

PORT TOWNSEND SCHOOL DISTRICT NO. 50
Regular School Board Meeting
April 24, 2017
1610 Blaine Street, Room S-11, 6:00 p.m.
“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. Call to Order

- 01.01 Roll Call
- 01.02 Pledge of Allegiance

02. Agenda

- 02.01 Agenda Approval

03. Recognition

- 03.01 Superintendent
 - 03.010 Hero Awards
 - 03.011 Certificates

04. Public Comments

05. Consent Agenda

- 05.01 Consent Agenda Approval
- 05.02 Approval of Minutes
 - 05.020 Minutes of the March 27, 2017 Special Meeting
 - 05.021 Minutes of the March 27, 2017 Regular Meeting
 - 05.022 Minutes of the April 10, 2017 Work/Study Meeting
- 05.03 Approval of Personnel Action
 - 05.030 Recommend David Wald as 1.0 FTE Math Teacher, Leave Replacement, Blue Heron Middle School, for the remainder of the 2016-17 school year
 - 05.031 Recommend Corey Smith as 1.0 FTE Special Education Teacher, Leave Replacement, Grant Street Elementary, effective the 2017-18 school year
 - 05.032 Recommend David Kelley as 1.0 FTE Math/Science Teacher, Port Townsend High School, effective the 2017-18 school year
 - 05.033 Accept resignation of Kriszti Bunica, .5 FTE Music Specialist, Grant Street Elementary, effective the end of the 2016-17 school year
 - 05.034 Recommend Donna Olin as 4.25 hr./day School Bus Driver, effective April 10, 2017, the 2016-17 school year
 - 05.035 Recommend Sally Talbert as 6.25/hr. day Library Para Educator, Grant Street Elementary, effective April 10, 2017
 - 05.036 Accept resignation of Maria Goff, 6.0 hr./day Special Education Para Educator, Grant Street Elementary, effective April 6, 2017
 - 05.037 Accept resignation of Melanie Shoop, Food Service Assistant, effective April 26, 2017
 - 05.038 Accept resignation of Che Taylor, Groundskeeper, effective April 27, 2017
 - 05.039 Recommend James Fenton as Blue Heron School Assistant Track Coach, effective the 2016-17 season
 - 05.040 Accept resignation of Nathan Land, High School Boys' Assistant Soccer Coach, effective immediately

05.041 Accept resignation of Mary Barnes, 1.0 FTE Preschool Teacher, effective immediately

05.05 Approval of Financial Reports

05.050 Accounts Payable as of April 24, 2017

05.051 Payroll – March, 2017

06. Board Correspondence - None

07. Reports

07.01 Student

07.02 Board

07.03 Proposal to State Legislators for a Bottle Bill – Lois Sherwood and Students

07.04 Northwest Earth and Space Sciences Pipeline – Brandi Hageman, Jennifer Manning, Leslie Shively, Michael McKell

07.05 Superintendent

07.050 Calendar of Events and Report

07.051 Annual Review of Policy 6600 – Students transported who live within walking distance

07.052 Procedure 3530 – Student Fund Raising – Discussion

07.053 Annual Review of Efficacy of Policies 5011 and 3205 (Sexual Harassment)

07.06 Director of Finance and Business Operations – Amy Khile

07.060 Enrollment for April, 2017

07.061 Fund Summary for March, 2017

07.062 Finance Committee Priorities

08. Action Items

08.01 Approve Meal Prices for the 2017-18 School Year

08.02 Approve Policy 3210 – Non Discrimination

08.02 Approve Policy 3417 – Catheterization

08.03 Approve Policy 3421 – Child Abuse, Neglect, and Exploitation – Prevention

08.05 Approve Policy 3530 – Student Fund Raising

08.06 Approve Resolution 17-03, Safe Schools for All Students

09. Unfinished Business

10. New Business

11. Policy Review - None

12. Board Member Announcements/Suggestions for Future Meetings

13. Next Meeting

13.01 Work/Study Board Meeting, May 8, 2017, 1610 Blaine St., Room S-11, 6:00 pm

14. Executive Session – (if necessary)

15. Adjournment

Board Chair Nathanael O'Hara called the meeting to order at 5:00 p.m. PRESENT: Nathanael O'Hara, Connie Welch, Jennifer James-Wilson, and Laura Tucker. EXCUSED: Keith White
Also present were Superintendent Polm and staff.

Nathanael O'Hara led the Pledge of Allegiance.

Agenda Approval

Connie Welch moved to approve the agenda. Laura Tucker seconded and the motion carried 4-0.

Public Comments – None

Training from BoardDocs

Superintendent Polm explained that the district has subscribed to this web-based program to manage board business, meetings, and policies. He introduced Martha Crook from BoardDocs.

Ms. Crook demonstrated how BoardDocs works, and had board members sign in to the BoardDocs portal to learn how to navigate and use the site.

Next Meeting

Regular Board Meeting, March 27, 2017, 1610 Blaine St., Room S-11, 6:00 p.m.

Adjournment

The meeting was adjourned by consensus at 5:46 p.m.

Respectfully submitted,

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, Connie Welch, Laura Tucker, and Jennifer James-Wilson. EXCUSED: Keith White Also present were Superintendent Polm, staff, and community members.

Connie Welch led the Pledge of Allegiance.

Agenda Approval

Jennifer James-Wilson moved to approve the agenda. Laura Tucker seconded and the motion carried 4-0.

Public Comments – None

Consent Agenda

Ms. James-Wilson moved to approve the consent agenda, but remove the February 27, 2017 minutes from the consent agenda as it had an error on page 2. Ms. Welch seconded and the motion carried 4-0. Included on the consent agenda were the following items: 1) Payroll for February, 2017; 2) Accounts Payable as of March 27, 2017; 3) Approval of minutes from the February 27, 2017 special meeting and the March 13, 2017 work/study meeting; 4) Recommend the following actions:

Hires: Recommend Ann McMahon as .5 FTE Speech Language Pathologist, Preschool, for the remainder of the 2016-17 school year
Recommend Denise Aedan as 1.0 FTE 1st/2nd Grade Multiage Teacher, Grant Street Elementary, effective the 2017-18 school year
Recommend Laurie Solchenberger as 1.0 FTE Behavior Interventionist, Grant Street Elementary, effective the 2017-18 school year
Recommend Teri Freitas as 5.50 hr./day Custodian, 2.5 hr./day Para Educator, Grant Street Elementary, effective March 6, 2017
Recommend Nathan Land as High School Boys' Assistant Soccer Coach, effective the 2016-17 school year

Transfers: Recommend Pat Range transfer from 1.0 FTE Special Education Teacher to .5 FTE Birth to Three Teacher, Grant Street Elementary, effective the 2017-18 school year
Recommend Kirsten Behrenfeld transfer from .5 FTE Birth to Three Teacher to 1.0 FTE Preschool Teacher, Grant Street Elementary, effective the 2017-18 school year

Leaves: Approve second year leave of absence for Joan Gitelman, 1.0 FTE Behavior Interventionist, Grant Street Elementary, effective the 2017-18 school year
Approve medical leave of absence for Melinda Pongrey, 1.0 FTE Teacher, Blue Heron School, for the remainder of the 2016-17 school year

Retirements/Resignations: Accept resignation of Jean Scarboro, .6 FTE Counselor, Grant Street Elementary, effective the end of the 2016-17 school year
Accept resignation/retirement of Lois Sherwood, 1.0 FTE Teacher, Port Townsend High School, effective the end of the 2016-17 school year
Accept resignation of Roxann Anderson, Custodian, as of March 3, 2017

Accept retirement/resignation of Sandi Reid, Substitute Coordinator, effective June 16, 2017

Accept resignation/retirement of Jen Cronin, Blue Heron School Para Educator, effective the end of the 2016-17 school year

Accept resignation of Lindsea Barlow, High School Assistant Volleyball Coach, effective the end of the 2016-17 season

Approve .4 FTE resignation request of Tim Behrenfeld, 1.0 FTE High School Teacher, moving to .6 FTE for the 2017-18 school year

Donations:

Accept donation of \$4,600 from Port Townsend Boosters to Blue Heron and Port Townsend High School Athletics

Ms. Tucker moved to approve the minutes of the February 27, 2017 regular board meeting, changing the word “will” in the second sentence under Reports-Board, to “could”. Ms. Welch seconded and the motion carried 4-0.

Board Correspondence - None

Reports

Student - None

Board

Ms. Tucker reported that seven members of the Students for Sustainability Club met with Representative Chapman at the state capitol regarding a possible bottle bill in Washington State.

Paver Project at New Elementary School

Holley Carlson, President of the Port Townsend Education Foundation (PTEF), explained that PTEF hopes to offer to the community an opportunity to purchase personalized pavers at the new Salish Coast Elementary School. The pavers would be installed at the entrance to the new school, and proceeds will benefit the PTEF, which supports grants to district teachers. Ms. James-Wilson suggested that the architects for the new school be consulted about the paving project. Discussion followed.

Maritime Discovery Schools (MDS) Quarterly Report – Sarah Rubenstein

Ms. Rubenstein explained the 2016-17 MDS Project Curriculum Matrix, professional development for teachers, fund raising work with the Northwest Maritime Center, goals for the 2017-18 school year, the community listening session on March 22, 2017, and examples of class projects. Discussion followed

Asset Preservation Report for Blue Heron – Brad Taylor, Director of Support Services

Mr. Taylor explained because the construction of Blue Heron School utilized state funds, this asset preservation report is required by the state. Discussion followed.

Superintendent

Superintendent Polm reported on:

- Center for Educational Effectiveness Survey
- Recovery and Resiliency Center at Mountain View campus plans
- Listening Session on March 27, 2017
- Mentoring Advisory Committee
- School of Woodworking Awards Ceremony, and Kelley Watson, CTE Teacher, recognition

- West Sound STEM (Science, Technology, Engineering and Math) group, which is sponsoring a STEM showcase on April 22, 2016 from 10-3 at the Kitsap Mall. Dr. Polm is a part of a STEM leadership team for the region.
- Regional WASA (Washington Association of School Administrators) Awards Dinner on April 17, 2017 from 6-9 p.m. at the Clearwater Resort in Suquamish. Dr. Polm has nominated community members Rich Jahnke and Jeff Randall for their support in the bond campaign and their continued assistance with the new elementary school design and construction planning.

Director of Business and Finance – Amy Khile

Ms. Khile reported on enrollment for March, 2017, including the number of McKinney-Vento (homeless) students in the district; and a budget status for all funds, a capital levy and bond analysis, and a report on special education funding.

Action Items

Approve OCEAN Field Trip to San Juan Islands, May 7-11, 2017

Daniel Molotsky, OCEAN teacher, explained this trip is the culminating project for the OCEAN boating class which is collaboration between Port Townsend schools and the Northwest Maritime Center. Ms. Tucker moved to approve the OCEAN Field Trip on May 7-17, 2017. Ms. Welch seconded and the motion carried 4-0.

Approve OCEAN Field Trip to San Juan Islands, May 30-June 2, 2017

Mr. Molotsky explained this trip is the culminating project for the OCEAN bike class, and is collaboration between OCEAN and their community partner, the ReCyclery. Ms. James-Wilson moved to approve the OCEAN field trip to the San Juan Islands, May 30-June 2, 2017. Ms. Tucker seconded and the motion carried 4-0.

Approve Construction Schedule for New Elementary School

The board suggested adding a groundbreaking ceremony on June 16, 2017, time to be determined. Mr. Taylor said the contractor plans to meet with the elementary staff on May 1, 2017 to show the final design of the school. Ms. James-Wilson moved to approve the construction schedule for the new elementary school, adding the date for the groundbreaking ceremony.

Approve Policy 3140 – Release of Resident Students

Ms. James-Wilson moved to approve Policy 3140. Ms. Tucker seconded and the motion carried 4-0.

Approve Policy 3414 – Infections Diseases

Ms. Tucker moved to approve Policy 3414. Ms. Welch seconded and the motion carried 4-0.

Approve Policy 3416 – Medication at School

Superintendent Polm said the typographical error noted at the last meeting has been corrected. Ms. James-Wilson moved to approve Policy 3416. Ms. Welch seconded and the motion carried 4-0.

Approve Policy 3420 – Anaphylaxis Prevention and Response

Ms. Tucker moved to approve Policy 3420. Ms. James-Wilson seconded and the motion carried 4-0.

Unfinished Business - None

New Business - None

Policy Review

Policy 3530 – Student Fund Raising

Superintendent Polm explained the Policy Review Committee suggested the addition of the first paragraph in this policy. Discussion followed. Ms. James-Wilson suggested making sure fund raising policies are in alignment with the district wellness policy. Dr. Polm will bring the procedure to 3530 to a future study session for discussion.

Policy 6102 – District Fund Raising

Superintendent Polm explained the Policy Review Committee wanted the language in this policy to ensure district fund raising activities are aligned to the district strategic plan. Car washes as fund raising activities were discussed. The status of the revised district strategic plan was discussed; Dr. Polm indicated the revisions were almost complete, and it should be ready for board review at the April 10, 2017 work/study meeting.

Policy 6220 – Bid Requirements

Superintendent Polm explained that the revisions to the policy raised the dollar amount for items that require a bid quote when federal funds are used for procurement.

Board Member Announcements/Suggestions for Future Meetings

Ms. James-Wilson and Mr. White will be attending the regional WSSDA (Washington State School Directors' Association) meeting on May 20, 2017.

Next Meeting

Work/Study Board Meeting, April 10, 2017, 1610 Blaine St., Room S-11, 6:00 p.m.

Adjournment

The meeting was adjourned by consensus at 7:47 p.m.

Respectfully submitted,

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, Connie Welch, Jennifer James-Wilson, and Laura Tucker. Also present were Superintendent Polm, staff, and community members.

Nathanael O'Hara led the Pledge of Allegiance.

Agenda Approval

Keith White moved to approve the agenda. Jennifer James-Wilson seconded and the motion carried 5-0.

Recognition

Superintendent

Superintendent Polm presented Certificates of Appreciation to Seth Rolland, Zach Gayne, and Molly Fallon for their work in the school gardens and orchard.

Public Comments - None

Board Correspondence – None

Reports

Food Service Update – Stacey Larsen, Director of Food Service

Ms. Larsen reported on:

- Reorganization of the District Wellness Committee
- Making more time at all schools for students to eat lunch, as per the wellness policy guidelines
- Participation in the county's 5210 Jefferson Campaign (5 daily servings of fruits and vegetables, 2 hours or less of recreational screen time, 1 hour or more of physical activity, and 0 sugary beverages)
- Summer meals (breakfast and lunch) for children ages 1-18, in conjunction with the YMCA.

Superintendent

Strategic Plan

Superintendent Polm explained some of the objectives, goals, and measures of success included in the strategic plan. Discussion followed.

Dr. Polm also reported on:

- The career fair in Tacoma he attended on March 29, 2017
- Finance committee meeting held on March 30, 2017
- Water testing done in the district; information is posted on the website under Facilities
- WASA (Washington Association of School Administrators') awards ceremony on April 17, 2017. Rick Janke and Jeff Randall are being honored from Port Townsend School District.

Action Items

Approve District Strategic Plan 2016-2021

Ms. James-Wilson moved to approve the District Strategic Plan 2016-2021. Keith White seconded and the motion carried 5-0.

Approve Policy 6102 – District Fund Raising

Ms. James-Wilson moved to approve Policy 6102. Connie Welch seconded and the motion carried 5-0.

Approve Policy 6220 – Bid Requirements

Ms. Tucker moved to approve Policy 6220. Mr. White seconded and the motion carried 5-0.

Policy Review

Policy and Procedure 3530 – Student Fund Raising Activities

The board discussed the changes to Procedure 3530P. The board suggesting making car washes #3 under H, suggesting car washes be conducted either at facilities that recycle water or on a grassy areas where water can seep into the ground, which is in line with state regulations.

Policy 3417 – Catheterization – First Review

Superintendent Polm explained that language has been recommended for this policy regarding the procedure for employees to opt-out of performing catheterization.

Policy 3421 – Child Abuse, Neglect, and Exploitation – First Review

Dr. Polm explained the changes to this policy emphasize and clarify employees' duty to report child abuse, neglect, and exploitation.

Policy 3210 – Nondiscrimination – First Review

Superintendent Polm explained that "immigration status" was inserted as a protected category. Changes were also made to this policy regarding auxiliary aids provided to individuals. The inclusion of the Boy Scouts of America as a protected class was discussed. A typographical error under Legal References was noted.

Board Member Announcements/Suggestions for Future Meetings

Ms. James-Wilson suggested drafting a board resolution regarding district policy for disclosing immigration status of students and families. Dr. Polm noted that his February 10, 2017 superintendent newsletter contained information about public schools' obligation to serve all students as well as guidance for schools on release of information. Discussion followed. Ms. James-Wilson suggested an update from the architects working with the Long-Range Facility Committee on the high school campus long-range plan. Support of the annual Rhody Run was discussed.

Executive Session

Board Chair O'Hara adjourned the work/study meeting to executive session at 8:00 p.m. for approximately fifteen minutes to discuss the performance of a public school employee. The executive session was adjourned at 8:15 p.m. The work/study meeting was reconvened at 8:15 and adjourned by consensus at 8:15 p.m.

Respectfully submitted,

John A. Polm, Jr., Secretary

ATTEST: Nathanael O'Hara, Board Chair



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

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 our Middle School Mathematics long term substitute teaching position here at Blue Heron School for the remainder of the 2016-2017 school year.

Mr. David Wald will serve as the 6th, 7th and 8th Grade Mathematics instructor here at Blue Heron School for the remainder of the 2016-2017 school year.

Mr. Wald brings an array of talents and experiences that will be advantageous to both our students and staff here at Blue Heron School. Mr. Wald is a Washington State certified teacher and has been serving in this Blue Heron Middle School Math teaching role for the last month. While he is new to the education profession he brings an array of professional and corporate experience that will be beneficial to both students and fellow colleagues.

In closing, I highly recommend Mr. David Wald to the Grade 6, 7 and 8 Mathematics teaching position on the Blue Heron School campus within the Port Townsend School District. I believe he will be a welcomed addition to the Blue Heron team as well as a continued positive impact upon the academic and overall success of our middle school mathematics learners.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron 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

March 31, 2017

Dear Dr. Polm.

Please accept this letter as recommendation for Corey Smith for the 1.0 Leave Replacement Special Education Teacher for the 2017-18 School Year, pending completion of his Washington State Teaching Certification program at Seattle Pacific University in June 2017.

Corey has a diverse background, including experiences as a Paraeducator in a special education classroom, YMCA child care Site Director, a Big Brothers and Sisters Mentor. Corey has been interning this school year in a variety of special education settings. Corey's references were outstanding and spoke to his abilities as a caring, collaborative and enthusiastic teacher.

During the interview, the team was impressed by Corey's very comprehensive answers, showing a deep understanding of special education. Additionally, Corey communicated that he would be a very collaborative team member with our special and general education staff.

Jason Lynch, Pat Range, Patrick Kane, and Tracy Williamson joined me on the interview committee.

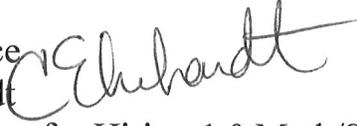
Sincerely,

Lisa Condran
Principal, Grant Street Elementary



1500 Van Ness, Port Townsend, WA 98368
Phone: 360.379.4520 Fax: 360.379.4506

Carrie Ehrhardt, Principal

To: Personnel Office
From: Carrie Ehrhardt 
Re: Recommendation for Hiring 1.0 Math/Science Teacher
Date: April 12, 2017

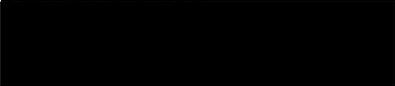
Dear Personnel:

I am pleased to recommend David Kelley for the position of 1.0 Math and Science teacher at Port Townsend High School.

David first interviewed with us last year for a similar position, and so our team was very excited when he applied for this opening. David holds endorsements in both high school level math and science, and enthusiastically accepted the job. He is an experienced teacher, having taught at both the middle and high school levels, previously. Additionally, David is a member of the Port Townsend community and is happy to have the opportunity to teach in the community he lives in.

David will be a strong asset to the high school faculty and we look forward to welcoming him to the math and science departments at PTHS.

Thank you.

Kriszti Bunica


Dr. John Polm Jr.
Superintendent
Port Townsend School District
1610 Blaine St.
Port Townsend, WA 98368

April 18, 2017

Dear Dr. Polm,

Please accept my resignation from my position as a music specialist at Grant Street Elementary School. My last day will be June 16, 2017.

My students have given me great pleasure over the years, and the administration has been very supportive during my tenure with the school district. I wish you all the best.

If I can be of any assistance to you during the remainder of the term, please let me know.

Sincerely yours,

Kriszti Bunica

cc: Lisa Condran, Principal, Grant Street Elementary School

March 28, 2017

Port Townsend School District # 50
1610 Blaine St
Port Townsend, WA 98368

Attention: Board of Directors:

I would like to recommend Donna Olin for our 4.25-hour school bus driver position. Her date of hire would be 4/10/17.

Thank you for supporting my recommendation.

Sincerely,



Monica Mulligan
Director of Transportation
Chimacum / Port Townsend Co-Op
360-302-5812



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

March 30, 2017

Dear Dr. Polm:

Please accept this letter as recommendation for Sally Talbert, as a 6.25 hour per day library and supervision paraeducator at Grant Street Elementary, effective April 10, 2017

Sally has been a very successful paraeducator at Grant Street Elementary for many years in the Eagle Reading Room. Sally is very accustomed to supporting students with reading and literacy needs. Additionally, she was the applicant for the position with the most seniority.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary

Vickie Lowrie

From: Maria Goff
Sent: Thursday, April 06, 2017 12:40 PM
To: Vickie Lowrie
Subject: resigning

I am Maria Goff and I work in Rm 9 at Grant Street. We are in a middle of a family crisis and I regretfully have to resign. After talking to Lisa Condran and Laurie McGinnis I believe it is the best solution. [REDACTED]

[REDACTED]

Melanie Shoop



04/12/2017

Port Townsend School District
Kitchen Assistant
1500 Van Ness St.
Port Townsend WA 98368

To Whom it May Concern:

I am writing to announce my resignation from the Port Townsend School District, effective two weeks from this date. My last day will be on 4/26/2017.

Thank you for the opportunities, I have enjoyed my time with this company and all my fellow co-workers. Please feel free to contact me with any questions you may have for me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Melanie Shoop'.

Melanie Shoop

Letter Of Resignation 4/13/2017

Dear Mr. Taylor,

This letter constitutes an official two-week notice of my termination of employment with Port Townsend School District. My last day of employment will be April 27th 2017. Thank you for giving me the opportunity to work in the maintenance department and I greatly appreciate all the experience I've gained the last year and a half. You let me manage the grounds independently, which has made me a more responsible, professional employee. Thank you for having confidence in my abilities.

I hope that my time with the School District will prove to have a long lasting, positive effect and I can count on you as a reference in the future.

Sincerely,

Che Taylor

A handwritten signature in cursive script that reads "Che Taylor". The signature is written in black ink and is positioned below the typed name "Che Taylor".

BLUE HERON SCHOOL

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

Matthew Holshouser, Principal
mholshouser@ptschools.org
www.blueheron.ptschools.org



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

FaceBook Page:
Blue Heron Middle School Athletics

RE: James Fenton; Middle School Asst. Track Coach

Date: March 30, 2017

Dr. Polm and Members of the School Board,

After a successful interview and discussing the position with him, I, Lysa Falge, recommend James Fenton for the position of Middle School Asst. Track Coach at Blue Heron Middle School.

James' interest in this position is related to his enjoyment of coaching and his commitment to our middle school's need of adequate instruction and supervision. He has already proven himself as a coach with his stepping-in as a volunteer football and boys basketball coach, as well as filling the Head Coach's position for the girls basketball team. We have appreciated his dedication to our middle school sports program and being available anywhere he is needed.

Sincerely,

Lysa Falge

Cc: Scott Wilson

April 18, 2017

Lysa,

Please accept my resignation from my post as Assistant Coach for Boys Soccer for 16-17.



Thank you very much for the opportunity to contribute to the community, and I hope to continue in some capacity in the future.

Nathan Land.

April 21, 2017

To the Port Townsend School Board: I am resigning my teacher position in the Port Townsend School District to be effective immediately.

Mary F. Barnes

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 April 24, 2017, the board, by a _____ vote, approves payments, totaling \$26,808.82. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10649 through 10664, totaling \$26,808.82

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

Check Nbr	Vendor Name	Check Date	Check Amount
10649	ASB IMPREST FUND	03/30/2017	1,898.00
10650	BANK OF AMERICA VISA	03/30/2017	8,513.92
10651	BSN SPORTS LLC	03/30/2017	9,514.12
10652	CLOVER PARK SCHOOL DIST	03/30/2017	330.00
10653	Dow, Julianne Michelle	03/30/2017	563.92
10654	EPD	03/30/2017	399.90
10655	Falge, Lysa Marie	03/30/2017	99.64
10656	GOOD SPORTS	03/30/2017	427.28
10657	HUB CITY TRACK & FIELD	03/30/2017	100.00
10658	Kruse, Jennifer Kathleen	03/30/2017	1,400.00
10659	LIVING VOICES INC	03/30/2017	400.00
10660	Nielsen, Jennifer Marie	03/30/2017	304.42
10661	PENINSULA AWARDS & TROPHIES	03/30/2017	84.79
10662	Pierson, Christopher Alan	03/30/2017	266.98
10663	SAFEWAY	03/30/2017	64.33
10664	SCHUTT RECONDITIONING	03/30/2017	2,441.52

16	Computer	Check(s) For a Total of	26,808.82
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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 April 24, 2017, the board, by a _____ vote, approves payments, totaling \$148,052.21. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 62466 through 62539, totaling \$148,052.21

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

Check Nbr	Vendor Name	Check Date	Check Amount
62466	3 WIRE GROUP INC	03/31/2017	231.47
62467	ALL CITY AUTOBODY & TOWING	03/31/2017	404.67
62468	BANK OF AMERICA VISA	03/31/2017	12,504.95
62469	Behrenfeld, Kirsten Mary	03/31/2017	131.55
62470	Behrenfeld, Timothy Jon	03/31/2017	1,118.28
62471	BELLEVUE COLLEGE	03/31/2017	1,015.29
62472	Boutilier, Janet Klockers	03/31/2017	51.68
62473	Brady, Cheryl J	03/31/2017	53.50
62474	BUREAU OF EDUCATION & RESEARCH	03/31/2017	249.00
62475	Cannavaro, Maribeth	03/31/2017	1,600.00
62476	CANON FINANCIAL SERVICES INC	03/31/2017	207.07
62477	CAROLINA BIOLOGICAL SPLY	03/31/2017	35.81
62478	CENTURYLINK	03/31/2017	700.55
62479	CHIMACUM SCH DIST#49-CO-OP TRA	03/31/2017	723.12
62480	CHS - CENEX HARVEST STATES	03/31/2017	69.50
62481	CHS NORTHWEST CHIMACUM	03/31/2017	115.44
62482	CLARK SECURITY PRODUCTS INC	03/31/2017	209.61
62483	Clarke, Kimberly A	03/31/2017	160.00
62484	Colton, Mary K	03/31/2017	121.33
62485	COTTON REDI-MIX	03/31/2017	167.99
62486	Dow, Benjamin S	03/31/2017	166.85
62487	Dow, Julianne Michelle	03/31/2017	547.00
62488	Doyle, Susan P	03/31/2017	67.69
62489	EVERGREEN COLLISION CENTER	03/31/2017	943.52
62490	FALLON, MARY (MOLLY)	03/31/2017	680.00
62491	FOLLETT SCHOOL SOLUTIONS	03/31/2017	4,750.08
62492	FOOD CO-OP	03/31/2017	43.48
62493	GOOD MAN SANITATION	03/31/2017	153.30
62494	Gray, Justin E	03/31/2017	333.64
62495	Grewell, Shannon S	03/31/2017	85.60
62496	Hageman, Brandi R	03/31/2017	98.01
62497	HAHN, JULIAN	03/31/2017	115.39
62498	HANKINSON, JANELLE	03/31/2017	3,355.00

Check Nbr	Vendor Name	Check Date	Check Amount
62499	Hart, Elizabeth A	03/31/2017	219.00
62500	HEADSETS.COM	03/31/2017	84.95
62501	HEALTH CARE AUTHORITY	03/31/2017	12.65
62502	HI-TECH SECURITY INC	03/31/2017	348.80
62503	JW PEPPER & SON INC	03/31/2017	35.21
62504	KHILE, AUSTIN	03/31/2017	45.00
62505	KHILE, KEEGAN	03/31/2017	45.00
62506	KING COUNTY DIRECTORS	03/31/2017	1,134.37
62507	KROGER - QFC CUSTOMER CHARGES	03/31/2017	90.26
62508	Kruse, Jennifer Kathleen	03/31/2017	415.55
62509	LIVING VOICES INC	03/31/2017	246.00
62510	Molotsky, Daniel Robert	03/31/2017	69.91
62511	Montgomery, Kimberly B	03/31/2017	201.31
62512	NORTHWEST MARITIME CENTER	03/31/2017	300.00
62513	O'Brien, Molly Anne	03/31/2017	100.58
62514	OFFICE DEPOT	03/31/2017	322.30
62515	Pavoni-Anderson, Lisa Marya	03/31/2017	51.68
62516	PENINSULA COLLEGE	03/31/2017	65,988.52
62517	Pierson, Christopher Alan	03/31/2017	23.06
62518	PLATT	03/31/2017	448.77
62519	POSTAGE BY PHONE RESERVE ACCOU	03/31/2017	1,000.00
62520	PT MARINE SCIENCE CTR	03/31/2017	775.00
62521	PUBLIC CONSULTING GROUP INC	03/31/2017	357.71
62522	PUBLIC UTILITY DISTRICT	03/31/2017	27,470.33
62523	Quayle, Darlene E	03/31/2017	451.72
62524	RED LION HOTEL	03/31/2017	2,236.00
62525	SAFEWAY	03/31/2017	91.98
62526	Sanders, Heather Lyn	03/31/2017	25.00
62527	Solchenberger, Laurie R	03/31/2017	826.00
62528	SPECTRA LABORATORIES KITSAP	03/31/2017	540.00
62529	STATE AUDITOR	03/31/2017	6,748.81
62530	SUPPLYWORKS	03/31/2017	2,210.22
62531	Sweeney, Richard D	03/31/2017	49.22
62532	Teaching Strategies	03/31/2017	300.00
62533	Turay, Lisa	03/31/2017	910.00
62534	Walvatne, Daniel	03/31/2017	22.46
62535	WASHINGTON TRACTOR	03/31/2017	711.67
62536	West Brook Angus	03/31/2017	1,575.00
62537	WESTBAY AUTO PARTS	03/31/2017	32.44
62538	WSSAAA	03/31/2017	240.00
62539	Zamberlin, Nancy J	03/31/2017	85.36

74 Computer Check(s) For a Total of 148,052.21

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 April 24, 2017, the board, by a _____ vote, approves payments, totaling \$337,435.19. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3360 through 3367, totaling \$337,435.19

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

Check Nbr	Vendor Name	Check Date	Check Amount
3360	ABSHER CONSTRUCTION CO	03/31/2017	36,747.52
3361	BANK OF AMERICA VISA	03/31/2017	40.40
3362	DOOR PROS INC	03/31/2017	2,740.53
3363	HEFFRON TRANSPORTATION INC	03/31/2017	8,986.41
3364	INTEGRUS ARCHITECTURE	03/31/2017	280,905.44
3365	SKL ARCHITECTS	03/31/2017	7,080.86
3366	Taylor, Brad James	03/31/2017	51.89
3367	TERRAPIN ARCHITECTURE PC	03/31/2017	882.14
8	Computer	Check(s) For a Total of	337,435.19

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 April 24, 2017, the board, by a _____ vote, approves payments, totaling \$932.76. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:
Wire Transfer Payments 201600034 through 201600035, totaling \$932.76

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

Check Nbr	Vendor Name	Check Date	Check Amount
201600034	DEPARTMENT OF REVENUE	04/06/2017	794.08
201600035	DEPARTMENT OF REVENUE	04/06/2017	138.68
2	Wire Transfer Check(s) For a Total of		932.76

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 April 24, 2017, the board, by a _____ vote, approves payments, totaling \$259,604.40. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3368 through 3372, totaling \$259,604.40

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

Check Nbr	Vendor Name	Check Date	Check Amount
3368	ABSHER CONSTRUCTION CO	04/14/2017	39,768.26
3369	HEFFRON TRANSPORTATION INC	04/14/2017	10,070.00
3370	INTEGRUS ARCHITECTURE	04/14/2017	186,503.90
3371	ROBINSON COMPANY INC	04/14/2017	9,687.50
3372	SKL ARCHITECTS	04/14/2017	13,574.74
5	Computer	Check(s) For a Total of	259,604.40

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 April 24, 2017, the board, by a _____ vote, approves payments, totaling \$2,614.06. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10665 through 10675, totaling \$2,614.06

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

Check Nbr	Vendor Name	Check Date	Check Amount
10665	BSN SPORTS LLC	04/14/2017	898.42
10666	CARL'S BUILDING SUPPLIES	04/14/2017	72.74
10667	COSTCO	04/14/2017	33.87
10668	Ferland, Daniel E	04/14/2017	47.10
10669	GOOD MAN SANITATION	04/14/2017	190.56
10670	HENERY HARDWARE	04/14/2017	517.13
10671	KROGER - QFC CUSTOMER CHARGES	04/14/2017	54.39
10672	Massie, Samantha G	04/14/2017	83.65
10673	Nielsen, Jennifer Marie	04/14/2017	236.20
10674	OLYMPIC HIGH SCHOOL	04/14/2017	475.00
10675	SAFEWAY	04/14/2017	5.00

11 Computer Check(s) For a Total of 2,614.06

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 April 24, 2017, the board, by a _____ vote, approves payments, totaling \$151,571.86. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 62540 through 62620, totaling \$151,571.86

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

Check Nbr	Vendor Name	Check Date	Check Amount
62540	B & H PHOTO VIDEO	04/14/2017	2,807.98
62541	BACKGROUND INVESTIGATION BUREA	04/14/2017	90.00
62542	BIO-RAD LABORATORIES	04/14/2017	337.90
62543	Boutilier, Janet Klockers	04/14/2017	58.36
62544	BUTLER, ROBERTA L	04/14/2017	5,715.00
62545	CENEX FLEETCARD	04/14/2017	1,142.19
62546	CENTRAL WELDING SUPPLY	04/14/2017	463.25
62547	CITY OF PT TOWNSEND	04/14/2017	5,140.72
62548	COOPER FUEL & AUTO REPAIR	04/14/2017	1,183.92
62549	COTTON REDI-MIX	04/14/2017	266.99
62550	DAIRY FRESH FARMS INC	04/14/2017	1,632.00
62551	DIGITAL INSURANCE INC	04/14/2017	500.00
62552	DM DISPOSAL CO INC	04/14/2017	4,693.11
62553	Dow, Julianne Michelle	04/14/2017	260.18
62554	DUNLAP NATIONWIDE DIST	04/14/2017	5,612.80
62555	ESD 114	04/14/2017	1,862.00
62556	Falge, Lysa Marie	04/14/2017	37.45
62557	FALLON, MARY (MOLLY)	04/14/2017	260.00
62558	FOLLETT SCHOOL SOLUTIONS	04/14/2017	320.38
62559	FOOD CO-OP	04/14/2017	36.98
62560	FOOD SERVICES OF AMERICA	04/14/2017	12,573.34
62561	GRACENOTES LLC	04/14/2017	34.99
62562	GREENTREE COMMUNICATIONS	04/14/2017	94.57
62563	HADLOCK BUILDING SUPPLY	04/14/2017	64.23
62564	Hageman, Brandi R	04/14/2017	74.91
62565	HAHN, JULIAN	04/14/2017	107.25
62566	HANKINSON, JANELLE	04/14/2017	770.00
62567	HEALTH CARE AUTHORITY	04/14/2017	470.00
62568	HENERY HARDWARE	04/14/2017	504.00
62569	INTERSTATE ALL BATTERY CENTER	04/14/2017	123.93
62570	JAMESTOWN NETWORKS	04/14/2017	2,256.30
62571	JEFF CO DEPT OF PUBLIC WORKS	04/14/2017	22.08
62572	JIVE COMMUNICATIONS, INC.	04/14/2017	5,527.06

Check Nbr	Vendor Name	Check Date	Check Amount
62573	JW PEPPER & SON INC	04/14/2017	167.88
62574	KING COUNTY DIRECTORS	04/14/2017	160.46
62575	Kruse, Jennifer Kathleen	04/14/2017	824.57
62576	LANCE, PHILIPPA	04/14/2017	8,850.00
62577	LEADER	04/14/2017	43.50
62578	Lynch, Jason Edward	04/14/2017	975.00
62579	MAIL PLUS	04/14/2017	13.84
62580	MAKING A DIFFERENCE INC	04/14/2017	1,892.40
62581	MASCO PETROLEUM	04/14/2017	4,642.49
62582	Mills, Roger Lees	04/14/2017	44.09
62583	Nash's Organic Produce	04/14/2017	53.00
62584	Noiret, Isabelle Catherine	04/14/2017	13.18
62585	OLYMPIC SPRINGS	04/14/2017	141.67
62586	OSPI	04/14/2017	384.78
62587	OVERMAN, JANIE	04/14/2017	750.00
62588	PACIFIC OFFICE EQUIPMENT	04/14/2017	2,901.01
62589	PANE D/AMORE	04/14/2017	167.00
62590	PENINSULA PEST CONTROL INC	04/14/2017	386.95
62591	PERMA-BOUND	04/14/2017	176.79
62592	PHONAK LLC	04/14/2017	2,213.39
62593	PITNEY BOWES INC	04/14/2017	453.00
62594	PLATT	04/14/2017	262.47
62595	Polm JR, John A	04/14/2017	107.00
62596	PORTER FOSTER RORICK LLP	04/14/2017	7,020.00
62597	PRINTERY INC	04/14/2017	152.33
62598	PT MARINE SCIENCE CTR	04/14/2017	915.00
62599	RED DOG FARM	04/14/2017	43.50
62600	Rubenstein, Sarah Margaret	04/14/2017	415.78
62601	Russell, Julie Ann	04/14/2017	33.38
62602	SCHOLASTIC BOOK FAIRS	04/14/2017	4,862.45
62603	SCHOOL HEALTH CONSULTANTS, INC	04/14/2017	4,400.00
62604	Sheahan, Colleen Marie	04/14/2017	800.00
62605	SHRED-IT US JV LLC	04/14/2017	86.11
62606	SOS PRINTING	04/14/2017	145.62
62607	STAPLES	04/14/2017	504.72
62608	SUPPLYWORKS	04/14/2017	62.25
62609	Sweeney, Richard D	04/14/2017	40.13
62610	Turay, Lisa	04/14/2017	750.00
62611	UPS STORE	04/14/2017	12.68
62612	VEX ROBOTICS INC	04/14/2017	420.20
62613	Walvatne, Daniel	04/14/2017	10.27
62614	WASH SCHOOLS RISK MGMT POOL	04/14/2017	49,073.50
62615	WASH STATE FERRIES	04/14/2017	423.65
62616	Watson, Kelley	04/14/2017	72.66
62617	WESTBAY AUTO PARTS	04/14/2017	383.14
62618	Wilson, Amy Marie	04/14/2017	88.44
62619	Wilson, Scott Randall	04/14/2017	163.71
62620	WSSDA	04/14/2017	24.00

Check Nbr	Vendor Name	Check Date	Check Amount
81	Computer	Check(s) For a Total of	151,571.86

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of March, 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,

Clerk of District

Approved gross in the sum of	\$	<u>732,898.60</u>	Employee Gross
		<u>282,073.05</u>	Employer Contribution
		_____	Payroll Adjustment*
		<u>1,014,971.65</u>	Total Distribution

DIRECTORS:

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



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: April 24, 2017
TO: School Board
FROM: Brandi Hageman, Jennifer Manning, Leslie Shively, Michael McKell
SUBJECT: NESSP Information

1. Northwest Earth Space Sciences Pipeline Grant
 - a. Website: <http://nwessp.org/>
 - b. Funding - Northwest Earth and Space Sciences Pipeline (NESSP) is funded through the NASA Science Mission Directorate and housed with Washington NASA Space Grant Consortium at the University of Washington.
 - c. Goals – Strengthen the STEM education region-wide and infuse a strong, standards-based mathematics component into NASA educational materials for middle and high school levels. Serve as a bridge into other NASA experiences for teachers and students, and eventually into careers in STEM fields.
 - d. Scope – 5 years, with Oregon and Montana, 20 partners
2. Participation in on-going workshops
 - a. June 28, 2016 – Welcome to NESSP @ UW Astronomy
 - b. October 29, 2016 – Wave Behavior, Electromagnetic Spectrum (w/ D. Aedan)
 - c. December 17, 2016 – Sky to Sea, Engineering and Science (w/ A. Freeman)
 - d. April 15, 2017 - From Exoplanets to Extremophiles (w/ A. Freeman)
3. NESSP at PTHS February 23, 2017
 - a. PTHS Classes involved – Grade Level - Instructor
 - i. 3 classes Science 1 – Freshmen – B. Hageman
 - ii. 3 classes Physics – Juniors and Seniors – T. Behrenfeld
 - iii. 1 class Special Education – Sophomores – D. Marmol
 - iv. 1 class Calculus – Seniors – A. Freeman
 - b. University of Washington - Astronomy
 - i. Rocketry 3 ways – bow & arrow, 2 liter bottle rockets, Estes rockets
 - c. Pacific Science Center
 - i. Science on Wheels – Planetarium presentation on life cycle of stars
4. NESSP Summer 2017 Camps at Blue Heron School and Chimacum Middle School
 - a. Blue Heron School – J. Manning and L. Shively
 - b. Chimacum Middle School – A. Gonzalez (CMS) and M. McKell (PTHS para)
 - c. See additional flyers



CMS SUMMER CAMP

June 20 to 23, 2017 from 9am to 3pm at the Middle School in Mr. Gonzalez's Room 410

Ever wanted to program your own robot? Think you got what it takes? Give it a shot by coming to this amazing week-long summer camp at our very own Chimacum Middle School! You too can build amazing structures and program them with the Lego Mindstorms EV3 Robot!

Pick up a registration packet from Mr. Gonzalez or from the middle school office. There are only 20 slots so turn in your registration packet quickly!

**CHIMACUM
ROBOTICS SUMMER
CAMP!**

**COMPLETE TASKS &
CHALLENGES BY
PROGRAMMING A
ROBOT!**

**LEARN WHILE
HAVING FUN!**

**COME USE THE LEGO
MINDSTORMS EV3!**

ALL FOR FREE!!!

CONTACT INFO

Chimacum Middle School
91 W. Valley Road
Chimacum, WA 98325
Al Gonzalez, 360-302-5960

csd49.org

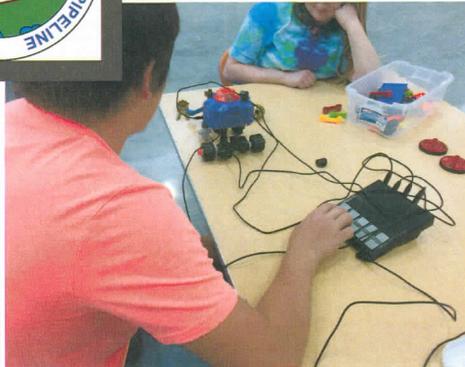
June 20 to 23, 2017
9am to 3pm



This summer camp is possible thanks to the support of:

- NASA Science Mission Directorate
- Northwest Earth and Space Pipeline (NESSP)
- Washington NASA Space Grant Consortium





YOU CAN'T SAY,
"WELL IT ISN'T
ROCKET
SCIENCE!"

WITH THIS
PROGRAM,
IT IS ROCKET
SCIENCE!

DON'T MISS OUT -
WE'RE LAUNCHING
ROCKETS!

LEARN ALL ABOUT THE
SCIENCE OF ROCKETRY

SPOTS ARE FILLING
QUICKLY. TURN IN
YOUR REGISTRATION
FORM TODAY!

2017 SUMMER ROCKETRY CAMP

"It takes 65,000 errors before you
are qualified to make a rocket."

Wernher von Braun

DATE: AUGUST 8-11

TIME: 9:00 a.m.- 2:30 p.m.

LOCATION: BLUE HERON SCHOOL

LEADERS: JENNIFER MANNING & LESLIE SHIVELY

CONTACT INFO

379-4540

Ishively@ptschools.org
jmanning@ptschools.org

3939 San Juan Ave.
Port Townsend, WA 98368



This summer camp is possible thanks to the support of:

- NASA Science Mission Directorate
- Northwest Earth and Space Pipeline (NESSP)
- Washington NASA Space Grant Consortium



PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
April 24, 2017 – May 22, 2017

April 24	Regular Board Meeting, 6:00 p.m. IMC Committee Meeting, 3:30 p.m. (Connie, Laura)
April 17 – May 5	HS SBAC Testing Window
April 17 – May 12	BH SBAC Testing Window
April 17 – June 2	GS SBAC Testing Window
April 25	HS Model UN Event, 8:00 – 2:50, HS Library and Board Room
April 26	NO EARLY RELEASE HS Model UN Event, 8:00 – 11:50, HS Library and Board Room
April 28	Career Fair at Port Townsend High School, 10:00 a.m. – 2:00 p.m. HS Spring Play, 7:00 p.m., Auditorium
April 29	HS Spring Play, 7:00 p.m., Auditorium
May 2	HS 6-week Grading Period Ends
May 3	NO EARLY RELEASE
May 4	East Jefferson Education Partnership, 5:30 p.m., Room S-11
May 5	HS AP US History Exam HS Spring Play, 7:00 p.m., Auditorium
May 6	HS Spring Play, 7:00 p.m., Auditorium
May 8	Work/Study Board Meeting, 6:00 p.m. HS AP Calculus Exam GS PTA Meeting
May 10	HS AP English, Language, Composition Exam Bike-Walk-to School Day 2/hr. Early Release, GS and BH only
May 11	Tech Committee Meeting, 3:30 p.m. (Connie) Community Listening Session, BH Commons, 4:00 p.m.(Nathanael and Laura)
May 13	HS Prom, 9:00 p.m., HS Gym
May 15	IMC Committee Meeting, 3:30 p.m. (Connie, Laura)
May 17	2/hr. Early Release, GS and BH only

May 18 5th Grade Band in Rhody Pet Parade, 3:30 p.m.

May 19 6th Grade Band in Rhody Kiddie Parade, 3:30 p.m.
2/hr. Early Release, staff and students

May 20 HS Band and Grades 7-8 Wind Ensemble in Rhody Grand Parade, 1:00 p.m.
WSSDA Regional Meeting, Bremerton, 10 a.m. – 1:00 p.m.

May 22 Regular School Board Meeting, 6:00 p.m.

Number of students being transported that live within 1 mile of Grant Street					
Route #	Bus Stop	Students	Total		
200	14th & Logan	2			
	9th & Hancock	3			
	9th & Hendricks St	3	8		
202	19th & Haines	2	2		
203	Sheridan & 7th	2			
	Sheridan & 12th	1	3		
204	Hastings & Sherman	1			
	Sherman & 29th	1			
	32nd & Silver	1	3		
	Grand Total		16		

All students from Blue Heron and PT HS walk to school that live within the 1 mile

STUDENTS

Student Fund Raising Activities

The district strives to create an enjoyable setting for all patrons, guests, staff members, and students. When engaged in fund raising, all groups are expected to behave respectfully and avoid high-pressure tactics. Guidelines for student fund raising activities are as follows:

- A. Student participation must be voluntary.
- B. The fund raising activity must be such that it is ~~not~~ likely to create a ~~poor~~ *positive* public relations image.
- C. Fund raising activity efforts ~~must~~ *should support and* not interfere with the educational program. *No student fund raising may take place during instructional hours.*
- D. Fund raising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB.
- E. *When selecting a vendor, the net profit to the school needs to be 40% or greater to be approved.*
- ~~E.F.~~ Fund raising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made.
- ~~E.G.~~ Sponsorship of fund raising activities by schools' official parent groups, even where moneys realized shall be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fund raising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fund raising.
- ~~G.H.~~ *Fund raising should align with the district Wellness Policy 6700 and provide balanced options when selling edible items.* The following fund raising activities are approved.
 1. Sales of goods (~~candy~~, T-shirts, etc.), magazines, apples (if maintained in cold storage),
 2. *Car washes may be approved if in compliance with state guidance on best practices found at:*
<https://fortress.wa.gov/ecy/publications/documents/95056.pdf>
Car washes should:
 - *Discharge washwater only to a sanitary sewer*
 - *When washing is over an impervious area like pavement that drains to a storm sewer or dry well, place a temporary plug in the storm drain and pump the accumulated water to the nearest wastewater system. Talk to your local sewer utility about diverting washwater to the sanitary sewer through collection and pumping*
 - *Minimize the amount of soaps and detergents used**Car washes should not:*

- *Discharge to a storm sewer, the ground, or surface waters*
 - *Clean engines using soaps, emulsifiers, detergents, strong acids, caustics, or other metal brighteners.*
 - *Pressure wash vehicles*
 - *Steam clean*
3. School supplies, rummage and garage sales, pancake breakfasts, spaghetti dinners,
 4. ~~Paper~~ **Food** drives, bottle drives, etc. that do not interfere with the school day,
 5. Carnivals when organized and supervised by the school and/or the recognized parent group,
 - ~~5. Skating and bowling parties provided there is adequate supervision,~~
 6. Bandathons, bikeathons, and walkathons,
 7. Basketball games if liability insurance for participants and facilities is included in the contract, and
 8. Talent, variety, musical, and drama productions (after school hours).

Any major purpose fund raising activity that is not listed above must have the approval of the superintendent.

~~H.I.~~ **H.I.** Fund raising activities by outside groups for the benefit of the school(s), that are expected to be in excess of \$1,000.00, must be submitted by the principal to the superintendent for approval. Application for approval must include:

1. The sponsoring group,
2. The proposed activity,
3. The manner in which the money is to be collected, and
4. The purpose.

~~I.J.~~ **I.J.** When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with policy.

K. *Any recognized parent organization must complete facility use forms when using district facilities. The approval process will include building principal approval and guidance on the procedures.*

~~J.L.~~ **J.L.** Any outside group other than an official school-parent group must have District office approval before conducting fund raising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:

1. Must work through established official parent organizations and not with or through student body organizations or the administration.
2. May not use school materials, supplies, facilities, or staff without proper reimbursement. Requests to the administration for access to students for purposes of fund raising should be referred to the appropriate parent organization, which shall have the option of permitting the outside group

to utilize the parent organization's normal method of communication to transmit information concerning the fund raising.

3. Shall not collect money in school buildings as part of fund raising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fund raising activity.
4. May display a sign announcing a fund raising activity. Brochures explaining the program may be made available to students through the school office.

Date: 10/12/81; 11/17/88; 12/20/99; 10/28/02; 5/23/05; 12/19/13; _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50



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: April 24, 2017
TO: School Board
FROM: John Polm, Superintendent
SUBJECT: Annual Report on Efficacy of Policy 5011 and 3205

Board Report – Efficacy of Policy 5011 and 3205 Sexual Harassment Policies

5011: Policy 5011 is the personnel policy related to prohibition of sexual harassment. This annual review and report is required per policy. We are to review the use and efficacy of the policy and procedures and recommend any changes if needed.

This review of Policy 5011 included discussion with the District Human Resources (HR) Director. She reported the processes in place to disseminate the policy and review procedures with staff members. She also reported rare use of the policy. Currently:

- The HR Director reviews the policy one-on-one with each new hire. Following the review, the employee is asked to read it thoroughly at home and return the signature sheet to the HR Director. Further, the policy is posted throughout the district and all staff members are asked to review our Safe Schools training - Sexual Harassment: Policy and Prevention. In August the HR Director distributes annual notifications via email, with other annual notices including Policy 5011, providing information regarding filing of complaints.
- There have been few sexual harassment complaints to manage in the district in recent years; however, the district follows the outlined steps in the procedure and contacts Risk Management, who generally will provide support. The procedures have provided efficacious processes and there are no recommended changes to Policy 5011.

3205: Policy 3205 is the student policy related to prohibition of sexual harassment. This annual review and report is required per policy. We are to review the use and efficacy of the policy and procedures and recommend any changes if needed.

Review of Policy 3205 included discussion with each school principal. They reported the processes in place to disseminate the policy and review procedures with staff members. They also reported use of the policy.

- At Grant Street the policy and procedure are posted in school building staff rooms as well as being included in staff and student handbooks. Additionally, the school counselor



PORT TOWNSEND

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teaches a safety curriculum, using Second Step Curriculum (Social Skills Curriculum) and other resources to teach about appropriate boundaries and personal safety.

- At Blue Heron the information about the district's sexual harassment policy is posted throughout each school building and reproduced in each student, staff, volunteer and parent handbook. The principal reviews the staff and student handbook each August before the school year, specifically addressing Policy 3205 and its supporting procedures. If and when a complaint is filed, the administrator and appropriate faculty will adhere to the procedural time line and levels indicated within 3205 and provide appropriate documentation.
- At Port Townsend High School the principal posts notices informing students and outlining how to report sexual harassment. The district calendar also includes information regarding unlawful discrimination/harassment, and the student handbooks contain similar information. The high school further reported that if there is a report made, the procedures provide a specific protocol to follow, which includes notifying the parents of the student who made the complaint right away, letting them know that school officials will be investigating. Depending on the outcome, the school reports having done everything from having the parties talk it out, to changing schedules, to supporting the filing of restraining orders, to utilizing our SRO for delivering a strong talk to the violator – it depends on the situation, but it is all handled with utmost respect for the victim. In the event there is a staff-student incident, the administrator notifies the District right away in order to involve risk management. Typically, a staff member would be placed on paid administrative leave pending further investigation.

Based on the review of both policies and procedures, there are no recommended changes at this time.

Port Townsend School District Enrollment 2016-2017
April-2017

McKinney
Vento

Over/<Under>

	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	68.80	68.80			69.43	85.00	(15.58)	
Grade 1	93.00	94.00	95.00	93.05	95.05	94.10	94.10	96.10			94.30	92.00	2.30	
Grade 2	75.07	73.07	74.07	74.07	76.07	76.07	76.07	79.02			75.44	72.00	3.44	
Grade 3	87.00	87.00	86.00	86.00	84.00	85.00	85.00	83.00			85.38	92.00	(6.63)	
Grade 4-5	21.00	20.40	20.40	20.40	20.40	20.40	20.40	20.40			20.48	21.00	(0.52)	
TOTAL-Elem	344.87	344.27	346.27	343.32	345.32	344.37	344.37	347.32	0.00	0.00	345.01	362.00	(16.99)	6

Grade 4	60.00	62.00	62.00	62.00	62.00	62.00	62.00	63.30			61.91	63.00	(1.09)	
Grade 5	66.00	66.60	66.60	68.60	67.60	65.60	65.60	68.60			66.90	65.00	1.90	
Grade 6	109.72	109.72	108.72	109.32	108.32	112.32	112.72	114.02			110.61	103.00	7.61	
Grade 7	76.67	78.97	79.42	77.87	75.97	76.80	75.80	74.95			77.06	74.00	3.06	
Grade 8	77.31	75.69	76.69	74.69	75.39	74.65	74.65	76.65			75.72	71.00	4.71	
TOTAL-Middle	389.70	392.98	393.43	392.48	389.28	391.37	390.77	397.52	0.00	0.00	392.19	376.00	16.19	7

Grade 9	72.40	75.20	74.40	73.40	72.40	72.40	72.40	72.40			73.13	65.00	8.13	
Grade 10	68.80	71.20	70.28	70.28	70.28	70.40	69.40	69.40			70.01	73.00	(3.00)	
Grade 11	72.80	74.00	73.96	73.28	71.48	70.08	68.88	67.68			71.52	69.00	2.52	
Grade 12	92.70	91.90	92.46	91.66	94.66	93.06	91.06	91.36			92.36	84.00	8.36	
TOTAL-High	306.70	312.30	311.10	308.62	308.82	305.94	301.74	300.84	0.00	0.00	307.01	291.00	16.01	4

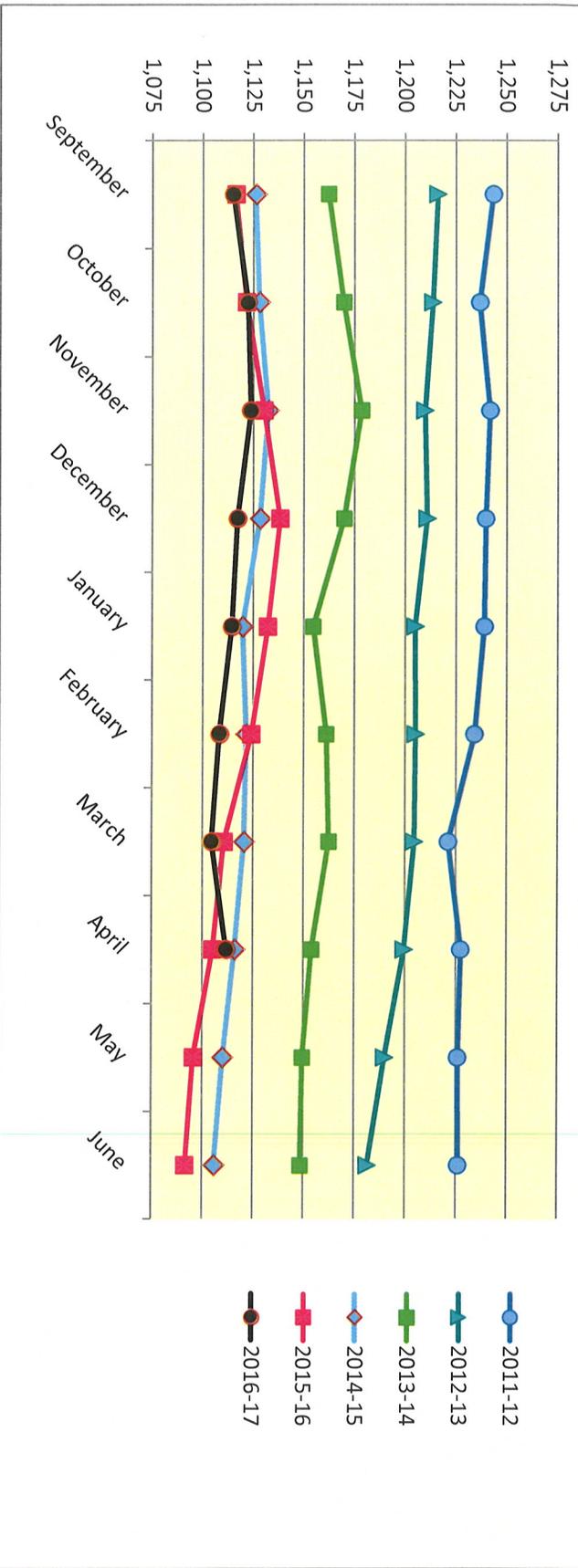
Total K-12 BE	1,041.27	1,049.55	1,050.80	1,044.42	1,043.42	1,041.68	1,036.88	1,045.68	0.00	0.00	1044.21	1029.00	15.21	
ALE K-6	33.00	32.00	31.00	31.00	30.00	29.00	30.00	28.40			30.55	28.00	2.55	
ALE 7-8	10.85	10.55	10.55	10.55	10.55	9.40	9.40	9.40			10.16	12.00	(1.84)	
ALE 9-12	30.00	30.20	31.40	31.20	30.40	28.20	28.20	28.20			29.73	30.00	(0.28)	
Total OCEAN	73.85	72.75	72.95	72.75	70.95	66.60	67.60	66.00	0.00	0.00	70.43	70.00	0.43	1

Total K-12 FTE	1,115.12	1,122.30	1,123.75	1,117.17	1,114.37	1,108.28	1,104.48	1,111.68	0.00	0.00	1114.54	1099.00	15.54	
Running Start - non-CTE			35.67		34.4	31.8	31.66	30.00			32.90	29.00	3.90	
Running Start - CTE			1.33		2.47	2.47	2.47	2.33			1.96	2.00	(0.04)	

TOTAL FTE	1,115.12	1,159.30	1,159.48	1,152.43	1,149.71	1,142.55	1,138.61	1,144.01	0.00	0.00	1149.51	1130.00	19.51	18
9-12 CTE Enhance	61.80	64.20	63.80	63.00	62.80	60.60	59.40	59.00			61.83	55.00	6.83	

Withdrawals	Home-school	Out of State	In State	Online	Private	Total
	1		3	1	1	6

Monthly Full Time Equivalent Enrollment (FTE)



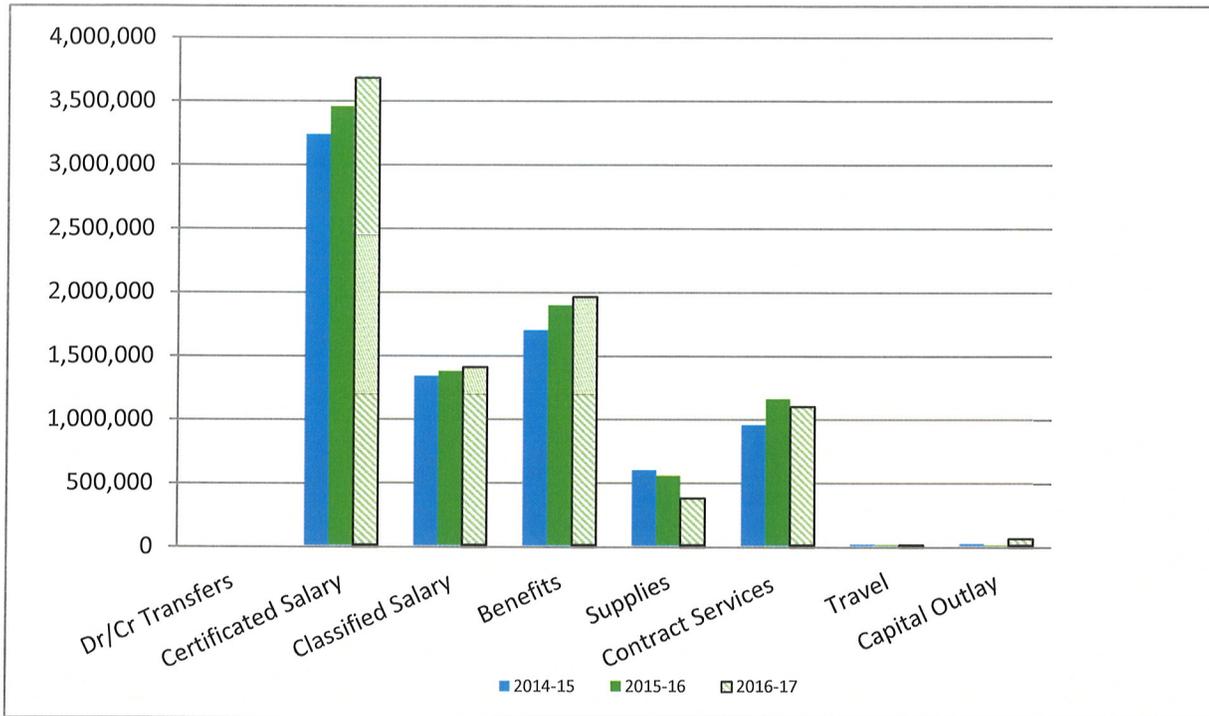
Year	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Avg	Yr to Yr Change	
											FTE	%	
2011-12	1,244	1,237	1,242	1,240	1,239	1,234	1,221	1,227	1,226	1,226	1,234	(34.38)	-2.7%
2012-13	1,216	1,214	1,210	1,211	1,205	1,205	1,205	1,200	1,190	1,182	1,204	(29.93)	-2.4%
2013-14	1,162	1,170	1,179	1,170	1,155	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	1,104	1,112			1,115	(1.66)	-0.1%

Fund Summary

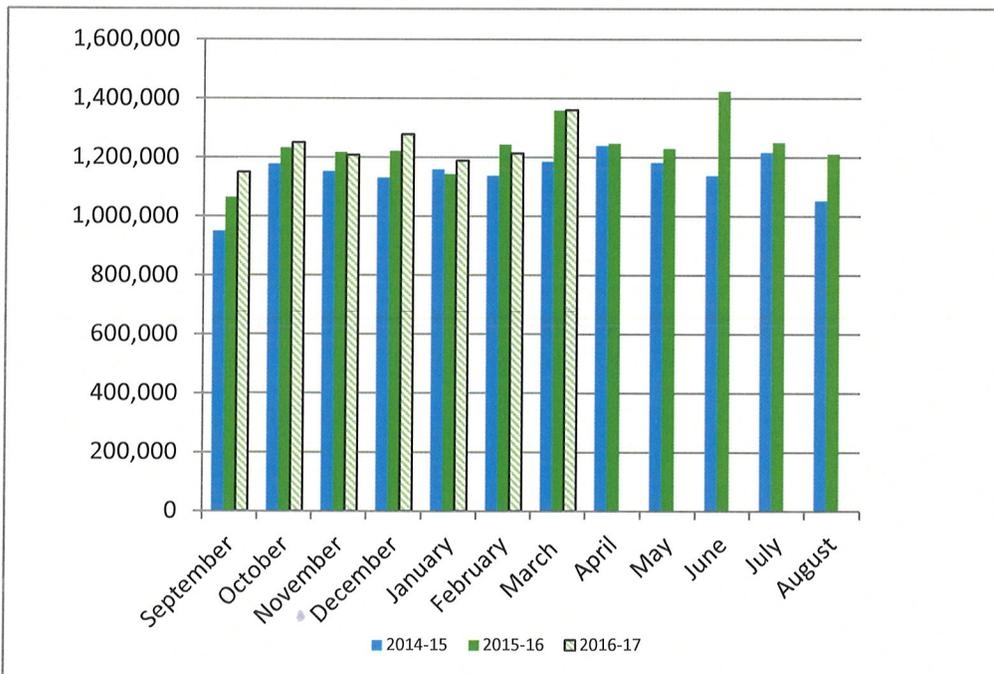
March 31, 2017

	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>8,559,015</u>	<u>645,158</u>	<u>333,321</u>	<u>163,919</u>	<u>1,316</u>
Total Resources	9,309,446	42,833,655	1,257,171	492,572	300,614
Less Expenditures and Operating Transfers Out	<u>8,653,305</u>	<u>1,333,679</u>	<u>852,657</u>	<u>175,008</u>	<u>128,170</u>
Ending Fund Balance	<u><u>656,141</u></u>	<u><u>41,499,976</u></u>	<u><u>404,513</u></u>	<u><u>317,564</u></u>	<u><u>172,444</u></u>
Fund Balance as a % of Budgeted Expend. 15,439,226	4.25%				

Port Townsend School District
 Year to Date Expenditures by Object
 March 31, 2017
 \$8,653,305

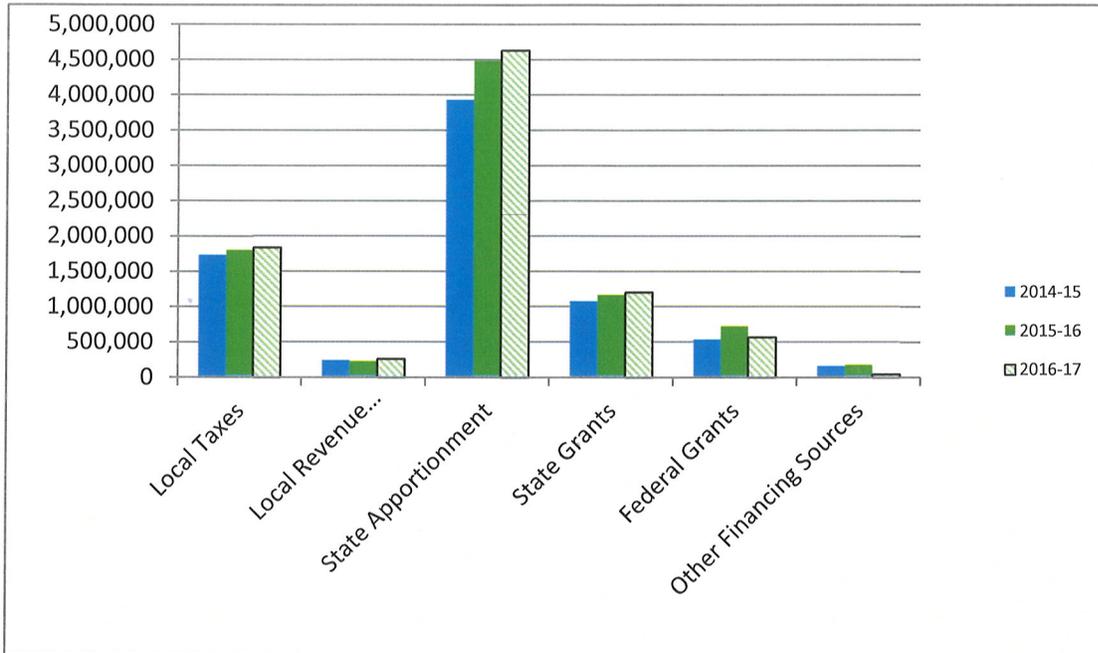


General Fund Expenditure Comparative

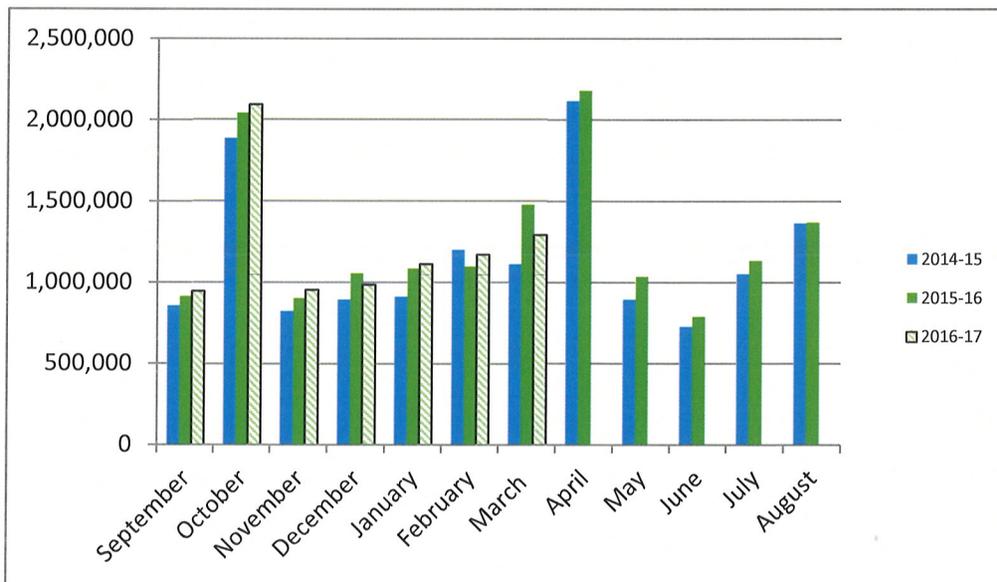


Expenditures as a percentage of budget is 56.05% and we are 58.33% through the year

Port Townsend School District
Year to Date Revenue by Source
March 31, 2017
\$8,559,015



General Fund Revenue Comparison



Revenues as a percentage of budget is 56.57% and we are 58.33% through the year.

Current vs Prior Year

March 31, 2017

	Adopted 16-17 Budget	March 2017 Year To Date	March 2016 Year To Date	Difference
Revenues				
Local Tax	3,527,025	1,841,788	1,796,977	44,811
Local Non Tax	530,225	262,378	225,284	37,094
State General Purpose	7,476,001	4,629,132	4,484,248	144,884
State Special Purpose	2,183,810	1,207,604	1,164,411	43,193
Federal General Purpose	0	0	0	0
Federal Special Purpose	1,333,391	572,728	718,440	(145,712)
Other Agencies/Sources	78,500	45,385	172,365	(126,980)
	<hr/>			
Total	15,128,952	8,559,015	8,561,724	(2,710)
		56.57%		
Expenditures				
Employee Costs				
Payroll - Certificated	6,230,878	3,684,487	3,457,793	226,694
Payroll - Classified	2,433,511	1,414,716	1,379,804	34,912
Payroll - Benefits	3,424,949	1,967,511	1,897,586	69,925
	<hr/>			
	12,089,338	7,066,714	6,735,183	
% of overall expend	78%	82%	79%	
Non Employee Costs				
Supplies	853,281	387,970	557,839	(169,869)
Contract Services	2,381,306	1,106,059	1,161,127	(55,068)
Travel	25,301	20,537	15,669	4,868
Capital Outlay	90,000	72,024	13,205	58,818
	<hr/>			
	3,349,888	1,586,591	1,747,841	
% of overall expend	22%	18%	21%	
Total	15,439,226	8,653,305	8,483,024	170,281
Revenue less expenditures	(310,274)	(94,290)	78,700	(172,991)
Actual % of budget consumed		56.05%	56.50%	

Highlights

March 31, 2017

	March Revenues	YTD Revenues	March Expenditures	YTD Expenditures
General Fund				
Apportionment	670,168	3,806,727		
Local Tax Collection	229,157	1,841,788		
Extracurricular			48,693	294,040
MDS	35,929	79,276	11,097	104,539
Food Service	32,593	203,698	34,966	234,889
Capital Projects				
Local Tax Collection	38	506,714		
Interest Revenue	4,476	39,660		
Local Support Non Tax	5,000	84,000		
Grant Revenue	0	14,784		
Capital Levy Expenditures			5,897	129,536
Bond Expenditures			343,887	1,148,291
Debt Service Transfer			0	55,853
Debt Service				
Local Tax Collection	173,618	275,228		
Non-Voted Principal/Interest	88	2,241	0	55,853
Bond Principal/Interest			0	796,804
Debt Service Transfer	0	55,853		
ASB				
General Student Body	1,465	34,724	0	5,738
Athletics	3,809	27,174	17,100	69,078
Classes	1,109	15,877	120	4,831
Clubs	8,404	79,433	17,595	89,313
Private Monies	5	6,710	0	6,049
Transportation Vehicle				
Interest	116	1,316		
Equipment			0	128,170

Special Education Funding

	2014-15	2015-16	YTD 2016-17
Revenue			
State	1,265,331	1,363,013	792,611
Federal	384,269	332,027	130,786
	<u>1,649,600</u>	<u>1,695,040</u>	<u>923,397</u>
Expenditures			
State/Levy	2,077,172	2,304,144	1,380,224
Federal	372,345	327,285	146,626
	<u>2,449,517</u>	<u>2,631,429</u>	<u>1,526,850</u>
Total Expend over Rev	<u>799,917</u>	<u>936,390</u>	<u>603,453</u>

Summary of State/Levy Expenditures

2016-17	Grant Street	Blue Heron	High School	District Wide		Total
Certificated Salaries	170,160	124,227	115,625	146,123	1	556,136
Classified Salaries	102,198	70,724	41,653	26,273		240,848
Benefits	112,485	86,216	68,912	64,262		331,876
Supplies	1,377	1,673	1,507	15,754		20,311
Purchased Services				229,655	2	229,655
Travel			38	1,361		1,398
	386,220	282,841	227,735	483,428		1,380,225

1 - includes Director, SLP, Psychologists

2 - includes contracts for audiologist, visually impaired, sign language interpreter, occupational therapist, physical therapist, transition services, psychologist, Discovery Behavioral Healthcare, SLP B-3

Capital Levy Analysis

March 31, 2017

	Additional Adjustments	Levy Budget	Prior Years Expenditures	FY 2016-17 Expenditures	Encumbrances	Total Expenditures	Balance Remaining
Technology Transfer GF	100,000	959,210	813,454	38,887		852,341	106,868.87
Phone System	24,815	134,815	134,815			134,815	-
Gael Stuart Roof		0	-			-	-
Roofing - HS & BH	125,500	185,500	179,052		6,448	185,500	-
HS Gym Lighting		0	-			-	-
BH Track	-168	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	188,879	488,879	337,021	3,960	922	341,903	146,975.76
Bus Barn	49,000	749,000	110,616	5,771		116,387	632,613.03
Safety	184,466	250,466	-	74,028	14,580	88,608	161,858.05
District carpet/flooring	-239,644	26,356	26,356			26,356	-
Grant St	(177,939)	572,061	308,360	391		308,751	263,309.84
Sidewalk replacement	-80,000	0	-			-	-
Lincoln		500,000	11,319			11,319	488,681.50
Facilities Planning	(193)	10,307	10,307			10,307	-
District Match ESCO Grant	(5,689)	465,796	465,796			465,796	-
Summer Work	(80,429)	29,071	29,071			29,071	-
Other Projects	(15,389)	180,126	-			-	180,126.31
Cap Proj Dir - GF	106,916	106,916	79,667	15,826		95,493	11,422.54
		4,906,127	2,649,339	138,864	21,950	2,810,153	2,095,973
	180,127						

Other Resources

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

Bond Analysis

Bond Budget	Prior Years Expenditures	FY 2016-17 Expenditures	Encumbrances	Total Expenditures	Balance Remaining
40,095,956	429,702	1,130,787	920,704	2,481,193	37,614,763
1,081,632	0	17,504	22,496	40,000	1,041,632
41,177,588	429,702	1,148,291	943,200	2,521,193	38,656,395

Grant Street Project
 High School Project
 Bond Proceeds less issue costs



PORT TOWNSEND

School District

LEARNING THROUGH A SENSE OF PLACE

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Connie Welch

MEMORANDUM

DATE: April 24, 2017
TO: School Board
FROM: John Polm, Superintendent
SUBJECT: Financial Priorities

Statement Rank Order Report by the Finance Committee April 24, 2017

The statements below were generated based on the discussion from the Finance Committee Members and subsequent feedback received by 04/10/17. The district has determined that the following will be prioritized in the staffing/budgeting process.

- Provide an additional .5 administrative staffing for Grant Street in 17-18 to support the Principal during the construction process.
- Reduce outside contracts for services where possible.

These additional 10 statements were then sent on 04/14/17 for further ranking and provided to the board for further discussion. There were nine committee members and there were eight or nine responses to each statement.

Committee members included: Dr. John Polm, Amy Khile, Laurie McGinnis, Carrie Ehrhardt, Ben Dow, Patrick Kane, Nathanael O'Hara, Brad Taylor, Justin Gray

Statement 3: We'd like budgetary decisions to prioritize SEIU and Administrator contract negotiations this year. We'd like paying people competitively at current staffing levels to be prioritized over expanding staffing. (4.67)

Statement 10: We need to focus on equity for all students in curriculum access to vocational/career technical education courses. (4.50)

Statement 8: We need to partner with community groups to support programs. (4.00)

Statement 6: Technology needs to be supported by a line item in the annual district budget (~\$230,000 estimated). (3.78)

Statement 9: Maritime should not draw from non-grant sources as grants run out, and Maritime projects/themes/focuses should be transferred to building-level as appropriate. (3.78)

Statement 4: The wellness and food service program needs to be continue to be a priority. (3.67)

Statement 1: Curriculum review, development, and adoption should include place-based and MDS in its context, and should be a standard line item in the annual district budget (~MDS has been about \$75,000, and we discussed \$77,000 for curriculum annually). (3.44)

Statement 2: We should balance levy extracurricular support between athletics and the arts. (3.38)

Statement 5: Maintenance and grounds need to prioritize another full-time worker to support work order requests. (3.00)

Statement 7: We need a shared certificated librarian at Blue Heron and the High School. (2.38)

S1		5	1	2	5	4	5	5	1	3	3.44
S2		2	3	4	4	2	3	4	5		3.38
S3		3	5	5	5	5	5	4	5	5	4.67
S4		4	5	3	5	3	3	3	4	3	3.67
S5		3	3	3	5	1	5	3	1		3.00
S6		4	5	3	4	4	4	5	2	3	3.78
S7		2	4	2	5	1	1	3	1		2.38
S8		5	5	4	4	3	4	3	4		4.00
S9		1	5	5	4	5	4	2	3	5	3.78
S10		4	4	4	5	4	5	5	5		4.50



PORT TOWNSEND

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MEMORANDUM

DATE: April 24, 2017
TO: John Polm, Superintendent
School Board
FROM: Stacey Larsen, Director of Food Service
SUBJECT: Meal Prices for the 2017-18 School Year

I recommend that meal prices for the 2017-18 school year be as follows:

	Breakfast	Lunch
Grant Street	\$1.50	\$2.75
Blue Heron	\$1.75	\$3.00
High School	\$1.75	\$3.00
Adult Meal	\$2.25	\$5.00, \$4.25, \$4.00
Milk Only*	\$.50	\$.50

*Applies to all students even if they receive Free or Reduced breakfast and lunch

Milk prices and student prices have not changed.

I recommend an increase to some adult lunch prices, reflecting a price difference based on location. The high school has the largest salad bar and at least three choices of entrée a day, so the adult price there will be \$5.00. Blue Heron has more salad bar options, so the adult price there will be \$4.25. The Grant Street adult price will remain at \$4.00. I recommend the increase due to the fact that food prices are increasing and the quality of food is increasing as well. The prices need to reflect more of what people are receiving, and are still a great value.



PORT TOWNSEND

School District

LEARNING THROUGH A SENSE OF PLACE

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STUDENTS

Nondiscrimination

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, immigration status, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boys Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent, or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence, and remedy its effects.

The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and the 3) the names and contact information of the district's Section 504 and Title IX compliance officers.

The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedures.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating and discrimination complaints communicated to the district.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

Cross References:	Policy 2020	Curriculum Development and Adoption of
	Policy 2030	Instructional Materials
	Policy 2140	Service Animals in Schools
	Policy 2150	Guidance and Counseling
	Policy 2151	Co-Curricular Program
		Interscholastic Activities

Legal References:	Policy 3211	Transgender Students
	Policy 4217	Effective Communication
	Policy 4260	Use of School Facilities
	RCW 28A.640	Sexual Equality
	RCW 28A.642	Discrimination prohibition
	RCW 49.60	Discrimination - Human Rights Commission
	20 U.S.C. 7905	Boy Scouts of America Equal Access Act
	42 U.S.C.§§ 12101-12213	Americans with Disabilities Act
	WAC 392-190-020	Training-Staff responsibilities-Bias awareness
	WAC 392-190-060	Compliance-School district designation of responsible employee – Notification
Management Resources:	WAC 392-400-215	Student Rights
	<i>Policy News, March 2016</i>	
	<i>Policy News, Dec 2014</i>	
	Policy News, April 2013	
	Policy News, Dec 2012	
	Policy News, June 2011	
	Policy News, August 2007	

Date: 12/12/85; 1/19/89; 12/20/99; 10/28/02; 5/23/05; 11/26/07; 8/8/11; 7/13/15; 4/24/17

STUDENTS

Catheterization

The board authorizes qualified staff to provide for clean, intermittent bladder catheterization (CIC) of students or assisted self-catheterization in conformance to rules adopted by the state board of nursing.

Catheterization is authorized under the following conditions:

- A. A parent, legal guardian or other person having legal control over the student files a written, current and unexpired request that the district provide for the catheterization of the student;
- B. A licensed physician of the student files a written, current and unexpired request that catheterization of the student be provided for during the hours when school is in session or the hours when the student is under the supervision of school officials;
- C. A registered nurse provide written, current and unexpired instructions regarding catheterization that states which staff members are designated to provide for catheterization and a description of the nature and extent of any supervision that is required;
- D. Any staff member who is authorized to provide for catheterization must receive training from a registered nurse consistent with the rules of the State Board of Nursing. Licensed practical nurses (LPNs) are trained to provide catheterization as part of their professional preparation and are not subject to this training requirement.

Employees (except licensed nurses) who have not previously agreed in writing to perform clean, intermittent bladder catheterization as a specific part of their job description may file a written letter of refusal to perform catheterization. The employee's refusal may not serve as grounds for discharge, nonrenewal or any other action adversely affecting the employee's contract status.

The district and its staff and the staff member who provides for catheterization in substantial compliance with this policy and the rules of the State Board of Nursing ~~shall~~ **will** not be liable in any criminal action or for civil damages arising from providing catheterization. The district may discontinue catheterization service for a student without being liable so long as the affected parents/guardians are given advance oral/written notice.

Cross References:	Policy 2161	Education of Students with Disabling Conditions
Legal References:	RCW 28A.210.290	Catheterization of School Students - Immunity from liability
	RCW 28A.210.255	Provision of health services in public and private schools – Employee job description
	RCW 28A.210.280	Catheterization of public and private school students
	WAC 246-839-820	Provision for clean, intermittent catheterization in schools
Management Resources	Policy News, June 2003	
	Policy News, December 2003	
	Policy News, December 2014	

Date: 7/26/99; 10/28/02; 5/23/05; 4/24/17

STUDENTS

Child Abuse, Neglect, and Exploitation- Prevention

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The Board directs that staff shall be alert for any evidence of child abuse, neglect or exploitation.

For purposes of this policy, the term "child" means anyone under the age of 18 and/or any current student of the district, including home-schooled students or any other person classified as a student in the district's database.

"Child abuse, neglect, or exploitation" means:

- A. Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function;
- B. Creating a substantial risk of physical harm to a child's bodily functioning;
- C. Attempting, committing, or allowing any sexual offense against a child as defined in the criminal code. This definition also includes any communications with a child for immoral purposes or viewing, possessing, or distributing any sexually explicit images of a child. It also includes intentionally contacting, directly or through the clothing, the genitals, anus or breasts of a child unless the contact is necessary for the child's hygiene or health care. This also includes a child's intentional or coerced contact with anyone's genitals, anus, or breasts;
- D. Committing acts that are cruel or inhumane regardless of observable injury. These acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering;
- E. Assaulting or criminally mistreating a child as defined by the criminal code;
- F. Failing to provide food, shelter, clothing, supervision or health care necessary to a child's health or safety;
- G. Engaging in actions or omissions resulting in a substantial risk to the physical or mental health or development of a child; or
- H. Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Children (including other students), family members, and any other adult can engage in child abuse, neglect, or exploitation. This may include incidents of student on student misconduct. Staff should report all incidents of abuse regardless of the age of the person who engages in it.

Subject to the definition above, staff should not focus on a person's mental status to determine if she or he has committed child abuse, neglect, or exploitation. The law governing mandated reporting does not allow for exceptions for people with medical conditions that may mitigate the intent for committing child abuse, neglect, or exploitation.

When feasible, the district will provide community education programs for prospective parents, foster parents and adoptive parents on parenting skills and on the problems of child abuse and

methods to avoid child abuse situations. The district will also encourage staff to participate in in-service programs that address the issues surrounding child abuse.

The Superintendent will develop reporting procedures and provide them to all staff on an annual basis. The purpose is to identify and timely report all evidence of child abuse, neglect or exploitation to the proper authorities. Staff will receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

All staff are responsible for reporting all suspected cases of child abuse, neglect, and exploitation to the proper authorities and/or the appropriate school administrator. Under state law, staff are free from liability for reporting a reasonable suspicion of child abuse, neglect, or exploitation. However, failing to report the incident may result in criminal liability regardless of whether the authorities determine the incident is provable in a subsequent legal proceeding.

Staff need not verify a report that a child has been abused, neglected, or exploited. Any conditions or information that may be reasonably related to abuse, neglect, or exploitation should be reported. Legal authorities have the responsibility for investigating each case and taking appropriate action under the circumstances.

Cross References:	Policy 4310	Relations with the Law Enforcement and Child Protective Agencies
Legal References:	RCW 13.34.300	Relevance of failure to cause juvenile to attend school as evidence under neglect petition
	RCW 26.44.020	Definitions
	RCW 26.44.030	Reports - Duty and authority to make - Duty of receiving agency – Duty to notify – Case planning and consultation – Penalty for unauthorized exchange of information – Filing dependency petitions – Investigations – Interviews of children – Records – Risk assessment process
	RCW 28A. 620.010	Purposes
	RCW 28A. 620.020	Restrictions –Classes on parenting skills and child abuse prevention encouraged
	RCW 43.43.830(6)	Background checks - Access to children or vulnerable persons - Definitions
	RCW 28A.320.160	Alleged sexual misconduct by school employee – Parental notification – Information on public records act.
	RCW 28A.400.317	Physical abuse or sexual misconduct by school employees – Duty to report - Training
	WAC 388-15-009	What is child abuse or neglect?
	AGO 1987, No. 9	Children - Child Abuse - Reporting by School Officials - Alleged Abuse by Student
Management Resources:	<i>Policy News, April 2010</i>	
	<i>Policy News, June 2015</i>	
	<i>Policy News, February 2007</i>	Physical Abuse and Sexual Misconduct Notice Requirements
	<i>Policy News, June 1999</i>	23% of districts out-of-compliance on child abuse policies

Date: 4/23/70; 11/17/88; 12/20/99; 10/28/02; 5/23/05; 10/9/07; 4/24/17

PORT TOWNSEND SCHOOL DISTRICT NO. 50

STUDENTS

Fund Raising Activities Involving Students

The district strives to create an enjoyable setting for all patrons, guests, staff members, and students. All fund raising will be conducted in a respectful manner and avoid situations that may be perceived as high-pressure or confrontational.

The board acknowledges that the solicitation of funds from students, staff and citizens should be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose including the collection of money in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization may be permitted by the superintendent providing that the instructional program is not adversely affected.

The superintendent will establish rules and regulations for the solicitation of funds by approved school organizations, official school-parent groups and by outside organizations. The principal will distribute these rules and regulations to each student organization granted permission to solicit funds.

Cross Reference:	Policy 3510	Associated Student Bodies
	Policy 6102	District Fund Raising Activities

Date: 10/12/81; 11/17/88; 12/20/99; 10/28/02; 5/23/05; 4/24/17

PORT TOWNSEND SCHOOL DISTRICT NO. 50

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

RESOLUTION 17-03
Safe Schools for All Students

WHEREAS, the U.S. Supreme Court's decision in Plyer v. Doe (1982) held all resident children are entitled to education in the public schools and it is unconstitutional to deny a free public education to children who are not legally admitted into the United States; and

WHEREAS, the Port Townsend School District ("District") policy, state, and federal law provide that a child's enrollment in public school may not be conditioned on the child's citizen status or immigration status; and

WHEREAS, public schools cannot and should not inquire regarding the immigration status of a student or the student's parent(s)/guardians) as part of the admission process; and

WHEREAS, the District works to foster welcoming and safe school environments for all students, including those who may be undocumented or have undocumented family members; and

WHEREAS, the Board recognizes the potential for U.S. Immigration and Customs Enforcement (ICE) officials to conduct enforcements efforts to detain undocumented individuals, and that such efforts may result in ICE officials seeking to enter upon school grounds for purposes of enforcement; and

WHEREAS, an ICE policy issued in 2011 states that the agency will not conduct immigration enforcement activity at any sensitive location, including schools, without special permission by specific federal law enforcement officials, unless exigent circumstances exist; and

WHEREAS, ICE activities in and around schools, early childhood centers, and other District facilities would risk severe disruption to the learning environment; and

WHEREAS, the Board, by adopting this Resolution, intends to avoid such disruption and interference with the education of District students:

NOW, THEREFORE BE IT RESOLVED by the Port Townsend School District Board of Directors as follows:

1. All requests made of the District or its schools by ICE officials to access school information on school grounds shall be processed through the Office of the Superintendent who will consult with legal counsel to ensure compliance with the law. Schools shall not permit ICE officials to access students, their families, or district staff and contractors at schools without having first contacted and processed their request and all relevant documentation through the Office of the Superintendent.
2. District staff shall treat all students in a loving, equitable, and respectful manner without regard for race, ethnicity, citizenship, immigration status, or national origin.
3. District staff shall not inquire about a student's citizenship or immigration status, or the status of the student's parent(s), guardian(s), or family members.

4. The Board of Directors will do everything in its power to afford equal protection of all members of our community from attempts to criminalize or target them based on race, ethnicity, citizenship, immigration status, or national origin.

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at an open public meeting held April 24, 2017.

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

Nathanael O'Hara, Board Chair

Connie Welch

Keith White

Laura Tucker

ATTEST:

John A. Polm, Jr.
Secretary to the Board