

REGULAR SCHOOL BOARD MEETING

September 14, 2009 - CORRECTED

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Board Chair Beth Young called the meeting to order at 6:00 pm. Present: John Eissinger, Rita E Beebe, Anne Burkart, Bobby DuBois, Beth Young and Superintendent Tom Opstad. Also present: staff, students, community members and members of the press.

During the work/study session Darlene Quayle reported on the sabbatical she took during the 2008-2009 school year.

The meeting was recessed for Executive Session at 7:10 p.m., at which time the Board reviewed the qualifications of an applicant for public employment.

The board returned from Executive Session at 7:25 p.m., the meeting reconvened at 7:30 p.m.

John Eissinger spoke about Labor Day and led the Pledge of Allegiance.

There was no correspondence.

The board reviewed the minutes of August 10, 2009 regular school board meeting, and the August 22, 2009 board/administrator retreat. Motion to approve both sets of minutes was made by John Eissinger and seconded by Rita Beebe. Motion carried 5-0.

The board reviewed the revised agenda. Under Reports of the Superintendent, Mr. Opstad requested that David Herrington's report on the modular classrooms at Blue Heron be moved to #1 from #7, and under Extra Curricular activities, added item 5.1.4: co-op for middle school football. Motion to approve the agenda as revised made by Rita Beebe, seconded by Anne Burkart. Motion carried 5-0.

The board reviewed the Consent Agenda. Motion to approve made by Anne Burkart and seconded by Rita E. Beebe. Anne Burkart stated that she had checked the submitted financials. Bobby DuBois noted that the board was being asked to approve September 15, 2009 items without reviewing first. Motion carried 5-0.

Included in the Consent Agenda were: 1) Accounts Payable as of September 14, 2009; 2) Payroll – August 2009; 3) Accept the resignation of Susie Kunz, 1.0 FTE Elementary School teacher, Grant Street Elementary, effective immediately; 3) Grant the request for .50 FTE leave of absence for Bruce Cowan, Elementary School teacher, Grant Street Elementary, for the 2009-20 school year; 4) Recommend Jackie (LeCuyer) Bucholz for 1.0 FTE leave replacement at Blue Heron Middle School for the 2009-20 school year; 5) Recommend Pam Rogge for 1.0 FTE School Counselor, Blue Heron Middle School; 6) Recommend Lynne Poser for Business Office Secretary, Port Townsend School District, for the 2009-10 school year; 7) Accept the resignation of Sarah Johnson (Scheet), Paraeducator, Mountain View Elementary School, effective the end of the 2008-09 school year; 8) Accept the resignation of Jeni Little, Cross Country Coach, Blue Heron Middle School, effective immediately; 9) Recommend Jeni Little, High School Cross Country Coach, for the 2009-10 school year; 10) Accept the resignation of Tom Webster, Girls' Basketball Assistant Coach, effective immediately; 11) Recommend Tom Webster, Assistant Boys' Basketball Coach, Port Townsend High School, for the 2009-20 school year; 12) Recommend Jim Guthrie, Volleyball Co-Coach, Blue Heron Middle School, for the 2009-10 school year; 13) Recommend Jon Muellner, Cross Country Coach, Blue Heron Middle School, for the 2009-10 school year; 14) Recommend Kevin Sanford for the .20 FTE Athletic Director position, Port Townsend High School, for the 2009-10 school year; 15) Recommend the following individuals for supplemental contracts for the 2009-10 school year as per the attached personnel action list; 16) Approve the request for travel for Patrick Kane to attend the Washington State Association of Curriculum and Development annual Conference, October 9-10, 2009, in SeaTac, WA; 17) Approve the request for travel for Martina Haskins to attend the Washington Association of Family & Consumer Science Educators Fall Conference, October 25-27, 2009, in Wenatchee, WA; 18) Approve the request for travel for Tanya

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Rublaitus to attend the Washington Association of Vocational Administrators Conference, October 26-27, 2009, in Vancouver, WA; 19) Approve the request to surplus the following items, which are broken, obsolete, and/or of no value to the district: miscellaneous PE equipment from Port Townsend High School and from Blue Heron Middle School; and, from the Food Service Department: one hot serving cart, one non-mobile serving table with sneeze shield, and one portable milk cooler; 20) Accept the donation from First Federal of \$150.00 for use in the Grant Street School raised garden bed project; 21) Approve the agreement between Port Townsend School District and OESD 114 for the district to pay for 4 hours/week x 36 weeks of school nursing services for the 2009-10 school year; 22) Approve the agreement with the Olympic Community Action Program for the Port Townsend School District to provide special education services for students in the OLYCAP Head Start for the 2009-10 school year; 23) Approve the agreement between Port Townsend School District and Jefferson County Public Health for Project Search services for the 2009-10 school year; 24) Approve the agreement between Port Townsend School District and Follett Software Company for Follett Destiny Resource Management services for the 2009-10 school year; 25) Approve the agreement between Port Townsend School District and OESD 114 Science Education Program Courier Services for the 2009-10 school year.

Public Comments:

- Sheila Murphy asked why the Athletic Director position was being split between multiple individuals. She expressed concern that splitting the position will be detrimental to sports programs, and asked that the decision be reconsidered.
- Tom Thiersch heartily thanked school district staff who made Mountain View to Blue Heron classroom moves and new building installations a resounding success. He also suggested that tracking the estimated \$400,000 annual savings for closing Mountain View would benefit the district's future credibility with the community.
- Jennifer James-Wilson echoed Tom Thiersch's kudos regarding the Mountain View move; expressed her excitement regarding the grades 4 to 8 school and OPEPO; and thanked the district for applying for and receiving the \$90,000 Small Works grant. She also expressed her concern about splitting up the Athletic Director's position, and the potential for negative impact to the athletic program. Ms. James-Wilson also asked the district to reconsider increasing benefits and salaries for administrators and other staff, given expenditure reductions being made by local businesses and agencies, and the community's perception that the district is under budget constraints.

Board Member Comments:

- Regarding the Athletic Director position:
 - Rita Beebe commented that sharing the responsibilities of that position among multiple staff is not a new option. She recalled that the structure of that position has evolved over time, since the position can be filled by either contractors or teachers, and that significant portions of the work have been historically performed by school secretaries, e.g. report filing, statistics forwarding, and follow-up paperwork functions.
 - Beth Young asked if a non-certificated person could fill the Athletic Director position? Steve McIntire stated yes, if the position were removed from the certificated contract.
- Regarding the Mountain View/Blue Heron move:
 - Rita Beebe sincerely thanked district staff for their phenomenal handling of the Mountain View closing work. She particularly praised David Herrington's work with local contractors to ensure a timely move.
 - Bobby DuBois stated that the district's decision to close Mountain View was courageous, and that David Herrington and his staff "made us look smart" in the way it was carried out. He commented that the Blue Heron set-up looks good, and fits the school's footprint.
 - Beth Young directed Tom Opstad to develop an accountability system to verify that the estimated savings in the Mountain View closure are realized.
 - Bobby DuBois asked if utility expenses for Mountain View have been transferred to the city, and if there were charges to cancel those services. Steve McIntire responded that the city has

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been asked to transfer services, that Qwest service and the T1 line have been discontinued at no charge. Ken Clow is handling the fuel oil.

- Bobby DuBois thanked Darlene Quayle for her presentation.

Tom Opstad thanked Mark Decker for his work “behind the scenes” to accommodate the restructuring of the Blue Heron campus and, on behalf of the students and staff, expressed his appreciation to all involved for the excellent work.

David Herrington thanked the board for its commitment to make the Mountain View move. He submitted a letter expressing his gratitude to the community and especially to local contractors who made it happen within tight time constraints. Several of those contractors arranged for local projects to be postponed so the district’s move could be accomplished in time. Mr. Herrington said that this kind of flexibility is only possible when working with local contractors, and encouraged the district to continue using local people as much as possible. He stated that he has been working with Tom Opstad and Rosanne Butler to create a small works roster of local contractors, and would appreciate the board’s help in keeping it updated.

Reports of the Superintendent:

Mr. Opstad reported on the following:

Health benefits & Salary Schedules:

- Health benefits for district staff are state mandated and state funded, based on the number of staff the state dictates for the district. We receive \$745 for each district staff member. If the district employs staff beyond the state limit, we must provide funding for health benefits.
- Salary schedules for certificated, classified, unrepresented classified staff and certificated administrators were presented. Mr. Opstad intends to review SIRS data for all positions every couple of years and recommend salary adjustments accordingly, beginning with district office salaries and eventually expanding adjustments to all staff.
 - Julie Jablonski asked if the complexity of our computer network system would make it fair to use state median salary data for determining our Network Administrator’s salary.
 - Beth Young stated that this type of issue would need to be taken into consideration.)
- The restructuring of the Finance Office to improve efficiencies and generate a savings of \$15,000.

The following resolutions were combined as one motion:

- Resolution #09-14: Approve Health Benefits Changes/Salary Schedule for Certificated Staff for the 2009-10 school year.
- Resolution #09-15: Approve Health Benefits Changes/Salary Schedule for Classified Staff for the 2009-10 school year.
- Resolution #09-16: Approve Health Benefits Changes/Salary Schedule for Unrepresented Classified Staff for the 2009-10 school year.
- Resolution #09-17: Approve Health Benefits Changes/Salary Schedule for Certificated Administrators for the 2009-10 school year.

The board reviewed the resolutions. Rita Beebe suggested that the district move quickly to adjust principals’ salaries to keep the district competitive in an environment of increasing statewide retirements.

Motion to approve was made by John Eissinger and seconded by Anne Burkart. Motion carried 5-0.

Request for blanket approval for travel to summer camps, tournaments and post-season play for the 2009-10 school year:

- The board discussed the interplay between district-funded sporting expenses and those funded by booster groups. They also discussed impacts to sports programs of Title IX requirements to ensure we have equitable funding for similar sports.

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- Discussion followed about the role of sports booster organizations, including reports that a booster organization had made loans to the district. Steve McIntire stated that the district does not enter into loan agreements with anyone.
- Beth Young commented that this issue raises questions regarding the role of volunteers and community participation in school activities, and how that such support can affect program inequality. She also stated that this request is just for permission, not for funds authorization.
- Rita Beebe stated that policies and procedures need to be enacted to address potential problems in this area.
- Mr. Opstad agreed that procedures outlining checks and balances need to be put in place.

Motion to approve made by Rita Beebe and seconded by John Eissinger. Motion carried 5-0.

The following requests were considered:

- Request to host a cooperative Girls' Swimming program between Port Townsend High School and Chimacum High School for the 2009-10 school year.
- Request to host a cooperative Cross Country program between Port Townsend High School and Chimacum High School for the 2009-10 school year.
- Request to host a Combined Football program between Chimacum Middle School and Blue Heron Middle School for the 2009-10 school year.
 - Mr. Opstad described the difference between "cooperative" and "combined" sports programs. Cooperative programs allow teams to practice together, and still compete during post-season play. With combined programs team enrollment is combined and the players compete in the league as one team.
 - Beth Young noted that these designations can determine league classifications.

Motion to approve the three requests was made by Anne Burkart and seconded by Rita Beebe. Motion carried 5-0.

Kindergarten Update:

Steve Finch reported on the current status of kindergarten entries this school year. He also described the Ready for Kindergarten Program, which was created in Kennewick and implemented here last year. It's an effective program designed to support new students and parents.

He also discussed the new early entry policy: The standard minimum age for school attendance is 5 years old by August 31, but the district can allow early entries for psychologically screened "extra ready" kids. The district discourages early entries, but if parents request it and are willing to pay for the screening, it is allowed. He stated that there were a record number of requests for early entry this year, six applied, and three were qualified. These three students are subject to a progress review on October 5. If they aren't doing well at that point, the district can unilaterally ask the parents to re-enroll next year.

Beth Young asked if classroom sizes were acceptable. Dr. Finch stated that on the whole they are sufficient, with a couple of Kindergarten classes at overload.

Dr. Finch stated that the last portable is being remodeled for the ICE program, and the lunchroom is back in service.

Exchange Students:

Mr. Opstad reported that the high school is hosting three exchange students, one through ASF and two through Rotary. He stated that he would like the students to attend a board meeting after a couple of months and describe their experiences. Four juniors from the high school are participating in the program as "outbound" exchange students. Mr. Opstad would like them to share their experiences with the board as well, when they return as seniors.

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Digital Learning Commons Changes:

The high school was enrolled in the Digital Learning Commons (DLC) program last year, which provided electronic and library resources for students and teachers. The program was eliminated this year due to lack of funding. Some aspects of the program are being offered by OSPI, but all items teachers used last year will not be available through the DLC.

Preliminary WASL Scores:

The WASL score information reported in local newspapers was preliminary; final scores will be submitted in October. Mr. Opstad reviewed a WASL score website hosted by OSPI: district reading scores are very good; math scores are up in the elementary grades; 10th grade scores in reading and writing are high. Because the district is small, score changes for one student can equal a full percentage point.

2009-10 Curriculum Planning:

- Staff met the first of the year and split into Vertical Learning Teams that will compare district curricula to state expectations. Mr. Opstad expects the teams to produce systemic professional development (using Title II funds), and to have positive impacts in the future.
- Grant Street School teams have been working with the same concepts over the past 5-7 years; the Literacy Team is the longest running group – it's now expanding into the middle and high schools.
- Beth Young commented that this program will help standardize the skills students acquire, so that all those graduating from each grade have learned the same materials.

Vertical Learning Teams:

- The district is working on math curriculum as part of the Vertical Team work. Mr. Opstad expects math scores to increase over the next several years, as influenced by the K-5 Investigations Program.
- The state has set new grade-level expectations for math and science. The district is working on strong professional learning communities (PLCs). The middle school is in its second year of working with the ESD on PLCs.
- Mr. Opstad identified other school information and data reporting sites, including the Evergreen Freedom Foundation, which allows users to sort data (WASL scores, free/reduced lunch population, income, etc.) by area, schools, county, and more.

OSPI Small Repair Grant:

- The district had previously applied for this grant, but didn't receive it. Mr. Opstad reported that he reapplied this year, making it specifically for replacing the Grant Street School boiler with a more efficient boiler. The replacement will require internal plumbing modifications in the boiler room. The new boiler can be easily moved and retrofitted as needed in the future. This grant also provides funds to fix leaks at the high school.
- The grant procedure requires that we fund the improvements, and submit for reimbursement. Steve McIntire reported that a budget extension will be required.
- Mr. Opstad presented the following resolution for approval: Resolution 09-13: Authorization to allow the Superintendent or Business Manager to sign documents relating to the Small Repair Grant project(s) and that all public works requirements will be met. Motion to approve made by John Eissinger and seconded by Rita Beebe. Motion carried 5-0.

October Showcase on Green Design:

Mr. Opstad stated that the district is exploring how to increase "green design" when we are building new facilities, and expanding or remodeling old ones. Mr. Opstad reported that Julie Jablonski is creating informational materials and organizing presentations showcasing green architecture and design techniques, which will be available for the community in October and November. This project is being done with assistance from the Northwest Maritime Center and the Jefferson County Historical Society.

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K-20 Connection & Fiber Optic Network:

Mr. Opstad described the challenges the district faces in providing fiber optic connections between district buildings, and in connecting the district to the outside world through a K-20 fiber connection that will be able to handle more traffic. Bobby DuBois suggested the district get competitive pricing estimates from various telecommunications brokers. Mr. Opstad will continue to update the board as more information becomes available.

September Enrollment:

- Initial estimates indicate that enrollment is down 17 students from what was budgeted, with more students enrolling in the high school than expected and fewer at Blue Heron and Grant Street School. The numbers of students transferring in to the district from Chimacum and the number transferring out to Chimacum are approximately equal, as is normal. Enrollment will be tracked closely.
- Steve McIntire noted that the budget is based on average expected enrollment; starting below expected enrollment is concerning.

Calendar of Events:

- The 2010 census needs to be added. The census takers are encouraging school districts to let people know it's coming. Their goal is a 100% count; Jefferson County tends to be lower than the state average.
- Beth Young noted that an accurate count will help us with our political representation.
- Board members who plan to attend the WSSDA Regional Meeting on October 3rd will need to register by September 26.
- Rita E. Beebe will be able to attend the WSSDA Strategic Planning meeting on Saturday, October 24th.

Policy Review:

A motion was made by John Eissinger and seconded by Anne Burkart to approve the following policies:

- Policy 1114, Board Member Resignation
- Policy 3142/3142P: International Student Exchange:
Motion carried 5-0.

Policy 4129/4129: Family Involvement was brought for approval. After discussion the board requested that Superintendent Opstad check for legal references and clarify the responsibilities of the board. This policy was tabled.

Policy 4130/4130P: Title I Family Involvement was brought for deletion. Since the deletion of this policy is contingent on the approval of Policy 4129, this action was tabled.

Policy 6925: School Facilities was brought for information. The change is a correction to a previous error in the numbering of an RCW.

3500P: Athletic/Activity Code was brought for information.

- There is no change in policy. The procedure change will bring the district's procedure in line with the WIAA handbook.
- Beth Young stated that because the Athletic Director's responsibilities have been spread among several individuals, the flowchart should reflect who is responsible for each task, to avoid non- or miscommunication, or a violation of chain of command.
- Rita Beebe commented that a review committee has not yet been established, that an administrator should be included, and that the committee should be formed before procedural problems arise.
- Mr. Opstad stated that he will follow up on committee formation.

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Board Member Announcements:

- WSSDA Legislative Assembly: Anne Burkart and Beth Young are planning to attend.
- Community Open House at Blue Heron: Tom Opstad will work with Mark Decker to determine if the Open House can be combined with the Blue Heron Birthday Party in early October.
- WSSDA Strategic Planning: Beth Young cannot attend; Anne Burkart will be unavailable October 1 thru the 21st; Bobby DuBois will review the financials for the October 15 board meeting.
- Announcements:
 - Beth Young reminded board members that the October 3rd WSSDA regional meeting will be held in Joyce.
 - Rita Beebe noted that the high school basketball floor looks great after being resealed.

The meeting was adjourned by consensus at 9:36 p.m.

All letters, resolutions, and pertinent information referred to within may be found in the Supplemental File as if fully set forth within.

Respectfully submitted,

Thomas A. Opstad, Superintendent

ATTEST: _____
Beth Young, Chairman