

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**

**Work/Study School Board Meeting, 6:00 p.m.**

**February 9, 2015**

***"Discover the Power of Learning"***

**Mission:**

In partnership with home and community, Port Townsend School District provides a learning environment where each student develops the knowledge and skills to become a creative, successful and engaged citizen.

**01. Location/Time**

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01.01 Gael Stuart Building, Room S-11, 1610 Blaine St., 6:00 p.m.

**02. Call to Order**

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- 02.01 Roll Call
- 02.02 Pledge of Allegiance

**03. Agenda**

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03.01 Agenda Approval

**04. Shining Star Awards – Superintendent Engle**

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**05. Public Comments**

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**06. Board Correspondence**

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06.01 Email from S. Story Regarding Wi-Fi and Cell Phone Radiation Exposure

**07. Reports**

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- 07.01 High School ASB Report
- 07.02 Superintendent
- 07.03 Facilities and Capital Projects Report

**08. Action Items**

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- 08.01 Approval of High School Field Trip to Oregon, March 5-7, 2015
- 08.02 Approval of Policy 1400 – Meeting Conduct
- 08.03 Approval of Policy 1420 – Proposed Agenda
- 08.04 Approval of Policy 1805 – Open Government Trainings
- 08.05 Approval of Policy 4020 – Confidential Communications
- 08.06 Approve Recommendation from Facilities Committee to Award Required Study and Survey to Erickson, McGovern, Architects

**09. Unfinished Business**

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**10. New Business**

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**11. Policy Review**

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11.01 Policy 2145 – Suicide Prevention - First Review

**12. Board Member Announcements/Suggestions for Future Meetings**

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**13. Next Meeting**

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13.01 February 23, 2015 Regular Board Meeting, 6:00 p.m., 1610 Blaine St., Room S-11

**14. Executive Session – (if necessary)**

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**15. Adjournment**

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## School Board

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**From:** Sonia Story <sonia@moveplaythrive.com>  
**Sent:** Friday, January 30, 2015 12:40 PM  
**To:** Pam Daly  
**Cc:** School Board  
**Subject:** Agenda Request: Feb 23, 2015 Health concern with Wi-Fi and Cell phone radiation exposure

Greetings Pam Daly,

I am writing with a deep concern for the students, faculty and staff in Port Townsend schools. I would appreciate being able to address the board about this issue in the Feb. 23, 2015 Board Meeting.

I recently learned that Wi-Fi transmitters are in the classrooms, acting like mini cell phone towers and exposing teachers and students to the damaging effects of electro magnetic radiation.

Until recently I did not know just HOW damaging these effects are.

The situation is alarming.

I believe there is a solution that is low cost and far healthier. See below.

But first the need for change is serious and compelling:

Our health and safety are being compromised with daily exposure to Wi-Fi radiation. There is a link between exposure to Wi-Fi and health challenges such as heart problems, cancer, sleep disturbances, damage to DNA, leakage of the blood-brain barrier, and cognitive delays. For research references, See the book, "Electronic Silent Spring", by Katie Singer.

Already Wi-Fi has been banned in schools in many European countries, guided by the precautionary principle. We cannot rely on FCC guidelines or claims from within the wireless technologies industry to guide us: "FCC guidelines apply only to 'thermal' exposure levels, and do not protect or claim to protect against biologic effects at subthermal or microthermal exposure levels." Magda Havas, PhD.  
It is precisely the subthermal exposure that is biologically damaging.

This 24 minute video by Dr. Magda Havas explains the problem very clearly:  
<https://www.youtube.com/watch?v=6v75sKAUFdc&lis>

Here is the link to extensive research summaries about the serious health effects of exposure these technologies to plants, animals and humans.

<http://www.bioinitiative.org/research-summaries/>

Here is a summary of another study on wireless technology that shows cognitive delays and fatigue in exposed children.

"Russian researchers affiliated with the Russian Academy of Sciences yesterday published two studies in Radiation Biology. Radiation Ecology. 2011. Volume 51, No.5, p.611-623 that describe the effects of mobile phone radiation exposure on children's bodies, showing that children's bodies are more sensitive than adults,

and showing an increased number of phonemic perception disorders, abatement of efficiency, reduced indicators for the arbitrary and semantic memory, and increased fatigue. A steady decline of the parameters over 4 years from high values to bottom standards has been found.”

The link to the article about this study is here:

<http://electromagnetichealth.org/electromagnetic-health-blog/russian-res-children-emf/>

Finally, here is the link to information from the Insurance industry. Those in insurance are seeing WiFi health claims as a significant emerging risk.

[http://media.swissre.com/documents/SONAR\\_+Emerging\\_risk\\_insights\\_from\\_Swiss\\_Re.pdf](http://media.swissre.com/documents/SONAR_+Emerging_risk_insights_from_Swiss_Re.pdf)

Although this is not an issue that is easy to face we must work together for a solution that gives access to technology in a way that is not harmful, for example through the use of ethernet cords, adapters and wired technology. Until this is done, the health of all students, staff and faculty is at risk.

I trust you agree that the health and safety of the students and staff is of primary importance. Just as we have 'no smoking' laws to protect us from second hand smoke, we need safe, Electro-Magnetic-Radiation-free zones for all of us and children especially. I have no doubt that by removing WiFi and disallowing cell phones during school hours our children will be healthier, happier, more alert, and better able to learn.

From what I understand, there is a better way! We can provide internet access that is far healthier, cheaper, and provides a faster, more secure internet connection. Products such as the D Link, PowerLine AV adapter can assist in this effort.

<http://www.dlink.com/uk/en/home-solutions/connect/powerline/dhp-309av-powerline-av-mini-adapter-starter-kit>

I know this is a long email and weighty subject. I would appreciate knowing that you received this email and please let me know your thoughts about this as soon as possible.

I would be glad to work in anyway towards a healthy solution and I trust there are many more parents and community members who would join in this effort.

Kind Regards,

Sonia Story  
Parent and Neurodevelopmental Movement Educator

360-732-4356

Sonia Story

[www.moveplaythrive.com](http://www.moveplaythrive.com)

[sonia@moveplaythrive.com](mailto:sonia@moveplaythrive.com)

360-732-4356



# Capital Projects Analysis

as of 1/31/2015

	<i>Estimated per Levy Plan</i>	<i>Revised Levy Plan</i>	Actual Expenditures			<i>Expected Levy thru 16-17</i>
			<u>2012-13</u>	<u>2013-14</u>	<u>2014-15 YTD Exp &amp; Encumb</u>	
<b>REVENUES</b>						
Capital Levy Received	4,726,000		653,561	1,178,608	508,084	2,340,253
State Grant Received	n/a		710,731	289,269	-	1,000,000
Other Revenues	n/a		70,815	65,497	35,342	171,654
(Total Levy)	4,726,000		1,435,107	1,533,374	543,426	
<b>Total Revenues</b>						
<b>EXPENDITURES</b>						
<b>Levy</b>						
L Transfer to GF Technology	859,210	859,210	98,273	216,597	197,668	346,672
L Phone System	110,000	110,000	-	102,701	35,800	(28,502)
L Gael Stuart Roof	100,000	- *	*	-	-	-
L Roofing - HS & BH	478,000	60,000 **	**	64,116	3,083	(7,199)
L HS Gym Lighting	40,000	- *	*	-	-	-
L BH Track	122,790	122,790	-	116,998	-	5,793
L HS Heating	250,000	-	-	-	-	-
L BH Flooring	34,000	35,000	-	12,245	3,199	19,556
L BH Asset Preservation	90,000	90,000	-	5,438	-	84,562
L HS Remodel/Improvement	280,000	300,000	-	155,845	125,743	18,413
L Bus Barn	700,000	700,000	-	-	15,665	684,335
L Safety	66,000	66,000	-	-	-	66,000
L District carpet/flooring	266,000	266,000	-	-	28,051	237,949
L Grant St	750,000	750,000	-	-	-	750,000
L Sidewalk replacement	80,000	80,000	-	-	-	80,000
L Lincoln	500,000	500,000	8,430	1,866	-	489,704
L Facilities Planning	-	10,500	-	10,307	-	193
L District Match for ESCO Grant	-	471,485	-	455,579	-	15,906
L Summer Work (HS/BH/GS)	-	109,500	-	29,071	-	80,429
L Other Projects	-	195,515	-	-	-	195,515
L Transfer to GF Cap Proj Dir	-	-	-	25,945	26,206	(52,151)
(Total Levy)	4,726,000	4,726,000	106,703	1,196,708	435,415	
<b>Other Resources</b>						
S State ESCO Grant			710,731	289,269	-	
x Resource Conservation			14,966	-	-	
x Transfer to DSF Debt Svc			59,812	59,761	59,723	
<b>Total Expenditures &amp; Transfers</b>						
			892,212	1,545,738	495,138	

\* no expenditures under this project - - this project combined with ESCO Grant and budget used to meet district's matching requirement

\*\* part of this project combined with ESCO Grant and part of the budget used to meet district's matching requirement

# Port Townsend School District -- STUDENT TRAVEL STUDENT TRAVEL AUTHORIZATION - TRANSPORTATION REQUEST

DUE TO PRINCIPAL AT LEAST 7 DAYS IN ADVANCE OF TRIP  
(30 DAYS IN ADVANCE OF OVERNIGHT TRIP, TO ENSURE BOARD APPROVAL)

Field Trip                     
  ASB Activity                     
  Other Competition

Submitted by: Daniel Ferland                      Date of Request: \_\_\_\_\_  
(teacher/advisor/coach)

For Class/Student Group: H5 Orchestra  
(include grade level)

Date(s) of trip(s): 3/5/15 to 3/7/15                      Departure time: 6 am/pm

Destination(s): Gresham OR                      Return time: 11 am/pm

26000 SE Stark St                      Gresham OR                      97030                      503-491-6422  
Address                                      City/State                      Zip Code                      Contact name/Phone

# of Students: 34                      # of Adults: 6

Funding Source: PT Music Boosters  
Description

Charge to: 10E530 <sup>7990</sup> ~~077270075401~~ 4118  
Account Code

**Estimated Costs of Trip/Activity:**

Transport: \$ 1139.<sup>90</sup>                      Subs: \$ 125

Other: \$ 3500.<sup>00</sup>                      lodging / registration fees  
(description of other costs)

**FIELD TRIPS:** *District Policy/Procedure #3220P: "Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom."*

Reason for trip (List educational purpose of the trip, objectives/activities planned):  
to attend and participate in the Northwest Orchestra Festival

How will students be transported?:  District Bus     District Van     Other \_\_\_\_\_

Yes  / No  -- Substitute(s) required?    Yes 1    How many? \_\_\_\_\_

Yes  / No  -- Sample itinerary and parent permission slip attached?

Yes  / No  -- Food Services notified?

**DISTRICT TRANSPORTATION REQUEST:**     Bus Transport \_\_\_\_\_ estimated #     District Van \_\_\_\_\_ estimated #

# of Student in Wheelchairs: 0                      \*Ferry Required -- Yes  / No  \_\_\_\_\_ Which Terminal?

Other Information: \_\_\_\_\_                      \*If yes, attach a completed Washington State Ferries Request Form.

\* (WSDOT requests notification 72 hours in advance of all school travel by ferry - bus, van, or walk-on; must include estimated number of students under 90 lbs.)

**Building Approval:**  
C. Elhardt                      1/27/15  
(Principal)                                      (Date)

**District Approval (out-of-state &/or overnight trips)**  
 \_\_\_\_\_  
(Superintendent/Designee)                                      (Date)

Distribution -- Signed/Approved Copies to:     Requester,     Building Secretary,     District Office

# Port Townsend School District - Travel Request/Authorization

Refer to Board Policy 6213 & 6213P

Name/Group: <u>H S Orchestra</u>	Date(s) of Travel: <u>Thur March 5, 2015</u> <u>Fri March 6, 2015</u>
Destination: <u>NW Orchestra Festival - Centralia WA &amp; - Gresham OR</u>	
Purpose: <u>1 Night Centralia (Great Wolf) } 30 students</u> <u>2 Nights Gresham OR } 6 chaperons</u>	
Funding Source: (Account Codes)	<input checked="" type="checkbox"/> General Fund <u>10 E 530 7990</u> <input type="checkbox"/> ASB Fund <u>40 E 530</u> <u>Donations &amp; Field Trip Fees</u>

Requested by: <u>Daniel Ferland</u>	Date: _____	Administrator Approval: <u>C Eubardt</u>	Date: <u>1/27/15</u>
Superintendent Approval -- required for Out-of-District travel		Date: _____	

ESTIMATED COST OF TRAVEL				Amount
Registration:	PO #:			\$ -
Transport:	Airfare PO #:			\$ -
	Taxi's, Buses, etc. <u>District Bus</u>			\$ -
	Tolls, Ferries, etc.			\$ -
	Mileage: _____ miles @ \$0.			\$ -
Lodging:	PO #:			\$ -
Other:				\$ -
				\$ -
PER-DIEM *	Breakfast	Lunch	Dinner	
	\$7.00	\$9.00	\$15.00	Employee \$31
(Date/Location)	\$6.00	\$7.00	\$12.00	Coaches/Students \$25
<u>3/5 36</u>	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<u>3/6</u>	\$ ✓	\$ ✓	\$ ✓	\$ -
	\$ -	\$ -	\$ -	\$ -
<u>3/7</u>	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Total Meal Allowance -- * includes tips at no more than 15%; per-diem is prorated for days where travel begins from or returns to home.				\$ -
<b>TOTAL ESTIMATED TRAVEL EXPENDITURE(S)</b>				<b>\$ -</b>

REIMBURSEMENT DUE	
(Actual Travel Costs paid by Employee)	
Receipts must be provided for Reimbursements to be Paid	
Transportation:	
Taxi's, Buses, etc. (n/a if district paid)	\$ -
Tolls, Ferries, etc. (n/a if district paid)	\$ -
Mileage _____ miles	\$ -
Lodging: (n/a if district paid)	\$ -
Other:	\$ -
	\$ -
	\$ -
Meals: (if different from advance attach calculation of reimbursement)	\$ -
<b>(B) Total Reimbursable Travel</b>	<b>\$ -</b>

Submitted by: <u>D. Ferland</u>	Date: <u>1-27-15</u>
Employee	Date
Approved by: <u>C Eubardt</u>	Date: <u>1/27/15</u>
Administrator	Date

TRAVEL ADVANCE REQUESTED		District Office ONLY	
Name (Issue Advance to):		Date Issued:	
\$	(A)		
Amount Requested	Date Needed	Ck Number	Amount

DISTRICT OFFICE	
TRAVEL RECONCILIATION/REIMBURSEMENT	
Total Reimbursable Travel (B)	_____
Total Advance (if any) (A)	_____
Net Difference	
☞ If + (B>A), \$ to be Reimbursed	
☞ If - (A>B), \$ to be Returned	\$ _____
receipt #:	

# Strings are strong in Port Townsend schools

## March music' trip to Oregon on key

By Robin Dudley of the Leader

Daniel Ferland is keeping local orchestra students on their toes.

Now in his 18th year of teaching band and orchestra, Ferland started teaching orchestra at Port Townsend High School and Blue Heron Middle School one year ago. Originally from Georgia, he taught most recently in the Central Kitsap School District. He got started in music on the piano, then cello, then trumpet, "and now I play, as all music teachers do, a little bit of everything," he said.

He teaches 86 middle school kids in beginning, intermediate and advanced orchestra at Blue Heron Middle School, as well as 38 students at PTHS.

"Strings is strong in Port Townsend. ... There's a long tradition of strings here," he said, mentioning the "incredible music" in town, including groups of vocalists and the plethora of local bands, Centrum's annual Festival of American Fiddle Tunes and the unusually high concentration of bow makers in PT.

The PTHS Orchestra has a busy time coming up. About 35 students plus five adult chaperones leave for Gresham, Oregon, on March 5 for the Northwest Orchestra Festival, taking place March 7. The annual regional assessment is attended by orchestras from schools in Washington, Oregon, Idaho and California.

"...strings here are a reflection of the community."

Daniel Ferland  
orchestra teacher  
Port Townsend School District



Daniel Ferland has taught orchestra in the Port Townsend School District for one year. In early March, he's taking 35 students to the Northwest Orchestra Festival in Gresham, Oregon. Photo by Robin Dudley

takes 60 kids – two high-school groups and one middle school group – to Port Angeles for a judged event called a large group assessment, organized by the Washington State Music Educators Association.

The trip to Gresham is the first for the whole orchestra, Ferland said. "It's a team-building effort. We're trying to represent Port Townsend, and get our

music program out there ... and give the kids an idea of what it feels like to perform," he said.

Donations are welcomed to help pay for the trip. Contact Ferland at dferland@ptschools.org.

"We're one of the larger organizations in the school. We want to be ... more visible," he said. And he's making it so.

StringFest, organized

by Ferland, took place in December 2014, bringing together 128 orchestra students from Quilcene, Chimacum, PT, the Chumacum Pi program and the PT OCEAN program, and homeschooled students, for learning and a performance district, "is place-based that drew more than 400 people. Ferland and other locals instructed, and two guest conductors came from Port Angeles. Ferland

said he hopes the StringFest will become an annual event. "PT is a little mecca of strings," he said. He added that the Maritime Discovery Initiative, a new curriculum focus in the PT school district, "is place-based learning," and "because strings is the community, strings here are a reflection of the community."

## Arts Commission names 'Angels' of 2014 QUUF celebrates a classic piano

The Port Townsend Arts commissioners have rescheduled their annual An-



## **BOARD OF DIRECTORS**

### Meeting Conduct, Order of Business and Quorum

Board meetings will be scheduled in compliance with the law and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

### Regular Meetings

Regular meetings shall be held at 6:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month in the Gael Stuart Board Room (S-11) or at other times and places as determined by the presiding officer or by majority vote of the board. An agenda of business to be transacted must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting.

If regular meetings are to be held at places other than the Gael Stuart Board Room (S-11) or are adjourned to times other than a regular meeting time, notice shall be made in the same manner as provided for special meetings. All regular meetings of the board shall be held within the district boundaries. When a regular meeting date falls on a legal holiday, the meeting shall be held on the next business day.

The first regular meeting of the month shall be a Work/Study session. The second regular meeting of the month shall be a Business session. In months where only one regular meeting takes place, the regular meeting shall be a Business session.

Executive session may be held at any time deemed necessary during the conduct of any board meeting; however, except in unusual situations, executive sessions shall be scheduled in advance only as a part of Business sessions.

### Special Meetings

A special meeting may be called by the chair or at the request of a majority of the board members. Written notice of the special meeting, stating the time, place and purpose of the meeting, will be delivered to each board member. Such notice shall also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally or by mail, facsimile or electronic mail. The notice must be posted on the district's website.

The district must also prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

The written notice requirement will be deemed waived if a member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes.

Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

### Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.



### Public Notice

Public notice shall be properly given for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the Gael Stuart Board Room (S-11).

All meetings shall be open to the public with the exception of executive sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, shall be the office of the board. The district's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

### Quorum

Three board members shall be considered as constituting a quorum for the transaction of business.

### Meeting Conduct and Order of Business

All board meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order (Revised) as a guide, except when such rules are superseded by board bylaws or policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent or a board member and must be approved by majority vote of the board members present. The Pledge of Allegiance will be made prior to review of Board Correspondence at the first meeting of each month. At a special meeting final action may be taken only on that business contained in the notice of the special meeting.

Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform - including videoconference or teleconference—that provides, at a minimum, simultaneous aural communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate and 4) the communication platform is generally known and accessible to the public.

The board shall establish its regular order of business, but may elect to change the order by a majority vote of the members.

All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by a member of the board. All votes will be approved by majority of those present and voting, unless otherwise required by law. No action shall be taken by secret ballot at any meeting required to be open to the public.

An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.

During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

### Public Comment

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting during which visitors may present to the board. If possible, such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require, or will benefit from, public comment. Written and oral comment will be accepted by the board before the adoption or amendment of policies not expressly, or by implication, authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools, or will promote the effective, efficient, or safe management and operation of the district. Individuals wishing to be heard by the board will first be recognized by the chair.

Individuals, after identifying themselves, will proceed to make comments within the time limits established by the board. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The board as a whole has the final decision in determining the appropriateness of all such rulings.

Cross References:	Policy 1220 Policy 1410 Policy 1420	Board Officers and Duties of Board Members Executive or Closed Sessions Proposed Agenda and Consent Agenda
Legal References:	RCW 28A.343.390  RCW 28A.343.370 RCW 28A.320.040  RCW 28A.330.020  RCW 42.30.030 RCW 42.30.050 RCW 42.30.060  RCW 42.30.070 RCW 42.30.080  RCW 28A.343.380 RCW 28A.343.390 RCW 28A.330.070  Ch. 42 USC 12101- 12213	Directors – Quorum - Failure to attend meetings  Directors - Filling vacancies Directors – Bylaws for board and school government Certain board elections, manner and vote required-selection of personnel, manner Meetings declared open and public Interruptions - Procedure Ordinances, rules, resolutions, regulations, etc., adopted at public meetings – Notice-Secret voting prohibited Times and places for meetings – emergencies – exception Special Meetings Directors – Meetings Quorum – Failure to attend meetings Office of board - Records available for public inspection  Americans with Disabilities Act
<i>Management Resources:</i>	2014 – June Policy and Legal News Issue 2013-April Issue 2012-June Issue	

Date: 1/29/79; 1/18/90; 1/19/98; 6/4/01; 3/8/04; 9/24/07; 3/8/10; 10/11/10; 2/13/2012; 8/27/12; \_\_\_\_\_

## BOARD OF DIRECTORS

### Proposed Agenda and Consent Agenda

The board secretary shall be responsible for preparing the proposed agenda for each meeting, in consultation with the Chair. Copies of the proposed agenda minutes of the previous meeting and relevant supplementary information will be provided to each board member at least two (2) working days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting. The proposed agenda for regular and special meetings will be posted to the district website not less than twenty-four (24) hours prior to the start time of the meeting.

At a special meeting, final action may be taken only on that business contained in the original notice of the special meeting and agenda.

### Consent Agenda

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).

Any item which appears on the consent agenda may be removed from the consent agenda on request by a member of the board and placed on the regular agenda. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Cross Reference:	Policy 6215	Voucher Certification and Approval
	Policy 6020	System of Funds and Accounts
	Policy 1400	Meeting Conduct, Order of Business and Quorum
Legal References:	RCW 42.30.080 SHB 2015	Special Meetings
Management Resources:	2014-June Policy and Legal News Issue 2012-June Issue	

**Date: 1/29/79; 1/18/90; 1/19/98; 3/8/04; 3/8/10; \_\_\_\_\_**

**BOARD OF DIRECTORS**

Open Government Trainings

The board recognizes the value of meaningful, informed public participation in district deliberations and the need to conduct its affairs in a transparent manner. All board directors will participate in trainings regarding: 1) the Open Public Meetings Act; 2) the Public Records Act; and 3) Public Records Retention, within ninety (90) days of taking the oath of office following election or appointment. After the initial trainings, board directors will participate in refresher trainings on these subjects every four years that they hold office in order to remain current with new developments in open government law.

Board directors will document their completion of required trainings. The Superintendent or designee will file and maintain the documentation in the district.

Legal References:	RCW 28A.343.360	Oath of Office
	RCW 40	Public Documents, Records, and Publications
	RCW 40.14	Preservation and Destruction of Public Records
	RCW 42.30	Open Public Meetings Act
	RCW 42.56	Public Records Act
	RCW 42.56.580	Public Records Officers

Management Resources:	2014-June Policy and Legal News Issue
	Attorney General's Model Rules for compliance with the Public Records Act.
	Attorney General's Open Government Trainings Act FAQs

**Date:** \_\_\_\_\_

## COMMUNITY RELATIONS

### Confidential Communications

The board recognizes that school staff must exercise a delicate balance regarding the treatment of information that was revealed in confidence. A staff member may, in his/her professional judgment, treat information received from a student as confidential while at other times decide to disclose what was learned to the school administration, law enforcement officers (including child protective services), the county health department, other staff members or the student's parents. The staff member should advise the student regarding the limitations and restrictions regarding confidentiality. The student should be encouraged to reveal confidences to his/her parents. If the staff member intends to disclose the confidence, the student should be informed prior to such action.

The following guidelines are established to assist staff members in making appropriate decisions regarding confidential information and/or communications:

- A. Information contained in the student's cumulative record folder is confidential and is only accessible through the custodian of student records. Information secured through the authorization of the records custodian will remain confidential and be used only for the purpose for which access was granted.
- B. While certain professionals may have a unique confidential relationship (e.g. attorney-client privileged communications and licensed psychologists), school staff members, including counselors, do not possess a confidentiality privilege.
- C. A staff member is expected to reveal information given by a student when there is a reasonable likelihood that a crime has or will be committed, (e.g., child abuse, sale of drugs, suicidal ideation).
- D. A staff member shall exercise professional judgment regarding the sharing of student disclosed information when there is reasonable likelihood that the student's welfare may be endangered.
- E. If district officials determine there is a specific threat to the health or safety of a student or any other individual, it may disclose otherwise confidential student information to appropriate parties, as allowed by the Family Education Rights and Privacy Act (FERPA).
- F. A staff member is encouraged to assist the student by offering suggestions regarding the availability of community services to assist a student in dealing with personal matters, (e.g. substance abuse, mental illness, sexually-transmitted diseases, pregnancy). The staff member should encourage the student to discuss such matters with his/her parents. Staff members are encouraged to discuss problems of this nature with the school principal prior to making contact with others.

Cross References:	Policy 2121	Substance Abuse Program
	Policy 2140	Guidance and Counseling
	Policy 3231	Student Records
	Policy 4040	Public Access to District Records
	Policy 5260	Personnel Records
Legal References:	RCW 26.44.030	Reports - Duty and authority to make – Duty of receiving

agency – Duty to notify – Case planning and consultation  
– Penalty for unauthorized exchange of information –  
Filing dependency petitions – Investigations – Interviews  
of children – Records – Risk assessment process

**Date:** 12/20/99; 1/13/03; 1/23/06; \_\_\_\_\_.

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**

## INSTRUCTION

### Suicide Prevention

The Port Townsend School District Board of Directors recognizes that suicidal behaviors ~~suicide~~ *suicide* is ~~are complex issues~~, a major *leading* cause of death among youth *and that suicidal indicators such as substance abuse and violence are complex issues* ~~and~~ that should be taken seriously. While ~~school~~ *district* staff may recognize potentially suicidal youth and the district can make an initial risk assessment, the district cannot provide in-depth mental health counseling. ~~Therefore~~ *Instead*, the board directs ~~school~~ *district* staff to refer students who exhibit suicidal behaviors to an appropriate service for further assessment and counseling.

*District staff who have knowledge of a suicide threat must take the proper steps to support the student and to report this information to the building principal or designee who will, in turn, notify the appropriate school officials, the student's family, and appropriate resource services.*

The board also recognizes the need for youth suicide prevention procedures. ~~and will direct the superintendent to establish programs to:~~ a) identify risk factors for youth suicide; b) intervene with such youth, c) provide referral services; d) follow up on a completed suicide, and e) offer training for teachers, other school staff and students to provide proper assistance. *The district will adopt and, at the beginning of each school year, provide to all district staff, including substitute and regular bus drivers, a plan for recognizing, screening, referring, and responding to students in emotional or behavioral distress. At a minimum, the plan will:*

- *Identify training opportunities for staff on recognizing, screening and referral of students in emotional or behavioral distress, including those who exhibit indicators of substance abuse, violence or suicide;*
- *Describe how to utilize the expertise of district staff trained in recognition, screening, and referral;*
- *Provide guidelines, based on staff expertise, for responding to suspicions, concerns or warning signs of emotional or behavioral distress;*
- *Address development of partnerships with community organizations and agencies for referral of students to support services, to include development of at least one memorandum of understanding between the district and one such entity;*
- *Contain procedures for communication with parents;*
- *Describe how staff should respond to a crisis situation where a student is in imminent danger to himself or herself or others;*
- *Describe how the district will provide support to students and staff after an incident of violence or student suicide.*

~~School staff who have knowledge of a suicide threat must take the proper steps to support the student and to report this information to the building principal or designee who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.~~

The superintendent will develop and implement ~~procedures~~ the plan and a staff training schedule to achieve the board's goals and objectives.

Cross References:	Policy 3207	Harassment, Intimidation and Bullying
	Policy 2140	Guidance and Counseling
	<b>Policy 3211</b>	<b>Transgender Students</b>
Legal References:	RCW 28A.410.043	School Counselor Certification
	<b>RCW 28A.320.127</b>	<b>Plan for recognition, screening, and response to emotional or behavioral distress in students</b>
	<b>RCW 28A.401.226</b>	<b>Washington professional educator standards board – Training program on youth suicide screening – Certificates for school nurses, social workers, psychologists and counselors – Adoption of standards</b>
	<b>RCW 28A.320.1271</b>	<b>Model school district plan for recognition, initial screening, and response to emotional or behavioral distress in students</b>
Management Resources	Policy News, April 2011	Youth Suicide Awareness and Prevention Plans
	<b>Policy News, December 2014</b>	

8/8/11; \_\_\_\_\_