

PORT TOWNSEND SCHOOL DISTRICT NO. 50

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

January 12, 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

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

02. Call to Order

02.01 Roll Call
02.02 Pledge of Allegiance

03. Agenda

03.01 Agenda Approval

04. Shining Star Awards – Superintendent Engle

05. Public Comments

06. Board Correspondence - None

07. Reports

07.01 High School ASB Report
07.02 Maritime Discovery Schools Committee Report
07.03 Superintendent

08. Action Items

08.01 Approval of Resolution 15-01, Support of Levy Resolution 14-17

09. Unfinished Business

10. New Business

11. Policy Review

11.01 Policy 1400 – Meeting Conduct, Order of Business and Quorum – First Review
11.02 Policy 1420 – Proposed Agenda and Consent Agenda – First Review
11.03 Policy 1805 – Open Government Trainings – First Review
11.04 Policy 4020 – Confidential Communications – First Review

12. Board Member Announcements/Suggestions for Future Meetings

13. Next Meeting

13.01 January 26, 2015 Regular Board Meeting, 6:00 p.m., 1610 Blaine St., Room S-11

14. Executive Session – (if necessary)

15. Adjournment

Maritime Discovery Schools Purpose Statement

Maritime Discovery Schools is deeply rooted in our shared sense of community, local landscapes and resources, and our sense of place in our historic working seaport. Our community recognizes and embraces our role as educators and is committed to working with the district, teachers, and students to help make the connection between school and a career.

This initiative is focused on place-based learning in our maritime community, through meaningful contributions by students to the community, and by the community to our schools. The initiative will be achieved through community and district support of teachers, by providing time, training, resources, and tools that will allow them to work collaboratively to create a cohesive district wide learning experience.

Through the Maritime Discovery Schools initiative students will

- engage in rigorous, in depth, and authentic learning,
- cultivate curiosity,
- be independent thinkers, problem solvers, and lifelong learners,
- connect with meaningful ideas,
- work collaboratively, and
- make an impact in the community.

Under the umbrella of learning through a sense of place in our maritime community, with broad community connections, we are initially focused on excellence in the following themes:

- Craftsmanship and creativity
- Stewardship of place
- Citizenship and careers
- Leadership and self-reliance

Maritime Discovery Schools Goals

Students:

Increase student ability to design, build, and repair objects.

Increase student participation in creative expression.

Increase student participation in stewardship.

Increase post-high school, college, and career outcomes.

Increase the number of work experiences for high school students: apprenticeships, mentorships, and internships.

Increase positive student contributions to the community.

Increase student efficacy, and belief that they can make an impact.

Increase student self-esteem, self-confidence, and leadership.

Increase student interaction and engagement with the community.

Increase student engagement and excitement about school.

Increase the ability of a student to articulate and share their personal learning objectives.

Increase student knowledge of local environment and a sense of place.

Increase student problem solving ability.

Increase student awareness of growing and cooking their own food.

Teachers:

Improve teacher job satisfaction.

Increase quality and rate of teacher collaboration.

Increase teacher excitement and engagement with maritime and place-based learning.

Increase teacher involvement with students in creating personalized student learning objectives.

Increase teacher contact with community members.

Increase teacher knowledge of experiential education, place-based, and project-based learning.

Increase teacher knowledge of specific teaching practices including backwards design, collaborative learning, workshop model, and thinking strategies.

Increase integration of maritime and nautical topics into curriculum.

Increase integration of craftsmanship and creative expression into curriculum.

Increase integration of career and work experiences into curriculum.

Increase opportunities for student leadership in curriculum.

Increase hands-on learning in the curriculum.

Increase opportunities for authentic learning and service learning in the curriculum.

School System:

Increase visibility of MDS in each school (physical and virtual).

Improve clarity of district risk management plan for field trips, shop equipment, volunteers, and other experiential learning.

Improve district-wide and building professional development offerings to align with outlined teacher goals.

Incorporate teacher leadership at a school and district level to guide decisions regarding MDS.

Develop a clear plan for engaging volunteers.

Align district and building goals with MDS initiative.

Partners:

Increase the number of partners within the schools.

Improve the quality of engagement of partners with the schools.

Increase partners involvement in district and school committees.

Community:

Increase community volunteers in the schools.

Increase the number of families with school-age-children in the community.

Increase school building use by community members beyond the school day.

Increase community member involvement in district and school committees.

Regional/National/International Community:

Increase engagement with regional, national, and international schools and organizations about community engagement, place-based learning, and maritime education.

PORT TOWNSEND SCHOOL DISTRICT NO. 50
Gael Stuart Building 1610 Blaine Street
PORT TOWNSEND, WA 98368

R E S O L U T I O N 15-01

A RESOLUTION of the Board of Directors of the Port Townsend School District No. 50, Jefferson County, Washington, advocating and supporting the passage of the ballot proposition of whether excess property taxes should be levied to pay a portion of the District's educational programs and operations costs; and providing for other matters properly relating thereto.

WHEREAS, Port Townsend School District No. 50, Jefferson County, Washington (the "District"), is a first-class school district duly organized and existing under and by virtue of the Constitution and laws of the state of Washington (the "State"); and

WHEREAS, pursuant to RCW 84.52.053, the District may authorize up to a four-year excess levy for educational programs and operations costs, when authorized to do so by a simple majority of the qualified electors of the District; and

WHEREAS, by Resolution No. 14-17, adopted on November 24, 2014, by the Board of Directors of the District (the "Board"), the Board has determined it is in the best interest of the students and residents of the District to levy excess property taxes for the District's educational programs and operations costs commencing in 2015 for collection in 2016 through 2019; and

WHEREAS, by Resolution No. 14-17, the Board requested the Jefferson County Auditor to call a special election on Tuesday, February 10, 2015, for the submission of a proposition of whether or not such excess taxes may be levied before the qualified electors of the District; and

WHEREAS, the Board is desirous of advocating and supporting the passage of such ballot proposition;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED, as follows:

Section 1: Pursuant to Resolution No. 14-17, a ballot proposition will be submitted to the voters of the District, which, if approved, would authorize the District to levy excess property taxes for the District's educational programs and operations costs commencing in 2015 for collection in 2016 through 2019. The Board hereby states its advocacy and support of the passage of such ballot proposition. The Board hereby encourages the electorate of the District to approve the ballot proposition related thereto to be considered at a special election on Tuesday, February 10, 2015. The Board is of the opinion that such action will permit the District to better serve the needs of the residents of the District.

Section 2: All resolutions in conflict with this Resolution are hereby repealed in their entirety.

Section 3: This Resolution shall take effect immediately upon adoption.

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at an open public meeting held this 12th day of January, 2015.

BY ORDER OF THE BOARD OF DIRECTORS
PORT TOWNSEND SCHOOL DIST NO. 50

Holley Carlson, Board Chair

Nathanael O'Hara

Pam Daly

Keith White

Jennifer James-Wilson

ATTEST: _____
David Engle
Secretary

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 2nd and 4th 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, unless the district does not have a website or employs fewer than ten full-time equivalent employees.***

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*** by a majority of the board members. Written notice of the special meeting, stating the time, place and purpose of the meeting, ~~shall~~ ***will*** be delivered to each board member. ~~not less than twenty four (24) hours prior to the time of the meeting.~~ Such notice shall also be delivered ~~not less than twenty four (24) hours prior to the meeting~~ 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 unless the district 1) does not have a website; 2) employs fewer than ten full-time equivalent employees; or 3) does not have an employee whose job description or employment contract provides a duty to maintain or update the 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 42.30 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	Directors – Quorum - Failure to attend meetings may result in vacation of office Open Public Meetings Act Directors - Filling vacancies Directors – Bylaws Bylaws for board and school government Certain board elections, manner and vote required- selection of personnel, manner Meetings declared open and public Interruptions - Procedure Open Public Meetings – Voting by secret ballot prohibited 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

Ch. 42 USC 12101- Americans with Disabilities Act
12213
Management Resources: **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; _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

BOARD OF DIRECTORS

Proposed Agenda and Consent Agenda

The board secretary shall be responsible for preparing the proposed agenda for each meeting, in accordance ~~with~~ **consultation** with the Chair. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be ~~delivered~~ **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, unless the district does not have a website or has fewer than ten full-time equivalent employees.***

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
	<i>Policy 6020</i>	<i>System of Funds and Accounts</i>
	<i>Policy 1400</i>	<i>Meeting Conduct, Order of Business and Quorum</i>

<i>Legal References:</i>	<i>RCW 42.30.080</i>	<i>Special Meetings</i>
	<i>SHB 2015</i>	

<i>Management Resources:</i>	<i>2014-June Policy and Legal News Issue</i>
	<i>2012-June Issue</i>

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
RCW 40

RCW 40.14

RCW 42.30
RCW 42.56
RCW 42.56.580*

*Oath of Office
Public Documents, Records,
and Publications
Preservation and Destruction
of Public Records
Open Public Meetings Act
Public Records Act
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 ~~shall~~ **will** remain confidential and be used only for the purpose ~~that it is~~ **for which** access was granted.
- B. While certain professionals may have a ~~legal~~ **unique** confidential relationship ~~as in attorney-client communications~~ **(e.g. attorney-client privileged communications and licensed psychologists)**, school staff members including counselors, ~~(except licensed psychologists)~~ 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).***
- ~~E-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 ~~2167~~ **2121** ~~Drug and Alcohol Use/Abuse~~-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

WAC 426-100-071

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*
~~Responsibility for reporting to and cooperating with the local health department~~

Date: 12/20/99; 1/13/03; 1/23/06; _____.

PORT TOWNSEND SCHOOL DISTRICT NO. 50