

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

Board Thought

Director O'Hara wished everyone a happy new year and welcomed new board members. He expressed excitement for 2020 and the opportunity to continue working to move the district forward.

Agenda Approval

Director James-Wilson proposed moving Old Business Item 8.1 Approve Resolution 20-01 YMCA/City/County/Schools Partnership and New Business Item 9.2 Energy Savings Performance Contracting to follow Item 6 Board Correspondence. She also proposed moving Item 7 Superintendent Report to follow Item 9 New Business. Director James-Wilson moved to approve the agenda with the proposed changes. Director Ross seconded and the motion carried 4-0.

Reorganization of Board

Call for Nomination for Board Chair

Superintendent Polm opened the floor for nominations. Director Welch nominated Director James-Wilson as Board Chair to serve during the ensuing year. The vote was by roll call:

Director O'Hara: aye

Director Ross: aye

Director Welch: aye

Director James-Wilson: aye

Election of Other Officers

Call for Nomination for Vice-Chair

Newly-Elected Board Chair James-Wilson opened the floor for nominations. Director Welch nominated Director O'Hara as Vice-Chair. The vote was by roll call:

Director O'Hara: aye

Director Ross: aye

Director Welch: aye

Director James-Wilson: aye

Appointed Positions

The Board agreed by consensus to the following appointments by Chair James-Wilson:

WIAA Representative: Director Ross

Legislative Representative, two-year term: Chair James-Wilson

Co-Auditors of Accounts Payable: Directors Ross and Taylor

Committee Membership:

Instructional Materials: Directors Welch and O'Hara

Wellness: Director Ross and Chair James-Wilson

Finance: Directors O'Hara and Taylor

Technology: Directors Ross and Welch

Policy Review Committee will become a staff committee.

Public Comments - None

Board Correspondence

Email from Karen Obermeyer, Health Educator, Jefferson County Public Health Regarding Tobacco 21 and Cessation Resources and Superintendent Polm's Response Email

The Board reviewed the email from Karen Obermeyer, which included a reminder that January 1, 2020 the sale of tobacco and vapor products to persons under 21 years of age became illegal in Washington. The message also included contact information and flyers for cessation resources. The Board reviewed Superintendent Polm's response email.

Energy Savings Performance Contracting

Doug Kilpatrick, P.E. of Washington State Department of Enterprise Services explained the services his agency provides to public agencies to increase energy efficiency and reduce utility expenses. An intergovernmental agreement would be needed between the State and the District to proceed with an analysis of district needs. Discussion followed.

Approve Resolution 20-01 YMCA/City/County/Schools Partnership

Olympic Peninsula YMCA Project Coordinator Jeff Randall provided a Mountain View Campus partnership update. Superintendent Polm presented the working draft of the Mountain View Partnership Agreement and the Mountain View Commons Planning Principles. Discussion followed. Director Welch moved to approve Resolution 20-01 YMCA/City/County/Schools Partnership as presented. Director O'Hara seconded and the motion carried 4-0.

Old Business

SBAC Participation Report Update

The report was previously presented at the December 5, 2019 Regular Business Meeting. Superintendent Polm presented the updated report, which included correction of the Blue Heron Middle School ELA and Math SBAC Low-Income percentages from N<20 to 95%.

PTHS Start Time Adjustment Proposal

Superintendent Polm presented the proposal submitted by PTHS Principal Carrie Ehrhardt requesting a five-minute earlier start time to increase the lunch period by five-minutes. If approved, the change would be implemented at the beginning of the second semester. The proposal will be presented for approval on the consent agenda at the January 16, 2020 Regular Business Meeting.

Policy 3424 Administering of Intranasal Naloxone – Second Review

The Board reviewed attorney recommendations to the draft policy. Superintendent Polm explained that OSPI may provide guidance and training in January 2020 and that WSSDA may have a model policy available after March 1, 2020. The Board decided to table review of the policy until further notice.

New Business

Approve Affirmative Action Report and Approve Human Resources Director Laurie McGinnis as the Affirmative Action Compliance Officer

Superintendent Polm presented the report compiled by Director of Human Resources Laurie McGinnis. The report summarized the ethnic and gender composition of Port Townsend School District staff and students for 2019. Superintendent Polm noted an increase in Hispanic staff members and a high percentage of female administrators. Discussion followed. Chair James-Wilson mentioned that the percentage of female elementary and middle school teachers reported as 7.1% in Table 2 should be 71%. Director Welch moved to approve the Affirmative Action report with this correction and to approve

Human Resources Director Laurie McGinnis as the Affirmative Action Compliance Officer. Director Ross seconded and the motion carried 4-0.

Policy 1400 Meeting Conduct, Order of Business and Quorum – First Review

Superintendent Polm explained the suggested edits to the policy, which streamline the process of reporting a board meeting scheduled at a location other than 1610 Blaine Street, Room S-11. The policy will be presented for second review and approval at the January 16, 2020 Regular Business Meeting.

Approve Scope of Work for Salish Coast/Port Townsend Library Pilot Project 2020

City of Port Townsend Library Director Melody Eisler and Assistant Superintendent Sandy Gessner provided an update of the progress of the pilot project that is intended to increase equitable access to library services. Director Welch moved to authorize Superintendent Polm to sign the Scope of Work for Salish Coast/Port Townsend Library Pilot Project 2020 as presented. Director O'Hara seconded and the motion carried 4-0.

Approve Memorandum of Agreement with the University of Teacher Education of St. Gallen to Offer Internships for University Students in Teacher Education Programs

Superintendent Polm explained that the teacher preparation program based in Switzerland would like to place two students for three-week internships at Salish Coast Elementary. He presented the St. Gallen Homestay Guidelines and recommendation letters from Cornwall Central School District and Carpenter Community Charter. Director O'Hara moved to authorize Superintendent Polm to sign the Memorandum of Agreement with the University of Teacher Education of St. Gallen to Offer Internships for University Students in Teacher Education Programs as presented. Director Ross seconded and the motion carried 4-0.

Superintendent's Report

Superintendent Polm reported on the following:

- District administrators participated in a Learning Walk at Salish Coast Elementary December 6
- Attended and participated in Winter Stringfest December 7
- Has attended home high school basketball games and wrestling match
- Participated in the December 11 professional learning event with a trauma informed practices focus
- Facilitated the Long Range Planning and Facility Advisory Committee meeting December 11. The final meeting for 2019-20 will be January 29.
- Attended the Wellness Committee Meeting December 11
- Attended Fort Worden Public Development Authority (PDA) presentation by Salish Coast students and teacher Peter Braden December 18
- Assisted Director Ross with initial orientation meetings with district leadership December 20
- PTHS elevator ribbon cutting ceremony will take place January 7, 2020 at 3:00 p.m.
- Board orientation activities with ESD 114 Superintendent Greg Lynch previously scheduled for January 4 will be rescheduled
- Next Jefferson County Education Partnership (JCEP) meeting will be January 14 in Quilcene at 6:00 p.m. Chair James-Wilson and Director Welch will attend.

- State Auditor's Office (SAO) Immunization Report Memo, Summary and Port Townsend School District Immunization Status Comparison 2019-20. Will attend legislative subcommittee public hearing January 8 in Olympia.

Public Comments – None

Board Discussion and Comments

Chair James-Wilson thanked Director Welch for her service as chair for the past two years. She also appreciated Director O'Hara's board thought about excitement for the new year. Director Ross thanked Chair James-Wilson for accepting the role of chair. He mentioned his hope to explore ways to increase student awareness of trade careers in our community and the nation. Chair James-Wilson requested an opportunity for the Board to review the district's current efforts and discuss ways of supporting and improving these efforts.

Future Meeting Topics and Agenda Planning

January 16, 2020 Regular Business Meeting agenda items will include School Board Appreciation with proclamations and reception, recognition of National Board Certified Staff and Accomplished District, and an Internal Controls report. A Special Meeting for an Executive Session to discuss the performance of a public employee will be held February 6, 2020 at 4:30 p.m. A Regular Business Meeting will follow at 5:30 p.m. Reports will include Highly Capable Program, Time Immemorial Curriculum, and PTHS School Based Health Clinic.

Executive Session – Not Needed

Adjournment

The meeting was adjourned by consensus at 7:34 p.m.

Respectfully submitted,

John A. Polm, Jr.
Secretary

ATTEST: _____
Jennifer James-Wilson
Board Chair