

Board Chair Jennifer James-Wilson called the meeting to order at 5:30 p.m. PRESENT: Jennifer James-Wilson, Doug Ross, Jeff Taylor and Connie Welch. Nathanael O'Hara arrived at 5:35 p.m. Also present were Superintendent John Polm, staff, students and community members.

The front row of the audience led the Pledge of Allegiance at the request of Chair James-Wilson.

Agenda

Director Welch moved to approve the agenda as presented. Director Ross seconded and the motion carried 4-0.

Recognition

National Board Certified Staff and Accomplished District

Superintendent Polm presented the letter received from the National Board for Professional Teaching Standards congratulating the district for being named one of the 81 National Board Accomplished Districts. He also recognized National Board Certified Teachers (NBCT) in attendance Peter Braden and Leslie Shively. Superintendent Polm thanked the Board and building principals for their support of the NBCT process and staff.

School Board Recognition

Superintendent Polm read the proclamation from Governor Inslee declaring January School Board Recognition Month and presented each director with a recognition certificate. Superintendent Polm presented Chair James-Wilson a Washington State School Directors' Association (WSSDA) certificate of recognition for her 10 years of service as a school board director. Superintendent Polm presented new Directors Ross and Taylor with certificates of completion for courses taken at the WSSDA Annual Conference. Port Townsend High School Principal Carrie Ehrhardt introduced a group of seniors who thanked the Board for their dedication and hard work in creating positive learning environments in the schools. Blue Heron Principal Theresa Campbell expressed thanks to the Board on behalf of teachers and staff. She said Blue Heron ASB students created a thank you card for each director and will host a luncheon and band performance for the directors Friday, January 24 at noon. Salish Coast Elementary Principal Lisa Condran introduced the fifth grade students who created a video of appreciation for the Board on behalf of their school. Ms. Condran thanked the Board for creating a vision for the district and for accepting the responsibilities of a school board. The student video was played and can be viewed at the link below.

<https://drive.google.com/file/d/1s15UAn1PpQIsH72Vdgl4gEdejeeA1vaO/view?usp=sharing>

Chair James-Wilson recessed the meeting at 5:50 for a 10-minute reception in honor of the NBCT staff and school directors. The meeting was reconvened at 6:00 p.m.

Public Comments - None

Board Correspondence - None

Consent Agenda

Director Taylor moved to approve the consent agenda as presented. Director O'Hara seconded and acknowledged the donations to food service for student negative balances. The motion carried 5-0. Included on the consent agenda were the following items: 1) Payroll for December 2019; 2) Accounts Payable as of January 16, 2020; 3) Recommend the following actions:

- Hires: Recommend Joy Modispacher as 2 Hr/Day Bus Driver, Port Townsend School District, effective November 1, 2019.
Recommend Kayla Taylor as 6.5 Hr/Day Temporary Paraeducator, Salish Coast Elementary, pending successful completion of Praxis Paraeducator Exam.
Recommend Cole Russell as 6 Hr/Day Special Education Paraeducator, Salish Coast Elementary, effective January 8, 2020.
Recommend Lainie Johnson as 6 Hr/Day Paraeducator, Salish Coast Elementary, pending successful completion of Praxis Paraeducator Exam.
Recommend Amanda Christofferson as 6.5 Hr/Day Temporary Paraeducator, Salish Coast Elementary, effective January 13, 2020.
Recommend Tyler Smith as 6.5 Hr/Day Temporary Paraeducator, Salish Coast Elementary, effective January 8, 2020.
Recommend Gabe Apker-Montoya as 2.0 Hr/Day Paraeducator, Blue Heron Middle School, pending successful completion of Praxis Paraeducator Exam.
Recommend Josh Colvin as Blue Heron Middle School Head Girls' Basketball Coach, effective the 2019-20 season.
- Resignations: Accept resignation of Linda Norton, 6 Hr/Day Paraeducator, Salish Coast Elementary, effective December 20, 2019.
Accept resignation of Teri Freitas, 8 Hr/Day Secretary, Salish Coast Elementary, effective January 6, 2020.
- Transfers: Recommend transfer of Mara Gillespie 2.0 Hr/Day Paraeducator to 6.5 Hr/Day Special Education Paraeducator, Blue Heron Middle School, for the remainder of the 2019-20 school year.
- Leaves: Approve medical leave of absence for Sandra Marcum, 1st Grade Teacher, Salish Coast Elementary, from mid-February through the end of the 2019-20 school year.
- Release of Contract: Approve release of contract for Betsy Hart, 4th Grade Teacher, Salish Coast Elementary, effective January 24, 2020.
- Minutes: Approve minutes of the December 5, 2019 Regular Business Meeting.
Approve minutes of the January 2, 2020 Work/Study Meeting.
- Donations: Accept donation of \$1,570.00 cash from Carl's Building Supply to apply to student negative food service balances.
Accept anonymous donation of \$2,100.00 cash to apply to student negative food service balances.
- Proposals: Approve Port Townsend High School Start Time Adjustment Proposal.
- Out-of-State Travel: Approve out-of-state travel PTHS Orchestra and Band to The Los Angeles Philharmonic and Capital Records in Los Angeles, CA April 1-5, 2020.

Surplus:	Approve surplus of one non-electric salad bar from PTHS. Approve surplus of one food steamer and one salad bar from storage. Approve surplus of 87 out-of-date middle school aged books from Blue Heron Library. Approve surplus of 23 evaluation copies of math text books and 940 miscellaneous text and other books. Approve surplus of 11 corner desks from maintenance storage. Approve surplus of one adult changing table from Special Services Department.
Out-of-Endorsement	Approve out-of-endorsement teaching assignment for OCEAN teacher Daniel Molotsky for 2019-20.

ASB Representative

ASB Representative Cedar Elliot was unable to attend the meeting. PTHS Senior Lilly Montgomery reported on the following:

- Recent blood drive was successful
- Mock Trial recently participated in a jamboree
- Knowledge Bowl has a competition soon
- Winterfest Dance is tomorrow
- She enjoyed playing in the snow with friends after yesterday's early release

Superintendent

Superintendent Polm reported on the following:

- Calendar of Events highlights
- Acknowledged maintenance, custodial and grounds keeping employees for their work during inclement weather this week
- Thanked Katy Gaffney, Sarah Rubenstein, Amy Khile, Monica Mulligan, Justin Gray and Carrie Ehrhardt for carrying out the communications process during this week's weather-related delays and early releases. Director Ross thanked Superintendent Polm for leading the process.
- PTHS elevators are operational and the dedication ceremony will take place February 6 at 3:00 p.m.
- Outgoing board member exit surveys from former directors Keith White and Laura Tucker will be reviewed at the February 8 Special Meeting
- Met with new City of Port Townsend City Administrator John Mauro
- Attended the Joint Legislative Audit and Review Committee Hearing on the State Auditor's Office immunization audit report January 8
- Attended the Blue Heron Temperance and Good Citizenship Assembly today

Director of Finance and Business Operations

Amy Khile presented the January 2020 enrollment report. She also gave budget summaries of all funds, special education funding reports, and capital levy and bond analyses for November and December 2019. Ms. Khile also presented the annual Internal Controls report. Discussion followed. Superintendent Polm and Assistant Superintendent Gessner explained the immediate need to replace

some chrome books at Blue Heron in order to pilot science curriculum, which would require a resolution to transfer funds.

Old Business

Approve Policy 1400 Meeting Conduct, Order of Business and Quorum

No additional edits were requested from first review at the January 2, 2020 Work/Study Meeting. Director Welch moved to approve Policy 1400 Meeting Conduct, Order of Business and Quorum as presented. Director Ross seconded and the motion carried 5-0.

Approve Interagency Agreement with Washington State Department of Enterprise

The Board discussed the agreement required to receive energy efficiency evaluations and services offered by the Department of Enterprise. A report of the available services was presented at the January 2, 2020 Work/Study Meeting. Director O'Hara moved to authorize Superintendent Polm to sign the Interagency Agreement with Washington State Department of Enterprise as presented. Director Taylor seconded and the motion carried 5-0.

New Business

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

PTHS Principal Carrie Ehrhardt explained the policy and procedure components and the recommended edits, which resulted from WSSDA guidance, state legislation and review by Principal Ehrhardt, Assistant Superintendent Gessner, Superintendent Polm and Chair James-Wilson. The Board recommended additional edits. The policy and procedure will be presented for second review at the February 6, 2020 Work/Study Meeting.

Policy 1210 Annual Organizational Meeting – First Review

Superintendent Polm reviewed the 1200 series of policies using WSSDA model policies and other school districts' policies for reference. Edits suggested for Policy 1210 follow WSSDA recommendations. The policy will be presented for approval at the February 6, 2020 Work/Study Meeting.

Policy 1220 Board Officers and Duties of Board Members – First Review

Superintendent Polm explained the recommended edits, which follow WSSDA model policy language. The policy will be presented for approval at the February 6, 2020 Work/Study Meeting.

Policy 1225 School Director Legislative Program – First Review

Superintendent Polm said the proposed edits align with the WSSDA model policy. Chair James-Wilson recommended that the chair not serve as the Legislative Representative in the future due to the requirements of each position. The policy will be presented for approval at the February 6, 2020 Work/Study Meeting.

Policy 1230 Secretary – First Review

Superintendent Polm explained that he reviewed Everett School District's Policy 1250 when updating the policy due to no WSSDA model policy being available. The policy will be presented for approval at the February 6, 2020 Work/Study Meeting.

Policy 1240 Committees – First Review

Superintendent Polm presented the recommended edits, which align with WSSDA model policy language. Chair James-Wilson mentioned the possibility of adding a list of the standing board committees to the policy if they are not listed in other board policies. She will review existing policies. The Board recommended additional edits. The policy will be presented for second review and approval at the February 6, 2020 Work/Study Meeting.

Public Comments - None

Board Discussion and Comments

The Board enjoyed and appreciated students attending the meeting.

Future Meeting Topics and Agenda Planning

January 30, 2020 Board Retreat, 1610 Blaine St., Room S-11, 2:00 p.m.

Department and school reports will be reviewed at the retreat. Director Ross will be excused.

February 6, 2020 Special Meeting, 1610 Blaine St., Room S-11, 4:30 p.m.

The special meeting will include an executive session to review the performance of a public employee. Director O'Hara may be unable to attend.

February 6, 2020 Work/Study Meeting, 1610 Blaine St., Room S-11, 5:30 p.m.

Agenda items include Highly Capable Program, Time Immemorial Curriculum, and Beginning Educator Support Team (BEST) reports.

February 8, 2020 Special Meeting, 1610 Blaine St., Room S-11, 9:00 a.m.

OESD 114 Superintendent Greg Lynch will lead the Board in orientation activities. No board action will be taken. Director O'Hara will be unable to attend the entire meeting.

February 20, 2020 Regular Business Meeting, 1610 Blaine St., Room S-11, 5:30 p.m.

Reports will include Restraint/Isolation Incidents per Policy 3246, Special Education, Public Records Requests and WSSDA Legislative Conference. Student Fees for 2020-21 will be presented for approval.

Executive Session – Not Needed

Adjournment

The meeting was adjourned by consensus at 8:02 p.m.

Respectfully submitted,

John A. Polm, Jr.
Secretary

ATTEST: _____
Jennifer James-Wilson
Board Chair