

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**  
**6:00 p.m. Regular School Board Meeting**  
**February 27, 2017**  
***“Learning Through a Sense of Place”***

**Mission:**

Through community-focused maritime place-based projects, students develop effective thinking, effective action, and effective relationships. As a result, our students demonstrate meaningful accomplishments as engaged citizens.

**Vision:** We create and enable the culture, competence and conditions to ensure each student is prepared for meaningful work and engaged citizenship in our diverse and rapidly changing world.

**01. Location/Time**

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

**02. Call to Order**

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- 02.01 Roll Call
- 02.02 Pledge of Allegiance

**03. Agenda**

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03.01 Agenda Approval

**04. Recognition**

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04.01 Superintendent

**05. Public Comments**

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**06. Consent Agenda**

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- 06.01 Consent Agenda Approval
- 06.02 Approval of Minutes
  - 06.020 Minutes of the January 23, 2017 Regular Meeting
  - 06.021 Minutes of the February 13, 2017 Work/Study Meeting
- 06.03 Approval of Personnel Action
  - 06.030 Accept resignation/retirement of Chris Neuman, 1.0 FTE Teacher, Blue Heron School, effective the end of the 2016-17 school year
  - 06.031 Recommend Daniel Ferland for the supplemental position of Fine Arts Coordinator, effective the 2016-17 school year
  - 06.032 Recommend Maggie Kelley, 1.0 FTE Grant Street Teacher, for the 1.0 FTE 5<sup>th</sup> Grade Teacher position at Blue Heron School, effective the 2017-18 school year
  - 06.033 Recommend Kate Wenzl as 1.0 FTE Special Education Teacher, Life Skills program, Blue Heron School, effective the 2017-18 school year
  - 06.034 Recommend transfer of Toni Boutilier from Custodian/Para educator to 6 hr./day Special Education Para educator, effective January 31, 2017.
  - 06.035 Accept resignation of Polly Urbani, Special Education Para educator, Blue Heron School, effective January 31, 2017
  - 06.036 Recommend Paula Rainey as 6.17 hr./day Special Education Para educator, Blue Heron School, effective February 7, 2017, pending completion and passage of pre-employment testing
  - 06.037 Accept resignation of KristinThibeault, Bus Driver, effective February 10, 2016
  - 06.038 Recommend transfer of Roxann Anderson from Bus Driver to 5.5 hr./day Custodian-evening shift, effective February 21,2017
  - 06.039 Recommend Mike Evans as High School Head Baseball Coach effective the 2016-17 season
  - 06.040 Recommend Charity Jesionowski and Kade Wilford as Blue Heron School Wrestling Co-Coaches, effective the 2016-17 season

06.041 Accept resignation of Cameron Botkin as High School Head Girls' Volleyball Coach, effective the end of the 2016-17 season

06.05 Approval of Financial Reports

06.050 Accounts Payable as of February 27, 2017

06.051 Payroll – January, 2017

06.06 Donations

06.060 Accept donation of \$3,278.72 from The Leader to produce the 2016-17 Port Townsend High School Athletic Poster and Schedule

06.061 Accept donation of \$2,032.26 from Ian Coates's senior project to the Port Townsend High School Drama Club

**07. Board Correspondence - None**

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**08. Reports**

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08.01 Student

08.02 Board

08.03 Title I Report (required in Policy 4130, Parental Involvement) – Jason Lynch

08.04 Superintendent

08.040 Calendar of Events

08.05 Director of Finance and Business Operations – Amy Khile

08.050 Enrollment, February, 2017

08.051 Fund Summary for January, 2017

08.052 Student Fines and Fees

**09. Action Items**

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09.01 Approve Student Fees for the 2017-18 School Year

**10. Unfinished Business**

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**11. New Business**

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**12. Policy Review**

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

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**14. Next Meeting**

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14.01 Work/Study Board Meeting, March 13, 2017, 1610 Blaine St., Room S-11, 6:00 pm

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

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**16. Adjournment**

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Surplus: Approve surplus of Bus #13952

Board Correspondence – None

Reports

Student

ASB Representative Henry Veietenhans reported on activities at the high school on Martin Luther King, Jr. Day. The Students for Sustainability Club sponsored a bus for students to travel to the Women's March in Seattle on January 21, 2017. The Winterfest Dance will be on Saturday, January 28, 2017.

Board

Ms. James-Wilson said she had received an invitation for school board members to attend Jefferson Transit board meetings, which are held on the third Tuesdays of every month. Ms. Tucker reported on the orchard work party at Blue Heron School on Monday, January 16, 2017 and the Women's March in Seattle on January 21, 2017.

Port Townsend High School Advanced Placement Analysis – Principal Ehrhardt

Principal Ehrhardt reported on data for Advanced Placement scores, participation, and course offerings over the last five years. Discussion followed.

New Elementary School Construction Update – Kirk Robinson

Kirk Robinson, Project Manager reported on the following:

- Working with the City of Port Townsend to obtain building permits, health department approval, etc.
- The project is still on budget and on schedule.
- Bids for subcontractors
- Furniture, fixtures and equipment list

Ms. Tucker pointed out several typographical errors on the Associated Earth, Inc. contract on the agenda for approval. Mr. Robinson said those will be corrected.

New Elementary School Naming Committee Report – Lisa Condran, Ann Healy-Raymond

Principal Condran explained the process the committee used to review name suggestions, and discussed the five names submitted to the Board for consideration. The board will schedule a public meeting to gather more community input on the names on February 27, 2017 at 5:00 p.m., then approval of a name was tentatively scheduled for the March 13, 2017 work/study board meeting.

Superintendent

Superintendent Polm discussed the following:

- The day of service at Blue Heron on Martin Luther King, Jr. day
- The assembly at Blue Heron honoring Martin Luther King, Jr.
- The PTA meeting at Grant Street with Integrus Architecture representatives

Director of Finance and Business Operations – Amy Khile

Ms. Khile reported on enrollment for January, 2017, budget status reports for all funds for December, 2016, and an analysis of capital levy funds. Ms. Tucker asked if the district has seen any reduction in waste costs from the high school implementing reusable plates and utensils. Discussion followed.

Action Items

Approve Band/Orchestra Field Trip to Vancouver B.C., March 8-11, 2017

Daniel Ferland, Orchestra Director, explained the itinerary for the trip. Permission forms were discussed. Ms. Tucker moved to approve the band/orchestra trip to Vancouver, B.C., on March 8-11, 2017. Connie Welch seconded and the motion carried 4-0.

Approve Sundberg, Kennedy, Ly-Au, Architects Contract

Superintendent Polm explained that this company is doing the improvements to the high school outlined in the bond. Ms. James-Wilson moved to approve the Sundberg, Kennedy, Ly-Au Architects' contract. Ms. Welch seconded and the motion carried 4-0.

Approve Associated Earth Science, Inc. Contract

Superintendent Polm explained that this company is doing subsurface explorations and testing at the new elementary school site. Ms. Tucker noted typographical errors of the company name on Page 3. Ms. James-Wilson moved to approve the Associated Earth Science, Inc. contract, with correction of the typographical errors. Ms. Tucker seconded and the motion carried 4-0.

Approve Policy 1331 – Conducting Research in Port Townsend School District

Superintendent Polm explained that Port Townsend does not currently have a policy regarding research. Dr. Polm suggested adding the word “academic” after the word “valid” in the first sentence, and “non-commercial” after the word “outside” in the second paragraph. Ms. James-Wilson moved to approve Policy 1331 with those additions. Ms. Tucker seconded and the motion carried 4-0.

Approve Policy 2409 – World Languages Credit

Ms. James-Wilson moved to approve Policy 2409. Ms. Welch seconded and the motion carried 4-0.

Approve Policy 3122 – Excused and Unexcused Absences

Family vacations were discussed. Ms. Tucker moved to approve Policy 3122. Ms. James-Wilson seconded and the motion carried 4-0.

Approve Policy 4217 – Effective Communication

Superintendent Polm explained this policy enables the district to establish procedures to ensure all individuals, including those with disabilities, have an equal opportunity to participate in district activities. Ms. James-Wilson moved to approve Policy 4217. Ms. Tucker seconded and the motion carried 4-0.

Approve Policy 4218 – Language Access

Superintendent Polm said this policy assures individuals who may not speak English as a first language have access to district publications and school information in their native language. Ms. Tucker moved to approve Policy 4218. Ms. Welch seconded and the motion carried 4-0.

Approve Policy 4220 – Questions or Concerns Regarding Staff or Programs

Ms. Welch moved to approve Policy 4220. Ms. Tucker seconded and the motion carried 4-0.

Unfinished Business

Board Reflections from the January 11, 2017 Board Retreat

Board members said they appreciated the standard format for the administrators' presentations and the adequate amount of time to listen to those reports. Discussion followed.

New Business – None

Policy Review – None

Board Member Announcements/Suggestions for Future Meetings

Superintendent Polm said he had a request from Peninsula Housing Authority to be on an upcoming board agenda regarding their plans for the Lincoln Building. The board directed Superintendent Polm to contact Peninsula Housing Authority indicating the district was not in favor of their proposal for the Lincoln Building. The board discussed budget considerations associated with transition to the new elementary school. Ms. James-Wilson suggested having a board discussion of just the fiscal considerations reported in the administrators' presentations at the board retreat. Ms. James-Wilson reported on an article from Representative Chapman in the Sequim Gazette expressing his support for fully funding public education. The board directed Superintendent Polm to write a letter of appreciation from the district to Representative Chapman for his support. A periodic public district newsletter was discussed.

Next Meeting

Work/Study Meeting, February 13, 2017, 1610 Blaine Street, Room S-11, 6:00 p.m.

Adjournment

The meeting was adjourned by consensus at 8:22 p.m.

Respectfully submitted,

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John A. Polm, Jr., Secretary

ATTEST: \_\_\_\_\_  
Nathanael O'Hara, Board Chair

Board Chair Nathanael O'Hara called the meeting to order at 6:00 p.m. PRESENT: Nathanael O'Hara, Keith White, and Connie Welch. EXCUSED: Laura Tucker. Jennifer James-Wilson will join the meeting later. Also present were Superintendent Polm, staff, and community members.

Connie Welch led the Pledge of Allegiance.

#### Agenda Approval

Keith White moved to approve the agenda. Connie Welch seconded. Mr. O'Hara suggested adding an agenda item under New Business for a report from Mr. White and Ms. James-Wilson regarding the WSSDA (Washington State School Directors' Association) Legislative Conference they attended on February 12 and 13, 2017. Mr. White moved to amend the agenda to include that report under New Business. Ms. Welch seconded and the motion carried 3-0.

#### Recognition

##### Superintendent

Superintendent Polm presented Hero awards to Ann Metcalf, Preston Kabinoff, and Louise Raymond for their volunteer work with truancy cases at Blue Heron School, and to Carolyn Olsen for her tireless devotion as an all-around volunteer also at Blue Heron School.

Dr. Polm also presented a certificate from WSSDA to Keith White for completion of an Advanced Leadership class at the annual WSSDA conference.

#### Public Comments

Brenda McMillen asked about classroom instruction regarding political leaders. Discussion followed.

Ms. James-Wilson joined the meeting at 6:15 p.m.

#### Board Correspondence

The Board reviewed the following correspondence:

- Letter from Todd Wexman regarding the new elementary school construction
- Letter from Walter McQuillen regarding the naming of the new elementary school

#### Reports

##### Capital Levy Update

Director of Business and Finance, Amy Khile, and Director of Facilities and Maintenance, Brad Taylor, gave an update on expenditures from the capital levy passed in 2012. Ms. Khile explained that some funds may not be needed in their original line items due to the receipt of additional grants. Ms. Khile reviewed recommendations to move money from unused areas to cover the high school upgrades and additional security upgrades at both the High School and Blue Heron.

#### Learning Organizations and Adaptive Change

Maritime Discovery Schools Project Manager, Sarah Rubenstein, and Katy Karschney, Instructional and Systems Coach, reported on the following:

- How the work around place-based projects has progressed in the District throughout the three years since Maritime Discovery Schools (MDS) was initiated.
- MDS Guiding Principles
- Discussion of the writings of Ronald Heifetz, author, regarding adaptive vs. technical work

Unfinished Business

New Elementary School Name

The board discussed:

- The three iterations of the name “Salish” that were recommended by the committee
- Jennifer James-Wilson suggested adding some form of the name “Discovery” as a choice
- Ann Healy-Raymond explained the discussions the committee had regarding the name “Discovery”
- The board requested the name “Discovery” be added to the list of possible names.

Superintendent Polm will include the 5 original names and the name “Discovery” in the news release for the February 27, 2017 public meeting at 5:00 p.m.

ASB Representative Report

ASB Representative Gerry Coker reported that the sophomore class is preparing for the Tolo Dance, scheduled for March 25, 2017. The recent Winterfest Dance and the senior class McTakeover at McDonalds raised about \$800. The board discussed one or two board members attending the ASB meetings held on Tuesdays at 7:00 a.m. in the high school library.

New Business

Report on WSSDA Legislature Conference – Keith White, Jennifer James-Wilson

Mr. White and Ms. James-Wilson reported on the following topics that were discussed at the conference:

- Levy cliff
- Teacher salaries
- McCleary decision
- Timber funds
- Capacity with state matching funds
- Technology
- Presentation from Chris Reykdal, new OSPI superintendent.

Board Member Announcements/Suggestions for Future Meetings

Superintendent Polm reported on:

- East Jefferson Educational Partnership in Quilcene on February 23
- Board self-assessment tool intended for future discussion
- Listening sessions with the community to be scheduled this spring
- District does not require any immigration status information from families when enrolling a student

Adjournment

The meeting was adjourned by consensus at 7:37 p.m.

Respectfully submitted,

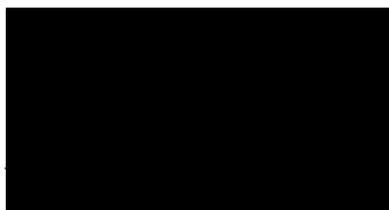
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John A. Polm, Jr., Secretary

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ATTEST: Nathanael O’Hara, Board Chair

Christine L. Neuman



January 27, 2017

Dear Mr. Holshouser,

After 24 years of teaching in the Port Townsend School District I have decided that it is time for me to retire. I plan to complete the current school year before officially retiring at the end of this contract year, June 30, 2017.

It seems so long ago that I started my first class of first grade students at Grant Street Elementary. It is hard to imagine that time before computers, when bulletins and daily information came around on paper, and if you wanted something from a colleague you had to go and ask them in person. Whole Language was the method of the day and themes were the basis for creating curriculum. Please be very supportive of your newer staff as their beginnings are getting much more complicated than mine was!

To look in the back of my room at the pectoral history of all the classes I have taught is truly an emotional experience. So many lives one touches when engaging in a career such as this one. I am proud of the academic experiences my students have had over the years, but more so, my most gratifying experience has been watching each class grow to become a comfortable, accepting, and enthusiastic community.

I have worked with some amazing people during my time here and have very fond memories of secretaries, custodians, lunch helpers, librarians, teaching assistants, principals, and of course, my other teaching mates. I will miss the collegiality of my work here and will most definitely miss the daily interaction with the kids. I look forward to seeing everyone out and about as I engage in other parts of town life!

Respectfully,

Chris Neuman



# Blue Heron Middle School



Port Townsend School District #50

3939 San Juan Avenue \* Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 \* Fax# ~ 360.302.2505

Principal ~ Matthew Holshouser

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Dear Dr. Polm and PT School Board of Directors,

I hope this note finds you all well. I wanted to take a moment and highly recommend a candidate for the 5<sup>th</sup> Grade teaching position here at Blue Heron School for the 2017-2018 school year.

Ms. Maggie Kelley will serve as a Grade 5 teacher here at Blue Heron School for the 2017-2018 school year.

Ms. Maggie Kelley brings an array of talents and instructional expertise that will be advantageous to both our students and staff here at Blue Heron School. Ms. Kelley has served as an elementary teacher at Grant Street this school year and we will greatly benefit from her skills and competencies as well as already invested professional development training within our school district's mission and vision.

In closing, I highly recommend Ms. Maggie Kelley to the Grade 5 teaching position on the Blue Heron School campus within the Port Townsend School District. I know she will be a welcomed addition to the Blue Heron team as well as immediate impact upon the academic and overall success of our 5<sup>th</sup> grade learners.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron School Principal



# Blue Heron School



Port Townsend School District #50

3939 San Juan Avenue \* Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 \* Fax# ~ 360.302.2505

Principal ~ Matthew Holshouser

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Dear Dr. Polm and PTSD Board of Directors,

I hope this note finds you all well. I wanted to take a moment and highly recommend a candidate for a Special Education-Life Skills position here at Blue Heron School for the remainder of the 2017-8 school year.

Ms. Kate Wenzl will again serve as the Special Education-Life Skills instructor here at Blue Heron Middle School with a focused support, instruction, and collaboration for Grades 4 through 8 students and teachers for the remainder of the 2017-2018 school year.

Ms. Wenzl brings a rich array of talents and experiences that will be advantageous to both our students and staff here at Blue Heron Middle School. Ms. Wenzl has served as a Special Education Director, Principal, as well as Special Education instructor within the state of Washington. Kate also comes to us being Washington State Special Education K-12 highly qualified and certified and brings many instructional talents to our learning community.

In closing, I highly recommend Ms. Kate Wenzl to the Special Education instructor position on the Blue Heron Middle School campus within the Port Townsend School District. I believe she will continue to serve the Blue Heron team well and positively impact all academic and overall success on many of our learners.

Thank you in advance for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron Middle School Principal



**GRANT STREET ELEMENTARY**  
PORT TOWNSEND SCHOOL DISTRICT NO. 50  
1637 Grant Street, Port Townsend, WA 98368  
Main Office 360. 379.4535, Fax 360.379.4261 Lisa Condran, Principal

January 26<sup>th</sup>, 2017

Dear Dr. Polm:

Please accept this letter as recommendation for Toni Boutilier as a Special Education Paraeducator 6.0 hours at Grant Street Elementary for the 2016-17 school year starting on January 30<sup>th</sup>, 2017.

Toni Boutilier is a long time Port Townsend community member and Grant Street employee. Toni is very dependable employee with an excellent attendance record. Toni is committed to making Grant Street Elementary a great place for all students and has been a tremendous resource to us on the playground with problem solving student conflicts. Her compassion for students with academic or behavioral challenges is impressive.

During the interview, the team agreed Toni will be a great resource for our students in our Special Education programs.

Pat Range and Ruth Williams joined me as members of the interview committee.

Sincerely,

Lisa Condran  
Principal, Grant Street Elementary

Polly Urbani  
Paraeducator  
Blue Heron M.S.

January 17, 2017

To whom it may concern,

This letter is to inform you that I am resigning my position as a paraeducator at Blue Heron Middle School as of January 31, 2017.

I have been offered a full time position at my church as Director of Children's Ministries at Calvary Community Church. I really feel lead to this ministry position, as it will be a great opportunity to serve my others with the gifts God has given me, and the experiences He's been equipping me with over the last 20 years as a follower of Jesus Christ.

I do however, regret having to leave such a wonderful group of people I've come to know and love at Blue Heron and the Port Townsend School District. Please let me know anything I can do to help with this transition.

Sincerely,  
Polly Urbani  
(530) 417-1374



# Blue Heron School



Port Townsend School District #50

3939 San Juan Avenue \* Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 \* Fax# ~ 360.302.2505

Principal ~ Matthew Holshouser

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Dear Dr. Polm and PTSD Board of Directors,

I hope this note finds you all well. I wanted to take a moment and recommend a candidate for a one on one para-educator Special Education position here at Blue Heron School for the remainder of the 2016-2017 school year.

Ms. Paula Rainey will serve as a one on one Special Education para-educator here at Blue Heron School for a special needs student.

Ms. Rainey brings an array of talents and experiences that will be advantageous to both our students and staff here at Blue Heron School. Ms. Rainey has served as a para-educator and elementary teacher in the Neah Bay School District and understands the scope of the educational duties and will certainly succeed in this special needs role with our students.

In closing, I highly recommend Ms. Paula Rainey as a para-educator position on the Blue Heron School campus within the Port Townsend School District. I believe she will be a welcomed addition to the Blue Heron team as well as immediate impact upon the academic and overall success on many of our 4<sup>th</sup> to 8<sup>th</sup> grade special needs learners.

Effective hiring date is Monday, February 6, 2017, pending completion and passage of the pre-employment screening.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

  
Blue Heron School Principal

2/12/2017

Port Townsend School District

Human Resources Department

Attention Laurie,

I would like to resign from the Permanent Substitute driver position for the Port Townsend School District as of February 12, 2017.

I would, however like to remain on the driver substitute list.

Thank You,

A handwritten signature in blue ink, appearing to read "Kristin Thibeault", is written over the typed name.

Kristin Thibeault

# PORT TOWNSEND SCHOOL DISTRICT

*"Learning Through a Sense of Place"*

**Superintendent**  
John Polm

360 / 379-4501  
FAX: 360 / 385-3617  
www.ptschools.org

1610 Blaine St  
Port Townsend, Washington 98368

**Board of Directors**  
Nathanael O'Hara  
Keith White  
Jennifer James Wilson  
Laura Tucker  
Connie Welch

TO: Laurie McGinnis  
Human Resource Director

FROM: Brad Taylor  
Director of Support Services

DATE: February 15, 2017

SUBJECT: Recommendation for Grant Street Evening Custodian

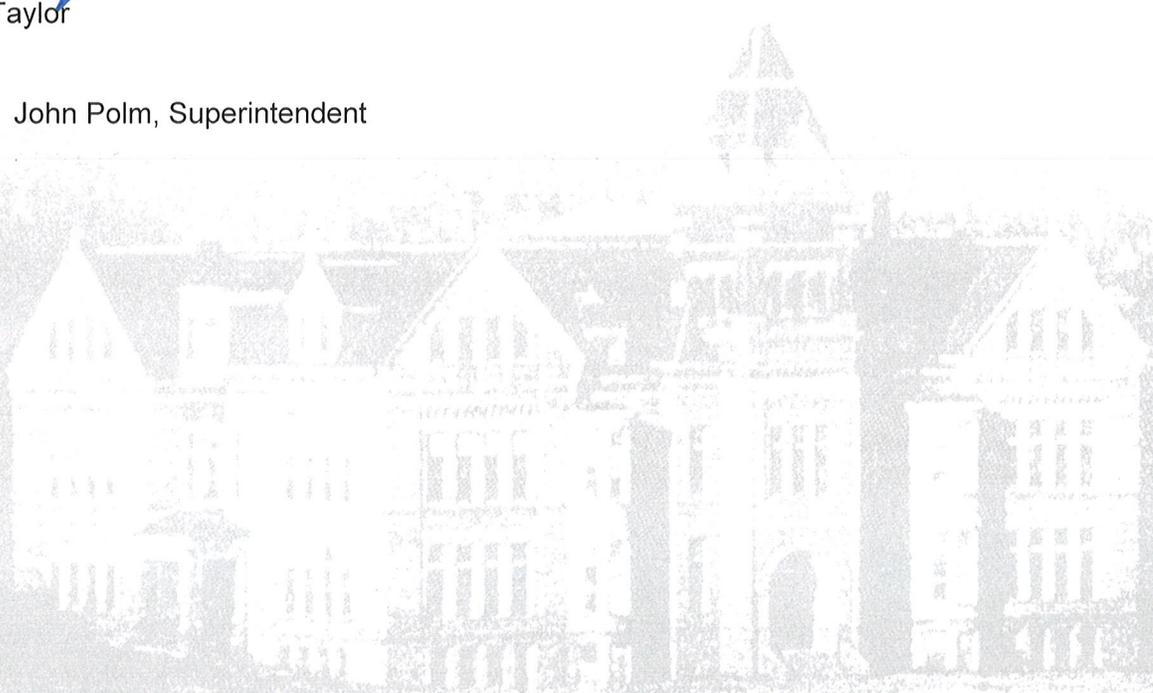
Support Service would like to recommend Roxann Anderson for the Grant Street Evening Custodian position as effective February 21<sup>st</sup>, 2017.

Thank you,



Brad Taylor

cc: John Polm, Superintendent





# PORT TOWNSEND

## School District

LEARNING THROUGH A SENSE OF PLACE

Superintendent  
Dr. John A. Polm, Jr.

Board of Directors  
Jennifer James-Wilson  
Laura Tucker  
Nathanael O'Hara  
Keith White  
Connie Welch

### MEMORANDUM

DATE: February 22, 2017  
TO: School Board  
FROM: John Polm, Jr., Superintendent   
SUBJECT: Recommendation

I would like to recommend Daniel Ferland for the position of Fine Arts Coordinator. Mr. Ferland is currently an instrumental music teacher at Port Townsend High School and Blue Heron School.

This position is new to the district and will be a stipend contract supported by donations.



## Port Townsend High School

1500 Van Ness, Port Townsend, WA 98368

Phone: 360.79.4520

Carrie Ehrhardt, Principal   Scott Wilson Assistant Principal  
Athletic Director

Home of the Redhawks

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: Mike Evans: BASEBALL COACH

Date: January 20, 2017

Dr. Polm and Members of the School Board,

After reviewing his experience and conducting the interview, I am formally recommending Mike Evans for the position of Head Baseball Coach at Port Townsend High School. Given his role as Chief of Police, Mike has offered to coach as a volunteer and has asked that the coaching stipend be used towards the potential hiring of assistant coaches and/or used for baseball equipment.

Mike has coached youth baseball in the community and already knows a number of the current student-athletes. I am looking forward to his presence among the Redhawk coaching staff and eagerly await the baseball season under his direction.

Sincerely,

A handwritten signature in black ink that reads "Scott Wilson".

Scott Wilson

Cc: Lysa Falge, Athletic Coordinator



ATHLETICS

# BLUE HERON SCHOOL

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

Matthew Holshouser, Principal  
[mholshouser@ptschools.org](mailto:mholshouser@ptschools.org)  
[www.blueheron.ptschools.org](http://www.blueheron.ptschools.org)



Lysa Falge  
Athletic Coordinator  
[lfalge@ptschools.org](mailto:lfalge@ptschools.org)  
Phone: (360) 344-3027

FaceBook Page:  
Blue Heron Middle School Athletics

RE: Charity Jesionowski & Kade Wilford; Middle School Wrestling Co-Coaches

Date: January 25, 2017

Dr. Polm and Members of the School Board,

After a successful interview and discussing the position with both of them, I, Lysa Falge, recommend Charity Jesionowski and Kade Wilford for the position of Middle School Wrestling Co-Coaches at Blue Heron Middle School.

Currently, Charity is the Asst. Coach and Kade is a Volunteer Coach with our high school wrestling team. Both Kade and Charity are former student-athletes who excelled in wrestling and have a strong desire to give back to a program that had a significant influence in their own lives. They hope that by joining together they can encourage more students to give wrestling a try: both boys and girls. Their enthusiastic perspective coupled with their grasp of the sport is exactly what our Blue Heron program needs!

Sincerely,

Lysa Falge

Cc: Scott Wilson

: Cameron Botkin [REDACTED]  
**Sent:** Monday, February 06, 2017 3:32 PM  
**To:** Scott Wilson  
**Cc:** Lysa Falge  
**Subject:** Volleyball

Dear Scott,

Per our conversations, I am emailing to inform you that I am resigning from my role as PTHS Head Girls Volleyball Coach, effective today. [REDACTED]

[REDACTED]

Thank you for the opportunity to serve the high school community through coaching. It's been, and continues to be, a privilege.

Warmly,

Cameron Botkin

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 February 27, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$89,170.88. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 62139 through 62197, totaling \$89,170.88

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
62139	3 WIRE GROUP INC	01/31/2017	438.05
62140	ARROW LUMBER & HARDWARE	01/31/2017	87.66
62141	B & H PHOTO VIDEO	01/31/2017	595.49
62142	BACKGROUND INVESTIGATION BUREA	01/31/2017	50.00
62143	BANK OF AMERICA VISA	01/31/2017	6,809.80
62144	Behrenfeld, Timothy Jon	01/31/2017	562.56
62145	Boutilier, Janet Klockers	01/31/2017	35.95
62146	Brady, Cheryl J	01/31/2017	52.86
62147	CANON FINANCIAL SERVICES INC	01/31/2017	207.07
62148	CDW GOVERNMENT	01/31/2017	1,471.50
62149	CENTURYLINK	01/31/2017	700.55
62150	Chenruk-Geelan, Cherry	01/31/2017	275.00
62151	CHIMACUM SCH DIST#49-CO-OP TRA	01/31/2017	12,484.58
62152	CLARK SECURITY PRODUCTS INC	01/31/2017	85.94
62153	COTTON REDI-MIX	01/31/2017	119.99
62154	DIGITAL INSURANCE INC	01/31/2017	500.00
62155	Dow, Benjamin S	01/31/2017	55.76
62156	Doyle, Susan P	01/31/2017	90.00
62157	DRUG FREE BUSINESS	01/31/2017	29.00
62158	EDENSAW WOODS	01/31/2017	49.54
62159	ESD 114	01/31/2017	2,489.25
62160	FALLON, MARY (MOLLY)	01/31/2017	350.00
62161	FOOD CO-OP	01/31/2017	41.89
62162	GOLDBERG, ROBERT D	01/31/2017	260.00
62163	Hageman, Brandi R	01/31/2017	25.00
62164	HANKINSON, JANELLE	01/31/2017	2,805.00
62165	HEALTH CARE AUTHORITY	01/31/2017	1,035.01
62166	JEFF CO CHAMBER OF COMMERCE	01/31/2017	195.00
62167	JEFFERSON TRANSIT	01/31/2017	12.00
62168	JEFFERSON COUNTY LIBRARY	01/31/2017	4,300.00
62169	JW PEPPER & SON INC	01/31/2017	115.55
62170	Khile, Amy Jo	01/31/2017	102.60
62171	KING COUNTY DIRECTORS	01/31/2017	736.66

Check Nbr	Vendor Name	Check Date	Check Amount
62172	Kirk, Robert Karry	01/31/2017	43.98
62173	LES SCHWAB	01/31/2017	27.84
62174	Lynch, Jason Edward	01/31/2017	285.90
62175	Manning, Jennifer Dawn	01/31/2017	204.40
62176	Mills, Roger Lees	01/31/2017	25.00
62177	Molotsky, Daniel Robert	01/31/2017	57.30
62178	Montgomery, Kimberly B	01/31/2017	52.43
62179	OLYMPIC PENINSULA CONSULTANTS	01/31/2017	275.00
62180	Pierson, Christopher Alan	01/31/2017	113.76
62181	PLATT	01/31/2017	53.19
62182	Pongrey, Melinda May	01/31/2017	275.00
62183	POSTAGE BY PHONE RESERVE ACCOU	01/31/2017	1,000.00
62184	PUBLIC UTILITY DISTRICT	01/31/2017	33,519.60
62185	Quayle, Darlene E	01/31/2017	1,349.45
62186	SAFEWAY	01/31/2017	192.58
62187	SCHOOL DUDE.COM	01/31/2017	1,537.13
62188	SEATTLE COLLEGES	01/31/2017	435.12
62189	SEATTLE ARTS & LECTURES	01/31/2017	4,563.20
62190	Shoop, Melanie R	01/31/2017	25.92
62191	SOS PRINTING	01/31/2017	60.43
62192	SWIFT PLUMBING INC	01/31/2017	680.00
62193	Turner, Jeanne Lisa	01/31/2017	81.01
62194	WASH STATE FERRIES	01/31/2017	250.45
62195	Wiant, Peter	01/31/2017	350.00
62196	Williams, Ruth M	01/31/2017	50.29
62197	WSSDA	01/31/2017	6,492.64
59	Computer	Check(s) For a Total of	89,170.88

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 February 27, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$21,655.53. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 10598 through 10609, totaling \$21,655.53

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
10598	BANK OF AMERICA VISA	01/31/2017	2,707.32
10599	BSN SPORTS	01/31/2017	5,997.87
10600	CLOUD 9 SPORTS	01/31/2017	723.76
10601	Dow, Benjamin S	01/31/2017	26.27
10602	Falge, Lysa Marie	01/31/2017	43.16
10603	FIREFLY PRESCHOOL ACADEMY	01/31/2017	112.50
10604	GEAR UP SPORTS LLC	01/31/2017	4,651.60
10605	KITSAP PENINSULA SOCCER REF	01/31/2017	1,957.45
10606	NORTH MASON HIGH SCHOOL	01/31/2017	132.00
10607	POWER HOUSE	01/31/2017	4,709.00
10608	SAFEWAY	01/31/2017	290.59
10609	Webster, William Thomas	01/31/2017	304.01

12	Computer	Check(s) For a Total of	21,655.53
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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 February 27, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$176,335.39. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3344 through 3348, totaling \$176,335.39

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
3344	ASSOC EARTH SCIENCES INC	01/31/2017	41,635.19
3345	INTEGRUS ARCHITECTURE	01/31/2017	126,127.75
3346	SKL ARCHITECTS	01/31/2017	7,288.56
3347	Taylor, Brad James	01/31/2017	63.89
3348	TERRAPIN ARCHITECTURE PC	01/31/2017	1,220.00
5	Computer	Check(s) For a Total of	176,335.39

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 February 27, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$677.04. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:  
Wire Transfer Payments 201600024 through 201600025, totaling \$677.04

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
201600024	DEPARTMENT OF REVENUE	02/01/2017	373.87
201600025	DEPARTMENT OF REVENUE	02/01/2017	303.17
2	Wire Transfer Check(s) For a Total of		677.04

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 February 27, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$145,390.34, and voids/cancellations, totaling \$8,800.00. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 62198 through 62294, totaling \$145,390.34  
Voids/Cancellations, totaling \$8,800.00

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
62198	3 WIRE GROUP INC	02/15/2017	166.00
62199	ACE IT EMPLOY & TRANSITION SVC	02/15/2017	3,192.63
62200	Addison, Megan E	02/15/2017	100.00
62201	ADVANCED RENTAL & SALES	02/15/2017	298.93
62202	ARROW LUMBER & HARDWARE	02/15/2017	101.01
62203	ARTHUR J. GALLAGHER RISK MGMT	02/15/2017	192.50
62204	BACKGROUND INVESTIGATION BUREA	02/15/2017	100.00
62205	Behrenfeld, Kirsten Mary	02/15/2017	100.70
62206	Burke, John J	02/15/2017	475.00
62207	BUTLER, ROBERTA L	02/15/2017	3,840.00
62208	Cannavaro, Maribeth	02/15/2017	800.00
62209	CENEX FLEETCARD	02/15/2017	730.49
62210	Chenruk-Geelan, Cherry	02/15/2017	275.00
62211	CHIMACUM SCH DIST#49-CO-OP TRA	02/15/2017	15,489.75
62212	CHS - CENEX HARVEST STATES	02/15/2017	67.32
62213	CITY OF PT TOWNSEND	02/15/2017	5,112.95
62214	CLALLAM COUNTY PARKS DEPT	02/15/2017	45.00
62215	Colton, Mary K	02/15/2017	41.52
62216	Cook, Laura	02/15/2017	325.00
62217	COOPER FUEL & AUTO REPAIR	02/15/2017	5,381.50
62218	COSTCO	02/15/2017	101.36
62219	CUTTING EDGE WINDOW TINTING	02/15/2017	1,966.36
62220	DAIRY FRESH FARMS INC	02/15/2017	1,624.32
62221	DEMCO	02/15/2017	353.54
62222	DIGITAL INSURANCE INC	02/15/2017	500.00
62223	DM DISPOSAL CO INC	02/15/2017	4,697.02
62224	DOWDELL, LINDA	02/15/2017	200.00
62225	EDENSAW WOODS	02/15/2017	54.17
62226	ESD 114	02/15/2017	11,568.50
62227	FALLON, MARY (MOLLY)	02/15/2017	700.00
62228	FOOD CO-OP	02/15/2017	85.14

Check Nbr	Vendor Name	Check Date	Check Amount
62229	FOOD SERVICES OF AMERICA	02/15/2017	10,233.03
62230	Gambill, Tom George	02/15/2017	21.78
62231	GOOD MAN SANITATION	02/15/2017	153.30
62232	GRAINGER	02/15/2017	835.70
62233	GREENTREE COMMUNICATIONS	02/15/2017	1,800.42
62234	Hageman, Brandi R	02/15/2017	214.98
62235	HAHN, JULIAN	02/15/2017	202.69
62236	HANKINSON, JANELLE	02/15/2017	3,465.00
62237	HENERY HARDWARE	02/15/2017	924.60
62238	HIGHWAY SPECIALTIES LLC	02/15/2017	128.62
62239	JAMESTOWN NETWORKS	02/15/2017	2,256.30
62240	JEFF CO DEPT OF PUBLIC WORKS	02/15/2017	131.92
62241	JEFFERSON MENTAL HEALTH	02/15/2017	10,880.41
62242	JEFFERSON TRANSIT	02/15/2017	144.00
62243	JIVE COMMUNICATIONS, INC.	02/15/2017	5,525.88
62244	KEY CITY FISH	02/15/2017	291.87
62245	KING COUNTY DIRECTORS	02/15/2017	2,031.89
62246	KROGER - QFC CUSTOMER CHARGES	02/15/2017	217.37
62247	LANCE, PHILIPPA	02/15/2017	6,570.00
62248	LEADER	02/15/2017	46.00
62249	Lynch, Jason Edward	02/15/2017	28.04
62250	MacKey, Joanne Lynn	02/15/2017	33.71
62251	Manning, Jennifer Dawn	02/15/2017	138.80
62252	MASCO PETROLEUM	02/15/2017	3,648.00
62253	McGinnis, Laurie Kathleen	02/15/2017	53.50
62254	MICRO COMPUTER SYSTEMS INC	02/15/2017	1,481.64
62255	MUSIC & ARTS CENTER	02/15/2017	54.50
62256	Nash's Organic Produce	02/15/2017	53.00
62257	NETCHEMIA	02/15/2017	1,823.54
62258	NORTHWEST MARITIME CENTER	02/15/2017	300.00
62259	NORTHWEST TOWING & RECOVERY	02/15/2017	252.88
62260	O'Brien, Molly Anne	02/15/2017	53.50
62261	Olsen, Lisa M	02/15/2017	475.00
62262	OLYMPIC SPRINGS	02/15/2017	120.37
62263	OLYMPIC EQUIPMENT RENTALS	02/15/2017	65.40
62264	OSPI	02/15/2017	463.80
62265	OVERTURE PREMIUMS & PROMOTIONS	02/15/2017	114.00
62266	PACIFIC OFFICE EQUIPMENT	02/15/2017	1,610.64
62267	PANE D/AMORE	02/15/2017	27.00
62268	PENINSULA PEST CONTROL INC	02/15/2017	386.95
62269	PLATT	02/15/2017	854.34
62270	Polm JR, John A	02/15/2017	50.29
62271	PORTER FOSTER RORICK LLP	02/15/2017	1,062.50
62272	PRO-VISION INC	02/15/2017	5,914.25
62273	PROGRESSIVE BUSINESS PUBLICATI	02/15/2017	299.00
62274	Quayle, Darlene E	02/15/2017	84.05
62275	RED DOG FARM	02/15/2017	35.00
62276	RIBBONS GALORE	02/15/2017	253.21
62277	Russell, Julie Ann	02/15/2017	35.31
62278	SAFEWAY	02/15/2017	138.80

Check Nbr	Vendor Name	Check Date	Check Amount
62279	Sanders, Heather Lyn	02/15/2017	800.00
62280	SCHOOL HEALTH CONSULTANTS, INC	02/15/2017	13,200.00
62281	SERVICE ALTERNATIVES INC	02/15/2017	183.00
62282	SHRED-IT US JV LLC	02/15/2017	937.08
62283	SOS PRINTING	02/15/2017	1,067.72
62284	Steinke, Kaleen A	02/15/2017	1,058.93
62285	SUPPLYWORKS	02/15/2017	729.62
62286	Turay, Lisa	02/15/2017	370.00
62287	WALA	02/15/2017	730.00
62288	Walvatne, Daniel	02/15/2017	19.26
62289	WASBO	02/15/2017	175.00
62290	WASH STATE FERRIES	02/15/2017	858.35
62291	WASHINGTON LIBRARY ASSOC	02/15/2017	30.00
62292	Watson, Kelley	02/15/2017	196.86
62293	Wentzel, Joy Gribko	02/15/2017	355.66
62294	WESTBAY AUTO PARTS	02/15/2017	6.37
97	Computer	Check(s) For a Total of	145,390.34

Check Nbr	Vendor Name	Check Date	Check Amount
62101	SCHOOL HEALTH CONSULTANTS, INC	02/15/2017	8,800.00
1	Void	Check(s) For a Total of	8,800.00

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 February 27, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,316.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 10610 through 10623, totaling \$7,316.30

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
10610	ASB IMPREST FUND	02/15/2017	1,480.50
10611	AWSP	02/15/2017	200.00
10612	BPOE ELKS #317	02/15/2017	175.00
10613	BSN SPORTS	02/15/2017	2,122.78
10614	COSTCO	02/15/2017	75.43
10615	DL LOGOS	02/15/2017	621.01
10616	HOLLY'S FLOWERS	02/15/2017	21.80
10617	KELSO HIGH SCHOOL	02/15/2017	195.00
10618	Kruse, Jennifer Kathleen	02/15/2017	42.75
10619	N OLYMPIC BASKETBALL OFFICIALS	02/15/2017	860.00
10620	N OLYMPIC BBALL OFFICIALS TRAV	02/15/2017	201.53
10621	OLYMPIC LEAGUE	02/15/2017	324.00
10622	SAFEWAY	02/15/2017	121.50
10623	WEST CENTRAL DISTRICT III	02/15/2017	875.00

14 Computer Check(s) For a Total of 7,316.30

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 February 27, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$47,632.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3349 through 3351, totaling \$47,632.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
3349	CHIMACUM SCH DIST#49-CO-OP TRA	02/15/2017	1,547.50
3350	DOOR PROS INC	02/15/2017	39,807.00
3351	ROBINSON COMPANY INC	02/15/2017	6,277.50
3	Computer	Check(s) For a Total of	47,632.00

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of January, 2017

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,

		<u>Clerk of District</u>	
Approved gross in the sum of	\$	<u>708,579.08</u>	Employee Gross
		<u>281,535.39</u>	Employer Contribution
		<u>                    </u>	Payroll Adjustment*
		<u>990,114.47</u>	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 1-21-2017

Name of donor Port Townsend Leader

Address of donor 226 Adams St.

Port Townsend, WA 98368

Purpose of donation:

Amount:

PTHS Athletics

3,278.72

- PARTNERSHIP w/

THE LEADER

FOR Sports POSTER

\_\_\_\_\_

\_\_\_\_\_

Received by

[Signature]

[Signature]  
Building Administrator

# REPORT OF MONETARY DONATIONS

To the Board of the Port Townsend School District:

Date of donation 1-27-17

Name of donor Ian Coates

Address of donor 1091 Jackman

Port Townsend, WA 98368

Purpose of donation:

Amount:

Proceeds from Senior

2032.26

Project to Drama Club

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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Received by C Ehardt

C Ehardt

Building Administrator

#### Board Policy 4130 & 4130P review

- Parent involvement is a meaningful two-way communication with parents and schools
- Parents play an integral role in their child's learning
- Parents are full partners and are included in decisions
- Parents are consulted regarding this policy through an annual Title 1 Informational meeting
- District will support & build effective parent involvement activities
- Coordinate and integrate Title 1 parent involvement strategies into other programs
- Involve parents in the needs assessment and development of school improvement plans & evaluation of programs
- The district will remove barriers to parental involvement

#### Parent Involvement Successes

- 95% parent conference attendance rate at Blue Heron & Grant Street
- PTA is growing at Blue Heron and maintaining at Grant Street
- Parent representatives serve on the Building Leadership Teams at Blue Heron and Grant Street
- Many parent and community volunteers on a daily basis at all schools
- 12-15 parents attend Blue Heron's monthly Coffee & Conversation with the principal
- The Grant Street principal reports to the PTA on a monthly basis
- Development of a brochure that reflects school parent involvement policy
- Grant Street and Blue Heron Title 1 family compacts are used at all conferences
- Monthly principal newsletters and weekly teacher newsletters
- Grant Street & Blue Heron events: open houses, art walk, & science fair

#### Parent Involvement Opportunities

- Continue to support and grow the PTA at Grant Street and Blue Heron
- Increase participation of Title 1 Informational meetings
- Survey all parents regarding school programs and parent involvement
- Increase parent teacher conference attendance at all schools
- Create a Grant Street Facebook page
- Plan for a family math night

*Blue Heron School*



**What does Title 1 Schoolwide mean?**

Blue Heron School receives Federal money based on the number of students who qualify for free and reduced lunch in our school (50%). This money is used to hire additional staff and provide professional development for teachers to improve student learning, especially in the areas of reading math, writing, and social-emotional learning.



**Blue Heron School**

**3939 San Juan Avenue  
Port Townsend, WA 98368  
360-379-4540  
Fax: 360-302-2505  
[www.blueheron.ptschools.org](http://www.blueheron.ptschools.org)  
October, 2016**

**Blue Heron School**

Parent Involvement  
2016-17



**Matthew Holshouser  
Principal**

**Phone: 360-379-4540  
[mholshouser@ptschools.org](mailto:mholshouser@ptschools.org)**



*According to Native American tradition, the Blue Heron symbolizes self-determination and self-reliance. Herons represent the ability to progress and evolve. The long thin legs of the heron reflect that an individual doesn't need great massive pillars to remain stable, but must be able to stand on one's own.*

**At Blue Heron School, parents and community members are welcome and invited to participate in the various activities and involvement opportunities we offer at our school.**

**We believe that active parent and community involvement is essential to ensure student academic success.**

***This document outlines ways in which parents can participate in our school community. We encourage you to be actively involved in the lives of your children at school. Please review Blue Heron's parent involvement policy found on our website. Paper copies are available at our school's main office.***

## How Can You Be Involved?

**Coffee and Conversation:** Join Mr. Holshouser, Principal of Blue Heron School, on the first Wednesday of each month to discuss current issues. Parents bring the agenda to this casual gathering as we share, "what's on your mind".

**Parent Forum:** Join Mr. Holshouser and school staff approximately once per month on Thursday evening. Topics vary according to need or importance. Parents are encouraged to suggest a focus for any Parent Forum.

**PTA:** Join Blue Heron's PTA to support teachers, students, and school activities. PTA holds general membership meetings approximately 4 times per year.

**Newsletter:** Watch for Blue Heron's quarterly newsletter, which includes timely announcements, honor roll and student recognition, and highlights what's happening!

**Website:** Visit Blue Heron's new website to keep up on what's happening at school, read the daily bulletin, and access teacher webpages about classes and homework.

**Skyward Family Access:** Parents can check attendance and lunch accounts. Middle School parents are encouraged to check grades regularly in all classes.

**8<sup>th</sup> Grade Dinner Dance:** Help to make this tradition a night to remember!

**Tutors and Mentors:** Always needed.

### **Parent-Teacher Conferences:**

In November and March, meet with teachers to examine student work, ask questions about academic performance, and listen to your child talk about accomplishments and goals.

**Open House:** Every September, Blue Heron opens our doors to all families to visit classrooms and meet teachers. Enjoy a BBQ with friends and school staff. Receive information on MSP scores, AYP school performance goals, and academic plans for the school year.

**CARE Team:** Schedule an appointment with our School Counselor, Kirsten Bledsoe, if you have a concern about your child's progress at school.

**Academic Activities:** These include Science Fair & Invention Convention (4<sup>th</sup>/5<sup>th</sup> grades), STEAM night (6<sup>th</sup>-8<sup>th</sup> grades), Hour of Code, Math night, etc. See school calendar for dates & specifics.

**Concerts & Performances:** Celebrate the talent of our students at concerts 2-3 times per year, including band, orchestra, and choir. Be a part of the audience for Missoula Children's Theater in the spring.

**Transition from 3<sup>rd</sup> to 4<sup>th</sup> grade, 5<sup>th</sup> to 6<sup>th</sup> grade, and 8<sup>th</sup> to 9<sup>th</sup> grade:** Be a buddy to a parent moving across these critical years the first time.

**Volunteer:** Lots of opportunities - call the office for more information.

**Translators:** Help us welcome families who speak languages other than English.



*Grant Street Elementary School*

*Grant Street Elementary School*

**Grant Street Elementary**

**Parent Involvement  
2016-17**



**Lisa Condran  
Principal**

**Phone: 360-379-4535  
lcondran@ptschools.org**

**What does Title 1 Schoolwide  
mean?**

Grant Street Elementary receives Federal Title 1 funds based on the number of students who qualify for free and reduced lunch in our school (55.5%). This money is used to provide extra instructional support for struggling learners, hire additional staff, and provide professional development for teachers to improve student learning, especially in the areas of reading, math, writing, and social-emotional learning.

**Grant Street  
Elementary**

**1637 Grant Street  
Port Townsend, WA 98368  
360-379-4535  
Fax: 360-379-4261**

**[www.grantstreet.ptschools.org](http://www.grantstreet.ptschools.org)**

October, 2016



At Grant Street Elementary, parents and community members are welcome and invited to participate in the various activities and involvement opportunities we offer at our school. We believe that active parent and community involvement is essential to ensure student academic success.

*This document outlines ways in which parents can participate in our school community. We encourage you to be actively involved in the lives of your children at school.*

*Please review Grant Street's parent involvement policy found on our website. Paper copies are also available at our school's main office.*

### **How Can You Be Involved?**

**Communication:** Principal Condran has an open door policy. If you have something you would like to discuss, please schedule an appointment by calling the Grant Street main office.

**PTA:** Join Grant Street's PTA to support teachers, students, and school activities. PTA holds general membership meetings approximately once per month. The Principal or designee attends all PTA meetings and reports on Grant Street's instructional improvement efforts.

**Newsletters:** Watch for Grant Street's principal & classroom teacher newsletters, which include timely announcements, instructional topics, and upcoming Grant Street events.

**Website:** Visit Grant Street's website to keep up on what's happening at school.

**Skyward Family Access:** Parents can check attendance, grades, and lunch accounts.

**Tutors and Mentors:** We have a very large and active parent and volunteer community. If you would like to volunteer at Grant Street, please contact us.

**Parent-Teacher Conferences:** In November and March, meet with teachers to examine student work, ask questions about academic performance, and listen to your child talk about accomplishments and goals.

**Open House:** Every September, Grant Street opens our doors to all families to visit classrooms and meet teachers. This is a great event to connect with Grant Street families and school staff.

**CARE Team:** Schedule an appointment with our School Counselor, Jeanne Turner, if you have a concern about your child's progress at school.

**Activities:** These include science fair, carnival, gallery art walk, talent show, drama, and music concerts.

**Transition from preschool to kindergarten and from third grade to fourth grade at Blue Heron:** We offer a kindergarten information night to aid in a successful transition into kindergarten. Third graders spend an afternoon at Blue Heron to learn about fourth grade and meet Blue Heron staff to ensure a smooth transition from Grant Street.

**Translators:** Help us welcome families who speak languages other than English.

## COMMUNITY RELATIONS

### Title 1 Parent Involvement

The board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The board views the education of students as a cooperative effort among school, parents and community. The board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- A. Play an integral role in assisting their child's learning.
- B. Are encouraged to be actively involved in their child's education at school.
- C. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The board of directors adopts as part of this policy the following guidance for parent involvement. The district shall:

- A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title 1 schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- B. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performances.
- C. Build the schools' and parents' capacity for strong parental involvement.
- D. Coordinate and integrate Title 1 parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction, Preschool Youngsters, State-run preschools.
- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title 1 funds including: identifying barriers to greater participation of parents in Title 1-related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- F. Involve the parents of children served in Title 1, Part A schools in decisions about how the Title 1, Part A funds reserved for parental involvement are spent.

Legal Reference: PL 107-110, Section 1118(a)

Management Resources: *Policy News*, August 2003  
*Policy News*, June 2005  
*Policy News*, October 2008

No Child Left Behind Update  
Title 1 Parental Involvement Policy  
Family Involvement Policy

**Date: 11/24/03; 1/23/06; 3/24/08.**

**Deleted: 9/28/09.**

**Reinstated: 4/12/10.**

**Reviewed: 10/29/12; 2/11/2013; 8/25/14; 6/8/15; 2/22/16 PORT TOWNSEND SCHOOL DISTRICT 50**

PORT TOWNSEND SCHOOL DISTRICT NO 50  
CALENDAR OF EVENTS  
February 28, 2017 – March 27, 2017

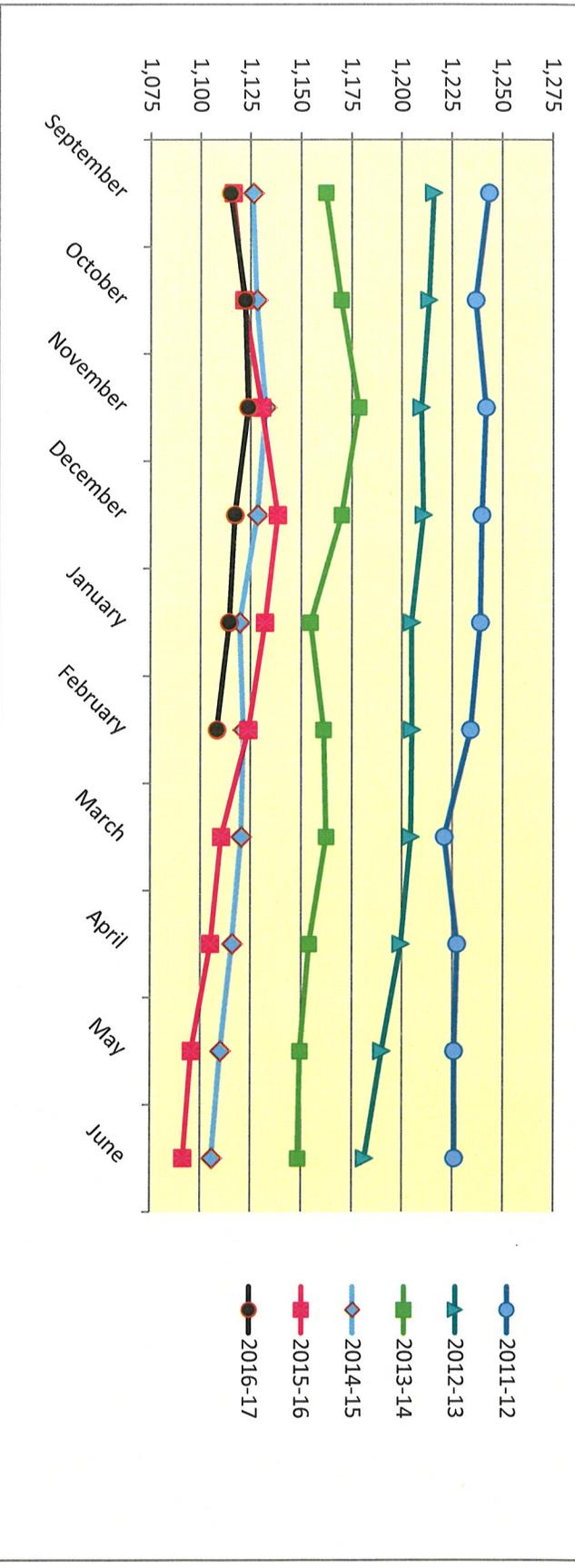
Feb 6-Mar 6	High School Art Show Exhibit, OESD 114
February 28	Grades 6-12 Band Concert, 7:00 p.m., HS Auditorium
March 1	2-h. Early Release, all schools
March 2	Tech Committee Meeting, 3:30 p.m. (Connie) Dr. Seuss Read Across America Day
March 3	Policy Review Committee Meeting, 3:30 p.m. (Nathanael, Jennifer)
March 6	High School Art Awards, OESD 114, 7-8 p.m.
March 7	HS Orchestra and BH Festival Orchestra Performance, 7:00 p.m., HS Auditorium
March 8	2-hr. Early Release, GS and BH
March 12	Daylight Savings Time Ends
March 13	School Board Work/Study Meeting, 6:00 p.m.
March 14	GS PTA Meeting, 6:30 p.m.
March 15	2-hr. Early Release, GS and BH
March 17	HS Friday Salon, 2:00 p.m. GS Spaghetti Bingo, 6 – 7:30 p.m.
March 22	2-hr. Early Release, all schools
March 27	School Board Regular Meeting, 6:00 p.m.
March 27-31	GS and BH Parent/Teacher Conferences
March 27-31	Book Fair, GS and BH

**Port Townsend School District Enrollment 2016-2017**  
**February-2017**

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	AVG	BUDGET	Variance
Kindergarten	68.80	69.80	70.80	69.80	69.80	68.80					69.63	85.00	(15.37)
Grade 1	93.00	94.00	95.00	93.05	95.05	94.10					94.03	92.00	2.03
Grade 2	75.07	73.07	74.07	74.07	76.07	76.07					74.74	72.00	2.74
Grade 3	87.00	87.00	86.00	86.00	84.00	85.00					85.83	92.00	(6.17)
Grade 4-5	21.00	20.40	20.40	20.40	20.40	20.40					20.50	21.00	(0.50)
<b>TOTAL-Elem</b>	<b>344.87</b>	<b>344.27</b>	<b>346.27</b>	<b>343.32</b>	<b>345.32</b>	<b>344.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>344.74</b>	<b>362.00</b>	<b>(17.26)</b>
Grade 4	60.00	62.00	62.00	62.00	62.00	62.00					61.67	63.00	(1.33)
Grade 5	66.00	66.60	66.60	68.60	67.60	65.60					66.83	65.00	1.83
Grade 6	109.72	109.72	108.72	109.32	108.32	112.32					109.69	103.00	6.69
Grade 7	76.67	78.97	79.42	77.87	75.97	76.80					77.62	74.00	3.62
Grade 8	77.31	75.69	76.69	74.69	75.39	74.65					75.74	71.00	4.74
<b>TOTAL-Middle</b>	<b>389.70</b>	<b>392.98</b>	<b>393.43</b>	<b>392.48</b>	<b>389.28</b>	<b>391.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>391.54</b>	<b>376.00</b>	<b>15.54</b>
Grade 9	72.40	75.20	74.40	73.40	72.40	72.40					73.37	65.00	8.37
Grade 10	68.80	71.20	70.28	70.28	70.28	70.40					70.21	73.00	(2.79)
Grade 11	72.80	74.00	73.96	73.28	71.48	70.08					72.60	69.00	3.60
Grade 12	92.70	91.90	92.46	91.66	94.66	93.06					92.74	84.00	8.74
<b>TOTAL-High</b>	<b>306.70</b>	<b>312.30</b>	<b>311.10</b>	<b>308.62</b>	<b>308.82</b>	<b>305.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>308.91</b>	<b>291.00</b>	<b>17.91</b>
<b>Total K-12 BE</b>	<b>1,041.27</b>	<b>1,049.55</b>	<b>1,050.80</b>	<b>1,044.42</b>	<b>1,043.42</b>	<b>1,041.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1045.19</b>	<b>1029.00</b>	<b>16.19</b>
ALE K-6	33.00	32.00	31.00	31.00	30.00	29.00					31.00	28.00	3.00
ALE 7-8	10.85	10.55	10.55	10.55	10.55	9.40					10.41	12.00	(1.59)
ALE 9-12	30.00	30.20	31.40	31.20	30.40	28.20					30.23	30.00	0.23
Total OCEAN	73.85	72.75	72.95	72.75	70.95	66.60	0	0	0	0	71.64	70.00	1.64
<b>Total K-12 FTE</b>	<b>1,115.12</b>	<b>1,122.30</b>	<b>1,123.75</b>	<b>1,117.17</b>	<b>1,114.37</b>	<b>1,108.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1116.83</b>	<b>1099.00</b>	<b>17.83</b>
Running Start - non-CTE		35.67	34.4	33.93	32.94	31.8					33.75	29.00	4.75
Running Start - CTE		1.33	1.33	1.33	2.47	2.47					1.79	2.00	(0.21)
<b>TOTAL FTE</b>	<b>1,115.12</b>	<b>1,159.30</b>	<b>1,159.48</b>	<b>1,152.43</b>	<b>1,149.78</b>	<b>1,142.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1152.37</b>	<b>1130.00</b>	<b>22.37</b>
9-12 CTE Enhancement	61.80	64.20	63.80	63.00	62.80	60.60					62.70	55.00	7.70

Over/Under>

## Monthly Full Time Equivalent Enrollment (FTE)



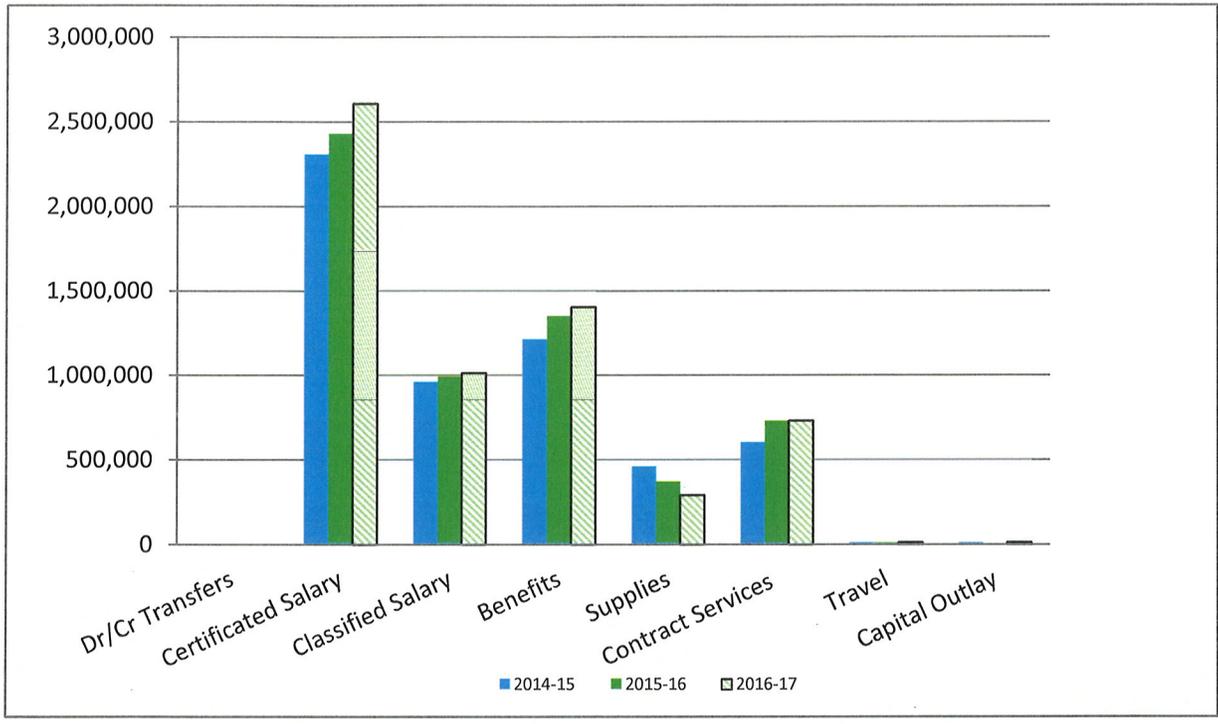
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Avg	Yr to Yr Change FTE	%
2011-12	1,244	1,237	1,242	1,240	1,239	1,234	1,221	1,227	1,226	1,226	1,234	(34.38)	-2.7%
2012-13	1,216	1,214	1,210	1,211	1,205	1,205	1,205	1,200	1,190	1,182	1,204	(29.93)	-2.4%
2013-14	1,162	1,170	1,179	1,170	1,155	1,161	1,163	1,154	1,150	1,149	1,161	(42.43)	-3.3%
2014-15	1,126	1,128	1,133	1,128	1,120	1,122	1,120	1,116	1,110	1,106	1,121	(40.37)	-3.2%
2015-16	1,116	1,121	1,130	1,138	1,132	1,124	1,110	1,105	1,095	1,091	1,116	(4.59)	-0.4%
2016-17	1,115	1,122	1,124	1,117	1,114	1,108					1,117	0.53	0.0%

# Fund Summary

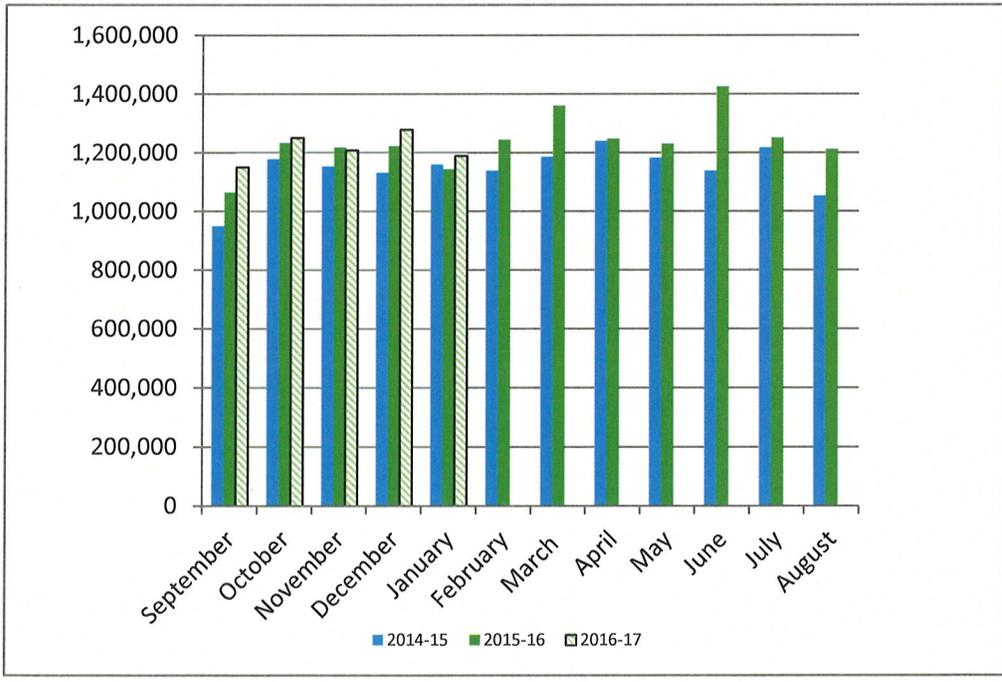
## January 31, 2017

	General Fund	Capital Projects	Debt Service	ASB	TVF
Beginning Fund Balance	750,431	42,188,498	923,849	328,653	299,298
Plus Revenues	<u>6,093,485</u>	<u>622,399</u>	<u>58,963</u>	<u>129,411</u>	<u>640</u>
Total Resources	6,843,916	42,810,897	982,812	458,064	299,938
Less Expenditures and Operating Transfers Out	<u>6,078,192</u>	<u>711,958</u>	<u>852,590</u>	<u>116,325</u>	<u>128,170</u>
Ending Fund Balance	<u><u>765,725</u></u>	<u><u>42,098,938</u></u>	<u><u>130,222</u></u>	<u><u>341,739</u></u>	<u><u>171,768</u></u>
 Fund Balance as a % of Budgeted Expend. 15,439,226	   4.96%				

**Port Townsend School District**  
**Year to Date Expenditures by Object**  
 January 31, 2017  
 \$6,078,192

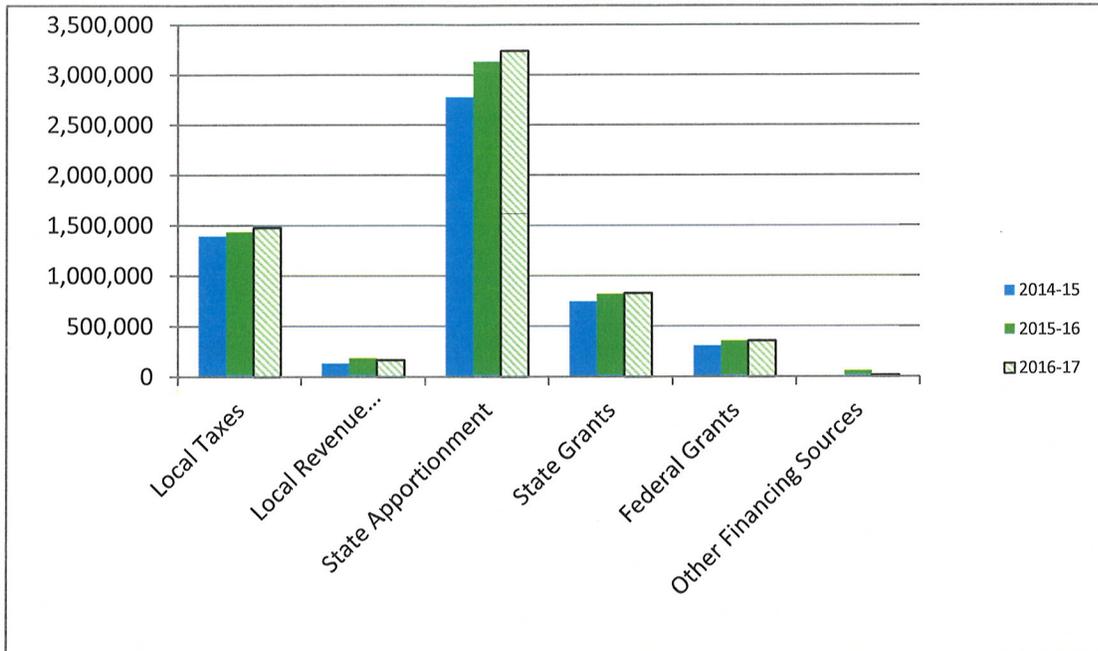


**General Fund Expenditure Comparative**

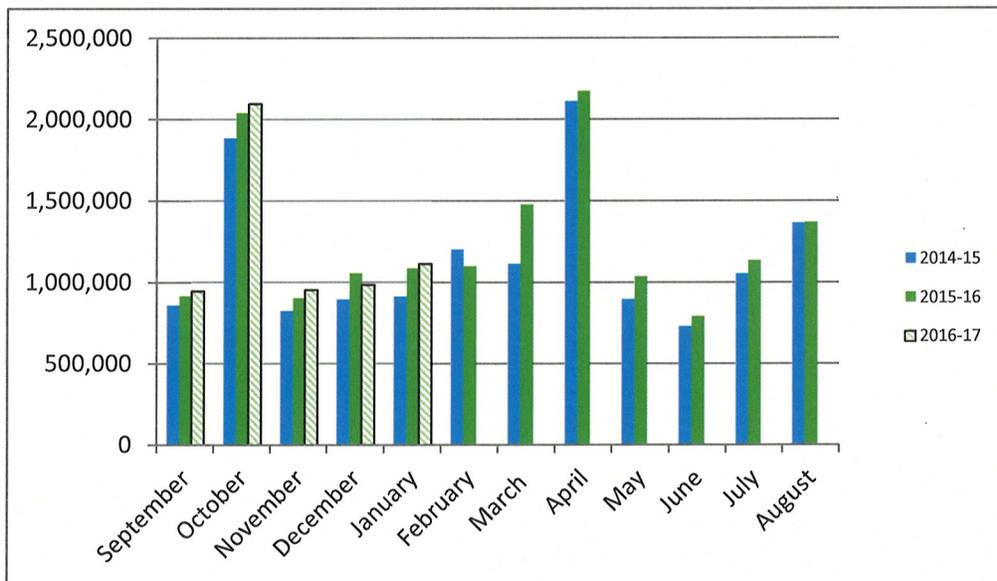


Expenditures as a percentage of budget is 39.37% and we are 41.66% through the year

**Port Townsend School District**  
**Year to Date Revenue by Source**  
**January 31, 2017**  
**\$6,093,485**



**General Fund Revenue Comparison**



Revenues as a percentage of budget is 40.28% and we are 41.66% through the year.

# Current vs Prior Year

## January 31, 2017

	Adopted 16-17 Budget	January 2017 Year To Date	January 2016 Year To Date	Difference
<b>Revenues</b>				
Local Tax	3,527,025	1,479,946	1,438,257	41,688
Local Non Tax	530,225	168,334	184,701	(16,367)
State General Purpose	7,476,001	3,240,029	3,134,114	105,915
State Special Purpose	2,183,810	829,787	819,389	10,398
Federal General Purpose	0	0	0	0
Federal Special Purpose	1,333,391	357,536	356,133	1,402
Other Agencies/Sources	78,500	17,854	58,815	(40,961)
<b>Total</b>	15,128,952	6,093,485	5,991,409	102,076
		40.28%		
<b>Expenditures</b>				
<b>Employee Costs</b>				
Payroll - Certificated	6,230,878	2,607,103	2,426,809	180,295
Payroll - Classified	2,433,511	1,013,734	990,563	23,171
Payroll - Benefits	3,424,949	1,405,652	1,350,239	55,413
	12,089,338	5,026,490	4,767,612	
% of overall expend	78%	83%	81%	
<b>Non Employee Costs</b>				
Supplies	853,281	291,878	370,627	(78,750)
Contract Services	2,381,306	732,802	730,951	1,852
Travel	25,301	13,342	10,266	3,076
Capital Outlay	90,000	13,680	0	13,680
	3,349,888	1,051,702	1,111,844	
% of overall expend	22%	17%	19%	
<b>Total</b>	15,439,226	6,078,192	5,879,455	198,736
Revenue less expenditures	(310,274)	15,294	111,954	(96,660)
Actual % of budget consumed		39.37%	39.16%	

# Highlights

January 31, 2017

	January Revenues	YTD Revenues	January Expenditures	YTD Expenditures
<b>General Fund</b>				
Apportionment	788,553	3,134,953		
Local Tax Collection	7,129	1,479,946		
Special Education - State	130,663	549,563	213,615	773,800
Extracurricular			31,884	215,510
MDS	0	32,572	6,822	83,968
Food Service	27,271	138,178	36,200	165,940
<b>Capital Projects</b>				
Local Tax Collection	1,984	505,869		
Interest Revenue	5,991	27,746		
Local Support Non Tax	5,000	74,000		
Grant Revenue	0	14,784		
Capital Levy Expenditures			1,280	54,753
Bond Expenditures			191,024	601,352
Debt Service Transfer			0	55,853
<b>Debt Service</b>				
Local Tax Collection	1,049	1,049		
Non-Voted Principal/Interest	87	2,061	0	55,853
Bond Principal/Interest			796,175	796,175
Debt Service Transfer	0	55,853		
<b>ASB</b>				
General Student Body	3,740	28,979	935	5,614
Athletics	4,207	16,047	9,709	38,663
Classes	2,650	14,107	100	3,296
Clubs	10,508	63,689	22,300	63,457
Private Monies	1,526	6,589	161	5,295
<b>Transportation Vehicle</b>				
Interest	97	640		
Equipment			0	128,170

# Capital Levy Analysis

January 31, 2017

## EXPENDITURES

	Levy Budget	Prior Years Expenditures	FY 2016-17 Expenditures	Encumbrances	Total Expenditures	Balance Remaining	Transfer Recommended
Technology Transfer GF	959,210	813,454	25,612		839,067	120,143.46	
Phone System	134,815	134,815			134,815	-	
Gael Stuart Roof	0	-			-	-	
Roofing - HS & BH	179,052	179,052		6,448	185,500	(6,448.21)	6,448.21
HS Gym Lighting	0	-			-	-	
BH Track	122,622	122,622			122,622	-	
HS Heating	0	-			-	-	
BH Flooring	35,000	15,444			15,444	19,555.52	
BH Asset Preservation	90,000	5,438			5,438	84,561.86	
HS Remodel/Improvement	338,879	337,021	3,078	922	341,021	(2,142.10)	150,000.00 *
Bus Barn	749,000	110,616	1,990		112,606	636,394.15	
Safety	66,000	-	31,481	54,871	86,352	(20,352.04)	184,466.38 **
District carpet/flooring	266,000	26,356			26,356	239,643.69	(239,643.69)
Grant St	572,061	308,360	351		308,711	263,350.24	
Sidewalk replacement	80,000	-			-	80,000.00	(80,000.00)
Lincoln	500,000	11,319			11,319	488,681.50	
Facilities Planning	10,500	10,307			10,307	192.96	(192.96)
District Match ESCO Grant	471,485	465,796			465,796	5,689.25	(5,689.25)
Summer Work	29,071	29,071			29,071	-	
Other Projects	15,389	-			-	15,388.69	(15,388.69)
Cap Proj Dir - GF	106,916	79,667	9,048		88,715	18,201.01	
<b>Total Levy</b>	<b>4,726,000</b>	<b>2,649,339</b>	<b>71,560</b>		<b>2,783,140</b>	<b>1,942,860</b>	<b>(0.00)</b>

## Other Resources

State ESCO Grant	1,000,000
Resource Conservation	14,966
WSRMP - Insurance Claim	49,000
WSRMP - Safety Grant	14,784
	<u>1,078,750</u>

## Bond Analysis

	Bond Budget	Prior Years Expenditures	FY 2016-17 Expenditures	Encumbrances	Total Expenditures	Balance Remaining
Grant Street Project	40,095,956	429,702	594,064	1,451,837	2,475,602	37,620,354
High School Project	1,081,632	0	7,289	32,711	40,000	1,041,632
Bond Proceeds less issue costs	41,177,588	429,702	601,352	1,484,548	2,515,602	38,661,986

## STUDENT FEES 2017-2018 SCHOOL YEAR

<b>All Grades:</b>				
Instrument Rental Fee (For school instruments)	All Grades	\$50.00 per year		
Lost Library books	All Grades	Replacement cost		
Lost Textbooks	All Grades	Replacement cost		
<b>Port Townsend High School:</b>				
Art	Grades 9-12	\$25.00 per semester		
ASB Activity Fee	Grades 9-12	\$25.00 per activity		
ASB card	Grades 9-12	\$30.00 per year *		
Culinary Arts	Grades 9-12	\$25.00 per semester		
Robotics	Grades 9-12	\$20.00 per year		
Maritime Class Supply Fee	Grades 9-12	\$20 per year		
Workbooks for Classes		varies		
Yearbook (optional)	Grades 9-12	\$50.00 preorder in fall \$54.00 preorder w/name imprinted \$62.00 in June, if extras available		
Sport Fee (No individual or family maximum)	Grades 9-12	Athletic fee \$75.00 (charged at time of first sport) 1 <sup>st</sup> sport \$65.00 2 <sup>nd</sup> sport \$60.00 3 <sup>rd</sup> sport \$55.00		
<b>Blue Heron Middle School:</b>				
ASB card*	Grades 6-8	\$20.00 per year		
ASB Activity Fee	Grades 4-8	\$25.00 per activity		
Tech/STEAM class(PLTW-GTT adv)	Grades 6-8	\$20.00 per semester		
Yearbook (optional)	All Grades	\$25.00 (\$30 with no ASB card)		
Athletic Participation	Grades 7-8	\$45.00 per sport \$100/yr. individual max \$200/yr. family max		
<b>Grant Street Elementary:</b>				
Preschool Tuition	<i>Sliding fee scale based on family income</i>	Low	Middle	Full
		\$60/mo	\$120/mo	\$180/mo

\*Required of all extracurricular participants; provides reduced admission to extracurricular activities.

**FREE OR REDUCED MEAL STATUS IS CONSIDERED FOR ALL CHARGES EXCEPT ASB CARDS AND YEARBOOKS. See the building counselor for information.**

*Approved*