

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

Vice Chair Ross led the Pledge of Allegiance.

Agenda

Director Taylor moved to approve the agenda as presented. Director James-Wilson seconded and the motion carried 4-0.

Recognition

PTHS Mock Trial

Superintendent Gessner-Crabtree congratulated the PTHS Mock Trial Club for their accomplishments this year, including taking 5th place in state as a team and earning individual award nominations. Mock Trial Advisor Chris Pierson commended the students for their amazing work and expressed pride in the group. He also thanked adult volunteers who provide the mock trial experience. PTHS Principal Carrie Ehrhardt also expressed pride in the club and thanked Advisor Pierson for his tireless work. Students Emillia Nunn and Sorina Johnston mentioned the skills they gained and the fun they had and also thanked adult volunteers. Clallam County Superior Court Commissioner, adult volunteer and parent Brandon Mack praised the students' preparation and skills and commended the students, advisor and other adult volunteers.

Records and Information Management Month

Superintendent Gessner-Crabtree read the governor's proclamation declaring April 2021 as Records and Information Management Month. She recognized Business Office Administrative Assistant Carrie Baxter for retrieving and sorting records from the Lincoln Building and organizing the district records room. Ms. Baxter thanked student and staff helpers and the maintenance team for their assistance with the project.

Hero Awards

District Librarian Joy Wentzel presented a PT Schools Hero Award to Blue Heron Library Paraeducator Shannon Grewell in recognition of her dedication to and compassion for the Blue Heron community. Ms. Grewell willingly accepted the new job task of assisting staff and students with technology issues this school year, which required learning and flexibility. Ms. Grewell said it has been a crazy year and it is her pleasure to support the Blue Heron community. Director of Finance and Business Operations Amy Khile presented a PT Schools Hero Award to Director of Food Services Stacey Larsen. Ms. Khile thanked Ms. Larsen for her passion about students receiving quality meals, even with the challenges created by school closures and home deliveries. Ms. Larsen thanked the Food Service and Transportation teams for preparing and delivering meals and thanked administrators and the Board for supporting the food service mission. The Board presented PT Schools Hero Awards to District Director of Communications Sarah Rubenstein and Executive Assistant to the Superintendent Katy Gaffney. Director James-Wilson thanked Ms. Rubenstein and Ms. Gaffney for the support they provided the

Board and community during the recent joint superintendent search with Chimacum School District. Director James-Wilson also read a message of congratulations and thanks from search consultant Hank Harris.

Public Comments – None

Board Correspondence – None

Consent Agenda

Director James-Wilson said she is excited for current PTHS Attendance Secretary Lisa Anderson to be moving into the PTHS Principal's Secretary position. Director James-Wilson moved to approve the consent agenda as presented. Director Welch seconded and the motion carried 4-0. Included on the consent agenda were the following items: 1) Payroll for March 2021; 2) Accounts Payable as of April 15, 2021; 3) Recommend the following actions:

- Hires:
- Recommend Danielle Moyer as .5 FTE 4th Grade Distance Learning Teacher, Salish Coast Elementary, for the remainder of the 2020-21 school year, effective April 12, 2021.
 - Recommend Sheana Walvatne as 6.5 Hr/Day Special Education Paraeducator, 1:1 support, Blue Heron Middle School, effective March 29, 2021.
 - Recommend Katelynn Merandy as 6.5 Hr/Day Special Education Paraeducator, Salish Coast Elementary, effective April 26, 2021.
- Transfers:
- Recommend transfer of Tristan Marcum 1.0 FTE Special Education Teacher, Salish Coast Elementary, to .5 FTE Music and .5 FTE Intervention Teacher, Salish Coast Elementary, effective the 2021-22 school year.
 - Recommend transfer of Cerise Allen-Williamson 6.5 Hr/Day Special Education Paraeducator, Salish Coast Elementary to 6.5 Hr/Day Paraeducator – Library, Port Townsend High School effective as soon as current position is filled.
 - Recommend transfer of Lisa Anderson from High School Attendance Secretary to High School Principal Secretary, effective the 2021-22 school year.
- Minutes:
- Approve Minutes of the March 18, 2021 Regular Business Meeting
 - Approve Minutes of the April 1, 2021 Special Meeting
 - Approve Minutes of the April 1, 2021 Work/Study Meeting
- Out-of-Endorsement Teaching Assignments:
- Out-of-Endorsement Assignment for Eric Ode, OCEAN Teacher, 2020-21 School Year
 - Out-of-Endorsement Assignment for MB Armstrong, OCEAN Teacher, 2020-21 School Year

Surplus: Surplus of obsolete or broken computer towers and monitors per attached list

Report

PTHS School Based Health Center

PTHS School Based Health Center Provider Susan O'Brien, ARNP presented a report of school based health clinic utilization by Jefferson County students in 2019-20. She stated that the PTHS School Based Health Center has been offering services since 2008. Ms. O'Brien mentioned the program partners of MCS Counseling Group, Jefferson County Public Health, and Jefferson Healthcare. Medical and mental health services are each offered two (2) days per week at the high school and mental health services are also provided at Blue Heron. She explained how methods of providing services were adjusted due to school closures last spring and limited in-person student attendance this school year. She mentioned that the Quilcene SBHC is officially open and she introduced Dr. Melinda Bower as the medical provider at the Chimacum and Quilcene SBHCs. Discussion followed.

Superintendent

Superintendent Gessner-Crabtree reported on the following:

- Spring state assessments canceled. Testing will occur next fall and spring.
- Place/Project Based Learning professional learning April 14.
- Visited Salish Coast Elementary Monday and Wednesday this week as they welcomed back blended learning students to in-person learning. 75% of students are now attending in-person.
- Blue Heron cohorts will expand to four to five days a week beginning April 19. 79% of students will attend in-person.
- Also on April 19, PTHS will begin their A and B cohort model with cohorts attending two days a week. 81% of students will attend in-person.
- Another planning session with Incoming Superintendent Linda Rosenbury for the Academic and Student Well Being Recovery Plan took place today. The plan will be presented for Board approval May 20 and must be submitted to OSPI by June 1. Planning team will meet again April 21.
- WSSDA Virtual Regional Meeting scheduled for April 19.
- The Board Student Representative Work Group convenes tomorrow afternoon. Will present report at May 6 meeting.
- ALE Study Report requires at least two hours to review, suggested a special meeting for May 13.

Director of Finance and Business Operations

Director of Finance and Business Operations Amy Khile presented the April 2021 enrollment report. She also gave budget summaries for all funds, special education funding reports, and capital levy and bond analyses for March 2021. Ms. Khile also presented the Audit Entrance Conference documents from the Office of the Washington State Auditor Pat McCarthy. The audit will focus on financial statement and Title I federal grant compliance for September 1, 2019 through August 31, 2020. Discussion followed.

Old Business

Policy and Procedure 6000 and 6000P Program Planning, Budget Preparation, Adoption and Implementation – Second Review/Adoption

Director of Finance and Business Operations Amy Khile said no additional edits are recommended following first review. Director James-Wilson moved to approve Policy 6000 Program Planning, Budget Preparation, Adoption and Implementation as presented. Director Welch seconded and the motion carried 4-0.

Policy 6600 Transportation – Second Review/Adoption

Amy Khile explained that House Bill 2455 does not include a definition of infant. Director Welch moved to approve Policy 6600 Transportation as presented. Director James-Wilson seconded and the motion carried 4-0.

Policy 2145 Suicide Prevention – Second Review/Adoption

PTHS Principal Ehrhardt explained the edits to the procedure requested during first review. She also mentioned that OESD 114 will provide staff training for this policy and Policies 3421 and 3205. Director Welch moved to approve Policy 2145 Suicide Prevention as presented. Director Taylor seconded and the motion carried 4-0.

Policy 2246 Optional Education Program (OPEPO) – Second Review/Adoption

Superintendent Gessner-Crabtree said the phrase “for elementary grade levels” was added to the first paragraph per Board request during first review. Director James-Wilson moved to approve Policy 2246 Optional Education Program (OPEPO) as presented. Director Welch seconded and the motion carried 4-0.

Policy 2421 Promotion/Retention – Second Review/Adoption

Director James-Wilson noted two typographical errors that will be corrected prior to finalizing the policy. Director Welch moved to approve Policy 2421 Promotion/Retention with correction of the typographical errors. Director Taylor seconded and the motion carried 4-0.

New Business

Policy and Procedure 3113 and 3113P Social Emotional Climate – New – First Review

Superintendent Gessner-Crabtree explained that the WSSDA model essential policy was mandated by House Bill 2816 – Positive Social Emotional School and Classroom Climates. The Board directed Superintendent Gessner-Crabtree to convene a study group to refine the policy and procedure prior to second review.

Approve Resolution 21-02 Delegate Authority to WIAA

The resolution is required annually to delegate control, supervision, and regulation of any extracurricular activity to WIAA. Director James-Wilson moved to approve Resolution 21-02 Delegate Authority to WIAA as presented. Director Welch seconded and the motion carried 4-0.

Public Comments – None

Board Discussion and Comments

The Board discussed options for continuing to review their self-assessment and possibly reordering meeting agenda items. Director Taylor asked about physical distancing requirements for next school year and Superintendent Gessner-Crabtree explained that Department of Health guidance is needed for planning and is expected soon. Director James-Wilson commended the YMCA community volunteers who provided meals to families of all East Jefferson County school districts during spring break. Vice Chair Ross asked if thank you notes are sent to community stakeholders who participate in activities such as the superintendent search and study focus groups.

Future Meeting Topics and Agenda Planning

Superintendent Gessner-Crabtree notified the Board that ALE Consultant Ann Renker would not be available for a special meeting May 13 to review the ALE study. The Board selected May 6 at 3:30 p.m. for the special meeting. They also decided to begin offering an in-person attendance option at the May 20 Regular Business Meeting instead of the May 6 Work/Study Meeting. Superintendent Gessner-Crabtree also reminded the directors of the April 19 WSSDA Regional Meeting. No directors plan to attend.

Executive Session – Not Needed

Next Meetings

May 6, 2021, Special Meeting to Review the ALE Study, Virtual Meeting via Zoom, 3:30 p.m.
May 6, 2021, Work/Study Meeting, Virtual Meeting via Zoom, 5:30 p.m.

Adjournment

Vice Chair Ross entertained a motion to adjourn. Director Welch so moved.

The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Sandra Gessner-Crabtree
Secretary

ATTEST: _____
Doug Ross
Board Vice Chair