

**North Kitsap School District #400
Regular Meeting of the Board of Directors
October 23, 2014
Wolfe Elementary School
27089 Highland Road NE
Kingston, WA 98346**

MINUTES

Board Members

Scott Henden, Vice President

Beth Worthington, Director

Cindy Webster-Martinson, Director

Bill Webb, Director

Patty Page, Superintendent

Kori Henry, Recording Secretary

1. Call to Order 5:15 p.m.

2. Study Session- School Board Evaluation

- Discussed OPMA compliance with the Board of Directors and the School District's Attorney. The discussion included the number of Board members that constitute a quorum, what would constitute a rolling meeting, and questions about committees. (See attached questions regarding OPMA)
- Discussed the Superintendent's role as the Board secretary as well as communication between the individual Board members and the Superintendent.
- Discuss the Superintendent's evaluation and the process to create the evaluation form and tool.
- Discussion about Guidelines and decorum amongst the Board and the need to have further discussion on a future agenda.
- Discussed the Board works together as a whole and how they represent the citizens that elected them.

The regular meeting convened at 6:10 p. m.

3. Pledge of Allegiance led by Wolfe Students along with a short presentation.

4. Agenda Changes

Remove agenda item 8.1.6 and add to agenda item 8.4 for discussion. Agenda item 9.1.6 Strategic Plan will be moved up to agenda item 9.1.1.

5. Election of Board President

Cindy Webster-Martinson nominates Bill Webb as Board President.

Bill Webb accepts the nomination of president.

Roll Call vote: The Board unanimously approves the nomination of Bill Webb as president.

6. Secondary School Improvement Plans (SIP's) (40 minutes)

Kingston High School:

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Goal 1: Increase the 4 year on-time cohort graduation rate from 76.2% (80% adj.) to 85%. Supporting activities include: weekly tracking of seniors in jeopardy, weekly student meetings and goal setting through senior intervention outreach, collection of evidence classes in both Math and English Language Art, credit recovery classes offered during the school day, tutorial Tuesday and Thursday, Buccaneer Athletic Study Hall, Native American Education Program support, and English Language Learner support.

Goal 2: Increase the number of students meeting proficiency on the 10th grade Math assessment from 83.3% to 85%. Supporting activities include: level 2 &3 students identified for placement in math intensive tutorial, student with D's and F's identified for placement in math intensive tutorial, EOC "Bootcamp" prior to EOC exam, flexible grouping in Tier 1 core instruction, and Pacing per OSPI transition plan. Some students are lacking skills, others are lacking engagement and interest and each take a different type of intervention. Some students face emotional and families issues that make it difficult to progress. One size fits all does not work and is not effective. Advanced Placement courses are being expanded to challenge the students.

North Kitsap High School:

Goal 1: Increase the 4-year on-time cohort calculated graduation rate from 83% to 86%. Supporting activities include: tutorial intervention that targets specific student groups and provides intervention and enrichment outside traditional class periods, technology resources including computer labs, access to e-books, audio books, and library resources, extended learning opportunities before school, after school, and during lunches, PLC teams analyze and triangulate student data to plan for interventions and enrichment, and professional development will target continued growth in data analysis, develop and use a common assessments, and classroom based differentiation strategies. The ASB Student is assisting with peer tutoring in the library.

Goal 2: Increase the number of students meeting proficiency on the 10th grade Math assessment from 82.5% to 85%. Action will include grade level teams working as Professional Learning Communities to analyze data from common grade level math assessments to identify student needs, and design targeted instruction, interventions, and enrichment. Subject level teams will meet during early release days to address the four critical questions in order to meet the academic needs of all students. Our mission is a rigorous learning environment. Two new 9th grade courses were added to curriculum and offered the PSAT to connect our services to updated models. Alternate Learning Experience program options are important for student success.

PAL K-8:

Goal 1: Increase student achievement for each student in Parent Assisted Learning K-8 as documented on individual student learning plans. The amount of growth and which measurers will be used are decided on an individual basis. Action will include all students with parental participation will make individual growth goals on their student learning plans this year, and monitoring of student's progress will take place during monthly meetings.

Goal 2: Explore 9-12 Parent Assisted Learning program offerings by piloting online classes. Action will include a pilot Biology online course 1st semester through APEX to decide whether to offer more online courses 2nd semester of this school year. The students are evaluated monthly.

Kingston Middle School:

Goal 1: English Language Arts: Kingston Middle School will increase the number of students' who are at or above benchmark on the STAR Reading Assessment. The amount of increase for

each grade level will be determined through the SMART goal process. Actions will include students identified as Urgent Intervention, Intervention, and On Watch are placed in a leveled reading intervention and monitored, all students use CORE intervention time to focus on reading, interventions use the following programs to accelerate students; Success Maker, Word Lab, Spelling City, and direct instruction, and Professional Learning Communities will work in subject area/grade level teams to analyze data from STAR and common assessments. Tier 1 is currently in the high teen that needs additional support. The STAR test is administered five times per year.

Goal 2: Math: increase the number of students who are at or above benchmark on STAR Math Assessment. The amount of increase for each grade level will be determined through the SMART goal process. Actions will include Students identified as Urgent Intervention, Intervention, or On Watch will be placed in leveled math intervention and be monitored, all students use CORE intervention time to focus on reading, which supports math, interventions use the following programs to accelerate students: Pre teaching/re-teaching, Math Whizz, Math classes will use a combination of Holt Math and Engage NY curriculum as basis for instruction, and Professional Learning Communities will work in subject area/grade level teams to analyze data from STAR and common assessments. 30% of our students are in advanced math classes. Last year 81% of the 8th graders were efficient in Science. The goal is 80% of students being proficient in Math.

Poulsbo Middle School:

Goal 1: English/Language Arts: increase the number of students who are at or above benchmark on the STAR Reading Assessment. The amount of increase for each grade level will be determined through the SMART goal process. Action includes students identified as Urgent Intervention, Intervention, and On Watch are placed in a leveled intervention, and grade-level interventions, and monitored by our Learning Specialist and Counselors. Interventions use the following programs to accelerate students: Willson/Rewards spelling program, Orton-Gilliam phonics instruction, and adjusted pacing/homework. Students are identified and monitored using STAR tests, current grades, MSP scores, and teacher input Professional Learning Communities work in subject area/grade level teams to analyze data from STAR and common assessments.

Goal 2: Math: increase the number of students who are at or above benchmark on STAR Math Assessment. The amount of increase for each grade level will be determined through the SMART goal process. Action includes students identified as Urgent Intervention, Intervention, and On Watch are placed in a leveled intervention, and grade-level interventions, and monitored by our Learning Specialist and Counselors. Interventions use the following programs to accelerate students: Pre-teaching/re-teaching, adjusted pacing/homework, manipulatives, engage New Your curriculum and bilingual resources, Math Whizz, focusing on 80% mastery level.

7. Communications

7.1 Superintendent Comments- Chris Willits

Thank you Principal's for your reports. I am filling in for Patty Page. She has had a recent surgery and is recovering but is still in contact with all of us. She is getting better and sends her regards to everyone.

Cindy Webster-Martinson read the Bus Safety Week proclamation that was received from the State. A few facts were discussed regarding bus safety.

7.2 Public Comments

Loretta Byrnes will be speaking before the Strategic Plan topic and Suzi Crosby will be speaking before the class size report.

7.3 Student Representatives

Miriam Zakerman: Is the ASB co-president. On September 27th the Band took 2nd place at the Autumn Festival in Leavenworth. We had new bleachers installed over the summer and they are so nice. We will be holding a Veteran's Day assembly and sharing a speaker with Kingston Middle School. I have been part of the Honor Society for the past four years and we are also involved in the food drive and will be adopting a family for the holidays. Cross Country and Boys Tennis are moving on to Districts.

Jack Larson: Is the ASB co-president. Homecoming was a smash hit and our football team won their game. The pep assembly was the best we've ever had. We are holding a food drive through December 12th. We will be collecting food at several of the local stores. I have been involved in Interact all four years and we are selling items at the Haunted Kitsap Fairgrounds and the funds will go toward eco-toilets in Africa and we have raised approx. \$700 so far.

7.4 Legislative Report- Beth Worthington

The Legislative Roundtable will be held November 6, 2014. I was able to attend a meeting at the ESD with Christine Rolfes regarding how the 24 credit graduation changes will affect "At Risk" students. There is a video available on the State Board of Education website that explains the 24 credit graduation well. I encourage everyone to watch the video. Christine Rolfes was interested in gather more information from each of the school. I shared with her our graduation data and the fact that we had 55 students not graduate. She was interested in finding out how many students graduated with 24 credits. A few of the school had the data and share it was approximately 30-40% of the students are graduating with 24 credits. Georgetown University has done some studies regarding graduation. In our District we do not really offer an alternative learning program but Bremerton and a few other districts do offer these programs. We are not serving these students at all. The legislative proposal that we presented to WSSDA was prioritized and ended up ranking 56%, which was pretty good.

7.5 Board Comments

Scott Henden: No comments.

Cindy Webster-Martinson: I would like to say that I am happy to be on this Board. It is challenging but I am constantly learning through regular Board work, training and conferences. I enjoy working with fellow Board members, Patty, Chris, Kori and the Cabinet. No person, group, or organization is perfect, but I believe that we have a hardworking dedicated crew and staff here in North Kitsap that we can be proud of. During the last couple weeks I attended two important meetings. On Saturday, October 11th, I attended the WSSDA Director Area 4 Regional meeting. Greg Lynch, Superintendent of OESD 114, provided a regional board member orientation of OESD services. JoLynn Berge provided an OSPI update regarding the waiver loss, Common Core state standards, testing, TPEP, and the McCleary decision. Quillayute Valley School District presented Lessons Learned Passing a School Bond. Policies and Procedures for Student Representatives to the Board of Directors were also presented. Finally, a history

of federal land grants and Forest Board Transfer Lands and Their Fiscal Role with Junior Taxing Districts (City of Forks, 2014) were presented. On Monday, October 20th, I attended the School Safety and Security kick off meeting at OESD 114. Key points discussed were: synchronization of services, school access balancing convenience vs. security, the importance of having a plan that has been thoughtfully prepared and have a backup plan, guns in the schools for safety. Top issues by table groups were: lack of training, funding, and resources; consistent response process, facilities challenges, and plans for violent incidents. Greg Lynch also emphasized that he is willing to help superintendents and school boards in any way he can. The next meeting is **November 4, 2014, 1:30-3:30 pm, OESD 114, Room 202.**

Bill Webb: I have had a lot of discussions about the highly capable program and did a little homework. I spoke with several teachers about the learning gap, needs, and issues around these students. I heard from the teachers there were 43 students out of a total of 80 kids that were being underserved because they were spending more time with the students at or below grade level. We need to spend more time with these kids. If you don't have post-secondary education or a plan after graduation you are not going to be able to get a job. We need to make sure we are preparing our kids. As we go through the strategic plan process we need to look at this. My thoughts and prayers are with our Superintendent. I hope she is able to get back quickly.

8. Action

8.1 Consent Agenda

Cindy Webster Martinson makes a motion to accept the consent agenda items 8.1.1 8.1.5 and 8.1.7 through 8.1.12 Scott Henden seconds the motion. The motion was passed unanimously. Item 8.1.7 was removed from the consent agenda and added to action item 8.4.

8.1.1 The regular meeting minutes of October 9, 2014 were approved by the Board as written.

8.1.2 General Fund Vouchers 110069-110166 and Payroll through October 15, 2014 in the amount of \$764,279.05 Capital Project Fund vouchers 2086-2087 in the amount of \$37,228.12 and ASB Fund Vouchers 42743-42764 in the amount of \$50,187.49 were approved by the Board.

8.1.3 Personnel Recommendations were approved by the Board as recommended.

8.1.4 Donations were received from the Suquamish PTSA in the amount of \$6,000 to fund the Meaningful Work salaries, Suquamish PTSA in the amount of \$5,000 to fund Staff Supplies, Suquamish PTSA in the amount of \$5,000 to fund technology, and Richard Gordon PTSA in the amount of \$17,751 which is to be used for Assemblies \$2,500, AR Program \$1,000, Emergency/Fieldtrip \$225, IXL Math \$1,250, Library \$2,000, Accelerated Math \$1,300, Math Worksheets Website \$250, Music Program \$1,000, PE Teacher \$1,000, and 23 computers for teachers \$7,226 were approved by the Board as recommended.

8.1.5 Resolution 10-2-14 and Policy 5409 Unpaid Holiday for Reason of Faith or Conscience was approved and adopted by the Board as recommended.

- 8.1.6** Policy 2337 Disability History Month was removed from the consent agenda and added to action item 8.4.
- 8.1.7** Interagency Agreement Extension with Kitsap Community Resources Head Start for Facility Use and Utilities was approved by the Board as recommended.
- 8.1.8** Interagency Agreement with the Suquamish Tribe Early Learning Center was approved by the Board as recommended.
- 8.1.9** Interagency Agreement with the Kitsap Community Resources Learning and Family Services for testing and services was approved by the Board as recommended.
- 8.1.10** North Kitsap Schools Foundation Grant Application for KMS was approved by the Board as written.
- 8.1.11** Resolution 10-3-14 moves Rolling Reader STAR College Grant Program funds from Private Party Trust Fund to General Fund and has been adopted by the Board as written and recommended.
- 8.1.12** Resolution 10-4-14 moves invested private donation money from Private Party Trust Fund to ASB Fund and has been adopted by the Board as written and recommended.

8.2 Memorandum of Understanding with OESD 114 for Science Education- Rachel Davenport

This is a new Memorandum of Understanding between the Olympic Educational Service District 114 and the North Kitsap School District to provide Science Education Professional Development Specialist for training Science teachers for 20 days from October 2, 2014 to June 30, 2015.

Cindy Webster-Martinson made a motion to accept the Memorandum of Understanding with OESD 114 for Science Education. Beth Worthington seconds the motion. The motion was discussed, voted on and approved by the Board unanimously.

8.3 Facility Fees- Dave Dyess

One of the user groups raised a concern about the increase of user fees from the previous year. The discussion was whether the Board wanted a user fee schedule that makes it cost neutral for the district or does the Board want to change the fees to work with the local groups so that it is cost effective for them to use the facilities. The Board asked for the true costs for the use of the facilities. The comparison was updated and other district user fee schedules were added. Bredablik was the basis of the user fees that were created. Cost factors include utilities (sewer/water), janitorial services, and HVAC. The cost comparison supports the new user fee schedule. The use of pods would create some common grounds and would not have as many of these costs associated with use. Fees invoiced for use by these groups last year was \$128,131.

Beth Worthington made a motion to grandfather the groups including Girl Scout Troops 1010, 41134, 483, Daisy, 426, and 7, Foreign Language PES A, B, VES, GES, and Cub Scout Pack VES A, VES B, VES C, and VES D that were impacted by the increased fees to the 2013/2014 rates. Cindy Webster-Martinson seconds the motion. The motion was amended to grandfather the rates for a one year period. The motion was discussed, voted on. The vote of the Board was Beth Worthington aye, Cindy Webster-Martinson aye, Bill Webb aye, and Scott Henden nay. The motion was carried with a three to one vote in favor of the motion.

Add an agenda item to discuss non-payment of user fees.

- 8.4** Policy 2337 Disability History Month was removed from the consent agenda and added to action item 8.4 for discussion.

Scott Henden made a motion to remove item 8.4 from the consent agenda until the Superintendent or designee creates a procedure for this policy. Bill Webb seconds the motion. The motion was discussed, and voted on. The vote was Scott aye, Bill Webb nay, Cindy Webster-Martinson nay, Beth Worthington nay. The motion was not carried forward.

Cindy Webster-Martinson made a motion to approve the policy as written and Beth Worthington seconds the motion. The motion was discussed, and voted on. The vote on the motion was Cindy Webster-Martinson aye, Beth Worthington aye, Bill Webb aye, and Scott Henden nay. The motion was carried with a vote of three to one in favor of the motion.

9. Management

9.1 Reports

Loretta Byrnes made **public comments** regarding the board meetings being cruel punishment, and the need to find a way to communicate effectively. She worked overseas developing strategic plans, and with the Bill Gates Foundation on projects. She was trained to develop strategic plans. It is an art and a science. You cannot have that many goals. She cannot figure out what the goals are and what the steps are to complete them. The SIP plans are understandable but I don't know what several of the acronyms stand for. To improve graduation rates you need to be able to share this plan with the parents.

9.1.1 Strategic Plan Update – Superintendent Page

I. Success for All Students

- A SMART goal has been drafted for goal 1.1.1, but is still undergoing revision based on input from stakeholders. Scope, goals, membership, meeting dates and topics have been set for the English Language Arts review committee. Activities relating to this goal area will be ongoing between 2014 and 2019.
- A SMART goal has been drafted for goal 2.2, and has received some revision based on stakeholder input. The SMART goal is serving as the working guide for the teams involved with this goal. Each PLC in the

district has completed a self-assessment. Data from this assessment will be analyzed by principals to inform professional learning efforts.

- Five SMART goals have been identified to achieve Strategic Goal 3.1. The SMART goals encompass more fully developed recruitment, training, and testing strategies for classified and certificated staff than are currently in place in our district. The goals are designed to establish and utilize networking strategies that will help the district be successful in hiring candidates into high need content and program areas in both classified and certificated positions. The goals focus as well on prioritizing candidates who possess skills and abilities beyond the positions they are applying for to allow our district to better respond to current and future staffing needs. The emphasis of each SMART goal is to increase on the job effectiveness for all staff recruited and hired to ensure the best learning environments possible for students. The HR team will continue to develop strategies and actions to implement these goals.
- STAR and DIBELS assessments have been administered successfully at all schools for goal 5.1. Teachers and administrators are accessing and analyzing the data. Next steps involve drafting of a SMART goal relating to ensuring that data from universal screeners is being used to inform instruction at the building and classroom level.

II. Stakeholder Support and Satisfaction

- Superintendent Page has met with Jenn Markaryan, our Community Relations and Communication Coordinator for goal 1.1. Jenn will form a small committee, including staff and community to examine existing data, including the Back to School survey and draft SMART goals.

III. Effective & Efficient Operations

- The Director of Finance, Business, and Operations Paula Bailey has worked with department directors on goal 2.1. SMART goals are being developed to address preventative maintenance, including equipment and technology replacement.
- Director of Finance, Business, and Operations Paula Bailey has worked with department directors on goal 3.1. SMART goals are being developed to address risk management, safety, public facilities use and reporting, energy use/conservation, financial tracking, and reporting inventory.

9.1.2 Budget Status Report, September- Paula Bailey

The expenditures in September were lower than budgeted. State funding for September through December is paid by the state based on budget, with any adjustment due to enrollment occurring in January. Variances in revenues are due to local and grant revenues. Actual expenditures year to date are \$4,483,940, budgeted expenditures year to date are \$4,792,832 a difference of (\$308,892). Actual revenues year to date are \$4,397,173, budgeted revenues year to date are \$4,181,363, a difference of \$215,810. September's enrollment indicates 30.4 FTE less than budget for the year. Funding is based on annual average, and state apportionment is distributed on budgeted enrollment through December. Adjustments to apportionment will be made in January, based on the actual annual average enrollment.

9.1.3 ALE Program Update – Patricia Moore

Our district offers two categories of ALE; a parent partnership program and contract based learning. The K-8 program is a parent partnership, and the 9-12 program is a contract based learning. Last year was the first year the K-12 program was located on the KMS campus under the supervision of a building assistant principal. Current FTE enrollment is K-8 PAL: 22.58, KHS 9-12: 15.38. Outside of staffing, PAL has \$8,000 to spend on materials, supplies, and operating costs (MSOC's). A portion of those funds will go to purchase of site licenses for Math Whiz, APEX (for the pilot of one Biology course) and Clubs and Activities contracts for the K-5 block classes.

9.1.4 McKinney-Vento Update – Patricia Moore

The McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. The school district is guided by Policy 3115 and 3115P. The act provides students with school access, stability, and support of academic success. Students qualify for services by lacking a fixed, regular adequate nighttime residence. Number of Homeless Students by Schools: Gordon 6, Pearson 8, Poulsbo 7, Suquamish 21, Vinland 18, Wolfle 6, KMS 12, PMS 10, KHS 11, NKHS 9, Special Programs 1, for a total of 109 for 2013/2014 and 67 students currently. Each school has a designated McKinney-Vento point of contact that helps identify eligible students and provides other necessary support. Any cost incurred in supporting McKinney-Vento students comes from the district budget as this federal act is an unfunded mandate. The district will continue to pursue grant funding to support this program, and plan specific outreach activities for families experiencing homelessness.

The Board would like the testing data reviewed for accuracy.

9.1.5 Class Size Report – Brenda Ward, Jeff Sweeney

Suzi Crosby made public comments on elementary class sizes and had concerns that 12% of our classes are in overload. Vinland has the highest numbers and 1 in 5 classrooms are in overload. The school board has been asking for this data since summer, it took an entire quarter to provide the data to the board. The suggestion is to start getting reports this winter then the Principals start planning class sizes, and to get periodic reports up to and after the start of the new school year.

Elementary: Gordon's 5th grade classes both exceed the maximum class size, and have a total of 438 students. Pearson has a total of 322 students and has no classes over maximum class size. Poulsbo has a first grade class and two fourth grade classes over the maximum class size, and has a total of 543 students. Suquamish has one 5th grade class over maximum class size, and has a total of 377 students. Vinland's first grade class is over maximum class size, and has a total of 587 students. Wolfle's third grade class is over maximum class size and has a total of 330 students. Last year there were 23 classes in overload, this year there is 12. There is a plan for the classes in overload to support learning.

Secondary: Several of the secondary classes are smaller than previous years. This year class overload is at 8%.

9.1.6 3000 Series Policies for Review- Brenda Ward/Patricia Moore

Brenda Ward, Patricia Moore, and Bill Webb reviewed the 3000 series policies. It includes the current policies, the policy changes that WSSDA recommends, and new or suspended policies.

The review will begin with 3205.

Move to the November 3rd special meeting agenda for review.

10. Agenda Planning

Add Board evaluation to the November 13th agenda for discussion. Add Board evaluation as an action item to the November 3rd special meeting agenda.

The meeting recessed at pm

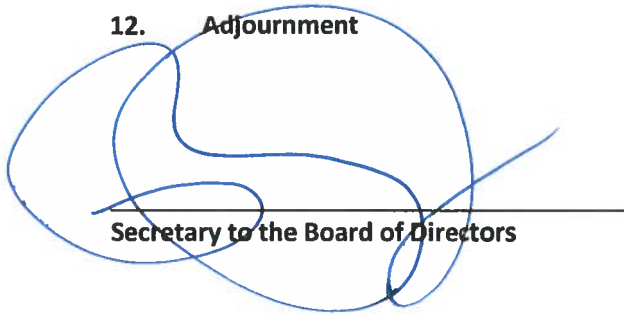
11. Executive Session: There will be an executive session to discuss personnel complaints, and contract negotiations for approximately 30 minutes. No decisions will be made.

Close the public session and open the executive session at 10:45p.m.

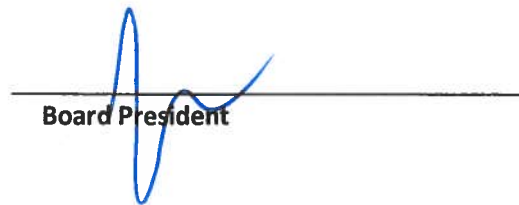
Bill Webb made a motion to adjourn the meeting Cindy Webster- Martinson seconds the motion and the meeting was adjourned.

The regular meeting adjourned at 11:15p.m.

12. Adjournment



Secretary to the Board of Directors



Board President

The spirit of OPMA

After e-mail and talking with Nancy Krier the Assistant Attorney General for Open Government I believe that we have violated the intent and spirit of OPMA. I am not a authority here but have tried to ask the questions of Ms. Krier to clear up for me what I saw. She is willing to talk with our attorney as well. Here is what I understand.

*If we meet with Superintendent Page we should not tell or indicate how we are going to vote on a issue. We cannot have separate conversations about the same issue with her.

*We cannot vote in executive session.

* A committee of two board is not able to meet for a process without OMPA applying.

* Two board members can meet to talk about a issue as long as it does not roll into three.

*We cannot collaborate in executive session on making and seconding motions.

* To me it is clear that we cannot use Superintendent Page as a conduit for our input into her evaluations.

* Less clear but still concerning is how we can have a staff process like the Strategic Plan that will have impacts to the district and have 90% outside of public view. Does it apply?

Most of us are not us to operating our business with OPMA. It is new to me .I hope you will help me to comply with the spirit and rule of OPMA. Trust in our community depends on it.

Best Regards,

Scott