

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

Director Welch led the Pledge of Allegiance.

#### Agenda

Chair James-Wilson stated that New Business Item 9.3 Review and Approval of the Revised 2019-20 School Calendar would be added to the agenda. Director Ross moved to approve the agenda with the addition of New Business Item 9.3 Review and Approval of the Revised 2019-20 School Calendar. Director Welch seconded and the motion carried 5-0.

#### Recognition

##### Music in Our Schools Month

Superintendent Polm expressed disappointment in music students and instructors being unable to attend the meeting. He explained many of the benefits of music education on behalf of instructors Daniel Ferland, Kim Clarke and Larry Pepper.

#### Public Comments - None

#### Board Correspondence

The Board reviewed an email letter to the *PT Leader* editor from Tom Thiersch regarding the Lincoln Building. Chair James-Wilson will respond to Mr. Thiersch. The Board also reviewed an email from Kim Nunes regarding the High School Campus Draft Long Range Plan and Superintendent Polm's response email.

#### Consent Agenda

Director Welch moved to approve the consent agenda as presented. Director Ross seconded the motion carried 5-0. Included on the consent agenda were the following items: 1) Payroll for February 2020; 2) Accounts Payable as of March 19, 2020; 3) Recommend the following actions:

Hires:

- Recommend Ronald Eklund as 4 Hr/Day Bus Driver-Floater position, Transportation, effective March 2, 2020.
- Recommend Mary Lemley as 6 Hr/Day Food Service Assistant I/II, Port Townsend High School and Salish Coast Elementary, effective March 10, 2020.
- Approve Daniel Saksa as Assistant Baseball Coach, Port Townsend High School, effective the 2019-20 season.
- Approve R. Corey Asbell as Assistant Track Co-Coach, Port Townsend High School, effective the 2019-20 season.
- Approve Logan Stegner as Assistant Track Co-Coach, Port Townsend High School, effective the 2019-20 season.

- Resignations/Retirements: Accept resignation of Kathleen Stevenson Clark, 1.0 FTE Special Education Teacher, Salish Coast Elementary, effective the end of the 2019-20 school year.  
Accept resignation of Maggie Kelley, 1.0 FTE 5<sup>th</sup> Grade Teacher, Salish Coast Elementary, effective the end of the 2019-20 school year.  
Accept resignation of Amanda Christofferson, 6.5 Hr/Day Special Education Paraeducator, Salish Coast Elementary, effective February 25, 2020.  
Accept resignation of Crystal Quillen, 6.5 Hr/Day Special Education Paraeducator, Port Townsend High School, effective February 27, 2020.  
Accept resignation of Virginia Boatman, 6.33 Hr/Day Special Education Paraeducator, Port Townsend High School, effective the end of the 2019-20 school year.
- Transfers: Approve transfer of Gabe Apker-Montoya from 2 Hr/Day Paraeducator, Blue Heron Middle School to 6.5 Hr/Day Special Education Paraeducator, Port Townsend High School, effective March 9, 2020.
- Minutes: Approve minutes of the February 20, 2020 Regular Business Meeting.  
Approve minutes of the March 5, 2020 Work/Study Meeting.
- Donations: Accept donations of \$385.00 and \$898.00 from PT Music Boosters to the PTHS High School Music April 1-5, 2020 Trip to Los Angeles  
Accept donation of \$1,000.00 from Lisa Barclay to Food Service to Purchase Local Food  
Accept donation of \$2,708.00 from Jefferson County Association of REALTORS to Support Students Identified as at Need or at Risk  
Accept donation of \$1,000.00 from Urquia Law, PLLC to PTHS Mock Trial Club for Expenses  
Accept donation of \$3,000.00 from Jefferson County Bar Association to PTHS Mock Trial Club for Expenses
- Reports: Approve Transportation of Students Who Live Within One Mile Report Per Policy 6600  
Approve Blue Heron Asset Preservation Report  
Approve High School ASB Report  
Approve Blue Heron ASB Report
- Surplus: Approve Surplus of One BFS Jammer, One Body Masters Leg Extension, One Body Masters Pec Deck Chest Machine, One Body Masters Decline Bench, and One Body Masters Sit Up Bench from PTHS Weight Room  
Approve Surplus/Disposal of Band Uniforms, Instrument Cases and Sheet Music from Lincoln Building  
Approve Surplus/Disposal of Miscellaneous Furniture from Lincoln Building
- Purchase: Approve Purchase of Blue Bird D84 Rear Engine Diesel School Bus for \$149,531.34 Utilizing State Contract with Bryson Sales & Service of Washington, Inc.

### Old Business

#### Approve High School Campus Draft Long Range Plan

Superintendent Polm said the seating capacities of the Chimacum School District Auditorium and possible Lincoln Building performing arts center were updated in the plan. Chair James-Wilson emphasized that the plan is in process and is a first step in moving forward with high school facility improvements. Director Taylor moved to approve the High School Campus Draft Long Range Plan as presented. Director Welch seconded and the motion carried 5-0.

### New Business

#### Policy 3432 Emergencies – First Review/Emergency Adoption

Superintendent Polm explained that the policy requires updates to align with current WSSDA model policy. The Board discussed the policy and procedure edits. Director Welch moved to approve Policy 3432 Emergencies as presented. Director Ross seconded and the motion carried 5-0.

#### Resolution 20-04 Suspension of Policy in Emergency

Superintendent Polm stated the resolution is recommended by WSSDA and was reviewed by the district's attorney. It would allow the district to suspend policy and take other emergency actions if necessary during the COVID-19 closure. Chair James-Wilson requested that the resolution be posted on the district website. Director O'Hara moved to approve Resolution 20-04 Suspension of Policy in Emergency. Director Welch seconded and the motion carried 5-0.

#### Review and Approval of Revised 2019-20 School Calendar

Superintendent Polm explained the recommended revisions to the calendar that were drafted by district and union representatives and necessitated by the state-mandated closure March 17 – April 24. Director Welch moved to approve the Amended 2019-20 School Calendar. Director O'Hara seconded and the motion carried 5-0.

### Superintendent

Superintendent Polm reported on the following:

- WSSDA Regional Meetings replaced by weekly COVID-19 networking calls
- Board Goals and Commitments 2019-20 progress
- Consolidated Program Review completed. Complimented the district team led by Salish Coast Elementary Assistant Principal Shelby MacMeekin.
- Gave the number of food service meals picked up or delivered during closure this week. Commended food service staff and bus drivers for their efforts in this work.
- Child care started Tuesday, provided numbers of children served. SIEU is creating staffing assignments today.
- Meeting today between administrators, certificated staff and classified staff to discuss working conditions, staff learning and training opportunities, support for students and parents, and the 2019-20 school calendar.
- Legislative update

Chair James-Wilson requested that the district consider ways to help the community complete the census and consider offering a summer session if needed due to the current closure.

Director of Finance and Business Operations

Amy Khile presented the March 2020 enrollment report. She also gave a budget summary of all funds, a special education funding report, and capital levy and bond analyses for February 2020. Discussion followed. Ms. Khile notified the Board that the audit exit interview with Washington State Auditor staff will be March 27, 2020 at 10:00 a.m. Chair James-Wilson will attend.

Public Comments - None

Board Discussion and Comments

Director O'Hara commended Director of Communications Sarah Rubenstein and district leadership for the quality and frequency of the communications sent to families and staff during the COVID-19 emergency. Chair James-Wilson said these are unusual times and she thanked all staff for their work.

Future Meeting Topics and Agenda Planning

Chair James-Wilson suggested a special meeting to create the plan for the upcoming superintendent search. No date was selected. The Jefferson County Educational Partnership cancelled their March 24 meeting. Director O'Hara requested a list of Superintendent Polm's community responsibilities. The Board will assume these responsibilities for the 2020-21 school year.

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

Agenda items include ReCyclery Partner, School Library, Capital Facility Projects and Technology Annual Reports.

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

Agenda items include Wellness Policy Annual Review, annual Resolution to Delegate Authority to WIAA, verification of the 2020-21 School Calendar, approval of the 2021-22 School Calendar, and approval of Staff/Student Bell Schedules for 2020-21.

Executive Session

Chair James-Wilson adjourned the regular meeting into an executive session to discuss the performance of a public employee at 7:15 p.m. The executive session is expected to last approximately 5 minutes. The executive session adjourned and the public meeting opened at 7:20 p.m.

Adjournment

The meeting was adjourned by consensus at 7:20 p.m.

Respectfully submitted,

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John A. Polm, Jr.  
Secretary

ATTEST: \_\_\_\_\_  
Jennifer James-Wilson  
Board Chair

# 2019-2020 Annual Calendar



## PORT TOWNSEND School District

LEARNING THROUGH A SENSE OF PLACE

- All Schools 2hr Early Release
- SC & BH Only 2hr Early Release
- SC & BH Only 3hr Early Release
- BH & HS Only 3hr Early Release
- SC Only No School, Conferences
- No School / Not a 180 Employee Work Day
- Emergency Closure

### Early Release Times

Salish Coast 2hr 12:50, 3hr 11:50

Blue Heron 2hr 1:05, 3hr 12:05

High School 2hr 1:10, 3hr 12:10

### Important Dates

Aug 27: Staff In-service

Sept 3: First Student Day

Oct 18: Staff In-service, No School

Oct 24-25: SC Only No School,  
Conferences

Nov 11: Veterans' Day, No School

Nov 21-22: BH and HS Only 3hr Early  
Release - conferences

Nov 27: All Schools 2hr Early Release, incl. Staff

Nov 28-29: Thanksgiving Break, No School

Dec 23-Jan 3: Winter Break, No School

Jan 20: MLK Day, No School

Feb 14: Snow Make-up Day, No School

Feb 17: President's Day, No School

March 5-6: SC and BH Only 3hr Early  
Release Targeted Conferences

Mar 17-April 24 Emergency Closure

Mar 20, 27, April 3, 13, 17, 24: Not a 180 Employee  
Work Day

Apr 6-10: Spring Break, No School

May 15: All Schools 2hr Early Release, incl. Staff

May 25: Memorial Day, No School

June 5: HS Graduation Ceremony

June 19: Last Day of School

### August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September 2019

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October 2019

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December 2019

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### January 2020

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26	27	28	29	30	31	

### February 2020

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### April 2020

S	M	T	W	T	F	S
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30		

### May 2020

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

31

### June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### July 2020

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
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