

Board Chair Nathanael O'Hara called the meeting to order at 5:30 p.m. PRESENT: Nathanael O'Hara, Connie Welch, Jennifer James-Wilson, Laura Tucker, and Keith White. Also present were Superintendent Polm, staff, community members, and Jackson Foster and Dakota Schulz, ASB (Associated Student Body) Representatives.

Nathanael O'Hara led the Pledge of Allegiance.

Agenda Approval

Keith White moved to approve the agenda. Laura Tucker seconded. Ms. James-Wilson suggested moving 03.01 Hero Awards to after 07. Board Correspondence, as the recipients had not arrived. Mr. White moved to amend the agenda to reflect that change. Ms. Tucker seconded the amended motion carried 5-0.

Approval of Minutes

The following minutes were brought for approval:

- Minutes of the September 21, 2017 Regular Meeting
- Minutes of the October 5, 2017 Work/Study Meeting

Ms. Tucker moved to approve the minutes of the September 21, 2017 Regular Meeting. Ms. James-Wilson seconded and the motion carried 5-0.

Mr. White moved to approve the minutes of the October 5, 2017 Work/Study Meeting. Connie Welch seconded and the motion carried 5-0.

Public Comments - None

Consent Agenda

Ms. Tucker moved to approve the consent agenda. Mr. White seconded and the motion carried 5-0.

Included on the consent agenda were the following items: 1) Payroll for September, 2017; 2) Accounts Payable as of October 19, 2017; 3) Recommend the following actions:

Hires:	Recommend Tyler Brown-Burnstein for the 6.75 hr./day LAP Para Educator position at Grant Street Elementary, effective October 18, 2017 Recommend Robert Cantley as High School Assistant Boys' Soccer Coach, effective the 2017-18 season
Transfers:	Recommend Teri Freitas transfer from Para Educator/Custodian to 8 hr./day Secretary, Grant Street Elementary, effective October 23, 2017
Retirements/Resignations:	Accept resignation of Paula Rainey, 6.33 hr./day Para Educator, Port Townsend High School, effective October 19, 2017 Accept resignation of Jennifer Matney, Para Educator, Grant Street

Board Correspondence

The board reviewed correspondence between Tom Thiersch and Superintendent Polm regarding the WSSDA (Washington State School Directors' Association) regional meeting on October 14, 2017 and items on the board annual calendar.

Reports

Board

Ms. James-Wilson reported on the 2017 WSSDA Legislative Conference she attended on September 22-23, 2017, where she submitted the measures the Port Townsend Board of Directors felt were a priority. Discussion followed.

Ms. James-Wilson also reported that she had attended a Jefferson Transit Advisory Board meeting and asked that board to consider expanding their membership, at its December meeting, to include a school board member from one of the four school districts in Jefferson County.

Ms. Tucker reported that the Students for Sustainability Club will be holding a silverware drive on October 21, 2017 at the Cotton Building, 607 Water Street, from 9-12.

Student

Jackson Foster and Dakota Schulz reported that the ASB is currently working on planning the Veterans Day assembly.

Recognition

Hero Awards

Superintendent Polm presented a Hero Award to Dorothy Stengel, Grant Street teacher, for her leadership and arranging many outside activities for students, including visiting the Wooden Boat Festival and the Sail Loft, and her involvement in community groups such as the Salmon Coalition.

Title I/LAP Report

Patrick Gaffney, Blue Heron Principal and Title I/LAP Director explained that the Title I Program is a federal program designed "to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps", and the LAP (Learning Assistance Program) offers supplemental services for students in Grades K-12 who score below grade level standard on the English Language Arts and the Math assessment tests. Mr. Gaffney reported on revenues and expenditures for those programs and explained some of the opportunities students are offered. An annual review of the District's Title I Program is required by Policy 4130.

Blue Heron Report and School Improvement Plan – Patrick Gaffney

Mr. Gaffney reported on staffing, academic programs, student demographics, achievements, supports, and community partners at Blue Heron School, as well as improvement goals for 2017-18. Brett Navin, Language Arts teacher, Jennifer Manning, Science teacher, and Leslie Shively, Social Studies teacher, explained some the strategies they employ to help students be successful, including doing well on assessment tests, such as the new Next Generation Science Standards.

OCEAN Annual Report 2016-17

Principal Gaffney reported on staffing, academic programs, student demographics, achievements, supports, and community partners in the OCEAN Program, as well as improvement goals for 2017-18. Former Program Coordinator, Liz Quayle, also shared program information from 2016-17.

Maintenance and Facilities – Brad Taylor

This report was inadvertently omitted from the board packet, so board members were given a handout with information regarding 2016-17 projects and the budget for the Maintenance and Facilities Department. That report will be attached to the minutes of this meeting.

Salish Coast Elementary Construction Update – Brad Taylor

Mr. Taylor said some cuts may have to be made to the project to stay within budget, including some landscaping and installing a less expensive heating system. Mr. Taylor reported that concrete pours are being completed as well as the gym floor and some plumbing in the next few weeks.

Superintendent

Superintendent Polm reported on the following:

- Superintendent newsletter published every 2-3 weeks, also available online
- Learning Walks with administrators to visit classrooms in each building, scheduled in advance with teachers
- Great Shake-Out Earthquake Drill he attended at Grant Street today
- HIV/AIDS instruction, including grade-level and age-appropriate sexual health education done in the District. The board requested a presentation from the school nurse regarding this topic at a future board meeting.
- Center for Education Effectiveness survey done last May. Dr. Polm plans to share a report of some of the results from that survey at the December 7, 2017 board meeting.
- Food Service equipment failures and the procedure for notifying students and families of negative lunch account balances. Community fund raising efforts to pay some of the negative lunch account balances were discussed.
- WASA (Washington Association of School Administrators) conference October 10, 2017 he attended with principals
- West Sound STEM (Science, Technology, Engineering, Math) legislative breakfast he attended on October 12, 2017
- Experiential and place-based education opportunities in the district and how PTEF (Port Townsend Education Fund) grants help support those projects

Director of Business and Finance – Amy Khile

Ms. Khile reported on enrollment for October, 2017 and gave a budget summary for all funds for August and September 2017, a special education funding report, and a capital levy and bond analysis. Discussion followed.

Action Items

Approve out-of-state travel for Kirsten Bledsoe to GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) West Conference, October 29-31, 2017 in Portland, Oregon.

Ms. Tucker moved to approve out-of-state travel for Kirsten Bledsoe to the GEAR UP conference in Portland, Oregon, October 29-31, 2017. Mr. White seconded and the motion carried 5-0.

Policy Review

Policy and Procedure 6505

Superintendent Polm explained that since security cameras have recently been installed at the high school and Blue Heron, and are planned for Salish Coast Elementary, the District needs to have a policy and procedure for security cameras. After review by the attorney, both the policy and procedure should be ready for board adoption in November. Discussion followed. Ms. James-Wilson suggested replacing the phrase “that it is necessary to use video security on its property..” in the second sentence of the policy to “the board recognizes that the use of video security on its property helps to . . .” Ms. James-Wilson pointed out duplication in the second to the last and the last bullet in the procedure. Ms. James-Wilson also suggested adding the phrase “community members” to the last two sentences in the policy. This policy and procedure will be on the November 2, 2017 work/study board meeting agenda for a second review.

Public Comments - None

Future Meeting Topics and Agenda Planning

Superintendent Polm suggested having a special meeting on October 30, 2017 to approve the SEIU (Service Employees International Union) contract. Due to some additional time desired for members to review the final contract, it was not ready for approval at tonight’s meeting, but should be approved before October 30, if possible. The board agreed to schedule a special meeting on October 30, 2017 at 5:30 p.m. Because Board Chair O’Hara and Vice-Chair White will both be absent at that special meeting, Ms. James-Wilson was appointed as acting Board Chair.

Executive Session

The regular meeting was adjourned at 9:03 pm. to an executive session to discuss union negotiations for approximately 10 minutes. The executive session was adjourned at 9:15 p.m. The regular meeting was re-convened at 9:15 p.m.

Board Reflections

Mr. White said he will not be at the November 2, 2017 board meeting, and asked if he could do the board thought for the December 7, 2017 meeting.

Adjournment

The meeting was adjourned by consensus at 9:20 p.m.

Respectfully submitted,

John A. Polm, Jr., Secretary

ATTEST: _____
Nathanael O’Hara, Board Chair