

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

Director James-Wilson led the Pledge of Allegiance.

Agenda

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

Public Comments - None

Consent Agenda

Director White moved to approve the consent agenda as presented. Director O’Hara seconded and the motion carried 5-0. Included on the consent agenda were the following items: 1) Payroll for June 2019; 2) Accounts Payable as of July 18, 2019; 3) Recommend the following actions:

- Hires: Recommend Emma Canavan as .5 FTE Physical Education Teacher, Salish Coast Elementary, effective the 2019-20 school year.  
Recommend Lorraine Rimson as High School Girls’ Head Basketball Coach, effective the 2019-20 school year.
- Retirements/Resignations: Accept resignation of Zachary Gosteli, .8 Physical Education Teacher, High School/Salish Coast Elementary, effective the end of the 2018-19 school year.  
Accept resignation/retirement of Kathi Van Camp, Transportation – Bus Driver, effective the end of the 2018-19 school year.
- Out-of-State Travel: Approve Out-of-State Travel Sharon Redmon to Closing the Gap Conference October 1-4, 2019 in Minneapolis, MN  
Approve Out-of-State Travel John Polm to the American Association of School Administrators (AASA) National Conference on Education February 12-16, 2020 in San Diego, CA
- Minutes: Approve Minutes of June 20, 2019 Regular Business Meeting
- Agreements: Approve Agreement with Kitsap Mental Health Services (KMHS) for Program Services from September 1, 2019 through August 31, 2020  
Approve Modification of 2019-20 Cooperative Services Agreement Contract with Olympic Educational Service District (OESD) 114
- Surplus: Approve Surplus of One Airco Welding Machine and Cart, One Pneumatic Car Jack, One W.F. Wells Horizontal Band Saw, One CNC 3-Axis Router, and One Knaack Cabinet from Port Townsend High School Shop Program

Board Correspondence – None

### Board Members

Director Tucker expressed thanks to the following people: Supervisor of Maintenance and Facilities Justin Gray and maintenance employee Andy Kithcart for their assistance in delivering the milk dispenser, racks, and cups for Salish Coast Elementary; Blue Heron teacher Brett Navin for driving the robotics team to a competition in Seattle; and PTHS student Cameron Rowland for his participation in the Climate Action Committee. Director White recently attended the Chimacum school board director candidate forum. Director O'Hara is looking forward to summer starting. Director James-Wilson will report about her trip to Alaska when she returns in August.

### Superintendent

Superintendent Polm reported on the following

- Summer school check in at Salish
- Blue Heron exterior cleaning and exterior and interior painting
- Construction of ramp at Salish Coast Elementary will begin the end of July
- Visited the Paddle to Lummi canoe landing July 17 for which PTHS Principal Carrie Ehrhardt organized student volunteers
- Blue Heron Principal Theresa Campbell will be supervising the robotics team at their competition at the University of Washington
- Attended Fort Worden Advisory Committee meeting today
- Will be on vacation July 22-26
- Presented the "McCleary Before and After" document from Washington State Superintendent of Public Instruction Chris Reykdal's presentation at the recent WASA/AWSP conference
- Ducky's Law: Medical Marijuana on Campus will require update of board policy in August
- 180-Day School Year Waiver Request for Parent-Teacher Conference Days was approved

### Director of Finance and Business Operations

Amy Khile gave a budget summary for all funds for June 2019, a special education funding report, and capital levy and bond analyses. Discussion followed.

### Construction Update

Superintendent Polm was unable to contact Kirk Robinson of RLB Robinson by phone. Superintendent Polm and Justin Gray provided a construction update on the PTHS Elevators project. They estimated the elevators will be fully operational October 1. Mr. Gray also discussed the final construction items being finished at Salish Coast Elementary. Courtyard occupancy has been approved. Discussion followed.

### Action Items

#### Approve Carnegie Learning Middle and High School Math Solution Curriculum

PTHS math teacher Judy Cowling described the curriculum components and student feedback received during the curriculum piloting process. Assistant Superintendent Sandy Gessner presented the Instructional Material Committee's recommendation of the Carnegie Learning secondary math curriculum. Chair Welch asked if the curriculum contains a parent information component. Director White moved to approve Carnegie Learning Middle and High School Math Solution Curriculum and purchase. Director O'Hara seconded and the motion carried 5-0.

Approve Policy 6020 System of Funds and Accounts

Superintendent Polm explained an edit to the policy based on WSSDA recommended language was needed after previous approval of the policy at the June 20, 2019 Regular Business Meeting. Director Tucker moved to approve Policy 6020 System of Funds and Accounts. Director O'Hara seconded and the motion carried 5-0.

Approve PTHS Elevators Merit Construction Change Orders Per Policy 6957

Superintendent Polm explained that an accumulation of change orders exceeding 5% of the total construction cost of the project must be approved by the Board according to Policy 6957. Director Tucker moved to approve the cumulative total cost of all change orders in excess of 5% of the original construction costs for the PTHS Elevators as requested by Merit Construction. Director White seconded and the motion carried 5-0.

Approve Resolution 19-04 Capital Levy Fund Transfer

Superintendent Polm stated that the resolution includes approval of a carry-over of unspent capital levy funds to be spent in the 2019-20 budget year and a capital improvements fund transfer of \$127,049.37 from formerly Grant Street and now Salish Coast Elementary to Blue Heron Asset Preservation to support capital improvements at Blue Heron. Director White moved to approve Resolution 19-04 Capital Levy Fund Transfer. Director O'Hara seconded and the motion carried 5-0.

Approve Resolution 19-05 Recommending Health Benefit Allowance for District Certificated Administrators, Effective September 1, 2019 through December 31, 2019

Amy Khile explained that the benefit allowance is only effective through December 31, 2019 due to the School Employees Benefits Board (SEBB) Program taking effect January 1, 2020. Director Tucker moved to approve Resolution 19-05 Recommending Health Benefit Allowance for District Certificated Administrators, Effective September 1, 2019 through December 31, 2019. Director White seconded and the motion carried 5-0.

Approve Resolution 19-06 Recommending Health Benefit Allowance for District Classified Staff, Effective September 1, 2019 through December 31, 2019

Director White moved to approve Resolution 19-06 Recommending Health Benefit Allowance for District Classified Staff, Effective September 1, 2019 through December 31, 2019. Director O'Hara seconded and the motion carried 5-0.

Approve Resolution 19-07 Recommending Health Benefit Allowance for District Unrepresented Classified and Administrative Staff, Effective September 1, 2019 through December 31, 2019

Director Tucker moved to approve Resolution 19-07 Recommending Health Benefit Allowance for District Unrepresented Classified and Administrative Staff, Effective September 1, 2019 through December 31, 2019. Director O'Hara seconded and the motion carried 5-0.

Approve Resolution 19-08 Recommending Health Benefit Allowance for District Certificated Staff, Effective September 1, 2019 through December 31, 2019

Director White moved to approve Resolution 19-08 Recommending Health Benefit Allowance for District Certificated Staff, Effective September 1, 2019 through December 31, 2019. Director O'Hara seconded and the motion carried 5-0.

Approve Resolution 19-09 Adoption of the 2019-20 Budget

Director Tucker moved to approve Resolution 19-09 Adoption of the 2019-20 Budget including: General Fund - \$20,074,173, Capital Projects Fund - \$3,959,393, Transportation Vehicle Fund - \$100,000, Debt Service Fund - \$2,640,843, and Associated Student Body Fund - \$261,150. Director O'Hara seconded and the motion carried 5-0.

Policy ReviewPolicy and Procedure 2410 and 2410P Graduation Requirements – First Review

Superintendent Polm stated that changes to the policy and procedure are based on recent legislation. Director White requested an explanation of the SAT/ACT cut scores mentioned in the Tests Required for Graduation table of the policy and procedure. PTHS Principal Carrie Ehrhardt explained changes to the culminating project that will be implemented next year based on student feedback. Director James-Wilson requested that language from the district mission and vision be added to the Culminating Project Guidelines section of the procedure. The policy will be presented for second review and approval at the August 15, 2019 Regular Business Meeting.

Policy and Procedure 3120 and 3120P Enrollment – First Review

Superintendent Polm said that minor edits to the policy are suggested and that significant changes are recommended to the procedure based on current legislation regarding the enrolled weekly minutes required to report a full-time student for state funding purposes. The policy will be presented for second review and approval at the August 15, 2019 Regular Business Meeting.

Policy and Procedure 3413 and 3413P Student Immunization and Life Threatening Health Conditions – First Review

Superintendent Polm said the policy and procedure were most recently updated in 2013. The current updates are based on WSSDA recommendations and current Washington State immunization law. Director Tucker asked if the policy update process included discussion with Jefferson County Public Health. The policy will be presented for second review and approval at the August 15, 2019 Regular Business Meeting.

Policy 3501 Athletics Title IX Evaluation – First Review

Superintendent Polm explained that the policy currently states a Title IX evaluation will be performed twice per year, but the evaluation is only required once per year. The recommended updates to the policy align with the once per year requirement. The policy will be presented for second review and approval at the August 15, 2019 Regular Business Meeting.

Public Comments-NoneFuture Meeting Topics and Agenda Planning

The August 15, 2019 Regular Business Meeting topics will include Annual Goals for Superintendent; approval of Resolution to Cancel Warrants, if necessary; approval of Minimum Basic Ed Compliance for 2019-20; as well as Staffing, Curriculum Adoption, Professional Development, and Public Records Requests Reports. Director Tucker will be excused and Director White will join the meeting by telephone. Policy and Procedure 1620 and 1620P and the updated District Strategic Plan will be reviewed at the August 22, 2019 Board Retreat. Director White will join the meeting by phone. The

September 5, 2019 Work/Study Meeting agenda items will include Approval of the District Annual Report and reports on Salish Coast Traffic Management Plan, First Day of School, Emergency Preparedness and Program of Interscholastic Activities as required by Policy 2151.

Next Meeting

Regular Business Meeting, August 15, 2019, 1610 Blaine St., Room S-11, 5:30 pm.

Executive Session

Chair Welch recessed the regular meeting at 6:39 p.m. for a 10-minute executive session to discuss the performance of a public employee. The regular meeting was reconvened at 6:50 p.m.

Board Reflections – None

Adjournment

The meeting was adjourned by consensus at 6:50 p.m.

Respectfully submitted,

\_\_\_\_\_  
John A. Polm, Jr., Secretary

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