



**Administrative Council Agenda**  
**January 14, 2014 (9:00 p.m. – 10:30 p.m.)**  
**North Olympic Peninsula Skills Center Halle Room**

**Members Invited**

**Others Invited**

Clayton Mork, Crescent		Mary O’Neil-Garrett, Peninsula College	
Kelly Shea, Sequim		Darren Greeno, Peninsula College	
Dr. Luke Robins, Peninsula College			
Dr. Jane Pryne, Port Angeles			
Diana Reaume, Quillayute Valley			
Kandy Ritter, Cape Flattery			
Ronald Craig, Director			

**AGENDA**

Additions or changes in the agenda	Diana Reaume	A
Approval of November Minutes	Diana Reaume	A
Continuous School Improvement Plan	Ron Craig	I
Skills Center Budget	Diana Reaume/Ron Craig	I
Director’s Report	Ron Craig	I
Skills Center by the Numbers		
TPEP		
Capital Projects Report		
Cosmetology Update	Jane Pryne/Ron Craig	I
Topics for Next Meeting	Ron Craig	A

**Mission**

To create a learning environment in which all students reach their highest potential in preparing today for a job tomorrow and connecting students to advanced educational opportunities.

**Vision**

To create a learning environment as close as possible to that of the professional work world, in which all students reach their highest potential in preparation for employment or the next educational step leading up the career ladder.

Administrative Council Minutes – January 14, 2014

In Attendance: Dr. Jane Pryne, Diana Reaume, Kandy Ritter, Kelly Shea, Dr. Luke Robins, Dr. Mary O’Neil-Garrett, and Ron Craig.

The meeting was called to order at 9:00am.

**Agenda** – Kandy Ritter motioned it be accepted, Dr. Pryne seconded, and all approved.

**November Minutes** – Dr. Pryne motioned they be approved, Kelly Shea seconded, and all approved.

**CSIP** – Ron reviewed the Skills Center’s CSIP with Administrative Council. There was discussion about funding the \$16,000 needed for Broadcast Media equipment. Dr. Pryne suggested the consortium districts each pay a fifth. Ron said there is about \$3000 from Perkins for equipment. Ron will check with Betty Klattenhoff at OSPI to see if Barrier money can be used. There is potential for funding from underwriters as well. Ron will email a brief to Administrative Council with description of equipment needed.

**Skills Center Budget** – Recent calculations show the Skills Center deficit to be approximately \$198,000, less \$60,000-\$70,000 from summer school, equals \$128,000-\$138,000 net loss, plus the cost of the two new cosmetology instructors. Heavy recruiting is needed for second semester, especially for those classes with a deficit. Ron will have individual conversations with staff this week regarding budget, recruiting, and increasing FTE for second semester.

**Skills Center Numbers** – Enrollment is down and FTE has decreased to 110 for January.

**TPEP** – All staff, but one, is completed.

**Capital Projects Report** – Ron reviewed the December 13, 2013, Long Range Plan with Administrative Council.

**Cosmetology Update** – Over the past two months, Dr. Pryne and Ron individually met with students and parents regarding the transition. Additionally, each student received an individual notice by certified mail.

**Topics for Next Meeting:**

- Conversations with Staff
- Budget

Diana Reaume adjourned the meeting at 10:45am.

# NOPSC

## Natural Resources

### Expenditures

Cert Salaries & Benefits	Supplemental	Expenditures YTD	
\$ 59,316.25	\$ 5,375.87		
Certified Salaries & Benefits	Supplemental	Expenditures YTD	
\$ 27,190.00			
		Misc. Supplies	\$ 372.66
		Digital Camera	\$ 293.75
		Prepaid Verizon Phone	\$ 108.40
		Substitute x10	\$ 1,000.00
		Substitute 34 days	\$ 6,706.72
		<b>Total</b>	<b>\$ 100,363.65</b>

### Revenues Cultural & Natural Resources

	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.		5	\$ 6,784.63	\$ 39,893.62
Oct.	10			
Nov.	10			
Dec.	12			
Jan.	12			
Ave.	9.8			

### Revenues Natural Resources 2

	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.	1	2.04	\$ 5,296.73	\$ 10,805.33
Oct.	4			
Nov.	4			
Dec.	4			
Jan.	4			
Ave.	3.4			

### Revenues Natural Resources Options

	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.	10	5.6	\$ 5,296.73	\$ 29,661.69
Oct.	32			
Nov.	34			
Dec.	34			
Jan.	30			
Ave.	28			

Total Revenues \$ 80,360.64

Profit/Loss \$ (20,003.01) \*\*

\*\*2nd Semester Options students not part of Profit/Loss

**North Olympic Peninsula Skills Center  
Program 45 Vocational-Basic-State**

Objects of Expenditure  
2013-2014

Activity	Total	Cert. Salaries & Benefits 2	Class. Salaries & benefits 3	Purchased Services 7
21 Supervision	-	-	-	-
22 Learning Resources	-	-	-	-
23 Principal	216,031.39	122,962.50	93,068.89	
24 Guidance and Counseling		-	-	-
63 Operation of Buildings	58,713.47		27,513.47	31,200.00
64 Maintenance			-	-
65 Utilities	33,250.00			33,250.00
68 Insurance	6,000.00			6,000.00
<b>Totals</b>	<b>\$ 313,994.86</b>	<b>\$ 122,962.50</b>	<b>\$ 120,582.36</b>	<b>70,450.00</b>
Office & Building Expenses	\$ 20,235.46	\$ 10,117.73	\$ 10,117.73	
<b>Sub Total</b>	<b>\$ 334,230.32</b>			
Automotive	\$ 2,501.61			
Building Trades	\$ 1,729.12			
Composites	\$ (5,287.07)			
Collision Repair	\$ (12,898.65)			
Commercial Arts	\$ 4,586.35			
Cosmetology	\$ 39,570.60			
Culinary	\$ 7,539.74			
Digital Media	\$ (4,243.72)			
IT Tech	\$ 9,480.21			
Medical Careers	\$ 7,023.65			
Natural Resources	\$ (18,538.46)			
Welding	\$ 21,360.85			
<b>Sub Total</b>	<b>\$ 52,824.23</b>			
NOPSC rentals		\$41,856.36		
Peninsula College (et. Al) Utilities		\$11,780.00		
Skills Center Barrier		\$14,750.00		
Perkins Federal Grant		\$14,567.50		
<b>Sub Total</b>		<b>\$82,953.86</b>		
Projected	\$ (198,452.23)			

2012-13	\$6,800
Current	1,500

## Enrollment

### Enrollment for the Past Ten Years

School Year	FTE Enrollment at all campuses (core, branches, satellites)
2003-04	140.38
2004-05	148.11
2005-06	127.84
2006-07	117.11
2007-08	155.81
2008-09	151.51
2009-10	165.5
2010-11	144.99
2011-12	141.42
2012-13	127.83

### Projected Enrollment

School Year	FTE Enrollment at all campuses (core, branches, satellites)
2013-14	120
2014-15	125
2015-16	125
2016-17	128
2017-18	130



**Administrative Council Agenda**

February 4, 2014 (9:00 p.m. – 10:30 p.m.)

North Olympic Peninsula Skills Center Halle Room

**Members Invited**

**Others Invited**

Clayton Mork, Crescent		Mary O’Neil-Garrett, Peninsula College	
Kelly Shea, Sequim			
Dr. Luke Robins, Peninsula College			
Dr. Jane Pryne, Port Angeles			
Diana Reaume, Quillayute Valley			
Kandy Ritter, Cape Flattery			
Ronald Craig, Director			

**AGENDA**

Additions or changes in the agenda	Diana Reaume	A
Approval of January Minutes	Diana Reaume	A
Staffing and class numbers	All	A
Budget Report	Ron Craig	I
Director’s Report	Ron Craig	I
Skills Center by the Numbers		
Staff Conversations		
Cosmetology Update	Jane Pryne/Ron Craig	I
Topics for Next Meeting	Ron Craig	A

**Mission**

To create a learning environment in which all students reach their highest potential in preparing today for a job tomorrow and connecting students to advanced educational opportunities.

**Vision**

To create a learning environment as close as possible to that of the professional work world, in which all students reach their highest potential in preparation for employment or the next educational step leading up the career ladder.

Administrative Council Minutes – February 4, 2014

In Attendance: Dr. Jane Pryne, Diana Reaume, Dr. Clayton Mork, Kelly Shea, Dr. Mary O’Neil-Garrett, and Ron Craig.

The meeting was called to order at 9:00am.

**Agenda** – Dr. Pryne motioned it be accepted, Kelly Shea seconded, and all approved.

**January Minutes** – Dr. Pryne motioned they be accepted, Dr. Mork seconded, and all approved.

**Staffing and Class Numbers** – Up by nearly 17 FTE to 127.33 for February 3 count. Staff must continue recruiting, advertising, and retain enrolled students.

**Budget Report** – Ron reviewed each program with Administrative Council. Ron will check with Kelly Pearson regarding status of \$7500 grant for Natural Resources. Ron will have Cosmetology budget ready for next month’s Administrative Council meeting (including rent, utilities, two instructors, supplies, computers, internet/phone, etc.). Dr. Pryne will not be here in August at the end of the fiscal year, but if there is a deficit in the budget, it will be split proportionately between the five consortium districts and Peninsula College.

**Skills Center Numbers** – Forks Auto Tech has not been changed to a 3 hour block yet. Diana Reaume said that should have happened. Ron said it needs to be in place by fall.

**Staff Conversations/Updates** – Ron turned in his letter of resignation effective June 30, 2014. Dr. Pryne and Dr. O’Neil-Garrett said the Skills Center may have to reduce the director’s position to half or three-quarter time. Full time may be offered with the contingency of increased FTE to 150. Dr. Pryne will advertise 208 days with prorated salary, and a daily end time of 6:30pm. Current full time salary is \$95,500 plus benefits, for a total of \$128,000.

**Cosmetology Update** – The NOPSC School of Cosmetology has 14 students, which is higher than what was anticipated for the first month. Pat Nickerson and his students from Green Building Trades, are continuing painting and remodeling the inside of the building. Ron will check to see if the license works for Peninsula College to offer the class.

Next Administrative Council meeting is Tuesday, March 11.

Diana Reaume adjourned the meeting at 10:00am.

# NOPSC

## Building Trades

Expenditures			
Cert Salaries & Benefits	Supplemental	Expenditures YTD	
\$ 35,207.95	\$ 3,228.71	Supplies	542
Total			38978.66

Revenues				
	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.	10	6.4	\$ 6,784.63	\$ 43,421.63
Oct.	9			
Nov.	10			
Dec.	10			
Jan.	11			
Feb.	14			
Ave.	10.66666667			

Profit/Loss	\$ 4,442.97
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# NOPSC

## Collision Repair

Expenditures			
Cert Salaries &	Supplemental	Supplemental 2	Expenditures YTD
\$ 73,895.68	\$ 7,224.03	\$ 8,229.18	
			Materials \$ 314.53
			Sand Blasting Motor \$ 601.88
			Supplies \$ 325.20
			Supplies \$ 108.40
			Supplies \$ 325.20
			Supplies \$ 325.20
			Supplies \$ 325.20
			Supplies \$ 216.80
			Supplies \$ 542.00
			Clean Air Registration \$ 240.00
			Tool Purchase \$ 501.40
			Supplies \$ 216.80
			<b>Total \$ 93,391.50</b>

Revenues				
	Headcount	FTEs	Apportionment	Revenues
Sept.	29	12.6	\$ 6,784.63	\$ 87,431.27
Oct.	31	12		
Nov.	36	12.6		
Dec.	33	12.2		
Jan.	31	11.32		
Feb.	53	16.6		
Ave.	35.5	12.88666667		

**Profit/Loss \$ (5,960.23)**

Continuing with an average of 12.8866667 -5960.23

Continuing 16.6 per Count date (14.372) \$ 4,117.20

# NOPSC

## Commercial Arts

Expenditures			
	Cert Salaries & Benefits	Supplemental	Expenditures YTD
	\$ 25,201.76	\$ 3,592.27	
			None \$ -
			<b>Total \$ 28,794.03</b>

Revenues				
	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.	6	6.36	\$ 6,784.63	\$ 43,150.25
Oct.	12			
Nov.	13			
Dec.	8			
Jan.	6			
Feb.	12			
Ave.	9.5			

**Profit/Loss \$ 14,356.22**

# NOPSC

## Composites Technology

### Expenditures

Cert Salaries & Benefits	Supplemental	Expenditures YTD
\$ 31,843.21	\$ 2,864.53	

Supplies	\$ 724.98
Supplies	\$ 124.01
Kit from training	\$ 1,284.32
Supplies	\$ 381.17

<b>Total</b>	<b>\$ 34,707.74</b>
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### Revenues

	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.	4	3.7	\$ 6,784.63	\$ 25,103.13
Oct.	6			
Nov.	7			
Dec.	7			
Jan.	6			
February	7			
Ave.	6.166666667			

College Students	6	\$ 666.00	\$ 3,996.00
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OSPI Grant	1	\$ 75,000.00	
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<b>Profit/Loss</b>	<b>\$ (5,608.61)</b>
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# NOPSC

## Culinary Arts

Expenditures			
Cert Salaries & Benefits	Supplemental	Expenditures YTD	
\$ 76,847.88	\$ 10,242.90		
Classified Salaries & Benefits	Supplemental	Expenditures YTD	
\$ 13,786.74			
		AutoChlor	\$ 246.66
		AutoChlor	\$ 295.66
		Sysco Food	\$ 21,680.00
		AutoChlor	\$ 241.44
		AutoChlor Sept.	\$ 217.72
		Auto Chlor	\$ 267.15
		Auto Chlor January	\$ 274.69
		Grease Trap Cleanin	\$ 401.08
		Auto Chlor Decemb	\$ 246.66
		Beverages	\$ 321.36
		Gloves and Trash Li	\$ 603.44
		Safeway	\$ 4,336.00
		<b>Total</b>	<b>\$ 130,009.38</b>

Revenues				
	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.	21	13.9	\$ 6,784.63	\$ 94,306.36
Oct.	26			
Nov.	23			
Dec.	22			
Jan.	18			
Feb.	29			
Ave.	23.16666667			

College Students	12	\$ 666.00	\$ 7,992.00
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Caterings/ Charges	1	\$ 40,000.00	\$ 40,000.00
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Profit/Loss	\$ 12,288.98
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# NOPSC

## Digital Media

### Expenditures

Cert Salaries & Benefits	Supplemental	Expenditures YTD
\$ 40,580.79	\$ 3,895.99	

XA10 Camera \$ 1,288.88

**Total \$ 45,765.66**

### Revenues

	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.	11	6.2	\$ 6,784.63	\$ 42,064.71
Oct.	10			
Nov.	10			
Dec.	10			
Jan.	10			
Feb.	11			
Ave.	10.33333333			

**Profit/Loss \$ (3,700.95)**

Continuing with an average of 10.333333

-3700.95

Continuing 11 per Count date (10.6)

\$ (2,615.41)

# NOPSC

## IT Tech

### Expenditures

Cert Salaries & Benefits	Supplemental	Expenditures YTD	
\$ 28,137.59	\$ 2,533.21		
		Testout! Curriculum	\$ 1,067.00
		Testout! Curriculum	\$ 96.48
		<b>Total</b>	<b>\$ 31,834.28</b>

### Revenues

	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.	10	7.9	\$ 5,296.73	\$ 41,844.17
Oct.	13			
Nov.	14			
Dec.	13			
Jan.	15			
Feb.	14			
Ave.	13.16666667			

Profit/Loss	\$ 10,009.89
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# NOPSC

## Medical Careers

### Expenditures

Cert Salaries & Benefits	Supplemental	Expenditures YTD	
\$ 38,456.18	\$ 7,874.50		
		Printer cartridges	\$ 110.13
		Lens, Gloves, gloves	\$ 269.81
		<b>Total</b>	<b>\$ 46,710.62</b>

### Revenues

	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.	14	7.8	\$ 6,784.63	\$ 52,920.11
Oct.	13			
Nov.	13			
Dec.	13			
Jan.	13			
Feb.	12			
Ave.	13			

Profit/Loss	\$ 6,209.49
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# NOPSC

## Natural Resources

### Expenditures

	Cert Salaries & Benefits	Supplemental	Expenditures YTD	
DL	\$ 59,316.25	\$ 5,375.87		
	Certified Salaries & Benefits	Supplemental	Expenditures YTD	
JV	\$ 27,190.00			
			Misc. Supplies	\$ 372.66
			Digital Camera	\$ 293.75
			Prepaid Verizon Phone	\$ 108.40
			Substitute x10	\$ 1,000.00
			Substitute 34 days	\$ 6,706.72
			<b>Total</b>	<b>\$ 100,363.65</b>

### Revenues Cultural & Natural Resources

	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.	5	6	\$ 6,784.63	\$ 40,707.78
Oct.	10			
Nov.	10			
Dec.	12			
Jan	12			
Feb.	11			
Ave.	10			
		JV	DL	
Instruction:		\$ 27,190.00	\$ 32,346.06	\$ (18,828.28)
		JV	DL	
If Jamie Valadez place at .1		\$ 6,797.50	\$ 32,346.06	\$ 8,361.72



Revenues Natural Resources 2

	Headcount	FTEs (Average)	Apportionment	Revenues
Sep.	1	2.1	\$ 5,296.73	\$ 11,123.13
Oct.	4			
Nov.	4			
Dec.	4			
Jan.	4			
Feb.	4			
Ave.	3.5			

Revenues Natural Resources Options Sem. 1

	Headcount	FTEs (Average)	Apportionment	Revenues
Sept.	10	5.6	\$ 5,296.73	\$ 29,661.69
Oct.	32			
Nov.	34			
Dec.	34			
Jan.	30			
Ave.	28			

Revenues Natural Resources Options Sem. 2

	Headcount	FTEs (Average)	Apportionment	Revenues
Feb.	35	6.56	\$ 5,296.73	\$ 34,746.55
Ma	35			
April	32			
May	32			
June	30			
Ave.	32.8			

Anticipated NR2 NRO \$ 75,531.37

# NOPSC

## Welding & Green Building

Expenditures		Expenditures YTD	
Contractual Services			
\$	29,380.00		
		Books (2nd Year)	\$ 98.84
		Personal Services	\$ 5,608.43
		<b>Total</b>	<b>\$ 35,087.27</b>

Revenues			
	Headcount	Apportionment	Revenues
Sept.	13	\$ 6,784.63	\$ 58,800.13
Oct.	13		
Nov.	13		
Dec.	12		
Jan.	13		
Feb.	16		
Ave.	13.33333333		

Profit/Loss	\$ 23,712.86
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# NOPSC By the numbers

4-Feb-2014

## FTE:

	Overall FTE	Branch: Forks	Branch Sequim	Students at the college	students from the college
February 3 FTE	127.33	3.78	6.4	16	6
January 6 FTE	110.42	3.78	6	13	5
December 2 FTE	114.17	4.2	5.6	13	8
November 1 FTE	120.94	4.2	5.6	13	8
October 1 FTE:	122.08	4.6	4.8	13	10
September 7 FTE:	97.87	4.2	4.8	11	10
Yearly Average	115.4683	4.13	5.53		

## Programs:

	Head Count	FTE	Plus Or Minus HC	Plus Or Minus FTE
Auto Forks (4 sessions)	18	3.78	0	-0.4
Auto Sequim	16	6.4	1	0.4
Broadcast Media	11	6.6	1	0.6
Building PA	3	1.8	1	0.6
Building Sequim:	14	8.4	3	1.8
Collision Repair	53	16.6	22	5.28
Commercial Arts	12	6.96	6	3.96
Composites	7	4.2	1	0.6
Cosmetology	21	16.44	0	-2.03
Culinary	29	17.4	9	6.6
IT Technology	14	8.4	-1	-0.6
Medical Careers	12	7.2	-1	-0.6
Natural Resources 1	11	6.6	-1	-0.6
Natural Resources 2	4	2.4	0	-
Natural Resources O	35	7	16	0
Welding	13	7.15	2	1.3
<b>Totals:</b>	<b>273</b>	<b>127.33</b>	<b>59</b>	<b>16.91</b>

## Gender

	Males	Females
	17	1
	16	0
	9	2
	2	1
	11	0
	50	3
	7	5
	7	0
	3	18
	14	15
	14	0
	1	11
	8	3
	4	0
	38	8
	10	3
<b>Totals:</b>	<b>211</b>	<b>70</b>



*Skills for Success*

North Olympic Peninsula Skills Center  
905 W. 9<sup>th</sup> St.  
Port Angeles, WA 98363  
(360) 565-1533

February 3, 2014

Dear Administrative Council, Port Angeles School board, and Human Resources:

Please accept this letter as my formal notice of resignation from the North Olympic Peninsula Skills Center Directorship pending the completion of my contract on the 30<sup>th</sup> of June 2014.

It has been an honor to serve you and work with each of you. I feel my life is better for knowing each of you and value the life lessons that my associations with you have provided.

As many of you know, I have been living away from my wife and family during the entirety of my time here. My family is my most cherished possession and living so far away from them has been difficult for them and me. As such, I will not remain estranged from them any further.

In my time at North Olympic Peninsula Skills Center I believe that I have accomplished many of my goals, yet regret that I feel as though I was never entirely successful making this institution financially and educationally viable. It is my hope that a change in leadership will lead to stability.

Thank you,

A handwritten signature in black ink that reads "Ronald Craig". The signature is written in a cursive style with a large, sweeping initial "R".

Ronald Craig  
Director  
NOPSC  
905 W. 9<sup>th</sup> St.  
Port Angeles, WA 98363



**Administrative Council Agenda**

March 11, 2014 (9:00 p.m. – 10:30 p.m.)

North Olympic Peninsula Skills Center Halle Room

**Members Invited**

**Others Invited**

Clayton Mork, Crescent		Mary O’Neil-Garrett, Peninsula College	
Kelly Shea, Sequim			
Dr. Luke Robins, Peninsula College			
Dr. Jane Pryne, Port Angeles			
Diana Reaume, Quillayute Valley			
Kandy Ritter, Cape Flattery			
Ronald Craig, Director			

**AGENDA**

Additions or changes in the agenda	Diana Reaume	A
Approval of February Minutes	Diana Reaume	A
Culinary Arts / Broadcast Media	Ron Craig/Jane Pryne	I
Natural Resources, Numbers & Staff Morale	All	A
Director’s Report	Ron Craig	I
Skills Center by the Numbers		
Budget		
Next year Skills Center director		
Composites Update		
Cosmetology Update	Jane Pryne/Ron Craig	I
Topics for Next Meeting	Ron Craig	A

**Mission**

To create a learning environment in which all students reach their highest potential in preparing today for a job tomorrow and connecting students to advanced educational opportunities.

**Vision**

To create a learning environment as close as possible to that of the professional work world, in which all students reach their highest potential in preparation for employment or the next educational step leading up the career ladder.

## Administrative Council Minutes – March 11, 2014

In Attendance: Diana Reaume, Dr. Jane Pryne, Dr. Clayton Mork, Dr. Mary O’Neil-Garrett, Dr. Luke Robins, and Ron Craig.

The meeting was called to order at 9:00am.

**Agenda** – Dr. Pryne motioned it be accepted, Dr. O’Neil-Garrett seconded, and all approved.

**February Minutes** – Dr. Mork motioned they be accepted, Dr. Pryne seconded, and all approved.

**Culinary Arts** – It was suggested that Denise Dahll’s schedule be changed to morning and afternoon classes in the fall, and schedule a third class for after school, which would be taught by another teacher. Denise should begin to timesheet additional hours right away. Ron will discuss with Denise the curriculum/per diem rate of pay.

**Natural Resources** – Dan Lieberman will be reduced to half time in the fall, and should be notified of such before May 15. Ron will talk to Misty in HR about Jamie Valadez teaching Natural/Cultural Resources.

**Motion #1** - Dr. Pryne made a motion to add morning Culinary Arts and post for an after school instructor for 2014-15 school year. Dr. Mork seconded, and all approved.

**Motion #2** – Dr. Pryne made a motion to compensate Denise Dahll at curriculum rate, up to 10 hours per week, for extra work. Dr. Mork seconded, and all approved.

**Summer School** – Will be held June 23 – July 11, with no school on the 4<sup>th</sup>. Summer School should generate approx. \$60,000.

**Motion #3** – Dr. Pryne made a motion that Ron Craig be contracted for the last two weeks of summer school. Dr. Mork seconded, and all approved.

**Budget** – Dr. Pryne would like to review the cosmetology budget in May, as to grow the program, two instructors are probably needed. Currently there is a \$195,000 deficit, less revenue from summer school, would equal approx. \$135,000 deficit at end of year. Administrative Council needs to know what slot allocation is, per district. The budget needs 150 slots to break even – Port Angeles would have approximately 66 of those. If districts want to bring their business manager to next AC meeting, they are welcome to do so. AC meeting that was scheduled for Tuesday, April 15, has been changed to Thursday, April 17, at 9:00am.

**Skills Center Director** – Position is posted as a 208 day contract, and will close on March 14.

**Composites Update** – The \$75,000 OSPI Grant will be used for the following upgrades:

- New Air Compressor
- Outdoor Freezer, locking unit - approx. \$20,000
- Table Saw with auto shut off - approx. \$3,000
- Snowboard Press

### **Topics for Next Meeting**

- Finances
- Allotments
- Director's Position/Interviews

Next Administrative Council meeting is Thursday, April 17, at 9:00am, at the Skills Center.

Diana Reaume adjourned the meeting at 10:15am.

Jane,

Here is my letter; I hope it is not too wordy; I wanted to bring up all of the reasons for my frustration. I want everyone to know that I really love my job; I just can't stand back and let myself feel walked all over. I also worry that with all new administration here next year, that if this isn't addressed now, it will continue.

Working at the skills center is the most rewarding job I have ever held. This year, however, has been extremely frustrating. I have worked tirelessly to grow my program and give my students a relevant experience. As you may know I have two classes, the first is from 12:30-3:15, the second is 3:30-6:15. When I first came back to the skills center I was given the task of trying to bring people into the building to showcase what we do. I believe we have done a great job of getting people in the building as challenged; however, it hasn't necessarily helped with enrollment. What it has created, instead, is a major source of frustration for me. The main source of training in the culinary program comes from the operation of the catering business that serves breakfast, lunch, snacks, and a few dinners to the many customers we serve. We are able to do this by having the students work on the food and dining room set up the day before the event. They do as much of the work as is possible in order to still serve a quality product. On the day of the event, I come in between 9:00 – 10:00 to cook/reheat the food, get beverages ready, and get the final set up for the customer done in time for their meetings to begin. It has gotten to the point that I am coming in between three and four times a week, just to prepare food.

I have been talking to directors since I came back to teaching here seven years ago, asking if we could consider adding a morning class, and or consider changing the hours of the class. Customer service is a crucial part of the hospitality industry, and it is missing from my program. The work that takes place in finalizing a meal is a crucial step in the progression of service, the presentation of the meal, the interaction with the customer and the hustle of getting it out in time are some of the most important aspects of the industry, and it is a huge gap in my program. I have college and high students who would like to be in a more advanced class. These are the students who are serious about what they are doing. I believe that the class enrollment standards could be met, if the class was offered. Until it is offered, it is Tracy, my events coordinator and I who will continue to do this work.

Another benefit of offering a morning class would be to compensate an instructor for the work being done. Currently, I work an extra sixteen to thirty hours a month without pay. Up until four years ago, I was allowed to turn in a time sheet for the extra time, but for the last four years it has been unpaid. I kept thinking that if the business kept up, I would eventually be offered a morning class, however, I found out when speaking with Dr. Pryne, that she didn't know I had ever asked for a morning class. That is very discouraging. I know that teachers everywhere work extra hours, but I don't believe that I should be expected to work as many extra as I do without some sort of compensation. I have been promised stipends in the past, but it has never happened, I feel like I am being taken advantage of. My paycheck is drastically smaller without the extra hours on it and I have this feeling of defeat when I think about how unfair this all seems.

Up until this year, I also had my class involved in many community events such as Crab Fest, Festival of Trees, Head Starts Annual Fundraiser Dinner, Hollywood Nights, The Farm Tour, and other smaller events. I did these events to offer the student opportunities to participate in different events, do



community service, work with other professionals in the industry, and possibly even get employment out of an event like this. I didn't expect to get paid for these events, but since I am not paid for the extra time at school, I decided I couldn't afford to give away my time at these events anymore, so have declined many offers for us to participate.

My frustration was exaggerated when I found out that a part time teacher was added to the natural resource class. In the 12:30-3:15 natural resource class there are two teachers. At last count there were eight students in that class. I feel insulted and as if my donation of free time has enabled another class to have more teaching staff. It feels wrong and like a slap on the face to be honest with you. In all of my years of working for the skills center our enrollment has been a condition of our employment. When one teacher seems to always get special treatment, it doesn't do much for the morale of the other employees. When I first found out about the half time teacher being added to the natural resource class, I went to the union to find out how it could be justified to add a part time teacher to a class that appears to the rest of us to have low enrollment, and the fact that I had been working without being paid for the extra hours these last several years. It was suggested by the union rep that we have a meeting as a staff and give Dan Lieberman an opportunity to explain to us, how his program works. This never happened. Later in some follow up emails with the union rep, I was told that the time responsibilities for teacher contract time were now equal among teachers at the skills center. I don't see it.

Culinary classes are always a great draw to students, my guess is that most culinary classes have decent enrollment due to the nature of the class. With that said, I feel like in some ways my programs importance at the skills center is overlooked. Increasing the skills centers enrollment is always a hot topic, I feel like I have maintained a fairly decent enrollment during the school years and have over enrolled during the summer to help compensate for the lower school year numbers. I do this not only for that reason but also I want the students to come and have a great experience in the summer so that they may possibly want to take a class during the school year.

Every year we struggle as a school with having enough students to keep our programs going. In the past I have been very fortunate to have had decent enrollment. It has become harder each year to keep our numbers up. One of the issues we face is that some of our sending schools have similar classes. For example, I used to have a fair number of Sequim students. I believe at this time I have three. Sequim now offers cooking classes periods 1, 2, 3, 5, and 6 with Carol Wagner as the teacher. Her first period class is Cooking 2/Advanced. I must tell you that I know Carol personally and I think she is a great person. However, she is a floral designer. How did she qualify to become a culinary teacher? I had to prove my hours in the industry. When I was working in the industry Carol was my customer, and was the owner of a floral shop. I find it hard to believe she has current experience to qualify as a culinary teacher. I don't think it is fair to hold us responsible for our enrollment when we are being set up to fail by the people who decide if we get to keep our jobs or not.

It is very disheartening to feel like you work so hard for something and every time you turn around there is another obstacle dropped in your path.

I know there are a few other items of discussion that other staff members would like to discuss, but I would rather have them be part of the discussion when these are brought up.

Thank you for your time,

Denise Dahll

# NOPSC By the numbers

11-Mar-2014

## FTE:

	Overall FTE	Branch: Forks	Branch Sequim	Students at the college	students from the college
March 3 FTE	134.3	9.66	6.4	14	6
February 3 FTE	127.33	3.78	6.4	16	6
January 6 FTE	110.42	3.78	6	13	5
December 2 FTE	114.17	4.2	5.6	13	8
November 1 FTE	120.94	4.2	5.6	13	8
October 1 FTE:	122.08	4.6	4.8	13	10
September 7 FTE:	97.87	4.2	4.8	11	10
Yearly Average	118.15857	4.92	5.66		

## Programs:

	Head Count	FTE	Plus Or Minus HC	Plus Or Minus FTE
Auto Forks (4 sessions)	46	9.66	28	5.88
Auto Sequim	16	6.4	2	0.8
Broadcast Media	11	6.6	0	0
Building PA	4	2.4	1	0.6
Building Sequim:	14	8.4	0	0
Collision Repair	53	17.37	22	-0.4
Commercial Arts	13	7.12	0	0
Composites	10	6	3	1.8
Cosmetology	13	10.6	-1	-1
Culinary	29	17.4	0	0
IT Technology	15	9	1	0.6
Medical Careers	12	7.2	0	0
Natural Resources 1	9	5.4	-2	-1.2
Natural Resources 2	8	4.8	4	2.4
Natural Resources O	44	8.8	9	1.8
Welding	10	7.15	-3	-1.95
<b>Totals:</b>	<b>307</b>	<b>134.3</b>	<b>64</b>	<b>9.33</b>

## Gender

	Males	Females
	33	13
	16	0
	9	2
	3	1
	13	1
	50	3
	7	5
	8	2
	2	11
	13	16
	15	0
	1	11
	7	2
	4	0
	38	8
	10	3
<b>Totals:</b>	<b>229</b>	<b>78</b>

**Revenues**

FTE	Apportionment	Total
10.6	6784.63	\$ 71,917.08

**Personnel**

	Base	Benefits & additional days	total
Salary 1 (SW)	\$ 3,107.00	\$ 1,695.00	\$ 4,802.00
Salary 2 (HB)	\$ 3,179.99	\$ 2,155.07	\$ 5,335.06
			yearly
<b>Total Monthly Personnel</b>			<b>\$ 10,137.06 \$ 121,644.72</b>

**Facilities**

Lease	\$ 1,500.00	
WSG	\$ 250.00	(est)
Cable	\$ 155.00	
Electrical	\$ 150.00	(est)
<b>Total Facilities</b>	<b>\$ 2,055.00</b>	<b>\$ 24,660.00</b>

**Materials/Supplies**

Books	\$ 400.00	(2 book sets per month)
Consumables	\$ 600.00	(4 kits per month)
Custodial	\$ 100.00	
<b>Total Supplies</b>	<b>\$ 1,100.00</b>	<b>\$ 13,200.00</b>

<b>Yearly Costs</b>	<b>\$ 159,504.72</b>
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**North Olympic Peninsula Skills Center  
Program 45 Vocational-Basic-State**

Objects of Expenditure  
2013-2014

Activity	Total	Debit Transfer 0	Credit Transfer 1	Cert. Salaries & Benefits 2	Class. Salaries & benefits 3	Employee Benefits 4	Supplies Instr. Materials Noncap 5	Purchased Services 7	Travel 8	Capital Outlay 9
21 Supervision	-	-	-	-	-	-	-	-	-	-
22 Learning Resources	-	-	-	-	-	-	-	-	-	-
23 Principal	216,031.39	-	-	122,962.50	93,068.89	-	-	-	-	-
24 Guidance and Counseling	-	-	-	-	-	-	-	-	-	-
25 Pupil Mgr Safety	-	-	-	-	-	-	-	-	-	-
27 Teaching	745,312.59	-	-	\$569,402.07	-	-	-	175,910.52	-	-
28 Extra Curricular	-	-	-	-	-	-	-	-	-	-
29 Payments to School Districts	-	-	-	-	-	-	-	-	-	-
61 Supervision	-	-	-	-	-	-	-	-	-	-
62 Grounds Maintenance	-	-	-	-	-	-	-	-	-	-
63 Operation of Buildings	58,713.47	-	-	-	27,513.47	-	-	31,200.00	-	-
64 Maintenance	-	-	-	-	-	-	-	-	-	-
65 Utilities	33,250.00	-	-	-	-	-	-	33,250.00	-	-
68 Insurance	6,000.00	-	-	-	-	-	-	6,000.00	-	-
<b>Totals</b>	<b>1,059,307.45</b>	<b>-</b>	<b>-</b>	<b>692,364.57</b>	<b>120,582.36</b>	<b>-</b>	<b>-</b>	<b>246,360.52</b>	<b>-</b>	<b>-</b>

**NORTH OLYMPIC PENINSULA SKILLS CENTER  
Program 45 Vocational -Basic-State  
Revenue 109.5 FTE's  
2013-2014**

Allocation for basic program	\$801,671.88
Cosmetology	-\$51,093.00
Collision Repair	\$1,500.00
Culinary Arts	\$42,000.00
NOPSC rentals	\$41,856.36
Peninsula College (et. Al) Utilities	\$11,780.00
Skills Center Barrier	\$14,750.00
Perkins Federal Grant	\$13,567.50
College Billing Students (Composites & Culinary)	\$24,000.00
<b>Sub Total</b>	<b>\$900,032.74</b>
Indirect at 4%	\$36,001.31
<b>Total</b>	<b>\$864,031.43</b>
Bottom line	(195,276.02)
<b>Balance</b>	<b>(195,276.02)</b>
Composites Grant	75000



**Administrative Council Agenda**

April 17, 2014 (9:00 p.m. – 10:30 p.m.)

North Olympic Peninsula Skills Center Haller Room

**Members Invited**

Clayton Mork, Crescent		Mary O’Neil-Garrett, Peninsula College	
Kelly Shea, Sequim		Mia Boster—Peninsula College	
Dr. Luke Robins, Peninsula College			
Dr. Jane Pryne, Port Angeles		Business Managers	
Diana Reaume, Quillayute Valley			
Kandy Ritter, Cape Flattery			
Ronald Craig, Director			

**AGENDA**

Additions or changes in the agenda	Diana Reaume	A
Approval of March Minutes	Diana Reaume	A
Enrollment and Allotments and finances	All	I
Director’s Report	Ron Craig	I
Skills Center by the Numbers		
Summer School Update		
End of year celebration		
Composites Update		
Director Hiring Update	Ron Craig	I
Cosmetology	Jane Pryne/Ron Craig	I
Topics for Next Meeting	Ron Craig	A

**Mission**

To create a learning environment in which all students reach their highest potential in preparing today for a job tomorrow and connecting students to advanced educational opportunities.

**Vision**

To create a learning environment as close as possible to that of the professional work world, in which all students reach their highest potential in preparation for employment or the next educational step leading up the career ladder.

Administrative Council Minutes – April 17, 2014

In Attendance: Dr. Jane Pryne, Dr. Clayton Mork, Kelly Pearson, Brian Lewis, Diana Reaume (by phone), Jan Haugen (by phone), and Ron Craig.

The meeting was called to order at 9:00am.

**Agenda** – Dr. Pryne motioned it be accepted, Dr. Mork seconded, and all approved.

**March Minutes** – Dr. Pryne motioned they be accepted, Dr. Mork seconded, and all approved.

**Enrollment, Allotments and Finances** – The Skills Center has a deficit of approx. \$161,000 currently, less expected revenue of \$60,000 from this year's summer school, leaves approx. \$100,000 deficit at year's end. It was suggested that a second session of summer school could generate an additional \$60,000. Per the Interlocal Agreement, Ron distributed October 1, 2012, count to determine each district's portion of loss. It was noted that Peninsula College has no financial stake, only the MOU. Each district in the consortium had the following slots, based on percentage of students.

- Cape Flattery 0%
- Crescent 3%
- Port Angeles 49%
- Sequim 36%
- Quillayute Valley 12+%

At the current deficit, the value of each slot based on 125 FTE, would be \$8,621. Based on 150 FTE, each slot would be \$7,184. Dr. Mork said this was not good, and Crescent may have to pull out of the consortium. Diana Reaume said she will let Kandy Ritter know all of this information.

**Skills Center by the Numbers** – FTE dropped from March to April – there were 29 withdrawals and only 13 enrollees. Proactive intervention is needed to make sure students are retained by being engaged in programs. The budget was based on 144 to break even, which was high. Natural Resources will have to be reduced to one teacher next year – notice needs to be given. The posting for the director's position has been reduced to 208 days.

**Summer School Update** – Brochures with enrollment form are going to the printer tomorrow, and will be mailed home next week to area students that are currently in 8-11<sup>th</sup> grade.

**End of Year Celebration** – Award Night will be Wednesday, May 21, at the PAHS Auditorium. The program will begin at 6:00pm, and the band, Witherow, will be performing.

**Composites Update** – The state Aerospace Manufacturing Grant for Composites must be spent by the deadline of June 30, 2014. An outdoor freezer with slab, table saw, and air compressor were recently ordered, and if there are enough funds, a snowboard press will be ordered before the deadline.

**Director Hiring Update** – The district has received two completed applications and four pending for the Skills Center director's position. The position closes on April 25.

**Cosmetology** – Studio 121 is up and running, and clientele is being established.

#### **Topics for Next Meeting**

- Summer School Update
- Preliminary Budget for 2014-15
- Director Interviews

Next Administrative Council meeting is Tuesday, May 13, at 9:00am, at the Skills Center.

Diana Reaume adjourned the meeting at 10:15am.



**North Olympic Peninsula Skills Center  
Program 45 Vocational-Basic-State**

Objects of Expenditure

2013-2014

Activity	Total	Debit Transfer 0	Credit Transfer 1	Cert. Salaries & Benefits 2	Class Salaries & benefits 3	Employee Benefits 4	Supplies Instr. Materials Noncap 5	Purchased Services 7	Travel 8	Capital Outlay 9
21 Supervision	-	-	-	-	-	-	-	-	-	-
22 Learning Resources	-	-	-	-	-	-	-	-	-	-
23 Principal	216,031.39	-	-	122,962.50	93,068.89	-	-	-	-	-
24 Guidance and Counseling	-	-	-	-	-	-	-	-	-	-
25 Pupil Mgt Safety	-	-	-	-	-	-	-	-	-	-
27 Teaching	763,608.59	-	-	\$569,402.07	-	-	-	194,206.52	-	-
28 Extra Curricular	-	-	-	-	-	-	-	-	-	-
29 Payments to School Districts	-	-	-	-	-	-	-	-	-	-
61 Supervision	-	-	-	-	-	-	-	-	-	-
62 Grounds Maintenance	-	-	-	-	-	-	-	-	-	-
63 Operation of Buildings	58,713.47	-	-	-	27,513.47	-	-	31,200.00	-	-
64 Maintenance	-	-	-	-	-	-	-	-	-	-
65 Utilities	33,250.00	-	-	-	-	-	-	33,250.00	-	-
68 Insurance	6,000.00	-	-	-	-	-	-	6,000.00	-	-
<b>Totals</b>	<b>1,077,603.45</b>	<b>-</b>	<b>-</b>	<b>692,364.57</b>	<b>120,582.36</b>	<b>-</b>	<b>-</b>	<b>264,656.52</b>	<b>-</b>	<b>-</b>

**NORTH OLYMPIC PENINSULA SKILLS CENTER  
Program 45 Vocational -Basic-State  
Revenue 118.67 FTE's  
2013-2014**

Allocation for basic program	\$805,132.04
Collision Repair	\$1,500.00
Culinary Arts	\$42,000.00
NOPSC rentals	\$41,856.36
Peninsula College (et. Al) Utilities	\$11,780.00
Skills Center Barrier	\$14,750.00
Perkins Federal Grant	\$13,567.50
College Billing Students (Composites & Culinary)	\$24,000.00
<b>Sub Total</b>	<b>\$954,585.90</b>
Indirect at 4%	\$38,183.44
<b>Total</b>	<b>\$916,402.47</b>
Bottom line	(161,200.99)
<b>Balance</b>	<b>(161,200.99)</b>
Composites Grant	\$ 75,000.00

# Crescent School District Headcount/FTE

	Headcount	FTE
September	1	0.65
October	1	0.65
November	1	0.65
December	1	0.65
January	1	0.65
February	1	0.65
March	2	1.25
April	1	0.6

Average                      1.125    0.71875

Port Angeles School District Headcount/FTE

	Headcount	FTE
September	111	62.31
October	140	78.84
November	140	78.04
December	133	72.88
January	124	68.34
February	162	82.4
March	162	81.49
April	152	74.96

Average                      140.5    74.9075

Quillayute Valley Headcount/FTE by month

	Headcount	FTE
September	26	7.81
October	36	10.74
November	39	11.1
December	36	10.49
January	36	10.48
February	45	12.68
March	69	19.06
April	63	17.84

Average                      43.75      12.525

# Sequim School District Headcount/FTE

	Headcount	FTE
September	41	23.05
October	47	27.8
November	47	27.1
December	45	25.5
January	45	26.3
February	48	25.4
March	47	26.3
April	42	23.25

Average                      45.25    25.5875

# NOPSC By the numbers

15-Apr-2014

## FTE:

	Overall FTE	Branch: Forks	Branch Sequim	Students at the college	students from the college
April 7 FTE	122.25	9.24	5.6	11	6
March 3 FTE	134.3	9.66	6.4	14	6
February 3 FTE	127.33	3.78	6.4	16	6
January 6 FTE	110.42	3.78	6	13	5
December 2 FTE	114.17	4.2	5.6	13	8
November 1 FTE	120.94	4.2	5.6	13	8
October 1 FTE:	122.08	4.6	4.8	13	10
September 7 FTE:	97.87	4.2	4.8	11	10
Yearly Average	118.67	5.46	5.65		

## Programs:

	Head Count	FTE	Plus Or Minus HC	Plus Or Minus FTE
Auto Forks (4 sessions)	44	9.24	-2	-0.42
Auto Sequim	14	5.6	-2	-0.8
Broadcast Media	12	7.2	1	0.6
Building PA	3	1.8	1	0.6
Building Sequim:	14	8.4	-1	-0.6
Collision Repair	51	14.95	-2	-1.08
Commercial Arts	9	5	-3	-1.8
Composites	11	6.6	1	0.6
Cosmetology	17	11.8	2	-1.8
Culinary	24	13.66	-5	-3
IT Technology	15	9	0	0
Medical Careers	11	6.6	-1	-0.6
Natural Resources 1	9	5.4	0	0
Natural Resources 2	8	4.8	0	0
Natural Resources O	35	7	-9	-1.8
Welding	8	5.2	-2	-1.95
<b>Totals:</b>	<b>285</b>	<b>122.25</b>	<b>-22</b>	<b>-12.05</b>

## Gender

	Males	Females
	31	13
	14	0
	10	2
	2	1
	12	1
	48	3
	4	5
	9	2
	2	15
	11	13
	15	0
	0	11
	7	2
	6	2
	30	5
	7	1
<b>Totals:</b>	<b>208</b>	<b>76</b>



**Administrative Council Agenda**

**June 17, 2014 (9:00 p.m. – 10:30 p.m.)**

**North Olympic Peninsula Skills Center Haller Room**

Clayton Mork, Crescent		Mary O’Neil-Garrett, Peninsula College	
Kelly Shea, Sequim		Mia Boster—Peninsula College	
Dr. Luke Robins, Peninsula College			
Dr. Jane Pryne, Port Angeles		Ronald Craig, Director (outgoing)	
Diana Reaume, Quillayute Valley			
Kandy Ritter, Cape Flattery			
Peggy Templeton (New—Director)			

**AGENDA**

Additions or changes in the agenda	Diana Reaume	A
Approval of April Minutes	Diana Reaume	A
Introduction of New Director	Ron Craig/Peggy Templeton	I
Enrollment and Allotments and finances	All	I
Director’s Report Skills Center by the Numbers Summer School Update Composites Update	Ron Craig	I
JAG/JWG	Peggy Templeton	I
Cosmetology & College MOU	All	A
2014-15 Budget	All	A
2014-15 Administrative Council Chair	All	A
Meeting Dates 2014-15	All	A
Topics for Next Meeting –September 2015	Ron Craig	A

**Mission**

To create a learning environment in which all students reach their highest potential in preparing today for a job tomorrow and connecting students to advanced educational opportunities.

**Vision**

To create a learning environment as close as possible to that of the professional work world, in which all students reach their highest potential in preparation for employment or the next educational step leading up the career ladder.

Administrative Council Minutes – June 17, 2014

In Attendance: Dr. Jane Pryne, Diana Reaume, Mary O’Neil-Garrett, Peggy Templeton, Kandy Ritter (by phone), and Ron Craig.

The meeting was called to order at 9:05am by Diana Reaume.

**Agenda** – Dr. Pryne motioned it be accepted, Mary O’Neil-Garrett seconded, and all approved.

**April Minutes** – Kandy Ritter motioned they be accepted, Dr. Pryne seconded, and all approved.

**New Director** – Peggy Templeton gave a brief introduction of herself. Diana Reaume thanked Ron for his service. Ron will be honored at the June 26 school board meeting.

**Enrollment, Allotments and Finances** – Ron discussed cost overrun of \$170,000 from information that Kelly Pearson provided. With anticipated revenue of \$60,000 from summer school, that would leave a deficit of \$110,000. Dr. Pryne is not willing to pay \$50,000 when Port Angeles provides 67% of the students. Quillayute Valley, Sequim, Crescent and Cape Flattery should split the \$110,000. Ron will go over the P223 numbers and send out the amount owed by each district as soon as possible.

**Skills Center of the Numbers** – Ended the year slightly below budgeted amount. Dr. Pryne announced that Dan Lieberman was given notice in May that Natural Resources will no longer have 1.5 teachers in the fall, due to low enrollment. Dan Helpenstell will receive a MOU if his numbers go down and he will go back to PAHS CTE.

**Summer School Update** – Ron reviewed the current numbers – at this time we have approximately 210 students that have turned in their enrollment forms. Peggy discussed some ideas she has for new programs.

**Composites Update** – After recent purchases of Table Saw, Compressor with dryer, Vertical Air Receiver, Outdoor Freezer with Side Mount, and Slab with sidewalk, there is still about \$15,000 left in the WA Aerospace Mfg. grant to be spent by June 30, 2014.

**JAG/JWG** – Jobs for America’s Graduates and Jobs for Washington’s Graduates is a national program for students with a lot of obstacles. Peggy has been awarded a \$20,000 iGrant for next year and \$2500 for travel. There are twenty modules in the program. Peggy requested permission to travel to Orlando, Florida, July 14-18, to pursue JAG/JWG program. Dr. Pryne will put it on the June 26 school board agenda.

**Cosmetology & College MOU** – Dr. Pryne previously discussed with Mary O’Neil-Garrett.



**2014-15 Budget** – Based on 125 FTEs, and current configuration of staff, the Skills Center would have a deficit of \$128,000. MOU states budget has to be balanced before it can be approved, so the budget was tabled. Peggy will work on additional funding and reaching goal of 144 FTE.

**2014-15 Administrative Council Chair** – Diana Reaume offered to stay on one more year for continuity, but suggested that someone else should start prepping to take over the following year. Kandy Ritter made a motion, Dr. Pryne seconded, and all approved.

**2014-15 Meeting Dates** – The first two meeting dates are as follows:

- Tuesday, August 19 at 9:00am
- Monday, September 15 at 9:00am

The remainder of the meetings will be decided at one of the first two meetings. It was noted that September 16 is the 11<sup>th</sup> day of semester 1, which is the deadline for any changes in staff if they have low numbers in their class.

#### **Topics for Next Meeting**

- Getting to know one another
- JWG report
- Satellite programs

Diana Reaume adjourned the meeting at 10:15am.

**North Olympic Peninsula Skills Center**

**Program 45 Vocational-Basic-State**

Objects of Expenditure

2014-2015

Activity	Total	Debit Transfer 0	Credit Transfer 1	Cert. Salaries & Benefits 2	Class. Salaries & benefits 3	Employee Benefits 4	Supplies Instr. Materials Noncap 5	Purchased Services 7	Travel 8	Capital Outlay 9
21 Supervision	-	-	-	-	-	-	-	-	-	-
22 Learning Resources	-	-	-	-	-	-	-	-	-	-
23 Principal	191,438.89	-	-	98,370.00	93,068.89	-	-	-	-	-
24 Guidance and Counseling	-	-	-	-	-	-	-	-	-	-
25 Pupil Mgt Safety	-	-	-	-	-	-	-	-	-	-
27 Teaching	796,410.03	-	-	\$665,954.51	-	-	-	130,455.52	-	-
28 Extra Curricular	-	-	-	-	-	-	-	-	-	-
29 Payments to School Districts	-	-	-	-	-	-	-	-	-	-
61 Supervision	-	-	-	-	-	-	-	-	-	-
62 Grounds Maintenance	-	-	-	-	-	-	-	-	-	-
63 Operation of Buildings	58,713.47	-	-	-	27,513.47	-	-	31,200.00	-	-
64 Maintenance	-	-	-	-	-	-	-	-	-	-
65 Utilities	33,250.00	-	-	-	-	-	-	33,250.00	-	-
68 Insurance	6,000.00	-	-	-	-	-	-	6,000.00	-	-
<b>Totals</b>	<b>1,085,812.39</b>	<b>-</b>	<b>-</b>	<b>764,324.51</b>	<b>120,582.36</b>	<b>-</b>	<b>-</b>	<b>200,905.52</b>	<b>-</b>	<b>-</b>

**NORTH OLYMPIC PENINSULA SKILLS CENTER**  
**Program 45 Vocational -Basic-State**  
**Revenue 125 FTE's**  
**2014-2015**

Allocation for basic program	\$848,078.75
Collision Repair	\$1,500.00
Culinary Arts	\$42,000.00
NOPSC rentals	\$41,856.36
Peninsula College (et. Al) Utilities	\$11,780.00
Skills Center Barrier	\$14,750.00
Perkins Federal Grant	\$13,567.50
College Billing Students (Composites & Culinary)	\$24,000.00
<b>Sub Total</b>	<b>\$997,532.61</b>
Indirect at 4%	\$39,901.30
<b>Total</b>	<b>\$957,631.31</b>
Bottom line	(128,181.09)
Balance	(128,181.09) FTEs to break Even 18.90

# Enrollment & Allotments & Finances | 2013-14

39%

Budget	Activity	Total	0 - Debit	2 -	3 -	4 -	5 -	7 -	8 -	9 -
			Transfer	Certificated Salaries	Classified Salaries	Employee Benefits	Supplies /Materials	Purchased Services	Travel	Capital Outlay
	21 Supervision-Instruction	25,958	-	-	18,175	7,383	400	-	-	-
	23 Principals	221,233	-	96,499	51,275	54,059	5,000	10,000	4,400	-
	27 Teaching	778,007	1,500	343,182	21,948	143,556	65,800	200,221	1,800	-
	62 Grounds Maintenance	5,000	-	-	-	-	-	5,000	-	-
	63 Operation Of Buildings	35,049	-	-	21,398	9,651	4,000	-	-	-
	64 Maintenance	7,000	-	-	-	-	3,000	4,000	-	-
	65 Utilities	-	-	-	-	-	-	-	-	-
	68 Insurance	1,000	-	-	-	-	-	1,000	-	-
	<b>Total Budget</b>	<b>1,073,247</b>	<b>1,500</b>	<b>439,681</b>	<b>112,796</b>	<b>214,649</b>	<b>78,200</b>	<b>220,221</b>	<b>6,200</b>	<b>-</b>

Actual	Activity	Total	0 - Debit	2 -	3 -	4 -	5 -	7 -	8 -	9 -
			Transfer	Certificated Salaries	Classified Salaries	Employee Benefits	Supplies /Materials	Purchased Services	Travel	Capital Outlay
	21 Supervision-Instruction	26,108	-	-	16,396	6,088	453	3,171	-	-
	23 Principals	154,453	-	71,537	38,164	38,197	2,934	1,822	1,800	-
	27 Teaching	738,398	457	300,512	16,226	117,148	98,543	200,550	437	4,524
	62 Grounds Maintenance	5,082	-	-	67	14	-	-	5,000	-
	63 Operation Of Buildings	19,046	-	-	14,194	2,057	2,622	172	-	-
	64 Maintenance	5,630	-	-	1,949	385	495	2,801	-	-
	65 Utilities	-	-	-	-	-	-	-	-	-
	68 Insurance	903	-	-	-	-	-	903	-	-
	<b>Total Actual</b>	<b>949,619</b>	<b>457</b>	<b>372,049</b>	<b>86,996</b>	<b>163,889</b>	<b>105,047</b>	<b>214,420</b>	<b>2,237</b>	<b>4,524</b>

Encumbrances	Activity	Total	0 - Debit	2 -	3 -	4 -	5 -	7 -	8 -	9 -
			Transfer	Certificated Salaries	Classified Salaries	Employee Benefits	Supplies /Materials	Purchased Services	Travel	Capital Outlay
	21 Supervision-Instruction	5,141	-	-	3,359	1,782	-	-	-	-
	23 Principals	48,178	-	22,865	11,192	12,308	825	787	200	-
	27 Teaching	239,477	-	96,806	5,467	41,357	11,545	82,274	-	2,027
	62 Grounds Maintenance	-	-	-	-	-	-	-	-	-
	63 Operation Of Buildings	1,012	-	-	-	-	1,012	-	-	-
	64 Maintenance	205	-	-	-	-	205	-	-	-
	65 Utilities	-	-	-	-	-	-	-	-	-
	68 Insurance	-	-	-	-	-	-	-	-	-
	<b>Total Encumbrances</b>	<b>294,013</b>	<b>-</b>	<b>119,671</b>	<b>20,018</b>	<b>55,447</b>	<b>13,588</b>	<b>83,060</b>	<b>200</b>	<b>2,027</b>

Balance	Activity	Total	0 - Debit	2 -	3 -	4 -	5 -	7 -	8 -	9 -
			Transfer	Certificated Salaries	Classified Salaries	Employee Benefits	Supplies /Materials	Purchased Services	Travel	Capital Outlay
	21 Supervision-Instruction	(5,291)	-	-	(1,580)	(487)	(53)	(3,171)	-	-
	23 Principals	18,602	-	2,097	1,919	3,554	1,241	7,391	2,400	-
	27 Teaching	(199,867)	1,044	(54,137)	255	(14,949)	(44,288)	(82,603)	1,363	(6,551)
	62 Grounds Maintenance	(82)	-	-	(67)	(14)	-	-	-	-
	63 Operation Of Buildings	14,991	-	-	7,204	7,594	366	(172)	-	-
	64 Maintenance	1,165	-	-	(1,949)	(385)	2,299	1,199	-	-
	65 Utilities	-	-	-	-	-	-	-	-	-
	68 Insurance	97	-	-	-	-	-	97	-	-
	<b>Total Balance</b>	<b>(170,385)</b>	<b>1,044</b>	<b>(52,039)</b>	<b>5,782</b>	<b>(4,688)</b>	<b>(40,435)</b>	<b>(77,259)</b>	<b>3,763</b>	<b>(6,551)</b>

Cape Flattery 0%  
 Crescent 3%  
 Port Angeles 49%  
 QVSD 12+%  
 Sequim 36%

# NOPSC By the numbers

17-Jun-2014

## FTE:

	Overall FTE	Satellite: Forks	Satellite Sequim	Students at the college	students from the college
June 2 FTE	124.49	9.24	4.8	10	7
May 1 FTE	122.37	9.24	5.2	11	7
April 7 FTE	122.25	9.24	5.6	11	6
March 3 FTE	134.3	9.66	6.4	14	6
February 3 FTE	127.33	3.78	6.4	16	6
January 6 FTE	110.42	3.78	6	13	5
December 2 FTE	114.17	4.2	5.6	13	8
November 1 FTE	120.94	4.2	5.6	13	8
October 1 FTE:	122.08	4.6	4.8	13	10
September 7 FTE:	97.87	4.2	4.8	11	10
Yearly Average	119.622	6.21	5.52		

## Programs:

	Head Count	FTE	Plus Or Minus HC	Plus Or Minus FTE
Auto Forks (4 sessions)	44	9.24	0	0
Auto Sequim	12	4.8	-2	-0.8
Broadcast Media	12	7.2	0	0
Building PA	3	1.8	0	0
Building Sequim:	13	7.8	-1	-0.6
Collision Repair	51	16.4	0	1.45
Commercial Arts	9	4.7	0	0
Composites	11	6.6	0	0
Cosmetology	22	16	5	4.2
Culinary	23	13.8	-1	-0.6
IT Technology	13	7.8	-2	-1.2
Medical Careers	10	6	-1	-0.6
Natural Resources 1	10	6	1	0.6
Natural Resources 2	8	4.8	0	0
Natural Resources O	35	7	-9	-1.8
Welding	7	4.55	-1	-0.65
<b>Totals:</b>	<b>283</b>	<b>124.49</b>	<b>-11</b>	<b>0</b>

## Gender

	Males	Females
	31	13
	12	0
	10	2
	2	1
	12	1
	48	3
	4	5
	8	3
	2	20
	10	13
	13	0
	0	10
	8	2
	6	2
	30	5
	6	1
	<b>202</b>	<b>81</b>

## 2014 Summer School

Class	Student Count	FTE	Other
Blender Video Game Design	24	2.4	
Collision Repair	12	1.2	
Comic Creation Camp	16	1.6	
Composites	10	1	
Construction Trades	0	0	
Cosmetology (PNW)	0	0	Registrations will be in this week
Cosmetology (Studio 121)	6	1.8	
Culinary Arts	35	3.5	Para Professional
Law Enforcement	8	0.8	
Medical Careers	10	1	
Natural Resources	12	1.2	Para Professional
Natural Resources Options	12	1.2	
TV & Film Production	13	1.3	
Welding	20	2	College Supplies --Additional \$2,500
	178	19	
	Gross	\$128,907.97	



***Administrative Council Agenda***

**August 19, 2014 (9:00 a.m. – 10:30 a.m.)**

**North Olympic Peninsula Skills Center Haller Room**

**Invited**

**Invited**

Clayton Mork, Crescent		Peggy Templeton, Director	
Kelly Shea, Sequim			
Dr. Luke Robins, Peninsula College			
Dr. Marc Jackson, Port Angeles			
Diana Reaume, Quillayute Valley			
Kandy Ritter, Cape Flattery			
Mary O’Neil-Garrett, Peninsula College			
Mia Boster, Peninsula College			

**AGENDA**

Additions or changes in the agenda	Diana Reaume	A
Approval of June Minutes	Diana Reaume	A
Enrollment and Allotments and Finances	All	A
QVSD/Forks Auto Mechanics	Peggy Templeton	A
Director’s Report	Peggy Templeton	I
Skills Center by the Numbers		
Summer School Update		
Program Proposals		
GED/Tribal Contact/Peninsula		
Diesel Mechanics with Peninsula College 2015-16		
Medical Careers/Sequim/Forks		
Sports Medicine, January 2015, periods 6,7,8		
JAG/JWG	Peggy Templeton	I
2014-15 Budget	All	A
Set Meeting Dates 2014-15	All	A
Topics for September 15 Meeting	Peggy Templeton	A

Administrative Council Minutes – August 19, 2014

In Attendance: Diana Reaume, Kandy Ritter, Dr. Marc Jackson, Dr. Clayton Mork, Dr. Luke Robins, Dr. Mary O’Neil-Garrett, and Peggy Templeton.

The meeting was called to order at 9:10am by Diana Reaume.

**Agenda** – Kandy Ritter motioned it be accepted, Dr. Jackson seconded, and all approved.

**June Minutes** – Dr. Mork motioned they be accepted, Kandy Ritter seconded, and all approved.

**Enrollment, Allotments and Finances** – Summer School was not reported to the state for FTEs the last 2 years, but instead was averaged into Port Angeles School District. Revenue was credited into Port Angeles School District, rather than Skills Center. The budget did not include Quillayute Valley and Sequim teacher salaries.

**QVSD/Forks Auto Mechanics** – Diana Reaume said Forks High School has rescheduled the Skills Center Auto Mechanics program from 1 period per day, to 2 periods, and will document opportunities in the field. Diana asked Peggy to speak with Cindy Feasel, Principal, at Forks High School regarding compliance.

**Skills Center by the Numbers** – Approximately 200 students were enrolled for Summer School.

**Program Proposals-**

- Lower Elwha GED program at Skills Center. The Lower Elwha has 15 site licenses and would need to partner with Peninsula College, and hire a specialist – either certified or classified.
- There is a need for a Diesel Mechanic program in Port Angeles. Peggy will check on cost and labor market data.
- Medical Careers could be offered in Cape Flattery, Forks and Sequim.
- A Sports Medicine program would allow students to work with athletic teams in their building, and could continue into a career in Nursing, Physical Therapy, etc.
- Mia Boster, from Peninsula College, said Forks has requested an online Hospitality/Tourism program.
- The Northwest School of Wooden Boat Building has requested a partnership with the Skills Center.

**JAG/JWG** – Jobs for American Graduates curriculum will be used for the GED program and is an out of school model for the second semester at the Skills Center. The program will need to hire a “specialist”, the term used for the instructor, with the goal of supervising the GED course as well.

**2014-15 Budget** – The budget was presented. Dr. Jackson made a motion to accept, Dr. Mork seconded, and all approved. The budget was based on the previous FTE allocation from OSPI.

**2014-15 Meeting Dates –**

- Monday - September 15, 2014
- Tuesday - October 14, 2014
- Wednesday - November 12, 2014
- Tuesday - January 13, 2015
- Thursday - February 5, 2015
- Tuesday - March 10, 2015
- Tuesday - April 14, 2015
- Tuesday - May 12, 2015
- Tuesday - June 9, 2015

All meetings are scheduled to be held at the NOPSC at 9:00am.

**Topics for September 15 Meeting –**

- Program research update
- Budget deficit update

Diana Reaume adjourned the meeting at 10:55am.



Percentage of students from each district 2012-13  
attending the NOPSC averages

Port Angeles 136	63%
Sequim 37	17%
Quilayute Valley 35	16%
Crescent 2	.01%
Port Townsend & Chimacum 8	.03%
Cape Flattery 0	0%

Percentage of students from each district 2013-14  
attending the NOPSC averages

Port Angeles 136.5	62%
Sequim 44.5	20%
Quilayute Valley 35.5	16%
Crescent 1	.04%
Port Townsend & Chimacum 8	1.6%
Cape Flattery 0	0%



Summer School Student Count  
2014

School District	Total HC	Hours	P223S AAFTE Calc.	P223S ALE HC	P223S ALE Hours	P223S AAFTE	SAFS ALE HC	SAFS ALE FTE
Central Kitsap	1	90	0.1	1	90	0.1	1	0.1
Chimacum	3	270	0.3	0	0	0	0	0
Crescent	12	1080	1.2	2	180	0.2	2	0.2
Mukilteo	1	90	0.1	1	90	0.1	1	0.1
Port Angeles	143	12871	14.3	13	1170	1.3	13	1.3
Port Townsend	1	90	0.1	0	0	0	0	0
Quilcene	1	90	0.1	0	0	0	0	0
QV	5	450	0.5	1	90	0.1	1	0.1
Sequim	32	2880	3.2	10	900	1	10	1
Spokane	1	90	0.1	1	90	0.1	1	0.1
Totals	200	18001	20	29	2610	2.9	29	2.9

P-223S SUMMER  
ENROLLMENT

K-12  
P-2238

4 ALE  
P-2235

Kindergarten

Grade 1-3

Grade 4

Grade 5-6

Grade 7-8

Grade 9-12

TOTAL

20.00

20.00

2.90

2.90

Port Angeles School District  
 Program 45 - Skill Center, State

Budget	Activity	14-15	0 - Debit Transfer	2 - Certificated Salaries	3 - Classified Salaries	4 - Employee Benefits	5 - Supplies /Materials	7 - Purchased Services	8 - Travel	9 - Capital Outlay
	21 Supervision-Instruction	24,946	-	-	17,331	7,215	400	-	-	-
	23 Principals	211,786	-	98,265	50,345	49,976	5,000	3,800	4,400	-
	27 Teaching	937,389	1,500	456,764	22,153	185,572	122,100	145,000	1,800	2,500
	62 Grounds Maintenance	5,000	-	-	-	-	-	5,000	-	-
	63 Operation Of Buildings	8,236	-	-	4,000	136	4,000	100	-	-
	64 Maintenance	7,000	-	-	-	-	3,000	4,000	-	-
	68 Insurance	1,000	-	-	-	-	-	1,000	-	-
	<b>Total Budget</b>	<b>1,195,357</b>	<b>1,500</b>	<b>555,029</b>	<b>93,829</b>	<b>242,899</b>	<b>134,500</b>	<b>158,900</b>	<b>6,200</b>	<b>2,500</b>

Port Angeles School District  
 Program 46 - Skill Center, Federal

Budget	Activity	14-15	0 - Debit Transfer	2 - Certificated Salaries	3 - Classified Salaries	4 - Employee Benefits	5 - Supplies /Materials	7 - Purchased Services	8 - Travel	9 - Capital Outlay
	23 Principals	1,000	-	-	-	-	-	-	1,000	-
	27 Teaching	11,300	-	-	-	-	5,000	5,300	1,000	-
	<b>Total Budget</b>	<b>12,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,300</b>	<b>2,000</b>	<b>-</b>



**Administrative Council Agenda**  
**September 15, 2014 (9:00 a.m. – 10:30 a.m.)**  
**North Olympic Peninsula Skills Center Haller Room**

**Invited**

**Invited**

Dr. Clayton Mork, Crescent	Peggy Templeton, Director	
Kelly Shea, Sequim		
Dr. Luke Robins, Peninsula College		
Dr. Marc Jackson, Port Angeles		
Diana Reaume, Quillayute Valley		
Kandy Ritter, Cape Flattery		
Dr. Mary O'Neil-Garrett, Peninsula College		
Dr. Mia Boster, Peninsula College		

**AGENDA**

Additions or changes in the agenda	Diana Reaume	A
Approval of August Minutes	Diana Reaume	A
Student Enrollment by Program and Updates	Peggy Templeton	I
Program Enrollment Concerns and Vote	Peggy/Diana Reaume	A
Director's Report	Peggy Templeton	I
Program Proposals Updates		
GED/Tribal Contact/Peninsula		
Diesel Mechanics with Peninsula College 2015-16		
Medical Careers/Sequim declined/Forks still in process		
Sports Medicine, January 2015, periods 6, 7, 8 Framework due		
October 15		
*Hospitality Peninsula College partnership		
* Fire Science 2 year program		
Microsoft Academy		
Advisory Committee Update		I
Topics for Meeting	Peggy Templeton	A

**Mission**

To create a learning environment in which all students reach their highest potential in preparing today for a job tomorrow and connecting students to advanced educational opportunities.

**Vision**

To create a learning environment as close as possible to that of the professional work world, in which all students reach their highest potential in preparation for employment or the next educational step leading up the career ladder.

Administrative Council Minutes – September 15, 2014

In Attendance: Diana Reaume, Kandy Ritter, Kelly Shea, Dr. Marc Jackson, and Peggy Templeton.

The meeting was called to order at 9:05am by Diana Reaume.

**Agenda:** Microsoft Academy was added under Director's Report. Dr. Jackson motioned that agenda be accepted with addition, Kelly Shea seconded, and all approved.

**August Minutes:** Kandy Ritter motioned they be accepted, Kelly Shea seconded, and all approved.

**Student Enrollment by Program and Updates:**

- **Current Count:** Head count is 211, with 135.6 FTE.
- **Building Trades:** Students in the Sequim Building Trades program will be working on the Guy Cole Convention Center. Peggy is working on a MOU with the City of Sequim.
- **Auto Mechanics:** Skills Center classes need to be at least two hours, so Forks Auto Mechanics program established a two hour block this school year, but the class only has two students enrolled, which is a problem. Peggy showed Diana Reaume the FHS reports with class numbers. Peggy said the one hour block doesn't qualify as a skills center class, so NOPSC would contract with QVSD for the two students that are enrolled in the two hour block only, for instructor fees, similar to the MOU for Welding and Green Building Trades with Peninsula College.

**Program Enrollment Concerns and Vote:**

- **Broadcast Media:** There are currently 8 students generating \$24,000, with half time instructor. Deficit total is approx. \$20,000. There are 5 additional students starting today from PAHS – just waiting for paperwork to come into NOPSC.
- **Commercial Art:** There are currently 13 students, but teacher is recruiting hard, with 2 additional students starting today from PAHS – just waiting for paperwork to come into NOPSC.
- **Natural Resources:** There are currently 31 students at .2 FTE = \$31,000, and 6 students at .6 FTE = \$33,000, with 1.5 instructors. Deficit total is approx. \$33,000. Peggy will have a conversation with full time instructor today, to increase his numbers to 16, or be cut to half time. A motion was made that numbers need to increase to 24 by the end of today, or Dan Lieberman will be RIF to 50%. Kelly Shea made a motion to RIF 1.5 certificated staff to 1.0, effective September 16, Kandy Ritter seconded, and all approved.

### **Director's Report:**

- **GED:** Brian Walsh found additional funding for joint GED program, where Peninsula College and the Skills Center would each get some FTE. Kandy Ritter would like to see the Makah tribe included in this program.
- **Diesel Mechanics:** Peggy is working with PC on this program, and is setting up a committee.
- **Medical Careers:** Sequim Asst. Superintendent told Peggy there is not a need for this program in Sequim, but Kelly Shea said there may be in 2015-16. Peggy is working thru Forks hospital for an after school program.
- **Sports Medicine:** Sports Medicine/Pre Physical Therapy (what state calls the program), should start second semester. Peggy has the frameworks from two other skills centers. Credit equivalency would be in science. Lab would be two hours.
- **Hospitality:** Peninsula College partnership with focus on west end, via online.
- **Fire Science:** Two year program with classroom at PA Fire Dept.
- **Microsoft Academy:** Online, free thru Microsoft. To get credit, need to have certificated IT instructor.

**Advisory Committee Update:** There is a need to establish online GoToMeeting, rather than face to face meetings, which have been difficult to schedule. There would still be two face to face meetings per year, the first of which is being held September 22.

### **Topics for October 14 Meeting:**

- Budget update, including what districts owe
- Natural Resources update
- Coordination meeting with counselors and high school administration

Meeting adjourned at 10:30am.



Resident District: \*\* SCHOOL SUMMARY \*\*  
Entity: 614 N OLYMPIC PENINSULA SKILLS CNT School: \*\*\*

Serving District Name County Name Serving No ESD No Month  
PORT ANGELES 05121 114 SEPTEMBER  
Resident District Name County Name Resident No Year  
\*\* SCHOOL SUMMARY \*\* 2014-15

Grade Level	(A) Headcount of Individual Students			(B) Full-time Equivalent (FTE) Students		
	K - 12	Poverty	R & N	K - 12	Poverty	R & N
Half-Day Kindergarten	0	0	0	0.00	0.00	0.00
Full-Day State Funded Kindergarten	0	0	0	0.00	0.00	0.00
1. First Grade	0	0	0	0.00	0.00	0.00
2. Second Grade	0	0	0	0.00	0.00	0.00
3. Third Grade	0	0	0	0.00	0.00	0.00
4. Fourth Grade	0	0	0	0.00	0.00	0.00
5. Fifth Grade	0	0	0	0.00	0.00	0.00
6. Sixth Grade	0	0	0	0.00	0.00	0.00
7. Seventh Grade	0	0	0	0.00	0.00	0.00
8. Eighth Grade	0	0	0	0.00	0.00	0.00
9. Ninth Grade	1	0	0	6.02	0.00	0.00
10. Tenth Grade	6	0	0	13.61	0.00	0.00
11. Eleventh Grade	26	0	0	38.70	0.00	0.00
12. Twelfth Grade	29	0	0	64.27	0.00	0.00
Total Individuals	62	0	0	122.60	0.00	0.00

**RUNNING START (RS) ENROLLMENT**

Headcount of Individual Students		Full-Time Equivalent (FTE) Students	
Total RS Students	College RS Only	Non-vocational RS	Vocational RS
0	0	NOT REPORTED	NOT REPORTED

**CATEGORICAL AND ENHANCEMENT PROGRAM ENROLLMENTS**

Bi-Vocational Program	Vocational 7th and 8th Grade Programs	Vocational 9th-12th Grade Programs	Skills Center Program
Headcount of Individual Students	FTE Students	FTE Students	FTE Students
0	0.00	0.00	122.60

Headcount of Students Who Tested Out  
0

- 1.2 IT
- .8 Auto Forks
- .6 comm Art
- .6 culinary
- 1.2 cosmo
- .6 NR
- 2.4 NR II
- 1.2 opt.
- 2.6 opt. Sci.
- 1.8 opt. Eng.

122.60  
~~11.8~~ 13.0  
~~133.68~~  
135.60

~~11.8~~  
13.0

September Program Counts

Teacher	Program	Teacher Salary and Benefits package	Class count	FTE Class count X .6	FTE class count X .2 x .8 ALE	\$ generated for Class count	Difference
D. Lieberman	Natural Resources	66,928	11	6.6		33000	
D. Lieberman	Natural Resources Op		31		6.2	31000	
						64000	-2,928
J. Valadez	Natural Resources	26,934					-29,862



**Administrative Council Agenda**  
**October 14, 2014 (9:00 a.m. – 10:30 a.m.)**  
**North Olympic Peninsula Skills Center Haller Room**

**Invited**

Dr. Clayton Mork, Crescent		Peggy Templeton, Director	
Kelly Shea, Sequim			
Dr. Luke Robins, Peninsula College			
Dr. Marc Jackson, Port Angeles			
Diana Reaume, Quillayute Valley			
Kandy Ritter, Cape Flattery			
Dr. Mary O’Neil-Garrett, Peninsula College			
Dr. Mia Boster, Peninsula College			

**AGENDA**

- Additions or changes in the agenda Diana Reaume A
- Approval of September Minutes Diana Reaume A
- Success in the New Economy Video Peggy Templeton I
- Old Business
  - Natural Resources RIF action Marc Jackson I
  - Forks Automotive enrollment for 2 students, requesting a MOU with Forks A
- Student Enrollment by Program and Updates Peggy Templeton I
  - Request Tanya Knight increase to full time A
  - Request para for Collision Repair periods 2, 3, 5, and 6 A
  - Request addition of 2 secretarial hours daily A
- Director’s Report Peggy Templeton I
  - Request change of the January 13 meeting, to Jan 20, due to OSPI
  - Invitation November 21 for the regional CTE directors meetings at NOPSC I
  - CIP Framework coding and State Dual Credits in Science, Math, Technology, English, and Fine Arts.
  - March counselors orientation Breakfast to include registration, Running Start, Career Pathways.

Program Proposals Updates

I

GED/Tribal Contact/Peninsula College  
Diesel Mechanics with Peninsula College 2015-16  
Medical Careers/ Forks still in process  
Sports Medicine/Pre Physical Therapy  
Hospitality Peninsula College partnership  
Criminal Justice 2 year program 2015-16

Topics for Next Meeting

Peggy Templeton

A

**Mission**

To create a learning environment in which all students reach their highest potential in preparing today for a job tomorrow and connecting students to advanced educational opportunities.

**Vision**

To create a learning environment as close as possible to that of the professional work world, in which all students reach their highest potential in preparation for employment or the next educational step leading up the career ladder.

Administrative Council Minutes – October 14, 2014

In Attendance: Diana Reaume, Kelly Shea, Dr. Marc Jackson, Dr. Mia Boster, Dr. Clayton Mork, and Peggy Templeton.

The meeting was called to order at 9:15am by Diana Reaume.

**Agenda:** Kelly Shea motioned the agenda be accepted, Dr. Jackson seconded, and all approved.

**September Minutes:** Dr. Jackson motioned the minutes be accepted, Kelly Shea seconded, and all approved.

**Video:** Peggy showed “Success in the New Economy” video by Kevin Fleming, from OSPI website.

**Natural Resources RIF Action:** Dr. Jackson said the layoff is on hold for this school year, due to contract not meeting state law. Notice will be given by May 15, 2015, that Natural Resources class will be closed for Fall 2015. Dr. Jackson will inquire if Dan Lieberman can be RIF, or if he has seniority/credentials to bump others.

**Forks Automotive:** Diana Reaume agreed to do a contract for the two students (.41 FTE each) that are in the two hour block of the Forks Automotive class for 2014-15.

**Tanya Knight:** IT Tech enrollment has increased this year to 31 students, so Peggy requested that Tanya Knight be increased to a full time contract, one year, non-continuing (Tanya was cut to half time two years ago). Peggy will inquire with HR, if increased, would Tanya be able to bump others if decreased later. Kelly Shea was concerned about increasing Tanya Knight and the bottom line for all districts. Dr. Mork motioned that Tanya Knight be increased from .5 to full time, pending verification that we’re in the black and increase doesn’t put us in a deficit. Kelly Shea seconded, and all approved. Voting will be done by e-vote.

**Para for Collision Repair:** Due to a substantial number of Sped students in Collision Repair, a para is needed in periods 2, 3, 5 and 6. The para does not need to be specifically for Sped. Dr. Jackson motioned that a para be assigned to Collision Repair periods 2, 3, 5 and 6, pending verification that we’re in the black and by adding this para, it doesn’t put us in a deficit. Dr. Mork seconded, and all approved.

**Secretarial Hours:** Peggy requested two additional secretarial hours for the NOPSC office, providing increase doesn’t put us in a deficit. Kelly Shea motioned to add two secretarial hours, Dr. Mork seconded, and all approved.

**January Meeting:** The January 13 AC meeting has been changed to January 20, 2015. The date change was okay with all in attendance. Diane will email the change out to all parties involved.

**CTE Director’s Meeting:** The November 21 regional CTE director’s meeting will be held at NOPSC. The directors will meet at the Skills Center, 9:30am-10:30am, and tour Westport

Yachts and Shipyard, 11:00am–12:00pm, with lunch provided at the Skills Center afterwards. Peggy invited the superintendents to join the directors, or send a CTE rep.

**CIP Frameworks and Dual Credits:** Peggy will make sure this information starts getting published, so all are aware of classes with credit equivalency in science, math, technology, english, and fine arts. Dr. Jackson would like verification of cross crediting approval, so transcripts are accepted with no problems by colleges.

**Counselor's Breakfast:** Peggy plans on having an informational breakfast in March 2015. Invitations will be sent to area high school counselors, registrars, Running Start, Pathways to Success, etc.

**GED Program:** Peggy has been working with Brian Walsh to have a GED program at NOPSC. The Skills Center will be an official Pearson testing site. Sites may be established at Elwha, Makah and Quileute tribes.

**Diesel Mechanics, Medical Careers and Sports Medicine:** Peggy is still working on all of these programs.

**Hospitality Program:** NOPSC will partner with Peninsula College for the following program pathway; Short Term Certificates, AA, and BS. Online and face to face Hospitality/Eco Tourism program will begin in 2015-16. Advisory Committee is being assembled to create frameworks.

**Criminal Justice Program:** Terry Gallagher, Chief of Police, said the Port Angeles Police Dept. will make the hybrid type class happen. There would be an officer of record, along with several officers on timesheets.

**Precision Exams:** OSPI's Precision Exams are geared for Washington state, so North Olympic Peninsula Skills Center will begin to issue them, enabling every student to walk away with a Washington Career Skills certificate. Online pre and post exams are offered at a cost of \$2.50 per exam, per student.

**Next Meeting:** The next Administrative Council meeting will be held at NOPSC on Wednesday, Nov. 12, at 9:00am.

Diana Reaume adjourned the meeting at 11:00am



October 14, 2014 (9:00a.m. – 10:30a.m.)

NOPSC Haller Conference Room

2014 Total Head Count by Program:

Program Name	AM	PM	Late	Total
Collision Repair	40	29		69
Commercial Art			20	20
Composites		16		16
Cosmetology				31
Culinary Arts		13	13	26
PA TV			17	17
IT Tech			31	31
Medical Careers	7			7
Natural Resources 1		5		5
Natural Resources 2		11		11
Natural Res. Options (.2 FTE)			62	62
Welding	5	6		11
Automotive Sequim	16			16
Building Trades Sequim		11		11
Building Trades: PC	1			1
	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period
Automotive Forks H.S.			2	2
<b>Total Head Count: 274</b>				
<b>Total FTE: 156.15</b>				



**Administrative Council Agenda**  
**November 12, 2014 (9:00 a.m. – 10:30 a.m.)**  
**North Olympic Peninsula Skills Center Haller Room**

**Invited**

**Invited**

Dr. Clayton Mork, Crescent		Peggy Templeton, Director	
Kelly Shea, Sequim		Brian Lewis, Sequim Finance	
Dr. Luke Robins, Peninsula College		Marla Bell, Crescent Finance	
Dr. Marc Jackson, Port Angeles		Jan Haugen, Quillayute Valley Finance	
Diana Reaume, Quillayute Valley		Steve McIntire, Cape Flattery Finance	
Kandy Ritter, Cape Flattery		Kelly Pearson, Port Angeles Finance	
Dr. Mia Boster, Peninsula College			

**AGENDA**

Additions or changes in the agenda	Diana Reaume	A
Approval of October Minutes	Diana Reaume	A
Presentation of Skill Center Finances	Marc Jackson/Kelly Pearson	
Director’s Report	Peggy Templeton	I
GED//Peninsula		
Topics for January Meeting	Peggy Templeton	A
CTE Regional Directors Meeting on November 21		9:30 – 1:30

Next meeting: January 20 (rescheduled from January 13)

**Mission**

To create a learning environment in which all students reach their highest potential in preparing today for a job tomorrow and connecting students to advanced educational opportunities.

**Vision**

To create a learning environment as close as possible to that of the professional work world, in which all students reach their highest potential in preparation for employment or the next educational step leading up the career ladder.



Administrative Council Minutes – November 12, 2014

In Attendance: Diana Reaume, Jan Haugen, Dr. Marc Jackson, Kelly Pearson, Kelly Shea, Brian Lewis, Kandy Ritter, Steve McIntire, Marla Bell, Dr. Mia Boster and Peggy Templeton.

The meeting was called to order at 9:15am by Diana Reaume.

**Agenda:** Kandy Ritter motioned the agenda be accepted, Kelly Shea seconded, and all approved.

**October Minutes:** Dr. Jackson motioned the minutes be accepted, Kelly Shea seconded, and all approved.

**Presentation of Skill Center Finances:** A five year contract was signed on September 1, 2012, by consortium members. Kelly Pearson will go back four years on F196 and check apportionment. Notice of Probable Cause has to be done by May 15, 2015. Kelly Shea requested as much advance notice as possible before Sequim will be invoiced for \$215,552.19, as he can't have any more surprises. Kelly Shea said Sequim will honor their commitment to the end of the five year contract in 2017, because they signed it, but beyond that . . . .

**GED Program:** GED program with Peninsula College started November 5, 2014. The goal is to get those students in other Skill Center classes.

**Topics for January Meeting:** The next Administrative Council meeting will be held at NOPSC on Tuesday, January 20, at 9:00am. Topics for discussion are:

- Cosmetology budget breakdown, MOU, start-up costs, etc.
- Breakdown of numbers for all Skill Center classes
- Current agreement that districts are under with North Olympic Peninsula Skill Center

Peggy invited all to join her at the regional CTE director's meeting to be held at the Skill Center on November 21.

Diana Reaume adjourned the meeting at 10:30am.

**NOPSC 2013-14**  
**8/31/2014**

	<b>2013-14 Budget</b>	<b>2013-14 Final Actuals</b>	<b>Budget v Actual</b>	<b>Ron's Report 4/2014</b>	<b>Ron's Report 6/2014</b>	<b>Variance between Ron (June) and Actual</b>
<b>Revenues:</b>						
Sale of Goods						
Collision Repair	4,000	420	(3,580)	1,500	1,500	(1,080)
Cosmetology	-	6,362	6,362			6,362
Sales	-	6,943	6,943			6,943
Culinary Arts	42,000	43,505	1,505	42,000	42,000	1,505
Rentals	7,000	8,566	1,566	41,856	41,856	(33,290)
State Apportionment	834,545	679,279	(155,266)	805,132	848,079	(54,661)
Summer School	75,000	114,139	39,139			
Barrier Revenue	-	16,607	16,607	14,750	14,750	1,857
Federal Perkins	18,219	18,219	-	13,568	13,568	4,652
Peninsula College (4551)	7,000	14,066	7,066	11,780	11,780	2,286
College Billing Students		22,983	22,983	24,000	24,000	(1,017)
Other Districts						
Indirects at 4%				(38,183)	(39,901)	39,901
	<b>987,764</b>	<b>931,091</b>	<b>(56,673)</b>	<b>916,402</b>	<b>957,631</b>	<b>(26,541)</b>
<b>Expenditures:</b>						
Program 45	1,073,247	1,337,351		1,077,603	1,085,812	(228,497)
Program 46	17,620	17,620				
Prior Year Adjustment		(40,661)				
	<b>1,090,867</b>	<b>1,314,309</b>	<b>(126,144)</b>	<b>1,077,603</b>	<b>1,085,812</b>	<b>(228,497)</b>
<b>Deficit</b>	<b>(103,103)</b>	<b>(383,219)</b>	<b>(10,017)</b>	<b>(161,201)</b>	<b>(128,181)</b>	<b>(255,038)</b>

District	10/1/12 fte	% of 10/1/12 fte	alloc based on 125 fte	13-14 avg fte	deficit from 125	Amnt due based on deficit FTE @ \$6,676.35/FTE	Actual Loss	Net loss remaining to distribute	Net Loss Shared	Total to Invoice
Sequim	948.89	36.0%	44.95	25.82	19.13	127,705.78		87,846.41	87,846.41	215,552.19
Crescent	79.53	3.0%	3.77	5.75	(1.98)			7,362.73	7,362.73	7,362.73
Quillayute Valley	324.00	12.3%	15.35	13.67	1.68	11,213.56		29,995.30	29,995.30	41,208.86
Port Angeles	1,286.43	48.7%	60.94	74.55	(13.61)			119,095.22	119,095.22	119,095.22
	2,638.85	100.0%	125.00			138,919.34	383,219	244,299.66	244,299.66	383,219.00
actual				118.84		6,676.35				
				119.79						

cape flattery?

(c) Each District's entitlement to a percentage of allocation of student slots shall be based on the prior year's October 1 FTE enrollment in grades 9 through 12 of the member districts in accordance with Section V. Paragraph A.1. Exceptions to this distribution may be allowed with the consent of the Administrative Council.

In the event it is determined that expenses are projected to exceed estimated revenues, the Administrative Council shall act to rectify the anticipated deficit unless it plans to draw from the Skills Center's accumulated reserves. If the deficit cannot be eliminated by expenditure reduction and/or drawing on reserves, the portion of the deficiency which is required to be met shall be the responsibility of the District or Districts failing to fill their allocated slots. Such responsibility shall be distributed in proportion to the deficiency or deficiencies.

Any additional costs beyond the approved budget amount shall be prorated among all Districts in the Agreement according to their percentage of allocated student slots in the Skills Center.

Full Name	Program	Program Code	Budget 13-14	Actual 13-14	variance
KNIGHT, TANYA A	IT Tech	400	30,930.06	28,087.03	2,843.03
LIEBERMAN, DANIEL JED	Natural Resources	401	62,059.66	60,626.31	1,433.35
VALADEZ, JAMIE	Natural Resources	401	-	21,979.90	(21,979.90)
BRONSINK, HEIDI	Cosmotology	403	-	46,426.99	(46,426.99)
WITHEROW, SUSAN	Cosmotology	403	-	49,261.66	(49,261.66)
STITES, RILEY E	Building Trades	405	38,649.95	37,633.88	1,016.07
DAHLL, DENISE L	Culinary	406	84,204.20	90,122.15	(5,917.95)
HITT, LISA KEETH	Digital Media	409	44,776.67	50,455.95	(5,679.28)
MOREAU, DONNA J (Easton)	Nursing	410	41,825.99	27,889.01	13,936.98
SWEETSER, DAN RUSSELL	Composites	412	34,905.23	35,785.05	(879.82)
GAPPER, JOSEPH F	Para	416	7,617.53	8,281.80	(664.27)
HELLENSTELL, DANIEL D	Collision	416	87,525.89	92,755.32	(5,229.43)
KLEIN, MELISSA A	Commercial Art	417	41,610.57	46,386.48	(4,775.91)
SUMMER SCHOOL			-	17,201.04	(17,201.04)
BEAR, CYNTHIA A	Secretary	admin	17,003.42	13,284.75	3,718.67
CRAIG, RONALD JOSEPH (Templeton)	Director	admin	123,230.35	126,853.51	(3,623.16)
DUE, DOUGLAS C (Gagnon, Frazier Hull, Spicher)	Janitor	admin	27,515.76	21,167.17	6,348.59
EARL, CAROL A	Fiscal	admin	5,966.61	5,967.02	(0.41)
ELLIOTT, TAMARA L	Fiscal	admin	5,681.41	5,687.36	(5.95)
HALL, DIANE S	Secretary	admin	60,284.35	60,585.08	(300.73)
HICKS, ROBIN SUE	Fiscal	admin	6,632.90	7,298.08	(665.18)
MAINTENANCE		admin	-	1,362.49	(1,362.49)
PORTERFIELD, WENDERLY J (Yager)	Fiscal	admin	7,277.15	10,084.27	(2,807.12)
TECH		admin	-	877.94	(877.94)
WALKER, TRACY LEANNE	Events Coordinator	admin	28,767.19	28,608.55	158.64
ZZ-SUBSTITUTES, CERTIFIED			5,811.46	15,143.86	(9,332.40)
ZZ-SUBSTITUTES, CLASSIFIED			3,532.80	1,921.60	1,611.20
ZZ-VACATION LEAVE, BUY OUT			1,314.79	-	1,314.79

LAURA	CLARKE		229.06	certified sub
SHARON	CLARK		267.85	certified sub
RONALD	DAVIS		114.57	certified sub
SUZANNE	EVANS		114.52	certified sub
DEBRA	GILLIAM		965.42	certified sub
GARY	GLEASON		816.12	certified sub
GARY	JENSEN		109.26	certified sub
FREDERIC	MARTI		111.94	certified sub
MELVIN	MUNDELL		543.79	certified sub
KRISTIAN	NATTINGER		6,687.50	certified sub
PATRICK	NICKERSON		4,200.20	certified sub
DANIEL	PEACOCK		796.28	certified sub
JESSE	REYNOLDS		72.85	certified sub
SUSAN	SHOTTHAFER		114.50	certified sub
KATHRYN	EASTWOOD		109.35	classified sub
TANYA	JEFFERS		332.50	classified sub
CYNTHIA	LAUGHMAN		116.87	classified sub
EDWARD	NOVACK		1,293.23	classified sub
MARK	REID		69.65	classified sub
RONALD	ERDMANN		559.91	maintenance
TODD	ERICKSON		284.28	maintenance
NICHOLAS	KOON		16.29	maintenance
TIMOTHY	SMITH		420.29	maintenance
JOSHUA	WINTERS		81.72	maintenance
MARLENE	BRADOW		1,491.34	summer school
KIMBERLY	LEMON		1,682.60	summer school
JOHN	MITCHELL		5,117.79	summer school
ERIKA	SALGADO		1,423.59	summer school
JASON	VIADA		3,498.43	summer school
DIANE	WILLIAMS		208.73	summer school
DAVID	ZELENKA		3,778.56	summer school
SHARON	GANJE		475.58	tech
STEPHEN	PAZAN		175.30	tech
ALEXANDER	PINCUS		73.68	tech
GARRY	THOMPSON		153.38	tech
			36,506.93	



**Administrative Council Agenda**  
**January 20, 2015 (9:00 a.m. – 10:30 a.m.)**  
**North Olympic Peninsula Skill Center Haller Room**

**Invited**

Dr. Clayton Mork, Crescent		Peggy Templeton, Director	
Kelly Shea, Sequim			
Dr. Luke Robins, Peninsula College			
Dr. Marc Jackson, Port Angeles			
Diana Reaume, Quillayute Valley			
Kandy Ritter, Cape Flattery			
Dr. Mia Boster, Peninsula College			

**AGENDA**

Additions or changes in the agenda	Diana Reaume	A
Approval of November Minutes	Diana Reaume	A
Director’s Report	Peggy Templeton	I
<ul style="list-style-type: none"> <li>• New Website</li> <li>• Summer School Satellite Programs</li> <li>• Class Counts and FTE <ul style="list-style-type: none"> <li>○ Based on 6 years of low enrollment drop NR?</li> </ul> </li> <li>• Fire Science/ Pre-EMT partnership Clallam Fire District 2</li> <li>• Sports Medicine Meeting at PAHS today. Need to schedule with Sequim</li> <li>• OSPI CTE Betty Klattenhoff decision on Skills Center Programs <ul style="list-style-type: none"> <li>○ Skills Centers can NOT offer .2 FTE courses (.5) singleton and receive State funding: <i>NR Options courses</i></li> <li>○ All courses must be in a “block” so no flexible period scheduling (Collision Repair)</li> <li>○ OSPI will NOT fund classes that do not carry a minimum load for 2 consecutive years. Target is no less than 15.</li> </ul> </li> <li>• Inter Agreement - Review</li> <li>• Cosmetology - Budget</li> </ul>		
Topics for February 5 Meeting	Peggy Templeton	A

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**Vision**

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Administrative Council Minutes – January 20, 2015

In Attendance: Diana Reaume, Dr. Marc Jackson, Dr. Clayton Mork, Kelly Shea, Dr. Mia Boster and Peggy Templeton.

The meeting was called to order at 9:05 a.m. by Diana Reaume.

**Agenda:** Dr. Marc Jackson motioned the agenda be accepted, Kelly Shea seconded, and all approved.

**November Minutes:** Dr. Clayton Mork motioned the minutes be accepted, Kelly Shea seconded, and all approved.

**New Website:** Peggy gave a preview of the new Skill Center website, designed by Dave Zelenka. The website should be completed and enrollment form live by the end of February.

**Summer School Satellite Programs:** Satellite programs would be held on host district campus with their program and teacher, but students would be enrolled thru the Skill Center with 80% FTE to each host district and 20% FTE to Skill Center. Peggy would like completed OSPI form 1661 from interested districts by March.

**Class Counts and FTE:** Natural Resources 1 is down to 3 students. Dan Lieberman will receive a layoff notice.

**Fire Science:** Peggy is working with Sam Phillips to establish a Fire Science program. Request for partnership with Clallam County Fire District 2 will go to the PA School Board for approval. Classes would be held three days a week at the Skill Center, and two days a week in various fire stations, with one teacher of record and rotating teachers based on needs and schedules.

**Sports Medicine:** Peggy is meeting with PAHS principal today. Kelly Shea gave Peggy permission to talk to Gary Neil in Sequim about their interest in Sports Medicine/Pre PT program. Class will count towards science credit.

**OSPI CTE:** Betty Klattenhoff said Natural Resources Options classes do not meet Skill Center criteria and need to be discontinued, along with Independent Collision Repair classes (must be in a block), so this needs to be “fixed” by Fall 2015. Betty said the state will not pay teacher’s salary for low enrollment classes, unless target of 15 students is met.

**Inter-local Agreement:** Last signed in June 2012. Skill Center copy was only signed by PASD and Sequim. Agreement expires September 1, 2017. Dr. Jackson said the amount QVSD and Sequim owes should be known by February AC meeting.

**Cosmetology Budget:** Peggy reviewed Kelly’s reports.

**Topics for February Meeting:**

- Budget
- Enrollment

Diana Reaume adjourned the meeting at 10:30 a.m.





## *Administrative Council Agenda*

**March 10, 2015 (9:00 a.m. – 10:30 a.m.)**

**North Olympic Peninsula Skills Center Haller Room**

### **Invited**

Dr. Clayton Mork, Crescent		Peggy Templeton, Director	
Kelly Shea, Sequim			
Dr. Luke Robins, Peninsula College			
Dr. Marc Jackson, Port Angeles			
Diana Reaume, Quillayute Valley			
Kandy Ritter, Cape Flattery			
Dr. Mia Boster, Peninsula College			

### **AGENDA**

Additions or changes in the agenda	Diana Reaume	A
Approval of January Minutes	Diana Reaume	A
Round Table share from Districts/Program	All	
Director's Report	Peggy Templeton	I
<ul style="list-style-type: none"> <li>• Open House March 17, 6:00 – 7:30</li> <li>• Summer School Satellite Programs Review; Any takers?</li> <li>• Class Counts and FTE Program Report</li> <li>• NR and Cosmetology budget update for 2015-16</li> <li>• Fire Science/ Pre- EMT partnership Clallam Fire District 2 update</li> <li>• Sports Medicine/ Pre Physical Therapy update</li> <li>• Cosmetology &amp; Culinary College outreach for students</li> <li>• QV Automotive program MOU approval from board</li> <li>• New registration template</li> <li>• Brochure for upcoming year</li> <li>• 2015 Summer school for the Skills Center runs June 22 through July 11. No summer school on <u>July 3<sup>rd</sup></u> for the holiday of Saturday July 4<sup>th</sup>. Class runs from 8:00 am to 3:30 with a 30 minute lunch break. The total hours of instruction is 91 hours. The class provides .5 CTE credit. The class is open for 9 – 12<sup>th</sup> graders. Students can only miss one day of instruction as one day is equal to 6 days of a quarter.</li> </ul>		
Topics for next meeting: April 14	Diane Reaume	A

Next meeting: April 14 meeting:

Administrative Council Minutes – March 10, 2015

In Attendance: Diana Reaume, Dr. Marc Jackson, Kelly Shea, Dr. Clayton Mork, Dr. Mia Boster and Peggy Templeton.

The meeting was called to order at 9:05 a.m. by Diana Reaume.

**Agenda:** No additions.

**January Minutes:** Dr. Jackson motioned the minutes be accepted, Dr. Mork seconded, and all approved.

**Round Table Share:** Sequim community members are now willing to take the lead and work on the bond as a community, not just board and school personnel. They are using a recruiting video for their district. Port Angeles is looking to survey staff and community for input into Bond vote and community input. Appreciative of the Bond committee who took the lead.

**Director's Report:**

**Open House:** Shared packets with new registration forms and open house flyers to every school district. Asked superintendents to share with district staff.

**Summer School:** Asked if any districts other than PA would like to offer courses through the Skills Center as the date to get everything to OSPI is approaching. No districts responded, except Cindy Crumb for PAHS (Auto Shop, Family Health and Financial Fitness).

**NOPSC Class Counts:** Skills Center class counts were shared. The total FTE for March is 149.75. This is holding strong for the spring compared to previous years.

**Natural Resources:** There is only one student attending the Natural Resources 1 course. This daily class provides 50% of the instructor's salary. For the past six years this number has declined. The Options class count is operating with 62 students at a .2 FTE. This is in violation of the State WAC for Skills Centers weekly hour requirements. This program cannot operate with this format. These courses are ALE and the State ALE requires: ALE WAC 392-121-182 mandate teachers be highly qualified to grant credit in areas of instruction. Presently the instructor is not certificated in Science or English for the courses offered. Individual student plans are required to be adjusted every 2 weeks if students are not succeeding and the program presently is carrying students for long terms, with funding that are later dropped close to the semester grading date. There is a concern that credit is being granted for activities that are not following the rigor of academics needed for quality instruction. It was shared that the salmon coalition visited Sequim and shared their concern about students not being able to volunteer in the streams that is needed for this organization. Mr. Shea said that we would look into Sequim district for programs that could meet the needs of this group. Forks also said the Stream Keepers designee for the NR program was very motivating to the students and QV would also look for ways to provide students with a .2 involvement within the community. For financial reasons and OSPI Skills Center rules, NR will not be offered at the Skills Center in the fall.

**Cosmetology Program:** Dr. Jackson shared that the cosmetology program budget is under review with expenses, student enrollment and revenue. A staff member will possibly not be renewed in order to balance the necessary budget needs.

**New Courses Fall 2015:** Fire Science/Pre EMT and Sports Medicine/Pre Physical Therapy courses will move forward with registration.

**PC Outreach:** The director will be meeting with Peninsula College for outreach to include college students in the cosmetology program. This will be a non-credit option and run through community courses.

**MOU:** The Administrative Council approved the need to create an MOU with Quillayute Valley for the automotive program to pay the district for the instructor fees, similar to the college MOU for welding and building trades.

**Handouts:** NOPSC handouts included new registration form for 2015-16, summer school dates of June 22 – July 10 from 8:30 a.m. – 3:30 p.m. with July 3<sup>rd</sup> off, and an updated NOPSC brochure.

Next meeting is scheduled for April 14, 2015 (rescheduled to April 28).

Diana Reaume adjourned the meeting at 10:30 a.m.

Notes from Administrative Council Meeting: March 10, 2015

The meeting was called to order by Chairman Dianna Reaume at 9:05 am in the Haller Room at NOPSC.

Present:

Mork, Shea, Jackson, Reaume, Boster, Templeton

No additions to the agenda

Minutes approved by Jackson/Mork

Round table share from superintendents:

Sequim: Community members are now willing to take the lead and work on the bond as a community, not just board and school personnel. They are using a recruiting video for their district.

PA: Looking to survey staff and community for input into Bond vote and community input. Appreciative of the Bond committee from the community who took the lead.\

Crescent: Looking at ways to draw families and create programs that service students.

DIRECTOR'S REPORT:

Open House: Shared packets with new registration forms and open house flyers to every school district. Asked superintendents to share with district staff.

Summer School: Asked if any districts other than PA would like to offer courses through the Skills center as the date to OSPI is approaching. No districts responded except Cindy Crumb for PAHS.

Skill Center class counts were shared. The total FTE for March is \_\_\_\_\_. This is holding strong for the spring from previous years.

NR program class counts. Only 1 student is attending the NR 1 course. This daily class provides 50% of the instructor's salary. For the past 6 years this number has declined. The Options class count is operating with 62 students at a .2 FTE. This is in violation of the State WAC for Skills Centers weekly hour requirements. This program cannot operate with this format. These courses are ALE and the State ALE requirements: ALE WAC 392-121-182 mandate teachers be highly qualified to grant credit in areas of instruction. Presently the instructor is not certificated in science or English for the courses offered. Individual student plans are required to be adjusted every 2 weeks if students are not succeeding and the program presently is carrying students for long terms, with funding that are later dropped close to the semester grading date. These is a concern that credit is being granted for activities that are not following the rigor of academics needed for quality instruction. It was shared that the salmon coalition visited Sequim and shared their concern about students not be able to volunteer in the streams that is needed for this organization. Dr. Shea said that we would look into his district for programs that could meet the needs of this group. Forks also said that Stream Keepers designee for the NR program was very motivating to the students and QV would also look for ways to provide students with a .2 involvement within the community. For financial reasons and OSPI Skills Center rules, NR will not be offered at the Skills Center in the fall.

Dr. Jackson shared that the cosmetology program budget is under review with expenses, student enrollment and revenue. A staff member will possibly not be renewed to balance the necessary budget needs.

Fire Science/Pre EMT and Sports Medicine/ Pre Physical Therapy courses will move forward with registration.

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The Administrative Counsel approved the need to create an MOU with Quillayute Valley automotive program to pay the district for the instructor fees similar to the college MOU for welding and building trades.

NOPSC handouts included new registration form for 2015-16, summer school dates of June 22 – July 10 from 8:30 – 3:30 with July 3<sup>rd</sup> off and an updated NOPSC brochure.

Next Meeting is scheduled for April 14, 2015 at NOPSC.



March 10, 2015 (9:00 a.m. – 10:30 a.m.)

NOPSC Haller Conference Room

2015 Total head count by Program:

Program Name	AM	PM	Late	Total
Collision Repair	27	28		55
Commercial Art			12	12
Composites		14		14
Cosmetology				26
Culinary Arts		19	18	37
PA TV			14	14
IT Tech			28	28
Medical Careers	7			7
Natural Resources 1		1		1
Natural Resources 2		15		15
Natural Res. Options (.2 FTE)			69	
Welding	3	5		8
Automotive Sequim	16			16
Building Trades Sequim		10		10
Building Trades: PC	2			2
	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period
Automotive Forks H.S.			2	2
			<b>Total:</b>	<b>316</b>
<b>Total 148.7 FTE</b>				

## Administrative Council Minutes – April 28, 2015

In Attendance: Diana Reaume, Dr. Marc Jackson, Dr. Clayton Mork, Kelly Shea, Kandy Ritter, Dr. Mia Boster and Peggy Templeton.

The meeting was moved from the Haller Room to Room 208 to accommodate approximately 60 guests. Twenty three people signed up for public comment – each were allowed to speak for 3 minutes.

The meeting was called to order at 9:20am by Diana Reaume.

Dr. Jackson motioned to add public comments to the agenda, Dr. Mork seconded, and all approved.

Kelly Shea motioned to move Natural Resources to second item on the agenda, after “additions or changes in the agenda”, Diana Reaume seconded, and all approved.

Peggy Templeton began with RCW requirements for Skills Center classes.

Diana Reaume voiced that Quillayute Valley School District will continue Natural Resources locally as credit recovery, so students will have the same opportunity they currently have.

Dr. Mork addressed compliance and the desire to have Natural Resources program in Clallam County, but possibly not at the Skills Center.

Dr. Jackson is concerned about the ongoing deficit the past 3-4 years, with 1.5 teachers and only one student in Natural/Cultural Resources I class currently. He’s also concerned that Dan Lieberman let his science certificate lapse, so he is not Highly Qualified.

Dan Lieberman said the Natural Resources program will have an average of 20.0 FTE at the end of the year. Dan said if the CTE program has gone through credit equivalency, then the teacher doesn’t need to be Highly Qualified. Per OSPI in April 2015, Dan said if the district determines the class is a CTE course, then High Qualified teacher is not required.

Dr. Jackson went on record to state that if a teacher is not Highly Qualified, and the student is getting credit for the course, it may not count on the student’s transcript for Credit Recovery, so that’s a big issue.

The question is: Can Credit Equivalency ALE classes be run through the Skills Center without a Highly Qualified teacher?

### **Public Comments**

1. John Joseph (Parent) - Lives in PA. Works with special needs students, which the Natural Resources program serves.
2. Coleman Byrnes (Streamkeepers) – Lives in Joyce. Education should not be one size fits all. Natural Resources program serves kids that don’t fit.

3. Wally Seelye (Parent) – Retired counselor from PA. Has a special needs grandchild that has excelled in Natural Resources program. Inspired by Dan Lieberman, the student setup beach cleanup on his own.
4. Lynne Sharp (Educator) – Retired counselor from Sequim. Program lights a fire with students. Program needs to be well advertised.
5. Jeff Ward (Advisor) – Retired scientist from Sequim. Realized at the end of his career, how critical it is to train the next generation.
6. Jen Kidder & Chris Morgan (NatureBridge) – NatureBridge (formerly OPI) has a partnership with National Park Service and Skills Center. Without the ability to offer credit, it would negatively impact the enrollment in the NatureBridge program.
7. Rich Osborne (UW Olympic National Resource Center) – Wants to help expand the Natural Resources program, preferably in the current format.
8. Ed Chadd (Taxpayer/Streamkeepers) – Coordinates Streamkeepers for Clallam County. Wants Natural Resources program to continue as is at Skills Center. Program is much more powerful as is, as established partnerships will be lost if program is split up to local districts.
9. Jacqueline Lavendure (NOAA Olympic Coast National Marine Sanctuary) – Not present to comment.
10. Nicole Harris (NOAA Olympic Coast National Marine Sanctuary) – Rebuilding partnerships established by Dan Lieberman would be impossible.
11. Robbie Mantooth (Citizen) – From PA and volunteers with NatureBridge (OPI). Support for Natural Resources program is outstanding, but getting students from small locale is a challenge.
12. Lindsey Schromen-Wawrin (Citizen) – From PA. Work to change education rules so it makes sense.
13. Kendra Krantz (North Olympic Salmon Coalition) – In Sequim. Natural Resources and Skills Center have given their program a chance to expand.
14. Rebecca Benjamin (Executive Director, North Olympic Salmon Coalition) – Will continue to do what they can to support Natural Resources program.
15. Marie Marrs (Natural Resources Advisory Council) – Action was needed earlier from the Administrative Council. The Natural Resources Advisory Council has tried, but they've been turned down.
16. Heidi Pedersen (Olympic Coast National Marine Sanctuary) – Contractor/U of W. Dan Lieberman has a real skill with students. Would like program to expand and get more students involved, especially from the tribes.
17. Brian Phillips (Natural Resources Volunteer) – Encourage interest in program. Natural Resources is a unique program and should be supported for years to come.
18. Sue Scott – Lives in Sequim. Grew up in Florida with hands on education with marine life. Peninsula is ideal area for this Natural Resources program.
19. Rod Norbell (Retired High School Teacher) – From Sequim. Need to find a way to fund program and bring students in.
20. Clea Rome (WUS Extension) – U of W. Multiple agencies financially support the Natural Resources program, which is a testament to its value.



21. Lois Danks (Former Prison Educator) – Spend money now or spend it later.
22. Brenda Turrey (Parent) – Son, Karsten Turrey, was in Natural Resources program, and would have been lost without it.

Kandy Ritter, Superintendent of Cape Flattery School District, said their students haven't been involved in Natural Resources due to logistics, but Cape Flattery has a strong partnership with the Makah tribe, U of W, etc.

There was a brief break, and then the meeting reconvened in the Haller Room at 11:15 a.m.

**March Minutes:** Dr. Jackson motioned the minutes be accepted, Kandy Ritter seconded, and all approved.

**Round Table Share:** Dr. Boster reported that Peninsula College Composites is expanding at the Industrial Park.

**Cosmetology:** Reduce two teachers to one, due to funding. Notice to staff before May 15 deadline.

**Resolution:** A resolution has to be passed by Administrative Council that there may be staffing changes. NOPSC resolution states inadequate enrollment in Cosmetology and Natural Resources programs. Teachers have an appeal process. After resolution is passed, it goes to the May 7 PA school board meeting. The resolution protects NOPSC if we find out after May 15 that programs can't continue. Kelly Shea motioned that this be tabled until the May 6 meeting, Kandy Ritter seconded, and all approved.

**Summer School:** There were 3200 summer school brochures mailed out to current 8-11<sup>th</sup> grade students today. This year there will be a dress code with t-shirts provided.

**Director's Report:** Reviewed projected 2015 enrollment. Microsoft Academy is available to students from all districts online, but students would have to test at NOPSC.

**Special Request:** Dan Lieberman requested that he be cc on emails that are sent to get answers to the questions being presented to OSPI. Diana Reaume will take the lead on getting the questions answered.

**Next Meeting:** A special Administrative Council meeting is scheduled for Wednesday, May 6, at 1:00 p.m. at NOPSC. Included will be a conference call with Betty Klattenhoff, CTE Director at OSPI, and Lillian Hunter, ALE Program Manager at OSPI. Peggy Templeton and Dr. Jackson will ask Kelly Pearson to run finance and enrollment numbers for Natural Resources program, and attend the May 6 meeting.

Diana Reaume adjourned the meeting at 11:50 a.m.

**Natural Resources Class Counts 9/2011-4/2015**

**YEARLY AVERAGE FTE**

<b>2011-12</b>	<b>3-Jan</b>	<b>FTE</b>		<b>1-Jun</b>	<b>FTE</b>	<b>YEAR AVG FTE</b>
Nat Res	6	3.6		5		3
Nat Res II	1	0.6		2		1.2
Nat Res Opt	14	2.8		6	1.2	
Nat Res Opt Eng				2	0.4	
Nat Res Opt Sci	38	7.6		5	1	
Nat Res Int GI						
Food System Sc				2	0.4	
<b>Total Opt/GI/FS</b>	<b>52</b>	<b>14.6</b>		<b>15</b>	<b>7.2</b>	<b>18.20</b>

<b>2012-13</b>	<b>7-Jan</b>			<b>3-Jun</b>		
Nat Res	4	2.4		1		0.6
Nat Res II	2	1.2		4		2.4
Nat Res Opt	10	2		13	2.6	
Nat Res Opt Eng	10	2		4	0.8	
Nat Res Opt Sci	7	1.4		11	2.2	
Nat Res Int GI				1	0.2	
<b>Total Opt/GI</b>	<b>27</b>	<b>9</b>		<b>29</b>	<b>8.8</b>	<b>13.40</b>

<b>2013-14</b>	<b>7-Jan</b>			<b>2-Jun</b>		
Nat Res						
Nat/Cul Res 1	12	14.4		10		6
Nat Res II	4	0.8		8		1.6
Nat Res Opt	6	1.2		10	2	
Nat Res Opt Eng	12	2.4		12	2.4	
Nat Res Opt Sci	11	2.2		12	2.4	
Nat Res Int GI	1	0.2		1	0.2	
<b>Total Opt/GI</b>	<b>30</b>	<b>21.2</b>		<b>35</b>	<b>14.6</b>	<b>28.50</b>

<b>2014-15</b>	<b>5-Jan</b>					
Nat Res						
Nat/Cul Res 1	1	0.6				
Nat Res II	11	6.6				
Nat Res Opt	23	4.6				
Nat Res Opt Eng	24	4.8				
Nat Res Opt Sci	22	4.4				
Nat Res Int GI						
<b>Total Opt/GI</b>	<b>69</b>	<b>21</b>				<b>21.00</b>



April 28, 2015 (9:00 a.m. – 10:30 a.m.)

NOPSC Haller Conference Room

2015 Total Head Count by Program:

Program Name	AM	PM	Late	Total	FTE
Collision Repair, AM .65 /PM .37/Indp .18 or .19	42	31		73	15.48
Commercial Art, .60			10	10	6.0
Composites, .65		14		14	9.1
Cosmetology, .60-1.0				27	21.6
Culinary Arts, .60		21	19	40	24.0
PA TV, .60			15	15	9.0
IT Tech, .60			26	26	15.60
Medical Careers, .60	7			7	4.2
Natural Resources 1, .65		1		1	.65
Natural Resources 2, .65 (most count .60)		14		14	9.1
Natural Res. Options (.2 FTE)			69	69	13.8
Welding, .65	3	5		8	5.2
Automotive Sequim, .40	16			16	6.4
Building Trades Seq, .60		11		11	6.6
Building Trades: PC, .65	2			2	1.3
	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period	
Automotive Forks H.S., .41			2	2	.82
<b>Total Head Count: 291</b>					
<b>Total FTE: 148.85</b>					

## NORTH OLYMPIC PENINSULA SKILL CENTER 2015 School Year

Position	State CTE 45	PSC	Staff Assignment	Notes	2015 #
Director	1.000		Templeton, Peggy		
Building Trades - Sequim	0.500		Stites, Riley		12
Commercial Arts	0.500		Klein, Melissa		4
Composites	0.500		OPEN		6
Cosmetology	1.000		Witherow, Susan		23
Cosmetology	1.000		Bronsink, Heidi	Possible reduction	
Culinary Arts	1.000		Dahll, Denise		22
Digital Media	0.500		Hitt, Lisa		0
Info. Technology	1.000		Knight, Tonya		2
Medical Careers	0.500		Easton, Lillian		12
Collision Repair	1.000		Helpenstell, Dan		26
Auto Technology - (Forks)		0.250	Lafrenz, Tom	PSC	
Auto Technology - (Sequim)		0.500	Phillips, Kevin	PSC	11
Welding- Peninsula College		1.000	O'Dell, Jeramie	PSC	9
Building Trades - Peninsula College		0.500	Nickerson, Pat	PSC	0
Pacific Northwest hair Academy		0.500	Lewis, Glenda	PSC	0
<b>Added Classes</b>					
Fire Science	0.500		Clallan District 2 staff		2
Marine Carpentry	0.250		NW Wooden Boats		1
Sports Med/Pre Physical Therapy	0.750		Open	Student Enrollment	3
<b>Dropped Classes</b>					
Natural Resources	0.400		Valadez, Jamie	Dropped 2015-16 school year	
Natural Resources	1.000		Lieberman, Dan	Dropped 2015-16 school year	
	10.000	2.750			
<b>FTE Totals</b>	<b>12.750</b>				<b>133</b>

Note: Kelly, all Staff based on student enrollment.

## Diane Hall

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**From:** Daniel Lieberman  
**Sent:** Wednesday, April 29, 2015 6:34 PM  
**To:** diana.reaume@qvschools.org; Marc Jackson; claym@crescent.wednet.edu; kshea@sequim.k12.wa.us; kritter@cfsd.wednet.edu; mbooster@pencol.edu; Peggy Templeton; Diane Hall  
**Cc:** kim.sager@elwha.org; jaward@olypen.com; Marie Marrs  
**Subject:** Follow-up to 4/28 Admin Council Meeting  
**Attachments:** 2015.04.28.SignInSheetWithContactInfo.pdf;  
NRProgram.SupportLetters.27.Thru2014.04.28.pdf;  
2015-16.NR2.StudentIntentForms.19.pdf;  
CapeFlattery.NRRReportToAdminCouncil.2015.04.27.pdf;  
Crescent.NRRReportToAdminCouncil.2015.04.27.pdf;  
PASD.NRRReportToAdminCouncil.2015.04.27.pdf;  
PenCol.NRRReportToAdminCouncil.2015.04.27.pdf;  
QVSD.NRRReportToAdminCouncil.2015.04.27.pdf;  
Sequim.NRRReportToAdminCouncil.2015.04.27.pdf

Dear Members of the NOSPC Administrative Council,

Thank you for involving the Natural Resources program advisors, the community and me in your 4/28 Administrative Council meeting.

Attached are the following documents for inclusion in the 4/28 meeting minutes.

- Sign-in sheet with contact information
- 27 letters of support
- Signed affidavits of 19 students/parents wanting to take NR 2 class in 2015-16
- 6 individual letters to each of you council members

As was decided at the end of the 4/28 meeting, please cc me in all requests for and receipts of information on the following four topics leading up to the 5/6 Administrative Council meeting. Also please include NR Advisory sub-committee members Jeff Ward, Marie Marrs, and Kim Sager-Fradkin (cc'd here) on all of these communications. I understand that these NR advisors have already contacted Administrative Council members requesting the same.

1. 2014-15 Enrollment and Finances
2. ALE at Skills Centers
3. CTE classes being run as ALE
4. HQT and CTE courses being run as ALE

Given that you were identifying four areas that were needing to be addressed, may I please offer the following

drafts of questions that I believe specifically ask for the clarifications we need?

1. 2014-15 Enrollment and Finances: Including detailed expenses (salary/benefits and overhead) and monthly revenues (detailed monthly enrollment data while assuming 10% attrition for the last month of the school year), what is the financial status of the Natural Resources program for 2014-15?
2. ALE at Skills Centers: Are 0.6 FTE "remote" ALE courses allowed at Skills Centers?
3. CTE classes being run as ALE: Can a CTE class be run as an ALE, and if so, can this happen at Skills Centers?
4. HQT and CTE courses being run as ALE: Does the teacher of a CTE class that is run as an ALE and offers academic credit through the credit equivalency process need to be highly-qualified in the academic subject area(s)?

The Natural Resource program advisors and I look forward to being a part of the conversation leading up to the 5/6 meeting and joining you at the meeting.

Thank you,

Daniel Lieberman  
Natural Resources Teacher  
North Olympic Peninsula Skills Center  
905 West 9th Street, Port Angeles, WA 98363  
voice: 360-565-1892, fax: 360-417-9068,  
web: [www.nopsc.org/naturalresources](http://www.nopsc.org/naturalresources)  
[dliberman@portangelesschools.org](mailto:dliberman@portangelesschools.org)



**Administrative Council Agenda**

May 6, 2015 (1:00 p.m. – 2:00 p.m.)

North Olympic Peninsula Skills Center Haller Room

**Invited**

Dr. Clayton Mork, Crescent		Peggy Templeton, Director	
Kelly Shea, Sequim			
Dr. Luke Robins, Peninsula College			
Dr. Marc Jackson, Port Angeles			
Diana Reaume, Quillayute Valley			
Kandy Ritter, Cape Flattery			
Dr. Mia Boster, Peninsula College			

**AGENDA**

Additions or changes in the agenda	Diana Reaume	A
Approval of May 6, 2015 Minutes	Diana Reaume	A
Natural Resource 1 and Natural Resource Options		
Purpose of today's meeting	Diane Reaume	A

1. Questions – Responses from OSPI

- 2014-15 Enrollment and Finances: Financial Status of Natural Resources Program 2014-15 (Information provided from Port Angeles business office).

*Do we have supporting documentation on file to support the counting of student FTE in the ALE program for auditing purposes?*

- ALE at Skills Centers: Are 0.6 FTE "remote" ALE courses allowed at Skills Centers?
- CTE classes being run as ALE: Can a CTE class be run as an ALE, and if so, can this happen at Skills Centers?
- HQT and CTE courses being run as ALE: Does the teacher of a CTE class that is run as an ALE and offers academic credit through the credit equivalency process need to be highly-qualified in the academic subject area(s)?

North Olympic Skills Center  
Natural Resource 1 and Natural Resource Options

Agenda

May 5, 2015

Attendance: Peggy Templeton, Dan Lieberman, Mark Jackson, Diana Reaume, Jeff Ward,  
Marie Marrs, Kim Sager-Fradkin

1. Purpose of today's meeting

2. Questions – Responses from OSPI

- 2014-15 Enrollment and Finances: Financial Status of Natural Resources Program 2014-15 (Information provided from Port Angeles business office).

*Do we have supporting documentation on file to support the counting of student FTE in the ALE program for auditing purposes?*

- ALE at Skills Centers: Are 0.6 FTE "remote" ALE courses allowed at Skills Centers?
- CTE classes being run as ALE: Can a CTE class be run as an ALE, and if so, can this happen at Skills Centers?
- HQT and CTE courses being run as ALE: Does the teacher of a CTE class that is run as an ALE and offers academic credit through the credit equivalency process need to be highly-qualified in the academic subject area(s)?

3. Next Steps

Contacts:

Lillian Hunter (360-543-5426) – Alternative Learning Education Department Supervisor  
Betty Klattenhoff (360-725-6243) – CTE Director  
Becky Wallace (360-725-6244) – Natural Resources Program Supervisor  
Deborah Parriot (360-725-6340) – HQT Program Supervisor



Administrative Council Minutes – May 6, 2015

In Attendance: Diana Reaume, Dr. Marc Jackson, Dr. Clayton Mork, Kelly Shea, Kandy Ritter, Dr. Luke Robins and Peggy Templeton.

Diana Reaume called the meeting to order at 1:05 p.m. in Room 208 at the Skills Center.

Kelly Shea motioned to add public comments to the beginning of the agenda, Kandy Ritter seconded, and all approved. Ed Chadd requested that public comments be moved to the end. Kelly Shea motioned to move public comments from the beginning to the end of the agenda as item #3, with Resolution for NOPSC becoming item #4. Kandy Ritter seconded, and all approved.

Peggy Templeton reviewed detailed Natural Resources expenses, including salaries. Total Natural Resources income is in the black by \$32,994 for 2014-15.

According to OSPI, ALE can run through the Skills Center, but CTE course can't get enhanced funding, and frameworks needs to be updated. State has not approved .2 FTE classes.

In ALE, English and Science have to be taught by Highly Qualified English and Science teacher.

Lillian Hunter, OSPI ALE Director, recommended monthly monitoring of ALE compliance.

CTE classes are 540 hours, and approximately 340 hours have to be directly with the teacher, and the other 200 can come from the field. CTE gives enhanced funding. Providing English and Science credit is easier, but may lose students. Other Skills Centers offer Natural Resources thru CTE – check to see what they do.

ALE classes must be Highly Qualified. No enhanced funding.

NOPSC MOU with districts:

- Background check for volunteers
- Exact schedule for class
- Emergency responsibility plan

Frameworks – OSPI will work with North Olympic Peninsula Skills Center.

Highly Qualified – Port Angeles would have to report to OSPI and work toward certification within 1 year or be dinged if not compliant.

Peggy Templeton reviewed 2015-16 projection based on ALE model. Natural Resources would need 15 students for half time and approximately 28 students for full time.

## Public Comments

1. Ed Chadd – Situation looks different than a week ago and appears program can be worked out. There are concerns with the director and accountability, and the fact that the teacher and advisory board was not being heard months ago when they tried to bring up the issue. They lost faith in the public servants that are to support Natural Resources.
2. Francis Charles – Wrote letter April 30, 2015, regarding concerns and disappointment that Admin Council was considering cancelling the Natural Resources program.
3. Russ Hepfer – Natural Resources is critical part of tribal culture and urges continuation of the program.
4. Kim Sager Fradkin – Students work is very impactful on Elwha River and multiple PA streams.
5. Howard Clark – Encouraged by the direction the meeting is going today. Knows how important alternative programs are.
6. Marie Marrs – Very pleased. Thank you to Diana Reaume and Peggy Templeton for information they've gathered in the past week.
7. Norm Schaaf – Encourage enough students to make the program viable. Natural Resources program is important for students.
8. Heather Stephens – Dan Lieberman is a problem solver and hard worker. Olympic National Park resource is amazing and Natural Resources program connects kids to that. Goal is employment.
9. Joseph Turrey – Natural Resources program has led to a change in his son's life and has led him to college classes.
10. Mike Doherty – Was on the school board when Skills Center began, and is a fan of the Skills Center, Natural Resources program and distance learning.
11. Adrian Hoban – Encouraged that the last two weeks indicate program will be saved.
12. John Joseph – Thank you for working to make this program work.

There was a 15 minute break, and then the meeting reconvened.

Kandy Ritter motioned to change the NOPSC Resolution to Port Angeles School Board. Kelly Shea seconded, and all approved.

Kelly Shea motioned, Kandy Ritter seconded, and all approved continuation of Natural Resources program for 2015-16.

Kelly Shea motioned, Dr. Clayton Mork seconded, and all approved reduction in Cosmetology staff due to reduction in enrollment.

Diana Reaume adjourned the meeting at 3:00 p.m.

Dan Lieberman's Salary	includes basic, mandatory, and responsibility		44,829
Dan's Benefits	FICA, medicare, retirement, unemployment	40%	17,829
			<u>62,658</u>
Jamie Valadez salary	includes basic, mandatory, and responsibility		48,242
Jamie's Benefits	FICA, medicare, retirement, unemployment	24%	11,588
	is now 100% high school, was 40% skill center		59,830
	40% of Jamie		<u>11,966</u>
Supplies	average over 3 years		400
Staff Development	average over 3 years		700
QVSD Transportation	estimate		350
Overhead Allocation	20%?		15,215
Total Expense			<u>91,289</u>
Natural Resources I	1.56 FTE's average for the year	6097	9,511
	September		1.40
	October		21.40
	November		23.90
	December		23.35
	January		22.70
	February		19.60
	March		25.45
	April		23.20
	May		18.20
	June		20.20
	<b>AVERAGE</b>		<u>19.94</u>
	Running Start ALE/CTE Rate per FTE		5,756
	Apportionment Revenue		114,771
	Total Revenue		<u>124,283</u>
Net Income / Loss			32,994

Jefferson County Grant	5,472
National Environmental Education & Training Foundation   Hands on the Land	1,200
Washington Sea Grant	
Last Year - City of Port Angeles	2,000

- Natural Resources II
- Natural Resources Options
- Natural Resources English Options
- Natural Resources CTE Options
- Natural Resources II Internship
- Natural Resources Science Options

NOPSC - Natural Resources  
2014-15

Expenses:

Payroll and Benefits  
Supplies  
Staff Development  
Transportation

Subtotal

Overhead Allocation (25%)

**TOTAL PROGRAM EXPENSE**

Income

Natural Resources 1  
1.56 FTE @ \$6700/FTE

Natural Resources ALE Classes  
19.94 FTE @ \$5,756/FTE

**TOTAL PROGRAM REVENUE**

**Net Program Revenue**

Actual	Break-Even Projection 2015-16	
	Notes	
74,624	31,329	1/2 time teacher
500	500	
700	700	
500	500	
76,324	33,029	
19,081	8,257	
<b>95,405</b>	<b>41,286</b>	
9,560	0	
114,775	41,286	7.17 FTE @ \$5,756/FTE
<b>124,335</b>	<b>41,286</b>	
<b>28,930</b>	-	

Break-Even Projection 2015-16	
Notes	
62,658	Full time teacher
500	
700	
500	
64,358	
16,090	
<b>80,448</b>	
0	
80,448	14 FTE @ \$5,756/FTE
<b>80,448</b>	
-	



## *Administrative Council Agenda*

**June 9, 2015 (9:00 p.m. – 10:30 p.m.)**

**North Olympic Peninsula Skills Center Haller Room**

### Invited

Dr. Clayton Mork, Crescent		Peggy Templeton, Director	
Kelly Shea, Sequim			
Dr. Luke Robins, Peninsula College			
Dr. Marc Jackson, Port Angeles			
Diana Reaume, Quillayute Valley			
Kandy Ritter, Cape Flattery			
Dr. Mia Boster, Peninsula College			

### AGENDA

Additions or changes in the agenda	Diana Reaume	A
Approval of May <sup>6</sup> <del>12</del> , 2015 Minutes	Diana Reaume	A
Skill Center Director Direction <i>2015-16 AC Chair</i>	Marc Jackson	I
2014-2015 Skills Center Director Review	Director	I
<ul style="list-style-type: none"> <li>• 50 computers removed to e-cycle</li> <li>• G.E.D. course collaboration with Peninsula College</li> <li>• New Skills Center Technology Lab: 30 computers</li> <li>• \$15,000 Perkins grant for programs and student growth goals</li> <li>• Job-a-like training for Medical Careers, Culinary, Collision repair, Cosmetology</li> <li>• Precision Exams introduced</li> <li>• PATV studio set-up</li> <li>• Open House and Awards Celebration</li> <li>• New Programs: Microsoft Academy, Fire Science, Sports Medicine, Wooden Boat Carpentry</li> <li>• Natural Resources redesign</li> <li>• Culinary Arts approved by State Board of Education for Math, Science and CTE</li> </ul>		
Summer School Program Update	Director	I
Natural Resources Update Report (4 pages document)	Director	I
Summer School for NR Options Decision	Director	I

Administrative Council Minutes – June 9, 2015

In Attendance: Diana Reaume, Kandy Ritter, Dr. Marc Jackson, Gary Neal, Dr. Mia Boster, Peggy Templeton, Dan Lieberman and Marie Marrs.

Diana Reaume called the meeting to order at 9:00 a.m. in the Haller Room at the Skills Center.

Kandy Ritter motioned to add next year's Admin Council chair to agenda, under Skills Center Director Direction, Dr. Jackson seconded, and all approved.

Dr. Jackson motioned that the minutes from the May 6 meeting be accepted, Dr. Boster seconded, and all approved.

Skills Center Director Direction: The position is posted. Dr. Jackson will notify Admin Council about interviews. Peggy Templeton's last day is June 25. An Assistant Principal will probably do summer school.

Dr. Jackson agreed to be Admin Council Chair for 2015-16, with Diana Reaume as assistant. Diana Reaume made the nomination, Gary Neal seconded, and all approved.

Peggy Templeton reviewed 2014-15 accomplishments – see list on agenda.

Denise Dahll is looking at KPS curriculum online, which is for distance learning and advanced college students.

Dr. Jackson is working with Dr. Robins to come to an agreement for Peninsula College to pay for a portion of building occupancy costs.

Peggy will send out specific information regarding June 29 Composites meeting.

Summer School: State budget needs to be in place by Friday, June 12. Students will have uniforms this year – T-shirt with NOPSC logo, khaki pants or jeans, and closed toed shoes.

Natural Resources Update: Betty Klattenhoff will not answer any more questions until frameworks are approved – they are in review. The states number one concern is having a CTE certified teacher with students in the field. Peggy has sent everything to Risk Management. ALE would need 24-30 students, and CTE would need 15-20 students.

A decision was made to not have summer school for Natural Resources Options.

The first Admin Council meeting for next school year will be Tues., September 15, at 9:00 a.m. Diane will email out a tentative 2015-16 meeting schedule, based on the 2014-15 schedule.

Diana Reaume adjourned the meeting at 10:45 a.m.

Tentative 2015-16 Administrative Council Schedule

Tuesday, September 15

Tuesday, October 13

Tuesday, November 17

Tuesday, January 19

Tuesday, March 8

Tuesday, April 19

Tuesday, May 17

Tuesday, June 7



## Questions from the North Olympic Peninsula Skills Center Natural Resources program to OSPI 5/12/15

The North Olympic Peninsula Skills Center's (NOPSC) Natural Resources Options and Natural Resources 2 classes are currently run as remote alternative learning experience (ALE) courses. Students in these classes spend ~60% of their learning time in-person with the teacher and/or natural resource professionals in school and/or community settings across the Olympic Peninsula. Students spend the other ~40% of their time working on their own on a combination of online materials and independent projects. Students currently enrolled for 0.6 FTE in these two classes spend anywhere from one to nine hours per week in-person with the teacher. Between 2009 and 2012, science and English credit equivalency petitions for these two classes were approved by the Port Angeles School Board. The Natural Resources teacher holds an initial CTE certificate, will likely soon obtain a continuing CTE certificate and a 'science applied' endorsement, and is highly qualified in science.

1. What exactly about these classes will need to change if they are to no longer be run as ALEs in 2015-16 (e.g. structure, schedule, contact time with teacher, allowable amount of online and independent hours, and other general and specific limitations)?

*Please see comments.*

It is understood from the interpretation of ESB 5946 in combination with the HQT rules for ALE that the teacher would need to be highly qualified to offer academic credit for any course (CTE included) that is run as an ALE. If these Natural Resources classes remain ALEs, it is understood that credit could only be offered in elective (and science, assuming the teacher's certifications listed above are obtained).

**Commented [LH1]:** Per information from OSPI CTE – Betty states that the program is not approved by OSPI. The first step is to revisit the Frameworks, update, resubmit and get approval.

Then and only then can we move forward with an ALE model

*I'm curious where the reference to ESB 5946 is coming from? This is from the OSPI site and speaks to LAP programs.*

### *Strengthening Student Educational Outcomes*

*The 2013 Washington State Legislature passed a bill (ESSB 5946) into law that affirms the intent of our constitution to **make ample provision for the education of all children**. Lawmakers grouped the new statutes under the title *Strengthening Student Educational Outcomes*. They endorsed this support for basic education with funding directed toward 3 areas of focus.*

- *Early Literacy programming for beginning readers*
- *Rigorous adoption of **instructional and assessment strategies** proven to help all struggling learners.*

*Integration of **best practices** for disciplines that keep students in school and on a path of continuous academic improvement.*

2. If the Natural Resources classes were to remain as ALEs, is it possible to go through a credit equivalency process to be able to offer CTE credit for these 'elective' classes?

*The Natural Resources class at the Skills Center needs to go through the basic approval process for all CTE programs before it ventures into ALE.*

3. If these classes are no longer run as ALEs, would the sending school district of each enrolled student need to approve the credit equivalency process, or is there a mechanism for all the districts in a Skills Center inter-local agreement to honor the same credit equivalency process?

*Until the EPIC project (course equivalencies) concludes, each individual school district controls the credit equivalency process.*

In November, 2014, it was learned that Natural Resources Options class, which currently allows students to enroll as 0.2, 0.4, or 0.6 FTE, will not be able to enroll students at 0.2 FTE for 2015-16. This follows WAC 392-600-030 (3), which specifies 540 hours (~0.6 FTE) for Skills Center classes. WAC 392-600-030 (4) says, "Skill center programs may be less than the equivalent of three consecutive fifty-minute periods if offered as an extension of the student's one whole full-time equivalent-funded school year;"

*The Natural Resources class at the Skills Center needs to go through the basic approval process for all CTE programs before it ventures into ALE.*

4. What exactly does WAC 392-600-030 (4) refer to?

*These are rules that govern Skills Centers: Note #3 – "approved by superintendent..."*

**Commented [PT2]:** This is for students who travel on the "bus" or are transported on a district vehicle to the skills center. Some travel time can be configured into the formula. This does not apply to ALE students.

## WAC 392-600-030

Agency filings affecting this section

### Administrative councils.

Skill center administrative councils shall:

- (1) Establish policies and procedures;
- (2) Be responsible for equipment replacement, facility maintenance, and ongoing operation of the skill center, including a branch campus/satellite program, to meet current industry and educational standards;
- (3) Offer programs that are approved by the superintendent of public instruction for career and technical education enhancement as defined in WAC 392-121-138, or provide basic support to students enrolled in skill center programs. Programs that are approved by the superintendent of public instruction for vocational enhancement shall provide a minimum of five hundred forty hours of instruction per year;
- (4) Skill center programs may be less than the equivalent of three consecutive fifty-minute periods if offered as an extension of the student's one whole full-time equivalent-funded school year;
- (5) Submit an application to the superintendent of public instruction, career and technical education, requesting approval to operate a satellite program eligible for skill center funding;
- (6) Select an official name to be submitted to the superintendent of public instruction, career and technical education, which will include the phrase "skill center" modified by the specific unique name given locally. The specific name given should be different than the name of any school district participating in the skill center cooperative.

(7) Have three years from the date of approval to establish a financial plan, including the operation and capital funds which will contribute to the ongoing site, facility, equipment, and maintenance and operation of the skill center to be reviewed annually.

(8) Serve the majority of student enrollment at its core campus.

Skill centers that serve or intend to serve less than a majority of students at the core campus must submit a waiver request to the superintendent of public instruction, career and technical education

5. Natural Resources Options classes are outside of the normal school day, and essentially all students in this class are enrolled as 1.0 FTE in their sending schools. What is the minimum hours/FTE for which this Skills Center class may enroll students during the school year?

Included in the NOPSC Natural Resources CTE framework, which has been reviewed twice by OSPI and will very soon be re-submitted to OSPI, are various Natural Resources Options summer classes.

6. Assuming OSPI's approval of the Natural Resources CTE framework including the Natural Resources Options summer classes, can these classes be run this summer as ALEs?

*Statute does not prohibit ALE in the Skills Center providing all of the rules and regulations for both CTE and ALE are followed.*

7. If they can be run as ALEs, what type(s) of credit could be awarded (see question 3)?

8. If they cannot be run as ALEs, how can these classes be run this summer?

**Commented [PT3]:** Skills center get a super FTE which allows .6 beyond the school day

**Commented [PT4]:** We will not be offering summer school as ALE this summer. The management system with a satellite teacher of record is not the structure of a CTE Skills Center. The superintendent advisory council all question the "Nature Bridge" credit.

#### Lillian's verbal comments and concerns:

ALE is not a separate course; ALE is the method of delivery for course content. You approve a program first, then work out the details for how students will learn the content.

The present ALE NR program should be addressed by your Risk Manager and not be allowed to continue for the following reasons:

1. A **certificated teacher with in the School District** is required to provide the instruction and escort the students to the Field locations. Even if we have a finger printed volunteer the liability falls on the district causing "RISK" and possibility of legal actions and reactions.
2. There are too many unknowns with students in the field that no MOU could cover the issues possible.
3. The Risk Management officer for the district needs to just say NO to the field work where a volunteer is providing the instruction.
4. Nature Bridge and the marine center advertises "high School" credit for summer programs. This has been an option NR has provided for hikes in the national park or "internships" at the marine center. OSPI State Funds for student credit is not for the benefit of private schools such as Nature Bridge. This is a huge no-no from the State and if audited could result in returning funding for these students.

Lillian said that she is willing to explain OSPI's position as written in the comments if the NR people want to come down, call or if necessary do a road trip to be in support of the Port Angeles School District and NOPSC.

**Kelly Pearson: PASD Risk Manager and Sara Hoover; Washington Risk Management Pool State Agent:**

Kelly Pearson: Please see the response below from our insurance/risk management agent. She (Sara Hoover) is not supportive of this program and its structure.

Sara Hoover: In reviewing the information provided, the Washington Schools Risk Management Pool recommends against the district sponsoring this program. We would be happy to work with you in outlining the necessary components to meet current coverage requirements and best practices.

**Betty Klattenhoff, OSPI Director of College and Career Readiness (CTE)**

First things first. NR frameworks and program needs to be approved by OSPI before any further questions can be answered. Lillian can answer all ALE questions after the program is approved.

David Brenna from the Professional Educator's Standards Board who would be the best person to answer your question regarding Biology Applied certificate and Highly Qualified. He can be reached at 360-725-6238 and is included in this email.

**David Brenna, Professional Educator's Standards Board OSPI**

PESB (Professional Educator Standards Board) accepts CTE applied and I believe that requires you to pass the WEST assessment in Biology. That would make you HQT in Science.

**Latest information:**

- Frameworks still in review; Rebecca Wallace notified and reviewing.
- PASD cabinet: Want the best financial impact so voted no ALE.
- Student enrollment: need minimum of 15 (other skills center 24) for .5 position. 30 for full time teacher.
- Face to Face needs 340 with 200 hours in the field.
- Dan is science endorsed; highly qualified for science credit if ALE is offered.



315 North Lincoln Street P.O. Box 625 Port Angeles Washington 98362 360-417-6254 [www.feiomarinelifecenter.org](http://www.feiomarinelifecenter.org)

**Agreement Between  
Feiro Marine Life Center and North Olympic Peninsula Skills Center**

**Date: June 22nd, 2015 – August 21st, 2015**

This Agreement is made and entered into by and between Feiro Marine Life Center (FMLC) and North Olympic Peninsula Skills Center (NOPSC) and its host district Port Angeles School District (PASD) for the express purposes set forth in the following provisions of this agreement.

RECIPIENT: North Olympic Peninsula Skills Center / Port Angeles School District

ADDRESS: 905 West 9<sup>th</sup> Street  
Port Angeles, WA 98362

**HISTORY:**

FMLC and NOPSC/PASD have a long collaborative history of providing hands-on learning opportunities for Port Angeles students. In 2010, the NOPSC Natural Resources program started placing students at FMLC to work on citizen science projects to fulfill part of their requirements in the Natural Resources Options class. Over the 10 school-year semesters of this class, more than 100 NOPSC/PASD students have collected real scientific data and learned career skills alongside professionals. In 2013, NOPSC first ran the Natural Resources Options class at FMLC as part of summer school. There were 6 students enrolled with teacher Tara Morrow in 2013. In 2014, 12 students were enrolled with teacher Helle Andersen. Large scientific posters from some of the 2014 student projects were displayed at the Port Angeles public library earlier this year.

**CURRENT PROJECT:**

NOPSC and Feiro will collaborate to provide a summer 0.5 credit Natural Resources Options class on-site and at field locations in the close vicinity of FMLC. The 9-week program will run from June 22, 2015 until August 21, 2015. Students will meet once per week at FMLC spending 5 hours/week with the certified PASD/NOPSC instructor, Helle Andersen, and work independently and online 5 hours/week for a total of 10 learning hours/week (90 hours total). The curriculum for this class is drawn from the following units of the NOPSC Natural Resources CTE Framework: 'freshwater ecology,' 'salmon/fisheries,' 'marine science,' and 'project journal.' This class will be run as an alternative learning experience and offer elective credit unless local school boards approve science credit per WAC 181-82-110. NOPSC students who participate in the normal 3-week summer session can start Natural Resources Options July 13<sup>th</sup> and do 3 full make-up sessions at FMLC with Helle Andersen. For field work, students will walk to field locations with Helle and 1 other registered PASD volunteer. Students will register as official FMLC volunteers and be covered by FMLC's Labor and Industry Insurance for all hours

spent on-site at and doing field work near FMLC. In order to be eligible students must follow all FMLC volunteer procedures.

The following citizen science projects will be the focus of the 2015 summer class.

Projects	Partner	Description
Invasive Species – PA Marina	Dr. Joshua Lord, Bates College, Lewiston, Maine	Participate in national program monitoring invasive species.
Hollywood Beach water quality and installation of pet waste stations	Clallam County Dept. of Environmental Health	Weekly monitoring of Hollywood Beach for bacteria and installing stations.
Tumwater Creek fish and habitat surveys	Lower Elwha Klallam Tribe	Monitoring the fish trap and habitat surveys

**Feiro Marine Life Center**

**NOPSC/PASD**

\_\_\_\_\_  
**Melissa Williams**

\_\_\_\_\_  
**Dr. Marc Jackson**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Written Student Learning Plan

Student Name: \_\_\_\_\_ Age: \_\_\_ Grade: \_\_\_

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Class Start/End Dates (circle at least one): 1<sup>st</sup> Semester - 2<sup>nd</sup> Semester - Summer Teacher: Mr. Lieberman

Hours & Credits (circle one): 1 day/week=0.5 credits - 2 days/wk=1.0 cr - 3+ days/wk=1.5 cr IEP:  504:

(Note: 1 day=5 hours/week=0.2FTE; 2 days=10 hrs/wk=0.4FTE; 3 days=15hrs/wk=0.6FTE)

**Contact with NOPSC Teacher:** Please circle best method for communication: in-person – phone – email

### Monthly check-in form (to be filled out by student and teacher together each month):

Month	Date	Comments on Progress			Goals for Next Month			Student Initials	Teacher Initials
		Absent	Hr/wk	Assignments	Absent	Hr/wk	Assignments		

Notes: \_\_\_\_\_  
 \_\_\_\_\_

**ESSENTIAL MATERIALS**

Curriculum: Class syllabus and performance objectives are in this document. See [nopsc.org/naturalresources](http://nopsc.org/naturalresources) for standards alignment.

Assessment Methods: See above + class website ([nopsc.org/naturalresources](http://nopsc.org/naturalresources))

Assessment Record: Final project portfolio including completed assignments.

**REVISIONS:** All revisions to this plan need to be written, attached and signed + dated by a parent.

## Natural Resources Options Agreement

By signing below, I acknowledge and agree to comply with the requirements and details of this class and that this is an alternative learning experience (ALE) class as defined by WAC 392-121-182 as opposed to home-based instruction as defined by RCW 28A.200 and 28A.225.010 (ALE and home-based instruction are different).

**\*\*\* PLEASE SIGN+DATE HERE \*\*\***

Student Name: \_\_\_\_\_ Signature and Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Signature and Date: \_\_\_\_\_



# Student Enrollment Form—Natural Resources Options

## 2014 - 2015

**North Olympic Peninsula Skills Center**  
 905 W. 9th St. Port Angeles, WA 98363  
 Phone: 360.565.1533 Fax: 360.417.9068

**Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Gender: M \_\_\_ F \_\_\_  
 Date of Birth \_\_\_\_\_ Birthplace (City/State) \_\_\_\_\_ Birth Country \_\_\_\_\_  
 Student Cell Number \_\_\_\_\_ Ethnicity: Please answer on next page

**Guardian Information**

Parent/Guardian Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Emergency Contact Person \_\_\_\_\_ Relationship \_\_\_\_\_  
 Emergency Contact Phone \_\_\_\_\_ Emergency Contact Cell Phone \_\_\_\_\_

**Enrollment Verification, Field Trip Permission and Photo/Image Release Permission**

- Please enroll this student in **Natural Resources Options** alternative learning experience (as defined on page 2) at North Olympic Peninsula Skills Center. Signatures below authorize the release of information from this student’s file to the Skills Center as part of this application.
- Off-campus field trips may be part of participation in the Natural Resources Program—schedules appear on the class website. In order for the student to participate and ride in school vehicles, please sign below. There may also be additional forms provided by project sponsors.
- North Olympic Peninsula Skills Center (NOPSC) and persons designated by it may use this student's photograph, or any video, writing, artwork and/or testimonials created by the student and submitted to NOPSC. It shall become the property of NOPSC, and may be used at its discretion, for marketing and/or development purposes. Signatures below indicate consent to and authorization of such use without restriction.

**\*\*\* PLEASE SIGN & DATE HERE \*\*\***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* PLEASE CIRCLE TYPE OF CREDIT(S) HERE \*\*\***

(Note: You can earn up to 1.5 credits per semester of CTE/elective, but only 0.5 credits per semester of science or English)

**SCIENCE -- ENGLISH -- CTE / ELECTIVE**

<b>OFFICIAL COUNSELOR USE</b>		
Previously attended NOPSC? <input type="checkbox"/> Yes <input type="checkbox"/> No	I.E.P. <input type="checkbox"/> Yes <input type="checkbox"/> No	504 Plan <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Medical Alert (i.e., asthma inhaler, epipen, etc.) _____		
Home High School _____	Class of _____	Current Grade _____
Resident District _____	Counselor Signature _____	Date _____

Port Angeles School District No. 121 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, age disability, or disabled or Viet Nam veteran status. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be direct to Title IX/RCW 28A.640 compliance officer, and/or Section 504/Title II compliance officer 360.457.8575 216 East Fourth Street, Port Angeles, WA, 98362.

Office Use Only: Enrolled Date: \_\_\_\_\_  
 Withdrawal Date: \_\_\_\_\_

**ETHNICITY AND RACE DATA REQUIREMENTS:** New standards for collecting and reporting ethnicity and racial data have been adopted that allow individuals to more accurately identify themselves; are required for federal education funding and accountability reporting; align with other agencies that are using the new standards; are consistent with census data and other national data sets, used for policy analyses; and better reflect population changes.

**QUESTION 1: Is your child of Hispanic or Latino origin? (Check all that apply.)**

- |                                       |                                     |  |                                  |
|---------------------------------------|-------------------------------------|--|----------------------------------|
| <input type="checkbox"/> Not Hispanic | <input type="checkbox"/> Peruvian   | <input type="checkbox"/> Mexican/Chicano               | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Argentine    | <input type="checkbox"/> Salvadoran | <input type="checkbox"/> Other Spanish/Hispanic/Latino | <input type="checkbox"/> Chilean |

**QUESTION 2: What race(s) do you consider your child? (Check all that apply.)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> African American or Black | <input type="checkbox"/> Alaska Native         | <input type="checkbox"/> Chehalis                |
| <input type="checkbox"/> White or Caucasian        | <input type="checkbox"/> Colville              | <input type="checkbox"/> Cowlitz                 |
| <input type="checkbox"/> Asian Indian              | <input type="checkbox"/> Hoh                   | <input type="checkbox"/> Cambodian               |
| <input type="checkbox"/> Jamestown                 | <input type="checkbox"/> Chinese               | <input type="checkbox"/> Kalispel                |
| <input type="checkbox"/> Filipino                  | <input type="checkbox"/> Lower Elwha           | <input type="checkbox"/> Hmong                   |
| <input type="checkbox"/> Lummi                     | <input type="checkbox"/> Indonesian            | <input type="checkbox"/> Makah                   |
| <input type="checkbox"/> Japanese                  | <input type="checkbox"/> Muckleshoot           | <input type="checkbox"/> Korean                  |
| <input type="checkbox"/> Nisqually                 | <input type="checkbox"/> Laotian               | <input type="checkbox"/> Nooksack                |
| <input type="checkbox"/> Malaysian                 | <input type="checkbox"/> Port Gamble Clallam   | <input type="checkbox"/> Pakistani               |
| <input type="checkbox"/> Puyallup                  | <input type="checkbox"/> Singaporean           | <input type="checkbox"/> Quinault                |
| <input type="checkbox"/> Taiwanese                 | <input type="checkbox"/> Samish                | <input type="checkbox"/> Thai                    |
| <input type="checkbox"/> Sauk-Suiattle             | <input type="checkbox"/> Vietnamese            | <input type="checkbox"/> Shoalwater              |
| <input type="checkbox"/> Other Asian American      | <input type="checkbox"/> Skokomish             | <input type="checkbox"/> Snoqualmie              |
| <input type="checkbox"/> Spokane                   | <input type="checkbox"/> Native Hawaiian       | <input type="checkbox"/> Squaxin Island          |
| <input type="checkbox"/> Fijian                    | <input type="checkbox"/> Stillaguamish         | <input type="checkbox"/> Guamanian or Chamorro   |
| <input type="checkbox"/> Suquamish                 | <input type="checkbox"/> Mariana Islander      | <input type="checkbox"/> Swinomish               |
| <input type="checkbox"/> Melanesian                | <input type="checkbox"/> Tualalip              | <input type="checkbox"/> Quileute                |
| <input type="checkbox"/> Yakama                    | <input type="checkbox"/> Samoan                | <input type="checkbox"/> Other Washington Indian |
| <input type="checkbox"/> Tongan                    | <input type="checkbox"/> Other American Indian | <input type="checkbox"/> Other Pacific Islander  |

**HEALTH INFORMATION: PLEASE FILL OUT COMPLETELY**

Do you (the student) have, or have you had, any of the following conditions or symptoms?

**Current Medical Conditions**

- |                                    |                              |                             |
|------------------------------------|------------------------------|-----------------------------|
| 1. Bleeding/Clotting Disorders     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Asthma                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Diabetes                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Ear Infections                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Heart Defects/Hypertension      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Psychiatric Treatment           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Seizure Disorder                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Immuno-Compromised              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Hospitalized in the last 5 yrs? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Other                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Diseases**

- |                        |                              |                             |
|------------------------|------------------------------|-----------------------------|
| 11. Chicken Pox        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12. Measles            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13. Mumps              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14. Other Diseases     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>Allergies</b>       |                              |                             |
| 15. Hay Fever          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16. Iodine             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17. Poison Oak         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18. Penicillin         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19. Bees/Wasps/Insects | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If Participant Has Allergies:

20. Do you carry own Epi-pen?  Yes  No

21. Do you carry own Inhaler?  Yes  No

Date of last Tetanus shot:

If you have answered "yes" to any of the above items, please explain below. Provide corresponding number.

Question Number	Explanation

**AUTHORIZATION FOR TREATMENT: PARENT/GUARDIAN MUST SIGN**

I agree the above information is correct to the best of my knowledge, and I authorize any PASD Staff or volunteer to consent to any Xray, examination, anesthetic, diagnosis, treatment, and/or hospital care that may be recommended by a licensed physician and/or dentist. For minor illnesses or injuries, I understand that PASD will attempt to contact me at the earliest practicable opportunity. For major illnesses or injuries, PASD will attempt to contact me before the commencement of any medical treatment, unless my child's condition is such that treatment must be commenced immediately before contact with me can be made. Even if I cannot be reached, this authorization remains in full force and effect. I agree to assume full financial responsibility for any medical care/treatment my child may receive.

**\*\*\* PLEASE SIGN HERE \*\*\*** Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Parent/Guardian Signature) (Today's Date)



### VOLUNTEER WORKER REGISTRATION

North Olympic Salmon Coalition  
 205 B West Patison Street  
 Port Hadlock, WA 98339

Phone: (360) 379-8051  
 Fax: (360) 379-3558  
 e-mail: nerreca@nosc.org

PLEASE PRINT LEGIBLY OR TYPE

Name [REDACTED]	
Street Address [REDACTED]	
Mailing Address <i>Same as above</i>	
City, State <i>Sequim WA</i>	Zip Code <i>98382</i>
Day Time Phone [REDACTED] Phone [REDACTED]	E-Mail [REDACTED]
Do you have a valid First Aid card? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      Expiration Date: <u>  </u> / <u>  </u> / <u>  </u>	
Do you have any special skills or interests?	
Does the volunteer activity you will be performing require any licenses or certifications such as driver's, professional, trade, recreational, or hunting as listed with WA Department of Licensing, WA Department of Health, WA Department of Labor and Industries, WA Department of Fish and Wildlife, or any other state agency as required by state law? NOTE: Volunteers are prohibited from activities that require a Commercial Driver's License (CDL) (see Volunteer Supervisor Manual for prohibited activities for volunteers). If so, please list license number(s) and/or other required insurance and/or bonding information below.	
Driver's License #: _____	
Other licenses, insurance, bonding #: _____	
Do you have any medical conditions that may preclude you from doing this activity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, please notify your supervisor.	

Have you EVER received a citation for violation of state or federal wildlife laws?  Yes  No

Have you EVER been charged with a misdemeanor or felony?  Yes  No

If yes to either question, explain in detail on separate attached page. Refer to "Background Investigation" on page 2.

**IN CASE OF EMERGENCY, PLEASE NOTIFY:**

Name [REDACTED]	Day Telephone [REDACTED]
Email [REDACTED]	Evening Telephone [REDACTED]

NOSC Project Leader or Supervisor Reed Aubin	Leader's Telephone 360-379-8051
NOSC Project Leader Signature	Date

**VOLUNTEER ORIENTATION CHECKLIST – PLEASE NOTE:** By signing this form you are stating you have received Volunteer Orientation and Safety information.

## REGISTRATION AND CONDITIONS OF VOLUNTEER SERVICE

*Please read the following carefully and sign to indicate your understanding and agreement.*

**VOLUNTEER WORKERS**

I understand that as a volunteer worker as defined by RCW 51.12.035, I am responsible for registering as a volunteer worker. I agree to complete and submit reports of hours volunteered on forms provided by NOSC to the project manager/supervisor. I agree to abide by the policies, procedures and guidelines set forth by NOSC.

**VOLUNTEER - NOT AN EMPLOYEE OF NOSC**

I understand that I am not an employee of NOSC. I further understand that I will not hold myself out as, or claim to be an officer or employee of NOSC or take any claim of right, privilege or benefit which would accrue to an employee. I do not expect to receive any personal monetary wages for services rendered through volunteer activities.

**MEDICAL / WORKERS COMPENSATION INSURANCE**

I understand that as a registered volunteer that NOSC, through the Department of Labor and Industries, provides registered volunteers with worker's compensation insurance for medical aid for injuries sustained while engaged in volunteer activities. I further understand that this coverage does not apply to disability or injuries caused by pre-existing medical conditions.

**HOLD HARMLESS**

I agree to hold harmless and waive all claims of liability against NOSC arising out of my performance as a volunteer.

**LIABILITY INSURANCE**

Registered volunteers are covered under the State of Washington L&I Worker's Comp Insurance. I understand that as a registered and accepted volunteer of NOSC, if any action or proceeding for damages is brought against me while performing activities within my assigned/approved official duties, that I may request defense of said action. (For defense information and instructions, contact NOSC at 360-379-8051).

I understand that if I use my private motor vehicle in the course of my volunteer duties, it is my obligation to obtain and maintain state required liability insurance to cover any accidents involving my vehicle. I further understand that it is my responsibility to obtain and maintain insurance policies for damage, loss or liability on all personally owned, leased or rented equipment, vessels, horses, etc, I use while performing assigned volunteer work.

I further agree that should I be involved in an accident while performing assigned duties as a volunteer, I will report such accident immediately to the NOSC program manager/supervisor of the volunteer activity and will complete a NOSC Accident/Incident Report form.

**NONDISCRIMINATION**

I understand that during my performance as a volunteer for NOSC, I shall comply with all federal and state nondiscrimination laws, regulations and policies.

**BACKGROUND INVESTIGATION**

I understand that NOSC may conduct a background investigation as part of this application process. I hereby authorize the background investigation by my signature below.

Training is required for all volunteers registered with NOSC. Applicable training will be provided by the volunteer project supervisor or NOSC staff. I have checked the appropriate box below to indicate whether or not I have received training as of this date.

I COMPLETED VOLUNTEER TRAINING ON \_\_\_\_/\_\_\_\_/\_\_\_\_

I HAVE NOT YET COMPLETED ANY VOLUNTEER TRAINING

Pursuant to RCW 51.12.035, Volunteers, I hereby register as a volunteer worker for NOSC. I acknowledge by my signature below that I will accept my responsibility as a NOSC volunteer. I will comply with all policies and procedures outlined by NOSC. I understand that I will not receive wages for services rendered.

I understand that I must submit, via timesheet, my hours worked as a NOSC volunteer. **Submitting hours worked to NOSC is a requirement for medical aid coverage through the Department of Labor and Industries.** Failure to document my time and submit timesheets may make me ineligible to receive such medical aid coverage.

Signed: \_\_\_\_\_ Dated: 1/23/15

Parental Signature: \_\_\_\_\_ Dated: 01/23/2015

(Required if under 18 years)

**PHOTO DISCLOSURE** - PLEASE NOTE: NOSC may take photographs of volunteers during the event and these may be used in electronic or print material for educational or project reporting purposes (including the NOSC website, newsletter, reports to grant agencies, and presentations to the public). Please talk with a NOSC staff member if you do not wish to permit NOSC to use photographs of you as described above. Signing this form grants your permission for NOSC to use your photo in the above publications.

# Port Angeles School District

## North Olympic Peninsula Skills Center Natural Resources

### Field Risk Management Manual

Edited by Natural Resources Advisors: Jeff Ward 6/19/2009, Marie Marrs 11/10/2013  
Provided to PASD Administrators: Jake Jackson and Mark Jacobson 8/20/2008, Jake  
Jackson 7/10/2009, Jim Schwob 12/3/2009, Cindy Crumb 9/17/2010, Cindy Crumb  
6/25/2011, Ron Craig and Kelly Pearson 11/27/2013

Manual is posted online under "Program" on [www.nopsc.org/naturalresources](http://www.nopsc.org/naturalresources)  
and at this link: <http://nopsc.esd114.wednet.edu/mod/folder/view.php?id=1276>

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>3</b>
<b>1:0 GOALS AND FRAMEWORK.....</b>	<b>3</b>
<b>2:0 RESPONSIBILITIES AND LIABILITY .....</b>	<b>3</b>
2:1 INSURANCE .....	3
2:2 RESPONSIBILITIES—ALL STAFF.....	4
2:3 RESPONSIBILITIES—TEACHERS.....	4
2:4 RESPONSIBILITIES—PARA-EDUCATORS .....	4
2:5 RESPONSIBILITIES—INTERNS.....	5
2:6 RESPONSIBILITIES—VOLUNTEERS .....	5
<b>3:0 RISK MANAGEMENT TRAINING AND EVALUATION.....</b>	<b>6</b>
3:1 RISK MANAGEMENT TRAINING—TEACHERS.....	6
3:2 RISK MANAGEMENT TRAINING—DRIVERS .....	6
3:3 MEDICAL TRAINING— TEACHER.....	6
3:4 MEDICAL TRAINING— PARAEDUCATOR AND INTERN.....	6
<b>4:0 PROGRAM RISK MANAGEMENT .....</b>	<b>6</b>
4:1 MEDICAL SCREENING .....	6
4:2 PARTICIPANT ORIENTATION .....	7
4:3 CHAPERONE RESPONSIBILITIES .....	7
4:4 TRANSPORTATION.....	7
4:5 ADMINISTRATION OF MEDICATION.....	8
4:6 RADIO/CELL PHONE PROTOCOL.....	8
<b>5:0 OUTDOOR RISK MANAGEMENT.....</b>	<b>8</b>
5:1 FOREST HIKES.....	9
5:2 MARINE ENVIRONMENTS .....	9
5:3 HURRICANE RIDGE .....	10
5:4 TANDEM/CARD HIKES .....	10
5:5 OFF LIMIT AREAS AND ACTIVITIES.....	11
5:6 ILLNESS PREVENTION .....	12
<b>6:0 BACKCOUNTRY EXPEDITIONS .....</b>	<b>13</b>
<b>7:0 FIRE AND NATURAL DISASTER.....</b>	<b>13</b>
7:1 FIRE .....	13
7:2 EARTHQUAKE.....	13
7:3 HIGH WINDS.....	14
<b>8:0 INCIDENT RESPONSE:.....</b>	<b>16</b>
8:1 INCIDENT REPORTING.....	15
8:2 EMERGENCY ACTION PLAN.....	15
8:3 INJURY/ILLNESS RESPONSE .....	14
PARTICIPANT ABLE AND WILLING TO CONTINUE .....	15
WALKING WOUNDED .....	15
NOT LIFE THREATENING, REQUIRES EVACUATION.....	15
LIFE THREATENING .....	16
8:4 MISSING PERSON.....	17
8:5 SUICIDE IDEATION/ATTEMPT .....	17
<b>APPENDIX I: PASD ANAPHYLAXIS POLICIES AND PROTOCOLS .....</b>	<b>19</b>
<b>APPENDIX II: EMERGENCY CONTACT CALL SHEET-2014-15.....</b>	<b>22</b>

## **INTRODUCTION**

The Port Angeles School District (PASD) Natural Resources Field Risk Management Manual is designed to support teachers in successfully managing risk in the field for Natural Resources programs that are run through the North Olympic Peninsula Skills Center (NOPSC). This document will be posted in the 'Program' section of the Natural Resources website at [nopsc.org/naturalresources](http://nopsc.org/naturalresources). When students or schools from districts within the NOPSC consortium participate in Natural Resources, this document should be distributed by PASD administrators to administrators at the districts in question.

The primary objective of this document is to provide structure and guidance that will result in a minimal risk to staff and students engaged in field-related activities. This manual is designed to ensure that staff members are provided with the necessary information, equipment, training, and skills to manage risk in the field and meet PASD-wide overarching risk management goals. This manual is to be used in conjunction with the PASD Risk Management Plan.

Ultimately, safety is an individual responsibility, and this manual is not intended to be a substitute for individual judgment. Thus, we expect and rely on the experience, common sense, and conservative safety judgments of our teachers, staff, and students to participate in programs in a responsible and safe manner that will reduce the risk of accidents or injury associated with field activities. Everyone is expected to conduct themselves in a safe manner and to be on the lookout for unsafe situations. When unsafe situations arise, each individual is responsible for bringing them to the attention of a supervisor.

### **1:0 GOALS AND FRAMEWORK**

The goal of PASD's NOPSC Natural Resources Risk Management Plan is to reduce the rate of accidents, incidents, near misses, lost student educational hours and lost student educational days per student program day on a yearly basis, and to eliminate disabling injuries and fatalities.

Each Natural Resources staff member will be given a copy of this manual and is expected to understand and implement it completely. The final page is to be signed and kept on file at PASD.

### **2:0 RESPONSIBILITIES AND LIABILITY**

#### **2:1 Insurance**

To protect employees and the organization, Port Angeles School District (PASD) carries liability insurance. This coverage extends to PASD employees. However, policy exclusions may exist.

Everyone should be aware that legal problems can result when someone provides first aid to another person. Staff should know their limitations, and stay within their scope of practice and standard of care. When in doubt, and as a backup for any significant injury or sudden illness or other incident, staff should call for help from the Emergency Medical Services medical personnel.

This is not intended to represent an interpretation of the policy/ policies in existence. In the event of a claim all policy terms, conditions and exclusions will prevail.

**2:2 Responsibilities—All persons engaging in field-related activities are expected to conduct themselves in a safe manner, and immediately report any potentially unsafe situations to teachers or staff members. In addition, PASD Staff (defined as teachers, Para educators, interns, and volunteers) will be trained are expected to:**

- Document incidents using the PASD incident reporting system
- Respond in the event of an accident involving any student, staff, or volunteer
- Lead and support emergency evacuations
- Provide role model behaviors and exhibit actions that raise risk management awareness of students

**2:3 Responsibilities—Teacher**

For this document, the term ‘Teacher’ includes certified staff members employed by PASD.

- Teachers are authorized and responsible to conduct first aid and emergency medicine up to the level of their certification.
- Teachers are required to carry a fully stocked First Aid kit (supply list is kept on file at PASD) while teaching or supervising students in the outdoors.
- Teachers leading outdoor trips must have at a minimum a current Wilderness First Responder certification.

In addition, Teachers will:

- Anticipate and assess the physical limitations and fears of students and identify potential safety hazards for students
- Select teaching sites and hiking routes appropriate to the physical abilities of students prior to each hike and check in with appropriate supervisor upon return from newly visited sites to debrief
- Model behaviors and exhibit actions that raise outdoor risk management awareness of participants
- Identify potential hazards to their supervisor, and report accidents using the appropriate forms within 24 hours of an incident or at the earliest possible opportunity
- Read internal communication for risk management related information
- Identify telephone locations and the specific evacuation strategy for each hike to any attending Para educator, intern, volunteer, and/or chaperone
- Administer first aid and follow emergency procedures when necessary

**2:4 Responsibilities—Para educators**

- Para educators are authorized and responsible to conduct first aid and emergency medicine up to the level of their current certification.
- Para educators are required to carry a fully stocked First Aid kit while working alone with or otherwise responsible for program participants.
- Para educators are authorized to lead outdoor experiences with students as long as they hold a current Wilderness First Responder certificate and are trained in the content of the Natural Resources Field Risk Management Manual.



- Para educators who are employed by a district other than PASD to work with Natural Resources will be considered a ‘staff member’ and ‘PASD staff member’ in this document.

In addition, Para-educators will:

- Anticipate and assess the physical limitations and fears of students and identify potential safety hazards for students
- Model behaviors and exhibit actions that raise outdoor risk management awareness of students
- Identify potential hazards to their supervisor, and report accidents using the appropriate forms within 24 hours of an incident or at the earliest possible opportunity
- Read internal communication for risk management related information.
- Administer first aid and follow emergency procedures whenever necessary

## **2:5 Responsibilities—Interns (AmeriCorps members, Peninsula College students, etc., not including current Natural Resources students)**

Interns will:

- Model behaviors and exhibit actions that raise outdoor risk management awareness of students
- Identify potential hazards to their supervisor, and report accidents using the appropriate forms within 24 hours of an incident or at the earliest possible opportunity
- Administer first aid according to level of certification and follow emergency procedures whenever necessary, as a secondary responder to other qualified staff members.

The following procedures affect interns:

- Under no circumstance will interns be solely responsible for the safety or education of students. (Including in vehicles.)
- Interns will be identified to school groups as an “intern” so there is no confusion with other staff and students as to this person’s responsibilities
- At no time shall an intern replace a teacher or Para educator. This includes replacements for outdoor experiences and overnight trips.

## **2:6 Responsibilities—Volunteers**

Volunteers will:

- Fill out appropriate paperwork with PASD before working with students.
- Model behaviors and exhibit actions that raise outdoor risk management awareness of students
- Assist with PASD programming as assigned while maintaining appropriate levels of safety

The following procedures affect volunteers:

- Volunteers will not provide direct instruction to students
- Volunteers will not be left alone in the classroom or outdoors individually with students
- Under no circumstance should a volunteer drive a PASD vehicle

- Volunteers will not drive program participants in their personal vehicles without specific signed parental permission
- Volunteers will not be assigned responsibility for administering first aid
- Volunteers will be identified to school groups as a “volunteer” so there is no confusion with staff and students as to this person’s responsibilities

### **3:0 RISK MANAGEMENT TRAINING AND EVALUATION**

All staff will be oriented at least annually to their roles and responsibilities in identifying and correcting potential hazards, and in responding in emergency situations. This orientation will take place prior to the start of the school year for new and returning faculty, and will take place for all other employees within their first 48 hours of work.

#### **3:1 Risk Management Training—Staff**

Risk management training for Teachers Para educators, and Interns will include the following:

- Emergency Action Plan (annually)
- Communication points, evacuation routes (initially, and after system changes)
- Communication systems, radio use (initially, and after system changes)
- Recent Incidents, issues and trends (annually)
- Changes from previous semesters (seasonally)
- Field Risk Management Manual and PASD Risk Management Plan (annually)
- Emergency Call Sheet (annually)
- Use of Incident Report forms (initially, and after system changes)

#### **3:2 Risk Management Training—Drivers**

All potential drivers will go through PASD (or other partnering school district) driver safety protocols.

#### **3:3 Medical Training— Teacher**

Teachers will be required as a condition of employment to be currently trained and certified in:

Wilderness First Aid (WFA) or Wilderness First Responder (WFR) or Wilderness EMT (WEMT), and Heartsaver or equivalent CPR certification. After the first semester, teacher staff must have a current WFR or higher certification, along with CPR certification.

#### **3:4 Medical Training— Para educator and Intern**

Para educators will be required as a condition of employment to be currently certified in one of the following categories:

First Aid, Wilderness First Aid (WFA) or Wilderness First Responder (WFR) or Wilderness EMT (WEMT), and Heartsaver or equivalent CPR for Wilderness First Aid certified staff and Healthcare Provider/Professional Rescuer or equivalent CPR for WFR and WEMT certified staff. After the first year, Para educator staff must have a current WFR or higher certification, along with CPR certification. The Natural Resources Advisory Committee and/or PASD may choose to waive or modify this requirement.

Interns assigned to assist as primary support on backpack trips must have at a minimum a current Wilderness First Aid certification.

#### **4:0 PROGRAM RISK MANAGEMENT**

PASD has a program goal to provide an enjoyable and meaningful learning experience at PASD while adequately managing risks and preparing participants prior to and throughout their time. Ultimately, safety is an individual responsibility, thus, we expect and rely on the experience, common sense, and conservative safety judgments of our teachers, staff, and students to participate in programs in a responsible and safe manner that will reduce the risk of accidents or injury associated with field activities.

#### **4:1 Medical Screening**

Students in Natural Resources programs must submit a PASD Natural Resources registration/medical form completely filled out and signed prior to involvement with the outdoor component of the program. Current forms are online near the top of the individual Natural Resources class websites at [nopsc.org/naturalresources](http://nopsc.org/naturalresources). Whenever possible, those forms should be collected by PASD in advance of the program start date. The following screening procedures will be observed:

1. The appropriate program manager, teacher or a designate will review the forms for completeness, ensuring that PASD has forms for all students, that the forms are completely filled out and that guardian signatures are provided for the “Acknowledgement of Risk” and “Authorization for Treatment” sections. This review should take place before the program begins.
2. In the event that signatures are lacking on these two sections participants will not be able to leave campus until verbal consent is obtained from a guardian, either by the program manager or a designate. Verbal consent must be followed by a signed registration form within 24 hours (faxed/emailed forms are acceptable, though originals must be ultimately received by PASD).
3. If PASD does not receive a signed registration form the participant will be unable to participate in the field component of the program until the form is received.

#### **4:2 Participant Orientation**

At the beginning of their time in a PASD Natural Resources program, all students will participate in an orientation by a teacher or designate that includes the following safety awareness and emergency procedures:

- Discussion of a Chain of Command procedure that will be initiated in the event of injury, illness, fire or natural disaster requiring evacuation.
- Emphasis on staying calm and staying put if lost in a wilderness situation
- Discussion of the location of evacuation routes in the event of fire/natural disaster, including alternate route identification.

Upon arriving at an outdoor location, students participating in a PASD Natural Resources program will participate in a safety briefing by a teacher or designate that includes the following safety awareness and emergency procedures:

- Specific safety concerns relevant to the area including potential hazards
- How to ensure that risks are avoided or safely managed in the area

- What to do in case of an emergency

### **4:3 Volunteer Responsibilities**

Adult volunteers are responsible for the safety of any minors under their supervision that are not students enrolled in the Natural Resources program. PASD staff will provide support in preventing accidents and effectively responding in emergencies.

Volunteers will be oriented to risk management procedures before programs begin. The Volunteer Orientation will cover:

- Roles and responsibilities for supervising students outdoors
- Procedure for contacting staff in the event of illness or injury
- Procedure for supporting PASD staff in preventing accidents and responding in an emergency
- Role of volunteer in the event of injury, illness, fire or natural disaster
- Process for transporting and accompanying a student to the hospital

### **4:4 Transportation**

PASD Vehicles:

- All staff will submit a driver abstract upon starting with the Natural Resources program and attend a driver orientation/training session (if required by PASD or another partner school district) prior to driving a school district vehicle.
- Passengers in PASD (and other partner school district) vehicles will not exceed the number of individual seatbelts available, and seatbelts must be worn at all times.
- Only staff, students and those on official business may ride in a PASD (or other partner school district) vehicle.
- PASD (and other partner school district) vehicle use regulations will be followed by drivers and staff at all times.

Partner School District Vehicles:

- Partner school districts that have students enrolled in the PASD Natural Resources offerings may provide transportation options for these students.
- All local school district transportation regulations must be followed.

Private Vehicles Driven by Volunteers:

- Driving directions and information about road conditions will be passed on to all drivers.
- The PASD or other school district vehicle will lead the convoy. If there is a second school district vehicle, it will follow all private vehicles.

### **4:5 Administration of Medication**

If a participant requires medication during a Natural Resources program, it will be administered by a PASD staff member following the PASD protocols. Epinephrine and anti-histamine may be administered in the case of a potentially life-threatening allergic reaction under a standing order with a physician, following the Epinephrine Policy in the PASD Risk Management Manual. See Appendix I.

#### **4:6 Radio/Cell Phone Protocol**

PASD uses 2-way radios for field work any time there are sub-groups. These radios are to be used in a professional manner primarily as a communication tool for emergency situations. Radios can also be used sparingly by teachers to communicate program logistics among staff members during the course of the field experience. A cell phone will be carried by the leader during all field work, and this phone will be used to initiate the emergency response system if necessary. A study of cell phone coverage conducted in 2008 concluded that field locations near Ruby Beach, up the Elwha River trail and the upper Sol Duc Valley near Highway 101 have spotty cell phone coverage. An updated study in 2012, after installation of new a Verizon cell tower, concluded that field locations in the upper Sol Duc Valley near highway 101 are in range.

#### **5:0 OUTDOOR RISK MANAGEMENT**

Natural Resources staff members are responsible for the duties and responsibilities described under section 2 Responsibilities and Liability. Specific risk management protocols include:

- Two adults must be present to supervise all outdoor activities. When possible, at least one of the two should be a teacher or Para educator with the proper training and certification.
- If a teacher and Para educator are with a group, the teacher is considered the leader. If two leaders are the same title, the one with more safety training is the leader.
- The leader is accountable for the supervision and safety of their group during outdoor activities.

It is suggested that Para educators, interns, and/or volunteers be asked to "bring up the rear" of the group while hiking. Leaders are responsible for orienting and supervising all adults in their support roles during programs and in the event of an injury or illness.

Participants will be kept within sight at all times, unless carefully supervised activities (e.g., each-one-teach-one, spaced-out, or tandem hike) are being conducted. Appropriate precautions will be taken and clear instructions will be given. Solo Hikes (in which participants hike by themselves out of sight of another person) are prohibited.

The Natural Resources teacher or designate will supervise daily check-in and checkout procedures if there are multiple groups of students in the field.

Definitions of policies and guidelines: for the purposes of this manual,

- a **policy** shall be inflexible, and not subject to staff interpretation or change. On the other hand,
- a **guideline** shall be a suggestion of risk management awareness and hazard reduction by the manual that will be open to interpretation based on a staff member's good judgment, taking into consideration variables such as the maturity of the group, weather conditions, group experience, and participant comfort.

As a result of the prompting of any staff member, a policy review can be undertaken by the PASD Risk Management Officer.

POL-policy  
GL-guideline

**5:1 Forest Hikes** including steep, single-file trails

- POL: There will be no card hikes, spaced-out walks, or each-one-teach-ones on single-file trails with a slope of more than 30 degrees.
- POL: Groups will not travel beyond any signage indicating dangerous conditions.
- GL: Manage groups on the way down hills to prevent students from running and collecting too much speed. A PASD staff member at the front of the group can help accomplish this.
- GL: Manage groups to ensure adequate hydration, and set a pace for the slowest member of the group so the entire group stays together.
- GL: At any area close (within one body-length) to exposed cliffs, students should be sitting at all times. Students should be given clear boundaries before approaching steep areas. All PASD staff and students must stay at least one body's length away from perceived cliff edges. A rope may be used to designate boundaries.
- GL: In the event of thunder or lightning while in an exposed high elevation setting, the group should immediately descend to a protected area.
- GL: Good trail etiquette says right-of-way goes to uphill hikers. If your group is hiking down, have them turn sideways with their backpacks toward the uphill side, back up to the edge of the trail, and stand still until the uphill hikers pass on the outside. (Horses always have right-of-way, whichever direction.)
- GL: before you leave campus, double check that any asthmatics have their medication with them.

**5:2 Marine environments** including sandy and rocky intertidal locations

- POL: Do not climb on cliffs or sea stacks.
- POL: Do not disturb marine mammals resting on the beach.
- POL: Crossing streams at Crescent Beach (Salt Creek) is not allowed – it is private beach on the other side
- POL: Shoes stay on feet.
- POL: Leaders should carry a throw rope while in any marine environment. The throw rope should be visible and within arm's reach at all times.
- GL: Students should stay at a safe distance from the water so as not to get wet from waves or spray (no wave-chasing).
- GL: Drift logs can be slippery, especially when wet. Groups should not climb on them, and should use caution to get around them when necessary.
- GL: Keep your eye on the water. Watch for sudden large waves and logs in the water. Unusually large waves are not uncommon on the coast and often they come without warning. Rialto Beach is a particularly steep beach. This means that sneaker waves can come up suddenly. Give this area extra respect.
- GL: Give boundaries to students. Keep your group close together so you can respond to changes in conditions quickly.
- GL: Monitor incoming tides to ensure exit routes remain open. (Especially important at Salt Creek)

- GL: If weather is poor and shelter is available, consider leaving the beach early if necessary for cold and wet participants.

#### Tide pooling:

- POL: Full shoes (close-toed, heeled) required.
- POL: Do not collect living things.
- POL: Fill in holes if you dig in the sand.
- GL: Rocks are slippery – watch out for stepping on algae/kelp. Move slowly, stay together. Keep in mind that you can't move as fast to respond to something as you could on the beach, so students should be closer together.
- GL: If someone gets a cut or scrape, disinfect and bandage, don't ignore. If you can, gloves or long sleeves over hands will help protect them from cuts/scrapes while balancing. Keep hands free in case you lose your balance.
- GL: Salt Creek (Tongue Point): rocks at bottom of staircase require spotting and assistance for students and adults.
- GL: Keep tides and time in mind.
- Guidelines for Evening Beach Activity Take the following into consideration:
  - Leader comfort level and experience with the activity
  - Weather and water conditions such as tide level, wave height, natural light, wind chill
  - Group dynamics and management issues such as adult/student ratio, boundaries, student behavior
  - Availability of headlamps
  - Distance from high tide line

#### **5:3 Hurricane Ridge, Deer Park and other high mountain environments**

- POL: In high mountain environments, snow sliding should happen on butts only and only on slopes with low avalanche danger. Establish clear boundaries with no trees in the way.
- GL: Students should be closely supervised and spaced out so there is sufficient recovery time between sliders.
- GL: If snowballs, target practice only, at a target designated by the PASD Teacher.
- GL: Weather can be very different at 5000 ft of elevation, so be prepared for cold, windy, snowy conditions and watch for hypothermia in winter. Also, watch out for snow-blindness.
- GL: Be conscious of lower oxygen levels when doing strenuous activities (hiking uphill).
- GL: Wear sunscreen.

#### **5:4 Each-One-Teach-One/Spaced-Out/Tandem Hikes**

- POL: A solo hike is not an approved activity and is prohibited.
- POL: All tandem hikes/card hikes (single or partner) will take place on trails without forks unless an adult or specific sign is posted along the route at trail intersections to guide students.
- POL: Activities should be structured so that no student will be out of sight of an adult, either a PASD education staff member or a chaperone, for more than five minutes.
- POL: A leader (PASD staff member) will be first.
- POL: An adult should be the last person and “sweep” the end of the line.
- POL: A head count should be made immediately after the activity is concluded.

- POL: No road crossings are allowed.
- POL: Tandem/card hikes should not occur on steep trails or narrow trails with large, exposed drop-offs.
- POL: ONP monitors cougar activity inside ONP. Tandem walks are not permitted in areas signed with Orange or Red cougar warning signs, which indicate that cougars have been recently sighted in the area.
- GL: Students should be spaced sufficiently close enough for a student to quickly join another student in the event of an emergency.

### Considerations

- Not all groups will do this sort of hike; it must be earned. Only groups who have demonstrated the ability to follow instructions and have displayed the necessary responsibility to conduct the activity safely should be permitted to do such hikes.
- Students who present a management issue through their attitude, behavior or emotional state may be withdrawn from the group and closely supervised by an adult during the activity.
- If the selected trail has a high level of human traffic unassociated with PASD, postpone and relocate the activity, or cancel it.

### Each-One-Teach-One/Spaced-Out/Tandem Hike Briefing:

Prior to a tandem hike all students will be briefed about the potential dangers of the activity. Specifically brief the program participants about what to do if they feel unsafe or threatened by a situation involving an animal or stranger, and what to do if they become lost.

## **5:5 Off-Limit Areas and Activities**

The following areas and activities are off limits to all PASD participants:

- Areas or trails designated or identified as "Dangerous," "Off-Limits," "Keep Out" or "Trail Closed."
- Buildings that are undergoing construction or are designated closed.
- Bouldering or rock climbing
- Tree climbing
- Solo hikes
- Trust falls
- Snowball fights

The following are off limits to any student, unless supervised by a PASD staff member:

- Anywhere considered out of boundaries designated by a teacher or Para educator.
- Trips on large bodies of water, including sea, lake, and river.

The following areas are potentially dangerous, require extraordinary judgment, and warrant addressing with the group:



- Rivers, stream sides, and lake shores: Any stream crossings will be done in accordance with specific guidelines given by the leader. Dry rocks can be deceptively slippery. Streams above the top of the shortest participant's kneecaps will not be crossed.
- Inter-tidal and coastal areas: Monitor incoming tides to ensure exit routes remain open. Unusually large waves are not uncommon on the coast and often they come without warning.
- Rocky (talus) slopes, base of cliff sites: Check: Are the rocks stable? Fresh rock-fall? Are rocks icy, wet or mossy? Safe to cross?
- Narrow, steep sections of trail, cliff edges or narrow bridges: Does everyone feel comfortable with the terrain and are they confident in their footing?

## **5:6 Illness Prevention Protocols/Procedures**

Preventing the spread of illness at PASD is critical to creating an environment in which students can fully realize the benefits of this learning experience. The following measures will be observed to prevent the spread of illness during PASD programs:

- Leaders will have hand sanitizer available during on-trail meals, and will encourage its use by students and chaperones.
- If meals are being prepared on trail, gloves will be worn by the preparers if the meal is intended for anyone besides themselves.
- No one should reach inside a bag of food without gloves on. If the server is not wearing gloves, food must be poured out of the bag.
- Any dishes and utensils used during backcountry or front-country camping programming will be sanitized again prior to use. Appropriate methods for sanitation include running the items through an industrial dishwasher or rinsing the items in a solution of bleach.
- Dishes used in the backcountry will be rinsed with a solution of bleach at least once every day.
- Any water collected from a river or lake will be filtered or treated with iodine before consumed.

## **6:0 BACKCOUNTRY EXPEDITIONS**

- Hiking route itineraries and emergency evacuation route (for each night out) information for all overnight trips will be submitted to the appropriate supervisor for approval, and will be posted in the supervisor's workspace for the duration of the expedition.
- Fully stocked backcountry first aid kits (supply list is kept on file at PASD) including doses of epinephrine and two-way radios will be carried.
- Staff members assigned the leadership role for overnight trips will account for participants being fully prepared, per the Required Equipment and Clothing List (see specific Backpack Trip list), and for ensuring all PASD-provided group gear is functional and adequate.
- Staff members assigned the leadership role for overnight trips must be certified as a Wilderness First Responder or higher.
- All overnight backcountry groups will be led by a minimum of two PASD staff members.
- All overnight front country groups will have a minimum of one PASD staff member with them at all times.
- In camp, a designated cooking area must be defined, and unnecessary travel in that area prohibited. Staff or students may not sit completely on the ground while cooking.

- Staff leading overnight backcountry trips must be oriented to the following skills: tarp-hanging, stove maintenance, tent-pitching, water purification, pack-fitting, purifying eating utensils in the backcountry.
- In the event that an evacuation or run team is needed (which will consist of at least one adult and two students), the run team must carry at least one sleeping bag, one first aid kit including epinephrine dose (if adult is trained), one tarp and food and water for one day.

## **7:0 FIRE AND NATURAL DISASTER**

Exercise caution in the event of fire, earthquake, rockslide, high winds, or other natural disasters. Calm and reassure the group. Secure a safe area for the group and, if necessary, wait for the situation to stabilize before evacuating. Attempt to establish directions from National Park Service or other emergency response personnel.

### **7:1 Fire**

If in or near buildings:

- Remove groups to safe area
- For a minor fire, locate and use a fire extinguisher
- For a major fire, call 911
- For a major fire, determine if it will be safe to approach the electrical and propane shut-offs for the buildings affected.
- For a major fire, determine the closest fire hydrant and hose location and begin to use them if possible.

If on trail:

- Consider potential hazards: dead trees, cliff areas, high water, downed power lines, and falling debris.
- Consider wind direction in the event of fire and consider the primary avenue of evacuation and an alternate route.
- Administer First Aid as necessary. Evacuate when safe.
- Contact the PASD central office immediately.
- File an Incident Report with the appropriate supervisor.

### **7:2 Earthquake**

If in or near buildings:

- Remove group from hazardous locations
- Determine if it will be safe to approach the electrical and propane shut-offs for the buildings affected.

If on trail:

- Consider potential hazards: dead trees, cliff areas, high water, downed power lines, aftershocks, and falling debris.
- Remove group from hazardous locations.
- Remain in secure location in preparation for aftershocks. Fields are one of the safest areas if it is possible to get to one. Place the group as far from large trees as possible.
- Consider how best to return given the circumstances.

- Contact the PASD office as soon as possible.

### **7:3 High Winds**

If on trail:

- Remove group from hazardous location beneath trees or loose debris.
- Be alert to instructions from National Park Service or other emergency response personnel
- Contact the PASD central office as soon as possible

## **8:0 INCIDENT RESPONSE**

### **8:1 Incident Reporting**

PASD employees and Natural Resources students will report to their supervisor all accidents, incidents, and potentially hazardous situations within 24 hours or as soon as possible.

All students enrolled in a Natural Resources program will submit a written Incident Report to a teacher or Para educator for all accidents, incidents, and potentially hazardous situations they are involved. Incident Report forms will be available in classrooms and carried in the field by teachers and Para educators in first aid kits. Completed reports must be received within 24 hours or as soon as possible. Students will receive orientation and training for how to write an Incident Report.

All PASD Natural Resources staff members will also submit completed Incident Reports following accidents, incidents, illnesses or near misses. Incident Reports are sent to the appropriate supervisor within 24 hours of the incident.

Criteria for filling out an Incident Report include but are not limited to:

- Any first aid given
- Any loss of program time by participant due to accident/incident
- Any accident/incident or near miss that would be useful to document for analysis of trends (e.g. bee stings, slip/falls, poison ivy rash)
- Any accident/incident or near miss that might result in a recommended program or policy change

When in doubt, fill it out. Incident reports will be kept online under “Program” on

[www.nopsc.org/naturalresources](http://www.nopsc.org/naturalresources) and at this link:

<http://nopsc.esd114.wednet.edu/mod/folder/view.php?id=1276>

### **8:2 Emergency Action Plan**

In the event of a major emergency, a coordinated response by multiple PASD staff may be necessary.

Roles to be filled are: Incident Commander, Scribe, Communications, Emergency Response Leader and Team. Typically, the first on the scene takes charge as the Incident Commander (IC). That person may choose to delegate that responsibility to another staff member who arrives later. The IC assigns the other roles. Roles are part of the WFR course curriculum.

### 8:3 Injury/Illness Response

The following steps illustrate the decision pathways for assuring effective response in the event of an injury or illness.

- Take several seconds initially to observe and assess the situation. How safe/stable is the scene for yourself, your group, and the patient?
- Ask for volunteer support to supervise and calm the rest of the group
- If the scene is safe for you and the rest of your group, attend to the immediate first aid needs of the patient following first aid protocols within the scope of your training. Stabilize the injury and make the patient as comfortable as possible. Use gloves and mask to reduce exposure to blood borne pathogens or other potentially infectious materials
- Assess which of the following situations exists and execute the appropriate strategy:
  - Participant will continue hike after First Aid treatment.
  - "Walking Wounded", injured or ill can return to campus under their own power (with PASD leader if possible). Seek professional treatment if necessary
  - Not life threatening, but requires assistance with an evacuation
  - Life Threatening, requires evacuation/emergency response immediately
- Participant Able And Willing To Continue
  - Check for scene safety.
  - Administer First Aid, using protective gloves and mask as necessary.
  - Further treatment and observation, as appropriate. Check again on the participant upon return to campus.
- Walking Wounded
  - Check for scene safety.
  - If subject is able to return to campus unassisted, they must be accompanied by an adult if they are minors. It is recommended that adults be accompanied back to the campus. Teachers may radio or call for support to come out and assist.
  - Teachers will determine if the group can continue safely and return to campus if that is deemed the best alternative.
  - Contact the appropriate PASD supervisor (see call sheet).
  - If appropriate, have the adult volunteer notify the parents.
  - Transport to a hospital or clinic, if necessary. Teacher or Para educator is primary means of transporting; adult volunteers are a secondary means.
  - Teacher files Incident Report to appropriate supervisor, submitted within 24 hours of incident.
- Not Life Threatening, Requires Evacuation
  - Check for scene safety.
  - Administer First Aid, using protective gloves and mask as necessary
  - If in ONP, contact Park Dispatch if possible. If this is not possible, direct supporting adult to nearest phone (Ranger station or 911 at a pay phone) with Injury Report (SOAP Notes). Emphasize the need for them to maintain their own personal safety.
  - They are to:
    - Indicate: What's wrong, Who and Where (e.g. which trail, how far up)

- Ask for what is needed (a litter, oxygen, a splint, etc.)
- Ask operator to call appropriate supervisor at PASD.
- Wait for National Park or other emergency response rescue team and help them locate the patient.
- Emergency team responds and evacuates participant.
- Escort rest of group back to campus and debrief
- Teacher or other adult notifies parent
- Immediately file an Incident Report and check in with the appropriate supervisor and Risk Management Officer.

➤ Life Threatening

- Survey the scene. Ensure that there is no further threat of injury to staff or participants.
- Stabilize ABCs, and record vital signs. Attend to the immediate first aid needs of the patient, following first aid protocols, within the scope of your training. Stabilize the injury and make the patient as comfortable as possible.
- Occupy the rest of the group. Ensure their safety and emotional well-being. Keep them calm- your example will be a key ingredient in this.
- Call 911.
- Indicate: What's wrong, Who and Where (Be very precise with location). Take a copy of the Injury Report for vital information.
- Ask for what is needed (immediate evacuation, oxygen, backboard, etc.)
- Call appropriate PASD supervisor.
- Wait for a rescue team to help them locate the patient.
- Assist with evacuation as needed
- Escort the rest of group back to campus and debrief
- PASD staff or volunteer notifies parent.
- Teachers should not talk about incidents with the media, the school or parents without supervisor's permission.
- Immediately, an Incident Report should be filed with the appropriate program manager.
- Natural Resources supervisor contacts PASD main office.

#### **8:4 Missing Person**

In the event of a missing person it is important to respond quickly and efficiently. Containment is the most efficient way of finding the missing person in the first few minutes of their discovery.

- Assemble group and identify where person was last seen (point last seen) and where they were headed (direction of travel).
- conduct group interview-get as much information as possible from all members of group
- PASD staff or volunteer supervises group
- Staff initiates search of immediate area, taking no more than 15 minutes.
- Contact other PASD staff in the area for support via radio if possible
- If unsuccessful within one hour, log details and return group to campus. Leave an adult staff or volunteer with instructions to stay at the point last seen until relieved. Often, missing persons will return to the point they last knew where they were and find no one there and continue to search.

- Contact program supervisors and National Park Service/Emergency Response System to assist in search
- Coordinate search teams, and devise a primary strategy specific to the trail. Rendezvous at a common checkpoint for secondary strategy
- Parent is notified by PASD (or partnering school district) employee
- Staff files Incident Report, submitted to appropriate supervisor within 24 hours of incident.

## **8:5 Suicide Ideation/Attempt**

### Definition of Terms

*Suicide Ideation:* Thoughts of killing oneself in however vague terms, i.e., “I don’t want to go on any more”, “They would be better off without me”, “If he breaks up with me, I’ll kill myself.”

*Suicide Gesture:* Any self-destructive behavior that does not threaten a youth’s immediate safety. Since gestures over time can escalate into attempts, it is vital that all such gestures be taken seriously.

*Suicide Attempt:* Any self-destructive behavior that threatens the youth’s immediate safety.

*Suicide Behavior:* Includes suicide ideation, gesture, incident, or attempt.

*Stabilization:* Refers to the support necessary to ensure the immediate safety of the youth.

### PASD Natural Resources Protocols in the event of suicide ideation/attempt

- In the event of a suicide ideation or attempt the teacher will stabilize the situation and ensure the student is appropriately monitored and supported – student is never left alone, articles with which the student might harm themselves are removed and the student is placed in stable safe environment which minimizes the potential for them harming themselves.
- Teacher contacts the most senior member of staff available and reports incident. In the event that they are unable to contact PASD personnel, teacher should access the Emergency Medical System to seek active support from professional staff.
- Teacher records and documents all events. Teacher facilitates contacting school principal/director and parents to report facts in a timely manner. Student is suspended from program until independent professional expert examines the student and pronounces them fit to return to program.

**APPENDIX I: PASD Anaphylaxis Policies and Protocols** *(reviewed by Dr. Epstein in Spring, 2009)*

1. Staff members are authorized to carry and dispense prescription medication for treatment of emergency anaphylaxis in the field. Staff members are reminded that they are obliged to provide treatment commensurate with their training and abilities, but that they also must exercise professional diligence in avoiding unnecessary administration of prescription drugs. Any use of epinephrine and/or oral antihistamine must be reported to a supervisor and our medical consultant as soon as is practical.
2. Field staff are issued and trained in the use of syringes, epinephrine injectors (if applicable), and ampoules and oral Benadryl (an "anaphylaxis kit").
3. Training will be provided by the WFR, WFA, and/or the Consulting Doctor, Rob Epstein, M.D.
4. Training will include the use and disposal of hazardous waste.
5. The prescription authority is Dr. Rob Epstein, M.D.
6. Anaphylaxis kits will consist of:
  - a. One syringe<sup>1</sup>
  - b. One ampoule containing 1mg of epinephrine
  - c. Two 50 mg Diphenhydramine (Benadryl) capsules (in first-aid kit)
  - d. Latex Gloves (in first-aid kit)
  - e. Alcohol Swabs
  - f. Anaphylaxis report form
7. The kits will be checked before being issued to teachers and Para educators at the start of their time with PASD Natural Resources.
8. Sealed kits will be checked-in at the end of the staff member's contract or when dictated by PASD Natural Resources.
9. If any Anaphylaxis kit medications are used, the field staff will fill out an Anaphylaxis log including date, time, dosages administered, and names of those involved, and turn it in to the supervisor with the remainder of the anaphylaxis kit on the day of use.
10. All used syringes, auto-injectors and ampoules must be disposed of using hazardous material protocols
11. PASD must account for all anaphylaxis kit contents when returned by staff members.
12. PASD must store all un-issued epinephrine and antihistamine in a secure location.
13. PASD must store all un-issued epinephrine in conditions pursuant to the manufacture's requirements.
14. PASD will track expiration dates for epinephrine and antihistamine, and purchase new medications as needed. Disposal of expired medications will be done in consultation with Dr. Epstein.
15. PASD will maintain a thorough inventory control system that accounts for all un-used Anaphylaxis kits.
16. Epinephrine is for emergency use in case of anaphylactic reaction from Hymenopterans, triggered by a systemic allergic reaction.
  - a. Severe reactions can be life-threatening due to airway compromise and shock.
  - b. The rapid onset of life-threatening shock necessitates the ready availability and administration of intramuscular epinephrine (through injection) in PASD Natural Resources' remote outdoor settings.

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<sup>1</sup> Epi-Pen Auto Injector may replace Ampoule and Syringe

17. Indications for use of epinephrine are as follows:
  - a. Mechanism: insect sting (especially numerous stings, and especially stings near the head and neck); ingestion of certain foods or drugs; and environmental hazards (inhalation of chemicals, smoke, etc.)
  - b. patient exhibits any of the following signs and symptoms:
    - i. wheezing, shortness of breath, coughing
    - ii. nausea/vomiting/emesis
    - iii. facial/lip swelling
    - iv. severe dizziness or lightheadedness or fainting
    - v. altered mental status
    - vi. heart rate greater than 120, with weak pulse
    - vii. signs of shock
18. An epinephrine injection is **not** indicated when the patient only exhibiting the following from an allergic reaction:
  - a. local pain and swelling
  - b. nasal congestion, runny nose
  - c. hives
  - d. redness
  - e. Benadryl may be appropriate, if these symptoms are prolonged or substantial.
19. Administration of epinephrine should be immediate when it is determined that someone may be suffering a (life-threatening) systemic allergic reaction.
  - a. Always use hazardous materials protocols when administering injections, i.e.... gloves, mask, glasses
  - b. Injection by Syringe
    - i. Open ampoule and uncap syringe
    - ii. Draw epinephrine into syringe from ampoule.
    - iii. Administer 0.3mg to patients 33lbs or greater or 0.15mg to patients 32lbs or less
    - iv. The injection should be administered in the muscular part of the thigh or Triceps.
    - v. Do not discard syringe or ampoule until you are confident the patient is not in further need of injections or you have used all the epinephrine
  - c. Injection by Epi-pen auto injector
    - i. Remove Epi-pen auto injector from container
    - ii. The injection should be administered in the muscular part of the thigh and can be done through the patient's clothing if necessary.
  - d. Once used, the Syringe or Epi-pen should be placed in its own container, sealed with tape, and marked "USED". It should be returned to PASD along with the remainder of the anaphylaxis kit and the Anaphylaxis Report form.
  - e. Continue to monitor and follow protocols to the degree for which you have been trained
  - f. If the patient is conscious and can swallow, oral Diphenhydramine should be taken at the same time. 50mg of Diphenhydramine is recommended, up to three times per day.



- g. If the anaphylactic reaction persists or returns after the initial administration of the epinephrine ("rebound"), Diphenhydramine might take over the antihistamine response.
- h. If it is determined that a second epinephrine injection is necessary follow the same directions above. If using a syringe, you may use the same needle for the second and or third injection, but only on the same person.
- i. NEVER USE THE SAME NEEDLE ON MORE THAN ONE PERSON!
- j. People with a history of heart disease or stroke who have received an epinephrine injection should be closely monitored.
- k. Anyone treated for anaphylaxis and/or has been injected with epinephrine must be transported to a medical facility as soon as possible for follow-up observation.

**APPENDIX II: Emergency Contacts**  
**Emergency Contact Call Sheet-2014-15**

When a field group needs emergency assistance, the group leader should contact the following resources in this order:

- 1) 911 as necessary (NPS Dispatch via radio when in ONP with a radio and no phone service. Dispatch can also contact PASD)

- 2) Natural Resources Program Staff (select appropriate one):

Peggy Templeton, North Olympic Peninsula Skills Center Director  
(360) 565-1571 office  
(360) 912-3179 cell

Dan Lieberman, Natural Resources Teacher  
(360) 565-1892 office  
(360) 670-5167 cell (emergency contact phone for all Natural Resources Field Work)

Jamie Valadez, Natural Resources Teacher  
(360) 460-5433 cell

- 3) Other PASD employee until in-contact with at least one. (See above for contact info)

- 4) Superintendent (if not able to reach a program staff member)

Kelly Pearson, PASD Risk Management Officer  
(360) 565-3755 office  
(360) 457-8575 main office

Marc Jackson, PASD Superintendent  
(360) 457-8575 main office

Other useful phone numbers:

PASD main office: (360) 457-8575

Olympic National Park main number: (360) 565-3000 extension 0 for dispatch

Dr. Rob Epstein: (360) 452-7891

Local Emergency Departments:

Port Angeles ED: (360) 417-7381 939 Caroline Street, Port Angeles  
Olympic Memorial Hospital, Main Number: (360) 417-7000

Forks ED: (360) 374-6271 Forks Community Hospital, 530 Bogachiel Way, Forks

Aberdeen ED: (360) 532-2507 Grays Harbor Community Hospital, 915 Anderson Drive, Aberdeen

Shelton ED: (360) 427-9595 Mason General Hospital, 901 Mount View Dr., Bldg 1, Shelton

**Emergency Contact Call Sheet-2015 – Please keep this in your First Aid Kit**

Contact the following resources in this order:

- 1) 911 as necessary (NPS Dispatch via radio when not near a phone. Dispatch can also contact PASD)
- 2) Natural Resources Program Staff (select appropriate one):

Peggy Templeton, North Olympic Peninsula Skills Center Director (360) 565-1571 office (360) 912-3179 cell  
 Dan Lieberman, Natural Resources Teacher (360) 565-1892 office (360) 670-5167 cell

- 3) Other PASD Staff member until in contact with at least one. (See above for contact info)
- 4) Superintendent (if not able to reach a program staff member) (360) 457-8575 office

Other useful phone numbers:

PASD main office: (360) 457-8575

Olympic National Park main number: (360) 565-3000 extension 0 for dispatch

Dr. Rob Epstein: (360) 452-7891

Local Emergency Departments:

Port Angeles ED: (360) 417-7381 939 Caroline Street, Port Angeles

Olympic Memorial Hospital, Main Number: (360) 417-7000

Forks ED: (360) 374-6271 Forks Community Hospital, 530 Bogachiel Way, Forks

Aberdeen ED: (360) 532-2507 Grays Harbor Community Hospital, 915 Anderson Drive, Aberdeen

Shelton ED: (360) 427-9595 Mason General Hospital, 901 Mount View Dr., Bldg 1, Shelton

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**Acknowledgement of Risk Management Understanding**

**I have read and I understand the Port Angeles School District Natural Resources Field Risk Management Manual as well as my responsibilities as described in the document.**

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**Printed Name**

**Role with Natural Resources**

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**Signature**

**Date**

**Please detach and submit this signed sheet to your supervisor**