



Superintendents Administrative Council Minutes

November 6, 2009 8:30 a.m. - 11:20 a.m.

Participating Members present:

Supt. Flip Herndon – Bremerton School District
Supt. Richard Jones – North Kitsap School District
Supt. David LaRose – South Kitsap School District

Representatives and Associate Members present:

Supt. Faith Chapel – Bainbridge Island
Supt. Walt Bigby – ESD 114
Mary Garguile – Olympic College
Amy Hatfield – Olympic College
Richard MacLennan – Olympic College
Bryan Watland – PSNS , Apprentice Program

Participating and Associate Members absent:

Supt. Greg Lynch – Central School District
Supt. David Peterson – North Mason School District
Supt. Terry Bouck – Peninsula School District
Supt. David Anderson - Quilcene School District

I. Call To Order – Agenda Overview

Meeting was called to order at 9:45 a.m. by Lillian Hunter. Director Hunter stated the need for formalizing the WST Administrative Council meetings given the scope and duty of the Council. She would chair this meeting, but asked that the Council select a member to chair future meetings.

Council meeting followed the “Skills Center 101” session attended by superintendents, district administrators, building administrators, and counselors. (overview attached.)

II. Enrollment

Enrollments by reviewed: overall WST; program enrollment; enrollment by sending school, and historical enrollment comparisons. FTE concerns, increasing enrollment, building capacity, and historical data were discussed.

Dr. Bigby commented on the increase in the WST student enrollment over the years as a positive and asked what was the target enrollment. Dir. Hunter responded that the goal was 700 plus and an increase in evening classes and partnerships with Bates and O.C.

III. Special Education Enrollment

Supt. LaRose voiced concern in regards to the high percentage of Special Education students attending WST compared to the state Skills Centers’ average. He suggested that we have a report developed that would show the percentage of Special Education students attending the district school and the percentage sent to WST. Dir. Hunter acknowledged the request and will have a reports created to include gender breakdown, follow up information, and grade levels. Dir. Hunter also commented the State was also compiling information in regards to the same data collection

- Marketing WST was discussed
 - ◇ Motivating factors to attend
 - ◇ Target population
 - ◇ What is the student division and how is it developed
 - ◇ Supt. Herndon add that WST staff should know their students counselors to help in the promoting of WST
 - ◇ Supt. Bigby asked how the decrease in Nurses in the region was being addressed. Suggested an exploratory program for RN program
 - ◆ Dir. Hunter commented that we currently have a Professional Medical program aligned to meet some of the needs in regards to the decrease in CNA’s / Registered Nurses. Dir. Hunter stated we have received a competitive grant specifically to enhance our Medical program.

Administrative Council

Participating Members

Supt. Flip Herndon -
Bremerton School District
Supt. Gregory Lynch -
Central Kitsap School District
Supt. Richard Jones -
North Kitsap School District
Supt. David Peterson-
North Mason School District
Supt. Terry Bouck -
Peninsula School District
Supt. David LaRose -
South Kitsap School District

Associate Members

Supt. Faith Chapel -
Bainbridge Island
Supt. David Anderson -
Quilcene School District
ESD 114 and Olympic College

Representatives

Supt. Walt Bigby -
ESD 114
Mary Garguile -
Olympic College VP Instructions
Dr. Richard MacLennan -
Olympic College VP Instructions

Administrative Director

Director Lillian Hunter

West Sound Tech
101 National Ave North
Bremerton WA 98312
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WST A DIFFERENT WAY TO DO HIGH
SCHOOL

IV. Curriculum/Tech Prep Update

Amy Hatfield from Workforce Development – commented on the articulated programs that WST currently had Cosmetology, Early Childhood, Welding, and Culinary Arts. She spoke to the needs to update the articulations with Public Safety, Academy of Finance and the total reevaluation of Natural Recourses.

Dir. Hunter commented on her recent meeting with the Vice Pres. of Instruction with Bates Technical College. She noted that Bates was currently revamping all of their curricula to move from clock hours to credit hours for purposes of alignment with Universities. The timing is good to pursue WST/Bates articulations: proposed target is to align 12 of the 16 WST with Bates by end of school year. Hunter stated the Instructors of WST are on board and have begun the early work on syllabi.

Ms Hatfield mentioned the Articulation Event on Dec.2 from 4:30 – 7pm @ OC Bremerton, targeting Culinary Arts and Accounting plus the Dec. 3 event for Counselors regarding offering Certificates

Supt. Bigby questioned the move of OC to a 4 year and the impact on the high school population. Possible incorporations of programs i.e. Green/ Wind engineering, electronics, engineering and design, medical accreditation – VP of Instr. Garguile commented that OC is in the process of partnering with WSU to include Human Recourses, Medical, Business, and Mechanical Engineering.

V. Accountability Indicators

Per the request of Superintendent Lynch – Director Hunter presented the draft of accountability indicators for use of program effectiveness and viability. The document was prepared in collaboration with other Skills Centers.

Program effectiveness was discussed including

- A.Meeting the demands and standards of the job market; if not possible termination of program
- B.Working with Industry and Union Representatives (Advisory Committees) to assess program effectiveness and instructional needs
- O Supt. Jones / Supt. Herndon both comment on working with the high schools so programs were not duplicated
 - A.Offering 9 – 10 introductory/exploratory courses at sending H.S. and 11- 12 grade preparatory / college prep courses at WST
 - B.Assessing students needs, tracking, and program development

VI. Budget

Dir. Hunter presented the 2009-10 budget overview and expressed concerns on the \$100-150K deficit, the lack of any reserve account, and the realization that the school is essentially broke. She expressed concerns that while new program development was actively discussed, there are simply no funds for start up of any programs.

She is currently investigating the reasons for the deficit to identify problems and potential solutions. Part of the investigation includes gathering historical information to identify problems, lack of reserve funding, how to generate income to repair, sustain, and purchase new up-to-date equipment (i.e. sheet metal program resurrection). Director Hunter is working closely with BSD Finance & Operations department to secure data. Additionally, she anticipates contracting with a former state auditor versed in the budgeting details of the Skills Centers to assist in formulating strategies to balance the budget, purchase/repair equipment, and start building a reserve.

Supt. Jones commented that previous discussions had not previously occur regarding the budget for WST and that this was the first he has seen any information regarding budget or concerns. He stated that the council needed to look at their home district budgets, at this budget deficit as a group, and help to meet the needs of WST. He would like to see the rules on handling the cost of operations for WST.

VII. Grants

While the overall budget is grim, WST has secured three grants since August:

- High Demand (Health Care) \$15,000
- Running Start into Apprenticeships \$20,000
- Carl Perkins \$35,000

Additionally, Director Hunter has applied for a comprehensive grant addressing Drop-Out Retrieval program. If successful, WST would receive \$75K to implement. She will report on status at next Supt. Council Meeting.

VIII. Skill Center Rules

Copies of the proposed Skills Centers Rules were distributed. Director Hunter stated that this had been an ongoing project for at least a year through OSPI and the state legislature. Public Hearing for the rules begins November 10, 2009 after which the rules will be approved.

Per request from the last meeting: The rules also clarify the role of the Superintendents Council with regard to decision making and operations of the Skills Centers.

Supt. Jones commented that the rules show that each of the sending districts is responsible for WST facilities and funding.

IX. Contact Information

Supt. Lynch had proposed a situational contact list for the CK district. Director Hunter extended this request to the sending districts. Current communication process:

- Discipline – the sending school Principal - Counselor
- Student Concerns – Counselor (if identified)
- Policy - Superintendent

X. Good of the Order

West Sound Tech secured the State Championship the Pumpkin Catapult contest held at Hunter Farms the previous week. Supt. Herndon suggested that WST could adopt the mascot of “Flying Pumpkins.”

Meeting Adjourned 11:20 am

Superintendents & Administrative representatives meeting 8:30 am to 9:30am

- Introductions and overview of joint Superintendents and Administrative guest
- Power Point presentation overview
- Bryan Watland overview of PSNS
 - History of the Apprenticeships at PSNS and affiliates
 - Benefits and management packages offered
 - The future of the apprenticeship programs
- Enrollment was discussed with, the emphases on attendance and the ability to perform the need physical and mental skills to meet the parameters of the programs.
 - Special Education enrollment criteria was shared
 - The importance of receiving all pertinent IEP information in regards to the students from each participating district was strongly emphasized

A Guided tour was provided for the Administrative guest, the Superintendents were excused to attend a private council meeting in the conference room.