

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

Board of Directors  
Regular Business Meeting  
February 18, 2021  
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Board Chair Nathanael O'Hara called the virtual meeting to order at 5:30 p.m. **PRESENT BY ZOOM:** Jennifer James-Wilson, Nathanael O'Hara, Doug Ross, Jeff Taylor and Connie Welch. Also present were Superintendent Gessner-Crabtree and staff.

Chair O'Hara led the Pledge of Allegiance.

Agenda

Director Ross moved to approve the agenda as presented. Director James-Wilson seconded and the motion carried 5-0.

Recognition

Hero Award

Director of Technology Richard Durr II presented a PT Schools Hero Award to IT Technician Alex Hankel. Mr. Hankel joined the IT team in July and has exceeded Mr. Durr's expectations with his outstanding work performance during such a trying time. Chair O'Hara expressed appreciation to Mr. Hankel on behalf of the Board.

Public Comments – None

Board Correspondence – None

Consent Agenda

Director Welch moved to approve the consent agenda as presented and Director Ross seconded. Director Welch acknowledged Jan Boutilier's touching letter and said her retirement will be a big loss for PTHS. Director James-Wilson mentioned that each retiree has been an important part of the District for many years and she is happy for them. The motion carried 5-0. Included on the consent agenda were the following items: 1) Payroll for January 2021; 2) Accounts Payable as of February 18, 2021; 3) Recommend the following actions:

Hires:                                 Recommend Maxwell Sudlow as 8 Hr/Day, 260 Day/Year District Network/Telephone Technician, effective February 8, 2021.  
Recommend Chase Campbell as 6.25 Hr/Day, 2 Day/Week Title I Paraeducator, Salish Coast Elementary, pending successful completion of Praxis exam.  
Recommend employment of supplemental contract personnel for the 2020-21 school year as per attached personnel list.

Resignations/Retirements:     Accept resignation/retirement of Allen Fox, 1.0 FTE 3<sup>rd</sup> Grade Teacher, SalishCoast Elementary, effective the end of the 2020-21 school year.  
Accept resignation of Larry Pepper, .5 FTE Music Teacher, Salish CoastElementary, effective the end of the 2020-21 school year.  
Accept resignation /retirement of Christopher Montgomery, 8 Hr/Day Evening Custodian, Salish Coast Elementary, effective August 31, 2021.

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Accept resignation of Carianna Bell, 6.17 Hr/Day Special Education Paraeducator, Blue Heron Middle School, effective immediately.  
Accept resignation/retirement of Jan Boutilier, 8 Hr/Day High School Secretary, effective the end of the 2020-21 school year.  
Accept resignation/retirement of Roberta Meyer, 8 Hr/Day Bus Driver, effective the end of the 2020-21 school year.  
Accept resignation of Emma White, 6.17 Hr/Day Special Education Paraeducator, Salish Coast Elementary, effective the end of the 2020-21 school year.  
Accept resignation of Kim Matthews, Port Townsend High School Head Volleyball Coach, effective immediately.

Leaves: Approve leave of absence extension for Kathryn Pangelinan, 1.0 FTE Kindergarten Teacher, to include the 2021-2022 school year.

Minutes: Approve Minutes of the December 3, 2020 Special Meeting  
Approve Minutes of the January 21, 2021 Regular Business Meeting  
Approve Minutes of the January 23, 2021 Special Joint Meeting with Chimacum School District Board of Directors  
Approve Minutes of the February 1, 2021 Special Meeting  
Approve Minutes of the February 2, 2021 Special Meeting  
Approve Minutes of the February 3, 2021 Special Meeting  
Approve Minutes of the February 4, 2021 Special Meeting  
Approve Minutes of the February 6, 2021 Special Joint Meeting with Chimacum School District Board of Directors  
Approve Minutes of the February 11, 2021 Special Meeting – Board Retreat

Surplus: Approve Surplus of One 2004, 40-Foot, 78-Passenger Thomas School Bus from Bus Barn

Athletic Fees Waiver: Waive Athletic Fees for 2020-21

### Reports

#### Restraint/Isolation per Policy 3216

Special Services Director Shelby MacMeekin presented the 2019-20 Restraint and Isolation Incidents Report, including the number of each type of incident and number of students involved by school. Ms. MacMeekin explained the implementation of measures used to reduce the number of incidents. Discussion followed.

#### Special Education

Special Services Director Shelby MacMeekin presented a multi-year report of Special Education enrollment, staffing, revenues and expenditures, and student outcomes. Discussion followed.

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### Superintendent Search

Chair O'Hara said the Board will meet with Chimacum School District Board of Directors in a special joint meeting February 24, 2021 at 5:00 p.m. The Boards hope to introduce their new superintendents to the community.

### Superintendent

Superintendent Gessner-Crabtree reported on the following:

- Mock Trial district competition February 5-6. Varsity team is District Champs and earned a berth to the state competition. JV team also competed well and earned an opportunity for a potential at large bid to state.
- Season One high school sports are underway. All are competing this week. Thanks to Athletic Director Patrick Gaffney for working to safely start athletics.
- Last Racial Equity professional learning session was yesterday.
- House Bill 1368 ESSER II Funding passed last week. OSPI requirements: Reopening template due March 1, Academic and Student Well-Being Recovery Plan due June 1, weekly reporting of school/student status.
- 2020-21 state assessment status still uncertain
- New CDC guidelines for reopening schools may result in changes to state guidelines
- COVID-19 vaccine update from Jefferson County Health Officer Dr. Tom Locke
- OPMA update about in-person board meetings allowed with restrictions in Phase II
- Board self-assessment link will be sent soon; suggested reviewing results with a WSSDA consultant during the April 1 Special Meeting
- Small fire at Salish Coast Elementary yesterday; Principal Lisa Condran explained the response and that there was no danger to students
- Summer school program planned for the month of August
- Expressed understanding that families are bearing the biggest burden this school year

The Board discussed the possibility of in-person meetings and directed Superintendent Gessner-Crabtree to provide in-person meeting venue options at the March 18, 2021 Regular Business Meeting.

### Director of Finance and Business Operations

Director of Finance and Business Operations Amy Khile presented the February 2021 enrollment report. She also gave budget summaries for all funds, special education funding reports, and capital levy and bond analyses for January 2021. Ms. Khile also presented an analysis of revenue loss due to declining enrollment and the Quarterly Public Records Requests report. She mentioned that Supervisor of Maintenance and Facilities Justin Gray hopes to provide a Capital Projects Update report during the March 1, 2021 Work/Study Meeting. Discussion followed.

### Old Business

#### Policy 6220 Bid or Request for Proposal Requirements – Second Review/Adoption

Director James-Wilson moved to approve Policy 6220 Bid or Request for Proposal Requirements as presented. Director Welch seconded and the motion carried 5-0.

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Policy 6230 Relations with Vendors – Second Review/Adoption

Director Ross moved to approve Policy 6230 Relations with Vendors as presented. Director Welch seconded and the motion carried 5-0.

New Business

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

Superintendent Gessner-Crabtree explained that the recommended edits enables students to wear tribal regalia during graduation ceremonies. Director James-Wilson requested the tribal regalia language from the procedure be added to the policy under Implementation. The policy will be presented for adoption at the March 1, 2021 Work/Study Meeting.

Policy and Procedure 3225 and 3225P School-Based Threat Assessment – First Review

Superintendent Gessner-Crabtree said the minor edits are to the Cross References section due to Policy 4314 Notification of Threats of Violence or Harm previously being retired and merged into Policy 3143 Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm. Policy 3225 will be presented for adoption at the March 1, 2021 Work/Study Meeting.

Policy 4050 Data Sharing with Local Tribes – First Review

Superintendent Gessner-Crabtree explained that the new policy provides student privacy protection not covered under FERPA and is needed to complete the Memorandum of Understanding with Jamestown S’Klallam Tribe. The policy will be presented for adoption at the March 1, 2021 Work/Study Meeting.

Policy 4301 Limiting Immigration Enforcement in Schools – First Review

Superintendent Gessner-Crabtree presented the minor edits recommended by WSSDA. The policy will be presented for adoption at the March 1, 2021 Work/Study Meeting.

Approve Student Fees for 2021-22

No fee increases were recommended for 2021-22. Director James-Wilson moved to approve Student Fees for 2021-22 as presented. Director Ross seconded and the motion carried 5-0.

Approve Ratio of Certificated Instructional Staff to Full Time Equivalent Students Enrolled in Alternative Learning Experience Programs and Courses for the 2021-22 School Year

Superintendent Gessner-Crabtree explained that annual approval of the ALE staff-student ratio is required and the recommended ratio for 2021-22 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 2021-22 School Year. Director James-Wilson seconded and the motion carried 5-0.

Approve Food Service Bid

Director of Finance and Operations Amy Khile said that Director of Food Services Stacey Larsen experienced delivery difficulties with the current provider. Ms. Khile explained the bid process that followed federal bidding guidelines, and recommended approval of the bid from SYSCO. Director

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James-Wilson moved to approve the Food Service Bid with SYSCO. Director Welch seconded and the motion carried 5-0.

Public Comments – None

Board Discussion and Comments

Director James-Wilson asked if a completion date of the ALE Program Review is available. Superintendent Gessner-Crabtree will provide an update at the March 1, 2021 Work/Study Meeting. Director Welch congratulated Chimacum School District on the passing of their levy.

Future Meeting Topics and Agenda Planning

In addition to upcoming Work/Study and Regular Business Meetings, the Board will meet February 24, 2021 in a Special Joint Meeting with Chimacum School District Board of Directors to announce the new superintendents. Director James-Wilson and Superintendent Gessner-Crabtree will participate in the WASA/WSSDA/WSBP Legislative Conference February 21 and March 15-19.

Executive Session – Not Needed

Adjournment

Chair O’Hara entertained a motion to adjourn. Director Ross so moved.

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

*Sandy Gessner-Crabtree*

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Sandra Gessner-Crabtree  
Secretary

ATTEST: *Nathanael O’Hara*

\_\_\_\_\_  
Nathanael O’Hara  
Board Chair

## SUPPLEMENTAL CONTRACTS FOR 2020-21

<u>NAME</u>	<u>POSITION</u>	<u>PAY PERIOD</u>
Clanton, Tara	Winter Sports Cheerleader Advisor	Feb-Mar
Gaffney, Pat	Head Football Coach	Feb-Mar
Stegner, Logan	Assistant Football Coach	Feb-Mar
Apker-Montoya, Gabe	Assistant Football Coach	Feb-Mar
Montoya, Noa	Assistant Football Coach	Feb-Mar
Fraser, Alice	Cross Country Coach	Feb-Mar
Fraser, Ian	Assistant Cross Country Coach	Feb-Mar
Zenz, Emily	Assistant Volleyball Coach	Feb-Mar
Cantley, Robert	Girls' Soccer Coach	Feb-Mar
Lahti, Aliina	Girls' Soccer Assistant Coach	Feb-Mar
Braden, Peter	Girls' Swim Coach	Feb-Mar
Minnihan, Shannon	Assistant Girls' Swim Coach	Feb-Mar