

PORT TOWNSEND SCHOOL DISTRICT NO. 50
6:00 p.m. School Board Work/Study Session
January 12, 2016
“Discover the Power of Learning”

Mission:

In partnership with home and community, Port Townsend School District provides a learning environment where each student develops the knowledge and skills to become a creative, successful and engaged citizen.

01. Location/Time

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

02. Call to Order

02.01 Roll Call
02.02 Pledge of Allegiance

03. Agenda

03.01 Agenda Approval

04. Recognition

04.01 Board
04.02 Superintendent
04.020 Shining Star Awards

05. School Board Appreciation

05.01 Proclamation
05.02 WSSDA Recognition
05.02 Reception

06. Public Comments

07. Board Correspondence

07.01 Email from H. Hammett regarding entrance to sporting events

08. Reports

08.01 ASB Representative

09. Action Items

09.01 Approval of 3211 – Transgender Students
09.02 Approval of Addendum to PTEA Collective Bargaining Agreement
09.03 Approval of Bond Counsel Engagement Letter
09.04 Approval of Accounts Payable as of December 14, 2015

10. New Business

10.01 Reorganization of Board Committee Representatives
10.010 Current Assignments

11. Policy Review

11.01 Policy 5270 – Resolution of Staff Complaints – First Review
11.02 Policy 4400 – Election Activities – First Review

12. Board Member Announcements/Suggestions for Future Meetings

13. Executive Session (if needed)

14. Next Meeting

14.01 January 25, 2016, Regular Meeting, Gael Stuart Board Room, S-11, 1610 Blaine Street, 6:00 p.m.

15. Adjournment

The State of Washington



Proclamation

WHEREAS, the mission of Washington's public school system is to assure that all students achieve at high levels and possess the knowledge and skills to be responsible citizens and enjoy productive and satisfying lives; and

WHEREAS, Washington's 295 locally elected school boards and nine elected educational service district boards are the core of the public education governance system in our state; and

WHEREAS, the districts and regions they lead serve more than one million students, have a combined annual budget of nearly \$11 billion and employ 160,000 people; and

WHEREAS, school directors play a crucial role in promoting student learning and achievement by creating a vision, establishing policies and budgets, and setting clear standards of accountability for all involved; and

WHEREAS, school directors are directly accountable to the citizens in their districts and regions, serving as a vital link between members of the community and their schools; and

WHEREAS, school directors and educational service districts provide a passionate voice of advocacy for public schools and the welfare of school children; and

WHEREAS, it is appropriate to recognize school directors as outstanding volunteers and champions for public education;

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim January 2016 as

School Board Recognition Month

in Washington, and I urge all people in our state to join me in this special observance.



Signed this 1st day of December, 2015

A handwritten signature in blue ink, appearing to read "Jay Inslee".

Governor Jay Inslee

School Board

From: Carrie Ehrhardt
Sent: Wednesday, December 16, 2015 10:12 AM
To: heather hammett; David Engle; School Board
Subject: Re: Gym entrance for winter sports

Good Morning Heather,

Mr. Wilson did not report you to me. I was in the gym supervising for about 25 minutes before going to the school board meeting on Monday night. I saw you enter by the side door, you walked right by me with your daughter (I believe) and went up into the stands.

It is not my intention to make you feel targeted. And yes, I do have similar conversations either in person, via email or even through a mailed note, with others who bypass our payment stations.

When you show your Booster card at the gate, a tic mark is made on a sheet our ticket sellers use to track our booster members. At the end of the season, the Boosters writes a check to the school for those entrances.

Thank you for agreeing to use the front door from now on so that your entrance can be counted. Our revenue sources are our gate fees and student athlete fees, which in turn pay all of the bills we incur, including Memorial Field rental, officials fees, uniform and equipment expenses, and post season travel for our athletes.

As far as other individuals entering the gym by that side door, we keep it unlocked so that the players for the second game can enter and easily access their seating behind the bench without having to cross the court. Additionally, we often have wrestling practice finishing up in the mini gym and we are allowing the Parks and Recreation to run their little wrestlers activities in our mini gym. Those parents are also asked to use the side door, so that they can drop off their children without crossing our basketball court. So, yes there is a lot of traffic in and out of that door. But our basketball fans coming to watch the game are expected to use the front door. So, again, I appreciate your willingness to begin following this procedure from now on.

Thank you Heather,
Carrie

Carrie Ehrhardt, Principal
Port Townsend High School

This communication is for the sole use of the intended recipient(s) and may contain information that is confidential or legally protected. Any unauthorized review, disclosure, dissemination, distribution or use of this communication is prohibited and may be a violation of the Family Educational Records Privacy Act (FERPA) or other privacy protection laws and regulations. If you received this communication in error, please notify me immediately by phone at 360-379-4520, and delete the original message.

From: heather hammett <genhammett@yahoo.com>
Reply-To: heather hammett <genhammett@yahoo.com>
Date: Tuesday, December 15, 2015 11:24 PM
To: "Ehrhardt, Carrie" <cehrhardt@ptschools.org>, David Engle <dengle@ptschools.org>, School Board <sboard@ptschools.org>
Subject: Re: Gym entrance for winter sports

I actually have a family pass that I buy every year from the boosters. I feel like this school is singling me out once again due to the incident that took place during the football season. Do I need to remind you that I am going to these events to support the PTHS School as well as my children that attend schools here in P.T. You ALL are making this very awkward for me and my family to embrace you all at that school. Even though my children have been going to this school since my eldest son graduated in the class of 2009. I myself am a P.T. Grad as well as several of my family members. I was just trying to get into the game to watch my son play some because I was at work and came late. There were SEVERAL other people going in the same way. Did they get this e-mail. I will ask you very bluntly if Mr. Wilson is the one who said something to you, he saw me come in this way. If so, I will be filing a personal report against him. I really am hoping that this is not the case. I will also confront him myself during tomorrows game. Believe me, I will NEVER do it again

because obviously you and some "other" employees of PTHS have it out for me. Yes, I do see it that way now. You really need to realize how you and what you are saying (typing) to people.

On Tuesday, December 15, 2015 10:12 AM, Carrie Ehrhardt <cehrhardt@ptschools.org> wrote:

Good Morning Heather,

I am writing you to request that you please use the front gym door when coming to our winter athletic events in the high school gym. Utilizing the side door, which bypasses the payment gate, is not allowed. We will be putting additional signage on that door which clearly directs our fans and parents to use the front door and pay the required admission to enter.

It's great that Robert is participating in multiple athletic seasons and I know that this can come at an additional expense to parents and family members when attending games. Our PT Booster Club does offer an annual pass at a cost of \$60 per adult, which you might want to consider in future years. Once you have attended ten home games, the pass has paid for itself.

Thank you Heather,
Carrie

Carrie Ehrhardt, Principal
Port Townsend High School

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STUDENTS

Transgender Students

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression. To that end, the board recognizes the importance of an inclusive approach toward transgender students with regard to official records, confidential health and education information, communication, restroom and locker room accessibility, sports and physical education, dress codes and other school activities, in order to provide these students with an equal opportunity for learning and achievement. This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying and discrimination.

Cross References:	Policy 2145 Policy 3207	Suicide Prevention Prohibition of Harrassment, Intimidation, and Bullying
	Policy 3210 Policy 3231	Nondiscrimination Student Records
Legal References:	RCW 28A.642 RCW 49.60 20 U.S.C. 1231g, 34 C.F.R. Part99	Discrimination prohibition Discrimination - Human Rights Commission Family Education Rights and Privacy Act
Management Resources:	Policy News, Dec 2014 Prohibiting Discrimination in Washington Public Schools-OSPI Guidelines for school districts to implement Chapters 28A.640 and 28A.642 RCW and Chapter 392-190 WAC (Feb 2012)	

Date: _____

CBA addendum (pending January 12, 2016 approval by PTEA membership and PTSD Board)

2 TRI days (Time, Responsibility and Incentive) at teacher direction for MDS project planning, online safety training, integration of technology into the classroom and/or attending district technology workshops will be added to teacher compensation for the 2015-2016 contract year. (Documentation on time sheet of these domains will be recorded.)

Tentative agreement (12/16/15) pending final PTEA and PTSD Board approval.



FOSTER PEPPER PLLC

December 28, 2015

Honorable Board of Directors
Port Townsend School District No. 50
1610 Blaine Street
Port Townsend, WA 98368

**Re: Bond Counsel Engagement Letter for the Issuance of Unlimited Tax General
Obligation Bonds**

Honorable Board Members:

We greatly appreciate the opportunity to provide continuing service as bond counsel to Port Townsend School District No. 50, Jefferson County, Washington (the "District"). The purpose of this engagement letter is to set forth certain matters concerning the services we will perform as bond counsel to the District in connection with the issuance of the above-referenced bonds (the "Bonds"). We understand that the District will submit the Bonds to the District's voters on February 9, 2016, and that the Bonds will be issued to finance costs of constructing a new elementary school (Grades PK-5) to replace the current Grant Elementary School, making safety, security and ADA improvements at Port Townsend High School, and developing designs/plans for future high school improvements. We also understand that the District anticipates selling the Bonds in multiple series over several years and that each series of the Bonds will likely be sold to D.A. Davidson & Co., Seattle, Washington (the "Purchaser"), through negotiated sales. This engagement letter supersedes any prior bond counsel engagement letter, if any, between Foster Pepper PLLC ("Foster Pepper") and the District with respect to the Bonds.

SCOPE OF ENGAGEMENT

In this engagement, we will perform the following duties as bond counsel for each series of Bonds issued: (1) subject to the completion of proceedings to our satisfaction, render our legal opinion (the "Bond Opinion") regarding the validity and binding effect of the Bonds, the source of payment and security for the Bonds, and the excludability of interest on the Bonds from gross income for federal income tax purposes; (2) prepare and review documents necessary or appropriate to the authorization, issuance and delivery of the Bonds, and coordinate the authorization and execution of such documents; (3) review legal issues relating to the structure of the Bonds; and (4) review the section of the official statement, private placement memorandum or other form of offering or disclosure document to be disseminated in connection with the sale of the Bonds involving the federal income tax treatment of interest on the Bonds.

Our Bond Opinion will be addressed to the District and will be delivered by us on the date each series of the Bonds are exchanged for their purchase price (the "Closing"). The Bond Opinion will be based on facts and law existing as of its date. In rendering our Bond Opinion, we will rely upon the certified proceedings and other certifications of public officials and other

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persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the District after each series of the Bonds are issued with applicable laws relating to such Bonds. During the course of this engagement, we will rely on the District to provide us with complete and timely information on all developments pertaining to any aspect of each series of Bonds and their security. We understand that officials and employees of the District will cooperate with us in this regard.

ATTORNEY-CLIENT RELATIONSHIP

Upon execution of this engagement letter, the District will be our client and an attorney-client relationship will exist between us. In this transaction we represent only the District, we are not counsel to any other party, and we are not acting as an intermediary among the parties. Our services as bond counsel regarding the Bonds are limited to those contracted for in this letter. The District's execution of this engagement letter will constitute an acknowledgment of those limitations. Our representation of the District regarding the Bonds will be concluded upon issuance of the final series of Bonds. Nevertheless, subsequent to each Closing, we will mail the appropriate Internal Revenue Service Form 8038, and prepare and distribute to the participants in the transaction a transcript of the proceedings pertaining to each series of the Bonds.

CONFLICTS

Bond Financing and Purchaser. Upon execution of this engagement letter, Foster Pepper will represent the District as its bond counsel in connection with the Bonds. Foster Pepper presently represents (and has from time to time represented) the Purchaser as underwriter's counsel on financings by other municipal issuers. Our representation of the Purchaser, however, is unrelated to the issuance of the Bonds. Foster Pepper will represent the District in negotiating a bond purchase agreement regarding the sale of the Bonds to the Purchaser.

The Washington Rules of Professional Conduct prohibit an attorney, and all members of that attorney's firm, from representing a client in a matter which is adverse to the interests of another client of the firm. This is called a conflict of interest. The conflict of interest arises because a lawyer has a duty of loyalty to every client, even if the lawyer is not representing the client in a particular matter. Since Foster Pepper will represent the District as bond counsel with respect to the Bonds and represents the Purchaser on unrelated matters, a conflict of interest is presented.

The Rules of Professional Conduct allow clients to waive conflicts of interest when: (1) the lawyer reasonably believes the representation of the one client will not adversely affect the relationship with the other client; (2) the representation is not prohibited by law; (3) the representation does not involve the assertion of claims by one client against another client in a proceeding in which the lawyer representing both clients; and (4) all clients consent in writing after full disclosure of the material facts. We have considered the conflicts presented here, and we believe that it is appropriate to ask the District to waive the conflicts. We have obtained a written waiver from the Purchaser for any conflicts that may arise from our representation of issuers who issue bonds underwritten by the Purchaser. If you have any questions, however, we would

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encourage you to seek legal advice from your general counsel or the Office of the Jefferson County Prosecuting Attorney.

The primary risk associated with waivers of conflicts of interest in circumstances like this is the risk that confidential information of one client will be disclosed to the other client, to the disadvantage of the first client. We believe that risk will not be present for either the District or the Purchaser in this matter for the following reasons. First, the attorneys representing the Purchaser will be different than the attorneys that represent the District. Second, the attorneys representing the Purchaser will not have access to the District's files and confidential information relating to this matter. Third, material financial information learned about the District that the attorneys in our firm working on these financings obtain, must in any event be made available to the Purchaser under securities laws.

Our representation of the Purchaser is not prohibited by law. And, Foster Pepper is not representing the Purchaser on this issue or in any related proceedings in which we are also representing the District.

Another risk associated with waivers of conflicts of interest is the risk that a lawyer will not zealously represent one client out of fear of offending another client. We assure you that we will continue to represent the District's interests fully and to the best of our abilities. We anticipate that the issuance of the Bonds will proceed amicably and all parties will be satisfied with the results. However, it is always possible that disputes or even litigation between the District and/or the Purchaser may arise in the future. In that event, we will not be able to represent any party in that dispute.

Execution of this letter will confirm that the District has consented to our representation of the Purchaser consistent with the circumstances described in the foregoing paragraphs, and that the District has waived the conflicts of interest identified herein.

Regarding Other Foster Pepper Clients. Foster Pepper represents many political subdivisions, companies and individuals. It is possible that during the time that we are representing the District, one or more of our present or future clients will have transactions with the District. It is also possible that we may be asked to represent, in an *unrelated* matter, one or more of those types of clients. For example, from time to time we serve as counsel to bond underwriters or purchasers, or we represent neighboring governments, or we assist developers in land use or environmental matters. We do not foresee, however, that any such prior or future representation will adversely affect our ability to represent you as provided in this letter, either because such matters were or will be sufficiently different from the issuance of each series of the Bonds so as to make such representations not adverse to our representation of you, or because the potential for such adversity is remote or minor and outweighed by the consideration that it is unlikely that advice given to the other client will be relevant to any aspect of the issuance of each series of the Bonds. Execution of this letter will signify the District's consent to our representation of others consistent with the circumstances described in this paragraph. To the extent we believe such future representation may adversely affect our representation of the

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District, we will disclose such representation to the District and, if required by ethical rules, seek the appropriate District consent. However, the District's consent to our representation of other clients as described in this paragraph does not extend to our firm's lawyers representing a client in any litigation or similar dispute adverse to the District before any court or similar forum. A separate waiver would need to be sought, based on the facts of the relevant dispute.

FEES

Based upon: (1) our current understanding of the terms, structure, size and schedule of the financing represented by the Bonds; (2) the duties we will undertake pursuant to this engagement letter; (3) the time we anticipate devoting to the financing; and (4) the responsibilities we will assume in connection therewith, our fees (including out-of-pocket costs) will be determined according to the following schedule for each series of the Bonds issued:

Issue Size	Fee
\$10MM-\$24.999MM	\$24,050 + \$0.95 per \$1,000 in excess of \$10MM
\$25MM-\$40,977,588MM	\$38,300 + \$0.65 per \$1,000 in excess of \$25MM

Our fees described in the foregoing fee schedule may increase if: (1) material changes in the structure, size or schedule of the financing occur (e.g., the addition of a refunding or defeasance component to any series of the Bonds or issuance of any series of the Bonds as tax credit bonds); (2) the ballot proposition for the Bonds must be submitted at multiple elections before it is approved; (3) we are requested to prepare the official statement in connection with the sale of any series of the Bonds; or (4) unusual or unforeseen circumstances arise that require a significant increase in our time or responsibility. If, at any time, we believe that circumstances require an adjustment of the foregoing fee schedule, we will advise you in writing.

Our fees will be paid at the time of Closing of each series of the Bonds. The Board hereby authorizes the Purchaser to deduct our fee from the price paid to the District for each series of the Bonds and to pay the fee directly to us *via* wire transfer. The Board consents to payment of our fee in this manner. ***Payment of our fee is contingent on a successful election and Closing of each series of the Bonds.*** If for any reason, however, the financing represented by each series of the Bonds is completed without the delivery of our Bond Opinion as bond counsel, or our services are otherwise terminated, we will expect to be compensated at our normal hourly rates for time actually spent on your behalf; provided that, (1) we submit a billing statement to the District that describes the time, legal services and expenses incurred on your behalf, and (2) such compensation shall not exceed the amount of the fee that would have been paid had the particular series of the Bonds closed with our Bond Opinion.

RECORDS

Upon request, papers and property furnished by you will be returned promptly. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the

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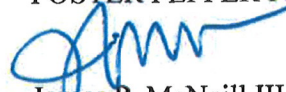
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right to dispose of any documents or other materials retained by us after the termination of this engagement.

If the foregoing terms are acceptable to the Board, please approve this letter at an open public meeting, have two duplicate originals of this letter executed by the Secretary to the Board, and return one original to me. Please retain one executed original for the District's files. We look forward to working with you. Thank you.

Sincerely,

FOSTER PEPPER PLLC



James P. McNeill III

The terms of engagement set forth herein are accepted and approved by the Board of Directors this ___ day of January, 2016.

PORT TOWNSEND SCHOOL DISTRICT NO. 50
JEFFERSON COUNTY, WASHINGTON

David S. Engle
Secretary to the Board of Directors

cc: Amy Khile, Director of Finance and Business Operations

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 December 14, 2015, the board, by a _____ vote, approves payments, totaling \$78,904.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 59910 through 59959, totaling \$78,904.50

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

Check Nbr	Vendor Name	Check Date	Check Amount
59910	ASCD	11/30/2015	89.00
59911	BANK OF AMERICA VISA	11/30/2015	16,092.15
59912	CANON FINANCIAL SERVICES INC	11/30/2015	207.07
59913	CENTURYLINK	11/30/2015	619.25
59914	CHIMACUM SCH DIST#49-CO-OP TRA	11/30/2015	15,703.78
59915	Ehrhardt, Carrie L	11/30/2015	20.70
59916	EMBI TEC	11/30/2015	3,415.00
59917	ETS	11/30/2015	220.00
59918	FINNRIVER FARMS	11/30/2015	30.00
59919	FOOD CO-OP	11/30/2015	12.30
59920	GOOD SPORTS	11/30/2015	7.63
59921	Hageman, Brandi R	11/30/2015	29.64
59922	HANKINSON, JANELLE	11/30/2015	2,653.75
59923	JEFF CO DEPT OF PUBLIC WORKS	11/30/2015	29.53
59924	JEFFERSON MENTAL HEALTH	11/30/2015	9,484.73
59925	JW PEPPER & SON INC	11/30/2015	250.74
59926	Khile, Amy Jo	11/30/2015	93.15
59927	KING COUNTY DIRECTORS	11/30/2015	474.69
59928	KROGER - QFC CUSTOMER CHARGES	11/30/2015	63.16
59929	Kruse, Jennifer Kathleen	11/30/2015	145.52
59930	Larsen, Stacey C	11/30/2015	18.63
59931	LEADER	11/30/2015	291.00
59932	McMather, Gina	11/30/2015	68.74
59933	MILLER, KATE	11/30/2015	569.60
59934	Molotsky, Daniel Robert	11/30/2015	21.79
59935	MOUNTAIN PROPANE	11/30/2015	1,074.28
59936	MUSIC SALES CORP	11/30/2015	140.61
59937	MUSIC THEATRE INTERNATNL	11/30/2015	2,560.00
59938	Nielsen, Jennifer Marie	11/30/2015	97.20
59939	PEARSON ASSESSMENTS	11/30/2015	1,107.55
59940	PENINSULA PEST CONTROL	11/30/2015	310.65
59941	PENINSULA AWARDS & TROPHIES	11/30/2015	21.74
59942	PITNEY-BOWES	11/30/2015	142.66

Check Nbr	Vendor Name	Check Date	Check Amount
59943	PLATT	11/30/2015	1,080.70
59944	POSTAGE BY PHONE RESERVE ACCOU	11/30/2015	1,025.00
59945	PUBLIC UTILITY DISTRICT	11/30/2015	15,180.97
59946	REVOLVING FUND	11/30/2015	1,735.75
59947	RIDDER, ANDY	11/30/2015	320.85
59948	SAFEWAY	11/30/2015	34.42
59949	Sanders, Heather Lyn	11/30/2015	83.39
59950	SERVICE ALTERNATIVES TRAINING	11/30/2015	150.42
59951	SOCIAL STUDIES SCHOOL SERVICE	11/30/2015	78.34
59952	SUPPLYWORKS	11/30/2015	604.98
59953	Taylor, Brad James	11/30/2015	57.50
59954	TIGER DIRECT INC	11/30/2015	4.21
59955	Turay, Lisa	11/30/2015	1,930.00
59956	Walvatne, Daniel	11/30/2015	42.78
59957	WASHINGTON STATE OMWBE	11/30/2015	100.00
59958	WESTBAY AUTO PARTS	11/30/2015	128.95
59959	WESTSOUND ORTHOPAEDICS PS	11/30/2015	280.00
50	Computer	Check(s) For a Total of	78,904.50

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 December 14, 2015, the board, by a _____ vote, approves payments, totaling \$10,932.81. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10240 through 10248, totaling \$10,932.81

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

Check Nbr	Vendor Name	Check Date	Check Amount
10240	ASB IMPREST FUND	11/30/2015	2,508.00
10241	BANK OF AMERICA VISA	11/30/2015	5,046.51
10242	DL LOGOS	11/30/2015	120.72
10243	Khile, Amy Jo	11/30/2015	168.63
10244	KING COUNTY DIRECTORS	11/30/2015	113.38
10245	NEW ORLEANS HABITAT FOR HUMANI	11/30/2015	316.13
10246	PORT TOWNSEND SCHOOL DISTRICT	11/30/2015	49.96
10247	PORT TOWNSEND FOOD BANK	11/30/2015	2,559.48
10248	WIAA	11/30/2015	50.00

9 Computer Check(s) For a Total of 10,932.81

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 December 14, 2015, the board, by a _____ vote, approves payments, totaling \$7,513.85, and voids/cancellations, totaling \$3,082.50. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3239 through 3240, totaling \$7,513.85
Voids/Cancellations, totaling \$3,082.50

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

Check Nbr	Vendor Name	Check Date	Check Amount
3239	CHIMACUM SCH DIST#49-CO-OP TRA	11/30/2015	4,431.35
3240	GARLAND DBS	11/30/2015	3,082.50
2	Computer	Check(s) For a Total of	7,513.85

Check Nbr	Vendor Name	Check Date	Check Amount
3230	GARLAND DBS	11/30/2015	3,082.50
1	Void	Check(s) For a Total of	3,082.50

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 December 14, 2015, the board, by a _____ vote, approves payments, totaling \$4,550.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 59960 through 59960, totaling \$4,550.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
59960	WEA OLYMPIC COUNCIL	12/02/2015	4,550.00
1	Computer	Check(s) For a Total of	4,550.00

Nov. Comp Jax

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 December 14, 2015, the board, by a _____ vote, approves payments, totaling \$3,160.72. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 201500017 through 201500018, totaling \$3,160.72

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

Check Nbr	Vendor Name	Check Date	Check Amount
201500017	DEPARTMENT OF REVENUE	12/01/2015	3,011.07
201500018	DEPARTMENT OF REVENUE	12/01/2015	149.65

2	Wire Transfer Check(s) For a Total of	3,160.72
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DOR CORR. + .01
3,160.73

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 December 14, 2015, the board, by a _____ vote, approves payments, totaling \$0.01. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 201500019 through 201500019, totaling \$0.01

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

Check Nbr	Vendor Name	Check Date	Check Amount
201500019	DEPARTMENT OF REVENUE	12/01/2015	0.01
1	Wire Transfer Check(s) For a Total of		0.01

MOST RECENT COMMITTEE ASSIGNMENTS

IMC	Keith White
WELLNESS	Jennifer James-Wilson Pam Daly
FINANCE	Nathanael O'Hara Keith White
TECH	Keith White
FACILITIES	Nathanael O'Hara Jennifer James-Wilson
POLICY REVIEW	Jennifer James-Wilson Pam Daly
LEGISLATIVE REP	Keith White Pam Daly
ACCOUNTS PAYABLE	Nathanael O'Hara
WIAA REP	Keith White

PERSONNEL

Resolution Of Staff Complaints

The board recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among staff, to reduce potential areas of grievances and to establish and maintain recognized two-way channels of communication between supervisory personnel and staff.

~~The board intends to expedite the process for all concerned parties. Staff are urged to~~ *may* use the administrative procedures ~~whenever they feel~~ *to allege a violation of existing district policies or procedures that a district action has directly* aggrieved them. The procedures are established to ~~secure~~ *provide* a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

A complaint ~~may be a~~ *will mean a written* claim by a staff member ~~based upon alleged~~ *that alleges* a violation, ~~misinterpretation or a misapplication~~ of existing district policies or administrative procedures. ~~that has directly aggrieved them.~~

~~Certificated and classified union contract language is followed concerning staff grievances. Non-represented staff shall follow district procedures as stated in 5270P.~~

~~All documents, communications and records dealing with the processing of a grievance shall be maintained in a separate file and shall not be kept in the personnel file of the person filing the grievance.~~

Management Resources

Policy News Oct 2015

Date: 3/27/00; 4/28/03; 12/08/08 _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Election Activities

The district, as part of its mission to educate and instill civic responsibility, will assure that the community is appropriately informed about district and education related ballot measures through objective and fair presentations of the facts related to those measures. However, public facilities will not be used to assist in any candidate’s campaign or to support or oppose any ballot measure.

The board will consider adopting resolutions expressing the board’s collective opinion on ballot measures (state and local, including district levy and bond measures) that impact the effective operation of the schools. Such a resolution will be considered at a board meeting, the short title and proposition number of the ballot measure will be included in the meeting notice, and an equal opportunity will be provided for views on both sides of the issue to be expressed.

Prior to an election on a district ballot measure, the district will publish to the entire community an objective and fair presentation of the facts relevant to the ballot measure. Normal and regular publications of the district will also continue to be published during election cycles and may contain fair, objective and relevant discussions of the facts of pending election issues.

The superintendent will develop procedures to implement this policy that are consistent with the guidelines provided by the Public Disclosure Commission at <http://www.pdc.wa.gov>

Cross References:	Policy 5252	Staff Participation in Political Activities
	Policy 4260	Use of School Facilities
	Policy 2022	Electronic Resources
	Policy 1110	Election
Legal References:	RCW 28A.320.090	Preparing and distributing information on the district’s instructional program, operation and maintenance-Limitation
	RCW 42.17A.555	Use of public office or agency facilities in campaigns – Prohibitions – Exceptions
	WAC 390-05-271	General application of RCW 42.17A.555
	WAC 390-05-273	Definition of normal and regular conduct
Management Resources:	<i>Policy News</i> , August 2001	PDC Issues Election Guidelines for Schools

DATE: _____