

Board Chair Connie Welch called the meeting to order at 5:30 p.m. PRESENT: Connie Welch, Jennifer James-Wilson, Nathanael O'Hara, Doug Ross and Jeff Taylor. Also present were Superintendent John Polm, ASB Representative Cedar Elliott, staff and community members.

Director Ross led the Pledge of Allegiance.

Administration of the Oath of Office

Superintendent Polm said the Jefferson County Auditor certified the November 5, 2019 election of Doug Ross to the Port Townsend School Board Director District 3, Jeffrey Taylor to Director District 2 and Nathanael O'Hara to At-Large Position 5. Superintendent Polm then administered the oath of office.

Agenda

Director James-Wilson moved to approve the agenda as presented. Director O'Hara seconded and the motion carried 5-0.

Recognition

Fall Athletics

Superintendent Polm and Athletic Coordinator Lysa Falge presented athletic achievement awards to Port Townsend High School fall sports athletes who earned all-league, district participant or state participant honors. Ms. Falge introduced the coaches in attendance.

Board Member Orientation

The Board reviewed the orientation packet, which included hard copies of or website links to the items required by Policy 1112 Director Orientation. Superintendent Polm suggested scheduling a special meeting with OESD 114 Superintendent Greg Lynch to complete additional on-boarding activities.

WSSDA Annual Conference Report

Attendees of the WSSDA Annual Conference November 20-24, 2019 shared highlights of their experiences. Superintendent Polm attended sessions regarding school law, public records and new member on-boarding. Chair Welch appreciated the connections focus of the conference and sessions about meaningful student involvement in Board processes. Student Representative Cedar Elliott enjoyed the experience, and requested that the Board consider adding an official Student Representative to its membership. Director James-Wilson said she appreciated Ms. Elliott's and fellow student Madison Hess's attendance and the conference focus of student experience. She reported that she voted in favor of a new system of calculating school district WSSDA dues during the Delegates Assembly. She would like another opportunity for the Board to discuss their takeaways from the conference. Director Taylor felt the conference provided board members a view of teacher and student experiences. He described a session about compassion fatigue and emphasized the importance of the Board supporting teachers in their work. Director Ross appreciated the variety of session topics and the tools they provided. He enjoyed the enthusiasm of the conference and the student performances. He valued 2019 Washington State Teacher of the Year Robert Hand's presentation regarding creating positive connections with students.

Public Comments - None

Consent Agenda

Director O'Hara moved to approve the consent agenda as presented. Director James-Wilson seconded and expressed appreciation for the donations. The motion carried 5-0. Included on the consent agenda were the following items: 1) Payroll for November 2019; 2) Accounts Payable as of December 5, 2019; 3) Recommend the following actions:

Minutes: Approve minutes of the November 18, 2019 Special Meeting.
Approve minutes of the November 18, 2019 Regular Business Meeting.

Donations: Accept donation of \$6,000.00 Cash from the Community Wellness Project's Harvest Dinner to the Food Service Department.
Accept donation of \$1,000.00 Cash from Port Townsend Sunrise Rotary Foundation to PTHS Mock Trial for Expenses.

ASB Representative

ASB Representative Cedar Elliott reported on the following:

- Blood Drive December 13
- Juniors are planning the January winter formal dance
- Seniors are holding a flamingo flocking fundraiser
- Food drive at Safeway this weekend
- Students for Sustainability presented a straw ban proposal to the Port Townsend City Council at a recent meeting of the Council
- Is supportive of a 5-minute earlier start time to allow for a 5-minute longer lunch period

Superintendent

Superintendent Polm reported on the following:

- Calendar of Events highlights
- Shared a thank you letter to the district from School Employees Benefits Board. Expressed special thanks to Director of Human Resources Laurie McGinnis and Business Office Administrative Assistant Carrie Baxter for their efforts in assisting employees with the new insurance process.
- Presented the Final Report 2018-19 for Bravo Team, which is OCEAN's maritime program with the Northwest Maritime Center
- Attended Salish Coast assembly December 4 featuring author and illustrator Dana Sullivan
- Joined representatives from OESD 114 in visiting Kelley Watson's maritime classes as part of the Career Connected Learning Initiative
- Attended 8th grade boys basketball game
- Met with PTA Leadership
- Attended a YMCA/City/County/School partnership meeting regarding the Mountain View Campus. Jeff Randall of Olympic Peninsula YMCA will present a partnership update report at the January 2, 2020 Work/Study meeting.
- Supervisor of Maintenance and Facilities Justin Gray reported that the PTHS elevator project received state L&I sign off and would receive City of Port Townsend sign off December 6

Director of Finance and Business Operations

Amy Khile was unable to attend the meeting. Superintendent Polm presented the December 2019 enrollment report.

Old Business

Policy 3424 Administering of Intranasal Naloxone – First Review

Superintendent Polm said the policy was drafted following Board direction at the November 18, 2019 Regular Business Meeting. Denise Banker and Lisa McKenzie of Jefferson County Public Health have reviewed the policy. The Board requested attorney review. Superintendent Polm will present feedback at the January 2, 2020 Work/Study Meeting.

Smarter Balanced Assessment Consortium (SBAC) Participation Report

Superintendent Polm presented the SBAC Participation Rate Report for 2018-19 prepared by Title I/LAP Director Shelby MacMeekin. The report included percentages of students who participated at each school and School Improvement Action Plan items for increasing participation in areas with less than 95% participation rate. Director James-Wilson requested a review for accuracy of the Low Income value reported in the Blue Heron Middle School ELA SBAC Chart.

New Business

Educational Effectiveness Survey (EES) Results

District Assessment Coordinator Patrick Gaffney said 2018-19 was the third year the survey was offered to students in grades 4-12, parents and staff. The Board reviewed the EES Toolkit, which included data from 17-18 and 18-19 in select areas. The building-specific results of the survey are utilized by each school to guide school improvement efforts. Superintendent Polm explained that the survey is constructed around the 9 characteristics of high performing schools developed by OSPI. Discussion followed.

Completion of Public Works Contract for the Grant Street Elementary School Replacement Project Notice of Completion

Superintendent Polm presented the notice of completion from contractor Absher Construction and architect Integrus Architecture. Supervisor of Maintenance and Facilities Justin Gray said a few warranty items remain.

Resolution 19-12 Final Acceptance of Grant Street Elementary School Replacement Project

Superintendent Polm explained that a resolution is required to accept the completion status of the project. Director James-Wilson moved to approve Resolution 19-12 Final Acceptance of Grant Street Elementary School Replacement Project. Director Ross seconded and the motion carried 5-0.

Approve Blue Heron Title I Schoolwide Services Plan 2019-20

Blue Heron Principal Theresa Campbell explained the four components of the plan. Superintendent Polm said the plan is a requirement of the upcoming Consolidated Program Review conducted by OSPI and requires board approval. Director O'Hara moved to approve the Title I Schoolwide Services Plan for Blue Heron Middle School as presented. Director James-Wilson seconded and the motion carried 5-0.

Approve District Transitional Bilingual Instructional Program

Superintendent Polm presented the program report prepared by English Learner Coordinator Shelby MacMeekin and said it requires board approval. The Board discussed the services and staffing information and inquired about community mentorship becoming part of the program. Director Ross moved to approve the Transitional Bilingual Program as presented. Director O'Hara seconded and the motion carried 5-0.

Reschedule January 30, 2020 Board Retreat

The January 30, 2020 Board Retreat required rescheduling due to unavailability of some directors. The Board discussed options and selected February 26, 2020 as the new meeting date.

Public Comments - None

Board Discussion and Comments

Director James-Wilson would like the district to encourage families to participate in the 2020 Census. She suggested offering after-school hours at the libraries to provide computer access. She offered this as a topic for the next Jefferson County Education Partnership meeting. Superintendent Polm will obtain information about current district efforts and create suggestions for additional outreach.

Future Meeting Topics and Agenda Planning

January 2, 2020 Work/Study Meeting, 1610 Blaine St., Room S-11, 5:30 p.m.

A review of the Affirmative Action Plan and Reorganization of the Board will be agenda items. Reports will include YMCA/City/County/School Partnership and Washington State Department of Enterprise. Director Taylor will be excused.

January 16, 2020 Regular Business Meeting, 1610 Blaine St., Room S-11, 5:30 p.m.

Agenda items include recognition of School Board Appreciation Month and National Board Certified Staff/Accomplished District. An Internal Controls Report will be presented.

The Board scheduled a special meeting for January 4, 2020 from 9:00 – 11:30 a.m. to complete on-boarding activities with OESD Superintendent Greg Lynch.

Public Comments

Former Director Keith White suggested that the new directors could learn more about the district by serving as the Accounts Payable reviewer.

Executive Session – Not Needed

Adjournment

The meeting was adjourned by consensus at 7:21 p.m.

Respectfully submitted,

John Polm, Secretary

ATTEST:

Connie Welch, Board Chair