

PORT TOWNSEND SCHOOL DISTRICT NO. 50

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

December 14, 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

- 03.01 Certification of Election of newly elected members of the Port Townsend School District Board of Directors – Board Secretary David Engle
- 03.02 Administration of Oath of Office – Superintendent David Engle

04. Recognition

- 04.01 Board
- 04.02 Superintendent
 - 04.020 College Bound Scholarships

05. Agenda

- 05.01 Agenda Approval

06. Reorganization of Board

- 06.01 Call for Nominations for Board Chair – Board Secretary David Engle
- 06.02 Election of Board Chair
- 06.03 Election of Other Officers – Board Chair
 - 06.030 Vice-Chair

07. Public Comments

08. Correspondence

- 08.01 Email from T. Thiersch regarding Lincoln Building

09. Approval of Minutes

- 09.01 Minutes of the November 23, 2015 Regular Board Meeting

10. Consent Agenda

- 10.01 Consent Agenda Approval
- 10.02 Approval of Personnel Action
 - 10.020 Recommend Shannon Minnihan transfer from Cook/Baker to Lead Cook/Baker, effective immediately
 - 10.021 Recommend Tami O'Brien as 6.25 hr./day Special Education Para Educator, Grant Street Elementary, pending successful pre-employment testing, effective the 2015-16 school year

- 10.022 Recommend Anneliese Rice as 6.0 hr./day Special Education Para Educator, Grant Street Elementary, effective December 11, 2015
- 10.023 Recommend Erin Tuttle as 6.0 hr./day Special Education Para Educator, Grant Street Elementary, effective November 30, 2015
- 10.03 Approval of Financial Reports
 - 10.030 Accounts Payable as of December 14, 2015
 - 10.031 Payroll – November, 2015
- 10.04 Donations
 - 10.040 Accept donation of \$3,000 from Kite & Nail, Inc., for use in the Writers in the Schools Program at Blue Heron School

11. Reports

- 11.01 High School ASB Representative
- 11.02 Grant Street Assessment Report – Principal Condran
- 11.03 Superintendent
 - 11.030 Calendar of Events
 - 11.031 Writers in the Schools
- 11.04 Business Manager
 - 11.040 Financial Summary
 - 11.041 November Budget Status
 - 11.042 Enrollment
 - 11.043 Review of Policy 6022 – Minimum Fund Balance

12. Action Items

- 12.01 Approval of Policy 5253, Staff/Student Boundaries
- 12.02 Approval of Policy 5271, Reporting Improper Governmental Action
- 12.03 Approval of Policy 5260, Personnel Records
- 12.04 Approval of Policy 5252, Staff Participation in Political Activities

13. Unfinished Business

14. New Business

15. Board Member Announcements/Suggestions for Future Meetings

16. Next Meeting

- 16.01 Tuesday, January 12, 2016, Work/Study Meeting, 1610 Blaine St., Room S-11, 6:00 p.m. (DATE CHANGE)

17. Executive Session – (if necessary)

18. Adjournment



STATE OF WASHINGTON
Office of the Governor

Fall 2015

Dear Superintendent:

The College Bound Scholarship (CBS) program encourages students to dream big and pursue a college education. For many students, signing up for College Bound is the first step in their pursuit of that dream. I write now to congratulate you on the exemplary performance of your district in signing students up for this successful program.

You may recall that in 2013-14, the state average for CBS sign-ups was 89 percent, the highest ever. Now, with the final numbers tallied for 2014-15, it is clear that the state exceeded our previous record and brought 91 percent of eligible students closer to their postsecondary education goals. Further, your district's performance was exceptional and places you among the top-performing districts in the state.

Students in your district have greater opportunities because of your efforts and leadership. College Bound's early commitment of state dollars provides an opportunity and pathway for Washington students who might not have otherwise considered a postsecondary education. I want to commend you, your district team, your partners and the hard working teachers, counselors and building staff who have contributed to your success.

Your commitment to the College Bound Scholarship program is of great service to the students, parents and community you serve.

Very truly yours,

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

Jay Inslee
Governor



School Board

From: Tom Thiersch <thiersch-public@usregs.com>
Sent: Thursday, December 03, 2015 8:34 AM
To: School Board
Subject: Lincoln Building

PTSD50 Board Members,

As I've been saying for many years, here's what ***should*** be done with the Lincoln Building instead of this nonsense about trying to rehabilitate and reuse a building in the middle of a high school campus as any kind of residential structure:

Hospital foundation sells commemorative bricks

The Jefferson Healthcare Foundation is selling some Jefferson County history by offering a limited number of commemorative bricks from the 1929 building, originally part of St. John Hospital. These commemorative bricks are \$25 each, and come with a certificate of authenticity and a marker. The bricks can be ordered by calling 385-2200, ext. 2014. Orders are accepted through Dec. 31.

In October, Jefferson Healthcare made way for the Emergency and Specialty Services Building project by taking down the old 1929 hospital building. A limited supply of bricks was saved for the many people who requested a piece of Jefferson Healthcare's history.

All funds raised from this "brick saver" program is to go toward improving local access to advanced medical technology.

I'll bet that the Redhawk Boosters and/or the PTEF would welcome such an opportunity.

By approving the 2012 Capital Projects levy, the owners of PTSD50 – we, the taxed – told you to demolish that dangerous, costly eyesore, and earmarked \$500,000 for that specific purpose.

You need to stop the delays, no more excuses. Just do what you said you would do.

Tom Thiersch
Jefferson County



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

Board Correspondence – none

Reports

ASB Representative

Chloe Rogers reported on the food drive happening at the high school.

Blue Heron Assessment/School Improvement Report – Principal Holshouser

Matt Holshouser reported on Smarter Balanced assessment scores from the spring of 2015. He also explained some programs in place at Blue Heron designed to help improve assessment scores, including more keyboarding practice so students will be comfortable typing their responses.

OCEAN Annual Report – Liz Quayle

Ms. Quayle explained the OCEAN (Opportunity, Community, Experience, Academics, and Navigation) program is a classroom, community, and parent supported K-12 program. Ms. Quayle reported on current enrollment in the program, assessment scores of OCEAN students, and explained some improvement goals. Discussion followed. Ms. Quayle thanked community partners who support the OCEAN Program and then shared some photos of OCEAN activities.

WSSDA (Washington State School Directors' Association) Conference Report

Connie Welch reported on the New Board Member Boot Camp which she attended, and some of the other workshops. Mr. White also reported on the Boot Camp, and presentations regarding the McCleary decision. He said he enjoyed meeting and talking with peers throughout the state. Dr. Engle said Port Townsend School District was featured several times in one of the video presentations on the last day.

Superintendent

Superintendent Engle reported on the following:

- Upcoming Stringfest Concert scheduled on December 12, 2015
- The two open houses at Grant Street regarding construction of the new K-5 school

Business Manager

Amy Khile reported on revenues, expenditures, budget status of all funds, and enrollment for November, 2015.

Action Items

Approval of Policy 5222 – Job Sharing Staff Members

Jennifer James-Wilson moved to approve Policy 5222. Mr. White seconded and the motion carried 4-0.

Approval of Resolution 15-12, Bond to Construct and Improve Schools

Ms. James-Wilson moved to approve Resolution 15-12. Ms. Welch seconded, and the roll call vote was:

Keith White: Aye

Jennifer James-Wilson: Aye

Connie Welch: Aye

Pam Daly: Aye

Approval of Resolution 15-14, Resolution in Support of Bond to Construct and Improve Schools

Ms. James-Wilson read Resolution 15-14. Mr. White moved to adopt Resolution 15-14. Ms. James-Wilson seconded, and the roll call vote was:

Connie Welch: Aye
Jennifer James-Wilson: Aye
Keith White: Aye
Pam Daly: Aye

Approval of Bond Fact Sheet

Ms. James-Wilson moved to approve the Bond Fact Sheet as presented. Mr. White seconded and the motion carried 4-0.

Ms. Daly called a recess at 7:43 p.m. for a reception to celebrate passage of the bond resolution and to allow the board directors and attendees a change to acknowledge her four years of service on the school board. The meeting was reconvened at 7:55 p.m.

New Business

Schedule Board Retreat

Dr. Engle reported that OESD 114 (Olympic Education Service District) has asked if the Port Townsend board could change the date of their work/study meeting on January 11, 2016. A regional meeting of all districts in OESD 114 is planned for that night, and Port Townsend is the only local district with meetings on Monday nights. The board agreed to move that work/study meeting to Tuesday, January 12, 2016.

A board retreat was scheduled for Monday, February 22, 2016, 2-5 p.m.

Policy Review

Policy 5253, Staff/Student Boundaries

Teacher/student boundaries, proper protocol, and staff training regarding boundaries were discussed.

Policy 5271 – Reporting Improper Governmental Action

Policy 5260 – Personnel Records

Dr. Engle explained the changes to this policy were primarily for clarification.

Policy 5252 – Staff Participation in Political Activities

Board Member Announcements/Suggestions for Future Meetings – None

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

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Pam Daly, Board Chair

Dear Laurie McGinnis,

I am pleased to recommend Shannon Minnihan for the position of Lead Cook/Baker. Shannon has worked for the school district since 2009. She started as a dishwasher then moved to the 5 hour Kitchen Assistant. Two years ago she moved into the 7 hour Kitchen Assistant responsible for making breakfast and working with the students at the High School.

Each position required greater work and responsibility; leading her to the position she is in today. Since the beginning of the year Shannon has been cooking the entrée for all of the students. She has taken on a leadership role in the kitchen as well; helping to guide new staff and to use her knowledge of the students to create great food. I have been impressed with creative problem solving, as well as her willingness to embrace the new healthy direction the kitchen is taking.

I recommend Shannon for the position of Lead Cook/Baker and look forward to working with her to make the best food possible for the students in the District.

Stacey Larsen
Director of Food Service
Port Townsend School District #50



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

November 19, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Tami O'Brien as Special Education Paraeducator, 6.25 hours, at Grant Street Preschool for the 2015-16 school year, pending successful pre-employment testing.

Tami O'Brien has successful paraeducator experience both in the Kennewick and Lake Washington School Districts.

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

Patrick Kane, Kelly Bodkin, Tara Clanton, Susan Vokurka, and Mary Barnes joined me as members of the interview committee.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN



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

November 19, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Anneliese Rice as Special Education Paraeducator, 6 hours per day, at Grant Street Preschool for the 2015-16 school year, pending successful pre-employment testing.

Anneliese has a diverse background, including experience as an outdoor educator and teacher in Peru. Additionally, she has a Bachelor of Arts degree and has completed a yearlong program in sustainability at Stanford University. Anneliese's references were outstanding and spoke to her abilities as an intelligent and capable employee.

During the interview, the team was impressed by Anneliese's understanding of the characteristics needed to be successful as a collaborative team member in a school setting.

Kelly Bodkin, and Mary Barnes joined me as the members of the interview committee.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN



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

November 23, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Erin Tuttle as Special Education Paraeducator, 6 hours, at Grant Street Elementary for the 2015-16 school year, beginning November 30th.

Erin Tuttle has been successfully serving in a role as a temporary paraeducator in Kelly Bodkin's room and is highly recommended by the team in this classroom.

Erin was originally interviewed by Patrick Kane, Kelly Bodkin, Tara Clanton, Lisa Condran, Susan Vokurka, and Mary Barnes.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN

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

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

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

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

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

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

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
10240	ASB IMPREST FUND	11/30/2015	2,508.00
10241	BANK OF AMERICA VISA	11/30/2015	5,046.51
10242	DL LOGOS	11/30/2015	120.72
10243	Khile, Amy Jo	11/30/2015	168.63
10244	KING COUNTY DIRECTORS	11/30/2015	113.38
10245	NEW ORLEANS HABITAT FOR HUMANI	11/30/2015	316.13
10246	PORT TOWNSEND SCHOOL DISTRICT	11/30/2015	49.96
10247	PORT TOWNSEND FOOD BANK	11/30/2015	2,559.48
10248	WIAA	11/30/2015	50.00
9	Computer	Check(s) For a Total of	10,932.81

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

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

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

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

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

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

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

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

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

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

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

Nov. Comp Tax

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

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

Total by Payment Type for Cash Account, Wire Transfers:

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

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

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

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

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

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

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 201500019 through 201500019, totaling \$0.01

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

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

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of November, 2015

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

Clerk of District

Approved gross in the sum of	\$ <u>703,032.20</u>	Employee Gross
	<u>274,408.17</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>977,440.37</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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

Donation of Gift(s) Report

To the Board of the Port Townsend School District:

Date of donation: 12-8-15

Name of donor: Brock Walker - Kite + Nail, Inc.

Mailing address of donor: PO Box 370
Port Townsend, WA 98368

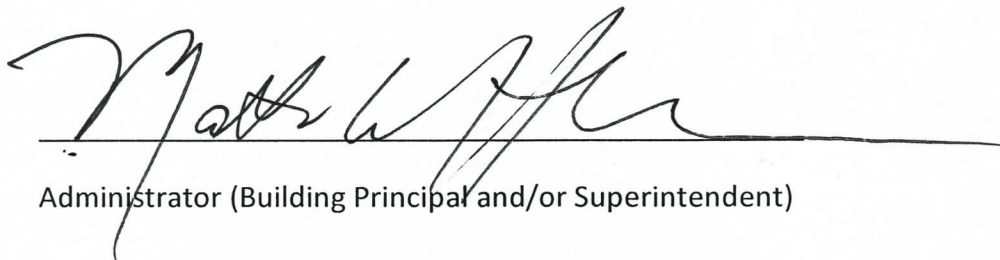
Item(s) donated:

Approximate Value:

Monetary donation

\$3,000.00

Received by: PTEF + Blue Heron School



Administrator (Building Principal and/or Superintendent)

8/25/14

Grant Street Elementary



School Assessment Data and Improvement Focus, 2015-2016

Lisa Cartwright and Lisa Condran

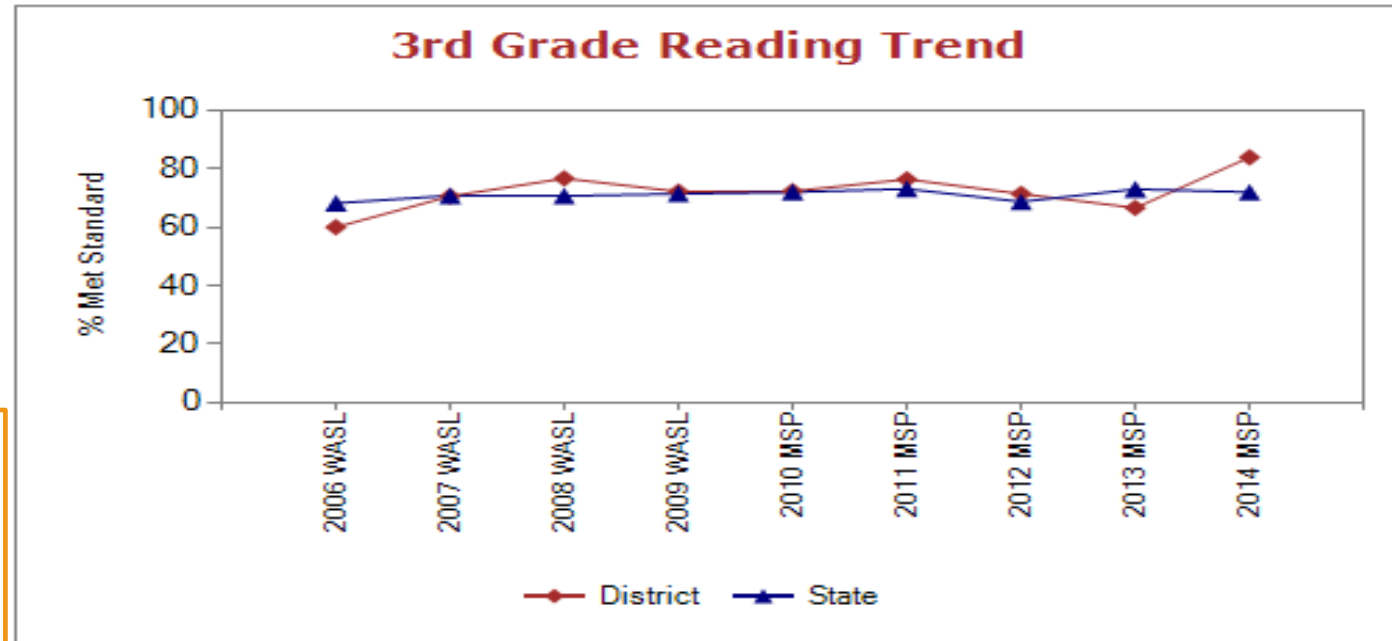
Historical Assessment data, 2005--2014

- WASL
 - Washington Assessment of Student Learning
 - Years included 2005-2009
 - Old Washington state assessment system that measured whether students met standards in mathematics and reading
- MSP
 - Measures of Student Progress
 - Revised state assessment system that was in place from 2009-2014

Historical Data, Reading, All Students

3rd Grade Reading

Year	District	State
2005-06 WASL	60.00%	68.20%
2006-07 WASL	70.60%	70.80%
2007-08 WASL	76.70%	70.70%
2008-09 WASL	72.20%	71.40%
2009-10 MSP	72.30%	72.00%
2010-11 MSP	76.40%	73.10%
2011-12 MSP	71.40%	68.70%
2012-13 MSP	66.60%	73.00%
2013-14 MSP	83.90%	72.00%



PTSD 12% higher than state in 2014

District Growth: 24% growth from comparing 2006 scores to 2014 scores

State growth: 4%, same period of time

Historical Data, Reading, Low income Students

3rd Grade Reading

Year	District	State
<u>2005-06 WASL</u>	51.20%	53.60%
<u>2006-07 WASL</u>	70.00%	56.50%
<u>2007-08 WASL</u>	68.50%	56.50%
<u>2008-09 WASL</u>	58.10%	58.50%
<u>2009-10 MSP</u>	64.40%	59.50%
<u>2010-11 MSP</u>	67.30%	61.90%
<u>2011-12 MSP</u>	62.70%	56.50%
<u>2012-13 MSP</u>	51.10%	61.40%
<u>2013-14 MSP</u>	75.00%	59.70%

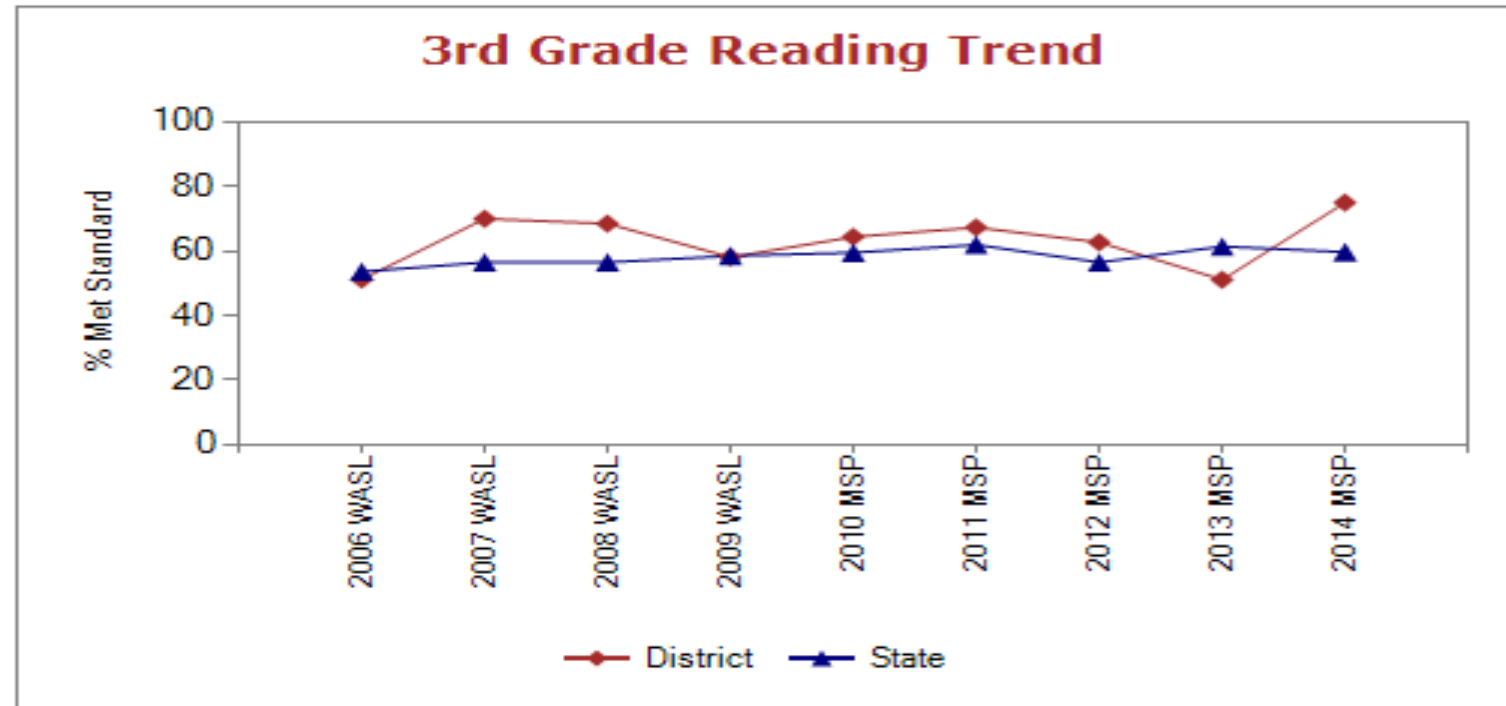
PTSD: 15% higher than the state

District Growth: 24%

State growth: 6%

Growth rate for low income students the same as it was for all students

3rd Grade Reading Trend



Historical Data, Reading, Special Education Students

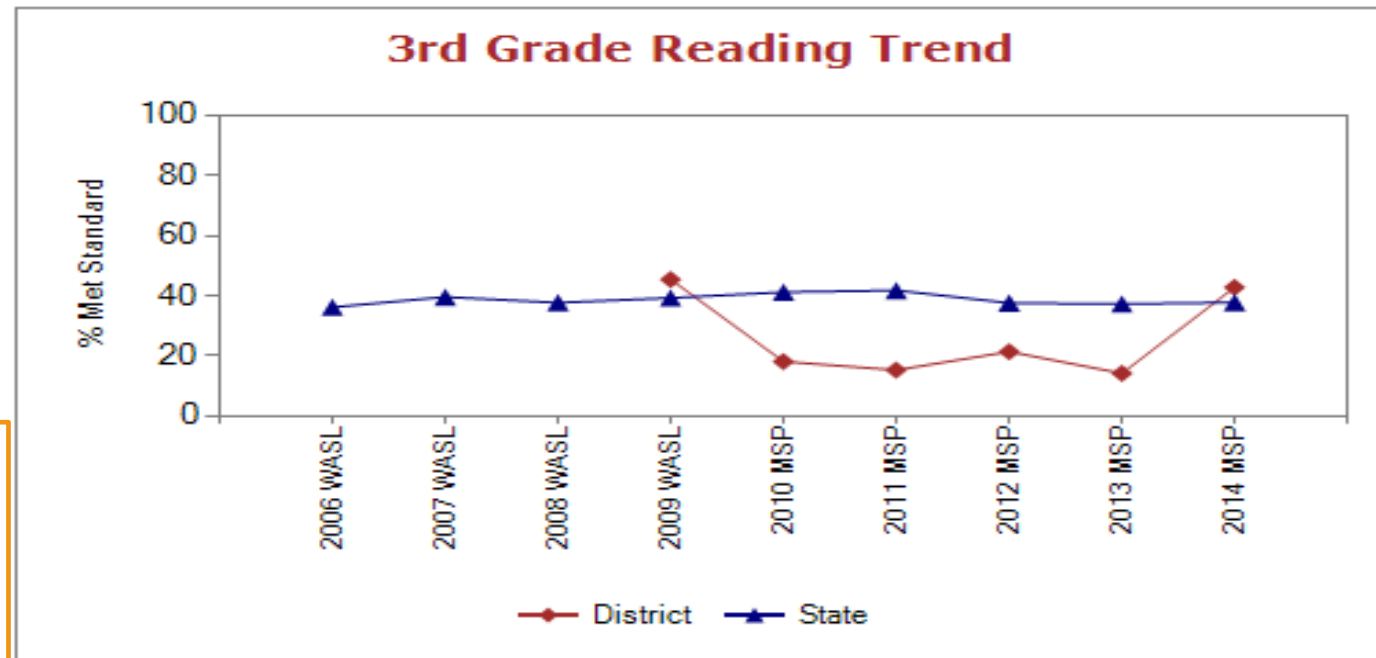
3rd Grade Reading

Year	District	State
2005-06 WASL		36.20%
2006-07 WASL		39.60%
2007-08 WASL		37.70%
2008-09 WASL	45.40%	39.30%
2009-10 MSP	18.10%	41.20%
2010-11 MSP	15.30%	41.80%
2011-12 MSP	21.40%	37.60%
2012-13 MSP	14.20%	37.30%
2013-14 MSP	42.80%	37.80%

PTSD: 5% higher than the state

District Growth: None

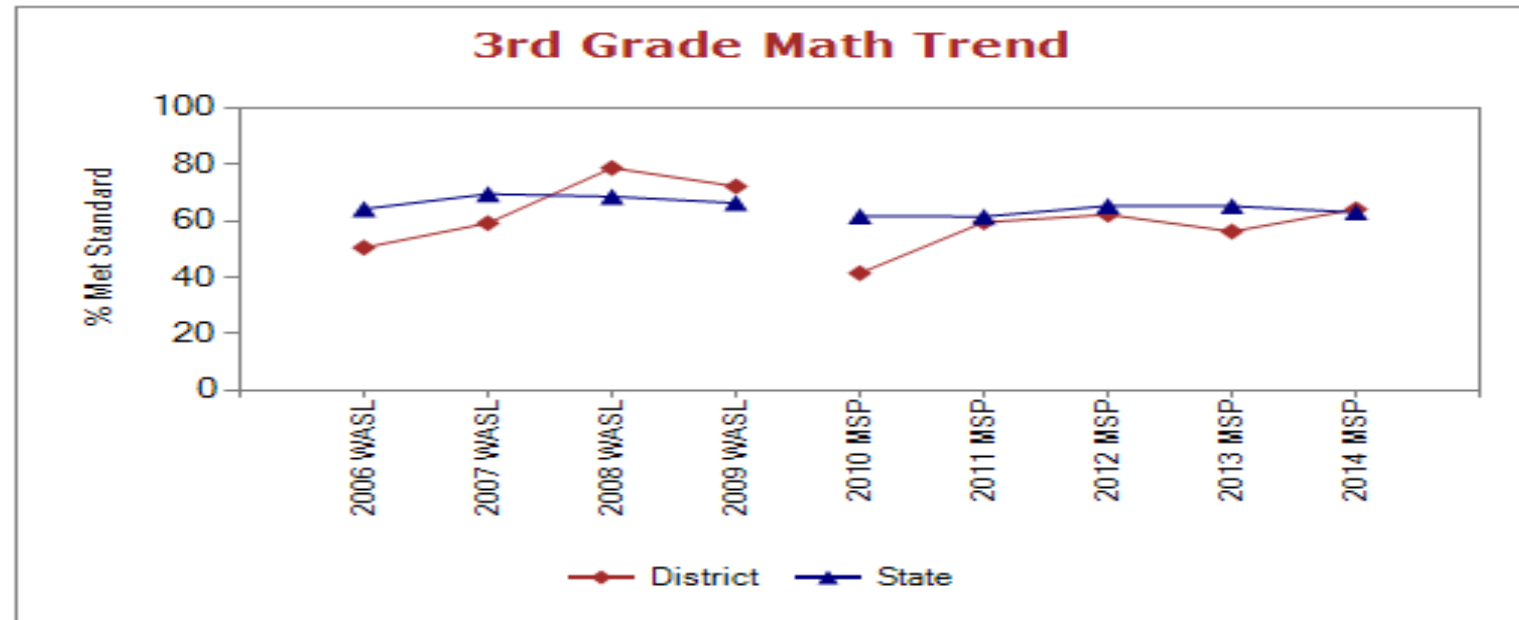
State growth: None



Historical Data, Math, All Students

3rd Grade Math

Year	District	State
2005-06 WASL	50.50%	64.20%
2006-07 WASL	59.20%	69.50%
2007-08 WASL	78.70%	68.60%
2008-09 WASL	72.20%	66.30%
2009-10 MSP	41.50%	61.70%
2010-11 MSP	59.50%	61.50%
2011-12 MSP	62.20%	65.30%
2012-13 MSP	56.20%	65.20%
2013-14 MSP	64.10%	63.00%



PTSD: 1% higher than the state

District Growth: 13.6%

State Growth: None

Historical Data, Math, Low Income Students

3rd Grade Math

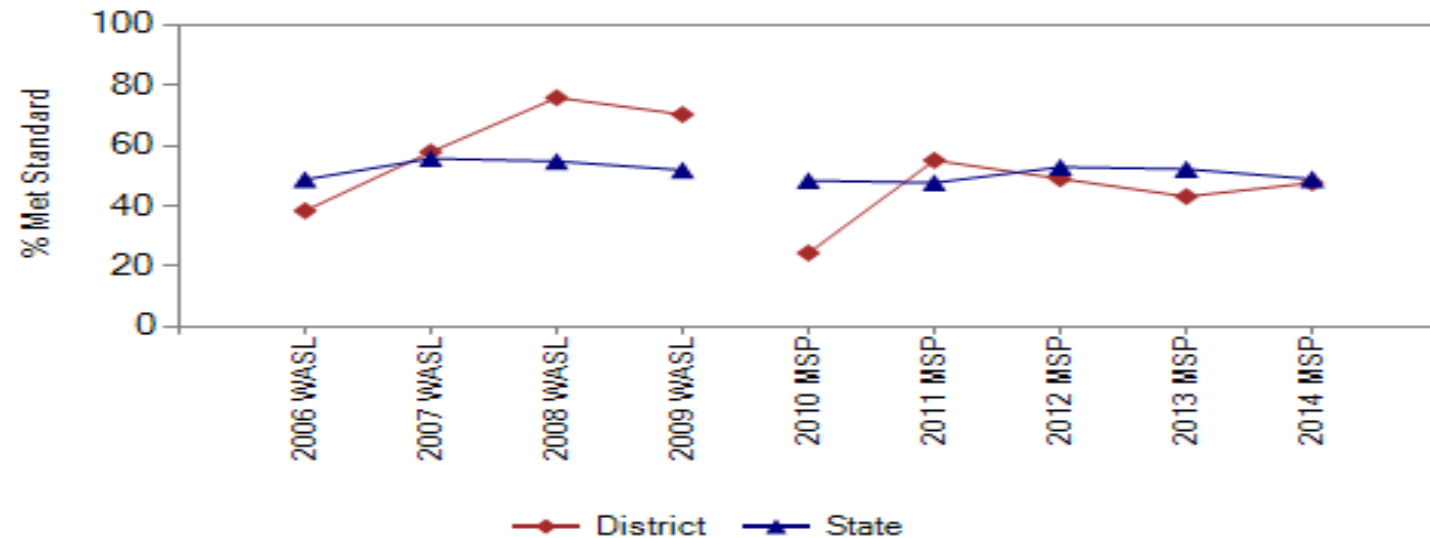
Year	District	State
2005-06 WASL	38.40%	48.80%
2006-07 WASL	57.90%	55.70%
2007-08 WASL	75.90%	54.80%
2008-09 WASL	70.30%	51.90%
2009-10 MSP	24.40%	48.40%
2010-11 MSP	55.10%	47.70%
2011-12 MSP	49.00%	52.90%
2012-13 MSP	43.10%	52.20%
2013-14 MSP	47.70%	48.90%

District Growth: 9%

State growth: None

Growth rate: 33% less than for all students

3rd Grade Math Trend



Historical Data, Math, Special Education Students

3rd Grade Math

Year	District	State
2005-06 WASL	8.30%	35.80%
2006-07 WASL		39.90%
2007-08 WASL		39.90%
2008-09 WASL	36.30%	37.70%
2009-10 MSP	18.10%	34.30%
2010-11 MSP	7.60%	31.80%
2011-12 MSP	14.20%	34.80%
2012-13 MSP	21.40%	35.00%
2013-14 MSP	21.40%	34.20%

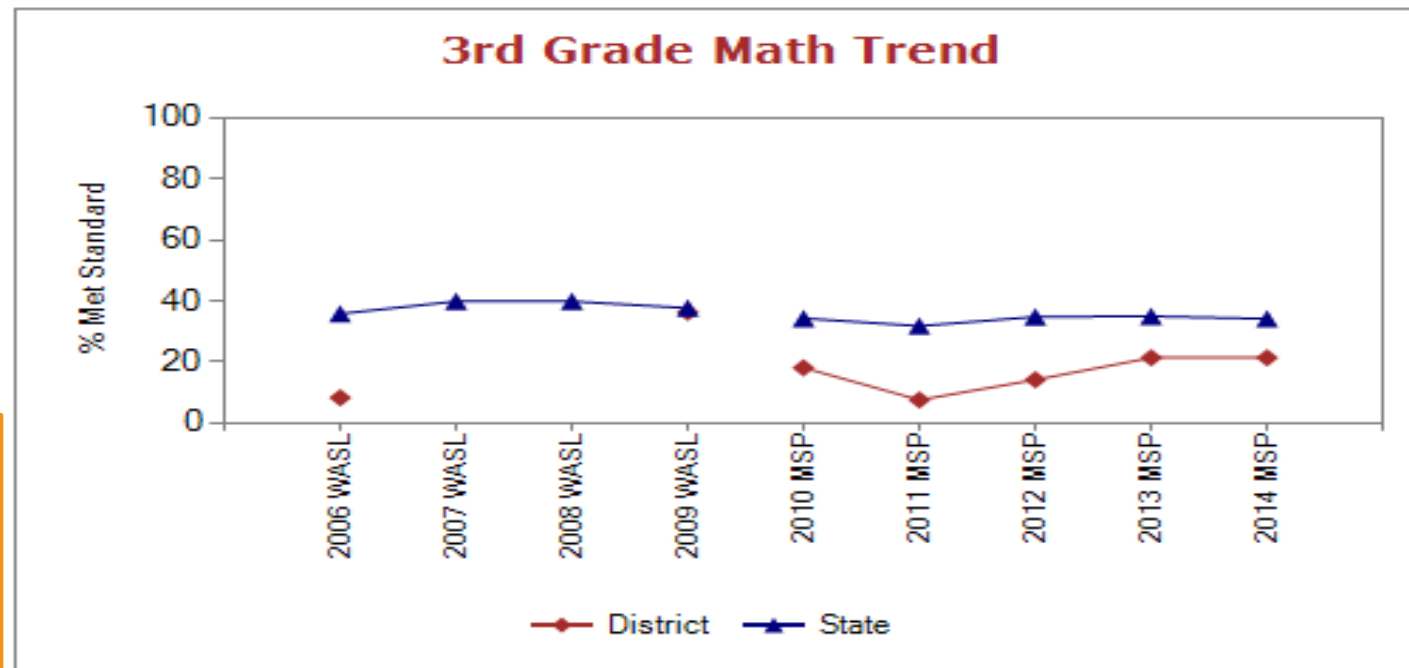
PTSD: 13% lower than the state

District Growth: -15%

State growth: -3%

Growth rate: 210% less growth than for all students

3rd Grade Math Trend



Current Assessment Data

- SBAC—Smarter Balanced Assessment

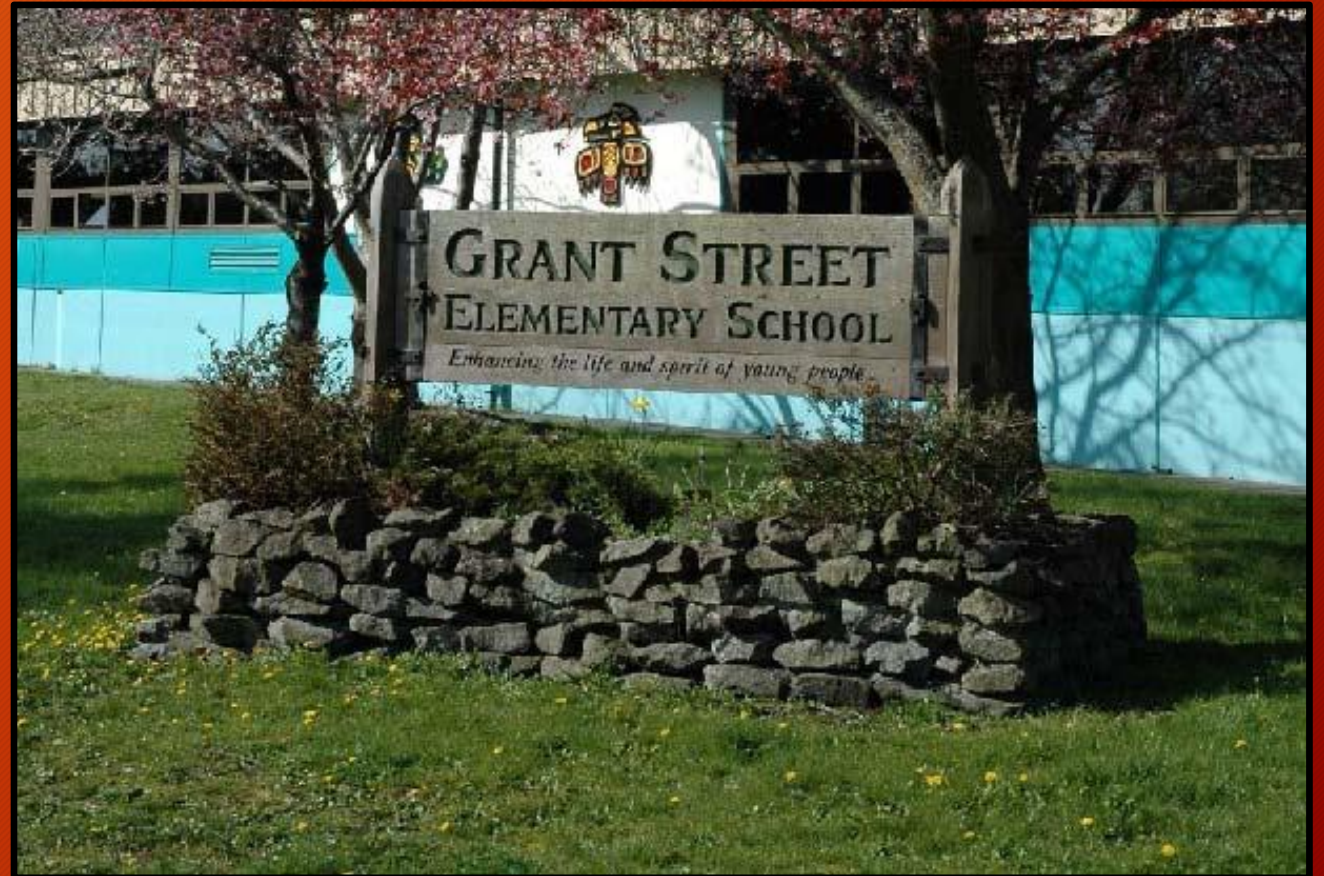
- National system for measuring student mastery of the Common Core Standards
- First administration in Spring 2015
- Mathematics and English language arts, which includes reading, writing, speaking, and listening

- DRA—Developmental Reading Assessment

- Individually administered assessment to measure students' instructional reading level

SBAC Administration

- Administered to Grade 3 and OPEPO students in grades 3, 4, and 5
 - A total of 80 students in grade 3
 - A total of 8 students in grade 4
 - A total of 8 students in grade 5
- English Language Arts
- Mathematics



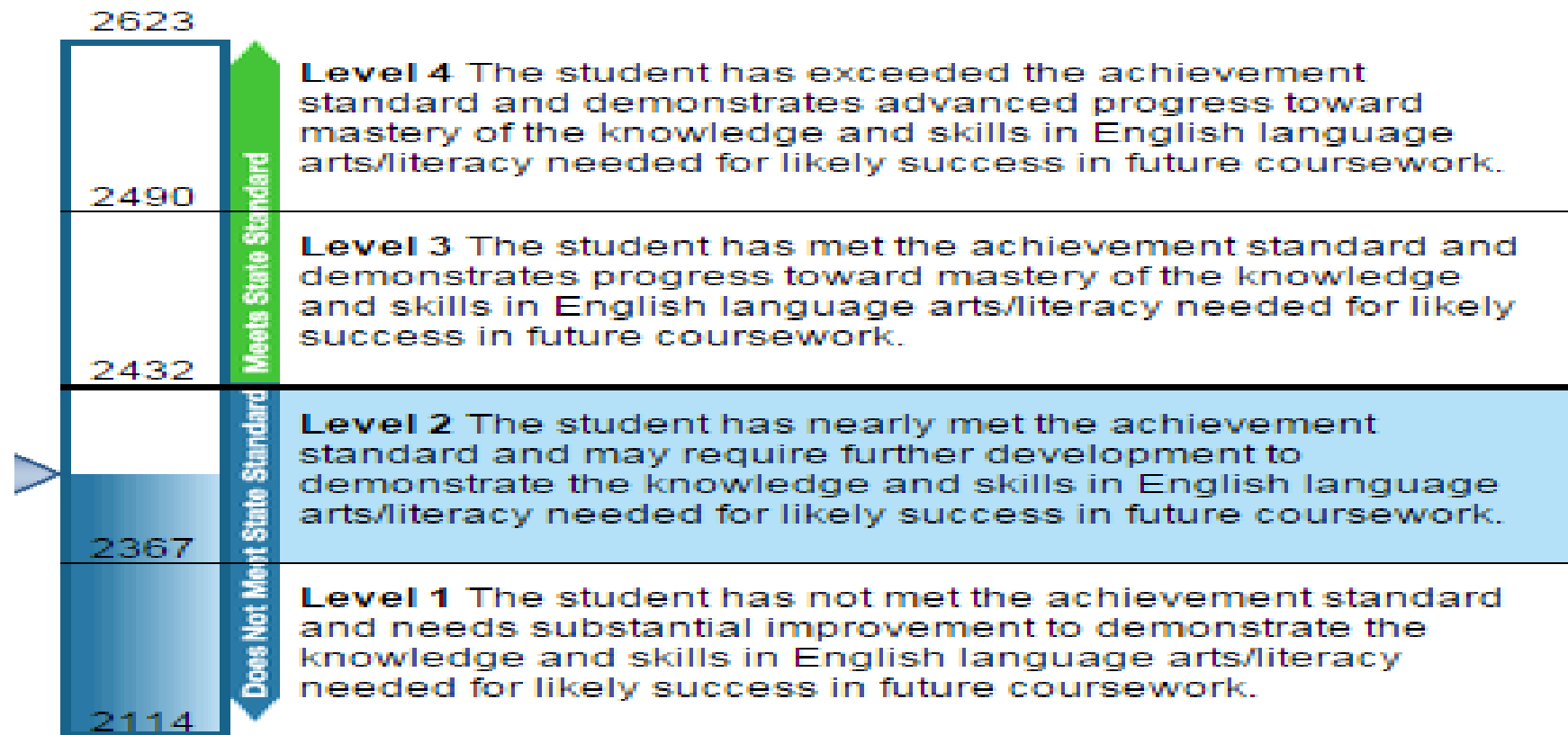
Four Levels of Performance

2490–2623—
exceeds standard

2432 to 2489—
meets standard

2367 to 2431—
close to meeting
standard

2114 to 2366—
does not meet
standard



OPEPO Students Performance on SBAC



- A total of 8 students in 4th grade
 - 100% of fourth graders met standards in English Language Arts
 - 75% of fourth graders met standards in mathematics
- A total of 8 students in 5th grade
 - 88% of fifth graders met standards in English Language Arts
 - 63% of fifth graders met standards in mathematics

Comparison in English Language Arts, Grade 3

Average Scale Score, Percent Proficient and Percentage in Each Achievement Level Smarter Summative ELA/Literacy Grade 3 Test for Students in Grant Street Elementary

Breakdown By: ALL

Comparison: ON

Name	Number of Students	Average Scale Score	Percent Proficient	Percentage in Each Achievement Level
Washington	80518	2435 ±0	53	23 24 24 28
Port Townsend SD (16050)	83	2450 ±9	58	17 25 29 29
Grant Street Elementary (16050_3094)	80	2451 ±9	59	18 24 29 30

6% higher than state average

Student Levels in each area of English Language Arts, Grade 3

Comparison to Washington State Students Near or Above Standard

7% more in Reading

4% more in Listening, Speaking

8% more in Writing

10% more in Research/Inquiry

		Washington State	Percentage in Each Claims Performance Level		
		Claims			
ELA/Literacy		72% near or above standard			
Reading		84% near or above standard	28	43	29
Listening and Speaking		76% near or above standard	16	61	23
Writing		78% near or above standard	24	48	28
Research/Inquiry		78% near or above standard	22	52	26
Washington State					
ELA/Literacy					
Reading			22	51	28
Listening and Speaking			12	61	27
Writing			16	48	36
Research/Inquiry			14	59	27
Grant Street School					
ELA/Literacy		79% near or above standard			
Reading		88% near or above standard	21	50	29
Listening and Speaking		84% near or above standard	13	60	28
Writing		88% near or above standard	16	48	36
Research/Inquiry		88% near or above standard	13	60	28

English Language Arts Meeting the Standard Low Income Students, Grade 3

Port Townsend	State	Difference
53.1%	35.9%	+14.2%

54% of the students at Grant Street are Low Income

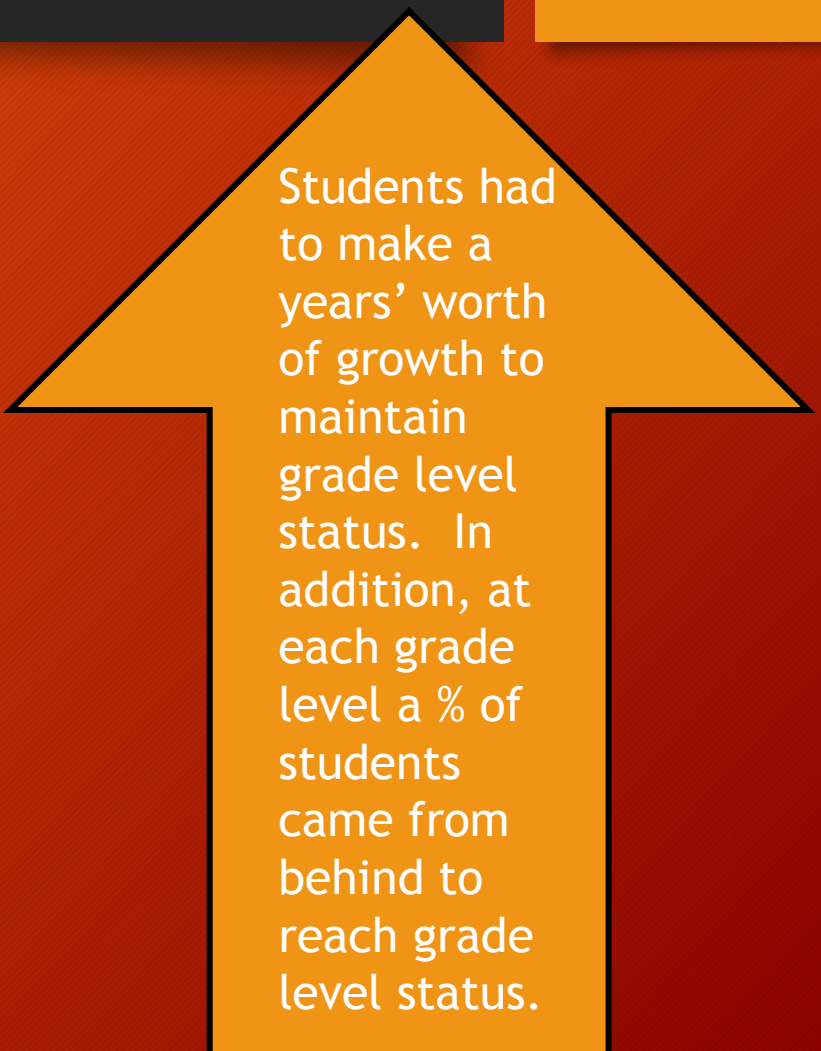
English Language Arts Meeting the Standard Special Education, Grade 3

Port Townsend	State	Difference
25%	25.5%	-.5%

14 students, a total of 18% of the students tested were special education students

DRA Fall 2014 to Spring 2015 Comparison

- Grade 1: 5% increase in students at grade level
- Grade 2: 10% increase in students at grade level
- Grade 3: 2% increase in students at grade level
- Grade 4: 20% increase in students at grade level
- Grade 5: 13% increase in students at grade level



Students had to make a years' worth of growth to maintain grade level status. In addition, at each grade level a % of students came from behind to reach grade level status.

Comparison in Mathematics in Grade 3

Average Scale Score, Percent Proficient and Percentage in Each Achievement Level Smarter Summative Mathematics Grade 3 Test for Students in Grant Street Elementary

Breakdown By:

ALL

Comparison: ON

Name	Number of Students	Average Scale Score	Percent Proficient	Percentage in Each Achievement Level
Washington	80547	2446 ±0	57	20 21 32 25
Port Townsend SD (16050)	82	2463 ±9	62	17 21 29 33
Grant Street Elementary (16050_3094)	79	2463 ±9	62	18 20 28 34

57% near or above standard

62% near or above standard

5% higher than state average

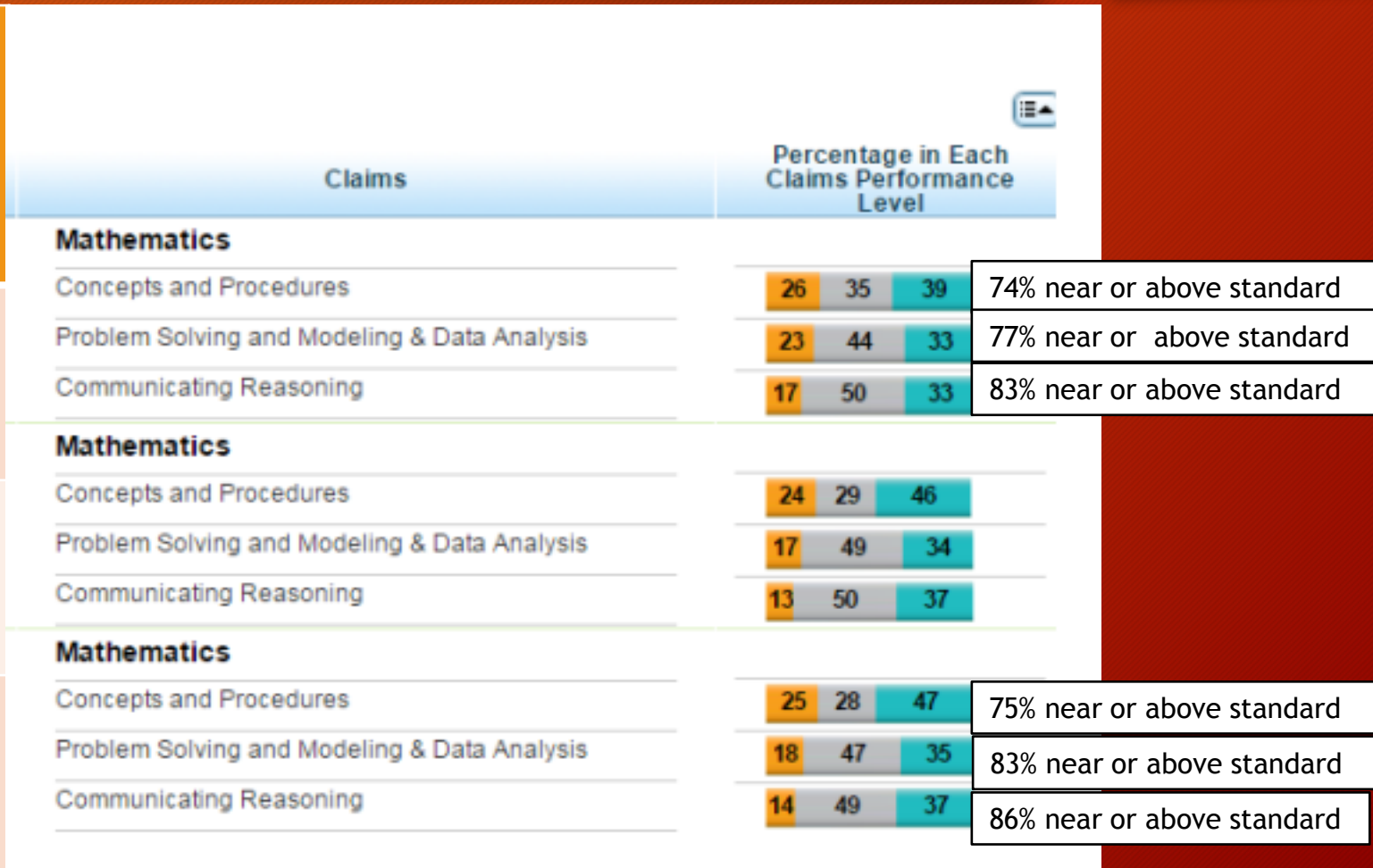
Performance in each area of Mathematics, Grade 3

Comparison to Washington State Students Near or Above Standard

1% more in Concepts and Procedures

6% more in Problem Solving and Data Analysis

3% more in Communicating Reasoning



Mathematics Meeting the Standard, Low Income Students, Grade 3

Port Townsend	State	Difference
50%	41.4%	+8.6%

54% of the students at Grant Street are Low Income

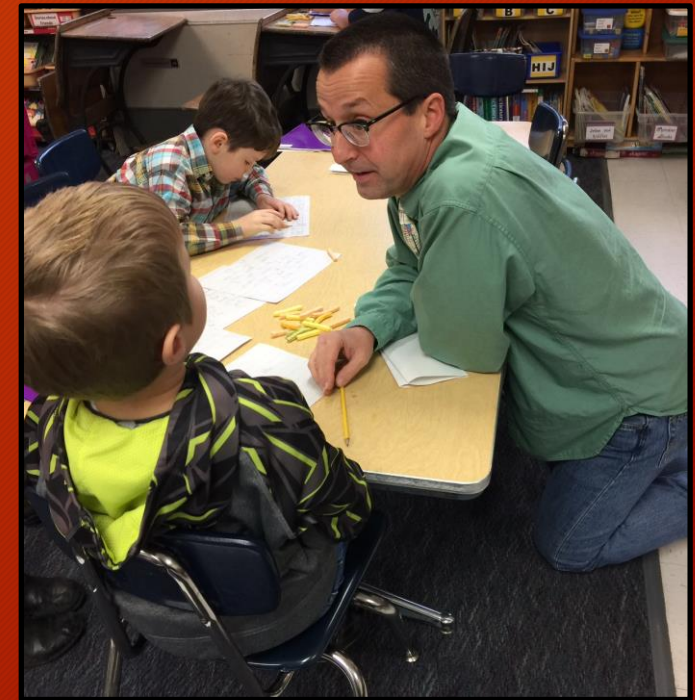
Mathematics Meeting the Standard, Special Education Students, Grade 3

Port Townsend	State	Difference
12.5%	27.9%	-15.4%

14 students, at total of 18% of the students tested were special education students

Parent Survey Data Key Points

- 90 % of parents understand the schools efforts regarding their student's learning
- 92% of parents felt students were happy about attending school
- 66% of parents feel that teachers make accommodations for their children's unique learning needs.
- 60% of parents felt the physical facilities supported learning
- About 50% of parents felt knowledgeable about the Maritime Discovery Schools Initiative and Common Core State Standards



Peter Braden in Action

School Improvement and Title I Plans

- Combined School Improvement and Title I plans using Indistar, www.indistar.org
- Guest Login will allow you to explore this work more
 - Login: Guests8566 Password: Guests8566
- Complete plan posted on the Grant Street Website
- Input received from:
 - Building Leadership Team
 - Grant Street Staff as a Whole
 - Parent Teacher Association
 - Paul Wieneke, Coach, Office of Student & School Success



2nd grade, Teacher Molly's class

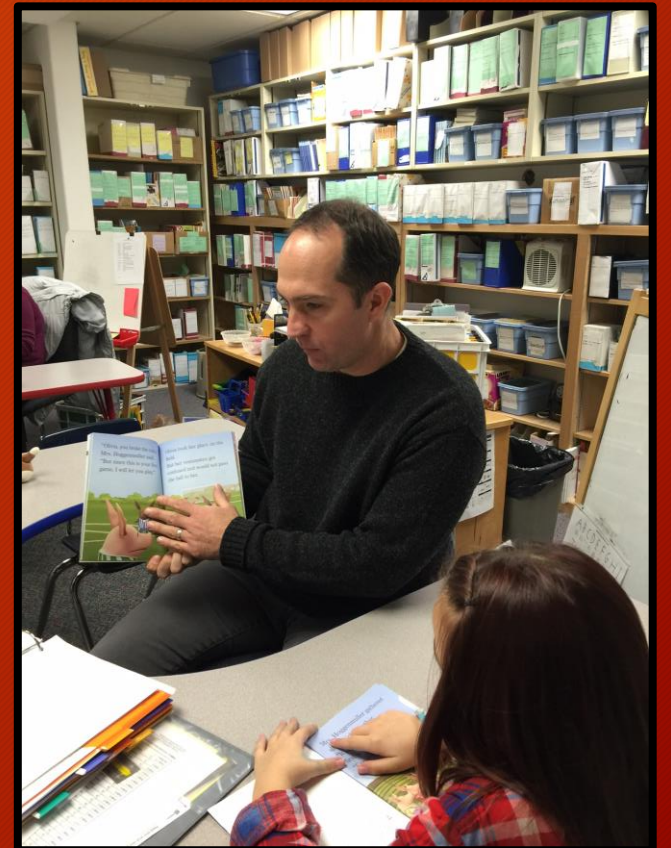
Continuing Grant Street Successes

- Eagle Reading Room (LAP)
- Trauma Informed Instruction
- Grade Level Planning Teams
- Regional Math and Literacy Teams
- Community Partnerships
- Parent Involvement
- Summer Learning Program (LAP)

**EVERY KID IS
ONE CARING
ADULT AWAY
FROM BEING
A SUCCESS
STORY.** –Josh Shipp

Eagle Reading Room

- Students at or below grade level receive reading intervention in the Eagle Room (LAP)
- The class is divided into six groups for instruction targeted at each student's level between the classroom teacher, Jason Lynch, and paraeducators
- At least once monthly, the Eagle Reading Team meets with classroom teachers to discuss student progress, plan instruction, and regroup students accordingly



Mr. Lynch in action in The Eagle Room

Trauma Informed Instruction

- More students coming to school impacted by trauma
- Peace 4 Kids Social Emotional Curriculum
- Second Step Child Safety Program
- Behavior Intervention Program
- Work with Sound Discipline on Building Resiliency with an emphasis on relationships and specific teaching strategies to help trauma affected students have more school success



Five All day Kindergarten Classrooms



- Heather Sanders' Classroom
- One of five full day kindergarten classes
- Average class size for kindergarten is 18 students
- Building a foundation for years of school success

Regional Literacy Team

Literacy Team Members meet in Bremerton at Educational Service District 114

Jason Lynch, Reading Specialist and Title I
Director

Molly O'Brien, Grade 2 Teacher

Cherry Geelan, OPEPO Teacher, Grades 1-5

Mary Wilson, Kindergarten Teacher

Dawn Braden, Grade 1 Teacher

Goals:

- Learn best practices in English language arts
- Share information gained with grade level team to improve teaching practices
- Attend Grant Street Literacy Team meetings and develop a school-wide writing plan, including common assessments in writing

Community Partnerships



Many Fabulous Partnerships: Jumping Mouse, Backpacks for kids, City Library Prime Time Program, Read to Rover, AAUW, and Many More

The Read to Rover Crew in the Grant Street Library help students build confidence by reading to dogs.

Tutoring Programs



Two of Grant Street's dedicated tutors,
Gary and Sharon

- Community Corps of volunteers provides reading tutoring after school to students in grades 2 and 3
- AAUW provides Tutoring to K-1 students in Reading during the day
- AAUW provides tutoring and online program access to Third Grade students in mathematics during the school day

Parent Involvement

- Parent Teacher Association, close to 80 members
- PTA Provides regular family events to Grant Street families
- PTA Funds enrichment and materials for teacher projects
- Parents provide feedback regularly on school's effectiveness
- Parent Representative on Building Leadership Team
- All parents, students, teachers, and principal sign a compact of agreements to ensure each student's success in school



Teacher Cherry
and her daughter
Maddy, who
attends Grant
Street
Elementary

Summer Learning Program

- Summer 2015, first year of Summer Learning Program, in collaboration with YMCA with 80 students served
- Instruction funded by Learning Assistance Program (LAP)
- Food funded by YCMA Feed Your Brain grant
- Included integrated Math, Reading, Music, Garden, Play, and Food



Young Gardeners eat purple broccoli in the Grant Street School Garden

Focus for Improvement: Math

Math Leadership Team Goals:

- Develop a model for different levels of math interventions for Grant Street Students
- Support teachers in teaching through a workshop model
- Support moves toward a K-5 math model in instructional resources and assessments
- Lisa Cartwright will attend the MLT meetings at Educational Service District in Bremerton and share new research and best practice information with colleagues

Math Team	Role at Grant Street
Lisa Cartwright	K-5 Math Coach
Kaleen Steinke	Kindergarten Teacher
Bonnie Stenehjem	Grades 1 & 2 Teacher
Sheri Shaw	Grades 1 & 2 Teacher
Allen Fox	Grade 3 Teacher
Pat Range	Special Education Teacher
Emily Gustafson	School Psychologist
Jason Lynch	Title I Director
Lisa Condran	Principal

Recommendations for Building an Effective Intervention System for Struggling Math Students

- Screening all students for difficulties and provide interventions
- In-depth treatment of whole numbers
- Explicit, Systematic Instruction
- Strategy instruction for solving word problems
- Provide opportunities to work with manipulatives and visual representations
- Devote 10 minutes daily to building fluency with arithmetic facts
- Monitor student progress regularly
- Include motivational strategies



Working together to help construct each student's successful future



Grant Street Elementary Staff Picture, Fall 2015

PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
December 14, 2015 – January 25, 2016

December 14	Regular Board Meeting, 6:00 pm
December 15	Blue Heron Grades 6-8 Band Concert, 6:30 p.m.
December 16	2-hr. Early Release, all schools
Dec 21- Jan 1	Winter Break, no school
January 6	2-hr. Early Release, GS, BH only
January 7	Tech Committee Meeting (Keith)
January 8	GS PTA Family Movie Night, 6:30 p.m.
January 11	Regional Superintendent Meeting, OESD, 4:30 p.m.
January 12	Work/Study Board Meeting, 6:00 p.m. (NOTE DAY CHANGE) GS PTA Meeting, 6:30 p.m. Policy Review Committee, 3:30 p.m. (Jennifer)
January 18	Martin Luther King Day, no school
January 20	2-hr. Early Release, GS, BH only
January 22	HS Friday Salon, 1:45 p.m., Auditorium
Jan 25-29	OCEAN Project Week
January 25	Regular Board Meeting, 6:00 p.m.

No One Except the Hundred-Handed Trees

Writers in the Schools
A Program of Seattle Arts & Lectures

Student Poetry & Prose 2014-2015



Diana Bond

The Frozen Lake

I am a frozen lake in a hopeless town.
People look for pure water from me, but when winter hits I
physically cannot.
What do they expect?
I freeze up and I cannot give them the fish they desire.
At least they take enjoyment from playing on me, I suppose.
They might think I am strong enough to hold them all,
but I fear I will crash under their weight.
I am aware that I disappoint them.
Some who once took from me and felt gratefulness
now hit and crack my aching body.
I do my best to not let them down,
but once you turn into a form that you are not
...it is difficult.
I slowly melt, and this task becomes harder.
I do not understand sometimes with these creatures.
When it's summer and it's warm, they jump into my arms,
but when my emotions freeze up, so do I.
They become careful of me and walk all over me.
It is like I cannot move.
Actually,
I cannot move at all.
I'm stuck here in my own misery.
If only the sun could come out again and cure me of this
frozen state.

Alana Fiske

Life/Loss

For Benji Kenworthy

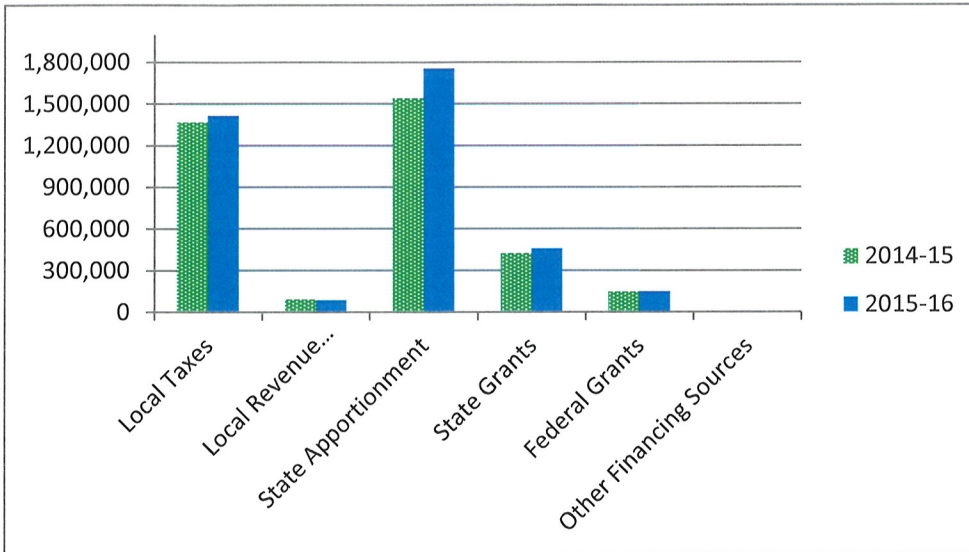
Restless flighty heartbeat and
Ten tiny fingers and toes.
Eyes shut tight against a world
Made lighter through a single soul.
Sadness quakes as grief strikes.
The fragility of life
Laid bare for all to see and
Discover the reality of loss.
A gentle cry deep in the night
Silenced with a mother's love.
New life filled with potential,
And the years stretch on.
A coffin gently lowered into fresh dirt.
Tears spill from too-full eyes
As family gathers to care, remember,
And hold each other close.
One life, to be replaced by another,
A closing of a book,
Only to begin anew.
Though life is fleeting, birth lives on.

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2015 (September 1, 2015 - August 31, 2016)

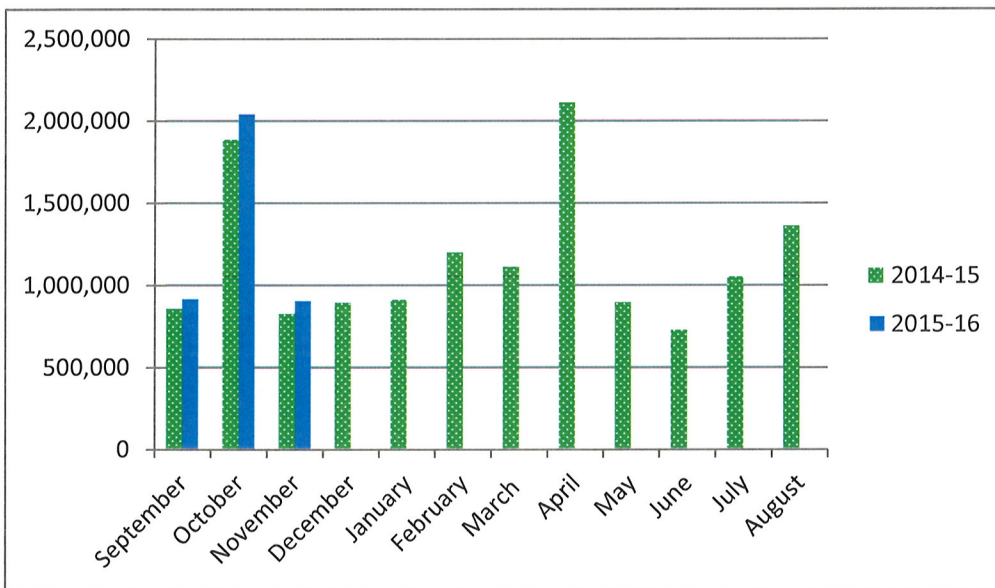
For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of November, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	3,380,073	284,200.48	1,413,600.96		1,966,472.04	41.82
2000 LOCAL SUPPORT NONTAX	395,800	26,153.35	83,101.46		312,698.76	21.00
3000 STATE, GENERAL PURPOSE	7,471,488	410,775.88	1,755,133.27		5,716,354.73	23.49
4000 STATE, SPECIAL PURPOSE	2,113,801	109,580.85	456,092.84		1,657,707.94	21.58
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,226,938	70,853.54	145,463.26		1,081,474.74	11.86
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	137.48	324.90		324.90-	0.00
9000 OTHER FINANCING SOURCES	279,016	.00	.00		279,016.00	0.00
Total REVENUES/OTHER FIN. SOURCES	14,867,116	901,701.58	3,853,716.69		11,013,399.31	25.92
B. EXPENDITURES						
00 Regular Instruction	6,951,401	573,414.38	1,704,942.36	4,709,367.28	537,090.91	92.27
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,489,793	231,477.52	660,609.57	1,882,213.83	53,030.81-	102.13
30 Voc. Ed Instruction	338,495	27,194.37	82,461.54	229,270.43	26,762.78	92.09
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	847,175	53,414.78	171,161.52	404,467.17	271,545.94	67.95
70 Other Instructional Pgms	803,703	19,559.24	53,457.50	105,813.61	644,431.88	19.82
80 Community Services	10,702	369.35	1,110.32	3,370.99	6,221.12	41.87
90 Support Services	3,274,172	312,031.55	840,375.45	2,185,727.11	248,069.09	92.42
Total EXPENDITURES	14,715,440	1,217,461.19	3,514,118.26	9,520,230.42	1,681,090.91	88.58
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)						
	151,676	315,759.61-	339,598.43		187,922.02	123.90
F. TOTAL BEGINNING FUND BALANCE	400,782		517,948.78			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	552,458		857,547.21			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 815 Restric Unequalized Deduct Rev	0		.00			
G/L 821 Restrictd for Carryover	7,000		21,869.58			
G/L 825 Restricted for Skills Center	0		.00			
G/L 828 Restricted for C/O of FS Rev	2,000		.00			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	2,975		2,050.00			
G/L 872 Committd to Econmc Stabilizatn	0		.00			
G/L 875 Assigned Contingencies	50,000		50,000.00			
G/L 890 Unassigned Fund Balance	134,676		436,260.19			
G/L 891 Unassigned Min Fnd Bal Policy	297,367		347,367.44			
TOTAL	552,458		857,547.21			

Port Townsend School District
 Year to Date Revenue by Source
 November 30, 2015
 \$3,853,717

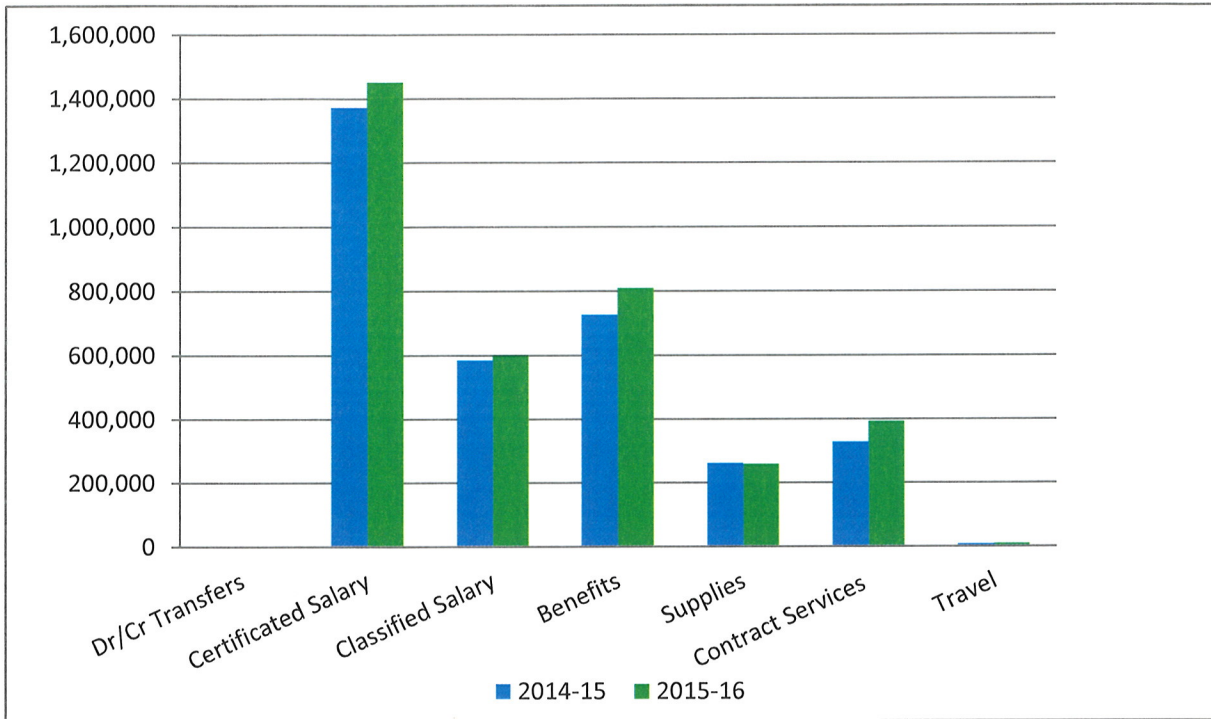


General Fund Revenue Comparison

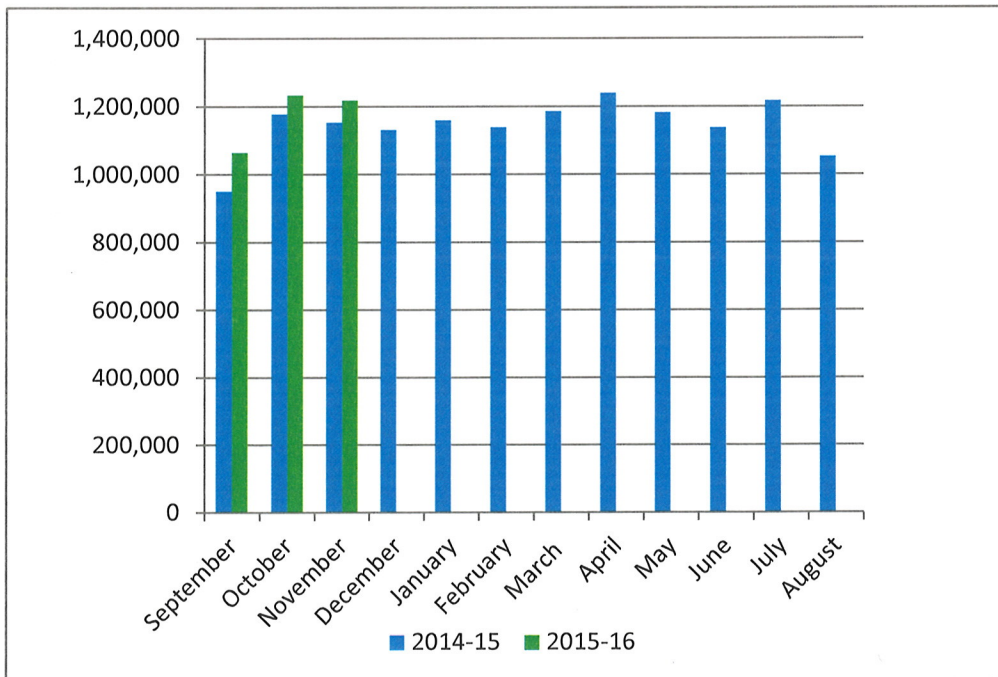


Revenues received as a percentage of budgeted revenues is 25.92%

Port Townsend School District
 Year to Date Expenditures by Object
 November 30, 2015
 \$2,296,657



General Fund Expenditure Comparative



Expenditures as a percentage of budget is 23.88%

20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2015 (September 1, 2015 - August 31, 2016)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	1,185,031	100,037.38	497,816.40		687,214.60	42.01
2000 Local Support Nontax	360,500	5,187.46	15,501.53		344,998.47	4.30
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	1,545,531	105,224.84	513,317.93		1,032,213.07	33.21
B. EXPENDITURES						
10 Sites	900,000	4,431.35	4,528.79	70,471.21	825,000.00	8.33
20 Buildings	300,000	.00	5,786.40	4,541.36	289,672.24	3.44
30 Equipment	0	.00	.00	582.40	582.40	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	1,200,000	4,431.35	10,315.19	75,594.97	1,114,089.84	7.16
C. OTHER FIN. USES TRANS. OUT (GL 536)	338,710	54,859.27	54,859.27			
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)	6,821	45,934.22	448,143.47		441,322.47	> 1000
F. TOTAL BEGINNING FUND BALANCE	1,218,198		1,203,191.36			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE	1,225,019		1,651,334.83			
(E+F + OR - G)						
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 861 Restricted from Bond Proceeds	0		.00			
G/L 862 Committed from Levy Proceeds	1,271,015		1,446,200.61			
G/L 863 Restricted from State Proceeds	0		.00			
G/L 864 Restricted from Fed Proceeds	0		.00			
G/L 865 Restricted from Other Proceeds	0		.00			
G/L 866 Restrictd from Impact Proceeds	0		.00			
G/L 867 Restricted from Mitigation Fees	0		.00			
G/L 869 Restricted fr Undistr Proceeds	0		.00			
G/L 870 Committed to Other Purposes	37,800		.00			
G/L 889 Assigned to Fund Purposes	83,796		205,134.22			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	1,225,019		1,651,334.83			

30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2015 (September 1, 2015 - August 31, 2016)

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

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	17.43		17.43-	0.00
2000 Local Support Nontax	0	.00	32.47		32.47-	0.00
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	59,694	54,859.27	54,859.27		4,834.73	91.90
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,694	54,859.27	54,909.17		4,784.83	91.98
B. EXPENDITURES						
Matured Bond Expenditures	48,900	.00	.00	0.00	48,900.00	0.00
Interest On Bonds	10,793	.00	.00	0.00	10,793.48	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	1,000	.00	30.00	0.00	970.00	3.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	60,693	.00	30.00	0.00	60,663.48	0.05
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)						
	999-	54,859.27	54,879.17		55,878.65	< 1000-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	123,000		123,097.26			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> (E+F + OR - G)	122,001		177,976.43			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	122,001		177,976.43			
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			
<u>TOTAL</u>	122,001		177,976.43			

40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2015 (September 1, 2015 - August 31, 2016)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	211,832	1,335.46	21,532.86		190,299.14	10.17
2000 Athletics	46,500	7,159.00	14,485.66		32,014.34	31.15
3000 Classes	7,900	209.00	7,930.50		30.50	100.39
4000 Clubs	121,800	8,629.44	29,363.43		92,436.57	24.11
6000 Private Moneys	6,600	2,560.48	7,463.10		863.10	113.08
<u>Total REVENUES</u>	394,632	19,893.38	80,775.55		313,856.45	20.47
B. EXPENDITURES						
1000 General Student Body	174,800	374.63	2,917.32	3,314.37	168,568.31	3.57
2000 Athletics	81,200	10,216.65	21,472.72	16,221.59	43,505.69	46.42
3000 Classes	13,200	439.24	2,341.81	0.00	10,858.19	17.74
4000 Clubs	129,150	5,906.17	24,995.99	29,572.56	74,581.45	42.25
6000 Private Moneys	6,700	2,940.65	3,140.65	110.29	3,449.06	48.52
<u>Total EXPENDITURES</u>	405,050	19,877.34	54,868.49	49,218.81	300,962.70	25.70
C. EXCESS OF REVENUES						
<u>OVER (UNDER) EXPENDITURES</u>	<u>(A-B)</u>	10,418-	16.04	25,907.06	36,325.06	348.68-
D. TOTAL BEGINNING FUND BALANCE						
	300,000		320,496.30			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE						
	289,582		346,403.36			
<u>C+D + OR - E)</u>						
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	289,582		346,403.36			
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			
<u>TOTAL</u>	289,582		346,403.36			

90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2015 (September 1, 2015 - August 31, 2016)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	27.64	64.74		35.26	64.74
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	93,023	.00	.00		93,023.00	0.00
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. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	93,123	27.64	64.74		93,058.26	0.07
<u>B. 9900 TRANSFERS IN FROM GF</u>						
	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	93,123	27.64	64.74		93,058.26	0.07
<u>D. EXPENDITURES</u>						
Type 30 Equipment	250,000	.00	.00	127,059.46	122,940.54	50.82
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	250,000	.00	.00	127,059.46	122,940.54	50.82
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>						
	0	.00	.00			
<u>F. OTHER FINANCING USES (GL 535)</u>						
	0	.00	.00			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (C-D-E-F)</u>	156,877-	27.64	64.74		156,941.74	100.04-
<u>H. TOTAL BEGINNING FUND BALANCE</u>						
	180,000		183,715.92			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>						
	XXXXXXXXXX		.00			
<u>J. TOTAL ENDING FUND BALANCE</u>						
<u>(G+H + OR - I)</u>	23,123		183,780.66			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	23,123		183,780.66			
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			
<u>TOTAL</u>	23,123		183,780.66			

MANAGEMENT SUPPORT

Minimum Fund Balance

The district recognizes the importance of maintaining a prudent fund balance in the general fund to ensure operational cash flow needs are met, to set aside resources for known obligations and to help protect against unforeseen circumstances. Accordingly, the district adopts this policy in regards to those portions of fund balance that are in spendable form but are not legally restricted as to their use from outside sources.

The Port Townsend School District Board of Directors directs the superintendent to strive to provide a minimum fund balance of 5%, based on recurring fiscal year expenditure, which will be reviewed annually.

Cross Reference:

Board Policy 6020
Board Policy 6040

System of Funds and Accounts
Expenditures in Excess of
Budget

Date: 8/8/2011; 12/9/2013

Reviewed: 12/8/2014; 12/14/2015

PERSONNEL

Maintaining Professional Staff/Student Boundaries

Purpose

The purpose of this policy is to provide all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms “district staff,” “staff member(s),” and “staff” also include volunteers.

General Standards

The school board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning, by consistently maintaining professional boundaries.

Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the district.

District staff will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve demonstrated educational purpose. An educational purpose is one that relates to the staff member’s duties in the district. Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member’s conduct is inappropriate or constitutes a violation of this policy.

The school board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgement when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members will pro-actively discuss these circumstances with their building administrator or supervisor.

Use of Technology

The school board supports the use of technology to communicate for educational purposes. However, district staff are prohibited from inappropriately communicating with students online or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination, consistent with the district’s policies and procedures, acceptable use agreement and collective bargaining agreements, as applicable.

The superintendent/designee will develop protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Legal References:	Title IX	Education Amendments of 1972
	RCW 9A.44	Sex Offenses
	RCW 9A.88	Indecent exposure – Prostitution
	RCW 28A.400.320	Crimes against children – Mandatory termination of classified employees – Appeal – Recovery of salary or compensation by district
	RCW 28A.405.470	Crimes against children – Mandatory termination of certificated employees – Appeal – Recovery of salary or compensation by district
	RCW 28A.405.475	Termination of certificated employee based on guilty plea or conviction of certain felonies – Notice to superintendent of public instruction – Record of notices
	RCW 28A.410.090	Revocation or suspension of certificate or permit to teach – Criminal basis – Complaints – Investigation – Process
	RCW 28A.410.095	Violation or noncompliance – Investigatory powers of superintendent of public instruction – Requirements for investigation of alleged sexual misconduct towards a child – Court orders – Contempt – Written findings required
	RCW 28A.410.100	Revocation of authority to teach – Hearings
	RCW 28A.640	Sexual Equality
	RCW 28A.642	Discrimination Prohibition
	RCW 49.60	Washington State Law Against Discrimination
	WAC 181-87	Professional Certification – Acts of unprofessional Conduct
	WAC 181-88	Definitions of sexual misconduct, verbal and physical abuse – Mandatory disclosure – Prohibited agreements

<i>Cross References:</i>	Policy 3205	Sexual Harassment of Students Prohibited
	Policy 3207	Prohibition of Harassment, Intimidation and Bullying
	Policy 3210	Nondiscrimination

Mgmt.Resources: Policy News, Oct 2015

12/13/10;_____

PERSONNEL

Reporting Improper Governmental Action
(Whistleblower Protection)

The district encourages the reporting, consistent with the district's procedures, of improper governmental actions by any district officers or employees and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with this policy and related procedure.

District officers and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action in accordance with this policy and related procedure.

The superintendent/designee will establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation.

Legal References: RCW 42.41 Local Government Whistleblowers Protection

Management Resources: *Policy News*, Oct 2015

Date: 1/21/93; 3/27/00; 4/28/03; 12/08/08; _____.

PERSONNEL

Personnel Records

The district will organize, compile and maintain personnel records and files for each staff member of the district which will be kept secure under the authority of the superintendent/designee. The contents of the personnel files will be available to the superintendent/designee and to those staff authorized by the superintendent/designee to organize, compile and maintain the files. Any confidential college or university credentials or other confidential pre-employment materials received by the district will be returned to the sender or maintained in personnel records, such as an application file.

A certificated or classified staff member will be permitted, during normal district business hours, to review the contents of his/her personnel file in the presence of an authorized staff member. Personnel files may be maintained by the district in hard copy or in an electronic format.

A staff member annually may request that the superintendent/designee review all information in the staff member's personnel file(s) to determine if there is any irrelevant or erroneous information in the file(s), and will remove all such information from the file(s). If a staff member does not agree with the determination, the staff member may at his or her request have placed in the personnel file a statement containing a rebuttal or correction.

Cross Reference:	Policy 4040	Public Access to District Records
Legal References:	RCW 28A.405.250	Certificated employees, applicants for certificated positions, not to be discriminated against - Right to inspect personnel file
	RCW 42.56.230(3)	Certain personal and other records exempt (from public inspection)
	RCW 49.12.240-260	Employee inspection of personnel file

Management Resources: *Policy News* Oct 2015

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

PERSONNEL

Staff Participation in Political Activities

The board recognizes the right of its employees, as citizens, to engage in political activities. A staff member may seek an elective office provided that the staff member does not campaign on district property during working hours. District property and work time, supported by public funds, may not be used for political purposes.

In the event the staff member is elected to office, the employee may request a leave of absence in accordance with the leave policies of the district or the provisions of any applicable collective bargaining agreement. District employees who hold elective or appointive public office in an organization are not entitled to time off from their district duties for reasons incident to such offices unless the circumstances surrounding the leave request qualify under leave policies of the district.

Cross Reference:	Policy 4400	Election Activities
Legal Reference:	RCW 41.06.250	Political Activities
	RCW 42.17A.555	Use of public office or agency facilities in campaigns - Prohibition – Exceptions
	RCW 42.17A.635	Legislative activities of state agencies, other units of government, elective officials, employees
Management Resources	<i>Policy News</i> , Oct. 2015	

Date: 4/28/03; 12/08/08; _____