

Board Chair Jennifer James-Wilson called the meeting to order at 6:00 p.m. Present: Jennifer James-Wilson, Bill LeMaster and Holley Carlson. Excused: Pam Daly and Anne Burkart. Also present was Superintendent Engle, community and staff members.

Bill LeMaster led the Pledge of Allegiance.

Agenda Approval

Holley Carlson moved to approve the agenda. Mr. LeMaster seconded and the motion carried 3-0.

Public Comments – None

Approval of Minutes

The following minutes were brought for approval:

- October 29, 2012 Regular Board Meeting: Mr. LeMaster moved to approve the minutes. Ms. Carlson seconded and the motion carried 3-0.
- November 13, 2012 Work/Study Meeting: Ms. James-Wilson asked that in the last sentence of the Resource Conservation Manager report, the comma after “Climate Action Committee” be removed for clarification. Ms. Carlson moved to approve the minutes as corrected. Mr. LeMaster seconded and the motion carried 3-0. Mr. LeMaster asked if information was available regarding fuel costs mentioned in the October 29th minutes. It was decided to discuss that item during the Business Manager report.

Consent Agenda

Ms. Carlson moved to approve the consent agenda. Mr. LeMaster seconded and the motion carried 3-0. Included on the consent agenda were: 1) Accounts Payable as of October 29, 2012; 2) Accounts Payable as of November 26, 2012; 3) Payroll for October, 2012; 4) Recommend the following personnel actions:

- Recommend Jordan Hartt as Blue Heron Middle School Head Boys’ Basketball Coach for the 2012-13 school year
- Recommend Dustin Johnson as Blue Heron Middle School Head Wrestling Coach for the 2012-13 school year
- Recommend Gary DeGregorio as Blue Heron Middle School Head Girls’ Basketball Coach for the 2012-13 school year
- Accept resignation of Nettie Hawkins, High School Assistant Fastpitch Coach, effective immediately

Correspondence – None

Reports - Superintendent

Enrollment

Superintendent Engle indicated Ms. Bonneville would be discussing enrollment numbers during her presentation.

Calendar of Events

Dr. Engle added to the Calendar of Events a meeting at the Northwest Maritime Center on Wednesday, November 28, 2012. Community members, teachers and others are invited to learn about plans to implement a program that will combine maritime subject matter into school curriculum. Dr. Engle hopes such a program will offer more job opportunities to graduating students and attract young families to the area. The meeting will be videotaped for use with other groups.

Affirmative Action Plan Update

Dr. Engle said each school district is required to have a current Affirmative Action Plan. Port Townsend District’s Plan will expire in 2012, so work has begun to update and revise the current Plan. The revised Plan should be ready for a first review at the December 10th meeting, with approval at the January 14th meeting. Discussion followed. Ms. James-Wilson suggested this information might be beneficial to include in an orientation packet for new board members.

Business Manager

Ms. Bonneville presented a financial report to the board, which included information on enrollment, staffing, year-to-date activity for all funds, General Fund year-to-year comparison and General Fund expenditures and revenues. Ms.

Bonneville asked how often the board would like to see this information; the Board asked to see it quarterly. Mr. LeMaster asked about information regarding an agreement with Jefferson Transit for fuel purchase. Ms. Bonneville said she has begun to research this matter and will have more information at the work/study meeting on January 14, 2013.

Action Items

Approval of Policy 1822 – Training and Development for Board Members

Ms. Carlson moved to approve Policy 1822. Mr. LeMaster seconded and the motion carried 3-0.

Approval of Policy 5010 – Nondiscrimination and Affirmative Action

Questions arose about the specific inclusion of “Boy Scouts of America and other youth groups” in the personnel and hiring policy. Discussion followed. Dr. Engle said more research will be done about that question and reported at the December 10th Board meeting.

Ms. James-Wilson asked about the last paragraph in Item 2 on Page 1. She does not remember the Board reviewing this Plan annually. Dr. Engle said that will be added to the Board Annual Calendar, with review each January. This policy will be placed on the December 10th Board meeting agenda for review or approval.

Unfinished Business

Ms. Carlson said board photos will be postponed until January. Ms. James-Wilson suggested before the board meeting on January 14, 2013.

Ms. James-Wilson asked about finishing the discussion of the two board goals from Standard Three, Structure and Standard Four, Accountability, of the board self-assessment that was started with Mr. Parker at the November 13th work/study meeting. Dr. Engle said he would do some research to see if any of the current board policies mention a process to improve in either of those areas and report back at the December 10th regular board meeting. Ms. Carlson said she feels board members should have a common understanding of issues, so if asked by community members, a reasonably uniform answer would be given. She also said she would rather have discussed the self-assessment and goals with the superintendent present.

Mr. LeMaster asked if an evaluation process will be implemented for non-instructional personnel such as counselors and librarians similar to TPEP (Teacher/Principal Evaluation Program). Dr. Engle said this would have to be addressed in union negotiations. Dr. Engle also reported negotiations with the PTEA (Port Townsend Education Association) would begin on December 4, 2012.

Mr. LeMaster asked if there was an update on the Nisqually League decision regarding admitting Port Townsend into that league for the remainder of this school year. Dr. Engle said he would contact Jerry Holsten from South Kitsap High School, who has been his contact on the Nisqually League Board.

Board Member Announcements

Ms. Carlson suggested the board sign a get well card for Ms. Daly’s husband.

Mr. LeMaster said the art auction sponsored by the PTEF (Port Townsend Education Foundation) will be held on February 9, 2013 at the Northwest Maritime Center.

Adjournment

The meeting was adjourned by consensus at 7:40 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Jennifer James-Wilson, Board Chair