

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

Director O'Hara led the Pledge of Allegiance.

Agenda Approval

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

Recognition

Superintendent Polm presented certificates of appreciation to Facilities and Maintenance employees Justin Gray, Shane Trammell, Chris Montgomery, and Andy Kithcart in recognition of their efforts to ensure safe facilities following recent snowfall. Supervisor Justin Gray explained some of the issues they encountered.

Public Comments - None

Consent Agenda

Director O'Hara moved to approve the consent agenda as presented. Director White seconded and the motion carried 5-0. Included on the consent agenda were the following items: 1) Payroll for January, 2019; 2) Accounts Payable as of February 21, 2019; 3) Recommend the following actions:

- Hires:
- Recommend Zachary Gosteli as .8 FTE Physical Education Teacher, .4 FTE at Port Townsend High School and .4 FTE at Salish Coast Elementary, effective January 17, 2019.
 - Recommend Camden Holmes as 6 Hr/Day Special Education Paraeducator, Targeted Support, Salish Coast Elementary, effective January 22, 2019.
 - Recommend Dash Tudhope-Locklear as 8 Hr/Day, 260 Day year, District Computer Network/Telephone Technician as of February 4, 2019.
 - Recommend Gina Sturm as 4.25 Hr/Day leave replacement Bus Driver, effective immediately.
 - Recommend Catherine Grace as 3 Hr/Day Food Service Assistant I, Blue Heron Middle School, effective February 7, 2019.
 - Recommend Tiffany Davick as 4 Hr/Day Districtwide Custodian, effective February 11, 2019, pending passing the required physical evaluation exam.
 - Recommend Charity Jesionowski as Blue Heron Middle School Assistant Wrestling Coach, effective the 2018-19 season.
- Resignations:
- Accept resignation of Birgitta Onnemyr, 6.17 Hr/Day Special Education Paraeducator, Blue Heron Middle School, effective February 22, 2019.
 - Accept resignation of Robert Goff, Paraeducator, Salish Coast Elementary, effective February 15, 2019.
- Transfers:
- Recommend transfer of Bobi Beery, 3 Hr/Day Food Service Assistant I to 5.75 Hr/Day FoodService Assistant I, effective January 24, 2019.
 - Recommend transfer of Ken Stone from 8 Hr/Day, 240 Day year Custodian to 8 Hr/Day 260 Day year evening Custodian at Port Townsend High School, effective January 28, 2019.

	Recommend transfer of Steven Nutter from 4 Hr/Day, 260 Day year Districtwide Custodian to 8 Hr/Day, 240 Day year evening Custodian at Port Townsend High School, effective January 28, 2019.
Leaves:	Approve Maggie Kelley 1.0 FTE 5 th Grade Teacher, Salish Coast Elementary, for medical leave of absence for the remainder of the 2018-19 school year and a leave of absence for the 2019-20 school year.
Donations:	Accept Anonymous Donation of \$1000.00 to be applied to School Meal Debts Accept \$2644.00 Donation from Jefferson County Association of Realtors for McKinney-Vento Homeless Assistance
Minutes:	Approve Minutes of the January 17, 2019 Regular Business Meeting Approve Minutes of the January 31, 2019 Board Retreat Approve Minutes of the February 7, 2019 Work/Study Meeting
Surplus:	Approve Surplus of Metal Lathe, Chop Saw, Shaper, and Jointer from PTHS Shop Approve Surplus of Writing Tables, Bulletin Boards, Instrument Cases, Computer Table, Bookcase, Podium, File Cabinets, Writing Board with Stand, Box Platforms, Story & Clark Piano, Heine Piano and Other Percussion Instruments from PTHS Band Program
Policy:	Approve Policy 2165 Home and Hospital Instruction Approve Policy 5225 Technology

Board Correspondence – None

Reports

Board Members

Director O'Hara acknowledged the passing of the levies and congratulated the levy committee, the district, and the community for their hard work and support of schools. Director James-Wilson mentioned the following community and district events regarding Native American history and relationships:

- First Friday lectures are presented by Jefferson County Historical Society. The next lecture is March 1.
- Recent event at Jefferson County Historical Society Museum featuring Walter McQuillen, a chief of the Waatch village of the Makah.
- All-district staff training February 20 by Loni Greninger of Jamestown S'Klallam Tribe
- Board of Directors Cultural Sensitivity Training February 27
- Right Relations with Native Tribes event at the Quaker Church March 5

Director White reported that the WSSDA Legislative Conference was canceled due to weather conditions. Director Tucker officially announced that she will not run for reelection in November.

Student

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

- Sophomore class is planning Springfest activities and dance
- Senior class grad night flocking fundraiser was successful
- Spring sports start soon

- Wrestling regionals were cancelled due to weather so state brackets were doubled in size. Four (4) wrestlers placed at state
- Sailing club practice has begun. Not hosting a regatta this year in Port Townsend due to scheduling conflicts.

High School Health Clinic

Health clinic provider Susan O'Brien, ARNP, introduced Community Health Director Apple Martine and Washington School-Based Health Alliance Program Coordinator Sandy Lennon to the Board. Ms. O'Brien presented a report of school based health clinic utilization by Jefferson County students in 2017-18. She stated that the School Based Health Center has been offering services for 11 years. Medical and mental health services are each offered two (2) days per week at the high school and mental health services are provided one (1) day per week at Blue Heron. Ms. O'Brien noted an increase in utilization compared to 2016-17. The partners of the program are MCS Counseling Group, Jefferson County Public Health, Jefferson Healthcare and the district. Discussion followed.

Isolation/Restraint Incidents (Policy 3246)

Assistant Superintendent Sandy Gessner explained the state-mandated 2017-18 Restraint and Isolation Incidents Report, including number of incidents and number of students involved by school building. She stated staff are trained in Right Response and this year's training will start in March. She noted that restraint and isolation are only used when all other options for helping a student have been attempted and the student's behavior poses a threat to themselves or others. Current school year numbers show a reduction in incidents. Discussion followed.

Special Education Annual Report

Assistant Superintendent Gessner presented a four-year view of Special Education enrollment, staffing, expenditures and performance data. She explained goals of early identification, creating protocols, decreasing achievement gaps, and increasing preschool options. Ms. Gessner's report also included the District Strategic Plan areas of alignment. Discussion followed

Superintendent

Superintendent Polm reported on the following:

- Calendar of Events highlights
- Cultivating Kids and School Based Edible Gardens event March 11 at Salish Coast Elementary at 5:30 p.m.
- Attended district-wide staff training by Loni Greninger of Jamestown S'Klallam Tribe February 20
- SSB 5313 concerns raising the local levy lid
- February 8 sent letters of concern to local legislators regarding the impacts of implementation of the School Employee Benefits Board program
- Visited PTHS and Blue Heron last week, including student advisory groups
- Heating challenges in district
- Audit wrapping up
- Traffic and parking at Salish Coast updates

- Merit Construction high school elevator project contract is on the agenda for approval. If approved, construction crew would be on-site March 11.
- Reminded directors to complete the board self-assessment by the end of February. Results will be discussed at the March 7 Work/Study Meeting
- Vacation March 11-15

Director of Finance and Business Operations

Amy Khile reported on enrollment for February 2019, 2019-20 projected enrollment data to be used for budget planning, and 4-year projected enrollment. She also gave a budget summary for all funds for January 2019, a special education funding report, and capital levy and bond analyses. Ms. Khile also reported that the district received one (1) public records request from November 2018 through January 2019. Discussion followed.

Action Items

Approve Student Fees for 2019-20

Amy Khile stated the only change from 2018-19 student fees is a requested new \$15.00 fee for high school band/orchestra t-shirts. Director James-Wilson moved to approve the Student Fees for 2019-20. Director Tucker seconded and the motion carried 5-0.

Approve Ratio of Certificated Instructional Staff to Full Time Equivalent Students Enrolled in Alternative Learning Experience Programs and Courses for the 2019-20 School Year

Superintendent Polm stated approval of the ratio is an annual requirement per Policy 2255 Alternative Learning Experiences. The proposed ratio for 2019-20 is 28:1. Director James-Wilson moved to approve the Ratio of Certificated Instructional Staff to Full Time Equivalent Students Enrolled in Alternative Learning Experience Programs and Courses for the 2019-20 School Year. Director White seconded and the motion carried 5-0.

Approve Port Townsend High School Elevator Addition Contract with Merit Construction Northwest

Superintendent Polm said that the contract has been reviewed by attorneys, and Merit Construction has signed the contract. The initial meeting with the construction team took place February 19. He explained the impacts the construction could cause on the operation of the school. Director Tucker moved to approve the Port Townsend High School Elevator Addition Contract with Merit Construction Northwest. Director O'Hara seconded and the motion carried 5-0.

Unfinished Business – None

New Business – None

Policy Review

Policy and Procedure 4314 and 4314P Notification of Threats of Violence or Harm – First Review

Superintendent Polm explained the policy updates follow WSSDA recommendations. The primary change is the addition of threat assessment teams language. Our district has a threat assessment team at each building that follows the Salem-Kaiser model. This model includes school staff and representatives of community organizations such as law enforcement and mental health professionals. Director James-Wilson requested that “mental health services” not be removed from paragraph five (5)

and that Superintendent Polm research if other districts place the policy in the 3000 Students Series or the 4000 Community Series.

Public Comments – None

Future Meeting Topics and Agenda Planning

The March 7, 2019 Work/Study Meeting will include recognition of Winter Athletics and Education Support Professionals Week and reports on the MDS Program, Mathematics Curriculum K-5 and 6-12, and McCarthy – Dressman Grant. The Board will also review the school year calendar survey results. Music in our Schools Month will be recognized at the March 21, 2019 Regular Business Meeting. Reports for that meeting will include High School and Blue Heron ASB and Asset Preservation. Directors James-Wilson and White will attend the February 28 Jefferson County Educational Partnership Meeting.

Executive Session – Not needed

Board Reflections

Director Tucker said she is excited about the high school elevators project.

Adjournment

The meeting was adjourned by consensus at 7:25 p.m.

Respectfully submitted,

John A. Polm, Jr., Secretary

ATTEST: _____
Connie Welch, Board Chair