

The meeting adjourned at 8:31 p.m.

Christy B. Cathcart, President

Gregory J. Lynch, Superintendent

Mary Ann Wright, Executive Assistant/Board Recorder