



- Retirements/Resignations: Recommend Teresa Wright as 3 Hr/Day Preschool Special Education Paraeducator-Monday, Tuesday, Thursday and Friday, afternoon class, effective November 26, 2018 for the 2018-19 school year only.
- Accept resignation of Maynard Reed, .8 FTE Teacher and Football Coach, Port Townsend High School/Salish Coast Elementary, effective December 20, 2018.
- Accept resignation of Michael Scott Harmsen, District Network/ Telephone Technician, effective November 26, 2018.
- Accept resignation of Kirsten Campbell, Food Service Assistant II, effective immediately.
- Accept resignation of Denise Reed, Learning Support Services Secretary, effective December 20, 2018.
- Accept resignation of Ahmad Baabahar, Port Townsend High School Head Coach of Boys' and Girls' Soccer, effective December 3, 2018.
- Transfers: Approve transfer of Cerise Allen-Williamson, 6.5 Hr/Day Paraeducator Salish Coast Elementary to 6.5 Hr/Day Special Education Paraeducator, Life Skills Classroom, Salish Coast Elementary, effective November 26, 2018.
- Approve transfer of Ashley Quinn, 6.5 Hr/Day Behavior Intervention Specialist Paraeducator to 6.5 Hr/Day Paraeducator, Eagle Reading Room, Salish Coast Elementary.
- Overnight Travel: Approve Overnight Travel LaTrecia Arthur to WASWUG Spring 2019 Conference March 10-12, 2019 in Bellevue, WA.
- Policy : Approve Policy 2190 Highly Capable Program.
- Approve Policy 3143 Notification of Juvenile Offenders.
- Minutes: Approve Minutes of the November 15, 2018 Regular Business Meeting.

### Board Correspondence

The Board reviewed an email from Justine Gonzalez-Berg of Tax Equity thanking them for their letter of support for tax equity in the state of Washington.

The Board also reviewed an email from Tom Thiersch regarding website security certificates and Superintendent Polm's response email. The District is in the process of obtaining certification through its website host School Messenger.

### Reports

#### Board Members

#### WSSDA Annual Conference

Director James-Wilson reported that there was a positive response to the Board's MDS presentation during the conference. She was inspired by the teacher who was the final speaker at the conference. Director Tucker appreciated hearing student responses about the sessions and emphasized the importance of the Board obtaining student and teacher feedback. Chair Welch also enjoyed listening to the students and was impressed by the North Thurston School District's process for engaging students in school district processes. Director White commended the Board for a successful MDS presentation. He also appreciated North Thurston's student engagement process and their practice of holding joint

meetings with their city council. Director O'Hara attended sessions regarding communicating property tax changes with taxpayers and Evergreen School District's Career and Technical Education (CTE) Program implementation process. The Board thanked Sarah Rubenstein for developing the framework used for their presentation.

### Student

Port Townsend High School ASB Representative Odin Smith reported on the following:

- Year beginning activities focused on Homecoming
- Welcomed in the freshmen at their first meeting of the year
- Food drive for food bank in progress
- Participated in a KPTZ Radio interview with MDS Director Sarah Rubenstein to discuss the MDS program
- Explained his MDS experiences

### Community Prevention and Wellness Initiative (CPWI)

Karen Obermeyer of Jefferson County Public Health reported that the CPWI in Port Townsend has been awarded grant funding from the Washington State Health Care Authority. The grant will fund a Community Coalition Coordinator and a Student Assistance Professional at Blue Heron Middle School. The coalition is a partnership between Jefferson County Public Health, Olympic Educational Service District (OESD) 114, and Port Townsend School District, which will serve Port Townsend students in prevention of the use of alcohol, tobacco, marijuana, opioids, and other drugs. Ms. Obermeyer informed the Board that the first coalition meeting will be held December 11, 2018 at 3:00 p.m. in the Port Townsend High School library. Community Coalition Coordinator for Chimacum School District Denise Baker explained how the program has been implemented in their schools. Discussion followed

### Maritime Discovery Schools – Director Sarah Rubenstein

Sarah Rubenstein presented an annual report of the Maritime Discovery Schools (MDS) stating that the MDS Initiative has reached full implementation in the district. The report provided an overview of the program in the areas of students, teachers, district, community and benefits to the community, as well as a Strengths Weakness Opportunities and Threats (SWOT) Analysis, participated in by the MDS Community Advisory group. She identified possible next steps for MDS and highlighted some challenges identified by the advisory group. Ms. Rubenstein expressed the belief that the district will become a regional leader in place-based education.

### Superintendent

Superintendent Polm reported on the following:

- Salish Coast plants planted by Admiralty Audubon Society volunteers
- Three (3) school districts are interested in visiting our district following the Board's MDS presentation at the WSSDA Annual Conference
- Calendar of Events
- Healthy Kids – Healthy Schools Grant will fund composting projects
- School Superintendents' 2019 Legislative Priorities
- Levy information is available on the district's website
- Attended the Superintendents Advisory Council meeting December 3, 2018

- Will attend the West Sound Tech Superintendent Council Meeting December 7, 2018. The Council will vote on the Port Townsend School District's satellite skills center proposal.
- Has met with elementary and high school student advisory groups, will meet with middle school soon
- Regarding bus riding duration, the longest route is one hour and 15 min, and the shortest is 45 minutes
- The January 31, 2019 Board Retreat schedule is set
- Reminded the Board that by contract they are to notify him in writing by January 31, 2019 if they will not be renewing his contract

### Board Reports Continued

#### WSSDA Legislative Priorities

Director White presented the WSSDA 2019 Legislative Priorities. He emphasized the importance of cooperation between school districts and the Legislature in creating funding priorities for public schools. He also explained some challenges to that process.

#### Center for Educational Effectiveness (CEE)– Educational Effectiveness Survey (EES) Report - Superintendent Polm

Superintendent Polm explained that this survey is aligned with the “Nine Characteristics of Highly Effective Schools” and 2018 was the second year that Port Townsend Schools have participated. The district-level reports reviewed by the Board included:

- Student Engagement, Motivation, and 21<sup>st</sup> Century Skills – Student Edition
- 9 Characteristics of High-Performing Schools and State 8 Criteria – Staff and Parent Editions
- Port Townsend Custom Survey – Student, Staff, and Parent Editions

Discussion followed.

#### Director of Finance and Business Operations

Amy Khile presented an enrollment report for December 2018 and 8-year historical enrollment data. Discussion followed.

#### Unfinished Business – None

#### New Business

##### Review Policy 1220 Board Officers and Duties of Board Members

Superintendent Polm explained that this is an annual review of the policy, which details the responsibilities of the Board Chair, Vice Chair, Auditor of Accounts Payable, Legislative Representative and Individual Board Members. Director James-Wilson suggested the Board write a letter to Jefferson Transit Authority (JTA) prior its December 18, 2018 meeting in support of expanding their board to include at least one school board member. The Board agreed by consensus. Chair Welch will compose the letter and provide each director with a copy prior to the January 3, 2019 work/study meeting.

#### Redistricting Maps

The Board reviewed the maps created by Sammamish Data Systems of proposed three (3) director districts' boundaries. Following discussion, the Board decided to review the feedback from the required

public hearing prior to suggesting any changes to the proposed boundaries. Superintendent Polm provided the timeline for the redistricting process.

Action Items

Approve Resolution 18-14 Replacement Educational Programs and School Support Levy

Superintendent Polm stated that the proposed three (3)-year levy would replace the expiring Educational Programs and Operations (EP&O) Levy. A school board resolution is required to place the proposal on the February ballot. Superintendent Polm also explained the estimated levy rates. Director Tucker moved to approve Resolution 18-14 Replacement Educational Program and School Support Levy. Director James-Wilson seconded. The vote was by roll call.

Laura Tucker: Aye  
Nathanael O'Hara: Aye  
Connie Welch: Aye  
Jennifer James-Wilson: Aye  
Keith White: Aye

Approve Resolution 18-15 Capital Levy

Superintendent Polm noted that the previous capital levy collection was completed in 2016. The proposed levy would carry a three (3) year collection period and when combined with the proposed Educational Programs and School Support Levy, would call for the same local commitment as the expiring EP&O Levy. Director James-Wilson moved to approve Resolution 18-15 Capital Levy. Director White seconded. The vote was by roll call.

Laura Tucker: Aye  
Nathanael O'Hara: Aye  
Connie Welch: Aye  
Jennifer James-Wilson: Aye  
Keith White: Aye

Reorganization of Board Roles

Director James-Wilson moved to maintain current board officer assignments of Connie Welch, Chair; Jennifer James-Wilson, Vice-Chair; Keith White, Auditor of Accounts Payable and Legislative Representative, and Nathanael O'Hara, WIAA Representative. Director Tucker seconded. The vote was by roll call.

Laura Tucker: Aye  
Nathanael: Aye  
Connie Welch: Aye  
Jennifer James-Wilson: Aye  
Keith White: Aye

Reorganization of Committees

The Board agreed by consensus to continue the following committee assignments:

Instructional Materials Committee: Connie Welch, Laura Tucker  
Wellness Committee: Jennifer James-Wilson, Laura Tucker  
Finance Committee: Nathanael O'Hara, Keith White  
Technology Committee: Connie Welch  
Facilities and Long-Range Planning: Nathanael O'Hara, Jennifer James-Wilson  
Policy Review Committee: Keith White, Jennifer James Wilson

Policy Review

Policy, Procedure and Form 2165, 2165P and 2165F Home and Hospital Instruction– First Review  
Superintendent Polm explained the policy and procedure updates recommended by WSSDA. The Request for Home/Hospital Instruction Form is new and replaces OSPI form SPI E 310, which is no longer in use.

Policy and Procedure 3241 and 3241P Classroom Management – Second Review

Superintendent Polm stated that many of the WSSDA-recommended changes are based on equity and cultural sensitivity. Committee and building leadership reviews of the policy and procedure have resulted in additional suggested edits to the procedure.

Public Comments-None

Future Meeting Topics and Agenda Planning

The January 3, 2019 Work/Study Meeting will include the topics of review of the affirmative action plan and superintendent mid-year evaluation. Director O'Hara will provide the board thought and Teri Nomura will provide information about the fire district annexation proposal. School Board Appreciation Month and newly certified and re-certified National Board Certified Teachers will be recognized at the January 17, 2019 Regular Business Meeting. The Board Retreat January 31, 2019 will include building, program, and library collaboration reports. Student immunization rates will be discussed at a future meeting.

Executive Session – Not needed

Board Reflections - None

Adjournment

The meeting was adjourned by consensus at 8:11 p.m.

Respectfully submitted,

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John A. Polm, Jr.  
Secretary

ATTEST: \_\_\_\_\_  
Connie Welch  
Board Chair