

Board Chair Jennifer James-Wilson called the meeting to order at 5:34 p.m. PRESENT: Jennifer James-Wilson, Nathanael O'Hara, Doug Ross, Jeff Taylor and Connie Welch. Also present were Superintendent John Polm, staff, students and community members.

Director Taylor led the Pledge of Allegiance.

Agenda

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

Recognition

Hero Award

Superintendent Polm and District Librarian Joy Wentzel presented local author and illustrator Dana Sullivan a PT Schools Hero Award in recognition of his contributions to the district library programs.

Public Comments - None

Board Correspondence

The Board reviewed an email from Edeltrout Sokol regarding math curriculum and reviewed Superintendent Polm's response email.

Consent Agenda

Director Welch acknowledged the retiring employees. Director Ross moved to approve the consent agenda as presented. Director Welch seconded the motion carried 5-0. Included on the consent agenda were the following items: 1) Payroll for January 2020; 2) Accounts Payable as of February 20, 2020; 3) Recommend the following actions:

Hires:

Recommend Merri Emerson as 1.0 FTE 4th Grade Teacher, Salish Coast Elementary, effective February 3, 2020.
Recommend Janel Bolinger as 1.0 FTE 1st Grade Teacher Leave Replacement, Salish Coast Elementary, effective approximately February 18, 2020 through the remainder of the 2019-20 school year.
Recommend Chiarra Klontz as 8 Hr/Day Secretary, Salish Coast Elementary, effective January 28, 2020.
Recommend Judy Jennings as 6 Hr/Day Food Service Assistant I/II, Port Townsend High School and Salish Coast Elementary, effective February 24, 2020.
Recommend Hazli Katsikapes as High School Head Golf Coach, effective the 2019-20 season.
Recommend employment of supplemental contract personnel for the 2019-20 school year as per attached personnel action list.

Resignations/Retirements:

Accept resignation of Dr. John Polm, Jr., Port Townsend School District Superintendent, effective June 30, 2020.

Accept resignation/retirement of Julie Russell, 1.0 FTE Dean of Students, Blue Heron Middle School, effective the end of the 2019-20 school year.

Accept resignation/retirement of Judy Cowling, 1.0 FTE Math and Science Teacher, Port Townsend High School, effective the end of the 2019-20 school year.

Accept resignation of Jacquelyn Rolon, Food Service Assistant, effective January 13, 2020.

Leaves: Approve leave of absence for Kathryn Pangelinan, Kindergarten Teacher, Salish Coast Elementary, effective the 2020-21 school year.

Approve leave of absence for Sandra Marcum, 1st Grade Teacher, Salish Coast Elementary, effective the 2020-21 school year.

Minutes: Approve minutes of the January 16, 2020 Regular Business Meeting.

Approve minutes of the January 30, 2020 Board Retreat.

Approve minutes of the February 6, 2020 Special Meeting.

Approve minutes of the February 6, 2020 Work/Study Meeting.

Approve minutes of the February 8, 2020 Special Meeting.

Reports

WSSDA Legislative Conference

Chair James-Wilson and Superintendent Polm attended the conference February 9-10, 2020. Chair James-Wilson explained the schedule of conference activities. She said our legislative district delegation met with our legislators to discuss staff funding, underfunding of special education, and teacher duties and expectations. Chair James-Wilson mentioned that Representatives Steve Tharinger and Mike Chapman will attend the Jefferson County Educational Partnership (JCEP) meeting March 24. Superintendent Polm said that PTHS student Finn O'Donnell, who was visiting the Capitol, joined the delegation meeting and met Governor Jay Inslee.

Superintendent

Superintendent Polm reported on the following:

- Calendar of events highlights
- College Bound Scholarship sign up follow up
- CHIP Immunizations workgroup today. Updated conditional status rule.
- Met with Blue Heron Student Advisory group today
- Suggested accounts payable signing calendar
- Will propose a calendar of transition days in Puyallup School District
- Will provide Salish Coast parent conference data at the March 5 Work/Study Meeting

Director of Finance and Business Operations

Amy Khile presented the February 2020 enrollment report. She also gave a budget summary of all funds, a special education funding report, and capital levy and bond analyses for January 2020. Ms. Khile also presented the quarterly Public Records Requests report. Discussion followed.

Old Business

Approve Policy 2410 Graduation Requirements

Director O'Hara moved to approve Policy 2410 Graduation Requirements as presented. Director Welch seconded and the motion carried 5-0.

Superintendent Succession

Superintendent Polm recently accepted the position of Superintendent of Puyallup School District and the Board accepted his resignation effective June 30, 2020. The Board discussed their options for hiring the next superintendent. Director Welch moved to extend an offer of the position of Interim Superintendent of the Port Townsend School District to current Assistant Superintendent Sandy Gessner for the 2020-21 school year. Director Taylor seconded.

The vote was by roll call:

Director Welch: aye

Director Ross: aye

Director James-Wilson: aye

Director O'Hara: aye

Director Taylor: aye

Chair James-Wilson and Vice Chair O'Hara will draft a contract, which will be presented for board approval. Assistant Superintendent Gessner thanked the Board and accepted the offer. The contract will begin July 1, 2020.

New Business

Approve Ratio of Certificated Instructional Staff to Full Time Equivalent Students Enrolled in Alternative Learning Experience Programs and Courses for the 2020-21 School Year

Superintendent Polm stated approval of the ratio is an annual requirement per Policy 2255 Alternative Learning Experiences. The proposed ratio for 2020-21 is 28:1. Director Welch moved to approve the Ratio of Certificated Instructional Staff to Full Time Equivalent Students Enrolled in Alternative Learning Experience Programs and Courses for the 2020-21 School Year. Director O'Hara seconded and the motion carried 5-0.

Policy, Procedure and Form 2418, 2418P and 2418F Waiver of High School Graduation Credits – First Review

Superintendent Polm explained the policy and form edits, which follow WSSDA recommendations and align with updates to Policy 2410 Graduation Requirements. The procedure is new and WSSDA recommended.

The policy will be presented for approval at the March 5, 2020 Work/Study Meeting.

Policy 3115 Students Experiencing Homelessness – First Review

Superintendent Polm said that Homeless Liaison Shelby MacMeekin reviewed the policy as part of the recent Consolidated Program Review conducted by OSPI. The updates reflect WSSDA recommendations. The policy will be presented for approval at the March 5, 2020 Work/Study Meeting.

Policy and Procedure 3520 and 3520P Student Fees, Fines, Charges – First Review

Superintendent Polm said the suggested edits align with WSSDA model policy and procedure, Policy 2410 Graduation Requirements and Policy 3115 Students Experiencing Homelessness. Chair James-Wilson noted the reference to Policy 6700 and asked that Superintendent Polm review that policy to

ensure alignment. Director Taylor requested clarification of the restitution process for damage to school property.

Approve Student Fees for 2020-21

Amy Khile and the building principals reviewed current student fees. The recommended student fees for 2020-21 remain unchanged from 2019-20. Director O'Hara moved to approve the Student Fees for 2020-21. Director Ross seconded and the motion carried 5-0.

Approve 2019-20 High School Boys' Soccer Combine with Chimacum School District

Superintendent Polm explained that Chimacum requested the combine due to low turn-out. PTHS Principal Carrie Ehrhardt said the team will practice in Chimacum. The Board requested information about fiscal concerns, transportation plans, and if the need for combining sports will be an ongoing issue. Superintendent Polm and Chimacum School District Superintendent Rick Thompson will discuss predicted participation numbers for 2020-21 prior to the end of this school year. Chair James-Wilson would like to discuss the issue with the Chimacum Board of Directors in the future. Director Welch moved to approve the 2019-20 High School Boys' Soccer Combine with Chimacum School District. Director Ross seconded and the motion carried 5-0.

Approve Resolution 20-03 Staffing and Program Reductions

A budget deficit is predicted due to the reduction of EP&O levy capacity. The resolution authorizes Superintendent Polm to review staffing and program restructuring and/or reductions options. Director Welch read the resolution aloud. Superintendent Polm stated that the projected budget deficit for 2020-21 is about \$417,000. He also noted the district priorities that guide the budgeting process including supporting place-based maritime experiential learning, maintaining a 5% ending fund balance, preserving classroom staff, seeking efficiencies in administrative and support costs, and seeking opportunities for savings by collaborating with other districts for services. Superintendent Polm will provide multiple scenarios for board review and approval. Director O'Hara moved to approve Resolution 20-03 Staffing and Program Reductions as presented. Director Ross seconded and the motion carried 5-0.

Public Comments - None

Board Discussion and Comments

Director Taylor asked how the District can investigate the feasibility of combining all athletics with Chimacum School District. PTHS Principal informed the Board that if Chimacum is not accepted into a league for 2020-21, Port Townsend will operate the sports programs as combines. She explained some of the fiscal considerations. Chair James-Wilson wondered if there would be Washington Interscholastic Activities Association (WIAA) barriers to the process.

Future Meeting Topics and Agenda Planning

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

Agenda items include PTHS Health Clinic, High School Long Range Facilities Plan, Mathematics Curriculum K-5 and 6-12, Restraint/Isolation Incidents, and Special Education reports. Classified Employee Week and Winter Athletics will be recognized.

Port Townsend School District No. 50
1610 Blaine Street
Port Townsend, WA 98368

Board of Directors
Regular Business Meeting
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March 19, 2020 Regular Business Meeting, 1610 Blaine St., Room S-11, 5:30 p.m.

Reports will include High School and Blue Heron ASB, Asset Preservation and MDS Program. Music in Our Schools Month will be recognized.

Executive Session – Not Needed

Adjournment

The meeting was adjourned by consensus at 7:17 p.m.

Respectfully submitted,

John A. Polm, Jr.
Secretary

ATTEST: _____
Jennifer James-Wilson
Board Chair

<u>NAME</u>	<u>SPRING SPORTS</u>	<u>PAY PERIOD</u>
Thornton, Lamont	Head Baseball Coach	Mar-Apr-May
Fraser, Ian	Head Track Coach	Mar-Apr-May
A. Fraser	Assistant Track Coach	Mar-Apr-May
Katsikapes, Hazli	Golf Coach	Mar-Apr-May
Botkin, Jeremy	Assistant Boys' Soccer Coach	Mar-Apr-May
Cantley, Robert	Boys' Soccer Coach	Mar-Apr-May
Zenz, Emily	BH Head Track Coach	Mar-Apr-May