TAPE 1, SIDE A

Board Chair Beth Young called the meeting to order at 6:04 pm. Present: Beth Young, Bobby DuBois, Anne Burkart, Rita E Beebe and Superintendent Tom Opstad. Also present: staff and community members.

During the work/study session the board performed a self-evaluation, based on the Washington School Boards Standards from the WSSDA website. Items discussed include:

- Review of agenda items based upon Policies 1400, 1420 and 1440.
- Re-do agenda
- Motion to add something from public comment to the agenda for discussion, eliminating board member comment.
- Streamline financial reports.
- Policy on data dashboards (suggested policy is on WSSDA's website).
- Discussed forum on Public Records and Open Public Meetings scheduled for Wednesday, December 9th at Port Townsend High School from 6:00 p.m. to 9:00 p.m.
- The need for effective and consistent communication.
- The need for focused planning versus reactionary planning.
- Facility review/tour.

At 7:15 p.m. the meeting was recessed for Executive Session for 10 minutes to review qualifications of individuals recommended for employment.

The board returned from Executive Session at 7:25 p.m., and the meeting reconvened at 7:30 p.m.

The board reviewed "What's Good in the District:"

Rita E. Beebe spoke positively about site councils, the Blue Heron survey, the Grant Street sock hop and Halloween Carnival, over 200 parents conferences scheduled at the high school, community football and meeting with Mark Decker.

Anne Burkart spoke about the play and importance of right brain activities for encouraging student creativity.

Bobby DuBois agreed that the play was exceptional, especially the sets.

Tom Opstad spoke about the great student involvement in activities and PTA support.

Beth Young commented that the top two Cross Country boys from Port Townsend had their photographs in *Northwest Runner* magazine.

Ms. Young recognized outgoing board members Rita E. Beebe and John Eissinger for their years of service. A short reception was held.

Correspondence was received from Candice Cosler regarding an upcoming webinar on childhood obesity.

The board reviewed the minutes of November 9, 2009 regular school board meeting. Bobby DuBois made a motion to approve the minutes of the November 9, 2009 board meeting. Rita E. Beebe seconded the motion, which carried 4-0.

The board reviewed the agenda and the consent agenda. A motion to approve the consent agenda was made by Anne Burkart and seconded by Rita E. Beebe. Motion carried 4-0.

Included in the Consent Agenda were: 1) Accounts Payable as of November 23, 2009; Recommend .168 FTE temporary increase for Mary Stolaas as Learning Resource Center Specialist at Blue Heron, as of October 19, 2009; 2) Recommend .125 FTE temporary increase for Judith Dobszinsky as Language Arts/Social Studies and Reading teacher at Blue Heron, as of October 19, 2009; 3) Recommend Donna Hendrix for the 4.5 hour per day Paraeducator position at Port Townsend High School (Essential Skills Program) beginning November 3, 2009, for the 2009-10 school year; 4) Recommend Chris Gilchrest for

the position of Head Coach of the Blue Heron 7th grade Girls' Varsity Basketball team for the 2009-10 school year; 5) Approve David Herrington to attend the Washington Turf and Landscape Show, November 30-December 1, 2009, in Bellevue, WA; 6) Accept the donation from Van and Suzy Church of 1,000 personalized note cards and envelopes valued at $385.05, for use at Blue Heron Middle School; 7) Agreement between Port Townsend School District and ESD 114 for Port Townsend School District to participate in ESD Regional Crisis Team Support coordination and training for the 2009-10 school year; 8) Agreement between Port Townsend School District and Jefferson County Public Health for the district to provide educational and therapeutic services for Jefferson County children aged birth to three and their families, for the 2009-10 school year.

Public Comments:

Tom Thiersch:

Regarding Policy 6210: Doesn't think that the amount needs to be changed. Feels the board should review. Regarding Policy 1225: Refers to WSSDA's *Policy News*. He would like to see access to this publication put online. Mr. Thiersch also asked when all the other information in the board packet would be placed online, and reiterated that committees must be properly noticed, per the open public meetings act.

Sheila Murphy:

She's happy to see that Family Access is up and running at the high school. Made a follow-up comment about the importance of having passwords for IT-related issues available to another administrator, should the District Network Administrator be incapacitated, noting that she had not received an answer to her question last meeting about how this is being addressed. Would like to know how much money is ~~coming in to the district from the rental~~ ***~~of~~ being saved from closing*** Mt. View. Would also like to know the ***difference in*** salary costs ~~of~~ ***for*** the Athletic Director ***this year, compared to last year*** at the high school.

Board Member Comments:

Rita E. Beebe:

- Discussed her understanding of how public notice is to be given per the Open Public Meetings act. Recollected that the information about cost savings by closing Mt. View was requested at the last meeting and the board was told that all of the bills haven't come in yet. Recommended that a process be put in place to ensure that questions asked at board meetings will be addressed at a future date, either by the Superintendent or the board.

Bobby Dubois:

- Feels that during the discussion of restructuring the board meeting, the board needs to specifically address how follow up on questions raised during the meeting.

Beth Young:

- Directed the Superintendent to provide an answer to the password question. The report on savings due to the closure of Mt. View is planned for a meeting in January. The rationale behind splitting the duties of the high school athletic director was to achieve cost savings. Stated the importance of transparency in board communication. In regard to committees, when the board institutes a standing committee, it needs to follow Open Public Meetings laws regarding public notice.

Reports of the Superintendent:

Mr. Opstad reported that OSPI plans to be in the district in February to conduct a consolidated program review. They will focus on federal programs such as Title I, Title II and Special Education, to determine whether we are complying with federal regulations. OSPI then sends a written report. The district has this review approximately every six years.

Mr. Opstad reported that the district is working with the county, the city, the port, the hospital and Chimacum School District on a grant to look at energy efficiency. The grant would pay for the analysis of public facilities in Jefferson County to try to save energy costs. The county is considered to be the lead entity on the grant. Discussion followed.

Matt Tyler, Manager of Jefferson County Parks and Recreation spoke about Memorial Field. Because of declining revenue, the Parks and Recreation department will have a budget cut of 20% next year. Instead of simply closing parks and shutting down programs, the county has developed an "Adopt a Park" program, which has been well received, with 11 parks adopted to date. Of course, the big one that remains is Memorial Field. Next year the county will not have the staff to do the maintenance or the money to pay the bills at Memorial Field. Mr. Tyler plans to complete a list of day-to-day maintenance tasks as well as other projects (i.e. replacement lamps for lights). When this is complete he hopes to organize a supporters group, including Kiwanis, PT Rotary, several private contractors. Mr. Tyler is hopeful that the county school districts (Port Townsend, Chimacum and Quilcene) will wish to support the field as well. School sports currently played at Memorial Field include football, and boys' and girls' soccer. Youth football also uses the field. Community members are anxious to keep the field open, however the schools will be asked to contribute paid or volunteer labor as well as pay rental fees. Discussion followed. Rita E. Beebe asked for some breakdowns regarding the costs involved for a Friday night football game versus a Saturday afternoon soccer game. She also inquired about the field damage caused by car shows, parking cars during Wooden Boat Festival, the annual carnival, and if the city will be asked to contribute. Mr. Tyler said that a complete analysis is being done, but for now he only has generalities. The recreation program will be asked to earn 50% of their expenditures next year through fees. The board will discuss the issue and make a recommendation to the superintendent of what responsibilities the district should take on in regard to Memorial Field.

Mr. Opstad reported that the Blue Heron playground equipment will be installed on November 24th. Local contractor Mark Grant donated a crew to install the equipment. The PTA donated $7,000 towards the purchase of the play equipment, with the district picking up the rest.

Steve McIntire presented a combined September/October Budget Status Report. Discussion followed.

TAPE 1, SIDE B
Mr. Opstad presented a Strategic Plan update. Mr. Opstad will have the sample strategic plan available soon for the board to review. He plans to place it on the agenda for December 14th and then plan a work session in January to begin implementing the plan.

Tom Opstad, Beth Young, Bobby DuBois and Anne Burkart reported on the WSSDA Annual Conference, held November 19-21, 2009 in Seattle.

Mr. Opstad presented the Calendar of Events. Holley Carlson will be unable to attend the December 14th board meeting.

Policy Review:

The following policy was presented for second review:

- Policy 6210/6210P: Purchasing: Authorization and Control. Mr. Opstad reviewed this policy as implemented in several local school districts, and noted that the first and last sentence of the policy was similar in all districts, however there were changes in the second sentence beginning "*Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds…"* which states that purchases above a specific amount require prior approval of the board. He stated that Bremerton School District has $100,000, Port Angeles had $40,000, North Kitsap had $50,000 and one district removed the sentence from the policy completely. Discussion followed

about the board's role in authorizing capital purchases. It was suggested that the specific amount in our policy be raised to $10,000, and the word "unbudgeted" be inserted before purchases. This policy will be brought back for approval at a future meeting.

The following policy was presented for third review:

- Policy 6212: Charge Cards. Discussion followed. This policy will be brought back for fourth review at the next meeting.

The following policy was presented for fourth review:

- Policy 4260/4260P: Use of Facilities. It was recommended that the paragraph *"When facilities are used outside of regular school hours, or the district incurs extra utility, cleaning or supervision costs, a fee, to be established by the superintendent, shall be charged to recoup those costs"* be moved after paragraph two, creating a new paragraph three. It was recommended that the fee schedule for rental of facilities be reviewed annually, rather than biannually. This policy will be brought for a fifth review at the next meeting.

The following policy was brought for approval:

- Policy 1225: School Director Legislative Program. A motion was made by Bobby DuBois and seconded by Anne Burkart to approve Policy 1225. Discussion followed. Motion carried 4-0.

Board Member Announcements:

- Board members were reminded that their ballots for the State Board of Education must be postmarked by Wednesday, November 25.
- The board discussed listing the 6:00 study session topic at the end of each agenda, when noting the date of the next meeting.
- The board discussed the annual adoption of Policy 1720: Operating Principles, which will take place at the December 14th meeting. The board reviewed the process for reorganizing the board, and the requirements of the roll call vote. As Holley will be out of town for the meeting, she offered to attend via telephone. The board directed the superintendent to research whether a board member can participate in a roll call vote over the phone.

The meeting was adjourned by consensus at 9:52 p.m.

All letters, resolutions, and pertinent information referred to within may be found in the Supplemental File as if fully set forth within.

Respectfully submitted,

_____ ATTEST: _____

Thomas A. Opstad, Superintendent Beth Young, Chairman