6:00 p.m. Regular School Board Meeting September 28, 2015

"Discover the Power of Learning"

Mission:

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

01. Location/Time_

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

02. Call to Order

- 02.01 Roll Call
- 02.02 Pledge of Allegiance

03. Administration of the Oath of Office for Constance Welch

04. Recognition

- 04.01 Board
- 04.02 Superintendent

05. Approval of Minutes

- 05.01 Minutes of the August 17, 2015 Board Retreat
- 05.02 Minutes of the August 24, 2015 Regular Meeting
- 05.03 Minutes of the September 14, 2015 Special Meeting
- 05.04 Minutes of the September 14, 2015 Work/Study Meeting

06. Public Comments

07. Consent Agenda

07.01 Consent Agenda Approval

07.02 Approval of Personnel Action

- 07.020 Recommend Dana Nelson as 1.0 FTE 4th Grade Teacher, one year only, effective the 2015-16 school year
- 07.021 Recommend transfer of Kaleen Steinke from 1.0 FTE Blue Heron Math Teacher to 1.0 FTE Grant Street Elementary Kindergarten teacher effective immediately.
- 07.022 Recommend Joanne Mackey for additional Food Service position, 2.75 hrs./day, effective the 2015-16 school year
- 07.023 Recommend Denise Larson as 8 hr./day, 260-day year custodial position at Port Townsend High School, effective the 2015-16 school year
- 07.024 Recommend transfer of Shannon Minnihan from Cook/Baker High School to Cook/Baker Blue Heron, effective the 2015-16 school year
- 07.025 Recommend Linda May as 6 hr./day Special Education Para educator, Grant Street Elementary, effective the 2015-16 school year
- 07.026 Recommend Lindsae Barlow as Assistant Volleyball Coach, Port Townsend High School, effective the 2015-16 school year
- 07.027 Reinstate Rochelle Raines, Bus Driver, effective the 2015-16 school year
- 07.028 Accept resignation of James Scherer, Bus Driver, effective immediately

07.03 Approval of Financial Reports

- 07.030 Accounts Payable as of September 28, 2015
- 07.031 Payroll August, 2015

08. Board Correspondence	
08.01 Email from A. Frank regarding use of plastic cutlery at Grant Street	
08.02 Letter from Peninsula Housing Authority regarding Lincoln Building	
08.03 Email from H. Carlson regarding new board member appointment	
09. Reports	
09.01 High School ASB Representative	
09.02 Highly Capable Program – Lisa Condran	
09.03 High School Assessment/School Improvement Report – Carrie Ehrhardt and S. Randall Wilson	
09.04 WSSDA Legislative Conference Report	
09.05 Superintendent	
09.050 Calendar of Events	
09.051 Use of text messaging and email on personal devices	
09.06 Business Manager	
09.060 Budget Status Report-August 2015	
09.061 Enrollment Report	
10. Action Items_	
10.01 Approval of Policy 5010 – Non-Discrimination	
10.02 Approval of Mock Trial Trip to San Francisco, November 19-23, 2015	
10.03 Annual Review and Approval of Highly Capable Program, per Policy 2190	
10.04 Approval of Policy 6210 – Purchasing: Authorization and Control	
11. Unfinished Business	
12. New Business	
12. New Business	
13. Policy Review	
13.01 Policy 6220 – Bid Requirements – First Review	
14. Board Member Announcements/Suggestions for Future Meetings	
15. Next Meeting	
15.01 Work/Study Meeting October 12, 2015, Grant Street Elementary Gym, 6:00 pm	
16. Executive Session – (if necessary)	
17. Adjournment	
A / 6 / A MI JUNE MINIONE	

STATE OF WASHINGTON)	ERSON COA
) ss. COUNTY OF JEFFERSON)	ASHINGTON ASHINGTON
Oath of Office	
I, Constance Welch , do solemnly swear (or affirm) tha	t I will support the
Constitution and Laws of the United States and the Constitution and I	aws of the State of
Washington, and that I will faithfully and impartially perform and discha	rge the duties of the
office of:	
Part Townsond School District No. EO	
Port Townsend School District No. 50	
Director District No1_ (appointed September 2015)	
In and for Jefferson County, Washington, according to law, to the best of m	y ability .
X	
Subscribed and sworn to before me this 28th day of Septen	<u>2015.</u>
X David Engle	
David Engle	
Superintendent	

Received by County Auditor

_____, 2015

August 17, 2015 Board Retreat Page 1 of 2

Board Vice-Chair Pam Daly called the meeting to order at 10:00 a.m. PRESENT: Pam Daly, Jennifer James-Wilson, Nathanael O'Hara, and Keith White (via Skype). Also present was Superintendent Engle.

Mission Statement Review

It was pointed out that we are a district that draws its sense of learning from place, and the community of Port Townsend draws on the district as a living context for learning and service.

Action Plan for 2015-16 School Year

Superintendent Engle reported on the following:

- Melody Sky Eisler, Port Townsend City Librarian, was invited to attend the principals'/directors' retreat on August 14, 2015
- The District has received a \$75,000 grant from First Federal Savings to continue Maritime Discovery Schools'(MDS) work, which will fund that program through the end of the calendar year.
- The Board viewed a 9-minute video that has been produced explaining the MDS program.
- The book <u>Leadership on Line</u> and the essay "Why Place Matters" were discussed.
- There will be a community reception for new District employees at the new Chamber offices, 5:00 p.m. There are approximately 21 new employees at present (8 certificated, including 3 new Kindergarten teachers, 13 classified, and one new groundskeeper)
- Thursday, September 3 will be the District back-to-school day for employees. The film, "Most Likely to Succeed" will be shown, which is about a project-based high school in San Diego. Also, Marc Prensky will be addressing staff that day.
- Article in the August 10, 2015 Strategic News Service Report that states robotics is one of the fields where jobs are increasing. The robotics segment of the MDS video was discussed.
- The success of the community partnerships helping to fund the MDS program
- Changes in the 2015-16 school year, including changes in union leadership, community attitudes about schools in the District are improving

The Director District 1 vacancy was discussed, and it was decided to extend advertisement in the <u>Leader</u> newspaper classifieds. The Board talked about the possibility of going to 3 director districts with 2 at-large districts in 2016/2017.

Topics for board work/study meetings:

September 14 - Wellness, YMCA

October 12 - SBAC testing, long-range planning at Grant Street

November 9 - Legislative priorities, MDS curriculum alignment

January - Next Generation Science Standards, food service at Blue Heron

February - School improvement goals progress report

March - Succession planning, different board composition

Policy Review

Policy 2022, with its accompanying Responsible Use Compacts, was reviewed

Next Meeting: August 24, 2015, Regular Board Meeting, 6:00 p.m., 1610 Blaine St., Room S-11
Adjournment: The meeting was adjourned by consensus at 2:00 p.m.
Respectfully submitted,
ATTEST:

Pam Daly, Board Vice-Chair

August 17, 2015 Board Retreat Page 2 of 2

David Engle, Secretary

Regular Board Meeting August 24, 2015 Page **1** of **4**

Jennifer James-Wilson called the meeting to order at 6:00 p.m. PRESENT: Jennifer James-Wilson, Nathanael O'Hara, and Keith White. Excused: Pam Daly. Also present were Superintendent David Engle, community members, and staff.

Nathanael O'Hara led the Pledge of Allegiance.

Recognition

Board

Nathanael O'Hara and Keith White hoped the start of the new school year would be successful. Ms. James-Wilson spoke about the board retreat held on August 17, 2015.

Approval of Minutes

The following minutes were brought for approval:

- July 13, 2015 Board Retreat. Mr. White moved to approve the minutes. Mr. O'Hara seconded and the motion carried 3-0.
- July 13, 2015 Budget Hearing. Mr. White moved to approve the minutes. Mr. O'Hara seconded and the motion carried 3-0.
- July 13, 2015 Regular Board Meeting. Mr. O'Hara moved to approve the minutes. Mr. White seconded and the motion carried 3-0.

Consent Agenda

Mr. White moved to approve the consent agenda. Mr. O'Hara seconded and the motion carried 3-0. Included on the consent agenda were the following items: 1) Payroll for July, 2015; 2) Accounts Payable as of August 24, 2015; 3) Recommend the following actions:

Hire:

Recommend Heather Sanders as 1.0 FTE Kindergarten Teacher, Grant Street Elementary, effective the 2015-16 school year

Recommend Lori Watson as 1.0 FTE Third Grade Leave Replacement Teacher, Grant Street Elementary, effective the 2015-16 school year Recommend Kelly Bodkin as 1.0 FTE Special Education Teacher, Grant Street Elementary, pending approval of Washington State teacher certification, effective the 2015-16 school year

Recommend Tanna Pittman as 1.0 FTE Special Education Teacher, Blue Heron School, effective the 2015-16 school year

Recommend Debbie Barnes as 6.5 hr./day Special Education Para-Educator, Blue Heron School, effective the 2015-16 school year Recommend Reynelda McDonald as Blue Heron School Secretary, effective the 2015-16 school year

Recommend Kimberly Montgomery as High School Registrar, effective the 2015-16 school year

Recommend Michelle Peters as 6.0 hr./day Special Education Para Educator, Grant Street Elementary, effective the 2015-16 school year Recommend Nathan Sherwood as 6.0 hr./day Special Education Para Educator, Grant Street Elementary, effective the 2015-16 school year Recommend Stacey Parker as 6.0 hr./day Special Education Para Educator, Grant Street Elementary, effective the 2015-16 school year

Regular Board Meeting August 24, 2015 Page **2** of **4**

Recommend Maria Germano as 6.17 hr./day Para Educator, Blue Heron

School, effective the 2015-16 school year

Recommend Molly Beeman as 6.17 hr./day Para Educator, Blue Heron

School, effective the 2015-16 school year

Recommend Wendy Wharton as $6.5\ hr./day$ Para Educator, Blue Heron

School, effective the 2015-16 school year

Recommend Cameron Botkin as Head Volleyball Coach, Port Townsend

High School, effective the 2015-16 school year

Recommend employment of supplemental staff for the 2015-16 school

year as per attached personnel list

Retirements/Resignations: Accept resignation of Regina Seward, Custodian, effective the end of the 2014-15 school year

The Board reviewed the following correspondence:

- Letter from C. Grace regarding Frontier House
- Letter from H. Carlson regarding resignation

Reports

<u>Food Service Update – Brad Taylor</u>

Mr. Taylor said there have been some position changes in Food Service, including Stacey Larson as the new Food Service Director. Mr. Taylor will be transitioning those duties to Ms. Larson over the next year. He also said there will be no increase to meal prices for the 2015-16 school year. Mr. Taylor reported that Jefferson Healthcare has been using the kitchen at Blue Heron this summer during the remodel to the hospital kitchen.

Frontier House – Patrick Kane

Mr. Kane said the plan for students previously attending Frontier House but will be transitioning back to Blue Heron includes services provided by two mental health workers from Jefferson Mental Health Services. Students will meet in a separate classroom to begin their day, where those health workers and/or a district teacher will assist them with any issues before they go to their regular classroom. If any issues arise during the day, the students will be able to return to the special classroom for assistance. Grant Street and High School will have support plans in place also, but with no personnel from Jefferson Mental Health, as each of those buildings only have one student returning from Frontier House. Ms. James-Wilson asked if the guardians of these students have been informed of the plans. Mr. Kane said he and Matt Holshouser, principal at Blue Heron, have met with those guardians and will continue to be available to answer any questions they may have.

Superintendent

Superintendent Engle reported on the following:

- New staff orientation on Monday, August 31 from 2-4 p.m., then a community reception at the Port Townsend Chamber of Commerce office at 5:00 p.m.
- The District back-to-school day on September 3
 - o 8:00 a.m. -Screening of film "Most Likely to Succeed" at the Rose Theater
 - o After film back to High School for discussion
 - o 12:00 p.m. Luncheon at Blue Heron
 - After lunch walk around track

Regular Board Meeting August 24, 2015 Page **3** of **4**

- o Afternoon keynote speaker Marc Prensky at Blue Heron
- August 26, 2015 architect presentations at Facilities Committee meeting, 8:30 3:30 p.m. in Board Room
- Minimum Basic Ed Compliance annual report to OSPI verifying number of instructional hours for 2015-16 school year

Business Manager

Amy Khile presented a budget status for July, 2015 for all funds. She also reported that the ending fund balance for 2014-15 should be approximately \$400,000.

Mr. White volunteered to be the board representative to the Tech Committee.

Action Items

<u>Approval of Resolution 15-05 – Health Benefits for Certificated Administrators</u>

Ms. James-Wilson read Resolution 15-05, Mr. White moved to approve, Mr. O'Hara seconded and the motion carried 3-0.

Approval of Resolution 15-06 – Health Benefits for Classified Staff

Mr. White read Resolution 15-06, Mr. O'Hara moved to approve, Mr. White seconded and the motion carried 3-0.

<u>Approval of Resolution 15-07 – Health Benefits for Classified Administrators and Unrepresented Classified Employees</u>

Mr. O'Hara read Resolution 15-07, Mr. White moved to approve, Mr. O'Hara seconded and the motion carried 3-0.

Approval of Resolution 15-08 – Health Benefits for Certificated Employees

Mr. White read Resolution 15-08, Mr. O'Hara moved to approve, Mr. White seconded and the motion carried 3-0.

Approval of Resolution 15-09 – Cancellation of Warrants

Mr. O'Hara read Resolution 15-09, Mr. White moved to approve, Mr. O'Hara seconded and the motion carried 3-0.

Approval of Policy 2022 – Electronic Resources

This policy was reviewed at the August 17, 2015 Board Retreat. Mr. White moved to approve Policy 2022, Mr. O'Hara seconded, and the motion carried 3-0.

Approve Intergovernmental Cooperative Purchasing Agreement with South Kitsap School District, Food Service

Mr. O'Hara moved to approve the Intergovernmental Cooperative Purchasing Agreement with South Kitsap School District for Food Service, Mr. White seconded, and the motion carried 3-0.

Board Officer Reorganization

Mr. O'Hara moved to nominate Pam Daly to act as Board Chair. Mr. White seconded and the motion carried 3-0.

Regular Board Meeting August 24, 2015 Page **4** of **4**

Mr. White moved to nominate Nathanael O'Hara as Board Vice-Chair. Ms. James-Wilson seconded and the motion carried 3-0.

<u>Unfinished Business – Director District 1 Vacancy</u>

Superintendent Engle said a potential applicant came into his office today, and he is expecting an application from that person in the next few days. Interviews will be arranged and hopefully a candidate chosen at the board meeting on September 14, 2015.

Policy Review

Policy 6700 – Nutrition

Ms. James-Wilson said the strike-throughs in the physical fitness should be ignored; only the nutrition section is being reviewed. She also suggested that the Wellness Committee be invited to the September 14, 2015 board work/study meeting where this policy will be reviewed again. Increasing recycling in the District was discussed. Dr. Engle said there could be an agreement with Skookum to have personnel help with recycling, and possible dishwashing once plates and silverware begin to be used.

Policy 3300 – District Nutrition Standards – Competitive Foods

Mr. O'Hara asked how the guidelines in this policy will be enforced, since they are very specific. Superintendent Engle said perhaps some of the guidelines could be moved to procedure instead of policy. Discussion followed.

Policy 5010 – Non-Discrimination

This policy will be reviewed again at the September 14, 2015 work/study meeting.

Board Member Announcements/Suggestions for Future Meetings

WSSDA (Washington State School Directors' Association) regional meetings were discussed, including one scheduled in Port Angeles on October 24, 2015.

Next Meeting: Regular Board Meeting, September 14, 2015, 1610 Blaine St., Room S-11, 6:00

Adjournment: The meeting was adjournment	urned by consensus at 8:09 pm.
Respectfully submitted,	
	ATTEST:
David Engle, Secretary	Pam Daly, Board Chair

David Engle, Secretary	ATTEST:Pam Daly, Board Chair
Respectfully submitted,	
Adjournment The special meeting was adjourned by consensus at 5:50	p.m.
Interviews The board interviewed Constance Welch for the Director	District 1 vacancy.
Keith White joined the meeting at 5:35 p.m.	
Agenda Approval There were no corrections or additions to the agenda; it w	vas approved as presented.
Board Chair Pam Daly called the meeting to order at 5:33 Jennifer James-Wilson. Also present were Superintender	*
Location: Mountain View gym, 1925 Blaine Street	
September 14, 2015 Special Board Meeting Page 1 of 1	

Work/Study Meeting September 14, 2015 Page 1 of 2

Location: Mountain View Gym, 1925 Blaine Street

Board Chair Pam Daly called the meeting to order at 6:00 p.m. Present: Pam Daly, Nathanael O'Hara, Jennifer James-Wilson, Keith White. Also present were Superintendent Engle, staff, and community members.

Keith White led the Pledge of Allegiance.

Agenda Approval

Jennifer James-Wilson made a motion to move the Executive Session (Item 12) to after Reports (07) so the board can meet before taking action on the Director District 1 vacancy. Keith White seconded, and the motion carried 4-0.

Recognition

Board:

- Mr. White said he attended the last high school football game and praised the conduct of the players and cheerleaders, and the professionalism of the Athletic Director and coaches.
- Ms. Daly praised the back-to-school day activities on September 3, 2015, including the quality of the luncheon.

Superintendent

Superintendent Engle presented a Shining Star award to Che Taylor, new groundskeeper, for his excellent work on all district campuses.

Public Comments - None

Board Correspondence - None

Reports

YMCA Update – Kyle Cronk

Kyle Cronk, CEO, Olympic Peninsula YMCA, gave an update on the progress of the new YMCA facility planned on the Mountain View campus, including the funding process. The long-term lease of the property from the District to the YMCA was discussed.

Recommendation for Architects for Pre-Bond Process

Brad Taylor, Director of Support Services, said the Facilities Committee had reviewed the applicants for this process, narrowed it down to three possibilities, and recommends that Integrus Architecture be selected. Mr. Taylor said the committee discussed the option of also using Sundberg, Kennedy, Ly-Au Young Architects for the remodeling of the High School when the construction phase begins. Loretta Sachs, representative from Integrus, explained the pre-bond process and shared some conceptual ideas for the new building construction at Grant Street. How to reach all community members, of all ages and geographic locations, with information about the upcoming bond was discussed.

Ms. Daly adjourned the regular meeting at 6:49 p.m. to executive session to review qualifications of a candidate for appointment to elective office for approximately 10 minutes.

Ms. Daly adjourned the executive session at 6:59 and reconvened the work/study meeting.

Action Items

Work/Study Meeting September 14, 2015 Page 2 of 2

Approval of Candidate to Fill Director District 1 Vacancy

Ms. James-Wilson moved to accept and nominate Constance Welch to fill the Director District 1 vacancy. Mr. White seconded and the motion carried 4-0.

Approval of Pro-Vision to Supply Bus Cameras

Superintendent Engle explained the advantages of installing cameras in all the buses, including definitive proof of student behavior if problems arise. Mr. O'Hara moved to approve Pro-Vision to supply cameras in buses. Ms. James-Wilson seconded and the motion carried 4-0.

Approve Facilities Committee Recommendation for Architects for Pre-Bond Process

Dr. Engle explained that the Facilities Committee did a great deal of research and study, and felt that Integrus would be the best choice. Ms. James-Wilson moved to approve Integrus as the architect for the pre-bond process. Mr. White seconded and the motion carried 4-0.

Approve Resolution 15-10, Support for YMCA Mountain View Project

Superintendent Engle read Resolution 15-10. Mr. White moved to approve Resolution 15-10, Support for YMCA Mountain View Project. Mr. O'Hara seconded and the motion carried 4-0.

Approve Resolution 15-11, Instructional Materials Task Force

Superintendent Engle read Resolution 15-11. Ms. James-Wilson moved to approve Resolution 15-11, Instructional Materials Task Force, and Mr. O'Hara seconded. Ms. Daly asked how this task force will differ from the current Instructional Materials Committee (IMC). Dr. Engle explained that this task force will review the process that committee should follow. The IMC will not resume meetings until the task force has completed its work. The motion carried 4-0.

New Business - None

Policy Review

Policy 5010 – Non-Discrimination

Superintendent Engle pointed that the phrase, "board, upon recommendation from the superintendent" was added to Paragraph 2. This policy will be on the September 28, 2015 board meeting for approval. Board Member Announcements/Suggestions for Future Meetings

Mr. O'Hara and Mr. White will be attending the WSSDA (Washington State School Directors' Association) Legislative Assembly, September 18-19, 2015

Mr. White and Ms. James-Wilson plan to attend the WSSDA Regional Meeting, October 24, 2015 in Port Angeles.

Adjournment

David Engle, Secretary

The meeting was adjourned by consensus at 7:23 p.m.

Next Meeting: September 28, 2015, Regular Board Meeting, 16	610 Blaine Street, Room S-11, 6:00 p.m
Respectfully submitted,	

ATTEST: Pam Daly, Board Chair





FOR EVERY PERSON & THE COMMON GOOD

Overview of the Olympic Peninsula YMCA

STRENTHENING COMMUNITY IS OUR CAUSE

The Y is the nation's leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. We believe strong communities are possible only when we invest in our kids, our health and our neighbors.

Across the Peninsula, people are concerned about the quality of life in their communities. Issues such as unemployment, chronic disease, educational disparities, poverty, negative youth behaviors and stress on families affect the strength of communities. To bring about meaningful change, individuals need ongoing support, encouragement and connections to others—all of which the Y provides in abundance.

HEALTHY LIVING

At the Y, we are helping lead the transformation of health care from a system largely focused on treatment of illnesses to a collaborative community approach that emphasizes well—being, prevention and health maintenance. We are particularly focused on **three critical social issues** affecting our communities: high rates of chronic disease and obesity, needs associated with an aging population and health inequities among people of different backgrounds.

PROGRAM HIGHLIGHTS

- · Chronic Disease & Injury Prevention
- Family Time
- Health, Well-Being & Fitness
- Sports & Recreation

YOUTH DEVELOPMENT

The Y believes all kids have great potential and deserve the opportunity to discover who they are and what they can achieve. Through the Y, **more than 800 youth** today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

PROGRAM HIGHLIGHTS

- Camp
- Child care
- Swim, Sports & Play

OLYMPIC PENINSULA YMCA

302 South Francis Street, Port Angeles WA 98362 P 360 452 9244 www.olympicpeninsulaymca.org

SOCIAL RESPONSIBILTY

The Y has been listening and responding to our communities' most pressing needs for more than 65 years. We believe communities are strongest when all people have an opportunity to participate, connect and thrive.

We understand that the desire to belong and help others is human nature, and everyone has something of value to contribute. To foster social connectedness, strengthen support networks and encourage investment in communities, the Y activates resources and engages people from diverse populations for individual and collective action.

PROGRAM HIGHLIGHTS

- Advocacy
- Social Services
- Volunteerism & Giving

ROLE OF THE NATIONAL YMCA

YUSA is the national resource office for local YMCA associations. YUSA recognizes that each association is an independent organization, having its own corporate charter, bylaws, governing board, branches, executives, staff, buildings, assets and other resources, and that each association is autonomous.

YMCA GOVERNANCE

With branches in both Clallam and Jefferson Counties, the Olympic Peninsula YMCA volunteer Board of Directors provides fiscal oversight, policy development and strategic direction for Y membership and programs across the north Olympic Peninsula.

Within each community we serve, a local volunteer advisory board is recruited to guide programming and services that meet specific community needs.

A federated model of governance has created a diversity of YMCA programs and services, with Y's in different countries and communities offering vastly different programming in response to local community needs.

Everyone is welcome. Member support is available. The Olympic Peninsula YMCA strengthens communities in Clallam and Jefferson counties through youth development, healthy living and social responsibility.

JEFFERSON COUNTY YMCA CAPITAL PROJECT TIMELINE

☑ Market Feasibility Study - 2014

☑ Pro Forma Operating Financials – 2014

r Facility Feasibility Study – 1st half of 2015 ☑Pre-Design schematics Community Input on Pre-Design schematics

Conceptual Design includes capital cost estimates

★ Capital Campaign Planning Study - October 2015 - March 2016

★ Capital Campaign - 2016 through 2017

★ Construction - 2018 to 2019



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. Engle 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 the 4th Grade teaching position here at Blue Heron School for the 2015-2016 school year.

Ms. Dana Nelson will serve as a Grade 4 teacher here at Blue Heron School for the 2015-2016 school year.

Ms. Nelson brings an array of talents and experiences that will be advantageous to both our students and staff here at Blue Heron School. Ms. Nelson has served as a long term substitute here at Blue Heron School as an art teacher and STEAM teacher during the 2014-2015 school year and I believe will continue to serve our learning community well.

In closing, I highly recommend Ms. Dana Nelson to the Grade 4 teaching position on the Blue Heron School campus within the Port Townsend School District. I believe she will be a welcomed addition to the Blue Heron team as well as immediate impact upon the academic and overall success of our 4th grade 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

September 21, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Kaleen Steinke as a 1.0 FTE Kindergarten Teacher at Grant Street Elementary for the 2015-16 school year. Kaleen is being transferred from Blue Heron as a Mathematics Teacher to Grant Street as a Kindergarten Teacher.

Kaleen has been a successful mathematics and elementary classroom teacher. Kaleen holds degrees in both zoology and botany. Kaleen's educational philosophy is "that education needs to have balance; appropriate expectations, as well as recognizing potential and encouraging excellence in each student. In order to teach, I must continue to learn."

Kaleen has already brought the enthusiasm expressed in her philosophy to setting up her new kindergarten classroom. She is excited and energetic about the new adventure of teaching kindergarten at Grant Street. Our staff is very happy to have her join us. In particular, her expertise in mathematics will help our staff in our goal of improving mathematics instruction strting with our youngest learners.

Sincerely,

Lisa Condran Principal, Grant Street Elementary and OCEAN

"Discover the Power of Learning"

Superintendent David Engle

360 / 379-4501 FAX: 360 / 385-3617 www.ptschools.org 1610 Blaine St Port Townsend, Washington 98368 Board of Directors
Pam Daly
Nathanael O'Hara
Keith White
Jennifer James Wilson

TO:

Laurie McGinnis

Human Resource Director

FROM:

Brad Taylor

Director of Support Services

DATE:

August 25, 2015

SUBJECT:

Increase Hours for Food Service

Please accept this letter of recommendation to increase Joanne Mackey's Food Service hours from 3 to 5.75 hours daily.

"Discover the Power of Learning"

Superintendent David Engle

360 / 379-4501 FAX: 360 / 385-3617 www.ptschools.org 1610 Blaine St Port Townsend, Washington 98368 Board of Directors
Pam Daly
Nathanael O'Hara
Keith White
Jennifer James Wilson

TO:

Laurie McGinnis

Human Resource Director

FROM:

Brad Taylor

Director of Support Services

DATE:

August 25, 2015

SUBJECT:

Recommendation for High School Custodial Position

Support Service would like to recommend Denise Larson for the 8 hour/day, 260 day position as High School evening shift Custodian. She is already familiar with the District working many years in Food Service as well doing summer custodial work. I believe she will be a great asset to our Team.

Thank you.

9-1-15
Tracie Twitchell
To setation
Tracie Twitchell Transportation
•
Dear Tracie
Dear Tracie, I would like to resign my position as Permanent Substitute bies driver for the Port Townsend School District in order
I would like to resign my goselion
as Permanent Substitute for driver for
10 Pat Town 10 Cl Priting
the for sounding school Destuct in order
to take a position in the Chimacun School
to take a position in the Chimacun School
Thank your James 5, ("Steve") Scherer
Thank you
James G. ("Steve") Scherer

"Discover the Power of Learning"

Superintendent Dr. David Engle

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

1610 Blaine Street Port Townsend, Washington 98368

Board of Directors Keith White Jennifer James-Wilson Pam Daly Nathanael O'Hara

To:

2015/2016 Board Members

From: Tracie Twitchell Transportation Director

Date: September 3, 2015

RE:

Reinstate RIFT driver

We are bringing back Rochelle Raines for the 2015/2016 school year. Rochelle has been assigned the Regular relief driver route.

"Discover the Power of Learning"

Superintendent David Engle

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

1610 Blaine St Port Townsend, Washington 98368 Pam Daly
Nathanael O'Hara
Keith White
Jennifer James Wilson

TO:

Laurie McGinnis

Human Resource Director

FROM:

Brad Taylor

Director of Support Services

DATE:

September 3, 2015

SUBJECT:

Thur

Food Service Position Change

Please accept this letter of recommendation to move Shannon Minnihan from Cook/Baker High School to Cook/Baker Blue Heron.

An Equal Opportunity/Affirmative Action Employer



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

September 16, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Linda May as Special Education Paraeducator at Grant Street Preschool for the 2015-16 school year.

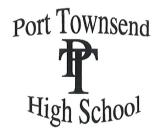
Linda May is a long time resident of the Port Townsend community. Linda has successfully worked supporting individuals with disabilities in a variety of settings. Linda's references stressed her skills as a communicator and team player.

During the interview, the team was impressed by Linda's understanding of the characteristics needed to be successful as a paraeducator for students with special needs.

Patrick Kane, Kelly Bodkin, and Mary Barnes were the members of the interview committee.

Sincerely,

Lisa Condran Principal, Grant Street Elementary and OCEAN



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

Carrie Ehrhardt, Principal

Scott R. Wilson, Assistant Principal District Athletic Director

To:

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

From:

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

RE: Lindsae Barlow, Assistant Volleyball Coach

Date: August 24, 2015

Dr. Engle and Members of the School Board,

I am officially recommending Lindsae Barlow for the position of assistant Volleyball Coach at Port Townsend High School for the 2015 Fall Season. Lindsae has a background in volleyball, a genuine interest in supporting our athletes, and a solid understanding of her role as an assistant. Lindsae is also a parent and is involved with the Grant Street PTA. I believe she has the skills necessary to help rebuild our volleyball program at the high school level and be a positive influence for our student-athletes.

I have met with head coach Cameron Botkin who supports Lindsae's application. I look forward to a great season.

Sincerely,

Scott Wilson Cc: Lysa Falge



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

As of September 28, 2015, the board, by a ______ vote, approves payments, totaling \$6,337.01. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY: Warrant Numbers 10161 through 10166, totaling \$6,337.01

Secretary	_			Board Membe	er	
Board Memb	oer _			Board Membe	er	
Board Memb	oer _			Board Membe	er	
Check Nbr	Vend	lor Name		Check Da	te	Check Amount
10162 10163 10164	BANK Gamb JEFF JEFF	IMPREST FUND OF AMERICA V OILL, Tom Geor COUNTY PUBLI CERSON CO REC	ge C HEALTH	08/31/20 08/31/20 08/31/20 08/31/20 08/31/20 08/31/20	15 15 15 15	16.00 1,844.45 2,692.56 284.00 1,400.00 100.00
	6	Computer	Check(s)	For a Total	of	6,337.01

2014-15

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

As of September 28, 2015, the board, by a approves payments, totaling \$5,758.60. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY: Warrant Numbers 10167 through 10173, totaling \$5,758.60

Secretary	Board Member	
Board Member	Board Member	
Board Member	Board Member	
Check Nbr Vendor Name	Check Date	Check Amount
10167 COSTCO 10168 Falge, Lysa Marie 10169 Fraser, Alice K 10170 GTM SPORTSWEAR 10171 SIGN STATION/SHANNON SIGNS 10172 VARSITY CHEER FASHION 10173 WOHLHAUPTER, ZOBECK	09/15/2015 09/15/2015 09/15/2015 09/15/2015 09/15/2015 09/15/2015 09/15/2015	283.54 38.64 78.82 77.39 98.10 4,862.11 320.00
7 Computer Check(s)	For a Total of	5,758.60

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

As of September 28, 2015, the board, by a approves payments, totaling \$54,917.20. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND: Warrant Numbers 59424 through 59467, totaling \$54,917.20

Secretary	Board Member	1
Board Member	Board Member	
Board Member	Board Member	
Check Nbr Vendor Name	Check Date	Check Amount
59424 ARROW LUMBER & HARDWARE 59425 AWSP 59426 BANK OF AMERICA VISA 59427 CAMBIUM LEARNING INC 59428 CANON FINANCIAL SERVICES INC 59429 CENTURYLINK 59430 COSCO FIRE PROTECTIONS INC 59431 COUNCIL EXCEPTIONAL CHILDREN 59432 Cowling, Judy K 59433 DEMCO 59434 Dickson, Owen David 59435 Ehrhardt, Carrie L 59436 ESD 114 59437 FOLLETT SCHOOL SOLUTIONS INC 59438 Fraser, Alice K 59439 GROVES & CO INC 59440 Hanson Electric 59441 Healy-Raymond, Ann Elizabeth	08/31/2015 08/31/2015	332.12 200.00 7,881.11 199.95 207.07 620.19 2,260.03 230.00 309.42 154.64 39.62 170.75 993.75 114.50 526.30 16.35 354.25 520.42 2,256.30 480.00 250.12 312.50 57.50 38.39 750.00 476.57
59450 NORTHWEST MARITIME CENTER 59451 OLYMPIC EQUIPMENT RENTALS 59452 PERMA-BOUND 59453 Pierson, Christopher Alan 59454 POSTAGE BY PHONE RESERVE ACC 59455 PUBLIC UTILITY DISTRICT	08/31/2015 08/31/2015 08/31/2015 08/31/2015 OU 08/31/2015 08/31/2015	150.00 135.62 1,512.50 625.30 1,025.00 13,420.18
59456 READ AMERICA CLINIC	08/31/2015	4,550.00

3apckp07.p	PORT TOWNSEND SCHOOL DISTRICT	3:17 PM	08/25/15
05.15.06.00.00-010020	Check Summary	PAGE:	2

Check Nbr	Vendor Name	Check Date	Check Amount
59458 59459 59460 59461 59462 59464 59465 59466	RONDEAU, PAMELA D Rubenstein, Sarah Margare SOS PRINTING SOUND PUBLISHING INC STATE AUDITOR SUMMER INSTITUTES INC WALSWORTH PUBLISHING CO WESCRAFT RV & TRUCK WESTBAY AUTO PARTS Wilson, Scott Randall ZEE MEDICAL	08/31/2015 08/31/2015 08/31/2015 08/31/2015 08/31/2015 08/31/2015 08/31/2015 08/31/2015 08/31/2015 08/31/2015 08/31/2015	55.78 196.07 4,957.64 80.65 88.60 370.00 67.00 7,564.79 111.67 113.85 140.70
	44 Computer Check(s) For a Total of	54,917.20

1

Computer

94.68

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

As of September 28, 2015, the board, by a _______ vote, approves payments, totaling \$94.68. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS: Warrant Numbers 3231 through 3231, totaling \$94.68

Secretary	Board Member	
Board Member	Board Member	
Board Member	Board Member	
Check Nbr Vendor Name	Check Date	Check Amount
3231 BANK OF AMERICA VISA	08/31/2015	94.68

Check(s) For a Total of

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

As of September 28, 2015, the board, by a _______ vote, approves payments, totaling \$74.02. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers: Wire Transfer Payments 201400057 through 201400058, totaling \$74.02

Secretary	Board Member	
Board Member	Board Member	
Board Member	Board Member	
Check Nbr Vendor Name	Check Date	Check Amount
201400057 DEPARTMENT OF REVENUE 201400058 DEPARTMENT OF REVENUE	09/01/2015 09/01/2015	6.90 67.12

Wire Transfer Check(s) For a Total of

74.02

1:19 PM 09/09/15

2014-15

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.

been recorded on this listing which has been made available to the board. As of September 28, 2015, the board, by a ______ vote approves payments, totaling \$150.00. The payments are further identified in this document. Total by Payment Type for Cash Account, CAPITAL PROJECTS: Warrant Numbers 3232 through 3232, totaling \$150.00 Board Member Secretary Board Member _____ Board Member Board Member Board Member _____ Check Date Check Amount Check Nbr Vendor Name 150.00 09/15/2015 3232 HANSON SIGN COMPANY

1 Computer

Computer Check(s) For a Total of

150.00

PORT TOWNSEND SCHOOL DISTRICT Check Summary

2014-15

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

As of September 28, 2015, the board, by a ______ vote, approves payments, totaling \$74,395.04. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND: Warrant Numbers 59468 through 59509, totaling \$74,395.04

Secretary	Вс	oard Member	
Board Memb	per Bo	oard Member	
Board Memb	oer Bo	oard Member	
Check Nbr	Vendor Name	Check Date	Check Amount
59469 59471 59471 59473 59474 59476 59477 59477 59478 59488 59488 59488 59488 59488 59488 59488 59491 59491 59491 59499 59499	BAY CITY SUPPLY CHIMACUM SCH DIST#49-CO-OP TRA CITY OF PT TOWNSEND CLARK SECURITY PRODUCTS INC COSTCO FOLLETT SCHOOL SOLUTIONS FOLLETT SCHOOL SOLUTIONS INC GRAINGER HADLOCK BUILDING SUPPLY Hageman, Brandi R HARCOURT OUTLINES INC HENERY HARDWARE HOUGHTON MIFFLIN HARCOURT Janssen, Lukas H JEFF CO DEPT OF PUBLIC WORKS Kane, Patrick J KARSCHNEY CONSULTING KING COUNTY DIRECTORS Larsen, Stacey C MASCO PETROLEUM NANCY SMITH CONSULTING OLYMPIC SPRINGS OLYMPIC EQUIPMENT RENTALS	09/15/2015 09/15/2015	93.74 620.38 10,182.91 6,744.89 2,961.57 86.90 55.96 128.60 146.33 64.41 457.25 158.60 735.34 2,211.84 320.00 82.66 60.85 2,600.00 238.21 1,000.00 238.21 1,000.00 32.04 110.45 21,771.16 6,083.08 3,905.22 300.00 42.29 272.50 1,200.00 529.79

3apckp07.p	PORT TOWNSEND SCHOOL DISTRICT	1:40 PM 09/10/15
05.15.06.00.00-010020	Check Summary	PAGE: 2

Check Nbr	Vendor Name	Check Date	Check Amount
59502 59503 59504 59505 59506 59507 59508	SHRED-IT US JV LLC SOS PRINTING TARBOO RIDGE EXTINGUISHERS Taylor, Brad James Turay, Lisa UNIVERSITY OF TORONTO PRESS VARNER CONSULTING Wentzel, Joy Gribko Wilson, Scott Randall	09/15/2015 09/15/2015 09/15/2015 09/15/2015 09/15/2015 09/15/2015 09/15/2015 09/15/2015 09/15/2015	241.79 350.98 1,567.42 44.85 60.00 6,554.16 1,000.00 563.95 88.78
	42 Computer Check(s)	For a Total of	74,395.04

2015-16

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

As of September 28, 2015, the board, by a ______ vote, approves payments, totaling \$73,085.35. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND: Warrant Numbers 59510 through 59534, totaling \$73,085.35

Secretary	Board Member	
Board Member	Board Member	
Board Member	Board Member	
Check Nbr Vendor Name	Check Date	Check Amount
59510 AWSP 59511 CAREER CRUISING 59512 CORPORATE GAMEWARE 59513 DIGITAL INSURANCE INC 59514 DM DISPOSAL CO INC 59515 eSchool Solutions LLC 59516 GREENTREE COMMUNICATIONS 59517 JAMESTOWN NETWORKS 59518 Janssen, Lukas H 59519 JIVE COMMUNICATIONS, INC. 59520 KING COUNTY DIRECTORS 59521 Larsen, Stacey C 59522 NORTHWEST TEXTBOOK DEPOSITORY 59523 PHONAK 59524 PUGET SOUND ESD 59525 RELIANCE COMMUNICATIONS 59526 SCHOLASTIC INC 59527 SOS PRINTING 59528 Taylor, Brad James 59529 TIGER DIRECT INC 59530 Turay, Lisa 59531 WASA 59532 WASHINGTON LIBRARY ASSOC 59533 WSIPC 59534 WSPA	09/15/2015 09/15/2015	3,252.00 799.00 1,500.00 500.00 2,532.88 1,500.00 94.57 2,256.30 500.00 5,465.16 97.07 29.56 3,225.20 923.34 395.00 3,929.45 27,723.89 578.97 67.50 13,563.15 580.00 984.38 150.00 2,312.93 125.00
25 Computer Check(s) F	or a Total of	73,085.35

10:09 AM 09/14/15 PAGE: 1

2015-16

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

As of September 28, 2015, the board, by a ______ vote, approves payments, totaling \$7,941.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY: Warrant Numbers 10174 through 10179, totaling \$7,941.92

Secretary	Board Member	
Board Member	Board Member	
Board Member	Board Member	
Check Nbr Vendor Name	Check Date	Check Amount
10174 Falge, Lysa Marie 10175 HARLAN FAIRBANKS 10176 HUDL 10177 ROGERS ATHLETIC CO 10178 SAFEWAY 10179 VARSITY CHEER FASHION	09/15/2015 09/15/2015 09/15/2015 09/15/2015 09/15/2015 09/15/2015	24.45 1,699.01 2,396.92 3,151.50 33.26 636.78
6 Computer Check(s) For a Total of	7,941.92

Payroll for the month of	Aug	ust, 2015	
	on actua		payroll is just, true and correct; that the as stated for the time shown, and that
		Clerk of District	
Approved gross in the sum of	\$	593,398.25	Employee Gross
		231,172.87	Employer Contribution
			Payroll Adjustment*
		824,571.12	Total Distribution
DIRECTORS:			

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

School Board

From: anna banana <annauk71@yahoo.com>
Sent: Friday, September 18, 2015 5:05 PM

To: School Board

Cc: David Engle; Nathanael O'Hara; Jennifer James-Wilson; Pam Daly; Carrie Spender; Lisa

Condran; Stacey Larsen

Subject: Board Meeting Agenda Request

Hello

Carrie Spender Lennox and myself Anna
Frank are hoping to have the school board listen, advise and assist us in a mission.

attend OPEPO (5th years) which is housed at Grant Street School. During the Spring of last school year,

as part of their end of year community service project decided to raise awareness about the amount of plastic cutlery is disposed of in the cafeteria. Over the course of a month they collected, washed and then presented them in a quite magnificent display.

During the conception of the project, honored to meet the Students for Sustainability and helped out with their dish drive. It was learned that the dish drive was so successful that there is enough reusable flatware to go round the district.

The girls also got to attend an SFS meeting at PTHS and some of these students attended their end of year presentation at Grant Street. The overall feeling from ALL that attended, was that Grant Street should be using silverware instead of plastic.

So, as our school year is now up and running, why is it that plastic utensils are still being used?

There have been hints and suggestions that either the dishwasher didnt work well enough (which we know to be false) and that the employees in the kitchen are unable or unwilling to spend the time it would take to process silverware. Why is that?

We look forward to having the opportunity to talk with the school board more about this topic and wish to be placed on the September 28th Board meeting agenda. As close to the beginning of business as you can get us.

Many thanks ANNA FRANK CARRIE SPENDER LENNOX



Peninsula Housing Authority

Serving Clallam and Jefferson Counties 2603 S. Francis Street, Port Angeles WA 98362 (360) 452-7631 Ext *821 • (360) 457-7001 Fax

Email: kkassinger@peninsulapha.org

September 23, 2015

Ms. Pam Daly, School Board Chair Port Townsend School District 1610 Blaine Street Port Townsend, WA 98368

Dear Ms. Daly;

As the Executive Director of the Peninsula Housing Authority, and on behalf of our Board of Commissioners, I am writing to express the agency's interest in acquiring and renovating the Lincoln Building into affordable senior housing and request that the Port Townsend School District withhold demolition of the building until such a time as we can determine the financial viability of the project.

The Housing Authority has extensive experience in development and rehabilitation of existing buildings into affordable housing. In addition, the Housing Authority has been housing clients since its inception in 1941 and currently manages over 500 units in both Clallam and Jefferson Counties.

A project of this scope will necessitate the use of a suite of funding sources from the public realm. In doing so, the initial step is to determine the appropriate mix of units, square footages, amenities and rehabilitation costs which will take approximately 8 months. The second step, if the project appears viable, is submission to the various funding sources. This step would begin in June 2016 and, if successful, awarding of funds would commence in May 2017.

This provides a two-tiered phasing of the feasibility stage. By May 2016, the initial due diligence of preliminary drawings, environmental review, market studies and the historical review should be complete enough to assess the viability of moving forward. If we find that the project is not feasible, we would withdraw our interest. Otherwise we would make application to the various funding sources and await their decisions. Should funding not be possible, we would withdraw our interest by March 2017. Construction, should the project be funded, would begin in September 2017 and be completed in August 2018.

The Housing Authority requests that the Port Townsend School Board accept this letter of interest and commit to delaying the demolition of Lincoln School during our due diligence phase. We are open to discussing which option – sale or long-term lease of the land and building works

best for the School District's long term mission and the funding sources available. Should the School Board be open to our request, we would be happy to enter into discussions about our role in securing the building in the meantime.

We will not be attending the School Board meeting Monday in order to facilitate open discussion amongst your selves. Should this letter provide enough enthusiasm from the members, we'd like to attend a future meeting to discuss the details further.

Sincerely,

Kay Kassinger, Executive Director

Peninsula Housing Authority

2603 S Francis Street Port Angeles, WA 98362

Mary Colton

From: Holley Carlson <holleycarlson@gmail.com>
Sent: Thursday, September 24, 2015 2:37 PM

To: David Engle; Mary Colton

Cc: Jennifer James-Wilson; Pam Daly; Keith White; Nathanael O'Hara; Connie Welch

Subject: Director District 1

Dear Superintendent Engle and members of The Port Townsend School Board-I wanted to congratulate you on appointing Connie Welch to your board to fill the vacancy in District #1. I know Connie to have been an amazing teacher, wonderful neighbor and champion for kids! You have my full support!

Best wishes-Holley Carlson

Holley Carlson ABR, CNE Windermere Real Estate, Agents of Good Roots 1220 Water Street Port Townsend, WA 98368 360-821-3177 (cell) 360-385-9345 (fax) holleycarlson@gmail.com

Holley Carlson proudly supports local youth by donating a percentage of annual proceeds to various organizations including public schools

REAL ESTATE REAL PEOPLE

WINDERMERE REAL ESTATE • AGENTS OF GOOD ROOTS

HOLLEY

Highly Capable Program

03

iGrant Proposal Form 217

September 2015

Kirsten Bledsoe and Lisa Condran

Definition of Highly Capable

03

- Learn with unusual depth of understanding
- Have capacity for increasing levels of abstraction
- 4 Have creative ability to make unusual conceptual connections
- Learn quickly in their area of strength
- 4 Have capacity for intense concentration and/or focus

Program Purpose

03

- - Including social, emotional, and intellectual needs
 - CS Ensure highly capable students maximize their potential
- With the ultimate purpose of preparing these students for their future college and career plans



Public Notice

03

Notification of the highly capable referral process will be made:

- **Website**
- Through written publications
- Mailings and/or notices sent home
- In other languages as needed



Referral Forms



- Any member of the community can refer a student:

 - **Represents**
 - **Students**
 - **™** Community Members



Parent Permission

03

Requested for CoGat 7 Testing

Requested for review of other assessment materials

Requested for Program Placement



Assessment Procedures

03

- Referred students plus all second graders who have parental permission will take the CogAT 7 Test, an aptitude test that measures verbal, numerical, and spatial reasoning
- Screening all second graders helps identify all students for the program, which ensures equity
- Other assessment data such as STAR, Data Director, SBAC, parent surveys, and teacher surveys will be reviewed in placement decisions

Selection Comittee

03

- 🗷 Emily Gustafson, School Psychologist
- Kirsten Bledsoe, Blue Heron School Counselor and Building Highly Capable Coordinator
- Joy Wentzel, Grant Street Elementary Librarian and Building Highly Capable Coordinator
- Lisa Condran, Grant Street Elementary Principal
- Matt Holshouser, Blue Heron Middle School Principal
- Carrie Ehrhardt, Port Townsend High School Principal
- 😘 Patrick Kane, District Assessment Coordinator

Notification



- Representation Families will be notified of assessment results
- Decisions regarding placement or decision to not place will be communicated

Appeal Procedures

03

Available to students not selected

Rarents have two weeks to make a written appeal, including any special information for consideration

Committee will review appeals and provide written decision to parents

Program Services

03

- Will continue to utilize student learning plans for all highly capable students to consistently monitor services and plan for service transition as needed.
- Cluster grouping to more efficiently serve students will be utilized as appropriate
- Provided professional development and resources for all grades 1-5 staff in August 2015 at Blue Heron, Grant Street, and OCEAN
- Libraries at Blue Heron and Grant Street will house materials for developing for curricular extensions for highly capable learners in all content areas.

Students to be Served

Estimate based on currently identified and likely to be identified

K	1	2	3	4	5	6	7	8	9	10	11	12
		1										

66 students = 5.47 % of the total student population

Based on students tested and identified currently. K students and new students will be assessed later.

Program Goals

03

- Through an individual student learning plan, real life investigations, independent skill development, and exploration of topics of interest will be documented
- Through the use of critical and creative thinking skills, students will demonstrate increasingly developed skills and abilities in group discussions, class and special assignments and individual or group investigations.
- Through collaboration with the Maritime Discovery Schools Initiative, plans will be developed to engage highly capable students further in place based learning opportunities

Program Evaluation Component Goal

- - Utilizing both formative and summative data
 - Making modifications to individual student learning plans in a timely manner as needed
 - Making modifications to the overall program in a timely manner as needed

Program Evaluation Data

-03

- Student learning plans will document the assessment data related to the academic needs of identified students.
- Assessment data will consist of multiple measures and will vary depending on identified student needs.
- Examples of assessment data could be: portfolio work samples, classroom based assessments, district benchmark assessments, state assessments, report cards; and advanced placement exams.

Parent and Community Involvement Component Goals

- To provide parents and community members with opportunities to be informed of and, when appropriate, involved in the learning experiences provided for highly capable students.
- To periodically seek feedback on the perception of the highly capable program through surveying families

Quote from Thomas Edison





If we did all the things we are capable of doing, we would literally astound ourselves.

(Thomas Edison)

izquotes.com

Port Townsend High School

Score Data and School Improvement Focus for 2015-2016

Carrie Ehrhardt and S. Randall Wilson 9/23/15

Presentation Assumptions

- Available high school data has been reviewed at building/program/individual levels
- Score data must be disseminated from the raw state score to fully identify areas of strength and areas of deficiency; state comprehensive data, as well as state strand data has not been made available for 2014-15
- Score data for special programs may require different interventions as we move towards continued improvement

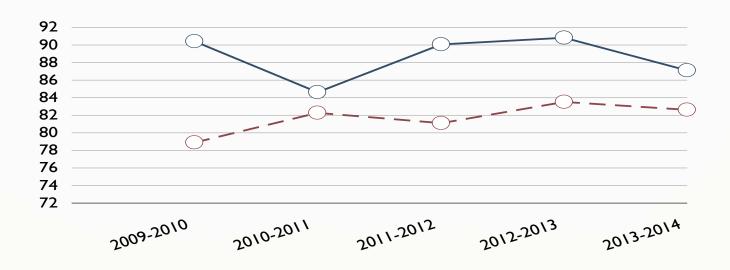
Learning Targets:

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

Score Data Review Process

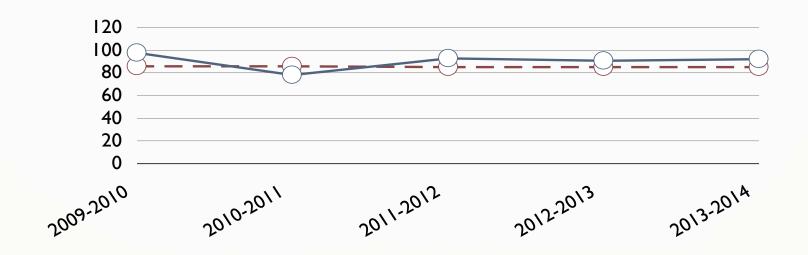
	Individual Student Scores	School scores released by the state	State-wide Scores by subject area	State Data strands by subject area	School Data strands by subject area	Special Populations
Smarter Balanced ELA 10 th grade	Yes					
Algebra EOC exam 9 th gr.	Yes					
Algebra EOC 10 th /11 th retake exams	Yes					
Geometry EOC exam for 10 th	Yes					
Geometry EOC 11 th grade retake exams	Yes					
Biology EOC exam for 10th	Yes	Yes	Yes			Yes

PTHS vs. State Reading Trends



HSPE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Port Townsend High School Scores	90.4	84.6	90.1	90.8	87.1
State Average Scores	78.9	82.3	81.1	83.5	82.6

PTHS vs. State Writing Trends



HSPE	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Port Townsend High School Scores	97.7	78.3	92.8	90.8	92.3
State Average Scores	86.0	86.0	85.2	84.9	85.3

Smarter Balanced

10th ELA

- 102 students tested
- 94 Met Standard (tested college ready)
- 8 Did Not Meet Standard:

<u>5 L2</u> - 3 SpEd*, 2 GenEd*

3 L1- I SpEd, I GenEd., I Job Corps

PTHS 92.% College Ready

PTHS 96.% Graduation

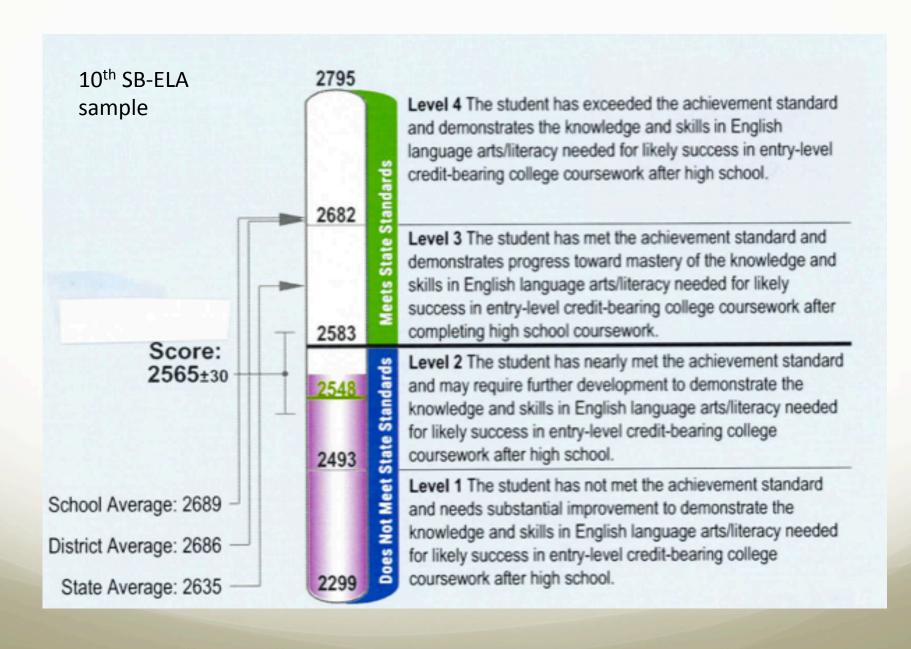
WA State ?

Previously reported data not available:

Low Income Students

Students with Special Needs 73% of PTHS students met standard with accommodations.

*4 Met Graduation Standard



Smarter Balanced

I I th ELA

- 35 students tested (30%)
- 29 Met Standard
- 6 Did Not Meet Standard:

4 L2 - 2 SpEd*, 2 GenEd. (I passed HSPE)

2 LI- 2 SpEd,*

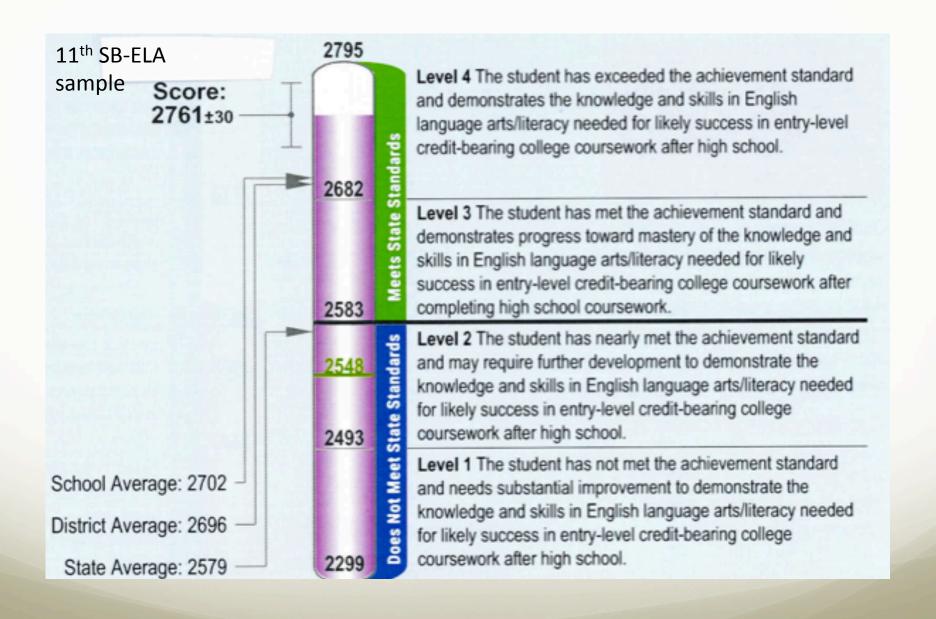
PTHS 26.5% WA State 26.2%

Previously reported data not available:

Students with Special Needs

Low Income Students

*already met standard



ELA Comparisons 2015

ELA Score Performance	Compared to 2015 STATE Score Bands
Reading	?
Listening and Speaking	?
Writing	?
Research and Inquiry	?

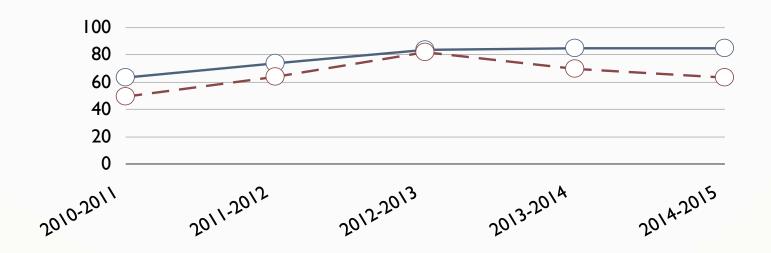
Improvement Focus in Reading

- Continued focus on CCSS transition to use of informational text from non-fiction sources
- Greater focus on critical thinking strategies, including author's purpose, drawing conclusions and generalizing.
- Greater focus on the literary elements of analysis, including text features, compare/contrast and cause/effect.
- Increase Place Based/MDS projects in all grades.

Improvement Focus in Writing

- Balance writing focus to support explaining, while intentionally teaching students to persuade using data from multiple sources (CCSS).
- Expand (LAP) funded class for 10th graders who were performing below grade level at the end of 9th grade in English to include SPED-team taught by teachers.
- Continued collaboration between English and Social Studies teachers to strengthen content area writing, with a focus on the CCSS targets.
- Increase Place Based/MDS projects in all grades.

PTHS vs. State Science Trends



Biology EOC Exam	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Port Townsend High School Scores	63.2	73.8	83.7	84.7	84.9
State Average Scores	49.7	64.1	81.7	70.0	63.5

Biology

- 99 students tested
- 84 Met Standard
- 15 Did Not Meet Standard:

L2- 2 SpEd, I2 HS Gen.Ed

LI - I SpEd

PTHS 84.9% WA State 63.5%

Students with Special Needs
In biology 72% of PTHS students met
Standard, compared on only 38%
of WA State.

Low Income Students
Additionally, 80% of our low income
Students met standard, compared to only
57% of WA State.

Biology Comparisons 2015

Biology Score Performance	Compared to 2015 STATE Score Bands
Systems	?
Inquiry	?
Application	?
Structures and Functions of Living Organisms	?
Maintenance and Stability of Populations	?
Mechanisms of Evolution	?

Improvement Focus in Science

- Insure continued instructional focus on Next Generation
 Science Standards in daily teaching
- Collaboration with Blue Heron science teachers on NGSS
- Collaborate with selected K-8 teachers in NGSS implementation
- Partnership with Marine Science Center around Ocean Acidification

Smarter Balanced

I I th Math

- 26 students tested (24%)
- 20 Met Standard
- 6 Did Not Meet Standard:

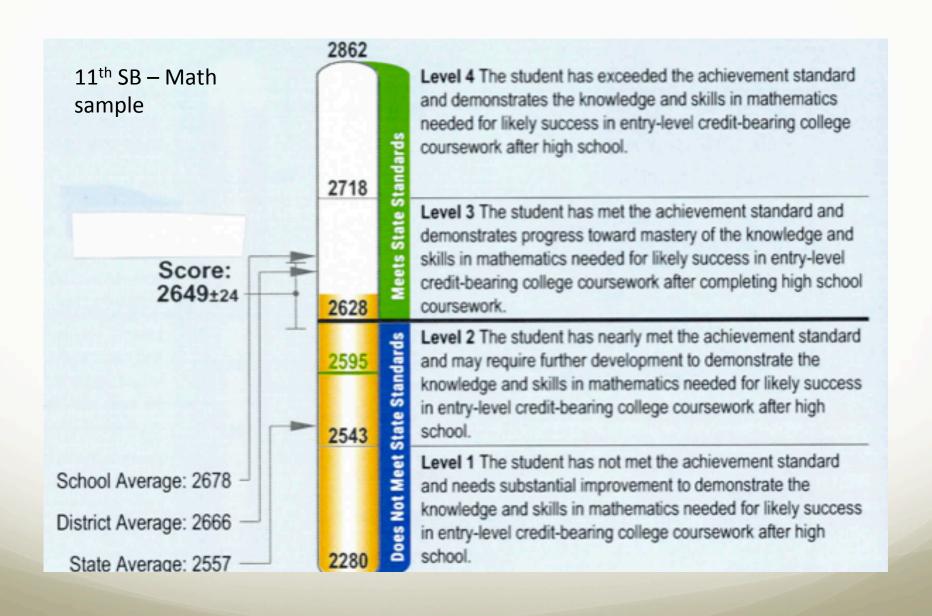
<u>5- L2</u> – 5 GenEd.*

I-LI - I SpEd

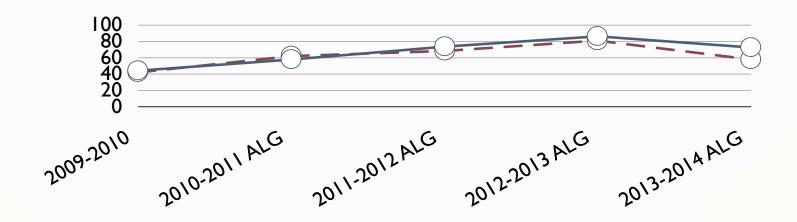
*already met standard

PTHS 17.8% WA State 13.6%

2 PTHS Special Education students participated in the 11th grade exam. One student met standard.



PTHS vs. State Algebra Trends

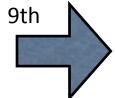


	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Port Townsend High School Scores	44.1	57.4 ALG	73.7 ALG	86.1 ALG	72.7 ALG
State Average Scores	41.7	62.4 ALG	68.4 ALG	80.6 ALG	58.2 ALG

Math

Algebra: PTHS – 89% State – ??

ALGEBRA

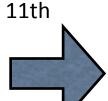


86 students tested
76 met standard
89% passage rate

10 did not meet standard

4 - L2

6 - L1

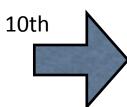


5 students tested (1 not tested)

4 did not meet standard

2 – L2 (1-Bridges, 1-Skills Ctr.)

2 – L1 (Running Start, as Homeschoolers)



100 students tested**
87 met standard

13 did not meet standard

7 – L2 (2-SpEd, 5 GenEd.)

6 – L1 (3-SpEd, 3 GenEd)

**includes historic data

Algebra Comparisons 2015

Algebra Score Performance	Compared to 2015 STATE Score Bands
Number, Operation, Expression and Variables	
Linear Equations and Inequalities	
Characteristics and Behaviors of Linear and Non-Linear Functions	
Data and Statistics	
Course Specific Content	

Algebra Performance of Special Needs Populations -

7	

Pe	r	for	ma	ar	C	3
in	S	pe	cia		Ed	•

PTHS

WA State

2014-2015

63.0%

?

2013-2014

54.%

33.6%

2012-2013

42.9%%

44.6%

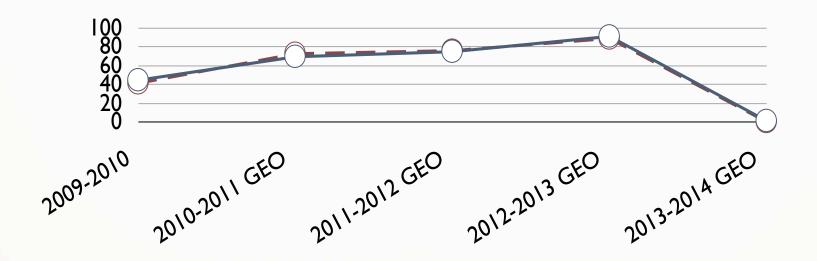
Low Income

2013-14

75.7%

66.9%

PTHS vs. State Geometry Trends



	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Port Townsend High School Scores	44.1	69.1 GEO	75.5 GEO	91.6 GEO	55.0 GEO
State Average Scores	41.7	72.9 GEO	76.2 GEO	89.4 GEO	54.0GEO

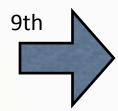
Math

Geometry: PTHS – 89% State – ??

GEOMETRY

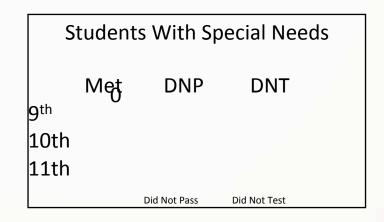
0 students tested

math FOC exam.



**When combining students who weren't tested in geometry (due to previous passage), and the students who met standard in Algebra, 89% of 9th graders

have met standard on their state





9 students tested (0 not tested)
8 met standard

87.5% passage rate

1 L1 – 1-Gen Fd.



This means that PTHS has only 1 Gen Ed junior (class of 2017, who has not yet passed their state math exam.

Geometry Comparisons 2015

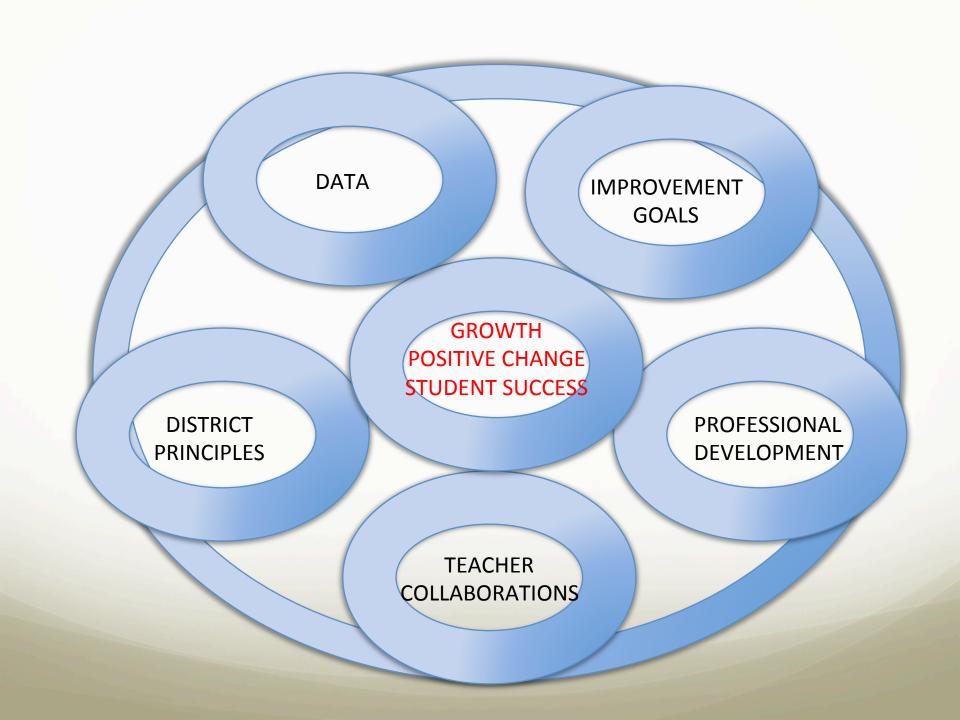
Geometry Score Performance	Compared to 2015 STATE Score Bands
Logical Arguments & Proof	
Proving and Applying Properties of 2-dimensional figures	
Figures in a Coordinate Plane and Measurement	
Course Specific Content	

Improvement Focus for Math

- Use CCSS aligned common assessments for Algebra 1, Geometry, and Algebra 2. Analyze the data and share in monthly team meetings.
- Continued focus on standards based teaching for math by developing A1/G/A2 Readiness for Success Indicators and integrate this data into daily instruction.
- Continue math department data meetings 2x month.

Other GOALS For 2015-2016

- Schedule adaptations to better meet the needs of students:
 - Combine English Interventions into Gen Ed/Special Ed peer model classroom with team teaching.
 - New courses: Forensics; Vessel Operations; Maritime Trades;
 Bridge to College Math; Bridge to College English
- Place Based Initiatives through professional development
- Partnership with Fort Worden PDA to establish a high school classroom in Building 225 at the Fort.



QUESTIONS?

Presentation Enclosures

- Copy of power point presentation
- PTHS Continuous School Improvement Plan 2015-16
- PTHS Professional Development Calendar 2015-16

2015-2016 Port Townsend High School Continuous School Improvement Plan

Principal: Carrie Ehrhardt Date: September 22, 2015

Vision Statement:

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

Mission Statement:

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

Desired Learning Outcomes:

Upon graduation from Port Townsend High School, students will:

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

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

Motto: Together We Can!

HSPE Analysis Data Table – Reading – Historical Data

Analysis Tool	2008	2009	2010	2011	2012	2013	2014	2014	2015
-							Goal		Goal
WASL/HSPE Reading 10									
% of students at each level									
Level 1:	3.1%	2.3%	1.1%	4.2%	6.3%	0.9%	0%	1.8%	0%
Level 2:	10.2%	8.4%	8.5%	7.5%	3.6%	3.7%	0%	2.9%	0%
Level 3:	22.7%	34.4%	19.1%	15.8%	18.9%	24.8%	20%	19.8%	20%
Level 4:	59.4%	48.1%	64.9%	70.8%	71.2%	66.1%	80%	59.4%	80%
Basic Pass:						0.0%		7.9%	
WASL/HSPE Reading 10									
% Meeting Standard	82.4%	84.0%	90.4%	86.7%	90.1%	90.8%	100%	87.1%	100%
								*96.4%	
% Not Meeting Standard	17.6%	16%	9.6%	13.3%	9.9%	9.2%		12.9%	

^{*}excluding homeschool, WAAS portfolio

WASL/HSPE Reading Achievement – Data Strands for PTHS – Historical Data

Grade 10	Rea	ding Literary Text		Reading Informational Text			
	Comprehension	Analyze/Interpret	Critical	Comprehension	Analyze/Interpret	Critical	
			Thinking			Thinking	
2008	77.0%	86.9%	73.0%	83.6%	82.0%	83.6%	
2009	75.4%	79.5%	74.6%	81.1%	86.1%	83.6%	

WASL/HSPE Reading Achievement – Data Strands for PTHS- Historical Data (continued)

Grade 10	Comprehension	Analysis	Critical Thinking	Literary Text	Informational
					Text
2010	92%	86.4%	88.6%	87.5%	83.0%
2011	86.4%	86.4%	87.3%	85.6%	86.4%
2012	89.4%	89.4%	90.4%	89.4%	93.3%
2013	77.7%	91.3%	92.2%	92.2%	91.3%
2014 Goal	95%	95%	95%	95%	95%
2014	90.1%	83.2%	81.2%	85.1%	86.1%
2015 Goal	95%	95%	95%	95%	95%

HSPE Analysis Data Table – Writing – Historical Data

Analysis Tool	2008	2009	2010	2011	2012	2013	2014	2014	2015
							Goal		Goal
WASL/HSPE Writing 10									
% of students at each level									
Level 1:	3.1%	0.0%	0.0%	4.3%	1.8%	4.6%	0%	0.09%	0%
Level 2:	9.4%	3.8%	0.0%	11.1%	5.4%	1.8%	0%	1.8%	0%
Level 3:	15.6%	34.1%	34.7%	24.8%	27.9%	22.9%	20%	18.8%	20%
Level 4:	66.4%	54.5%	60.0%	55.6%	64.9%	66.1%	80%	66.3%	80%
Basic Pass:						1.8%		4.9%	
WASL/HSPE Writing 10									
% Meeting Standard	82.4%	90.9%	97.9%	80.3%	92.8%	90.8%	100%	90.0%	100%
								*96.9%	
% Not Meeting Standard	17.6%	9.1%	2.1%	19.7%	7.2%	9.2%		10.0%	

WASL/HSPE Writing Achievement – Data Strands for PTHS – Historical Data

Grade 10	Content, Organization,	Conventions	Purpose to Explain	Purpose to Persuade
	Style			
2008	81.8%	91.7%	N/A	N/A
2009	82.0%	95.1%	N/A	N/A
2010	88.9%	98.9%	94.4%	91.1%
2011	79.5%	87.5%	80.4%	78.6%
2012	88.8%	94.4%	89.7%	95.5%
2013	93.1%	91.1%	93.1%	87.1%
2014 Goal	95%	95%	95%	95%
2014	92.9%	94.9%	90.8%	90.8%
2015 Goal	95%	95%	95%	95%

In 2015, Washington State replaced the High School Proficiency Exam with the Smarter Balanced Comprehensive Exam for reading and writing. The State Board of Education set the score bands for graduation and college readiness:

Washington Smarter Balanced Assessment		Gra	duation Minimum	
Minimum Graduation		Sco	ore - 2548	
Score	2299-2492	2493-2582	2583-2681	2682-2795
English Language Arts				
			College Ready	College Ready
	Level 1	Level 2	Level 3	Level 4

Smarter Balanced English Language Arts - Data Table

Analysis Tool	2015	2016	2017	2018	2019	2020	2021	2022	2023
Smarter Balanced ELA 10									
Level 1:	3%								
Level 2:	5%								
(Met Graduation) Level 2:	5%								
(College Ready) Level 3:	31%								
(College Ready) Level 4:	56%								
Basic Pass:									
Smarter Balanced ELA 10									
Met College Ready Standard	92%								
Met Graduation Standard	96%								
% Not Meeting Standard	4%								

School Wide Reading and Writing Goals and Implications for Instruction:

- Reach 100% mastery on the smarter Balanced English Language Arts exam.
- Revisit instructional practices that strengthen both literary and information text standards in all academic classrooms.
- Transition (LAP) class for 10th graders identified as at risk for not meeting standard on state assessments, into a combined basic ed.-special ed class, which is team taught by basic and special education faculty.
- Continue to implement new non-fiction reads that support the transition to increasing informational text, as well as meets our district's Maritime/Place Based Initiative.
- Focus professional development for the year on increasing Place Based projects in all classrooms.

ACTION PLAN – English Language Arts

G 1		d Di	<u> </u>		
Goals	<u> </u>		nglish Language Arts exam.		
	-	_	th literary and information text		
			as at risk for not meeting stand		, into a combined
	-	_	by basic and special education faith support the transition to inc	•	rt og molto
	our district's Maritime/F		nen support the transition to inc	reasing informational ter	tt, as well as meets
			increasing Place Based projects	in all classrooms.	
Data Analysis	While reading scores for 10				and data
	available, showing continuo	ous improvement in t	the sub-strands. However	, of the student popul	ation who tested,
	almost all students met stan	dard.			
Strategy	Support a school-wide focu	s on reading authent	ic text in all content areas.	Incorporate materia	ls that will
	continue to support the tran	sition to Common C	ore 'informational text'		
Evidence of	10 th grade students will mee	et standard on the 20	16 state exam in reading, a	according to the targe	et goals set by the
Achievement	state.				
	Action	Start Date/	Person Responsible	Reviewed	Completed/
		End Date		By/When	Comments
English team review	and discussion of 2015	October, 2015	English Dept. Chair	Principal,	
Smarter Balanced EL	A data scores			November, 2015	
English team review	non-fiction materials and	November, 2015	English Dept. Chair	Principal,	
plan for increasing for	ocus on informational text			December, 2015	
Coordinate (LAP) cla	ass for general and special	September, 2015	All English Teachers	Principal, Chair	
ed 10 th grade at risk s	tudents, monitor progress	– June, 2016		monthly	
Select/purchase at lea	ast one new non-fiction read	November, 2015	All English Teachers	Principal, Nov.	
which supports the di	istrict's Maritime Initiative.	–January, 2016		2015	
Writing focus on both	h explaining and persuading	October 2015 –	All Teachers	Principal,	
in English, as well as social studies and science June 2016 monthly					
classes, as a means to	support the Common Core				
State Standards.					
Continue Place Based	d project work in all classes	Monthly	All English Teachers	Principal	

EOC Analysis Data Table – Science

Analysis Tool	2008	2009	2010	2011	2012	2013	2014	2015	2016
HSPE/EOC Biology 10									
% of students at each level									
Level 1:	37.1%	34.4%	27.7%	10.3%	7%	1.8%	4.7%	1%	
Level 2:	22.7%	17.6%	16.0%	24.8%	18.2%	11.0%	10.5%	17%	
Level 3:	27.3%	32.8%	43.6%	47.9%	37.4%	27.5%	43.5%	26%	
Level 4:	0.8%	3.8%	7.4%	15.4%	37.4%	42.2%	35.2%	52%	
Basic Pass:						3.7%	5.8%	4%	
EOC Science 10									
% Meeting Standard	28.6%	36.6%	51.1%	63.2%	74.7%	83.7%	84.5%	82.5%	
% Not Meeting Standard	71.4%	63.4%	48.9%	36.8%	25.3%	16.3%	15.2%	17.5%	

School Wide Science Goals and Implications for Instruction:

- Continue to refine spiral of Science I and Science II in response to EOC data and available resources
- Improve inclusion of STEM in instruction, through introduction of new Forensics class to PTHS
- Continue to create benchmark assessments as EOC items are released to help guide instruction
- Maintain high correlation between performance in Science I and II and performance on EOC exam.
- Work with Marine Science Center to develop progression of place based learning around ocean acidification.
- Provide professional development opportunities to other K-12 science teachers in Next Generation Science Standards training and curriculum implementation within existing science coursework K-8.

WASL/HSPE Science Achievement – Profile Trends for PTHS

Grade 10	Systems				Inquiry				Application			
	PT	HS	Sta	ate	PT	HS	Sta	ate	PT	HS	Sta	ate
2008	27.	6%	38.	9%	34.	5%	42.	0%	39.	7%	51.	0%
2009	43.	1%	41.	4%	39.	7%	61.	7%	35.	3%	46.	6%
2010	43.	4%	36.	4%	62.	7%	53.	0%	54.	2%	47.	1%
2011	68.	7%	51.	2%	66.	1%	53.	9%	40.	9%	47.	4%
	Syst	tems	Inq	uiry	Ap	ply	Struc	tures	Mainte	enance	Evol	ution
	PT	WA	PT	WA	PT	WA	PT	WA	PT	WA	PT	WA
2012	60.6	56.8	69.7	65	64.6	54.8	59.6	60.1	76.8	62.4	77.8	66.1
2013	75.9	68.4	83.9	69.9	89.7	74.7	70.1	60.3	72.4	56.3	65.5	56.8
2014	77.1	66.9	77.1	68.0	75.9	63.7	72.3	65.5	61.4	57.1	79.5	73.1
2015												

ACTION PLAN - SCIENCE

	ACTION LEAN - SCIENCE
Goals	Fully implement Next Generation Science Standards
	 Use curricular supports and collaboration with English, Special Education and Math departments to
	improve student ability to read and understand informational text in all science classes
	 Connect with Blue Heron School on Next Generation Science Standards and STEM initiative.
	 Develop common scientific practices aligned with Next Generation Science Standards to promote
	student growth in scientific reasoning, preparing them for college, career and life beyond high school
	Work with Marine Science Center to develop progression of PBL around ocean acidification.
	 Provide professional development opportunities to other K-12 science teachers in Next Generation
	Science Standards training and curriculum implementation within existing science coursework K-8.

Data Analysis	Review of EOC scores show	w that PTHS did outr	perform the state average	Review of EOC scores show that PTHS did outperform the state average by over 20%							
Strategy	EOC strand data will be con				S. Data gathered						
Strategy	from common assessments				_						
		nodification of instruction. As of October, 2015, strand data was still not published by the state.									
Evidence of	10th grades students will m	eet standard on the 2	016 EOC in science, acco	ording to the target go	als set by the						
Achievement	state. Passage rate should d	emonstrate high corr	elation between performation	nce in Science 1 and	Science 2.						
	Action	Start Date/	Person Responsible	Reviewed	Completed/						
		End Date		By/When	Comments						
Data Review of EOC	Biology 2015 scores	Sept. 2015	Science Dept. Chair	Principal,							
				October, 2015							
0 : 11	1 And 1 4th	O . 2015 M	DTHG LOCEAN	a : D :							
Science team will me		Oct. 2015 – May, 2016	PTHS and OCEAN	Science Dept.							
1	From 3:00 – 4:30 for COE	2016	Science teachers	Chair,							
training, and NGSS of	assessment data review.			Ongoing, and in May, 2016							
pianning, benchinark	assessment data review.			Way, 2010							
Provide professional	development opportunities	As scheduled	Brandi Hageman	Admin. Team							
to K-12 science teach	ners on NGSS										
Support Blue Heron	School science teachers on	October, 2014	Principal	Principal, May							
NGSS implementation	on	February, 2015		2015							
		May, 2015									
	er partnership on Ocean	Oct. 2015 -	Brandi Hageman	Principal, Chair-							
Acidification project		June, 2016	Lois Sherwood	monthly							

HSPE/EOC Analysis Data Tables – Math

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

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

End Of Course Analysis Data Tables for Algebra and Geometry

Analysis Tool	2013	2013	2014	2014	2015	2015		
Algebra	Goal		Goal		Goal			
End of Course Algebra % of students at each level								
Level 1:	10%	19.6%	10%	7.3%	5%	6%		
Level 2:	15%	10.1%	15%	8.4%	5%	7%		
Level 3:	20%	28.3%	35%			38%		
Level 4:	25%	37.7%	40%	83.1%	90%	48%		
Basic Pass:		1.4%		1.2%		1%		
% Meeting Standard	75%	86.1%		84.3%		87%		
% Not Meeting Standard	25%	13.9%		15.7%		13%		

Analysis Tool	2013	2013	2013	2014	2014	2015	2015	
Geometry	Goal		Correction	Goal		Goal		
End of Course Geometry					12 tested students			
% of students at each level								
Level 1:	10%	2.2%		0%	25.1%			
Level 2:	15%	15.6%		10%	16.6%	10%	11%	
Level 3:	20%	31.1%		30%	50%		33%	
Level 4:	25%	51.1%		60%	8.3%	90%	55%	
Basic Pass:		0%	2.2%					
% Meeting Standard	75%	91.6%	93.8%		41.7%		89%	
% Not Meeting Standard	25%	8.4%	6.2%		58.3%		11%	

End of Course Math Achievement - Profile Trends for PTHS

Algebra	Numbers,		Characteristics		
EOC	Operations,		and Behaviors of		
Strands	Expressions,	Linear Equations	Linear and Non		Course Specific
	Variables	and Inequalities	Linear Functions	Data and Statistics	Content
PT 2011	42.9%	28.6%	14.3%	42.9%	14.3%
WA 2011	37.8%	27.7%	33.0%	32.2%	35.2%
PT 2012	58.3%	33.3%	41.7%	58.3%	Not reported
WA 2012	45.3%	25.0%	26.5%	28.2%	Not reported
PT 2013	60.0%	60.0%	70.0%	40.0%	50.0%
WA 2013	35.4%	29.7%	31.1%	23.2%	34.8%
PT 2014	37.5%	25.0%	31.3%	25.0%	31.3%
WA 2014	31.9%	30.0%	29.7%	39.0%	35.1%
PT 2015					
WA 2015					

End of Course Math Achievement - Profile Trends for PTHS

Geometry		Proving and Applying		
Strands	Logical Arguments and	Properties of 2	Figures in a Coordinate	Course Specific
	Proofs	Dimensional Figures	Plane & Measurement	Content
PT 2011	55.9%	54.4%	72.1%	75.0%
WA 2011	56.9%	59.8%	69.6%	55.4%
PT 2012	42.3%	26.9%	53.8%	65.4%
WA 2012	63.8%	56.5%	57.5%	54.6%
PT 2013	80.0%	73.3%	68.3%	66.7%
WA 2013	67.2%	66.3%	62.4%	57.1%
PT 2014	68.8%	48.3%	50.0%	50.0%
WA 2014	56.3%	42.8%	37.4%	35.4%
PT 2015				
WA 2015				

ACTION PLAN – MATH Year 1 EOC (Algebra focus)

Goals	Increase student achievement in the area of Mathematical Practices/Standards of the Common Core				
	Implement designed common unit assessments and analyze data as a department				
Data Analysis	Since 2011-12, PTHS algebra students continue to perform at or above the state average. The math department				
	has collaborated to design co	ommon unit assessm	nents for Algebra 1, Geome	etry and Algebra 2, v	which are aligned
	with the Common Core. As	ssessment items bein	g used will address the firs	t goal above.	
Strategy	Each member of the team w	ill focus on one clas	s period collectively, as we	ell as two students in	dividually within
	that class over the course of	1 7 7			
	cycle. Additionally, we will		e collaboration around our	alignment with the	CCSS, and
	specifically address these Co	CSS:			
	 CONTINUED FROM 2014-15: Make sense of problems and persevere in solving them Reason abstractly and quantitatively ADDED for 2015-16 Use of Readiness for Success Indicators developed for Algebra 1, Geometry and Algebra 2 				
Evidence of	PTHS achievement rates on the EOC algebra exam will increase as outlined				
Achievement	Unit Assessment Data				
Action Start Date/ Person Responsible Reviewed Complete					
	End Date By/When Comments				
Math teachers to revi	ew EOC data and PTHS	Sept., 2015	Math Dept. Chair and	Principal,	
data already dissemin	nated by the Principal		Teachers	Oct. 2015	
Common unit assessi	ments for the 2015-16 year.	Sept, 2015- May	HS Math Collaborative	Math Dept. Chr.	
	2016 Team ongoing				

Develop Readiness for Success Indicators	OctNov., 2015	HS Math Team	Math Dept. share	
Share data in monthly team meetings;	then through		with principal	
Incorporate data into regular instructional	May, 2016		monthly	
practices	-		-	

ACTION PLAN – MATH Year 2 EOC (Geometry focus)

Goals	Increase student achievement in the area of Mathematical Practices/Standards of the Common Core						
	Develop Readiness for Success Indicators and use gathered data to drive instructional change						
Data Analysis	Since 2011-12, PTHS geometry students continue to perform at or above the state average. Last year, the math						
	department collaborated to design common unit assessments for geometry, which are aligned with the Common						
	Core. Assessment items be						
Strategy	Each member of the team w				•		
	that class over the course of	1		-			
	cycle. Additionally, we will	•	ve collaboration around ou	r alignment with the	CCSS, and		
	specifically address these C						
	CONTINUED FROM 2						
	Make sense of problem. Proposed the sense of problem.		in solving them				
	Reason abstractly and quantitatively						
	Mathematical Practi	ADDED FOR 2015-16:					
Evidence of	PTHS achievement rates or		avam will increase as outl	inad			
	Unit Assessment Data	t the EOC geometry	cxam win increase as out	incu			
Achievement							
	Action	Start Date/	Person Responsible	Reviewed	Completed/		
3.6.1	FOG 1	End Date) (1 D	By/When	Comments		
	iew EOC data and PTHS	Sept., 2015	Math Dept. Chair and	Principal,			
data already disseminated by the Principal Teachers Oct. 2015							
1	ents and Analyze Data	October 2015-	HS Math TPEP	Math Dept.			
Share Data in monthly team meetings March, 2016 Collaborative Team Chair							
				CONTINUED			

Create Readiness Success Indicators	November 2015 –	HS Math Dept. Chair	Math Dept.	
Share data in monthly team meetings;	December, 2015	and teachers	Chair and shared	
Incorporate data into regular instructional	then through		with principal/	
practices	May, 2016		monthly	

ACTION PLAN – Other Areas

Goal	 Principal and Teachers will engage in a variety of professional development learning opportunities to support instructional best practices, teacher growth and improvement, and alignment with state mandates and the district's Maritime Discovery Place Based Learning initiatives. New courses will be successfully implemented. 				
Data Analysis					
Strategy	Utilizing professional devel promote increased knowled			2 2	_
Evidence of	End of year self-reflection a	and self evaluation.			
Achievement	Staff and student evaluation	of new courses for 2	2015-16.		
	Action		Person Responsible	Reviewed	Completed/
		End Date		By/When	Comments
Teachers will continue work on design and		September, 2015-	Principal, MDS Staff	Principal	
implementation of PI	ΓHS Maritime Framework.	May, 2016	Assistant Principal	February, 2016	
Teachers will work in	n collaborative Instructional	November, 2015-	Everyone!	Principal and	
Department Teams		April, 2016		Asst. Pr. 4/2016	
Work to gain classroom	om space at Fort Worden,	September –	Brandi Hageman	Principal	
Building 225		October, 2015	Betsy S-Johnson	ongoing	
Implementation and oversight of 4 new courses:		Sept., 2015-June,	Principal	Principal and	
Maritime Vessel Operations, Bridge to College		2016	Assistant Principal	Asst. Principal	
English, Bridge to College Math, Forensics			Teachers	monthly	
Increased Collaboration with the Marine Science		Sept 2015-May	Certificated Staff and	Principal-	
Center and other com	nmunity partnerships	2016	Administration	quarterly	

PTHS Professional Development Calendar 2015-16

September:

Monday, 9/21/15 – Teacher Webpage Training, 3:00 – 4:00 Thursday, 9/24/15 – Teaching Labs with Katy (selected teachers only)

October:

Wednesday, 10/7/15 – Place based workshop with Katy Karschney Friday, 10/9/15 – PTHS Teacher workshop with Katy, 9:00 – 3:00, lunch provided Monday, 10/19/15 – PTHS After School Training, 3:00 – 4:00 Wednesday, 10/21/15 – District Place Based Development afternoon

November:

Wednesday, 11/4/15 – Score Data Workshop Wednesday, 11/18/15 – Teacher afternoon for Parent Conferences Prep Monday, 11/23/15 – PTHS After School Training, 3:00 – 4:00

December:

Wednesday, 12/16/15 – District Professional Development afternoon Thursday, 12/17/15 – Teaching Labs with Katy (selected teachers only)

January:

Wednesday, 1/27/16 – Teacher afternoon for end of semester/ 2^{nd} semester prep Monday, 1/25/16 – PTHS After School Training, 3:00-4:00

February:

Wednesday, 2/24/16 – District Professional Development afternoon Monday, 2/29/16 – PTHS After School Training, 3:00 – 4:00

March:

Thursday, 3/17/16 – Teaching Labs with Katy (selected teachers only) Wednesday, 3/23/16 – PTHS Place Based Development afternoon Monday, 3/28/16 – PTHS After School Training, 3:00 – 4:00

April:

Wednesday, 4/13/16 – PTHS Professional Development – SBAC Session training Monday, 4/25/16 – PTHS After School Training, 3:00 – 4:00

May:

Monday, 5/23/16 – PTHS After School Training/Project Reflection, 3:00 – 4:00 Wednesday, 5/25/16 – District Professional Development afternoon

June:

Thursday, 6/16/16 – District Directed afternoon activities
Thursday, 6/17/16 – Teacher afternoon for end of year work, summer check out, etc

PORT TOWNSEND SCHOOL DISTRICT NO 50 CALENDAR OF EVENTS

August 25, 2015 – September 28, 2015

September 28	Regular Board Meeting, 6:00 pm
October 1	High School Freshman Parent Open House. 6 – 7:30 pm
October 7	2-hr. Early Release, all schools Bike/Walk to School Day
October 8	Blue Heron Vision/Hearing Screening Tech Committee Meeting, 3:30 pm (Keith)
October 9	State Professional Day, No School
October 12	Work/Study Board Meeting, 6:00 pm
October 13	GS PTA Meeting, 6:30 pm
October 14	HS Parent College Planning Night, 5:30 pm, High School Library 2-hr. Early Release, GS and BH only
October 15	GS and BH Shake-out Drill, 10:15 am
October 16	National College Fair, Seattle HS Homecoming Game, 7 pm GS Picture Day
October 17	National College Fair, Seattle HS Homecoming Dance, 8-11 pm
October 20	High School Picture Make-up Day 8 – 11 am
October 21	2-hr. Early Release, all schools
October 22	GS Vision/Hearing Screening, 8:30 am - 12 Tech Committee Meeting, 3:30 pm (Keith)
October 23	GS Vision/Hearing Screening, 8:30 am -12
October 24	GS Halloween Carnival, 12 pm – 3pm
October 26	Regular Board Meeting, 6:00 pm

(E+F + OR - G)

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10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of August , 2015

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		2 000177	a complain		
- DEVENUE (OFFICE TAX COMPAGE	ANNUAL	ACTUAL	ACTUAL	ENGIMDD ANGEC	BALANCE PERCENT
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE PERCENT 41,748.08- 101.28
1000 LOCAL TAXES	3,250,537	18,991.22	3,292,285.08		
2000 LOCAL SUPPORT NONTAX	515,455	119,082.37	503,941.66		11,513.34 97.77 94,216.59 98.56
3000 STATE, GENERAL PURPOSE	6,537,785	663,629.21	6,443,568.41		84,361.87 95.89
4000 STATE, SPECIAL PURPOSE	2,052,928	256,870.94	1,968,566.13		,
5000 FEDERAL, GENERAL PURPOSE	0	.00	183,734.46		183,734.46- 0.00
6000 FEDERAL, SPECIAL PURPOSE	1,278,499	281,628.30	1,133,402.95		145,096.05 88.65
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00 0.00
8000 OTHER AGENCIES AND ASSOCIATES	5,500	3,404.86	3,404.86		2,095.14 61.91
9000 OTHER FINANCING SOURCES	279,016	4,845.32	278,227.80		788.20 99.72
Total REVENUES/OTHER FIN. SOURCES	13,919,720	1,348,452.22	13,807,131.35		112,588.65 99.19
B. EXPENDITURES					
00 Regular Instruction	6,516,148	490,765.91	6,524,088.10	9,020.48	16,960.58- 100.26
10 Federal Stimulus	0	.00	.00	0.00	.00 0.00
20 Special Ed Instruction	2,264,307	154,046.81	2,449,124.22	250.49	185,067.71- 108.17
30 Voc. Ed Instruction	462,023	30,758.41	463,218.13	262.09	1,457.22- 100.32
40 Skills Center Instruction	0	.00	.00	0.00	.00 0.00
50+60 Compensatory Ed Instruct.	868,846	81,684.39	786,838.08	16,591.57	65,416.35 92.47
70 Other Instructional Pgms	644,673	22,584.29	295,811.14	90.46	348,771.40 45.90
80 Community Services	5,879	1,631.75	12,019.36	0.00	6,140.36- 204.45
90 Support Services	3,193,844	240,869.14	3,158,637.70	84,470.51	49,264.21- 101.54
Total EXPENDITURES	13,955,720	1,022,340.70	13,689,736.73	110,685.60	155,297.67 98.89
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00		
D. OTHER FINANCING USES (GL 535)	0	.00	.00		
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTH FIN USES(A-B-C-D)	36,000-	326,111.52	117,394.62		153,394.62 426.10-
F. TOTAL BEGINNING FUND BALANCE	444,000		417,739.44		
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	xxxxxxxx		.00		
H. TOTAL ENDING FUND BALANCE	408,000		535,134.06		

(E+F + OR - G)

PORT TOWNSEND SCHOOL DISTRICT 2014-2015 Budget Status Report

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20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of August , 2015

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			-			M
	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	1,168,739	7,874.99	1,177,901.43		9,162.43-	100.78
2000 Local Support Nontax	365,376	9,654.23	77,609.82		287,766.18	21.24
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	1,534,115	17,529.22	1,255,511.25		278,603.75	81.84
B. EXPENDITURES						
10 Sites	200,000	5,924.01	63,876.44	462.35	135,661.21	32.17
20 Buildings	1,198,500	3,327.18	185,516.15	7,568.37	1,005,415.48	16.11
30 Equipment	0	.00	32,114.36	582.40	32,696.76-	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	1,398,500	9,251.19	281,506.95	8,613.12	1,108,379.93	20.75
C. OTHER FIN. USES TRANS. OUT (GL 536)	338,739	4,845.32	337,950.60			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES(A-B-C-D)	203,124-	3,432.71	636,053.70		839,177.70	413.14-
F. TOTAL BEGINNING FUND BALANCE	304,060		588,228.84			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	xxxxxxxx		.00			
H. TOTAL ENDING FUND BALANCE	100,936		1,224,282.54			

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30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of August , 2015



	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	1.12	3,268.56		3,268.56-	
2000 Local Support Nontax	100	14.38	145.31			145.31
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	59,723	.00	59,722.20			100.00
9000 Other Financing Sources	39,123	.00	33,722.20		.00	100100
Total REVENUES/OTHER FIN. SOURCES	59,823	15.50	63,136.07		3,313.07-	105.54
B. EXPENDITURES						
Matured Bond Expenditures	46,800	.00	46,800.00	0.00	.00	100.00
Interest On Bonds	12,923	.00	12,922.80	0.00	.20	100.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	1,000	.00	116.91	0.00	883.09	11.69
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	60,723	.00	59,839.71	0.00	883.29	98.55
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E EVCECS OF DEVENUES/OTHED FIN SOURCES						
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)	900-	15.50	3,296.36		4,196.36	466.26-
OVER (UNDER) EXPENDITURES (A-B-C-D)	900	13.30	3,230.30		1,130.00	100.20
F. TOTAL BEGINNING FUND BALANCE	118,000		119,825.30			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	xxxxxxxx		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	117,100		123,121.66			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	117,100		123,121.66			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
	-					
TOTAL	117,100		123,121.66			

TOTAL

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40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PORT TOWNSEND SCHOOL DISTRIC	CT School	l District for the	Month of Augu	ast_, <u>2015</u>	DRA	
	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	166,250	5,957.34	35,912.17		130,337.83	21.60
2000 Athletics	45,500	17,308.20	48,212.59		2,712.59-	
3000 Classes	14,800	.00	16,444.15		1,644.15-	
4000 Clubs	132,950	14,722.26	142,796.25		9,846.25-	
6000 Private Moneys	12,200	20.00-	17,796.33		5,596.33-	
	,					
Total REVENUES	371,700	37,967.80	261,161.49		110,538.51	70.26
B. EXPENDITURES						
1000 General Student Body	95 , 937	1,155.85	8,229.76	370.46	87,336.78	8.96
2000 Athletics	83,427	6,338.10	96,038.06	1,295.24	13,906.30-	116.67
3000 Classes	32,460	2,152.33	20,397.45	1,911.30	10,151.25	68.73
4000 Clubs	154,463	18,231.77	143,000.13	6,304.05	5,158.82	96.66
6000 Private Moneys	23,681	.00	18,168.03	800.00	4,712.97	80.10
Total EXPENDITURES	389,968	27,878.05	285,833.43	10,681.05	93,453.52	76.04
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	18,268-	10,089.75	24,671.94-		6,403.94-	35.06
D. TOTAL BEGINNING FUND BALANCE	212,713		351,904.05			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	xxxxxxxx		.00			
F. TOTAL ENDING FUND BALANCE C+D + OR - E)	194,445		327,232.11			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	194,445		327,232.11			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			

327,232.11

194,445

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90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of August , 2015

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For the PORT TOWNSEND SCHOOL DISTRIC	CT School	I DISTRICT for the	Month of Augu	2015	LIXA	
	ANNUAL	ACTUAL	ACTUAL		Lane -	
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	10.58	125.34		25.34-	125.34
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	85,255	93,022.71	93,022.71		7,767.71-	109.11
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	85,355	93,033.29	93,148.05		7,793.05-	109.13
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	85,355	93,033.29	93,148.05		7,793.05-	109.13
D. EXPENDITURES						
Type 30 Equipment	173,500	.00	117,948.69	0.00	55,551.31	67.98
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	173,500	.00	117,948.69	0.00	55,551.31	67.98
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES						
OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)	88,145-	93,033.29	24,800.64-		63,344.36	71.86-
H. TOTAL BEGINNING FUND BALANCE	90,200		208,516.56			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE	2,055		183,715.92			
(G+H + OR - I)						
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	2,055		183,715.92			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	2,055		183,715.92			

PTSD ENROLLMENT FY 2015-2016	September-2015

September-2015	CIO				ī	Prelim Officia	8/11/15	713			
						Final	9/16/15	115	COM	COMPARE TO BUDGET	UDGET
						Revised			FY16	Target for	VARIANCE
							Current Month Totals	nth Totals	AAFTE *	Sept.	from Sep
	Bldg - Grant St	rant St	ICE/OCEAN - ALE	IN - ALE	OPEPO/Other	ther	Headcount	FTE *	BUDGET	FTE	Target
	Headcnt	FI	Headont	FTE	Headcut	FTE				%26.66	Over/ <under></under>
K - @ .5 FTE	87	87.00	5	2.50			92	89.50	77.0	76.97	12.53
Grade 1	74	72.04	3	3.00			77	75.04	77.0	76.97	(1.93)
Grade 2	85	85.00	4	4.00			88	89.00	86.0	85.97	3.03
Grade 3	71	71.00	4	4.00		1	75	75.00	75.0	74.97	0.03
TOTAL-Elem	317	315.04	16	13.50			333	328.54	315.0	314.89	13.65
	Bldg - Blue Heron	le Heron FTF	ICE/OCEAN Headont	IN - ALE FTF	OPEPO/Other	ther				100.21%	
Grade 4	29	67.00	2	2.00		13.00	82	82.00	93.0	93.20	(11.20)
Grade 5	93	93.00	80	8.00	10	10.00	111	111.00	111.0		(0.24)
Grade 6	75	74.70	22	5.00			80	79.70	84.0	84.18	(4.48)
Grade 7	92	73.89	5	2.00			81	78.89	85.5	85.68	(6.79)
Grade 8	64	63.34	9	6.00		1.38	70	70.72	76.5	99.92	(5.94)
TOTAL-Middle	375	371.93	26	26.00	23	24.38 -	424	422.31	450.0	450.97	(28.66)
	Bldg - PTHS	PTHS	ICE/OCEAN	N - ALE	OTHER	2	,	•			
	Headont	FTE	Headont	Ⅱ	Headcnt	빔				100.86%	
Grade 9	11	77.60	2	4.20			82	81.80	83.5	84.22	(2.42)
Grade 10	87	87.20	00	7.20			98	94.40	97.5		(3.94)
Grade 11	86	91.36	4	10.00			109	101.36	106.0	106.91	(5.55)
Grade 12	06	82.60	9	00.9		•	96	88.60	92.0	92.79	(4.19)
TOTAL-High	352	338.76	30	27.40			382	366.16	379.0	382.27	(16.11)
SUB-TOTAL - (w/out Running Start)	start)	1,025.73		66.90		24.38	1,139	1,117.01	1,144.0	1,148.13	(31.12)
											-
Running Start non-CTE	ion-CTE				(n/a for	(n/a for September)	r	00.00	24.00		
Running Start CTE	STE				(n/a for	(n/a for September)	-	0.00	1.00		
TOTAL ETE including Running Start	ing Runni	na Start					1,139	1,117.01	1,169.00		

PERSONNEL

Nondiscrimination and Affirmative Action

1. Nondiscrimination

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression of 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 board, upon recommendation from the superintendent, will designate a staff member to serve as the compliance officer.

2. Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals, and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women, and Vietnam and–more recent military action veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups--aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

3. Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

A. No qualified person with disabilities will solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment

from recruitment to promotions and includes fringe benefits and other elements of compensation.

- B. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
 - 1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 - 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.

- C. The district will not make use of any employment test or criteria that screens out persons with disabilities unless:
 - 1. The test or criteria is clearly and specifically job-related; and
 - 2. Alternative tests or criteria that do not screen out persons with disabilities are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

4. Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References: Policy 2030 Service Animals in Schools

Policy 5270 Resolution of Staff Complaints

Policy 5407 Military Leave

Legal References: RCW 28A.400.310 Law against discrimination applicable to

district's employment practices

RCW 28A.640.020 Regulations, guidelines to eliminate

discrimination – Scope – Sexual harassment

	policies
RCW 28A.642	Discrimination prohibition
RCW 49.60	Discrimination – Human rights commission
RCW 49.60.030	Freedom from discrimination – Declaration of civil rights
RCW 49.60.180	Unfair practices of employer
RCW 49.60.400	Discrimination, preferential treatment prohibited.
RCW 73.16	Employment and Reemployment
WAC 392-190	Equal Education Opportunity-Unlawful Discrimination Prohibited
WAC 392-190-0592	Public school employment – Affirmative action program
42 USC 2000e1 – 2000e10	Title VII of the Civil Rights Act of 1964
20 USC § 1681 - 1688	Title IX Educational Amendments of 1972
42 USC 12101 - 12213	Americans with Disabilities Act
8 USC 1324	(IRCA) Immigration Reform and Control Act of 1986
38 USC §§ 4301-4333	Uniformed Services Employment and Reemployment Rights Act
29 USC 794	Vocational Rehabilitation Act of 1973
34 CFR § 104	Nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance
38 USC 4212	Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)

Management Resources: Policy News, Dec 2014

Policy News, June 2013
Policy News June 2011

Policy News, February Nondiscrimination

2011

Policy News, August 2007 Washington's Law Against Discrimination

Policy News, June 2001 State Updates Military Leave Rights

Date: 12/12/85; 9/20/90; 1/8/96; 3/27/00; 6/4/01; 4/28/03; 10/22/07; 12/8/08; 8/8/11; 12/10/12; 9/28/15

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Port Townsend School District -- STUDENT TRAVEL STUDENT TRAVEL AUTHORIZATION - TRANSPORTATION REQUEST

DUE TO PRINCIPAL AT LEAST <u>7 DAYS IN ADVANCE</u> OF TRIP (30 DAYS IN ADVANCE OF OVERNIGHT TRIP, TO ENSURE BOARD APPROVAL)

Field Trip	☐ ASB Activity	Other				
Submitted by: (teacher/advisor	nris Prerson	Date of Request: 9/15/15				
For Class/Student Group:	MOCK TO, Z/	9-10				
Date(s) of trip(s):	v. 19-23	Departure time: am/pm				
Destination(s): Sag	Francisco	Return time: 4:00 am/pm				
Parc 55	Ho 7e/ 450 Gold City/State Zip Code	angune Ave Sanfrancisco				
# of Students:	# of Adults:	Estimated Costs of Trip/Activity:				
Funding Source: Sel	F) ASBMackTrial	Transport: \$ Subs:\$				
Charge to: 4094	F/ ASB MackTrial	Other: \$(description of other costs)				
the sup		s are defined as travel away from school premises, under course of study, for the purpose of affording students a lassroom."				
Reason for trip (List ed	lucational purpose of the trip, object	ives/activities planned):Compe Ti ran				
Oral K	Oral Reusoning, Critical Thinking, Public Steaking					
How will students he t	ransported?	strict Van Mother Parents				
How will students be transported?: District Bus District Van Other World Other Yes No Substitute(s) required? Yes How many? Date requested in SubOnline: Soft, 1						
• Itinerary & parent permission slip must be attached.						
• Food Services must be notified. Email Pam Rondeau at prondeau@ptschools.org AND Denise Larson at						
dlarson@ptschools.org. Date notified:						
DISTRICT TRANSPORTATION REQUEST: Bus Transport						
# of Student in Wheeld	chairs: *Ferry Require	ed Yes / No / Which Terminal?				
Other Information:	· · · ·	ou must complete the online form at nfodesk/faq under School Groups, Student Safety				
*(WSDOT requests notification 72 h		walk-on; must include estimated number of students under 90 lbs.)				
Building Approval: (Principal)	9/17/15	istrict Approval (out-of-state &/or overnight trips) uperintendent/Designee) (Date)				
Distribution Signed/Appi	roved Copies to: □ Requester, □ E	Building Secretary, 🗆 District Office				
	venturio	in field trips online Jan				

Port Townsend High School

1500 Van Ness Port Townsend WA 98368 Phone: (360) 379-4520 FAX: 379-4505 Carrie Ehrhardt
Principal
Scott Wilson
Assistant Principal

September 15, 2015

Dear Parent/Guardian:

The Port Townsend Mock Trial Team will travel to San Francisco for competition on Thursday, November 19; the team will leave at 12:00 PM from the Stuart Building. The team will return from San Francisco, at approximately 10:00 PM on Monday November 23rd.

There will be at least two adult chaperones for 8 students. Students have already signed codes of conduct agreements and medical release forms for both EMPIRE Mock Trial and the Port Townsend School District.

TRAVEL TO EMPIRE SAN FRANCISCO: Itinerary to be updated by October 8:

Leave PTHS Stuart Bulding at noon on Thursday, November 19

Catch 4:40 Alaska Airline Flight to San Francisco

8:50: Arrive San Francisco Parc 55 Hotel

RETURN: Leave San Francisco: 3:00 pm, Monday, November 23

Arrive Port Townsend Approximately 10 pm

The Courthouse

Trials take place at the magnificent *United States District Court for the Northern District of California* (450 Golden Gate Avenue) in San Francisco.

The Hotel

Teams stay at the *Parc 55 San Francisco – Union Square* (55 Cyril Magnin Street), located just steps away from Market Street and Union Square.

Opening Ceremonies

The excitement begins at San Francisco City Hall (1 Dr. Carlton B Goodlett Place).

Thursday, November 19

Teams scrimmage and explore San Francisco.

Friday, November 20

7 AM – 9:45 AM Scrimmage rooms are available at Parc 55.

11 AM – 2:30 PM Welcome Event, San Francisco City Hall

5:00 – 8:30 PM Cruise of the Bay

Saturday, November 21

10:30 AM Round 1 Captains' Meeting

11:15 AM - 2:15 PM Round 1

2:15 - 3:45 PM Lunch

3:45 – 4 PM Round 2 Captains' Meeting

4:15 – 7:15 PM Round 2

7:45 – 10:00 PM Coach & Staff Meet & Greet, Parc 55

Sunday, November 22

9:30 AM Round 3 Captains' Meeting

10:15 AM - 1:15 PM Round 3

1:15 - 2:45 PM Lunch

2:45 – 3 PM Round 4 Captains' Meeting

3:15 - 6:15 PM Round 4

8:00 PM – 12:00 AM Award Ceremony & Dance

If you have questions, contact Chris Pierson at 774-2700 or $\underline{chrispierson7@gmail.com}$

I give my Permission for my Son/daughter Francisco, November 19-23.	to attend t	the Empire Mock Trial Competition in San
Signature:		
Printed name of student::	Date:	Phone:

MANAGEMENT SUPPORT

Purchasing: Authorization and Control

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for the unbudgeted purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$10,000 20,000 except that the superintendent shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students. The superintendent shall establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Date: 5/9/94; 1/25/99; 11/24/03; 1/24/11_____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

MANAGEMENT SUPPORT

Bid Requirements

The board of directors of the Port Townsend School District recognizes the importance of maximizing the use of district resources, the need for sound business practices in spending public money, the requirement of complying with state laws governing purchasing, the importance of standardized purchasing regulations, and the need for clear documentation in meeting auditing requirements.

Use of State Funds for Purchases

Whenever the estimated cost of furniture, supplies, equipment (except books)will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- over \$75,000, the board will follow the formal competitive bidding process by: 1) preparing clear and definite plans and specifications for such work or purchases; 2) providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks; 3) providing the clear and definite plans and specifications to vendors interested in submitting a bid; 4) require that bids be in writing; 5) open and read bids in public on the date and in the place named in the notice; and 6) file all bids for public inspection after opening.

or work meets or exceeds the amount specified by law for formal bids, formal bids shall be called for by issuing public notice in at least one (1) newspaper of general circulation once each week for two (2) consecutive weeks. Clear and definite specifications shall be prepared and made available to vendors interested in submitting a bid.

When the estimated cost of furniture, supplies, equipment or work meets or exceeds the amount specified by law for informal bids, informal bids shall be solicited from responsible vendors or, if a works project, licensed contractors who appear on the District's small works roster.

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. Whenever bid requirements are waived, a document explaining the factual basis for the exception and the contract will be recorded and open for public inspection.

Bid procedures shall be waived when the board declares an emergency for purchases involving special facilities or market conditions, for purchases of insurance or bonds or when purchases are clearly limited to a single source of supply. Any time bid requirements are waived pursuant to this provision, a document explaining the factual basis for the exception and the contract shall be recorded and open for public inspection.

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. The board reserves the right to purchase through an inter-local cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school districts.

The board-shall will include in each contract a proviso requiring the contractor to prohibit any of its employees who has ever been convicted of or pled guilty to any of the child related felonies from working where he/she would have contact with public school children. students. The contract shall also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

Use of State Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost is \$75,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts.

Use of Federal Funds

When federal funds are used for procurement of supplies, other property, or professional services, the following steps will be followed:

- 1. An order for supplies or other property that totals \$75,000 or more must be publicly solicited using sealed bids. Orders for less than \$75,000 may be procured using price or rate quotations from three or more qualified sources.
- 2. A professional services contract that totals \$100,000 or more must be publicly solicited using sealed bids. Services contracts for less that \$100,000 may be procured using price or rate quotations from three or more qualified sources.
- 3. Procurement by noncompetitive proposals may only be used when it is infeasible to use informal quotes or sealed bids and one of the following circumstances applies:
 - The item is only available from a single source;
 - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - The awarding agency (e.g. OSPI) authorizes noncompetitive proposals; or
 - After solicitation of a number of sources, competition is determined inadequate
- 4. For any procurement transaction over \$25,000, the vendor or contractor must not be suspended or debarred from participating in federal assistance programs; and
- 5. For any subcontract award in any amount, the grantee must not be suspended or debarred.

The superintendent shall will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state law.

Legal References: RCW 28A.335.190 Advertising for bids – Bid procedure –

		Telephone solicitation, limitations –
	DCW 20 A 400 220	Emergencies
	RCW 28A.400.330	Crimes Against Children – Contractor
	DCW 20 04 155	Employees – Termination of Contract
	RCW 39.04.155	Small Works Roster contract procedures –
		Limited public works process definition
		Contract Award - Process
	RCW 39.04.280	Competitive Bidding Requirements –
		Exemptions
	RCW 39.30.060	Bids on public works – Identification,
		substitution of contractors Subcontractors
		must be identified When
	RCW 43.19.1911	Competitive Bids – Notice of Modification
		or Cancellation – Cancellation
		Requirements – Lowest Responsible
		Bidder – Preferential Purchase – Life Cycle
		Costing
	34CFR § 80.36	Procurement
	34 CFR § 85	Debarment and Suspension
Management Resources:	Policy News, June 2013	Bid limit increase offers districts more
C	•	flexibility and greater savings
	Policy News, April 2012	Bid requirements policy revised to address
		audit concerns
	Policy News, February 2011	Bid Requirements
	Policy News, June 2001	Legislation Further Simplifies Bid
		Compliance
	Policy News, October 2005	Competitive Bid Process Change
		1

Date: 10/12/81; 5/9/94; 1/25/99; 11/24/03; 6/14/10; 1/24/11____

PORT TOWNSEND SCHOOL DISTRICT NO. 50