PORT TOWNSEND SCHOOL DISTRICT NO. 50

Regular School Board Meeting, 6:00 p.m.

September 23, 2013

"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. Approval of Minutes

06.01 Minutes of the August 26, 2013 Regular Board Meeting

06.02 Minutes of the September 9, 2013 Work/Study Meeting

07. Consent Agenda

07.01 Consent Agenda Approval

07.02 Approval of Personnel Action

- 07.020 Recommend Teresa Janssen for the .2 FTE Mar Vista Social Studies teacher position, increasing from a .5 FTE to a .7 FTE
- 07.021 Recommend Julianne Dow for the position of a .6 FTE US Studies Teacher at Port Townsend High School with a .2 FTE District ELL positon for a total .8 FTE
- 07.022 Recommend Brady Usher to fill 6 hr/day Para-Education position at Grant Street Elementary, effective the 2013-14 school year
- 07.023 Recommend Shannon Minnihan for the position of Cook/Baker at Port Townsend High School, effective the 2013-14 school year
- 07.024 Recommend Tom Webster for 5 hr/day Food Service Assistant position, Port Townsend High School, effective the 2013-14 school year
- 07.025 Recommend Robert Goff for additional 3 hr/day Para-Educator position at Grant Street Elementary effective the 2013-14 school year
- 07.026 Recommend the transfer of Joanne Mackey from Custodian to 3 hr/day Food Service Assistant, Blue Heron School, effective immediately
- 07.027 Recommend Amy Tidball as Blue Heron Head Volleyball Coach for the 2013-14 school year
- 07.028 Recommend Jim Guthrie as High School Assistant Volleyball Coach, effective the 2013-14 school year
- 07.029 Recommend Kirsten Hammer as High School Cheerleading Coach/Advisor for the 2013-14 school year
- 07.030 Recommend Trisha Minnihan as Blue Heron Assistant Volleyball Coach, effective the 2013-14 school year
- 07.031 Recommend Amy Tidball for the position of .4 FTE Lanuage Arts Teacher at Blue Heron School, effective September 19, 2013

07.032 Accept resignation of Marci Van Cleve, .4 FTE OCEAN teacher, effective October 1, 2013
07.033 Accept resignation of LuAnn Spitzbart, Bus Driver, effective the 2013-14 school year
07.034 Accept resignation of Nettie Hawkins, High School Assistant Girls' Basketball Coach, effective the end of the 2012-13 school year

07.04 Approval of Financial Reports
07.040 Accounts Payable as of August 26, 2013
07.041 Accounts Payable as of September 23, 2013
07.042 Payroll – August, 2013

07.05 Donations
07.050 Accept donation of $600.00 from Kiwanis Club of Port Townsend for Kindergarten tuition.
07.051 Accept donation of $500 from Kiwanis Club of Port Townsend for use towards athletic fees at Port Townsend High School for free/reduced lunch students
07.052 Accept donation of $200 from Kiwanis Club of Port Townsend to Port Townsend High School to purchase emergency food cards for homeless students.
07.053 Accept donation of 52 used PC computers and monitors from Jefferson Hospital, valued at $100, to Port Townsend School District.
07.054 Accept donation of apples, valued at $97.50 from The Food Co-op for back-to-school day
07.055 Accept donation of printing services from SOS Printing, valued at $462.50 to Port Townsend High School Football.
07.056 Accept donation of a Cinema HD Display 30-in computer monitor, from John Conley, valued at $700.00 to Port Townsend School District.

08. Board Correspondence
08.01 Email from Tom Thiersch regarding mascot name change
08.02 Email from Tom Thiersch regarding Policy 1115
08.03 Letter from Martha Worthley in thanks for Shining Star Award

09. Reports
09.01 High School ASB Report – ASB Student Representative

09.02 Score Data and School Improvement Focus for 2013-14, High School – Principal Ehrhardt

09.03 Superintendent
09.030 Calendar of Events
09.04 Business Manager
09.040 Enrollment
09.041 Financial Summary
09.042 August 2013 Budget Status

10. Action Items
10.01 Approval Minimum Basic Education Requirement Compliance 2013-14

11. Unfinished Business

12. New Business - None

13. Policy Review - None

14. Board Member Announcements

15. Next Meeting
15.01 October 14, 2013, Work/Study Meeting, 1610 Blaine St., Room S-11, 6:00 p.m
16. Executive Session – (if necessary)
17. Adjournment

Jennifer James-Wilson called the meeting to order at 6:00 p.m. Present: Jennifer James-Wilson, Holley Carlson, Bill LeMaster, Anne Burkart, and Pam Daly. Also present were Superintendent David Engle, staff, and community members.
Holley Carlson led the Pledge of Allegiance.

Approval of Agenda

Pam Daly moved to approve the Agenda. Holley Carlson seconded and the motion carried 5-0.

Presentations – Superintendent Engle

Superintendent Engle presented Shining Star Awards to the following people:

- Martha Worthly for her work with Centrum and the annual Text, Tales and Theatre week for 6th graders.
- Aleen Berard and Anji Scalf for their work providing swimming lessons for Grant Street Kindergarteners.
- Eammon Clarke for his help with sound and lighting in the High School auditorium and his Eagle Scout project repairing the outdoor restrooms at the track at Blue Heron School.
- Frank DePalma for his help with the Port Townsend Technology Committee and a reception for teachers new to the District on August 23, 2013.

Dr. Engle also introduced the new District Athletic Director, Scott Wilson

Public Comments –None

Approval of Minutes

The following minutes were brought for approval:

- July 22, 2013, Regular Board Meeting. It was noted that Board Member Holley Carlson was excused from the meeting. Anne Burkart moved to approve the minutes as corrected. Pam Daly seconded and the motion carried 4-0, with Holley Carlson abstaining as she was not in attendance.

Consent Agenda

Ms. Burkart moved to approve the consent agenda. Bill LeMaster seconded. Ms. Carlson acknowledged the large donation from SAIC(Science International Corp.) The motion carried 5-0. Included on the consent agenda were the following items: 1) Accounts Payable for August 26, 2013; 2) Payroll for July, 2013; 3) Recommend the following actions:

Resignations/Retirements:	Joey Johnson, 1.0 FTE High School Teacher, effective the end of the 2012-13 school year.
	Jonna Johnson, 6.0/hr. day Para-educator at Grant Street Elementary, effective the end of the 2012-13 school year.
	Sandra Melheim, 7.0 hr./day Cook/Baker, effective the end of the 2012-13 school year.
	Tom Gambill, Port Townsend High School Assistant Boys' Soccer Coach, effective the end of the 2012-13 school year.
	Kevin Sanford, 1.0 FTE High School Teacher, effective the end of the 2012-13 school year.
Hire:	Stephen Grimm as Blue Heron Head Football Coach, 2013-14 school year.
	Gavin Rogers as Blue Heron Assistant Football Coach, 2013-14 school year.
	Judy Cowling as 1.0 FTE Math Teacher at Port Townsend High School, 2013-14 school year.
	Scott Wilson as Port Townsend School District Athletic Director, 2013-14 school year.
Transfer:	Scott Ricardo from .6 FTE Physical Education Teacher to .8 FTE Physical Education Teacher at Port Townsend High School, 2013-14 school year.

Donation:	$6,300 from SAIC, for use at Blue Heron for Project Lead the Way materials.
Approve:	American Red Cross Agreement 2013-2018.

Correspondence: The Board reviewed the following correspondence:

- Email from V. Howard regarding supplemental contracts
- Email from T. Janssen regarding Toulouse Home-Stay Exchange

Reports

High School ASB Athletic Report for 2012-13 – Principal Ehrhardt

Principal Ehrhardt explained revenues and expenditures for each sport for 2012-13. Ms. James-Wilson asked what the procedure is if a club/sport ends up in the red. Principal Ehrhardt explained that the ASB will cover that loss, then that club/sport will need to fundraise to pay back that amount. Mr. LeMaster asked about the difference in coach salaries between fall/winter and spring sports, and Ms. Daly asked for an unduplicated count of sport participants. Ms. Ehrhardt will report back on those questions. Ms. Ehrhardt reported that the High School is in compliance with Title IX, Equity in Sports.

Energy Grant Update – Brad Taylor, Director of Support Services

Mr. Taylor reported on the following projects:

- Roofing of Gael Stuart Building – 90 % complete
- Heating Controls – 80% complete
- Weatherization of most buildings – complete
- Air-handling unit at High School – tested next week
- Outdoor lighting at High School – completed, and is now on timers instead of motion sensors
- High School gym lighting – completed
- Resurfacing of track at Blue Heron – beginning soon

McKinstry will monitor over the next two years to test levels of improvement. Ms. James-Wilson said she participated in a walk-through with McKinstry, and praised the assistance of Brad Taylor and Robert Heck with the projects.

Superintendent: Superintendent Engle reported on the following:

- Migration of District email to Outlook
- Board self-assessment tool on WSSDA (Washington State School Directors' Association) website, which should be completed by each board member before the Board Retreat on September 16, 2013.
- Mascot selection process. Three groups will begin the process; community, student, and staff, with a decision scheduled for June, 2014
- Native American Curriculum Conference, August 26 and 27, attended by three staff members.
- Hiring of Ann Healy-Raymond as Library/Media Specialist and Scott Wilson as District Athletic Director
- MOU's (Memorandum of Understanding) with the Northwest Maritime Center for possible sharing of space, fundraising and professional development.
- August 27 back-to-school activities, including a staff luncheon from 12-2 p.m. at Blue Heron School.

Business Manager – Sara Bonneville

Ms. Bonneville handed out a copy of Port Townsend District's 2013-14 budget which has been approved by OSPI(Office of Superintendent of Public Instruction). She also went through the financial summary of all accounts and reported on enrollment and staffing. Ms. Bonneville explained that the District may not meet the fund balance target for 2012-13. Discussion followed. Ms. Bonneville went through the budget status report for July, 2013.

Ms. James-Wiilson recessed the meeting at 8:07 p.m. for approximately ten minutes. The meeting was reconvened at 8:12 p.m.

Action Items
Approval of Policy 5240 – Evaluation of Staff:
Student growth data in Paragraph 2 was discussed. Evaluation of principals and assistant principals was discussed. Ms. Burkart moved to approve Policy 5240. Holley Carlson seconded and the motion carried 5-0.

Unfinished Business
Clarification of questions from Pat Morello from the July 8, 2013 board meeting
Ms. James-Wilson read those questions and the following answers:

Question 1: Other than contributions from those organizations, what is your plan for raising money to pay for the work?
Answer: Our plan is to fully assess the costs, then raise money, if needed.

Question 2: Ms. Morello requested to skip the question regarding the Resolution and Treaty Claim by the Jamestown S'Klallam tribe.

Question 3: You stated in your answers that the board took a proactive position on changing the name, but did not state why the board decided to make the change now, when the district is short of funds.
Answer: Monetary cost was not perceived to be a prohibitive factor in making the mascot change.

Question 4: What repairs will be accomplished with the energy grant awarded to the District?
Answer: Brad Taylor answered this question in his presentation tonight.

Question 5: Will local tribes be involved in personalizing the proposed Native American curriculum?
Answer: It is highly likely that we will include support from tribal members in the region.
Pat Morello recommended the book, "Native American History for Dummies" by Stephen Spignesi.

Policy Review:
Policy 2414 – Community Service – 2nd Review
Ms. James-Wilson asked about the phrase "the board will implement an incentive program." Discussion followed. It was decided to ask the Policy Review Committee to review this policy, and report back at a later date.
Board Member Announcements

- Anne Burkart said the WSSDA Legislative Assembly will be held September 19-21, 2013 at the SeaTac Marriott, and suggested this be a topic of discussion at the Board Retreat on September 16.
- Holley Carlson said she could not be at the Board Retreat at 4:00 p.m. The time was changed to 5-9 p.m.
- Mr. LeMaster asked about the RFP(Request for Proposal) for the Lincoln Building. Dr. Engle said a series of community forums will be held before that RFP is opened.
- Ms. Burkart asked about the Mtn. View lease with the City. Dr. Engle said that agreement is still in process.
- A service for Kathleen Burgett, High School teacher who passed away recently, will be at the Quimper Universalist Unitarian Church on August 31, 2013 from 1-4 p.m.

Adjournment: The meeting was adjourned by consensus at 9:00 p.m.
Next Meeting: Work/Study Meeting, September 9, 2013, 6:00 p.m., 1610 Blaine St., Room S-11

Respectfully submitted,

_____ ATTEST:_____
David Engle, Secretary Jennifer James-Wilson, Board Chair

Board Chair Jennifer James-Wilson called the meeting to order at 6:00 p.m. Present: Jennifer James-Wilson, Pam Daly, Holley Carlson, Anne Burkart, and Bill LeMaster. Also present was Superintendent David Engle, staff, and community members.

ASB Representative Cody Russell led the Pledge of Allegiance.

Approval of Agenda
Superintendent Engle asked that his assessment data report be moved to after the YMCA presentation. Pam Daly moved to approve the agenda as modified. Anne Burkart seconded and the motion carried 5-0.

Correspondence – None

Public Comments
Todd Wexman presented the board with a letter regarding restoring woodworking and automotive classes at the high school. That letter is attached to these minutes.

Presentations
Shining Star Awards – Superintendent Engle
Superintendent Engle presented Erica Delma a Shining Star Award, recognizing her extensive work with youth in the community.

Reports
YMCA – Erica Delma
Erica Delma, Kim Hammers, and Stacy Larson showed a Power Point presentation detailing some of the programs offered by the YMCA to local youth, such as the summer meals program this summer, after-school activities at Blue Heron School, and Building Futures, a school-based mentoring program. Some new programs are planned this school year, including Go Girl Go for middle school girls and a mountain bike club with the help of staff from the ReCyclery. YMCA also offers state-licensed childcare at Mountain View Commons for children ages 5-12.

Superintendent
Superintendent Engle discussed the following:

- The WSSDA (Washington State School Directors' Association) regional meeting at Crescent School District on October 12, 2013
- An article from Education Week regarding the states (Kansas, Oregon, and Washington) that applied for waivers to some ESEA (Elementary and Secondary Education Act) requirements.
- Assessment data from School Report Card on the OSPI (Office of Superintendent of Public Instruction) website. Dr. Engle presented some trend data for Port Townsend 4th and 8th graders over the last three years, explaining that many factors can affect student scores, such as a change in assessment tests, and even a change in administration at schools. Dr. Engle's presentation is attached to these minutes. Discussion followed.

Action Items
Approval of Highly Capable Program 2013-14 – Principal Lashinsky
Principal Lashinsky explained that in May, 2013, Washington public schools were informed that the WAC's (Washington Administrative Code) regarding serving highly capable students were revised (OSPI Bulletin 016-13). The biggest change is that students in K-12 grades must be tested and served beginning in the 2014-15 school year. If a district does not currently provide services to K-12 students, the district must notify OSPI that the 2013-14 school year is a transition year, in which a plan will be developed to make those changes. Port Townsend School does not currently test and serve students in grades K-12, so 2013-14 will be a transition year for the

District. The District's application for a transition year was handed out to the Board. (Attached to these minutes) Principal Lashinsky said that a committee comprised of the three school principals, the Title I director and a teacher will begin work to form a plan for the District, which likely will include a more comprehensive assessment program. State regulations require the School Board to be informed of the transition year and what work will be carried out to implement a new plan for serving highly capable students in grades K-12 beginning in the 2014-15 school year. The Board acknowledged that they have been informed of those plans and asked for regular updates on the progress of the new procedures.

Approval of the PTEA (Port Townsend Education Association) Tentative Agreement 2013-2016
Superintendent Engle explained some of the changes documented in this tentative agreement, including a new Acceptable Use Policy for staff members to sign, which addresses some new internet technology, some language around caseloads for special education staff, and a re-opening clause which allows either the Association or the District to request re-opening of negotiations if significant economic changes occur, and several other modifications.
Ms. Burkart moved to approve the PTEA Tentative Agreement 2013-2016 as presented. Ms. Carlson seconded and the motion carried 5-0.

Unfinished Business
Title IX Sports Equity Update – Principal Ehrhardt
Principal Ehrhardt answered the questions from her Title IX presentation at the last board meeting, clarifying unduplicated numbers of athletes. She also explained that the difference in the Cross-County coach's salary is because the District does not fund an assistant cross-country coach, so the present head coach chooses to give a portion of her salary to the assistant coach. Ms. Ehrhardt also reported that the swim team now includes a dive team, with practices being held at the Sequim Aquatic Center, due to the size and depth of the Port Townsend pool.

Board Member Announcements
The Board discussed the upcoming Board Retreat on September 16, 2013, 5-9 p.m., 1610 Blaine St., Room S-11. The link to the WSSDA board self-assessment will be sent to the board members as soon as possible, so they can complete that assessment by September 16.

Next Meeting: Board Retreat, September 16, 2013, 5-9 p.m., 1610 Blaine St., Room S-11.

Adjournment: The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

_____ ATTEST:_____
David Engle, Secretary Jennifer James-Wilson, Board Chair

Grade level	math	reading	
4th cohort analysis			
2012 @ standard	62.2	71.4	
2013 @ standard	**55.2**	75.9	
8th cohort analysis			
2011@ standard	56.1	**75.7**	
2012@ standard	56.8	73.2	
2013@ standard	63.5	74.1	
10th cohort analysis			
2008@ standard	56.4	80	WASL
2009@ standard	49	71	WASL
2010@ standard	64.9	70.4	MSP
2011 @ standard	**50.4**	68.7	MSP
2013 @ standard	see EOC below	90.8	
EOC 1 2013	86.1		
EOC 2 2013	91.6		

Testimony
9 September 2013

Here's an idea worth pursuing. Instead of messing with salary structures as they now stand, why don't you put the monies about to be spent to more productive use---that is, create a couple of programs that could prepare students for useful work once they graduate; in, among other areas, the woodworking and restorative automotive trades.

It wasn't so long ago that students in Washington's schools were making well-designed furnishings for the home, under the tutelage of designer-builder specialists in the field. End products were offered for sale at terms end; any or all profits plowed back into the program. I, not so long ago, supplied Gene Laes with beautifully documneted evidence of such. Check his files.

I'd be willing to donate time and effort, as well as a 1961 Cadillac, to the cause.

Todd Wexman
Port Townsend
379-1596

Evaluation Plan for Effectiveness of Identification Process

Describe the district's plan for evaluating the effectiveness of the district's process to identify highly capable students and procedures for reaching out to highly capable students with diverse talents and from diverse backgrounds.
Annual review by HCP leadership team - budget correlates with goals and team gathers evidence to support program assurances.
Parent and student feedback

Evaluation Plan for Meeting the Academic Needs of Highly Capable Students

Describe the district's plan for evaluating how well the district is meeting the academic needs of the identified students. Include the assessment data and other indicators used in the evaluation process.
Academic performance of student relative to grade level and identified performance level.
Multiple indicators used for evidence, including achievement, creativity, motivation for continuous learning.
Internships related to student interests and passions
Graduation rate of HCP population

Professional Development Activities (WAC 392-170-030)

Indicate planned professional development activities for educators of students who are highly capable and general education staff. (Check all that apply.)

- ☑ Advanced Placement Training
- ☐ Council for Exceptional Children-Talented and Gifted Conference and/or Webinars
- ☑ National Association of Gifted Children Conference and/or Webinars
- ☑ Northwest Gifted Child Association Conference and/or Webinars
- ☑ OSPI K-20 and/or Webinars
- ☐ Supporting Emotional Needs of Gifted Conference or Webinars
- ☑ Washington Association of Educators for Talented and Gifted (WAETAG) Fall Conference
- ☑ WAETAG/ESD Trainings
- ☐ Other
  Specify Other: one or more of the above

217 Highly Capable Students Program
Fiscal Year: 13-14
Milestone: Draft (Printed 9/9/2013)
District: Port Townsend School District

◉ District has a current HCP and will use a transition year to expand to include Grades K-12

The district will use a portion of the HCP funds to continue to offer services to identified students and for a transition year to develop HCP policy, procedures, and services for Grades K-12.

Describe the district's plan for how funds will be used to support the HCP Transition Year Plan. Provide detailed activities that will take place to develop HCP policy, procedures, and services during the transition year. The HCP must be fully implemented and serve students Grades K-12 at the beginning of the 2014-15 school year.

Students identified for the 2013-14 school year will be supported in math in 4th and 5th grades as in our previous plan. HiCap funding is used to support additional teacher time (.1 FTE) and instructional supplies.

During the 2013-14 school year, PTSD will:
Create a collaborative committee, including members from elementary, middle, and high school to expand our current program to younger and older students.
Develop an identification system that includes multiple indicators of giftedness.
Collaborate with parents and/or create a parent advisory group.
Report to the school board annually for approval of our plan and possible revision.
No current year funds will be used to support this work. District funds will support certificated representation on the HiCap planning team.

Describe the district Grades K-12 nomination process. Include a timeframe for when nominations are accepted.
CoGat testing in 3rd grade
MSP scores
STAR testing and other samples of performance as available
Teacher recommendation
Parent referral

Assessment Process (WAC 392-170-055)

☑ Check this box if the district is redesigning the assessments used in the identification process during the transition year. If this box is checked, proceed to page 4 without completing the remainder of this Assessment Process section.

Categories include: Cognitive ability, Academic achievement, Creativity, Other…

Subject: .6 US Studies teacher
Date: Monday, August 26, 2013 8:44:34 AM PT
From: Carrie Ehrhardt
To: Laurie McGinnis

Laurie-
I am pleased to recommend Julianne Dow for the position of .6 US Studies teacher at Port Townsend High School. In addition, Julianne will be keeping her .2 district ELL position, giving her a total FTE of .8

Thank you,
Carrie Ehrhardt

Subject: MarVista Social Studies
Date: Monday, August 26, 2013 8:36:54 AM PT
From: Carrie Ehrhardt
To: Laurie McGinnis

C Ehrhardt

Laurie-
I am recommending Teresa Janssen for the position of .2 MarVista social studies teacher. This position would be in addition to her .5, for a total of .7 FTE.

Thanks,
Carrie

Port Townsend School District #50
September 9, 2013

To Whom It May Concern:

I, Marcia Van Cleve, officially resign my 0.4 teaching position with the Port Townsend OCEAN Program, Port Townsend School District # 50.

The change in the Health Insurance Policy has put my health care insurance in jeopardy. For the 2012-2013 school Port Townsend School District #50 was unable to pay the .40 portion of my health care insurance policy. My dental coverage with the district was dropped last year. That same reality is true this year. It has become apparent that I need to work in one district, full time to receive adequate health care coverage.

I have accepted a 0.4 position with the Chimacum School District #49 for the 2013-2014 school year which will give me a 1.0 position in one district. My official start day will be October 1, 2013.

It has been a professional pleasure working with the OCEAN staff - Liz Quayle and Daniel Molotsky. I have valued the collaboration and teamwork of the OCEAN teachers through the years. They are exceptional educators in a very dynamic and challenging profession. I also have appreciated the opportunity to work with wonderful families and students in the Port Townsend OCEAN Program. The OCEAN Program supports some of the most outstanding students in Jefferson County.

Thank you for your attention to the change in my participation in the Port Townsend OCEAN Program for the 2013-2014 school year.

Sincerely,
Marcia Van Cleve

Marcia Van Cleve
P.O. Box 57, Nordland, WA 98358
360-385-1159
marci.van.cleve@gmail.com

GRANT STREET ELEMENTARY

PORT TOWNSEND SCHOOL DISTRICT NO. 50

1637 Grant Street Port Townsend, WA 98368 (360) 379-4535 Mary Sepler, Principal

September 4, 2013

Dr. Engle,

It is with pleasure I recommend Brady Usher to fill the 6-hour Special Education Para educator position at Grant Street. Brady was previously hired into a 3-hour position at our school and I would welcome the opportunity to expand the time he is available here to support our students. Brady will internally transfer into this position and he is well qualified to assume the responsibilities.

Sincerely,

Mary Sepler
Principal, Grant Street

Laurie McGinnis

From: Brad Taylor
Sent: Wednesday, September 04, 2013 9:09 AM
To: Laurie McGinnis
Subject: Recommendation for Shannon Minnihan

I would like to recommend Shannon Minnihan for the position of Head Cook at Port Townsend High school.

Shannon has been doing a good job working with the kitchen staff at Blue Heron.

She will be a good fit at the high school and will bring a new energy and a improved menu of healthy foods to the students and staff.

Sincerely,
Brad Taylor
Director of Support Services
Port Townsend School District
Phone: 360-531-3356
Email btaylor@ptschools.org

Laurie McGinnis

From: Brad Taylor
Sent: Wednesday, September 11, 2013 12:14 PM
To: Laurie McGinnis
Subject: Food Service

Laurie,
I am recommending Tom Webster for the 5 hour day food service position. During the end of the last school year he was very successful in temporarily filling this position and has proven he is the right person for the job.
Brad Taylor
Director of Support Service

PTSD 50

9-5-13

This letter is to inform you I am resigning from Route 224

Thankyou, LuAnn Spitzbart

GRANT STREET ELEMENTARY

PORT TOWNSEND SCHOOL DISTRICT NO. 50

1637 Grant Street Port Townsend, WA 98368 (360) 379-4535 Mary Sepler, Principal

September 11, 2013

Dear Dr. Engle,

I recommend Robert Goff to fill the vacant 3-hour Para educator position at Grant Street. Robert already fills a 3-hour position at Grant Street and was an internal applicant for this additional time. This will give Robert a total of six hours assigned to our school. Robert has experience supervising groups of children in the preschool and public school setting. His references describe him as trustworthy, honest and great with kids. Robert has successfully completed early childhood education classes and his first aid training. Since the first day of school this year he has already provided solid support to our lunch and recess supervision.

Sincerely,

Mary Sepler
Principal, Grant Street

Laurie McGinnis

From: Brad Taylor
Sent: Wednesday, September 18, 2013 12:06 PM
To: Laurie McGinnis
Subject: Food Service Position

Laurie,
It is with pleasure that I recommend Joanne Mackey the 3 hour food service position at Blue Heron. She has proven in her past position and while filling in at Blue Heron that she is the right person for the job.

Brad Taylor
Support Services

BLUE HERON SCHOOL

3939 San Juan Avenue
Port Townsend, WA 98368
Phone: (360) 379-4540
Fax: (360) 379-4548

Dr. Diane Lashinsky, Principal
Grades 4 - 8
www.ptschools.org/blueheron

August 29, 2013

To:

Port Townsend District 50
1500 Van Ness
Port Townsend, WA 98368

From:

Scott Wilson
Athletic Director
Port Townsend School District 50
1500 Van Ness
Port Townsend, WA 98368

Dr. Engle and Members of the School Board,

After reviewing Amy Tidball's application and experience and conducting the subsequent interview, I, Scott Wilson, recommend Amy Tidball for the Blue Heron HEAD Volleyball Coach for the school year of 2013-14.

Sincerely,

Scott Wilson
Athletic Director
Port Townsend School District

CC: Amy Tidball
Diane Lashinsky, Principal

9-3-2013

To Whom It May Concern:

My name is Nettie Hawkins and I am currently the assistant girl's basketball coach at Port Townsend High School.

This is sadly my letter of resignation for the 2013-14 season. I will no longer be able to attain the position as I am due with my first born the beginning of January.

I hope maybe the position will open again someday and I will be able to help the program again.

Sincerely,

Nettie Hawkins

Port Townsend School District

1610 Blaine Street
Port Townsend WA 98368
360 379-4501
FAX: 360 385-3617

September 5, 2013,

To:

Port Townsend District 50
1500 Van Ness
Port Townsend, WA 98368

From:

Scott Wilson
Athletic Director
Port Townsend School District 50
1500 Van Ness
Port Townsend, WA 98368

Dr. Engle and Members of the School Board,

I highly recommend Mr. Jim Guthrie to be the Port Townsend High School Assistant Volleyball Coach for the 2013 season. His experience and knowledge of the sport are an asset to our overall district and mission.

Sincerely,

Scott Wilson
Athletic Director
Port Townsend School District

Port Townsend High School

1500 Van Ness, Port Townsend, WA 98368
Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal Patrick Kane, Assistant Principal

To: Personnel Office
From: Carrie Ehrhardt C Ehrhardt
Re: Hiring of Cheerleading Coach
Date: 9/10/13

The high school is pleased to recommend Kirsten Hammer for the position of Cheerleading Advisor/Coach for the 2013-14 school year.

While Kirsten was the only applicant received for the position, she has been acting as a volunteer coach for the cheer program since last year. She is well equipped to step into a leadership role for Cheer and is also already trained in the ASB fiscal and fundraising procedures, due to her previous volunteer work with the team.

Thank you.

Port Townsend School District

1610 Blaine Street
Port Townsend WA 98368
360 379-4501
FAX: 360 385-3617

September 10, 2013,

To:

Port Townsend District 50
1500 Van Ness
Port Townsend, WA 98368

From:

Scott Wilson
Athletic Director
Port Townsend School District 50
1500 Van Ness
Port Townsend, WA 98368

RE: Assistant Volleyball Coach, Blue Heron Middle School

Dr. Engle and Members of the School Board,

After conducting interviews with the help of Amy Tidball (head coach) for the assistant volleyball coach at Blue Heron Middle School, I recommend Trisha Minnehan for the assistant position.

Sincerely,

Scott Wilson
Athletic Director
Port Townsend School District

CC: Dr. Diane Lashinsky, Principal of Blue Heron Middle School
Amy Tidball, Head Volleyball Coach

BLUE HERON SCHOOL

3939 San Juan Avenue
Port Townsend, WA 98368
Phone: (360) 379-4540
Fax: (360) 379-4548

Dr. Diane Lashinsky, Principal
Grades 4 - 8
www.ptschools.org/blueheron

To: Dr. David Engle, Superintendent
Laurie McGinnis, Personnel Office
From: Diane Lashinsky
Date: September 17, 2013
Re: Blue Heron .5 Language Arts Teacher

Dr. Engle:

I am pleased to recommend Amy Tidball for the position of .4 FTE Language Arts Teacher at Blue Heron School. Amy's position will be effective September 19, servicing middle school students at Blue Heron School for the 2013-14 school year. Amy's specific assignment is to teach 2 sections of 7th grade Language Arts.

Amy is a familiar face at Blue Heron School and she is a welcome addition to our teaching staff. Last year, Amy served as a full-time substitute teacher when one of our Special Education teachers left mid-year on parental leave. Amy is currently our Girls' Volleyball Coach. Her 5 years prior experience as an elementary teacher and reading specialist will serve our 7th graders well this year.

Amy is certified K-8 and entered into an agreement with Port Townsend School District to complete a specific plan to take the West-E in middle Humanities – ELA to become highly qualified. We have agreed on a test date that assures us of her being highly qualified by the end of October. I have little doubt that this is nothing more than a formality for Amy to accomplish.

Members of the interview committee included Melissa Nagy, Melinda Schroeder, and George Oswald – all of whom will be teaching colleagues with Amy this year in English Language Arts. After interviewing several candidates and careful consideration, we unanimously agreed that Amy will be an asset to the students and staff at Blue Heron.

Thank you,

Diane Lashinsky

Dr. Diane Lashinsky
Principal, BHS

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 26, 2013, the board, by a _____ vote, approves payments, totaling $1,311.36. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9554 through 9556, totaling $1,311.36

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
9554	BANK OF AMERICA VISA	07/31/2013	669.51
9555	DL LOGOS	07/31/2013	612.14
9556	SAFEWAY	07/31/2013	29.71
3	Computer Check(s) For a Total of		1,311.36

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 26, 2013, the board, by a _____ vote, approves payments, totaling $156,683.71. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3172 through 3172, totaling $156,683.71

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
3172	MCKINSTRY ESSENTION	07/31/2013	156,683.71
1	Computer Check(s) For a Total of		156,683.71

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 26, 2013, the board, by a _____ vote, approves payments, totaling $80,266.37. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 55862 through 55902, totaling $80,266.37

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
55862	B & H PHOTO VIDEO	07/31/2013	545.82
55863	BANK OF AMERICA VISA	07/31/2013	7,481.43
55864	CENTRAL KITSAP SCHOOL DISTRICT	07/31/2013	15,135.00
55865	CENTURYLINK	07/31/2013	1,332.40
55866	CENTURYLINK	07/31/2013	77.00
55867	DON'S PHARMACY	07/31/2013	91.32
55868	Engle, David S	07/31/2013	56.90
55869	ESD 114	07/31/2013	3,650.00
55870	GRAINGER	07/31/2013	330.21
55871	GREENTREE COMMUNICATIONS	07/31/2013	94.57
55872	HEALTH CARE AUTHORITY	07/31/2013	910.39
55873	HENERY'S GARDEN CENTER	07/31/2013	69.77
55874	JEFFERSON MENTAL HEALTH	07/31/2013	11,756.00
55875	K12 MANAGEMENT INC	07/31/2013	438.00
55876	KING COUNTY DIRECTORS	07/31/2013	2,118.85
55877	Lashinsky, Diane D	07/31/2013	259.28
55878	LRP PUBLICATIONS	07/31/2013	303.50
55879	Lundh, Scott W	07/31/2013	375.46
55880	Lynch, Jason Edward	07/31/2013	1,019.16
55881	Manning, Jennifer Dawn	07/31/2013	160.37
55882	McGinnis, Laurie Kathleen	07/31/2013	56.50
55883	MCGRAW-HILL SCHOOL EDUCATION	07/31/2013	436.10
55884	Mills, Roger Lees	07/31/2013	118.83
55885	MPS	07/31/2013	3,483.71
55886	PEARSALL, S NEVILLE	07/31/2013	1,008.25
55887	PITNEY BOWES	07/31/2013	453.00
55888	POSTAGE BY PHONE RESERVE ACCOU	07/31/2013	1,025.00
55889	PUBLIC UTILITY DISTRICT	07/31/2013	17,311.45
55890	Quayle, Darlene E	07/31/2013	295.72
55891	RE AUTO ELECTRIC	07/31/2013	103.77
55892	SEATTLE UNIVERSITY	07/31/2013	2,900.00
55893	SOUND PUBLISHING INC	07/31/2013	267.85
55894	TERRY'S LOCK & SAFE INC	07/31/2013	255.06

Check Nbr	Vendor Name	Check Date	Check Amount
55895	UNIV OF MARYLAND FOUNDATION	07/31/2013	1,809.90
55896	UNIVERSITY OF WASHINGTON	07/31/2013	875.00
55897	UPS STORE	07/31/2013	15.49
55898	WARDS	07/31/2013	185.53
55899	WELCH, ANN	07/31/2013	1,634.00
55900	WESTBAY AUTO PARTS	07/31/2013	27.14
55901	WHYT LITE AUTO & HOME SOLUTION	07/31/2013	1,623.64
55902	WSPA	07/31/2013	175.00

41 Computer Check(s) For a Total of 80,266.37

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2013, the board, by a _____ vote, approves payments, totaling $12,716.97. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9566 through 9570, totaling $12,716.97

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
9566	BIG GAME ATHLETIC	09/13/2013	10,186.53
9567	HARLAN FAIRBANKS	09/13/2013	511.02
9568	Khile, Amy Jo	09/13/2013	411.42
9569	SAFEWAY	09/13/2013	46.68
9570	WALSWORTH PUBLISHING CO	09/13/2013	1,561.32
5	Computer Check(s) For a Total of		12,716.97

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2013, the board, by a _____ vote, approves payments, totaling $3,092.83. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9562 through 9565, totaling $3,092.83

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
9562	JEFF CO FAIR ASSOCIATION	08/31/2013	230.00
9563	KITSAP PENINSULA SOCCER REF	08/31/2013	2,692.83
9564	PT MARINE SCIENCE CTR	08/31/2013	125.00
9565	Sanford, Kevin Jon	08/31/2013	45.00
4	Computer Check(s) For a Total of		3,092.83

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2013, the board, by a _____ vote, approves payments, totaling $536.55. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9571 through 9572, totaling $536.55

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
9571	COSTCO	09/16/2013	381.55
9572	JEFF COUNTY PUBLIC HEALTH	09/16/2013	155.00

2 Computer Check(s) For a Total of 536.55

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2013, the board, by a _____ vote, approves payments, totaling $554,046.82. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3173 through 3173, totaling $554,046.82

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
3173	MCKINSTRY ESSENTION	08/31/2013	554,046.82
1	Computer Check(s) For a Total of		554,046.82

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2013, the board, by a _____ vote, approves payments, totaling $40,922.72. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 55998 through 56033, totaling $40,922.72

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
55998	AP EXAMS	09/13/2013	81.00
55999	CENEX FLEETCARD	09/13/2013	152.91
56000	CENTURYLINK	09/13/2013	480.19
56001	CITY OF PT TOWNSEND	09/13/2013	9,089.54
56002	COON PLUMBING	09/13/2013	6,599.79
56003	CREATIVE NOTEBOOK SOLUTIONS	09/13/2013	570.00
56004	CROSSROADS MUSIC INC	09/13/2013	927.63
56005	DATABASE SECURE RECORDS DESTRC	09/13/2013	66.72
56006	Doyle, Susan P	09/13/2013	341.39
56007	EBSCO ACCOUNTS RECEIVABLE	09/13/2013	10.75
56008	GILMORE PLUMBING LLC	09/13/2013	591.33
56009	GROVES & CO INC	09/13/2013	245.25
56010	HEALTH CARE AUTHORITY	09/13/2013	972.39
56011	HENERY HARDWARE	09/13/2013	528.27
56012	Johnston, Kimberly Anne	09/13/2013	30.00
56013	KELVIN	09/13/2013	329.73
56014	KING COUNTY DIRECTORS	09/13/2013	2,229.34
56015	Manning, Jennifer Dawn	09/13/2013	119.22
56016	Martin, Christopher	09/13/2013	25.00
56017	MUSIC CENTERS INC	09/13/2013	844.75
56018	OLYMPIC SPRINGS	09/13/2013	78.82
56019	PACIFIC OFFICE EQUIPMENT	09/13/2013	642.51
56020	PARKER PAINTS	09/13/2013	627.55
56021	PENINSULA PAINT COMPANY	09/13/2013	456.13
56022	PETTIT OIL COMPANY	09/13/2013	332.48
56023	PRINTERY	09/13/2013	2,489.00
56024	PROJECT LEAD THE WAY INC	09/13/2013	4,687.00
56025	READY! FOR KINDERGARTEN	09/13/2013	2,325.04
56026	REVOLVING FUND	09/13/2013	2,774.32
56027	Rublaitus, Tanya K	09/13/2013	49.05
56028	SHORT, DALTON	09/13/2013	25.00
56029	TARBOO RIDGE EXTINGUISHERS	09/13/2013	1,519.46
56030	Taylor, Brad James	09/13/2013	54.21

Check Nbr	Vendor Name	Check Date	Check Amount
56031	WARDS	09/13/2013	475.19
56032	WASH STATE FERRIES	09/13/2013	8.70
56033	WESTBAY AUTO PARTS	09/13/2013	143.06

36 Computer Check(s) For a Total of 40,922.72

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 21, 3201, the board, by a _____ vote, approves payments, totaling $49,931.72. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 55969 through 55994, totaling $49,931.72

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
55969	ASCD	08/31/2013	49.00
55970	BANK OF AMERICA VISA	08/31/2013	5,299.85
55971	CENTURYLINK	08/31/2013	2,337.14
55972	CENTURYLINK	08/31/2013	53.41
55973	CHIMCAUM SCH DIST#49-CO-OP TRA	08/31/2013	18,256.24
55974	Colton, Mary K	08/31/2013	43.96
55975	Engle, David S	08/31/2013	16.23
55976	ETS	08/31/2013	45.00
55977	GRAINGER	08/31/2013	260.95
55978	JEFF CO DEPT OF PUBLIC WORKS	08/31/2013	17.50
55979	JEFFERSON COUNTY PUBLIC WORKS	08/31/2013	29.63
55980	Kane, Patrick J	08/31/2013	108.15
55981	Lashinsky, Diane D	08/31/2013	66.76
55982	Manning, Jennifer Dawn	08/31/2013	392.54
55983	McGinnis, Laurie Kathleen	08/31/2013	107.35
55984	MUSIC CENTERS INC	08/31/2013	716.68
55985	OLYMPIC PRINTER RESOURCES INC	08/31/2013	276.86
55986	POSTAGE BY PHONE RESERVE ACCOU	08/31/2013	1,025.00
55987	PUBLIC UTILITY DISTRICT	08/31/2013	11,826.76
55988	SCHOOLWIRES INC	08/31/2013	2,289.90
55989	SOS PRINTING	08/31/2013	2,833.25
55990	Taylor, Brad James	08/31/2013	54.36
55991	TRI DIM FILTER CORPORATION	08/31/2013	63.74
55992	VIRGINIA GYM FLOORS	08/31/2013	3,705.43
55993	WARDS	08/31/2013	23.63
55994	WESTBAY AUTO PARTS	08/31/2013	32.40

26 Computer Check(s) For a Total of 49,931.72

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2013, the board, by a _____ vote, approves payments, totaling $1,816.98. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 55995 through 55997, totaling $1,816.98

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
55995	GRAINGER	08/31/2013	78.74
55996	KING COUNTY DIRECTORS	08/31/2013	1,450.95
55997	OFFICE DEPOT	08/31/2013	287.29
3	Computer Check(s) For a Total of		1,816.98

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2013, the board, by a _____ vote, approves payments, totaling $31,016.39. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 56034 through 56059, totaling $31,016.39

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
56034	AWSP	09/16/2013	3,212.00
56035	DEPARTMENT OF LICENSING	09/16/2013	195.00
56036	DM DISPOSAL CO INC	09/16/2013	4,259.49
56037	Evasick, Becky J	09/16/2013	40.00
56038	GREENTREE COMMUNICATIONS	09/16/2013	94.57
56039	HENDRICKSON ASSOCIATES LLC	09/16/2013	207.10
56040	Jensen, Colleen Mae	09/16/2013	40.00
56041	JOHN BENNETT CREATIVE SERVICES	09/16/2013	495.00
56042	JT EDUCATIONAL CONSULTANTS	09/16/2013	700.00
56043	KING COUNTY DIRECTORS	09/16/2013	771.73
56044	MICRO K12	09/16/2013	733.30
56045	Molotsky, Daniel Robert	09/16/2013	158.03
56046	Moore, Bethel Ann	09/16/2013	40.00
56047	Morris, Linda Elaine	09/16/2013	97.68
56048	OLYMPIC PRINTER RESOURCES INC	09/16/2013	235.44
56049	PRINTERY	09/16/2013	1,605.60
56050	Rublaitus, Tanya K	09/16/2013	273.59
56051	SCHOOL DUDE.COM	09/16/2013	3,247.71
56052	SOUND PUBLISHING INC	09/16/2013	135.20
56053	Stankus, Jennifer K	09/16/2013	118.65
56054	SUBSTITUTE ONLINE INC	09/16/2013	1,635.00
56055	VanCamp, Katherine A	09/16/2013	40.00
56056	VHS, INC	09/16/2013	6,750.00
56057	WOIS/CAREER INFORMATION SYSTEM	09/16/2013	790.25
56058	WSIPC	09/16/2013	2,351.05
56059	WSSDA ANNUAL CONFERENCE 2013	09/16/2013	2,790.00

26 Computer Check(s) For a Total of 31,016.39

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of August, 2013

We, the undersigned, do hereby certify that the foregoing payroll is just, true and correct; that the persons whose names appear hereon actually performed services as stated for the time shown, and that the amounts are actually due and unpaid,

_____
Clerk of District

Approved gross in the sum of $ 666,630.85 Employee Gross

218,677.04 Employer Contribution

_____ Payroll Adjustment*

885,307.89 Total Distribution

DIRECTORS:

_____ _____

_____ _____

_____ _____

*Provision is made for the adjusting of employee and employer benefits as necessary.

REPORT OF MONETARY DONATIONS

To the Board of the Port Townsend School District:

Date of donation 9/11/13

Name of donor Kiwanis Club of PT

Address of donor P.O. Box 489, Port Townsend.

Purpose of donation:	**Amount:**
Kindergarten Scholarship	600.00

Received by Ruth Wellman

Mary Lyle

Bldg. Administrator

Port Townsend High School

1500 Van Ness, Port Townsend, WA 98368
Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal Patrick Kane, Assistant Principal

To: Port Townsend School District
From: Carrie Ehrhardt C Ehrhardt
Re: Recognition of Donations
Date: 9/9/13

Port Townsend High School wishes to recognize the generosity of the Port Townsend Kiwanis Club for two donations from their Charitable Trust account to support students at PTHS:

$500 donation towards the athletic fees for students on free/reduced lunch

$200 donation to purchase emergency food cards for homeless students

Thank you.

Port Townsend Kiwanis Club
Charitable Trust Committee
PO Box 489
Port Townsend, WA 98368

REPORT OF
IN-KIND DONATIONS

To the Board of the Port Townsend School District:

Date of donation 8/15/13

Name of donor Jefferson General Hospital

Address of donor 834 Sheridan Avenue.
Port Townsend, WA 98368

Items donated:	**Value:**
(52) retired PCs & monitors.	$100—

Received by Steven Hanson

Bldg. Administrator

REPORT OF
IN-KIND DONATIONS

To the Board of the Port Townsend School District:

Date of donation 8/29/13

Name of donor The Food Co-op

Address of donor 414 Kearney St.

Port Townsend, WA 98365

Items donated:	**Value:**
Apples for back-to-school day	$97.50

Received by Mary Coulter

Bldg. Administrator

REPORT OF
IN-KIND DONATIONS

To the Board of the Port Townsend School District:

Date of donation 9-11-2013

Name of donor SOS Printing

Address of donor 2319 Washington St.
Port Townsend, WA 98368

Items donated:	**Value:**
Printing Services - HS Football	462.50
	462.50

Received by _____

Patrick K

Bldg. Administrator

REPORT OF
IN-KIND DONATIONS

To the Board of the Port Townsend School District:

Date of donation 9-17-2013

Name of donor John Conley

Address of donor 1503 "Z" St

Port Townsend, WA 98368

Items donated:	**Value:**
Cinema HD Display 30-in monitor	$700

Received by Mary Colton

Steve Hansen

Bldg. Administrator

School Board

From: Tom Thiersch <thiersch-public@usregs.com>
Sent: Sunday, September 15, 2013 11:13 AM
To: School Board
Cc: David Engle
Subject: Redskins name change

School Board members:

Please watch this 10-minute discussion regarding "the last racist name you can say in the office without getting fired."

(It would be best if you viewed this now because video links sometimes change.)

http://www.youtube.com/watch?v=JXsfcVvZbXE&feature=player_embedded

An accompanying article is:

"Keith Olbermann discusses a name change for the Washington Redskins."

http://www.huffingtonpost.com/2013/09/13/keith-olberman-redskins-name-change_n_3920710.html?utm_hp_ref=sports

Thank you,

Tom Thiersch

School Board

From: Tom Thiersch <thiersch-public@usregs.com>
Sent: Friday, September 06, 2013 2:29 PM
To: David Engle; School Board
Subject: Policy 1115

Superintendent Engle,

It's come to my attention that board Policy 1115 contains a reference to an apparently non-existent policy (Policy 1405).

Please bring this to the attention of the district's Policy Review Committee when/if that committee meets.

Thank you.

Tom Thiersch
There's no place like 127.0.0.1 unless it's 0:0:0:0:0:0:0:1

SAVE PAPER - Please do not print this e-mail unless absolutely necessary.

August 28, 2013

Dear Dr. Engle & PTSD School Board Members,

It was an honor to receive the Shining Stars award. Thank you. Please know that I will continue to support education, especially in the arts, for all Port Townsend students. I'm excited about your new ideas for re-invigorating education in Port Townsend & hope to be a contributor in some way. Sincerely, Martha Whitney

Port Townsend High School

Score Data and School Improvement Focus for 2013-2014

Carrie Ehrhardt
9/23/13

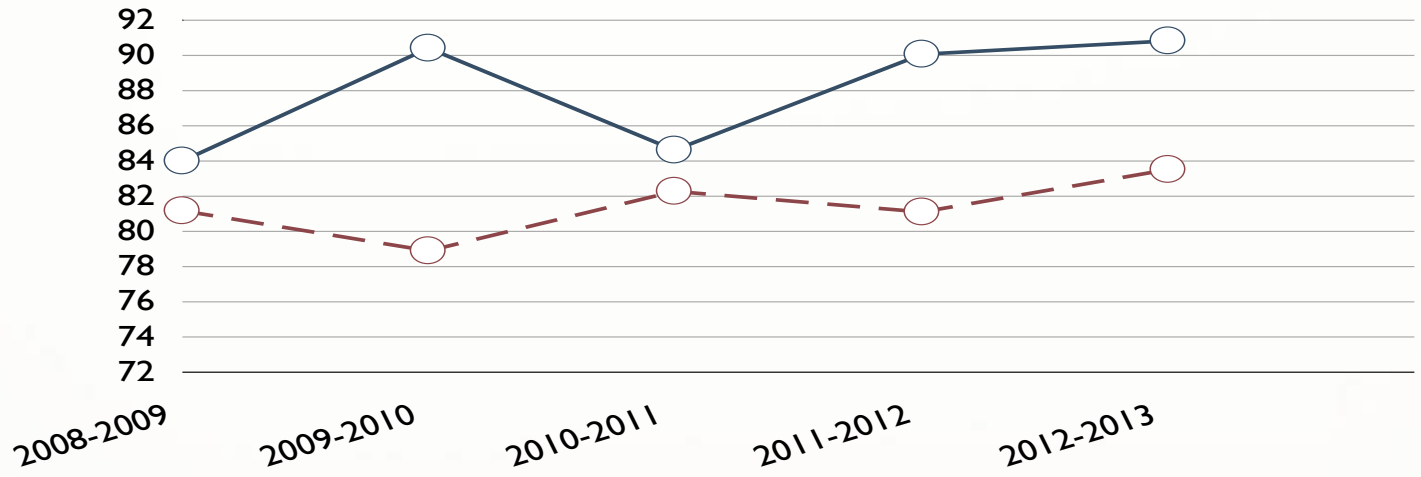
Presentation Assumptions

- High school data has been reviewed at building/program/individual levels
- High school data includes PTHS, ICE and MarVista programs
- Score data must be disseminated from the raw state score to fully identify areas of strength and areas of deficiency
- Score data for special programs may require different interventions as we move towards continued improvement

Learning Targets:

- Become knowledgeable of the district's high school score data
- Understand linkages between data scores, improvement plan targets and teacher collaboration goals
- Identify the connections between how we use our data to plan for instructional improvement, which is connected to our district's mission and core principles.

PTHS vs. State Reading Trends



	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Port Townsend High School Scores	84.0	90.4	84.6	90.1	90.8
State Average Scores	81.2	78.9	82.3	81.1	83.5

Reading

PTSD 90.8%

WA State 83.5%

- **109 students tested**
- 99 Met Standard
- 10 Did Not Meet Standard:

4 Absent- 2 SpEd, 2 ICE

4 L2- 2 SpEd, 1 ICE, 1 HS

1 L1- SpEd student

1 No Score - Insight

Students with Special Needs

In reading, 80% of PTHS students met standard, compared to only 50.2% of WA State. Additionally, this is a local improvement over 2012, where only 46.2% of our special education students met standard on the state reading assessment.

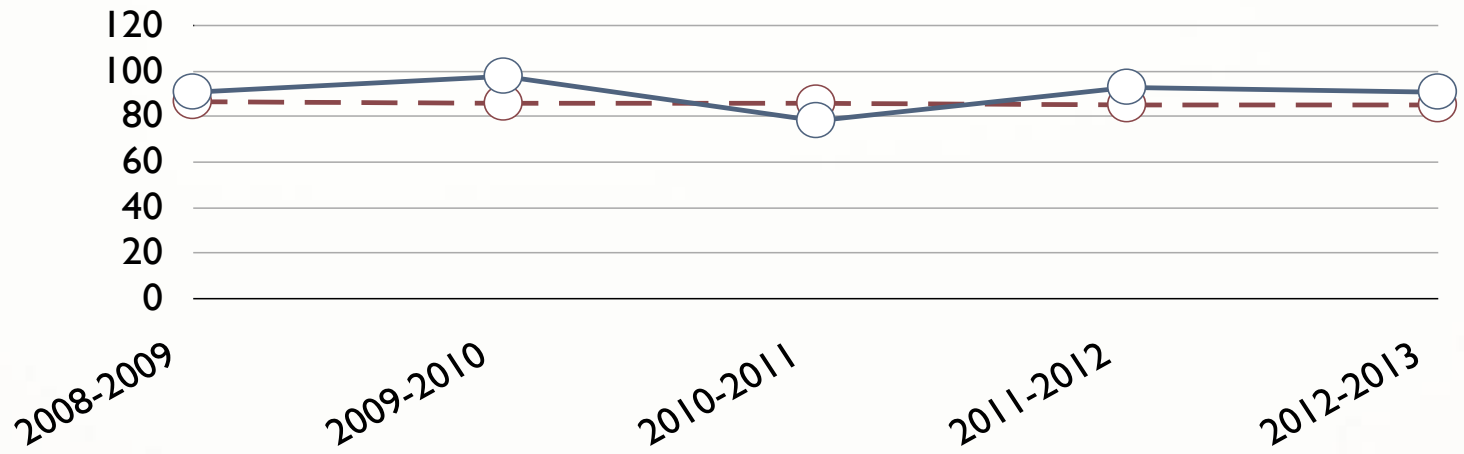
Reading Comparisons 2013

Reading Score Performance	Compared to 2011-12 PTHS Score Bands	Compared to 2013 STATE Score Bands
Comprehension	11.7% -	1.3% +
Analysis	1.9% +	8.8% +
Critical Thinking	1.8% +	4.8% +
Literary Text	2.8% +	7.5% +
Informational Text	2% -	5.8% +

Improvement Focus in Reading

- Focus on CCSS transition to use of informational text from non-fiction sources
- English department leadership in supporting non-fiction texts in freshman PE and Health/Careers classes
- English department outreach to content area teachers for strengthening reading comprehension strategies in all classes.

PTHS vs. State Writing Trends



	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Port Townsend High School Scores	90.9	97.7	78.3	92.8	90.8
State Average Scores	86.7	86.0	86.0	85.2	84.9

Writing

- **109 students tested**
- 99 Met Standard:
- 10 Did Not Meet Standard:

1 Absent – SpEd

2 L2- 1 ICE, 1 MV

5 L1- 1 ICE, 3 SpEd, 1-INS

2 No Score- 1 SpEd, 1 ICE

PTSD	90.8%
WA State	84.9%

Students with Special Needs

In writing, 73.3% of PTHS students met standard, compared to only 57% of WA State. Additionally, this is a local gain over 2012, when 61.5% of our special education students met standard on the state writing assessment.

Writing Comparisons 2013

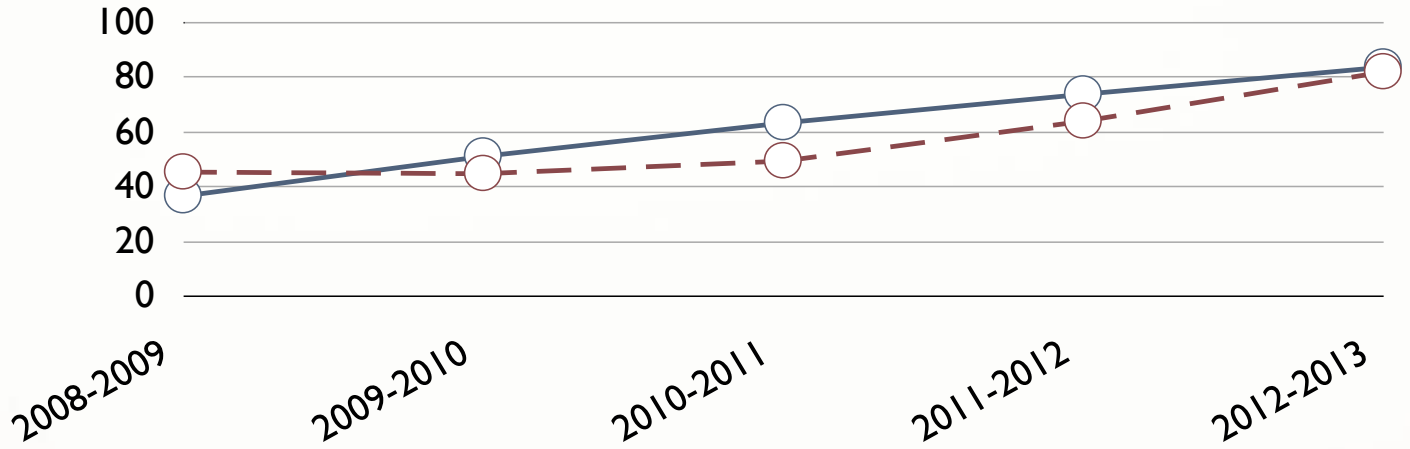
Writing Score Performance	Compared to 2011-12 PTHS Score Bands	Compared to 2013 STATE Score Bands
Content, Organization and Style	4% +	9.1% +
Conventions	3.3% -	1.5% +
Purpose to Explain	3.4% +	7.3% +
Purpose to Pursuade	8.4% -	3.3% +

Improvement Focus in Writing

- Balance writing focus to support explaining, while intentionally teaching students to persuade using data from multiple sources (CCSS).
  - Writing workshops in November and December for content area teachers.

- English department teachers taking leadership in supporting content area teachers to do more writing in their classes
  - Sharing of writing samples within teacher team time.

PTHS vs. State Science Trends



	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Port Townsend High School Scores	36.6	51.1	63.2	73.8	83.7
State Average Scores	45.4	44.8	49.7	64.1	81.7

Biology

- **93 students tested**
- 79 Met Standard: (6 in ICE and 4 in SpEd)
- 14 Did Not Meet Standard:

11 L2- 3 ICE, 3 MV, 5 HS

3 L1 - 3 SpEd

PTSD	83.7%
WA State	81.7%

Excessive Absences!

There were 17 absences for The EOC Biology Exam, resulting In scores of zero:

9 – PTHS (6 in SpEd)

4 – Mar Vista

1 – ICE

2 - HAVEN

1 - JCS

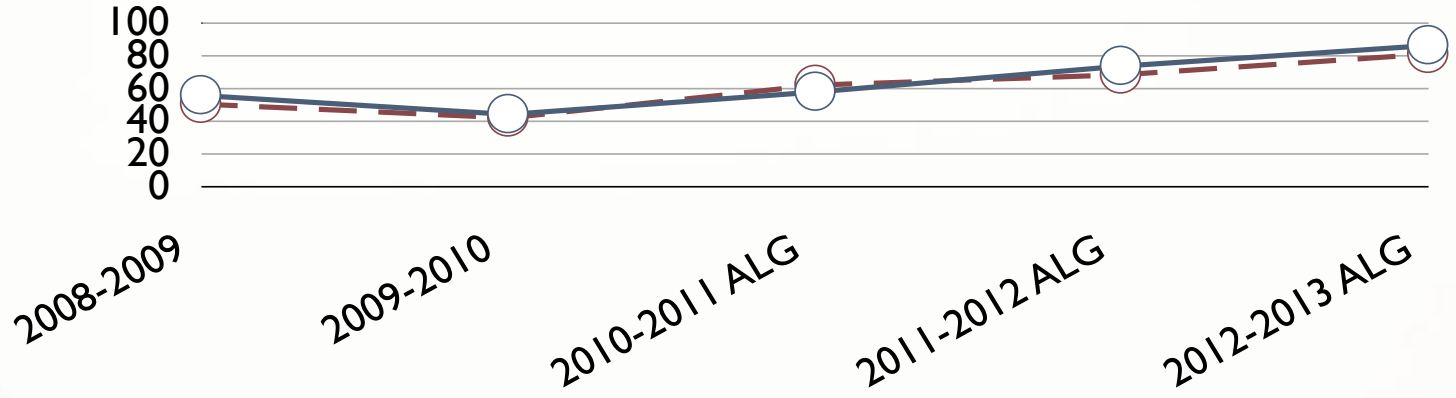
Biology Comparisons 2013

Biology Score Performance	Compared to 2011-12 PTHS Score Bands	Compared to 2013 STATE Score Bands
Systems	15.3% +	6.0% +
Inquiry	14.2% +	12.2% +
Application	25.1% +	13.6% +
Structures and Functions of Living Organisms	10.6% +	7.7% +
Maintenance and Stability of Populations	2.6%-	14.1% +
Mechanisms of Evolution	12.3% -	6.3% +

Improvement Focus in Science

- Train for Collection of Evidence process in Biology
- Insure continued instructional focus on EOC Biology standards in daily teaching
- Develop common assessment items for the Next Generation Science Standards
- Collaboration with Blue Heron science teachers on Project Lead the Way
- Pursue STEM grant for PTHS to be implemented in 2014-15 school year

PTHS vs. State Algebra Trends



	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Port Townsend High School Scores	48.5	44.1	57.4 ALG	73.7 ALG	86.1 ALG
State Average Scores	45.4	41.7	62.4 ALG	68.4 ALG	80.6 ALG

Math

Algebra: PTSD – 86.1% State – 80.6%

ALGEBRA

9th

63 students tested (0 not tested)

44 met standard
- 43 PTHS
- 1 ICE

19 did not meet standard
- 16 PTHS
- 3 ICE

11th

7 students tested (0 not tested)

2 met standard
- 2 PTHS

5 did not meet standard
- 1 PTHS (1 in Sped)
- 0 ICE and 2 MarVista
- 1 JCS and 1 has moved

10th

21 students tested (3 not tested)

8 met standard
- 8 PTHS

13 did not meet standard
- 10 PTHS (8 in SpEd)
- 2 ICE and 1 MarVista

Students with Special Needs

	Met	DNP	DNT
9th	0	0	17
10th	2	8	2
11th	1	1	0
		Did Not Pass	Did Not Take Exam

Algebra Comparisons 2013

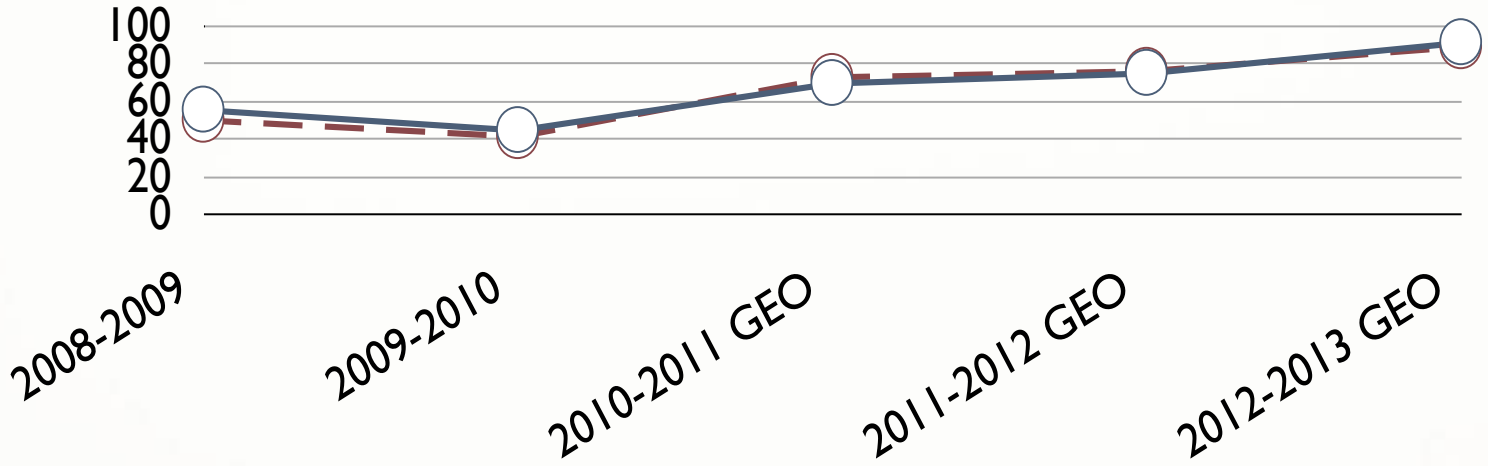
Algebra Score Performance	Compared to 2011-12 PTHS Score Bands	Compared to 2013 STATE Score Bands
Number, Operation, Expression and Variables	1.7% +	24.6% +
Linear Equations and Inequalities	26.7% +	30.3% +
Characteristics and Behaviors of Linear and Non-Linear Functions	28.3% +	38.9% +
Data and Statistics	18.3% -	16.8% +
Course Specific Content	Not reported	15.2% +

Math Concern -

- In 2013, 42.9% of PTHS students who are enrolled in special education for math services, have met standard on the Algebra EOC exam. While this is an improvement over the previous year, where only 25% of our students met standard, we still continue to under perform compared to WA State.

	PTHS	WA State
2012-2013	42.9%	44.6%
2011-2012	25.0%	30.5%

PTHS vs. State Geometry Trends



	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Port Townsend High School Scores	48.5	44.1	69.1 GEO	75.5 GEO	91.6 GEO
State Average Scores	45.4	41.7	72.9 GEO	76.2 GEO	89.4 GEO

Math

Geometry: PTSD – 91.6% State – 89.4%

GEOMETRY

9th

26 students tested (0 not tested)
26 met standard
30 PTHS
0 ICE and 0 MarVista

11th

3 students tested (0 not tested)
1 met standard
0 PTHS
0 ICE and 1 MarVista
2 did not meet standard
0 PTHS
0 ICE and 2 MarVista

10th

60 students tested (0 not tested)
48 met standard
41 PTHS
3 ICE and 4 MarVista
12 did not meet standard
5 PTHS
4 ICE and 2 MarVista
1 HAVEN

Students With Special Needs

	Met	DNP	DNT
9th	0	0	0
10th	2	1	0
11th	0	0	0
		Did Not Pass	Did Not Test

Geometry Comparisons 2013

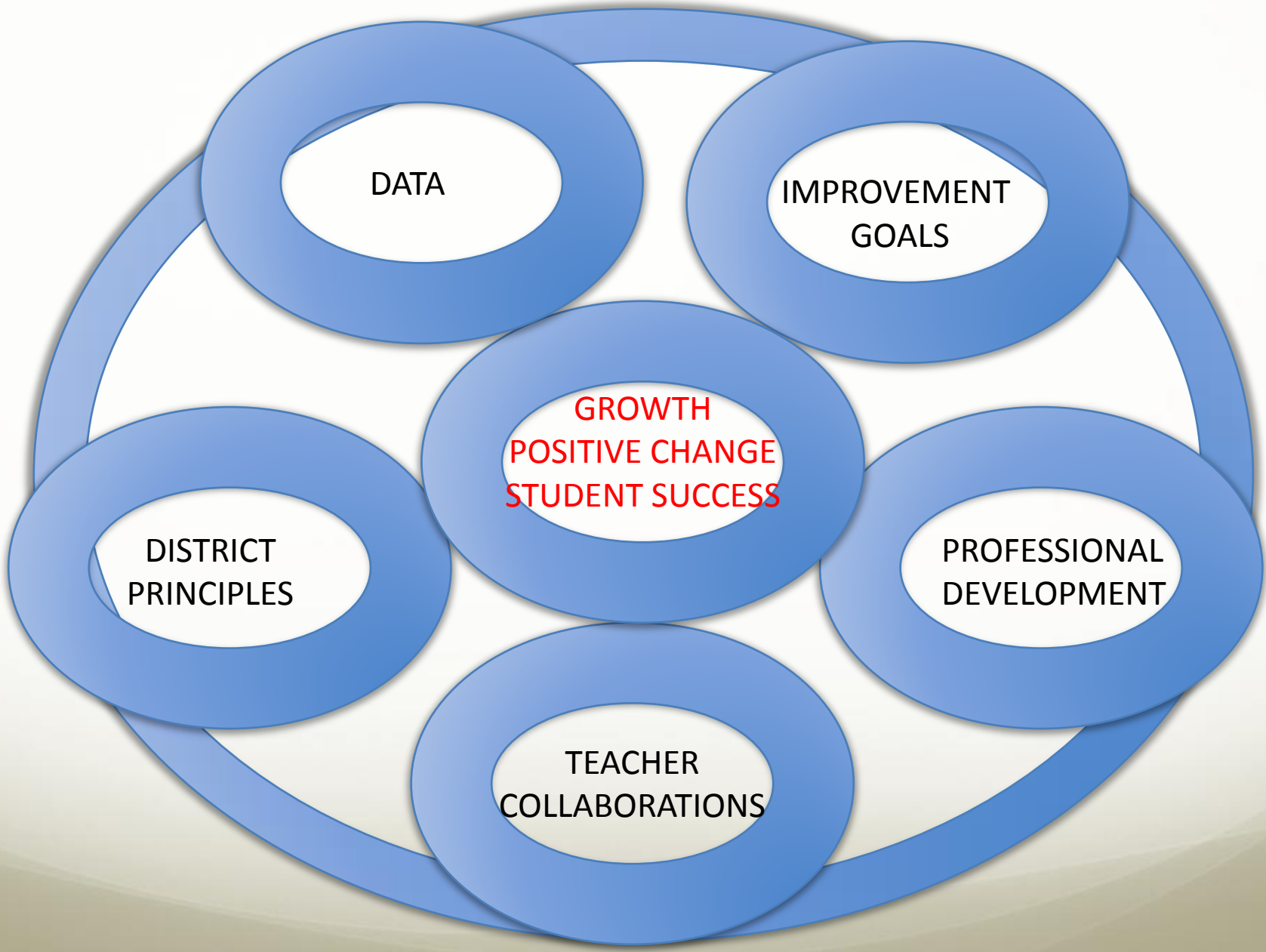
Geometry Score Performance	Compared to 2011-12 PTHS Score Bands	Compared to 2012 STATE Score Bands
Logical Arguments & Proof	37.7% +	12.8% +
Proving and Applying Properties of 2-dimensional figures	46.4% +	7% +
Figures in a Coordinate Plane and Measurement	14.5% +	5.9% +
Course Specific Content	1.3% +	9.6% +

Improvement Focus for Math

- Use CCSS aligned common assessments for Algebra 1, Geometry, and Algebra 2. Analyze the data and share in monthly team meetings.
- Continued focus on standards based teaching for math (data and statistics to be given additional attention for 2013-14)
- Provide professional support for our new math teachers.

CHANGES FOR 2013-2014

- Schedule adaptations to better meet the needs of students:
  - Shorter block period (90 minutes instead of 120 minutes)
  - Better use of early release Wednesday
  - Instructional Seminar classes
  - Added AP Statistics onto the master schedule
  - Added French 3 & 4 and Spanish 3 & 4 onto master schedule
- Format changes to MarVista
  - All courses taught by certified teachers (not just highly qualified)
- Professional Development linked to TPEP goals and District Core Principles
- CTE Foods Courses are 'going organic', with a focus on sustainability


DATA
IMPROVEMENT GOALS
GROWTH
POSITIVE CHANGE
STUDENT SUCCESS
DISTRICT PRINCIPLES
PROFESSIONAL DEVELOPMENT
TEACHER COLLABORATIONS

QUESTIONS?

Presentation Enclosures

- Copy of tonight's power point presentation
- PTHS Continuous School Improvement Plan 2013-14
- PTHS Professional Development Calendar 2013-14
- PTHS Teacher Collaboration Teams and Goals for Supporting Student Growth

2013-2014 Port Townsend High School
Continuous School Improvement Plan

Principal: Carrie Ehrhardt Date: September 18, 2013

Vision Statement:

Port Townsend High School is an academically-rigorous learning community which values individuality, respects diversity, inspires all students to become life-long learners, and prepares them to engage in their local and global communities.

Mission Statement:

Port Townsend High School staff, parents, students and community create a safe, respectful environment where all students are challenged to become learners, achievers and responsible citizens.

Desired Learning Outcomes:

Upon graduation from Port Townsend High School, students will:

- Think logically, analytically, and creatively to form reasoned judgments and become effective problem solvers and decision makers
- Will have a solid foundation of subject area knowledge across disciplines
- Acquire skills in writing, reading, computation, technology, communication, research and organizational skills
- Develop and reflect inter-personal skills that lead to tolerance, respect, integrity, and responsibility toward others in the local and global community
- Will be prepared for the future with a solid base of employment skills and work ethics
- Will take an active role in their community

At PTHS, we committed to making education our first priority. We are focused on high quality instructional practices and provide a learning environment that is emotionally and physically safe, and which reinforces responsibility, accountability and communication between students, parents and staff.

Motto: Together We Can!

HSPE Analysis Data Table - Reading

Analysis Tool	2007	2008	2009	2010	2011	2012	2013 Goal	**2013**	2014 Goal
WASL/HSPE Reading 10 % of students at each level									
Level 1:	0.7%	3.1%	2.3%	1.1%	4.2%	6.3%	0%	**0.9%**	0%
Level 2:	3.5%	10.2%	8.4%	8.5%	7.5%	3.6%	5%	**3.7%**	0%
Level 3:	26.2%	22.7%	34.4%	19.1%	15.8%	18.9%	20%	**24.8%**	20%
Level 4:	63.1%	59.4%	48.1%	64.9%	70.8%	71.2%	75%	**66.1%**	80%
Basic Pass:								**0.0%**	
WASL/HSPE Reading 10 % Meeting Standard	94.1%	82.4%	84.0%	90.4%	86.7%	90.1%	95%	**90.8%**	100%
% Not Meeting Standard	5.9%	17.6%	16%	9.6%	13.3%	9.9%	5%	**9.2%**	

School Wide Reading Goals and Implications for Instruction:

- Reach 100% mastery on the HSPE in reading.
- Revisit instructional practices that strengthen both literary and information text standards in the English classrooms, in preparation for transitioning to Common Core State Standard exit exams in 2015.
- Provide training for all instructors, so that they are more explicit in teaching reading of informational text and analysis to students across all academic areas.
- Review all non-fiction text taught in grades 9-12, to review for relevance and CCSS support.

WASL/HSPE Reading Achievement – Profile Trends for PTHS

Grade 10	Reading Literary Text			Reading Informational Text		
	Comprehension	Analyze/Interpret	Critical Thinking	Comprehension	Analyze/Interpret	Critical Thinking
2007	82.8%	89.1%	85.9%	89.8%	93.8%	89.1%
2008	77.0%	86.9%	73.0%	83.6%	82.0%	83.6%
2009	75.4%	79.5%	74.6%	81.1%	86.1%	83.6%

Grade 10	Comprehension	Analysis	Critical Thinking	Literary Text	Informational Text
2010	92%	86.4%	88.6%	87.5%	83.0%
2011	86.4%	86.4%	87.3%	85.6%	86.4%
2012	89.4%	89.4%	90.4%	89.4%	93.3%
2013 Goal	95%	90%	92%	92%	95%
2013	**77.7%**	**91.3%**	**92.2%**	**92.2%**	**91.3%**
2014 Goal	95%	95%	95%	95%	95%

School Wide Reading Goals and Implications for Instruction:

- Reach 100% mastery on the HSPE in reading.
- Revisit instructional practices that strengthen both literary and information text standards in the English classrooms, in preparation for transitioning to Common Core State Standard exit exams in 2015.
- Provide training for all instructors, so that they are more explicit in teaching reading of informational text and analysis to students across all academic areas.
- Review all non-fiction text taught in grades 9-12, to review for relevance and CCSS support.

ACTION PLAN - READING

Goals	• Reach 100% mastery on the HSPE in reading. • Revisit instructional practices that strengthen both literary and information text standards in the English classrooms, in preparation for transitioning to Common Core State Standard exit exams in 2015. • Provide training for all instructors, so that they are more explicit in teaching reading of informational text and analysis to students across all academic areas. • Review all non-fiction text taught in 9-12, to review for relevance and CCSS support.
Data Analysis	While reading scores for 10th grade have been consistently above state averages, there are no trends showing continuous improvement in the sub-strands. Data is 'all over the place'. However, of the student population who tested, almost all students met standard.
Strategy	Support a school-wide focus on reading authentic text in all content areas. Incorporate materials that will support the transition to Common Core 'informational text'
Evidence of Achievement	10th grade students will meet standard on the 2014 HSPE in reading, according to the target goals set in strand specific areas (see page 3).

Action	Start Date/ End Date	Person Responsible	Reviewed By/When	Completed/ Comments
English team review and discussion of 2013 HSPE strand data scores	October, 2013	English Dept. Chair	Principal, October, 2013	
English team review non-fiction materials and plan for increasing focus on informational text	November, 2013	English Dept. Chair	Principal, December, 2013	
English teachers to support efforts in using non-fictional text in freshman PE and Health classes	October, 2013 – June, 2014	All English Teachers	English Dept. Chr., April, 2014	
Perform outreach activity to Content teachers & provide support materials on reading strategies they can apply in their content area classrooms.	October, 2013 – June 2014	All English Teachers	English Dept. Chr., April, 2014	

HSPE Analysis Data Table - Writing

Analysis Tool	2007	2008	2009	2010	2011	2012	2013 Goal	**2013**	2014 Goal
WASL/HSPE Writing 10 % of students at each level									
Level 1:	0.7%	3.1%	0.0%	0.0%	4.3%	1.8%	0%	**4.6%**	0%
Level 2:	3.4%	9.4%	3.8%	0.0%	11.1%	5.4%	3%	**1.8%**	0%
Level 3:	22.8%	15.6%	34.1%	34.7%	24.8%	27.9%	27%	**22.9%**	20%
Level 4:	66.9%	66.4%	54.5%	60.0%	55.6%	64.9%	70%	**66.1%**	80%
Basic Pass:								**1.8%**	
WASL/HSPE Writing 10 % Meeting Standard	92.2%	82.4%	90.9%	97.9%	80.3%	92.8%	95%	**90.8%**	100%
% Not Meeting Standard	7.8%	17.6%	9.1%	2.1%	19.7%	7.2%	5%	**9.2%**	

School Wide Writing Goals and Implications for Instruction:

- Reach 100% mastery on HSPE writing exam
- Revisit instructional practices that strengthen use of writing conventions in all core content classes
- Evenly support writing focus on both explaining and persuading in English, as well as social studies and science classes, as a means to establish student success as we transition to the Common Core State Standards
- Provide training for all instructors, so that they are more explicit in teaching writing in their content areas, including conventions.
- Provide training for all instructors on organizing student writing for content and style, throughout the core content areas.

WASL/HSPE Writing Achievement – Profile Trends for PTHS

Grade 10	Content, Organization, Style	Conventions	Purpose to Explain	Purpose to Persuade
2007	93.0%	95.3%	N/A	N/A
2008	81.8%	91.7%	N/A	N/A
2009	82.0%	95.1%	N/A	N/A
2010	88.9%	98.9%	94.4%	91.1%
2011	79.5%	87.5%	80.4%	78.6%
2012	88.8%	94.4%	89.7%	95.5%
2013 Goal	90%	100%	95%	100%
2013	**93.1%**	**91.1%**	**93.1%**	**87.1%**
2014 Goal	95%	95%	95%	95%

School Wide Writing Goals and Implications for Instruction:

- Reach 100% mastery on HSPE writing exam
- Revisit instructional practices that strengthen use of writing conventions in all core content classes
- Evenly support writing focus on both explaining and persuading in English, as well as social studies and science classes, as a means to establish student success as we transition to the Common Core State Standards
- Provide training for all instructors, so that they are more explicit in teaching writing in their content areas, including conventions.
- Provide training for all instructors on organizing student writing for content and style, throughout the core content areas.

ACTION PLAN - WRITING

Goals	• Reach 100% mastery on the HSPE writing exam • Revisit instructional practices that strengthen use of writing in all core content classes • Evenly support writing focus on both explaining and persuading in English, as well as social studies and science classes, using data from multiple resources (CCSS) • Provide training for all instructors, so that they are more explicit in teaching writing in their content areas, including conventions • Provide training for all instructors on organizing student writing for content and style, throughout the core content areas.
Data Analysis	While PTHS writing scores have been consistently at or above the state averages, the 2011 scores dropped below previously achieved levels. There must be a renewed commitment from all instructional staff to teach writing processes within their content areas.
Strategy	Utilizing increased professional development opportunities among the staff, all teachers will receive instruction in improvement strategies for writing across the content areas, with a focus on the CCSS.
Evidence of Achievement	10th grade students will meet standard on the 2014 HSPE in writing, according to the target goals set in strand specific areas (see page 6).

Action	Start Date/ End Date	Person Responsible	Reviewed By/When	Completed/ Comments
Review all HSPE writing strand data for 2013	Sept. 2013	English Dept.	Principal, Sept.	
Prepare and deliver staff-wide training on content writing, conventions and informational vs. persuasive writing styles (cont. from 2012-13)	Nov. 6, 2013 Dec. 4, 2013	English Dept.	Principal, December, 2013	
Teachers will incorporate more writing into content area classes.	Feb. – May, 2014	All Teachers	Dept. Chairs & Principal, May	
Teachers share student work samples to demonstrate increased writing instruction	Mar. – May 2014	All Teachers	Dept. Chairs & Principal, May	

HSPE Analysis Data Table – Science

Analysis Tool	2007	2008	2009	2010	2011	2012	2013 Goal	**2013**	2014 Goal
HSPE/EOC Biology 10 % of students at each level									
Level 1:	25.3%	37.1%	34.4%	27.7%	10.3%	7%	5%	**1.8%**	5%
Level 2:	22.7%	22.7%	17.6%	16.0%	24.8%	18.2%	15%	**11.0%**	15%
Level 3:	33.3%	27.3%	32.8%	43.6%	47.9%	37.4%	40%	**27.5%**	40%
Level 4:	2.7%	0.8%	3.8%	7.4%	15.4%	37.4%	40%	**42.2%**	40%
Basic Pass:								**3.7%**	
WASL/HSPE Science 10 % Meeting Standard	36.0%	28.6%	36.6%	51.1%	63.2%	74.7%	80%	**83.7%**	80%
% Not Meeting Standard	64.0%	71.4%	63.4%	48.9%	36.8%	25.3%	20%	**16.3%**	20%

School Wide Science Goals and Implications for Instruction:

- Continue use of BSCS science series for Science I and Science II
- Continue to refine spiral of Science I and Science II in response to EOC data and available resources
- Improve inclusion of STEM in instruction, especially use of probe-ware and real life applications
- Create benchmark assessments as EOC items are released to help guide instruction
- In collaboration with administrators, SPED, and Alternative Ed, design a program to support students who fail the EOC during their sophomore year.
- Develop list of specific content that can be reinforced during instruction in other content areas, especially in Health and Life Skills
- Maintain high correlation between performance in Science I and II and performance on EOC

WASL/HSPE Science Achievement – Profile Trends for PTHS

Grade 10	Systems		Inquiry		Application	
	PTHS	State	**PTHS**	State	**PTHS**	State
2008	**27.6%**	38.9%	**34.5%**	42.0%	**39.7%**	51.0%
2009	**43.1%**	41.4%	**39.7%**	61.7%	**35.3%**	46.6%
2010	**43.4%**	36.4%	**62.7%**	53.0%	**54.2%**	47.1%
2011	**68.7%**	51.2%	**66.1%**	53.9%	**40.9%**	47.4%
2012 Goal	Work towards a 75% mastery for all on the new Biology EOC					

	Systems		Inquiry		Apply		Structures		Maintenance		Evolution	
	PT	WA	**PT**	WA	**PT**	WA	**PT**	WA	**PT**	WA	**PT**	WA
2012	**60.6**	56.8	**69.7**	65	**64.6**	54.8	**59.6**	60.1	**76.8**	62.4	**77.8**	66.1
2013 Goal	70.0		80.0		80.0		80.0		80.0		80.0	
2013	**75.9**	68.4	**83.9**	69.9	**89.7**	74.7	**70.1**	60.3	**72.4**	56.3	**65.5**	56.8
2014 Goal	80.0		90.0		90.0		80.0		80.0		80.0	

School Wide Science Goals and Implications for Instruction:

- Continue use of BSCS science series for Science I and Science II
- Continue to refine spiral of Science I and Science II in response to EOC data and available resources
- Improve inclusion of STEM in instruction, especially use of probe-ware and real life applications
- Create benchmark assessments as EOC items are released to help guide instruction
- In collaboration with administrators, SPED, and Alternative Ed, design a program to support students who fail the EOC during their sophomore year.
- Develop list of specific content that can be reinforced during instruction in other content areas, especially in Health and Life Skills
- Maintain high correlation between performance in Science I and II and performance on EOC

ACTION PLAN - SCIENCE

Goals	• Work in department (and if available, vertical teams) to prepare all grade bands as well as Science 1, Science 2, Environmental Studies, Marine Biology, Chemistry and Physics to adopt Next Generation Science Standards according to the OSPI adoption schedule. • Use curricular supports and collaboration with English, Special Education and Math departments to improve student ability to read and understand informational text in all science classes and create support for students who have been identified as being at risk for failing the EOC. • Continue the current trend of improvement in all strands on the EOC biology exam • Receive COE and Next Generation Science Standards professional development at Regional NSTA Conference and at PLC meetings throughout the 2013-2014 school year. • Connect with Blue Heron School on Project Lead the Way and STEAM initiative. • Develop common scientific practices, and common assessments of science practices aligned with Next Generation Science Standards to promote student growth in scientific reasoning in all science classes, preparing them for college, career and life beyond high school • Participate in the WA Science and Engineering Fair during 2013-14
Data Analysis	Review of EOC scores show that PTHS outperformed the state in all science strands.
Strategy	EOC strand data will be compared to previous years to determine effectiveness of interventions. Data gathered from common assessments of science practices will be compared to look for improvement following modification of instruction.
Evidence of Achievement	10th grades students will meet standard on the 2014 EOC in science, according to the target goals set in strand specific areas. Passage rate should demonstrate high correlation between performance in Science 1 and Sci. 2.

Action	Start Date/ End Date	Person Responsible	Reviewed By/When	Completed/ Comments
Data Review of EOC Biology 2013 scores	Sept., 2013	Science Dept. Chair	Principal, October, 2013	
Science team will meet on the 2nd and 4th Tuesdays, monthly, from 3:00 – 4:30 for COE training, and NGSS common assessment planning.	Sept. 2013 – May, 2014	Science teachers	Science Dept. Chair, Ongoing	

Science Action Plan, continued

Action	Start Date/ End Date	Person Responsible	Reviewed By/When	Completed/ Comments
Attend Regional NSTA Conference Portland, OR	October, 2013	Lois Sherwood Brandi Hageman	Principal, October 2013	
Register for WA Science and Engineering Fair	October, 2013	Lois Sherwood		
Coordinate meeting with Blue Heron School science and math teachers to discuss Project Lead the Way and STEAM	November, 2013 February, 2014	Lois Sherwood,	Principal, May 2013	

HSPE/EOC Analysis Data Tables – Math

Analysis Tool	2007	2008	2009	2010	2011 Goal	2011	2012 Goal	2012	2013 Goal
WASL/HSPE/EOC Math 10 % of students at each level Level 1:	14.1%	25.8%	26.5%	31.2%	20%	See EOC Year 1 and Year 2 exam data sheets	15%	See EOC Year 1 and Year 2 exam data sheets	10%
Level 2:	24.8%	15.9%	17.4%	22.6%	25%		20%		15%
Level 3:	30.2%	25.0%	28.0%	28.0%	35%		40%		50%
Level 4:	24.8%	23.5%	20.5%	16.1%	20%		25%		25%
WASL/HSPE/EOC Math 10 % Meeting Standard	55.9%	48.9%	52.5%	44.1%	55%		65%		75%
% Not Meeting Standard	44.1%	51.1%	47.5%	55.9%	45%		35%		25%

Content specific analysis of Algebra and Geometry are continued on next page.

End Of Course Analysis Data Tables for Algebra and Geometry

Analysis Tool	2013	**2013**	2014						

Algebra	Goal		Goal						
End of Course Algebra % of students at each level									
Level 1:	10%	**19.6%**	10%						
Level 2:	15%	**10.1%**	15%						
Level 3:	20%	**28.3%**	35%						
Level 4:	25%	**37.7%**	40%						
Basic Pass:		**1.4%**							
% Meeting Standard	75%	**86.1%**							
% Not Meeting Standard	25%	**13.9%**							

Analysis Tool **Geometry**	2013 Goal	**2013**	2013 Correction	2014 Goal					
End of Course Geometry % of students at each level									
Level 1:	10%	**2.2%**		0%					
Level 2:	15%	**15.6%**		10%					
Level 3:	20%	**31.1%**		30%					
Level 4:	25%	**51.1%**		60%					
Basic Pass:		**0%**	**2.2%**						
% Meeting Standard	75%	**91.6%**	**93.8%**						
% Not Meeting Standard	25%	**8.4%**	**6.2%**						

End of Course Math Achievement - Profile Trends for PTHS

Algebra EOC Strands	Numbers, Operations, Expressions, Variables	Linear Equations and Inequalities	Characteristics and Behaviors of Linear and Non Linear Functions	Data and Statistics	Course Specific Content
PT 2011	42.9%	28.6%	14.3%	42.9%	14.3%
WA 2011	37.8%	27.7%	33.0%	32.2%	35.2%
PT 2012	58.3%	33.3%	41.7%	58.3%	Not reported
WA 2012	45.3%	25.0%	26.5%	28.2%	Not reported
PT 2013	**60.0%**	**60.0%**	**70.0%**	**40.0%**	**50.0%**
WA 2013	35.4%	29.7%	31.1%	23.2%	34.8%

Geometry Strands	Logical Arguments and Proofs	Proving and Applying Properties of 2 Dimensional Figures	Figures in a Coordinate Plane & Measurement	Course Specific Content
PT 2011	55.9%	54.4%	72.1%	75.0%
WA 2011	56.9%	59.8%	69.6%	55.4%
PT 2012	42.3%	26.9%	53.8%	65.4%
WA 2012	63.8%	56.5%	57.5%	54.6%
PT 2013	**80.0%**	**73.3%**	**68.3%**	**66.7%**
WA 2013	67.2%	66.3%	62.4%	57.1%

ACTION PLAN – MATH Year 1 EOC (Algebra focus)

Goals	• Increase student achievement in the area of Mathematical Practices/Standards of the Common Core

	• Implement designed common unit assessments and analyze data as a department
Data Analysis	Since 2011-12, PTHS algebra students continue to perform at or above the state average. Last year, the math department collaborated to design common unit assessments for Algebra 1 and Algebra 2, which are aligned with the Common Core. Assessment items being used will address the first goal above.
Strategy	Each member of the team will focus on one class period collectively, as well as two students individually within that class over the course of the inquiry cycle. There will be at least 3 data collection points during the inquiry cycle. Additionally, we will continue to develop/improve collaborative, common assessments for Algebra 1 and Algebra 2, which are aligned with the CCSS, and specifically address these two CCSS: • Model with mathematics • Construct viable arguments and critique the reasoning of others Note: The math team completed the Algebra 1 and Algebra 2 curriculum guides to address CCSS transitional needs during the 12-13 school year. Additional modifications to those documents may also be made as we reflect on the common assessment data.
Evidence of Achievement	PTHS achievement rates on the EOC algebra exam will increase as outlined (pg. 15 data table) Unit Assessment Data

Action	Start Date/ End Date	Person Responsible	Reviewed By/When	Completed/ Comments
Math teachers to review EOC data and PTHS data already disseminated by the Principal	Sept., 2013	Math Dept. Chair and Teachers	Principal, Oct. 2013	
Modify, refine and finalize common unit assessments.	Sept, 2013- October 2013	HS Math TPEP Collaborative Team	Math Dept. Chr. October 2013	
Continue use of standards based grading in Algebra 1	Sept. 2013 – June 2014	Algebra teacher	Principal, ongoing	
Revise Algebra 1 Curriculum Guide to address CCSS transitional needs	Ongoing, as needed	Algebra teacher	Math Dept. Chair	
Revise Algebra 2 Curriculum Guide to address CCSS transitional needs	Ongoing, as needed	Algebra 1 and Alg. 2 teachers	Math Dept. Chair	
Implement Assessments and Analyze Data Share data in monthly team meetings	October, 2013- January, 2014	HS Math TPEP Team	Math Dept.	

ACTION PLAN – MATH Year 2 EOC (Geometry focus)

Goals	• Increase student achievement in the area of Mathematical Practices/Standards of the Common Core • Implement designed common unit assessments and analyze data as a department
Data Analysis	Since 2011-12, PTHS geometry students continue to perform at or above the state average. Last year, the math department collaborated to design common unit assessments for geometry, which are aligned with the Common Core. Assessment items being used will address the first goal above.
Strategy	Each member of the team will focus on one class period collectively, as well as two students individually within that class over the course of the inquiry cycle. There will be at least 3 data collection points during the inquiry cycle. Additionally, we will continue to develop/improve collaborative, common assessments for geometry which are aligned with the CCSS, and specifically address these two CCSS: • Model with mathematics • Construct viable arguments and critique the reasoning of others Note: The math team completed the geometry curriculum guides to address CCSS transitional needs during the 12-13 school year. Additional modifications to those documents may also be made as we reflect on the common assessment data.
Evidence of Achievement	PTHS achievement rates on the EOC geometry exam will increase as outlined (pg. 15 data table) Unit Assessment Data

Action	Start Date/ End Date	Person Responsible	Reviewed By/When	Completed/ Comments
Math teachers to review EOC data and PTHS data already disseminated by the Principal	Sept., 2013	Math Dept. Chair and Teachers	Principal, Oct. 2013	
Modify, refine and finalize common unit assessments, and provide training for new math teachers on assessment/data use.	Sept. 2013 – October, 2013	HS Math TPEP Collaborative Team	Math Dept. Chair October 2013	
Revise geometry curriculum guide to address CCSS transitional requirements	Ongoing, as needed	Geometry teachers	Math Dept. Chair	
Implement Assessments and Analyze Data Share Data in monthly team meetings	October 2013-January, 2014	HS Math TPEP Collaborative Team	Math Dept. Chair	

ACTION PLAN – Other Areas

Goal	Principal and Teachers will engage in a variety of professional development learning opportunities to support instructional best practices, teacher growth and improvement, and alignment with state mandates.
Data Analysis	
Strategy	Utilizing professional development Wednesday afternoons, PTHS teachers and administrators will engage in learning activities to promote increased knowledge and application of best instructional practices, aligned with district initiatives.
Evidence of Achievement	End of year self-reflection and self evaluation.

Action	Start Date/ End Date	Person Responsible	Reviewed By/When	Completed/ Comments
Teachers will begin to work on design and implementation of PTHS Maritime Framework.	September, 2013-February, 2014	Assistant Principal Patrick Kane	Principal February, 2014	
In support of TPEP, teachers will work in collaborative Student Growth Teams	October, 2013-April, 2014	Everyone!	Principal and Asst. Pr. 4/2014	
In support of TPEP teachers will work in collaborative Instructional Department Teams	November, 2013-April, 2014	Everyone!	Principal and Asst. Pr. 4/2014	
Increase informational text in freshman classes, specifically PE and Health/Careers	September, 2013 June, 2014	Scott Ricardo Jennifer Kruse	Principal ongoing	
Teachers to participate in professional reading & book study activities: The Art & Science of Teaching.	March – May, 2013	As assigned or selected	Principal and all Teachers, May, 2014	
CTE teachers will strengthen individual advisory committees and host a General Advisory Meeting.	Sept.-June Advisory Mtg. in January, 2014	Tanya Rublaitus, CTE director, and all CTE teachers	CTE Director (Rublaitus) and Principal May, 2014	

PTHS Professional Development Calendar 2013-2014

September 25- Maritime Framework Introduction	**February** 5- Student Growth Team Time 12- District-Wide Technology Activities 19- Maritime Framework 26- Instructional Improvement Depts.
October 2- Bullying Intervention Workshop 9- District-Wide Technology Activities 16- BOLD TRANSITIONS workshop 23- BOLD TRANSITIONS workshop 30- Student Growth Team Time	**March** 5- HSPE Proctor Training 12- District-Wide Activities 26- Art & Science of Teaching Ch. 1 & 2 Student Growth Team Time
November 6- Instructional Improvement Depts. Informational Text in Content Areas (presented by PTHS English Dept.) 13- District-Wide TPEP Activities 20- Student Growth Team Time	**April** 9- District-Wide Technology Activities 16- Art & Science of Teaching Ch. 3 & 4 Instructional Improvement Depts. 23- Art & Science of Teaching Ch. 5 & 6 Student Growth Team Time 30- Art & Science of Teaching Ch. 7 & 8 Instructional Improvement Depts.
December 4- Instructional Improvement Depts. Informational Text in Content Areas (presented by PTHS English Dept.) 11- District-Wide TPEP Activities 18- Maritime Framework Design Share	**May** 7- Art & Science of Teaching Ch. 9 & 10 School Improvement – final repts. 14- District-Wide TPEP Activities 21- Planning for 2014-15 28- Planning for 2014-15
January 8- District-Wide TPEP Activities 15- Maritime Framework 22- Preparation for Second Semester 29- School Improvement mid-year goals	**June** 4- Teacher Selected Activities

Notes:
*Professional Development at PTHS will begin at 12:45 in the library and conclude at 3:00 p.m., unless otherwise scheduled.
*District-wide activities will take place at Blue Heron School, 1:15 – 3:00 p.m., unless otherwise announced.
*On March 26, April 16, 23, 30 and May 7 Book Study sharing and Team Time will be distributed as follows:
Art and Science of Teaching book study presentations – 12:45 – 1:30 pm
Student Growth or Instructional Department Team Time – 1:30 – 3:00 pm

Updated 9/16/13

PTHS Student Growth Goal Collaboration Teams

Team Focus:	Team Members:	
Mathematics Instructional Improvement	Dave Thielk Judy Cowling Rene Olson	Jim Miller Brandi Hageman Liz Quayle (ICE)
Students self assessment and self reflection, in correlation with the CEL 5D+ Framework Group 1	Benjamin Dow Julianne Dow Scott Ricardo Tom Gambill	Jennifer Nielsen Gina McMather Chris Pierson Darlene Marmol
Differentiation of Instruction for students in World Language classes	Teresa Janssen Cara Kasperson	
Science Instructional Improvement	Lois Sherwood	Tim Behrenfeld
Students self assessment and self reflection, in correlation with the CEL 5D+ Framework Group 2	Tanya Rublaitus Jim Guthrie Jennifer Kruse	Tye Hillger Luci Chambers Mark Welch
***Note: Facilitator for the first collaboration team meeting is underlined.		

Instructional Improvement Department Teams

Mathematics	Dave, Jim M., Judy, Rene
Science	Lois, Brandi, Tim
English/Social Studies 9-10	Tom, Jennifer N., Jen K., Jim G., Gina, Teresa, Kara, Scott, Luci
English/Social Studies 11-12	Chris, Ben, Julianne, Tanya, Mark, Tye, Darlene
***Note: Facilitator for the first collaboration team meeting is underlined.	

Professional Reading/Book Study Teams

Presentation Date	Topic	Team Presenters	
March 26	Art and Science of Teaching Design Question 1, 2	Dave T.	Lois
		Tim	Brandi
April 16	Art and Science of Teaching Design Question 3, 4	Ben	Darlene
		Chris	Scott
April 23	Art and Science of Teaching Design Question 5, 6	Jen Kruse	Tom
		Tanya	Cara
		Teresa	
April 30	Art and Science of Teaching Design Question 7, 8	Jim G.	Mark
		Gina	Julianne
		Jennifer	
April 30	Art and Science of Teaching Design Question 9, 10	Jim M.	Judy
		Rene	Tye
		Luci	

PTHS Student Growth Goal Collaboration Teams

Team Focus:	Team Members:	
Mathematics Instructional Improvement	Dave Thielk Judy Cowling Rene Olson	Jim Miller Brandi Hageman Liz Quayle (ICE)

Description of Team Goal:
Student assessment data will show continued growth in two of the eight Mathematical Practices (Common Core Mathematics Standards).

1. Model with mathematics
2. Construct viable arguments and critique the reasoning of others.

Currently the math department has common unit assessments for Algebra 1, Geometry, and Algebra 2. To assess the achievement of this goal, we will include an assessment item that addresses both of these Mathematical Practices on each of the common unit assessments in these three courses. We will use student results on these assessment items to measure student progress with these standards over time.
Each member of the team will focus on one class period collectively, as well as two students individually within that class over the course of the inquiry cycle. There will be at least three data collection points during the inquiry cycle.

Link the team goal to our School Improvement Plan or District goals:
The SIP for math are focused on continued alignment to the CCMS. One aspect of this is to improve the alignment of assessments to the Common Core. This goal also fits with our department goal of writing high quality, Common Core aligned assessment items.

Team Focus:	Team Members:	
Differentiation of Instruction for students in World Language classes	Teresa Janssen Cara Kasperson	

Description of Team Goal:
We will be focusing on improving our instruction and assessment of spoken world languages, through utilizing differentiated instructional practices to better address the diverse learning needs of our students. Additionally, we will be supporting each other in our individual goals, respective to the comprehensive evaluation process.

Link the team goal to our School Improvement Plan or District goals:
Supporting the District's core principle on a learner-focused education for each student. Our focus on differentiating instruction links to the broader school goal of using research based practices in the classroom.

Continued On Back

Team Focus:	Team Members:	
Students self assessment and self reflection, in correlation with the CEL 5D+ Framework **Group 1**	Benjamin Dow Julianne Dow Scott Ricardo Tom Gambill	Jennifer Nielsen Gina McMather Chris Pierson Darlene Marmol
Group 2	Tanya Rublaitus Jim Guthrie Jennifer Kruse	Tye Hillger Luci Chambers Mark Welch

Description of Team Goal:

Our teams will focus on increasing attention to student self-reflection in correlation with two of the CEL 5D+ criteria:

1. A5: Students assess their own learning in relation to the learning target, and
2. SE2: Ownership of Learning – Teacher provides opportunities and strategies for students to take ownership of their learning.

Each teacher will create processes and opportunities for self-reflection throughout the year. Students' self-reflection and (rubric) self-assessment will be used to help create a road map towards growth and mastery of skills outlined in the Common Core Standards.

Teachers will collaborate in the creation of these opportunities, and/or share what types of student self-reflection and self-assessments are working in their classrooms.

Link the team goal to our School Improvement Plan or District goals:

Our goal supports the district Core Principles:

- Learner-focused education for each student
- Accountability – set high expectations and achieve them
- Continuous improvement
- Culture of common purpose and interdependence

Team Focus:	Team Members:	
Science Instructional Improvement	Lois Sherwood	Tim Behrenfeld

Description of Team Goal:

Team will complete a thorough data review of the student and strand specific data from the 2013 EOC, and determine how to modify instruction to improve student proficiency in deficit areas. We will use COE and EOC templates to create formats for instruction in inquiry, field study, and application that can be applied to a wide range of content standards. We will use the formats for formative assessment and look at student work both at the beginning and the end of a unit of study using performance level descriptors to evaluate student comprehension. We will review NGSS processes, especially asking questions (for science) and defining problems (for engineering), as well as developing and using models.

Link the team goal to our School Improvement Plan or District goals:

This reflects our school initiative to develop assessments, which are aligned with the Next Gen. Science Standards and will promote student growth in scientific practices.

PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
September 23, 2013 – October 28, 2013

September 25	2-hr. Early Release, all schools Facilities Committee, 3:30, Board Room Public Meeting regarding facility needs at GS, 6:00 – 7:30 p.m.
September 28	Grant Street Fun Run/BBQ
September 30	Grant Street Open House, 6:30 p.m.
October 1	Policy Review Committee, 3:30 – 5:00 p.m., Board Room
October 2	2-hr. Early Release, all schools
October 3	Instructional Materials Committee, 3:30, Board Room
October 8	Grant Street PTA Meeting, 6:30 p.m. Technology Committee, 3:30 – 5:00 p.m., CoLab
October 9	2-hr. Early Release, all schools Parent College Planning Night, 6:30 p.m., HS Library
October 11	State Professional Day, No School HS Homecoming Football Game, 7:00 p.m., Memorial Field
October 12	HS Homecoming Dance, 8:00 p.m. WSSDA Regional Meeting, Crescent School District
October 14	Grant Street Picture Day Board Meeting, 6:00 p.m.
October 15	HS 6-week grading period ends
October 16	2-hr. Early Release, all schools
October 17	BH vision/hearing screening
October 22	HS Picture Re-take Day
October 23	2-hr. Early Release, all schools
October 24	Grant Street vision/hearing screening
October 25	BH End of Term 1, Grades 4-8 BH Picture Re-take Day GS vision/hearing screening
October 28	Board Meeting, 6:00 p.m.

Port Townsend School District

Board Financial Report

Monthly Report to Board & Community

September 24, 2013

1

September 2013 Financial Report to Board

- 2013-2014 Enrollment
  - September Opening Enrollment
  - Enrollment Projections & Comparison to Budget
- Staffing
- 2012-2013 Financial Reports

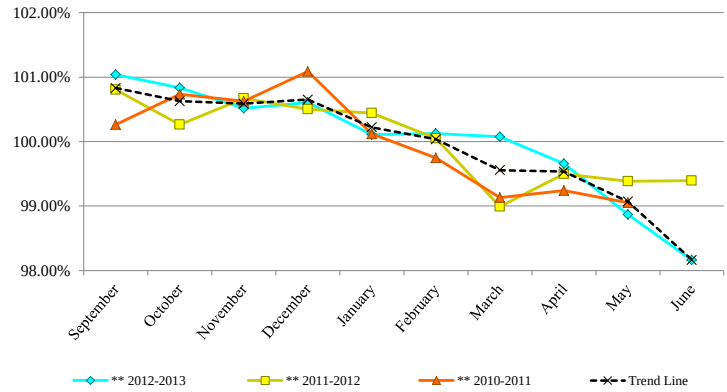
  (Preliminary for Fiscal Year End 8/31/2013)
  - Cash & Investments
  - Revenue, Expenditure & Fund Balance
  - General Fund Comparison to Prior Year

2

Enrollment

2013-2014

Monthly Enrollment as a % of AAFTE



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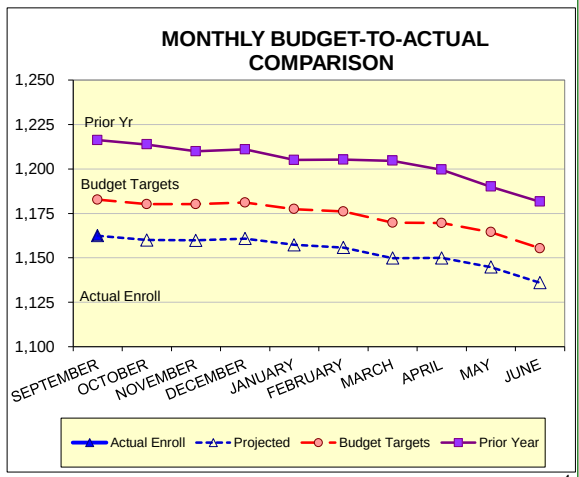
Enrollment

2013-2014

AAFTE w/out Running Start	
Prior Year	**1,204**
13-14 Budget	**1,174**
13-14 Projected	**1,154**



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Enrollment

2013-2014

	2012-13 Annual Average	2013-14 Budgeted	Sept 2013 Actual Enrollment	2013-14 Projected AAFTE	Variance Projected / Budget	Variance Projected / Prior Yr
FTE *	(AAFTE)	(AAFTE)	(FTE)	(AAFTE)		
Grades K-3	307.8	311.5	315.1	312.7	1	5
Grades 4-8	452.7	412.0	412.0	417.0	5	(36)
Grades 9-12	443.7	450.5	450.5	424.0	(27)	(20)
	1,204.2	1,174.0	1,177.6	1,153.7	(20)	(51)
Running Start	26.3	25.0	25.0	25.0	-	(1)
Total FTE	**1,230.5**	**1,199.0**	**1,202.6**	**1,178.7**	**(20)**	**(52)**
HEADCOUNT						
Grades K-3	351	353	354			
Grades 4-8	457	413	420			
Grades 9-12	464	470	443			
	1,271	1,236	1,217			
Running Start	9	9	n/a			
Total HdCt	1,280	1,245	1,217			

* FTE - Full Time Enrollment ** AAFTE, Annual Average Full Time Enrollment (FTE)

Staffing

2013-2014

	2012-2013 Budget	12-13 Actual per OSPI Rpt 1801	2013-2014 Budget
Certificated FTE*	79.90	80.77	82.100
Classified FTE *	53.83	52.65	52.571
	-	-	-
Total	**133.73**	**133.42**	**134.671**

* FTE - Full Time Equivalent staff
Cert 1.0 generally = 7 hrs per day, 180 days (1260 hrs per yr)
Classf 1.0 generally = 8 hrs per day, 260 days (2080 hrs per yr)

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Cash & Investments

2012-2013

as of: **August 31, 2013**

	Port Townsend School District				
	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Transp Vehicle Fund
Cash & Investments					
Cash on-hand	$ 7,720	$ -	$ -	$ 3,793	$ -
Cash (net of Warrants Outstanding)	28,980	9,501	2,768	2,091	83
Investments w/ County Treasurer	290,000	47,000	109,344	342,000	119,800
Total Cash & Investments	**$ 326,700**	**$ 56,501**	**$ 112,112**	**$ 347,884**	**$ 119,883**
Est. Receivable from OSPI	$ 104,693	$ 554,046			

Revenues Expenditures & Fund Balance

2012-2013

as of: **August 31, 2013**

		Port Townsend School District				
		General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Transp. Vehicle Fund
Assets, Liabilities & Current Fund Balance						
Total Assets		$ 1,934,989	$ 1,138,406	$ 123,753	$ 350,357	$ 119,883
Total Liabilities		1,546,264	527,859	11,641	15,690	-
Current Fund Balance		$ 388,725	$ 610,547	$ 112,112	$ 334,667	$ 119,883
Revenues, Expenditures & Current Fund Balance						
YTD Revenues		12,752,893	1,435,107	235,961	268,615	155,808
YTD Transfers-in		88,319	-	59,812	-	-
YTD Expenditures		12,925,945	734,127	814,854	275,223	235,835
YTD Transfers-out		-	148,131	-	-	-
Net YTD Change in Fund Balance	(A)	$ (84,733)	$ 552,849	$ (519,081)	$ (6,608)	$ (80,027)
Beginning Fund Balance	(B)	$ 473,458	$ 57,698	$ 631,193	$ 341,275	$ 199,910
Current Fund Balance	(A) + (B)	**388,725**	**610,547**	**112,112**	**334,667**	**119,883**
		-	-	-	-	-

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General Fund

2012-2013

YEAR-to-YEAR COMPARISON	Year-to-Date thru August			
	2012-2013 (Preliminary)	% of Bud	2011-2012 (Final YE)	% of Bud
Beginning Fund Balance	**$ 473,458**		**$ 357,357**	
Revenues	**12,841,212**	97.55%	**12,862,274**	98.17%
Total Funds Available	**$ 13,314,670**		**$ 13,219,631**	
Expenditures:				
Salaries & Benefits (Payroll)	**$ 10,505,181**		**$ 10,121,500**	
Accounts Payable	**2,420,764**		**2,616,221**	
Total Expenditures	**$ 12,925,945**	98.13%	**$ 12,737,721**	97.93%
Other Uses: Transfer to Other Funds	**-**		**19,670**	
Fund Balance at EOM	**$ 388,725**		**$ 462,240**	

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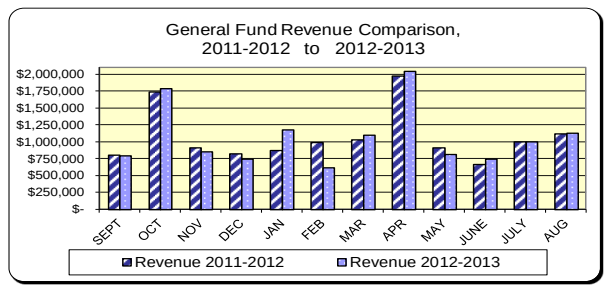
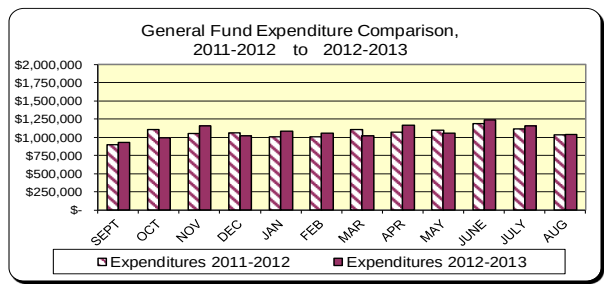
2012-2013

General Fund

Prelim August 2013





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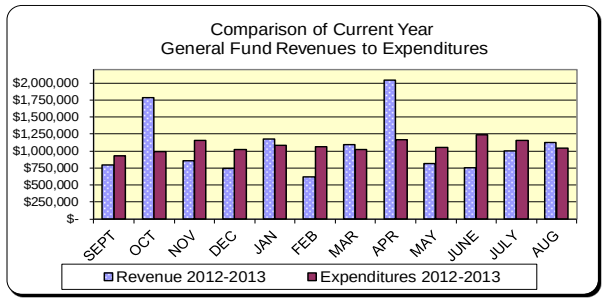
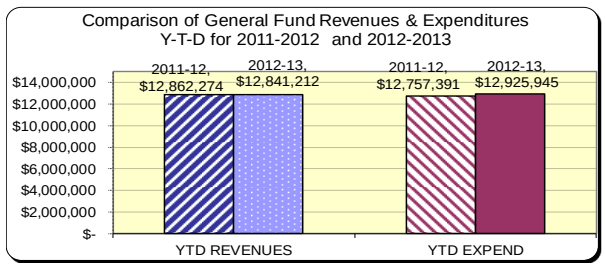
2012-2013

General Fund

Prelim August 2013





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Conclusion

Are there any questions?

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10--General Fund -- BUDGET-STATUS-REPORT

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of **August , 2013 -- PRELIMINARY**

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	3,146,236	27,938.33	3,172,928.14		26,692.14-	100.85
2000 LOCAL SUPPORT NONTAX	470,874	2,433.15	329,189.81		141,684.19	69.91
3000 STATE, GENERAL PURPOSE	6,285,303	636,574.19	6,139,219.66		146,083.34	97.68
4000 STATE, SPECIAL PURPOSE	1,577,231	~~204,809.66~~	1,576,036.67		1,194.33	99.92
5000 FEDERAL, GENERAL PURPOSE	0	.00	226,602.24		226,602.24-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,376,451	~~154,440.52~~	1,148,939.77		227,511.23	83.47
7000 REVENUES FR OTH SCH DIST	307,000	.00	159,977.34		147,022.66	52.11
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	88,318.54		88,318.54-	0.00
Total REVENUES/OTHER FIN. SOURCES	13,163,095	~~1,026,195.85~~	12,841.212.17		321,882.83	97.55
B. EXPENDITURES						
00 Regular Instruction	6,386,961	525,110.21	6,208,867.53	6,815.03	171,278.44	97.32
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	1,883,588	147,006.94	2,121,931.71	50.00	238,393.71-	112.66
30 Voc. Ed Instruction	502,192	36,448.36	529,627.49	0.00	27,435.49-	105.46
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	749,706	42,976.33	729,698.26	4,939.25	15,068.49	97.99
70 Other Instructional Pgms	438,818	22,715.17	232,663.44	937.26	205,217.30	53.23
80 Community Services	12,979	317.01	14,780.97	0.00	1,801.97-	113.88
90 Support Services	3,197,491	264,490.84	3,088,375.26	10,746.22	98,369.52	96.92
Total EXPENDITURES	13,171,735	1,039,064.86	12,925,944.66	23,487.76	222,302.58	98.31
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)	8,640-	~~12,869.01-~~	84,732.49-		76,092.49-	
F. TOTAL BEGINNING FUND BALANCE	475,000		473,457.91			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E + F +OR- G)	466,360		388,725.42			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	24,625		.00			
G/L 821 Restrictd for Carryover	0		18,533.00			
G/L 828 Restricted for C/O of FS Rev	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	7,104		1,433.00			
G/L 870 Committed to Other Purposes	65,434		.00			
G/L 872 Committd to Min Fnd Bal Policy	0		385,000.00	→ 3% of 2013-14 Revenues		
G/L 875 Assigned Contingencies	0		.00			
G/L 888 Assigned to Other Purposes	0		.00			
G/L 890 Unassigned Fund Balance	369,197		16,240.58-			
TOTAL	466,360		388,725.42			

20--Capital Projects -- BUDGET-STATUS-REPORT

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of **August , 2013 -- PRELIMINARY**

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	669,983	9,015.37	653,560.76		16,422.24	97.55
2000 Local Support Nontax	70,827	6,169.92	70,815.48		11.52	99.98
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	1,000,000	~~156,683.71~~	710,730.53		289,269.47	71.07
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	1,740,810	~~171,869.00~~	1,435,106.77		305,703.23	82.44
B. EXPENDITURES						
10 Sites	122,790	.00	.00	153,668.37	30,878.37-	125.15
20 Buildings	750,000	.00	8,430.20	569.80	741,000.00	1.20
30 Equipment	825,000	.00	.00	0.00	825,000.00	0.00
40 Energy	13,000	554,046.82	725,696.53	707,314.47	1,420,011.00-	> 1000
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	1,710,790	554,046.82	734,126.73	861,552.64	115,110.63	93.27
C. OTHER FIN. USES TRANS. OUT (GL 536)	59,812	.00	148,130.77			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)	29,792-	~~382,177.82-~~	552,849.27		582,641.27	
F. TOTAL BEGINNING FUND BALANCE	58,000		57,698.36			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E + F +OR- G)	28,208		610,547.63			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 830 Restricted For Debt Service	0		.00			
G/L 861 Restricted from Bond Proceeds	0		.00			
G/L 862 Committed from Levy Proceeds	672,790-		550,000.00			
G/L 863 Restricted from State Proceeds	1,000,000-		.00			
G/L 865 Restricted from Other Proceeds	23,000-		.00			
G/L 870 Committed to Other Purposes	58,000		58,000			
G/L 889 Assigned to Fund Purposes	1,665,998		2,547.63			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	28,208		610,547.63			

30--Debt Service Fund -- BUDGET-STATUS-REPORT

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of **August , 2013 -- PRELIMINARY**

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	219,327	2,672.27	235,371.73		16,044.73-	107.32
2000 Local Support Nontax	300	92.85	588.72		288.72-	196.24
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	59,812	.00	59,812.23		.23-	100.00
Total REVENUES/OTHER FIN. SOURCES	279,439	2,765.12	295,772.68		16,333.68-	105.85
B. EXPENDITURES						
Matured Bond Expenditures	782,900	.00	782,900.00	0.00	.00	100.00
Interest On Bonds	31,715	.00	31,712.23	0.00	2.77	99.99
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	10,000	.00	241.29	0.00	9,758.71	2.41
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	824,615	.00	814,853.52	0.00	9,761.48	98.82
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXPENDITURES (A-B-C-D)	545,176-	2,765.12	519,080.84-		26,095.16	4.79-
F. TOTAL BEGINNING FUND BALANCE	650,000		631,193.41			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E + F +OR- G)	104,824		112,112.57			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	104,824		112,112.57			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	104,824		112,112.57			

40--Associated Student Body Fund -- BUDGET-STATUS-REPORT

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of **August , 2013 -- PRELIMINARY**

A. REVENUES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	48,800	33.59	38,724.72		10,075.28	79.35
2000 Athletics	59,000	.00	33,093.91		25,906.09	56.09
3000 Classes	16,240	120.00	19,233.45		2,993.45-	118.43
4000 Clubs	298,300	1,969.55	156,452.29		141,847.71	52.45
6000 Private Moneys	18,500	.00	21,110.58		2,610.58-	114.11
Total REVENUES	440,840	2,123.14	268,614.95		172,225.05	60.93
B. EXPENDITURES						
1000 General Student Body	9,551	611.02	6,012.72	1,000.00	2,538.28	73.42
2000 Athletics	105,125	14,141.17	78,391.12	0.00	26,733.88	74.57
3000 Classes	30,040	230.00	17,166.12	500.00	12,373.88	58.81
4000 Clubs	272,470	8,329.07	160,134.17	2,614.39	109,721.44	59.73
6000 Private Moneys	26,054	.00	13,518.54	0.00	12,535.46	51.89
Total EXPENDITURES	443,240	23,311.26	275,222.67	4,114.39	163,902.94	63.02
C. EXCESS OF REVENUES OVER(UNDER)EXPENDITURES (A-B)	2,400-	21,188.12-	6,607.72-		4,207.72-	175.32
D. TOTAL BEGINNING FUND BALANCE	325,000		341,274.64			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE C + D +OR- E)	322,600		334,666.92			

G. ENDING FUND BALANCE ACCOUNTS:		
G/L 810 Restricted for Other Items	0	.00
G/L 819 Restricted for Fund Purposes	322,600	334,666.92
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
TOTAL	322,600	334,666.92

90--Transportation Vehicle Fund -- BUDGET-STATUS-REPORT

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of **August , 2013 -- PRELIMINARY**

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	61,200	23.51	73,590.52		12,390.52-	120.25
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	85,000	82,217.40	82,217.40		2,782.60	96.73
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	146,200	82,240.91	155,807.92		9,607.92-	106.57
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	146,200	82,240.91	155,807.92		9,607.92-	106.57
D. EXPENDITURES						
Type 30 Equipment	243,000	.00	235,835.04	0.00	7,164.96	97.05
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	243,000	.00	235,835.04	0.00	7,164.96	97.05
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER)EXP/OTH FIN USES (C-D-E-F)	96,800-	82,240.91	80,027.12-		16,772.88	17.33-
H. TOTAL BEGINNING FUND BALANCE	199,000		199,910.13			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G + H +OR- I)	102,200		119,883.01			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 889 Assigned to Fund Purposes	102,200		119,883.01			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	102,200		119,883.01			

600 Minimum Basic Education Requirement Compliance
Fiscal Year: 13-14
Milestone: Draft (Printed 9/16/2013)

District: Port Townsend School District
Organization Code: 16050
ESD: Olympic Educational Service District 114

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STATE BOARD OF EDUCATION

2013-2014 — Minimum Basic Education Requirement Compliance

Please Check One: In Compliance	Please Check One: NOT in Compliance	
◉	○	**Kindergarten Minimum 180-Day School Year** (RCW 28A.150.220. RCW 28A.150.203) The kindergarten program consists of no less than 180 half days or equivalent (450 hours) per school year.
◉	○	**Kindergarten Total Instructional Hour Offering** (RCW 28A.150.220. RCW 28A.150.205. WAC 180-16-200) The district makes available to students enrolled in kindergarten at least a total instructional offering of 450 hours.
◉	○	**Grades 1-12 Minimum 180-Day School Year** (RCW 28A.150.220. RCW 28A.150.203) The school year is accessible to all legally eligible students and consists of at least 180 school days for students in grades 1-12, inclusive of any 180-day waivers granted by the State Board of Education.
◉	○	**Grades 1-12 Total Instructional Hour Offering** (RCW 28A.150.220. RCW 28A.150.205. WAC 180-16-200) The district makes available to students enrolled in grades 1-12 at least a district-wide, annual average total instructional hour offering of 1,000 hours.
		K-12 Districts Only **State High School Graduation Minimum Requirements** (RCW 28A.230.090. WAC 180-51-066)
◉	○	All subject areas are aligned with the state's high school learning standards and essential academic learning requirements, and at a minimum meet grades 9-10 grade level expectations. District high schools meet or exceed all state minimum graduation requirements.

If your district is NOT in compliance, please explain why.

Note: A district that has been granted a waiver of the minimum 180-day school year requirement is in compliance with RCW 28A.150.220.

CERTIFICATION OF COMPLIANCE	
The following persons named below certify that the information stated herein is true and correct and that **Port Townsend School District** meets the basic education program requirements contained in RCW 28A.150.220 and the minimum high school graduation requirements set forth in WAC 180-51-066 for students entering the ninth grade on or after July 1, 2009 through June 30, 2012 and WAC 180-51-067 for students entering the ninth grade on or after July 1, 2012. The undersigned further acknowledge that a copy of this document has been provided to the district's Board of Directors and that the district has maintained records in its possession supporting this certification for auditing purposes.	
David Engle **School District Superintendent**	9/16/2013 **Date**
Jennifer James-Wilson **Board President or Chair**	9/16/2013 **Date**

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District Graduation Credit Requirements

Districts are also asked to provide the following information, so the SBE database accurately reflects district requirements.

K-12 Districts Only **Indicate your district's graduation requirements in the table below.**	
SUBJECT	**District Graduation Credit Requirements for Class of 2014**
English	4.0
Math	3.0
Social Studies	3.0
Science (at least one lab)	2.0
Arts	1.0
Occupational Education/CTE	2.0
Health and Fitness	2.0
World Languages	0.0
Culminating Project*	0.0
High School and Beyond Plan*	0.0
Electives	5.5
Other District Requirement for Credit (specify):	
TOTAL	**22.5**

**The Culminating Project and High School and Beyond Plan are non-credit state requirements. Some districts may choose to award credit for these experiences.*

What non-credit district graduation requirements do you have?

High School and Beyond Plan which is started in 9th grade and updated yearly, is a non-credit graduation requirement. The Senior Culminating Project is a non-credit graduation requirement.

Does your district award competency-based credit? No

If Yes, in what subjects?

Does your district have Career and Technical Education course equivalencies; that is, Career and Technical Education courses that your high school(s) or district have determined to be equivalent to

academic core courses and are accepted as meeting core graduation requirements?

(•) Yes ( ) No