

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

ASB Representative Caleb Johnson led the Pledge of Allegiance.

Agenda

Director White moved to approve the agenda. Director Tucker seconded and the motion carried 4-0.

Recognition

Superintendent

- Staff Awards

Superintendent Polm thanked and congratulated the six (6) newly certified National Board Certified (NBC) staff members, who joined the district's six (6) previously certified NBC staff members. Each director honored and congratulated the staff for their commitment, passion and effort to obtain the certification.

School Board Appreciation

- Superintendent Polm read the proclamation from Governor Inslee declaring January School Board Appreciation Month. He thanked the Board for their leadership, dedication and involvement throughout the district and presented each board member with a recognition certificate.

Vice-Chair James-Wilson recessed the meeting at 5:47p.m. for a short reception in honor of the National Board Certified staff and the Directors. The meeting was reconvened at 6:01 p.m.

Approval of Minutes

The following minutes were brought for approval:

- Minutes of the December 7, 2017 Regular Meeting. Director White moved to approve the minutes. Director Tucker seconded and the motion carried 4-0.
- Minutes of the January 4, 2018 Work/Study Meeting. Director White moved to approve the minutes. Director O'Hara seconded. After a typographical correction on page 1, the motion carried 4-0.

Public Comments-None

Consent Agenda

Director Tucker moved to approve the consent agenda. Director White seconded. Following a correction to the year of the Accounts Payable report from January 18, 2017 to January 18, 2018, the motion carried 4-0. Included on the consent agenda were the following items: 1) Payroll for December 2017; 2) Accounts Payable as of January 18, 2018; 3) Affirmative Action Plan; 4) Retire Policy 6010 Fiscal Year; 5) Recommend the following actions:

- Hires: Recommend Leslie Shively and Jennifer Manning as After School Program Coordinators, Blue Heron Middle School, effective the 2017-18 school year.
Recommend Bobi Beery as 5.75 Hr/Day Food Service Assistant I, Grant Street Elementary, effective January 4, 2018.
Recommend Ariel Marshall as 6.17 Hr/Day Special Education Paraeducator, Blue Heron Middle School, effective January 8, 2018.
Recommend Cambra Gilbert as 6.17 Hr/Day Special Education Paraeducator, Blue Heron Middle School, effective January 4, 2018.
Recommend Lamont Thornton as High School Boys' Baseball Coach, effective the 2018-18 season.
- Retirements/Resignations: Accept resignation/retirement of Karen Waite, 1.0 FTE Special Education Teacher, Blue Heron Middle School, effective the end of the 2017/18 school year.
Accept resignation of Eugena Dickerson, Paraeducator, Blue Heron Middle School, effective immediately.
Accept resignation of Doug Breithaupt, Blue Heron Middle School Boys' Basketball Coach, effective immediately.
- Leaves: Approve Emily Gustafson, Grant Street Elementary School Psychologist, leave of absence for the 2018-19 school year.
- Donation: Accept donation from JeffCo Aquatic Coalition to High School Girls Swim Team.

Board Correspondence

The Board reviewed correspondence between Jim Rosenthal and Carol Anne Modena and Superintendent Polm regarding support of the food service practice of serving local, scratch made foods.

Reports

Board Members

Director White reported that he and Director James-Wilson joined Superintendent Polm for lunch at Blue Heron Middle School January 9, 2018. Director White expressed appreciation for the delicious meal and the tour of the building. Director O'Hara stated he enjoyed the Crush in the Slush basketball tournament December 28-30, 2017, which offered a fun and unique atmosphere and a partnership opportunity between Port Townsend schools and the Port Townsend Basketball Club. Director Tucker thanked Port Townsend High School Principal Ehrhardt, Blue Heron Principal Gaffney, Blue Heron Counselor Bledsoe and School Resource Officer Vergin for joining the Jefferson County Coalition for Education and Prevention of Marijuana Usage in Students.

Student

Caleb Johnson and Samantha Short ASB Representatives, reported on the following:

- Students are planning Winterfest week of activities including an assembly, a staff versus students basketball game, and a dance.

Superintendent

Superintendent Polm reported on the following:

- Attended Fort Worden Advisory Committee (FWAC) meeting January 18, 2018
- Provided handouts for and explained the University of Washington Robinson Center/Fort Worden/Port Townsend Schools Partnership for planning upcoming classes for highly capable and/or motivated students with a focus on equity
- Attended community event on Martin Luther King, Jr. Day, January 15, 2018
- Attending Lean Thinking Course with Amy Khile and Laurie McGinnis, which focuses on work flow processes, data analysis, and productivity
- Attended a HS Wrestling match
- Attended bargaining training presented by Foster, Porter and Rorick in Tukwila January 11, 2018
- Has been meeting with principals and directors regarding mid-year performance reviews
- Provided information regarding ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training, which is research-based and endorsed by law enforcement
- Washington's ESSA (Every Student Succeeds Act) Plan was approved by the US Department of Education. Explained the updates to the state accountability system and the new Achievement Index that will be used to score schools
- Offered updated redistricting information to include the process and timeline

Director of Finance and Business Operations

Amy Khile reported on enrollment for January 2018 and gave a budget summary for all funds for December 2017, a special education funding report, and a capital levy and bond analysis. Discussion followed.

Action Items

Approve Change Order Number 04 for Salish Coast Construction

Superintendent Polm explained the changes and Facilities Director Brad Taylor stated the project is operating within the maximum operating budget. Director White motioned to approve the Change Order Number 04 for Salish Coast Construction. Director O'Hara seconded and the motion carried 4-0.

Approve Policy 2190 Highly Capable Program

Superintendent Polm stated there were no changes to the policy from the first review. Director O'Hara moved to approve Policy 2190 Highly Capable Program. Director Tucker seconded and the motion carried 4-0.

Approve Policy 3231 Student Records

Superintendent Polm stated there were no changes to the policy from the first review and explained the procedure is being finalized. Director Tucker moved to approve Policy 3231 Student Records. Director White seconded and the motion carried 4-0.

Approve Policy 4000 Public Information Program

Superintendent Polm stated the previously suggested changes were applied to the policy. Director O'Hara moved to approve Policy 4000 Public Information Program. Director Tucker seconded and the motion carried 4-0.

Approve Policy 5401 Sick Leave

Superintendent Polm stated changes suggested by the school district attorney and Human Resources Director Laurie McGinnis had been applied to the policy. He also explained new sick leave legislation. Director White moved to approve Policy 5401 Sick Leave. Director O'Hara seconded and the motion carried 4-0.

Approve Policy 6020 System of Funds and Accounts

Superintendent Polm stated no changes had been made to the policy from first review. Director O'Hara moved to approve Policy 6020 System of Funds and Accounts. Director Tucker seconded and the motion carried 4-0.

Approve Policy 6021 Interfund Loans

Superintendent Polm stated no changes had been made to the policy from first review. Director White moved to approve Policy 6021 Interfund Loans. Director O'Hara seconded and the motion carried 4-0.

Approve Policy 6022 Minimum Fund Balance

Superintendent Polm explained one language change from first review had been applied to the policy. Discussion regarding acceptable minimum fund balance followed. Director O'Hara moved to approve Policy 6022 Minimum Fund Balance. Director White seconded and following a grammatical correction the motion carried 4-0.

Approve Policy 6030 Financial Reports

Superintendent Polm stated no changes had been made to the policy from first review and that other district's policies are similarly structured. Director Tucker moved to approve Policy 6030 Financial Reports. Director White seconded and the motion carried 4-0.

Approve Policy 6040 Expenditures in Excess of Budget

Superintendent Polm stated no changes had been made to the policy from first review. Director White moved to approve Policy 6040 Expenditures in Excess of Budget. Director O'Hara seconded and the motion carried 4-0.

Approve Policy 6100 Revenues from Local, State and Federal Sources

Superintendent Polm explained language changes suggested at first review had been applied to the policy. Director O'Hara moved to approve Policy 6100 Revenues from Local, State and Federal Sources. Director Tucker seconded and the motion carried 4-0.

Approve Policy 6570 Property and Data Management

Superintendent Polm explained the electronic records language from Policy 3231 had been added to the policy as requested by the Board at first review. Director Tucker moved to approve Policy 6570 Property and Data Management. Director White seconded and the motion carried 4-0.

Approve Policy 6801 Capital Assets

Superintendent Polm stated minor grammatical changes had been made to the policy from first review. Director White moved to approve Policy 6801 Capital Assets. Director Tucker seconded and the motion carried 4-0.

Approve Policy 6881 Disposal of Surplus Equipment and/or Materials

Superintendent Polm explained the updated materials values suggested at first review had been applied to the policy. Director O'Hara moved to approve Policy 6881 Disposal of Surplus Equipment and/or Materials. Director White seconded and the motion carried 4-0.

Approve Policy 6882 Sale of Real Property

Superintendent Polm stated no changes had been made to the policy from first review. Director O'Hara moved to approve Policy 6882 Sale of Real Property. Director Tucker seconded and the motion carried 4-0.

Approve Policy 6950 Contractor Assurances, Surety Bonds and Insurance

Superintendent Polm stated no changes had been made to the policy from first review. Director White moved to approve Policy 6950 Contractor Assurances, Surety Bonds and Insurance. Director O'Hara seconded and following discussion the motion carried 4-0.

Approve Superintendent Contract Extension – July 1, 2018-June 30, 2021

Director White moved to approve the Superintendent Contract Extension. Director Tucker seconded and following expressions of appreciation to Superintendent Polm for his leadership, temperament and teaching, the motion carried 4-0.

Unfinished Business – None

New Business

Local Impacts of House Bill 2242

Superintendent Polm explained the upcoming changes to the allocation per student received from the State of Washington. He mentioned discussion has taken place with the Port Townsend Education Association proposing a one-year rollover contract for 2018-19, providing additional time for both parties to analyze the impacts of House Bill 2242 (HB 2242). Superintendent Polm also noted new restrictions on local levy funds spending included in HB 2242. He offered remaining concerns including Port Townsend Schools' staff mix of experienced and highly educated members creating a funding challenge under the new regulations. He stated each school district will be responsible for developing its own salary scale. Superintendent Polm explained the regionalization process included in HB 2242 and presented a document from the Office of the Superintendent of Public Instruction (OSPI) showing its prediction for the financial impact of HB2242 for Port Townsend School District. Discussion followed regarding levy and property tax income and expenditures, creating job satisfaction for staff outside of compensation and properly explaining the effects to the community.

Transportation Co-op with Chimacum School District

Superintendent Polm stated the agreement began in 1981 and has been renewed twice. He recommends the district continues in the partnership and works toward a long-term agreement. A council comprised of representatives from both districts has formed and begun meeting. Superintendent Polm explained that Chimacum is the operator district and both districts benefit financially. Renovations of the facilities have been discussed in the past with no formal plan. Superintendent Polm and the Board discussed the capital funds previously set aside for renovations. Director O'Hara recommended a formalized agreement and council be put in place, after which renovations and expenditures can be discussed. Superintendent Polm will further research capital funds previously set aside for renovations and additional discussion is scheduled for the next board meeting.

Public Comments-None

Future Meeting Topics and Agenda Planning

Review of transportation co-op with Chimacum School District.
Reviewed calendar

Board Reflections

Director Tucker thanked Amy Khile for her work in preparing the 6000 series policies for review. Director White thanked Superintendent Polm and Chimacum School District Superintendent Rick Thompson for their joint Letter to the Editor published in PT Leader regarding School Board Recognition Month. Director O'Hara thanked Superintendent Polm and the students of Port Townsend Schools for honoring the Board during School Board Recognition Month.

Adjournment

The meeting was adjourned by consensus at 8:24 p.m.

Respectfully submitted,

John A. Polm, Jr., Secretary

ATTEST: _____
Jennifer James-Wilson,
Board Vice-Chair