

Chair Connie Welch called the meeting to order at 5:31 p.m. PRESENT: Connie Welch, Jennifer James-Wilson, Nathanael O'Hara, Laura Tucker and Keith White. Also present were Superintendent Polm, staff, and community members.

#### Board Thought

Director O'Hara presented thoughts regarding the effects of decisions and read the poem "Caged Bird" by Maya Angelou.

#### Agenda Approval

Director White moved to approve the agenda as presented. Director Tucker seconded and the motion carried 5-0.

#### Recognition-None

#### Public Comments-None

#### Board Correspondence-None

#### Reports

##### Board Members

Director White attended a girls' basketball game during the Crush and Slush Tournament over winter break. Director O'Hara acknowledged the efforts of the Port Townsend Basketball Club in hosting the tournament. Director James-Wilson attended a meeting of local scholarship board representatives who hope to increase students' participation in scholarship opportunities. Chair Welch recently toured the Salish Coast Elementary courtyard to view the progress in landscaping. Directors Tucker and White attended Stringfest in December. They praised the students and the orchestra program.

##### Fire District #1 Annexation Proposal

Port Townsend community member Teri Nomura presented information regarding East Jefferson Fire and Rescue's proposal to annex the area of the City of Port Townsend into Fire District #1, which will appear on the February 12, 2019 ballot. She explained that the City currently contracts with EJFR for Fire and Emergency Medical Services. Ms. Nomura also explained the voting areas and the taxation impacts of the proposal. She requested information regarding the school district's levy proposals that will be on the same ballot, which Superintendent Polm provided in the form of the levy information rack card. Discussion followed.

##### Annual Review of Affirmative Action Plan

Director of Human Resources Laurie McGinnis presented summaries of the ethnic and gender composition of Port Townsend School District staff and students for 2018. She explained any changes from the 2017 report. Discussion followed.

##### November Fund Summary

Director of Finance and Business Operations Amy Khile presented a Fund Summary for November 2018, which included a budget summary for all funds for November 2018, a special education funding

report, and a capital levy bond and analysis. Ms. Khile noted the following corrections to the Current vs Prior Year Revenues section: Federal General Purpose, November 2018 Year To Date \$188,349 corrected to \$0; Federal General Purpose Difference \$153,051 corrected to (\$35,298); Federal Special Purpose, November 2018 Year To Date (\$28,359) corrected to \$159,989; and Federal Special Purpose, Difference (\$181,777) corrected to \$6,571. Discussion followed.

### Superintendent

Superintendent Polm reported on the following:

- Invited the board members to the Coffee Chats with the Superintendent January 24, 2019 at 5:30 pm and January 31, 2019 at 10:00 am.
- Has sent the redistricting maps and legal descriptions to the county auditor for review. Suggested February 7, 2019 as the date for the required public hearing.
- May attend Day on the Hill and Legislative Conference that will take place February 10-11, 2019. Director White will attend.
- Met with the Native Americans Connections Action Group to discuss their Chetzemoka Trail Proposal. The group was granted permission to place an interpretive sign on school district property near the high school tennis courts.
- Received a letter from citizen Richard Davies offering to pay half of the cost of tree trimming on Chestnut Street. Notified Mr. Davies that the request has been referred the Supervisor of Maintenance and Facilities Justin Gray.
- Attended high school boys and girls basketball versus Chimacum
- Attended Stringfest
- Attended the Blue Heron band concert
- The high school elevator project bid was awarded to Merit Construction Northwest, with a base bid of \$1.175 million for the main building elevator, and an alternate bid of \$709,000 for the annex building elevator.
- Salish Coast Elementary construction progress including soccer field mulch, fencing around teach garden, classroom operable partitions re-installed, teaching station in the gym, trim work in the office area, and kitchen area work.
- Notified Directors of the availability of district logo clothing

### Action Items

#### Approve Change Order 11 Absher Construction

Superintendent Polm explained the line items of the change order. Director James-Wilson moved to approve Change Order 11 Absher Construction. Director White seconded and the motion carried 5-0.

### Unfinished Business-None

### New Business

#### Board of Directors' Letter to Jefferson Transit Authority Regarding Expansion of Transit Authority Board

Director James-Wilson and Chair Welch composed the letter to the Jefferson Transit Authority Board in support of JTAB expanding its membership. Director James-Wilson reported that the letter was not reviewed by JTAB and public comment was not allowed prior to them voting against expansion. She

stated that the letter will be included in the packet for the next JTAB meeting and JTAB plans to establish a citizen advisory group.

#### Policy Review

##### Policy, Procedure and Form 4026, 4026P and 4026F Social Media – First Review

Superintendent Polm stated that this policy, procedure and form are new to the district. They are intended to create standards for social media use that communicates school district information. He explained that Director of Communications Sarah Rubenstein drafted the policy, procedure and form based on models from other school districts due to no example being available from WSSDA. Superintendent Polm also mentioned that the Technology Committee and district leadership have reviewed the documents. The policy will be presented for approval at the January 17, 2019 regular business meeting.

##### Policy, Procedure and Form 5225, 5225P and 5225F Technology – First Review

Superintendent Polm explained that the new policy, procedure and form address technology use by employees. Director of Human Resources Laurie McGinnis provided sample policies from other school districts, from which this policy was created. The Technology Committee and the Policy Review Committee have reviewed the policy, procedure and form. Director James-Wilson suggested attorney review of the documents. The policy will be presented for approval at the January 17, 2019 regular business meeting.

#### Public Comments-None

#### Future Meeting Topics and Agenda Planning

The January 17, 2019 Regular Business Meeting will include recognitions of School Board Appreciation Month and Newly Certified and Re-Certified National Board Certified Teachers. The Board Retreat will be held January 31, 2019 and will include school and department reports. Highly Capable Program, Time Immemorial Curriculum, WSSDA Legislative Conference, PTHS Health Clinic, District Pesticide Usage, and Student Immunizations will be subjects of reports at the February 7, 2019 Work/Study Meeting.

#### Executive Session

The regular meeting was adjourned at 7:26 p.m. for a short break and a 30-minute executive session to review the performance of a public employee. At 8:02 p.m. Chair Welch extended the executive session for an additional 15 minutes. The meeting was reconvened at 8:21 p.m.

#### Board Reflections-None

#### Adjournment

The meeting was adjourned by consensus at 8:21 p.m.

Respectfully submitted,

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John Polm, Secretary

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