

Board Chair Jennifer James-Wilson called the virtual meeting to order at 5:30 p.m. PRESENT BY ZOOM: Jennifer James-Wilson, Doug Ross, Jeff Taylor and Connie Welch. Nathanael O'Hara joined the meeting at 5:34 p.m. Also present were Superintendent Gessner-Crabtree, staff, and community members.

Director Welch led the Pledge of Allegiance.

#### Agenda

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

#### Recognition

Superintendent Gessner-Crabtree introduced Port Townsend High School Teacher Rene Olson. Ms. Olson presented PTHS paraeducator Nathalie Ballou a PT Schools Hero Award in recognition of going above and beyond in providing assistance to meet students' needs that helps them thrive.

#### Public Comments – None

#### Board Correspondence

The Board reviewed the draft response letter to the October 15 Board Correspondence Community Wellness Project letter on racial justice. Superintendent Gessner-Crabtree will revise the letter according to Board recommendations and submit the letter to Community Wellness Project as soon as possible.

#### Consent Agenda

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

- Hires:
- Recommend Kelly Bodkin as 1.0 FTE Special Education Teacher, Leave Replacement, Blue Heron Middle School, effective October 19, 2020.
  - Recommend Christee Ballard as 3.0 Hr/Day Food Service Assistant I, Leave Replacement, Salish Coast Elementary, effective October 21, 2020.
  - Recommend Estelle Howard as 6.0 Hr/Day Special Education Paraeducator, Salish Coast Elementary, effective November 2, 2020.
- Resignations:
- Accept resignation of Noa Montoya, Blue Heron Head Football Coach, effective immediately.
- Reduction in Hours:
- Approve reduction in hours for Mary Beth McKenna, 6.75 Hr/Day Paraeducator, Blue Heron Middle School, moving to 6.25 Hr/Day effective November 1, 2020.

Transfers:                   Recommend transfer of Cole Russell from 6.0 Hr/Day Special Education Paraeducator, Blue Heron Middle School, to 8 Hr/Day, 260 Day/Yr Grounds, Maintenance, Custodial Floater position as of October 19, 2020.  
Recommend transfer of Debbie Barnes, 6.5 Hr/Day Title/LAP Paraeducator, Blue Heron Middle School to 6 Hr/Day Special Education Paraeducator, Blue Heron Middle School, effective October 19, 2020.  
Recommend Lauri Wells transfer from 6.5 Hr/Day Special Education Paraeducator, Salish Coast Elementary to 6.5 Hr/Day Learning Assistance Program Paraeducator, Blue Heron Middle School, effective November 9, 2020.

Minutes:                   Approve Minutes of the October 15, 2020 Regular Business Meeting  
Approve Minutes of the November 5, 2020 Work/Study Meeting  
Approve Minutes of the November 12, 2020 Special Joint Meeting with Chimacum School District Board of Directors

### Reports

#### United Good Neighbors (UGN) Give Jefferson Campaign

Siobhan Canty, President & CEO, Jefferson Community Foundation thanked the Board for their service to students and leadership. She also thanked district staff for their past participation in the campaign's Workplace Giving. She explained that 28 local organizations receive support from the Give Jefferson Campaign, which runs from November 14 – December 31. Several of the organizations' projects benefit students. All donations will be matched by All In Washington, which supports workers and families impacted by COVID-19. Discussion followed.

### Superintendent

Superintendent Gessner-Crabtree reported on the following:

- Recognized a student who donated \$18.00 to the district from yard sale funds
- Expressed gratitude for district department directors, principals, deans, and district office staff for their efforts in helping achieve 43 days of school this year
- COVID-19 Update
  - County case numbers are rising
  - County superintendents will meet with Dr. Locke Friday, November 20 to discuss case rates and the implications for schools
  - Emails sent to staff and families to inform them of the possibility of moving to fully remote learning
  - Asked for Board feedback about submitting a letter to the editor to thank the community for their efforts in slowing the spread and request continued vigilance in practicing preventive measures

### Director of Finance and Business Operations

In response to Superintendent Gessner-Crabtree's thanks to district staff, Director of Finance and Business Operations Amy Khile expressed thankfulness for Superintendent Gessner-Crabtree's presence on behalf of the district staff. Ms. Khile presented the November 2020 enrollment report. She also gave budget summaries for all funds, special education funding reports, and capital levy and bond analyses for October 2020. She also provided the Internal Controls Report, which is an annual affirmation of the continual effort to review and improve district practices promoting financial responsibility and accountability. Ms. Khile also gave the Quarterly Public Records Requests reports. Discussion followed.

### Old Business

#### Policy and Procedure 3122 and 3122P Excused and Unexcused Absences

The Board previously reviewed the policy and procedure at their October 15 regular business meeting. At the Board's request, Superintendent Gessner-Crabtree convened a policy review committee to further refine the policy and procedure on November 4. Following that review, punitive language was removed and some sections were reorganized. Director Welch moved to approve Policy 3122 Excused and Unexcused Absences as presented. Director O'Hara seconded and the motion carried 5-0.

### New Superintendent Ideal Profile

The Board reviewed the draft Ideal Profile during the November 12 Special Joint Meeting with Chimacum School District's Board of Directors. The profile reflects stakeholder feedback obtained from focus groups and the online survey. Following the November 12 review, the Board updated the profile to clarify district priorities. Chair James-Wilson notified the Board that the position will be posted November 20. Director Welch moved to approve the Ideal Profile as presented. Director Ross seconded and the motion carried 5-0.

### New Business

#### Approve District Annual Report

Superintendent Gessner-Crabtree explained that school districts must publish an annual report of educational programs and capital levy expenditures. She said it is one method used by the district to communicate with the community. The Board requested that the report be included in the district's next quarterly PT Leader insert, if possible. Director O'Hara moved to approve the District Annual Report 2019-20 as presented. Director Ross seconded and the motion carried 5-0.

### Public Comments – None

### Board Discussion and Comments

The Board discussed the sessions they have attended during the WSSDA Annual Conference. They discussed the benefits and drawbacks of the virtual-only format. The Board hopes to explore ways they can involve students in board committees, and emphasized the need to apply an equitable lens to all district processes. Chair James-Wilson mentioned the possibility of board members receiving remuneration for meeting attendance. Director O'Hara apologized to the Board and Superintendent Gessner-Crabtree for not attending the 4:30 special meeting.

Port Townsend School District No. 50  
1610 Blaine Street  
Port Townsend, WA 98368  
Virtual Meeting via Zoom

Board of Directors  
Regular Business Meeting  
November 19, 2020  
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Future Meeting Topics and Agenda Planning

December 3, 2020 Special Meeting, Virtual Meeting via Zoom; 4:30 p.m.

The Board will discuss district grading, including equity and measures of success.

December 3, 2020 Regular Business Meeting, Virtual Meeting via Zoom; 5:30 p.m.

Reports include ASB Representative, WSSDA Annual Conference, Blue Heron and OCEAN School Improvement Plans, Building Assessment Results, and Ventilation Study. The Board will approve the school improvement plan for each school, recommend measures of success for the Strategic Plan, and discuss the schedule of the Mid-Year Board Retreat. They will also review current board committee membership in preparation for the reorganization of board responsibilities scheduled for the January 7, 2021 Work/Study Meeting.

Executive Session – Not Needed

Adjournment

The meeting was adjourned by consensus 6:55 p.m.

Respectfully submitted,

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Sandra Gessner-Crabtree  
Secretary

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