

# BOARD MEETING

## Tuesday, November 19, 2024 at 6:00pm

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### AGENDA

- I. REGULAR MEETING CALLED TO ORDER – Roll Call, Flag Salute
- II. AUDIENCE PARTICIPATION/AGENDA ITEMS - Agenda items are welcome, but depending on time, these issues are at the discretion of the board chairperson as to whether or not they are added to the agenda. At the conclusion of our meeting, audience members will have the opportunity to address items not on the agenda. The board encourages constructive and solution-oriented comments.
- III. APPROVAL OF AGENDA (H000)
- IV. APPROVAL OF MINUTES
  - a. October 22, 2024 Meeting Minutes (H000.1)
- V. FINANCIAL REPORT
  - a. Budget Status Report (H001)
  - b. Cash Flow Spreadsheet (H002)
  - c. AP Invoice Spreadsheet (H003)
  - d. Enrollment Report (H004)
- VI. CONSENT AGENDA
  - a. Approve Payroll: October 2024 Final: \$120,121.75
  - b. Approve Accounts Payable Vouchers:

**Vouchers pre-approved/due and released before this Board meeting:**

| Fund    | Date     | Voucher Numbers        | Purpose                     | Amount     |
|---------|----------|------------------------|-----------------------------|------------|
| General | 11/15/24 | #4602262–4602270       | Early payments due          | \$2,424.69 |
| General | 11/21/24 | #9000001240–9000001249 | Direct Deposit/ACH Payments | \$8,408.17 |

**Approve AP Vouchers releasing this month:**

|         |          |                   |                        |              |
|---------|----------|-------------------|------------------------|--------------|
| General | 11/21/24 | #4602271–#4602290 | Current Vouchers due   | \$21,524.01  |
| CPF     | 11/29/24 | #4698078–#4698078 | Modernization Grant #1 | \$358,803.86 |

**Pre-approve for release before next Board meeting:**

General Fund AP Vouchers:

Phones, utilities, copier lease, Amazon Capital, credit card, F2S produce & delivery fees, Hood Canal Communications (e-Rate tech re-wiring project, \$36,250, if completed), OESD invoices (moved to ACH payments this month), grant expenditures, process ACH payments: \$53,000.00

CPF AP Vouchers: \$10,439.22 (retainage for HKHS playground when invoice is received)

|     |            |          |                           |             |
|-----|------------|----------|---------------------------|-------------|
| CPF | ___/___/24 | #4698078 | HKHS Retainage (All Play) | \$10,439.22 |
|-----|------------|----------|---------------------------|-------------|

TVF: The new bus is in Chimacum. Warrant to be released after revised invoice is received.

TVF    \_\_/\_\_/24    ACH Payment

Bus, upon delivery

\$170,326.14

- c. Approve Payroll: November 2024, estimate: \$122,600.00
  - d. Second Read on essential policies
    - i. Policy 3210 – Nondiscrimination (H01)
    - ii. Policy 3205 – Sex Discrimination and Sex-Based Harassment of Students Prohibited (H02)
    - iii. Policy 3211 - Gender-Inclusive Schools (H03)
    - iv. Policy 2023 – Digital Citizenship and Media Literacy (H04)
    - v. Policy 2023 F2 – Artificial Intelligence Classroom Protocol (H05)
  - e. Approve Highly Capable Plan (H06)
    - i. Plan
    - ii. Stipend
    - iii. Spending Plan
  - f. Approve Beathard to attend WASA Small Schools Conference in Wenatchee – March 16-18 – approximate cost \$2,000
- VII. STATUS OF THE SCHOOL – SUPERINTENDENT’S REPORT
- a. New bus update – the bus is in Chimacum
  - b. Counseling in our district
    - i. Jumping Mouse
      - 1. comes to us through funding through the Behavioral Health Advisory Committee (BHAC) who oversees the 1/10 of 1% of sales tax allotment
      - 2. We have 3 therapists – they are seeing 7 children now and may see up to 12
      - 3. Weekly one-on-one therapy sessions – expressive play therapy
      - 4. Parents and caregivers also receive ongoing support.
      - 5. Therapists meet with teachers and other important adults in the child’s life to develop a strong support system for the child and their family.
    - ii. More traditional counseling model
      - 1. One day funded through the BHAC and one with designated state funding
      - 2. Therapist sees 10 students weekly and has time for parents
  - c. Jumping Mouse Turkey Trot – registration is open on their website
  - d. December 16-20 – kitchen floor installation
  - e. Confirmation of board workshop dates
    - i. December 17 – 4:00 – 6:00 – with WSSDA (Washing State School Board Directors) contractor
      - 1. Open Public Meetings Training
      - 2. Other required training information
      - 3. School Board Roles & Responsibilities

- ii. January 28 – 4:30 – 6:00 – School District funding – Jason Roads, Assistant Superintendent of Finance & Operation (OESD114) Olympic Educational Service District 114
- iii. March 25 – 4:30 – 6:00 – with Jacob Rember
  - 1. Highly Capable, Special Education, Technology
- f. JCEP (Jefferson County Educational Partnership)– December meeting moved to 1/27 at 4:30 at Port Townsend School District Boardroom
- g. Superintendent mid-year review in December or January
- h. Upcoming dates
  - i. 11/22 First Quarter Awards Assembly at 9:00am
  - ii. 11/25-29 Thanksgiving Break – no school
  - iii. 12/9 at 11:10 TK – 2<sup>nd</sup> grade sing at senior soup at the Brinnon Community Center
  - iv. 12/11 School district insert comes out in the Port Townsend Leader
  - v. 12/12 Winter Program at 6:00pm
  - vi. 12/13 Fun Friday
  - vii. 12/17 Pleasant Harbor Marina Resort hosts student holiday parties
- i. Thank you to Jefferson County Juvenile & Family Court Services for donation of coats

VIII. BOARD MEMBERS REPORTS

IX. AUDIENCE PARTICIPATION

X. EXECUTIVE SESSION

- a. Discuss the performance of a public employee

XI. ADJOURNMENT