

Board Chair Connie Welch called the meeting to order at 5:34 p.m. PRESENT: Connie Welch, Nathanael O'Hara and Laura Tucker. Keith White joined the meeting by phone. EXCUSED: Jennifer James-Wilson. Also present were Superintendent Polm, staff, and Associated Student Body (ASB) Representative Caleb Johnson.

ASB Representative Caleb Johnson led the Pledge of Allegiance.

#### Agenda

Director Tucker moved to approve the agenda as presented. Chair Welch stated a change would be necessary. Director Tucker withdrew her motion. Chair Welch said Policy 3122 Excused and Unexcused Absences would be moved from Action Items to Unfinished Business at tonight's meeting. Director Tucker moved to approve the agenda as corrected. Director O'Hara seconded and the motion carried 4-0.

#### Approval of Minutes

The following minutes were brought for approval:

- Minutes of the April 19, 2018 Special Meeting. Director O'Hara moved to approve the minutes. Director White seconded and the motion carried 4-0.
- Minutes of the April 19, 2018 Regular Meeting. Director White moved to approve the minutes. Director O'Hara seconded and the motion carried 4-0.
- Minutes of the May 3, 2018 Work/Study Meeting. Director Tucker moved to approve the minutes. Director O'Hara seconded and the motion carried 4-0.

#### Public Comments-None

#### Consent Agenda

Director Tucker moved to approve the consent agenda. Director O'Hara seconded and the motion carried 4-0. Included on the consent agenda were the following items: 1) Payroll for April 2018; 2) Accounts Payable as of May 17, 2018; 3) Recommend the following actions:

Hires:

- Recommend Shelby MacMeekin as Assistant Principal/Program Director, Salish Coast Elementary, effective the 2018-19 school year.
- Recommend employment of certificated administrators for the 2018-19 school year as per attached personnel action list.
- Recommend employment of classified administrators for the 2018-19 school year as per attached personnel action list.
- Recommend Konstantin Semerikov as 1.0 FTE Math/Science Teacher, Blue Heron Middle School, effective the 2018-19 school year.
- Recommend Wanda Leclerc, .5 FTE Art Teacher, Grant Street Elementary, for additional .5 FTE Art Teacher, Salish Coast Elementary, bringing Wanda's FTE to 1.0 FTE for the 2018-19 school year.
- Recommend Sandra Marcum as 1.0 FTE First/Second Grade Teacher, Salish Coast Elementary, effective the 2018-19 school year.
- Recommend Tristan Marcum as 1.0 FTE 5<sup>th</sup> Grade Teacher, Salish Coast Elementary, effective the 2018-19 school year.

Recommend Ellen Thomas as .6 FTE School Counselor, Salish Coast Elementary, effective the 2018-19 school year.

Recommend Kiley Gard as 1.0 FTE Counselor, Port Townsend High School, effective the 2018-19 school year.

Recommend employment of full-time and part-time teachers and certificated support personnel for the 2018-19 school year as per attached personnel action list.

Recommend Latrecia Arthur as 8 Hr/Day Secretary, Grant Street Elementary, effective March 5, 2018.

Recommend employment of classified non-represented staff for the 2018-19 school year as per attached personnel action list.

Recommend Patrick Gaffney as Assistant Football Coach, Port Townsend High School, effective the 2018-19 school year.

Recommend Brian Tracer as Girls' Basketball Head Coach, Port Townsend High School, effective the 2018-19 school year.

- Retirements/Resignations:
- Accept resignation/retirement of Mark Welch, 1.0 FTE Photography/Video Teacher, Port Townsend High School, effective the end of the 2017-18 school year.
  - Accept resignation of Amy Griffin, 1.0 FTE Reading Specialist, Blue Heron Middle School, effective the end of the 2017-18 school year.
  - Accept resignation/retirement of Patricia Range, .5 FTE Birth-to-Three Teacher, effective the end of the 2017-18 school year.
  - Accept resignation of Judy Harwood, Food Service Assistant I, Grant Street Elementary, effective the end of the 2017-18 school year.
  - Accept resignation of Madeline Krysinski, 6.33 Hr/Day Special Education Paraeducator, effective the end of the 2017-18 school year.
  - Accept resignation of J. Michael Hanby, Assistant Track Coach, Port Townsend High School, effective May 9<sup>th</sup>, 2018.
  - Accept resignation of Jennifer Nielsen, High School Drama Advisor, effective the end of the 2017-18 school year.
- Transfers:
- Recommend transfer of John Burke, 1.0 FTE Special Education Teacher, Blue Heron Middle School to 1.0 FTE School-wide Behavior Intervention Specialist, Blue Heron Middle School, effective the 2018-19 school year.
  - Recommend transfer of David Egeler, 1.0 FTE Salish Coast Elementary Special Education Teacher to .5 FTE Salish Coast Elementary and .5 FTE Blue Heron Middle School Special Education Teacher, effective the 2018-19 school year.
  - Recommend transfer of Amy Recker, 6.0 Hr/Day Special Education Paraeducator, Port Townsend High School, to 6.5 Hr/Day Behavior Intervention Specialist/Paraeducator, Blue Heron Middle School, effective the 2018-19 school year.
  - Recommend transfer of Shawn McGregor, 2.5 Hr/Day Paraeducator, Grant Street Elementary, to 6.25 Hr/Day LAP Paraeducator, Salish Coast Elementary, effective the 2018-19 school year.
- Contract Adjustments:
- Approve Julianne Dow's contract reduction from .8 FTE to .6 FTE Teacher, Port Townsend High School, effective the 2018-19 school year only.

Leaves of Absence:	Approve leave of absence for Jeanette Parker, Learning Support Services Secretary, for the 2018-19 school year.
Overnight Travel:	Approve overnight travel, Kaleen Steinke 5 <sup>th</sup> Grade class field trip to Fort Townsend State Park June 8-9, 2018.
Student Handbooks:	Approve 2018-19 Salish Coast Elementary School Student Handbook. Approve 2018-19 Blue Heron Middle School Student Handbook. Approve 2018-19 Port Townsend High School Student Handbook.
Summer Student and Athletic Camps:	Approve High School Boys Basketball to Gonzaga University Basketball Camp in Spokane, WA, July 19-22, 2018. Approve High School Football to Linfield College Camp in McMinnville, OR, June 21-24, 2018. Approve High School Girls Basketball to BNB Camp in Ilwaco, WA, June 17-21, 2018. Approve High School Girls Basketball to Western Washington University Camp in Bellingham, WA, July 14-19, 2018.
Surplus:	Approve surplus of boiler from Grant Street Elementary.

#### Board Correspondence

The Board reviewed an email from Dave Theilk requesting a district review of a neural disease study and Superintendent Polm's response email.

The Board reviewed an email from Barb Maxwell thanking them for recognizing employees with 25+ years of service to the district at the May 3, 2018 Work/Study Meeting.

The Board reviewed an email from Jan Boutilier thanking them for recognizing employees with 25+ years of service to the district at the May 3, 2018 Work/Study Meeting.

The Board reviewed an email from Shilah Gould regarding the band program and Superintendent Polm's response email.

The Board reviewed an email invitation from Senator Kevin Van De Wege's Office to attend a meeting at 2:00 p.m., June 6, 2018 at Sequim City Hall Council Chambers to discuss impacts of legislation on schools in Legislative District 24. Superintendent Polm, Director White and possibly Director James-Wilson will attend the meeting.

#### Reports

##### Board Members

Director Tucker attended the 8<sup>th</sup> field trip to the Snow Creek Uncas Preserve May 14, 2018. Director O'Hara commended staff and others who organized the Maritime Discovery Schools project showcase presented during the Port Townsend Art Walk event May 5, 2018.

#### Student

Caleb Johnson, High School ASB Representative reported on the following:

- High School ASB hosted a clubs and sports activity fair for Blue Heron Middle School 8<sup>th</sup> graders May 17, 2018
- ASB selection of candidates process and elections will be held soon

#### Superintendent

Superintendent Polm reported on the following:

- Calendar of Events highlights
- Attended a safety co-op meeting with School Resource Officer Jeremy Vergin May 14, 2018 at Olympic Educational Service District (OESD) 114
- Attended Fort Worden Advisory Committee (FWAC) meeting May 17, 2018
- Attended the 7<sup>th</sup> and 8<sup>th</sup> Grade Orchestra and Band concert at Blue Heron Middle School May 15, 2018
- Board meeting draft minutes are now available to directors within 24 hours of a meeting
- Peninsula College Longhouse event will take place May 24, 2018
- Music program parent information night will be held May 22, 2018 at 6:00 pm at Blue Heron Middle School
- Chimacum School District representative has verbally expressed interest in hosting a combined CHS and PTHS girls softball team in 2018-19
- Boys swim team recommendation may be presented at the June 7, 2018 Work/Study Meeting
- Skillmation's youth activity search is now available on their website
- Human Growth and Development Curriculum public review closed May 17, 2018. The recommendation for approval will be brought to the June 7, 2018 Work/Study Meeting
- Grant Street Grand Goodbye celebration will be held June 1, 2018
- Salish Coast celebration ribbon cutting will be held the morning of September 4, 2018 before school and a larger celebration will be held the evening of September 14, 2018
- The Washington State School Directors' Association (WSSDA) fall conference presentation proposal will be submitted by the June 7, 2018 deadline
- Port Townsend School District is part of the 10-district West Sound STEM Network that received an Office of Superintendent of Public Instruction (OSPI) STEM grant

#### Director of Finance and Business Operations

Amy Khile reported on enrollment for April 2018 and gave a budget summary for all funds for May 2018, a special education funding report, and a capital levy and bond analysis. Ms. Khile also reported no public records requests had been received by the district since the last quarterly reporting of requests at the February 15, 2018 Regular Business Meeting. She recently attended the Washington Association of School Business Officials (WASBO) Annual Conference.

#### Action Items

Approve Lease and Mutual Benefit Agreement with Olympic Action Programs (OlyCAP) Head Start  
Superintendent Polm explained the agreement includes leasing two (2) classrooms, playground area and shared office space at Salish Coast Elementary School to OlyCAP for operation of the Head Start program. Director Tucker moved to approve the Lease and Mutual Benefit Agreement with Olympic Action Programs (OlyCAP) Head Start. Director White seconded and the motion carried 4-0.

Approve Policy 3122 Excused and Unexcused Absences

Moved to Unfinished Business

Unfinished Business

Redistricting Timeline

Superintendent Polm presented the Board with a timeline for reorganizing the director districts in the event the Board chooses to pursue that option in the near future. Discussion followed. The issue will be discussed at the June 7, 2018 Work/Study Meeting.

Policy and Procedure 3122 Excused and Unexcused Absences

Superintendent Polm presented updated copies of Policy and Procedure 3122 Excused and Unexcused Absences, which included additional edits in response to recent changes in the Washington Administrative Code (WAC). The policy will be presented for approval at the June 7, 2018 Work/Study Meeting.

New Business- None

Public Comments-None

Future Meeting Topics and Agenda Planning

The June 6, 2018 Work/Study Meeting will include recognition of retiring employees and Hero Award recipients; and reports regarding summer maintenance and technology projects, Skillmation, and Port Townsend Marine Science Center. The June 21, 2018 Regular Business Meeting will include reports regarding high school athletics and Title IX equity in sports and annual district goals. The meeting will also include an executive session to carry out the superintendent year-end-evaluation.

Executive Session

The regular meeting was adjourned at 6:27 p.m. for a 3-minute break and a 30-minute executive session to discuss collective bargaining began at 6:30 p.m. The meeting was reconvened at 7:02 p.m.

Board Reflections

Director White expressed appreciation for being able to join the meeting by phone. Director O'Hara will be excused from the July 5, 2018 Board Meeting.

Adjournment

The meeting was adjourned by consensus at 7:03p.m.

Respectfully submitted,

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John A. Polm, Jr., Secretary

ATTEST: 

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Connie Welch, Board Chair