

Board Chair Connie Welch called the meeting to order at 5:30 p.m. PRESENT: Connie Welch, Jennifer James-Wilson, Nathanael O'Hara and Laura Tucker. EXCUSED: Keith White. Also present were Superintendent John Polm, staff and community members.

Director James-Wilson led the Pledge of Allegiance.

Agenda

Chair Welch indicated two changes the agenda, the first of which was the removal of Approval of Policy 1400 Meeting Conduct, Order of Business and Quorum from the consent agenda and moved to an action item for the November 1, 2018 Work/Study Meeting. Also, the order would be reversed for Reports 08.04 Blue Heron and School Improvement Plan and 08.05 OCEAN Program. Director James-Wilson moved to approve the agenda as amended. Director Tucker seconded and the motion carried 4-0.

Recognition

Superintendent

Hero Awards

Superintendent Polm presented Director of Maintenance and Facilities Brad Taylor a Hero Award in recognition of his hard work and dedication during the Salish Coast Elementary construction project.

Approval of Minutes

The following minutes were brought for approval:

- Minutes of the September 20, 2018 Regular Business Meeting. Director Tucker moved to approve the minutes. Director James-Wilson seconded and the motion carried 4-0.
- Minutes of the October 4, 2018 Work/Study Meeting. Director O'Hara moved to approve the minutes. Director Tucker seconded and the motion carried 4-0.

Public Comments-None

Consent Agenda

Director Tucker moved to approve the consent agenda as presented with the previously approved removal of Approval of Policy 1400 Meeting Conduct, Order of Business and Quorum. Director James-Wilson seconded and the motion carried 4-0. Director O'Hara recognized the donors for their contributions to Port Townsend Schools. Included on the consent agenda were the following items: 1) Payroll for September 2018; 2) Accounts Payable as of October 18, 2018; 3) Recommend the following actions:

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| Hires: | Recommend Gabe Montoya as Blue Heron Middle School Assistant Football Coach, effective immediately. |
| Retirements/Resignations: | Accept resignation/retirement of Brad Taylor, Director of Support Services, effective January 2, 2019.
Accept resignation of 3.25 hours per every Wednesday for Rochelle Raines, Food Service Assistant, effective October 3, 2018. |
| Leaves: | Approve medical leave of absence for Stephanie Sanders, 1.0 FTE Kindergarten Teacher, Salish Coast Elementary, effective January 7, 2019. |

- Approve medical leave extension for Ashley Merrell, Bus Driver, until January 7, 2019.
- Transfers: Recommend transfer of Christina Giulvezan, .8 FTE Reading Specialist, to 1.0 FTE First Grade Teacher, Salish Coast Elementary, effective September 26, 2018.
- Surplus: Approve Surplus of Large Ball Pit Foam Enclosure from Salish Coast Elementary.
Approve Surplus of One Large Tri-Folding Gym Mat from Salish Coast Elementary.
Approve Surplus of Cameras from High School Yearbook
- Donations: Accept Donation of \$1500.00 from Becky Nunn Design LLC for use in the Port Townsend School District Art Program.
Accept Anonymous Donation of \$10,000.00 for Food Service Equipment and Food, Forwarded from The Food Co-op
Accept Donation of \$1364.00 from The Food Co-op to Food Service.

Board Correspondence

The Board reviewed an email from Edeltraut Sokol regarding restroom safety and Superintendent Polm's response email.

Reports

Board Members

Director James-Wilson stated that Director O'Hara, Superintendent Polm and she have met with community organizations to discuss Proposition 1 Dissolve and Reapportion Director Districts. Director James-Wilson also met with Holley Carlson of Port Townsend Education Foundation (PTEF), Salish Coast Elementary Principal Lisa Condran, Director of Facilities Brad Taylor and Superintendent Polm to select the location at Salish Coast location for the placement of pavers purchased through their Paver Project fundraiser. Director Tucker thanked PTHS students Jenna Hiegel and Katie Ballard for operating the recycling program for the Wooden Boat Festival. Six (6) PTHS students will speak at the Yakima County Solid Waste District Youth Environmental Summit October 30, 2018. Students have also been invited to participate in King County's Responsible Recycling Task Force meeting.

ASB Student Representative

Cole Smith was unable to attend due to several high school activities occurring this evening.

Superintendent

- Calendar of Events with a date change from November 9 to November 8 for the Blue Heron Veterans' Day Assembly
- Attended high school cross country league meet
- Received confirmation from WSSDA that the Board would be presenting at their Annual Conference in Spokane November 15, 2018
- Thanked Sarah Rubenstein and Bruce Cowan for the creation of the Proposition 1 rack cards
- Received confirmation that directors with time remaining in their 4-year terms would not have to run for re-election if Proposition 1 passes

- Requested direction from the Board regarding expansion of Maritime course offerings for students interested in pursuing maritime careers. Maritime Instructor Kelley Watson explained some of the possibilities. This will be a report item at the November 1, 2018 Work/Study Meeting
- Reported on pesticide use by the district. Further discussion including a survey of all cleaning materials and pesticides will take place in early 2019.
- Provided timelines and processes for enrichment and replacement capital levies
- The Board agreed to hold a Special Meeting November 8, 2018 at 5:30 to discuss levies

OCEAN Program

Principal Theresa Campbell presented an overview of the program report, including demographics, achievements and staffing. She introduced OCEAN teacher Virginia Grace who reported on experiential education, community partners and 2018-19 program goals. Discussion followed.

Blue Heron and School Improvement Plan

Principal Theresa Campbell presented an overview of the student demographics, achievements, staffing, academic programs, supports, experiential education, and community partners at Blue Heron School; as well as improvement goals for 2018-19. Blue Heron staff members Susan Paulsen, Roger Mills, Jef Waibel, Brett Navin, Don Oliveira, Kirsten Bledsoe and John Burke presented departmental highlights and goals and details about cross-curricular, place-based projects. Discussion followed.

Annual Title I/Learning Assistance Program (LAP)

Salish Coast Elementary Assistant Principal and Title I and Lap Director Shelby MacMeekin reported on revenues and expenditures for the programs and explained the opportunities students are offered. An annual review of the District's Title I Program is required by Policy 4130. Discussion followed.

Maintenance and Facilities

Director Brad Taylor thanked the Board for the Hero Award and the opportunity to be involved in the Salish Coast construction project. He also recognized the maintenance and custodial team, especially Justin Gray, for their contributions. Mr. Taylor also presented the 2017-18 report of departmental projects and budget. Discussion followed.

Director of Finance and Business Operations

Amy Khile presented an enrollment report for October 2018 and gave a budget summary for all funds for August and September 2018, a special education funding report, a capital levy bond and analysis, and a 7-year food service analysis. Ms. Khile noted the following corrections to the reports:
Fund Summary, August 31, 2018: Capital Projects Expenditures and Operating Transfers Out from \$29,626,592 to \$29,687,918; and Ending Fund Balance from \$9,745,212 to \$9,683,887. Current vs Prior Year August 31, 2018: 2018 Year To Date Federal Special Purpose from \$1,250,515 to \$1,276,691; Total from \$16,211,678 to \$16,237,854, from 99.40% to 99.56%, and Revenue less expenditures from \$403,813 to 429,989. Highlights August 31, 2018: August Expenditures, Bond Expenditures from \$6,243,897 to \$6,305,223; and YTD Expenditures, Bond Expenditures from \$29,218,555 to \$29,279,880. Capital Levy Analysis August 31, 2018: FY 2017-18 Expend, Grant Street Project from \$29,118,247 to \$29,179,573; Total Expend Grant Street Project from \$33,407,723 to

\$33,469,049; Balance Remaining Grant Street Project from \$6,688,233 to \$6,626,907; FY 2017-18 Expend Bond Proceeds less issue costs from \$29,218,555 to \$29,279,880; Total Expend Bond Proceeds less issue costs from \$33,544,493 to \$33,605,818; and Balance Remaining Bond Proceeds less issue costs from \$7,633,095 to \$7,571,769. Fund Summary September 30, 2018: Capital Projects Beginning Fund Balance from \$9,745,212 to \$9,683,887 and Capital Projects Ending Fund Balance from \$9,753,090 to \$9,691,764. Current vs Prior Year title corrected from August 31, 2018 to September 30, 2018. Special Education Funding September 30, 2018: 2017-18 Other Revenue from \$48,901 to \$75,077; 2017-18 Total Revenues from \$1,828,112 to \$1,854,288; 2017-18 Total Expend over Rev from (1,053,983) to (1,027,807); and Enrollment Grant Street from 11/15/43 to 94, Blue Heron from 77 to 42, High School from 52 to 58 and Total from 198 to 194. Bond Analysis September 30, 2018: Prior Years Expenditures Grant Street Project from \$33,407,723 to \$33,469,049 and Bond Proceeds less issue costs from \$33,544,493 to \$33,605,819; Total Expend Grant Street Project from \$33,423,409 to \$33,484,735 and Bond Proceeds less issue costs from \$33,560,179 to \$33,621,505; and Balance Remaining Grant Street Project from \$6,672,547 to \$6,611,221 and Bond Proceeds less issue costs from \$7,617,409 to \$7,556,083. The final financial statement for the 2017-18 fiscal year is due to the ESD October 25, 2018. Discussion followed.

Action Items

Approve Career Technical Education (CTE) Program Plan for the 2018-19 School Year

High School Principal and CTE Director Carrie Ehrhardt presented the high school CTE course offerings requiring approval for the 2018-19 school year. She also reported on the Annual Program Plan goals and strategies. Director O'Hara moved to approve the Career Technical Education (CTE) Program Plan for the 2018-19 School Year. Director James-Wilson seconded and the motion carried 4-0.

Approve Carl Perkins Grant for the 2018-19 School Year

Principal Ehrhardt stated the district grant allocation is designated for the Careers/Life Skills class and professional development for CTE teachers. She also reported that the district received a Carl Perkins Summer Upskill Grant in June 2018 from OSPI that was spent on high school maritime equipment. Superintendent Polm provided background information about Legislator Carl Perkins. Director James-Wilson moved to approve the Carl Perkins Grant for the 2018-19 School Year. Director Tucker seconded and the motion carried 4-0.

Approve Change Order 10 Absher Construction

Superintendent Polm explained the line items of the change order. Director James-Wilson moved to approve Change Order 10 Absher Construction. Director Tucker seconded and the motion carried 4-0.

Approve Board of Director Goals 2018-19

Superintendent Polm explained that the board goals were previously discussed in August and were scheduled for approval at the Board Retreat that was cancelled. Following discussion, Director Tucker moved to approve Board of Director Goals 2018-19. Director O'Hara seconded and the motion carried 4-0.

Unfinished Business

Transportation Co-op Special Meeting

The Board discussed the option of calling a special meeting regarding the transportation co-op with Chimacum School District. This topic will be added to the tentatively scheduled November 8, 2018 Special Meeting to discuss levies. Director Tucker will be unable to attend and Director James-Wilson will attempt to join the meeting by phone.

New Business

Communications Protocol

Superintendent Polm presented a communications protocol memo, an instruction sheet for responding to questions and concerns, a website statement regarding communicating with the Board of Directors and the district organizational chart. The Board discussed appropriate responses to group emails and community concerns.

WSSDA Annual Conference Presentation

Superintendent Polm presented the draft PowerPoint of the Board's Place-Based Education presentation for the WSSDA Annual Conference November 15, 2018.

Policy Review

Policy 5050 Contracts – First Review

Superintendent Polm explained that this is a new policy to the district that follows WSSDA recommendations.

Policy and Procedure 5406 and 5406P Leave Sharing – First Review

Superintendent Polm explained that the suggested changes to the policy and procedure are based on new legislation and WSSDA recommendations.

Superintendent Report, continued

Superintendent Polm reported on the status of the construction of Salish Coast Elementary.

Public Comments-None

Future Meeting Topics and Agenda Planning

Director James-Wilson suggested the Board host a Salish Coast Elementary open house on a Saturday in January. The Board selected January 19, 2019 as the date of the event. The November 1, 2018 Work/Study Meeting will be held at Salish Coast Elementary School in the Commons. Report topics will include Salish Coast and School Improvement Plan, Transportation Services, and Human Resources. A Special Meeting will be held November 1, 2018 at 5:30 pm if a quorum can be achieved. Public Records Requests will be reported on at the November 15, 2018 Regular Business Meeting, which will be held at Centennial Hotel Spokane due to the Board's attendance at the WSSDA Annual Conference.

Next Meeting

November 1, 2018 Work/Study Meeting, 1637 Grant St., Salish Coast Elementary Commons, 5:30 p.m.

Executive Session-not needed

Board Reflections-None

Adjournment

The meeting was adjourned by consensus at 8:54 p.m.

Respectfully submitted,

John A. Polm, Jr., Secretary

ATTEST: _____
Connie Welch, Board Chair