

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**  
**6:00 p.m. School Board Work/Study Session**  
**November 9, 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**

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

**02. Call to Order**

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02.01 Roll Call  
02.02 Pledge of Allegiance

**03. Agenda**

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03.01 Agenda Approval

**04. Recognition**

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04.01 Board  
04.02 Superintendent

**05. Public Comments**

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**06. Board Correspondence - None**

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**07. Reports**

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07.01 ASB Representative  
07.02 Maritime Discovery Schools Report – Sarah Rubenstein  
07.03 City Library Collaboration Update – Ann Healy-Raymond  
07.04 Curriculum Committee Update – Ann Healy-Raymond  
07.05 Bond Update – Integrus Architecture

**08. Action Items**

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08.01 Approval of Policy 6220 – Bid Requirements  
08.02 Approval of Policy 3141 – Non Resident Students  
08.03 Approval of Policy 3115 – Homeless Students  
08.04 Approval of Resolution 15-13, Lincoln Building

**09. New Business**

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09.01 Draft Resolution 15-12, Bond to Construct and Improve Schools – First Review

**10. Policy Review**

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10.01 Policy 5202 – Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program  
10.02 Policy 5222 – Job-Sharing Staff Members

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

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**12. Executive Session (if needed)**

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**13. Next Meeting**

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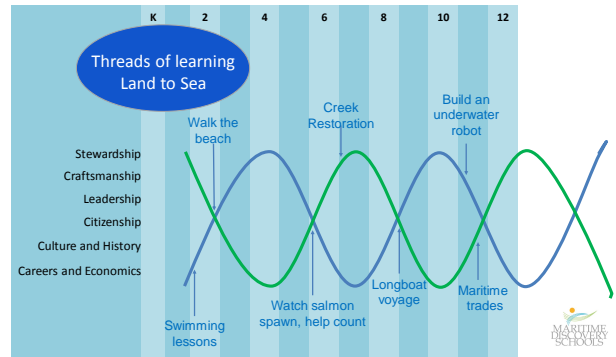
13.01 November 23, 2015, Regular Meeting, Gael Stuart Board Room, S-11, 1610 Blaine Street, 6:00 p.m.

**14. Adjournment**

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LEARNING THROUGH A SENSE OF PLACE IN PORT TOWNSEND



**Successes**



Over \$800,000 in grants and donations to support the initiative and its partner's.  
 All teachers across our district have at least one maritime or place-based project.  
 Senior project maintained and enhanced with the Senior Symposium.  
 Students doing real learning, through real work; preparing them for college and career.  
 Increasing student engagement, community connections, and teacher collaboration.



**Year 1 Strengths**



Teachers comfortable with project based learning, incorporating maritime topics, and community partners.  
 Useful professional development sessions, opportunities for collaboration, and model teaching labs.  
 Increased teacher collaboration.  
 Learning includes creative expression, original design, and caring for the environment in school.



**Year 1 Areas for Growth**



Increase curricular connections to local natural, maritime, and town environment.  
 Increasing teacher leadership opportunities.  
 Increasing opportunities for building and repairing objects in school.  
 Increase opportunities for students to make a difference in the community, solve real world problems, and learn about careers.



**2015-16 Focus**

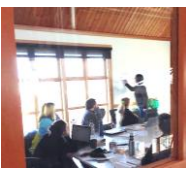


Integrate maritime and place-based learning into all classes  
 Focus on improvements in math instruction and learning  
 Focus on making student thinking visible and student centered learning  
 Increase teacher leadership in Maritime Discovery Schools



Curriculum Development

- Curriculum development and coaching sessions
- Monthly professional learning
- Teaching lab sessions
- Professional Learning Leaders
- Community Advisory Group
- Curriculum Matrix Team



Growing Partnerships



LEARNING THROUGH A SENSE OF PLACE IN PORT TOWNSEND



# Library Collaboration Update

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2015/2016

Ann H. Raymond

Port Townsend School District and  
Port Townsend Public Library

# Summer School



PTL Children's librarian offered additional story time at Grant Street during Summer School

# Inspiring Reading

## Reading Incentive Program at Blue Heron

Book Talks




Book Lists



Shared Goals


A registration form for the Blue Heron Library Book a Month Club. The form is titled "Blue Heron Library Book a Month Club" and features a central illustration of a girl reading a book. Below the illustration, there are two lines for "First and Last Name:" and "Teacher:". At the bottom of the form, there is another illustration of a teacher reading to a child.

Blue Heron Library  
**Book a Month Club**



First and Last Name : \_\_\_\_\_

Teacher: \_\_\_\_\_





# Grant Update



Report Submitted in June, 2015

## Word of Successful Grant July 2015

"Turning outward makes the community and the people the reference point for getting things done."



\$15,000 for outreach



Harwood Institute for  
Public Innovation

# What's Next ?

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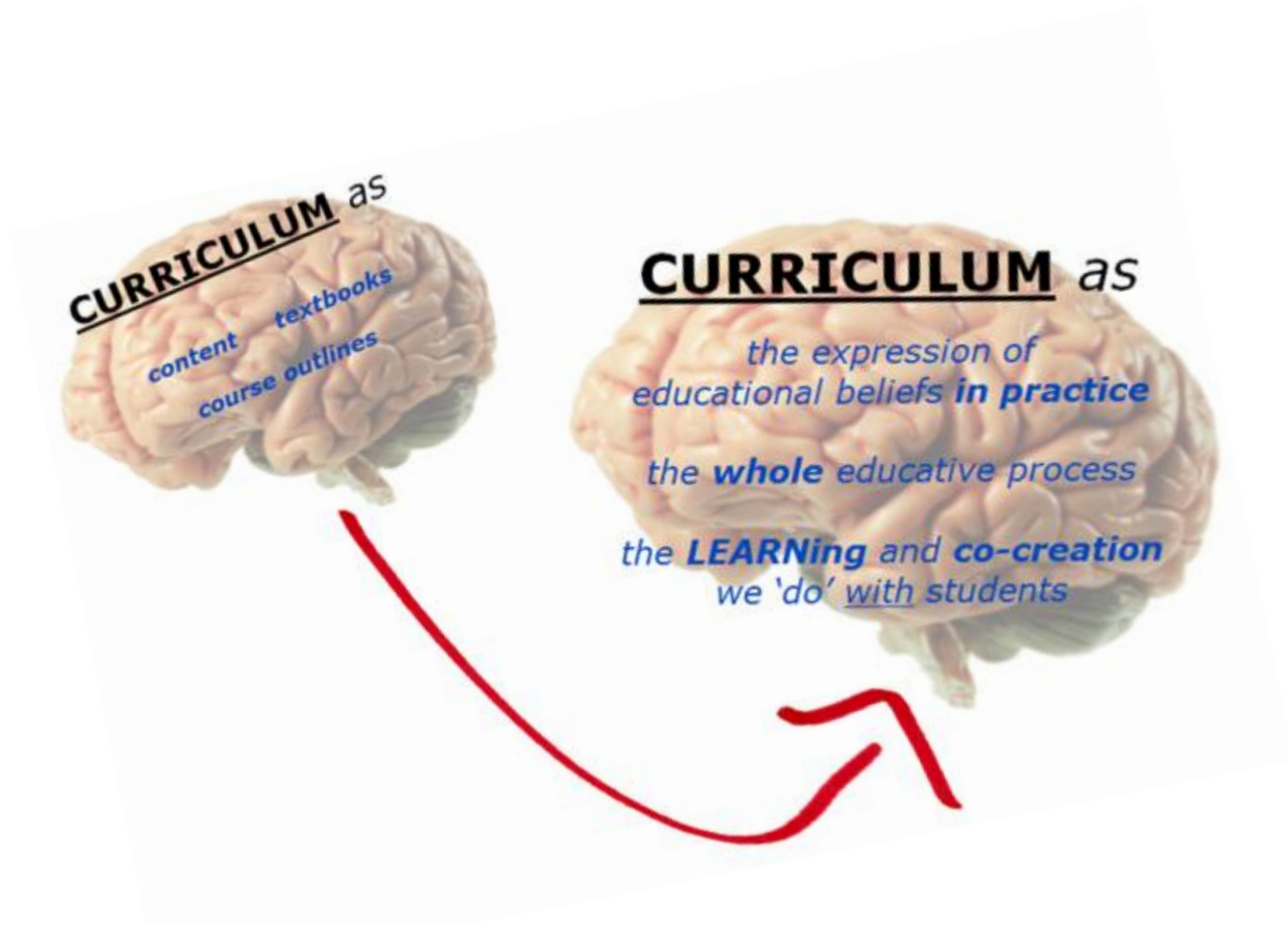
- 1** Community Conversations
- 2** Washington Library Association Conference Presentation- Spring 16
- 3** New opportunities for deep collaboration
- 4** Additional Grants



# Curriculum Task Force



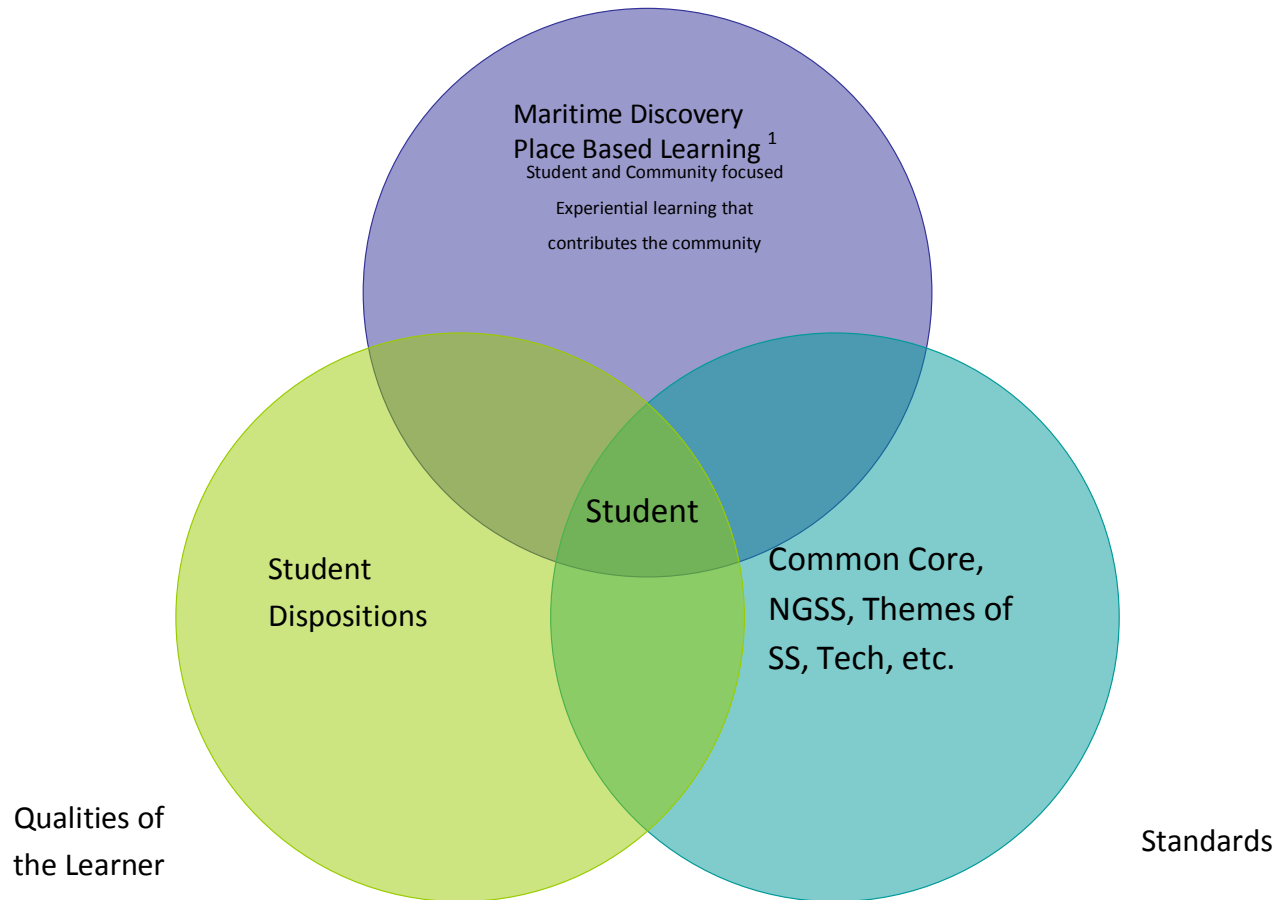
Provisioning Learners for their  
(Unknown) Future



*“We cannot always build the future for our youth. But we can build our youth for the future.”* — Franklin Delano Roosevelt

# Learning and Co-Creation

Learning  
Purpose and  
Teaching  
Pedagogy



*How do we provision  
learners for...*

**Effective Thinking**

**Effective Action**

**Effective Relationships**

**Effective Accomplishments**



# Task Force Team and Goals

- Lisa Cartwright
- Cherry Chenruk-Geelan
- Susan Doyle
- Dr. Engle
- Matt Holshouser
- Patrick Kane
- Brett Navin
- Rene Olson
- Ann Raymond
- Dave Thielk
- Joy Wentzel



## Define Curriculum



## Create Tools

- To guide resource decisions
- To align with district goals



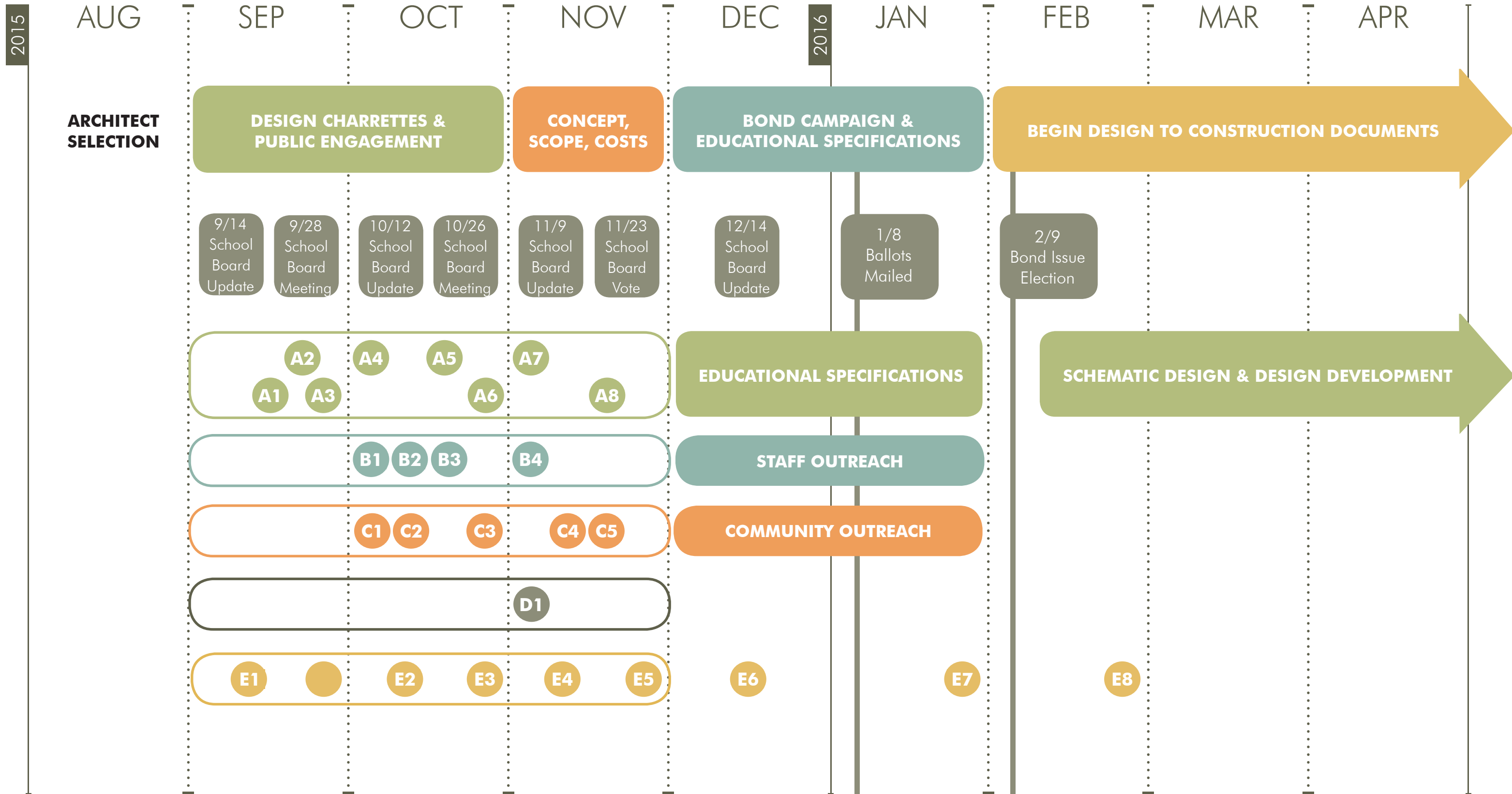
## Write Procedures for Board Policy

- To inform Board Policy Work
- To support instruction policies



We create the context that shapes  
our students. -Prenski





GROUP KEY: A: DESIGN COMMITTEE B: STAFF & ADMINISTRATION C: PORT TOWNSEND COMMUNITY D: STUDENTS E: SCHOOL BOARD

2015

SEP

**School Board - E1**

• Overview of Pre-bond & Planning Process **14**  
 YMCA Gym 6 - 8 PM

**Kickoff with Design Committee - A1**

• Review Pre-bond Process & Schedule **16**  
 • Educational Specifications  
 • Review Current Pre-bond & Project Scope  
 • **Group Exercise: "Hopes & Fears"**  
 Board Room, 1610 Blaine Street 3:30 - 5 PM

**Schedule & Site Analysis - A2**

• Schedule and Process Review **23**  
 • Program Overview  
 • Site Analysis Overview  
 • **Discussion: Site Placement Pros & Cons**  
 Board Room, 1610 Blaine Street 3:30 - 5 PM

**School Board**

**28**  
 YMCA Gym 6 - 8 PM

**Program Adjacency Workshop - A3**

• Discuss Characteristics of & Relationships **30**  
 Between Educational Program Spaces  
 Board Room, 1610 Blaine Street 3:30 - 5 PM

OCT

**Sustainability Workshop - A4 & C1**

• Sustainable Schools / Sustainable **7**  
 Communities  
 • Living Building / LEED / WSSP  
 • Facility & Curriculum Sustainability Goals  
 Board Room, 1610 Blaine Street 10 AM - 12 PM

**District Listening Sessions - B1**

• Meet with Custodial and Classified Staff **7**  
 Board Room, 1610 Blaine Street 1 PM

**School Board - E2**

• Progress Update: Process, Program, **12**  
 Cost Model and Site  
 Grant Street Gym 6 - 8 PM

**District Listening Sessions - B2**

• Review Curriculum and Program Space **14**  
 Needs with Principal & Department Leadership  
 TBD 1 PM

**City of Port Townsend Meeting - C2**

• Meet with Lance Bailey, City Planner **14**  
 City of Port Townsend 3 PM

OCT

**Workshops & Concept Review - A5**

• Review of Community Partners Workshop **21**  
 • Review of Sustainability Workshop  
 • **Group Exercise: Explore First Concepts**  
 Board Room, 1610 Blaine Street 3:30 - 5 PM

**Day at Grant Street - B3**

• Shadow school for a day **22**  
 Grant Street Elementary School 7:30 AM - 3 PM

**School Board - E3**

• Progress Update **26**  
 Board Room, 1610 Blaine Street 6 - 8 PM

**Community Partners Workshop - A6 & C3**

• Community Resources that Support School **28**  
 • School Resources that Support Community  
 • **Group Exercise: Review Updated Concepts**  
 Board Room, 1610 Blaine Street 3:30 - 5 PM

NOV

**Student Listening Sessions - D1**

• Exercises with Grant Street K-2 Students **4**  
 • **Group Exercise: Imagining New School**  
 Grant Street Gym 8:50 AM - 12:30 PM

**Progress Review with Staff - B4**

• Review of Work so Far **4**  
 • Staff Feedback on concepts  
 Grant Street Library 1 PM

**Concept Design Review - A7**

• Review Revised Concept Schemes **4**  
 • Review Scheme Costs  
 • Select Scheme for Project  
 Board Room, 1610 Blaine Street 3:30 - 5 PM

**School Board - E4**

• Concepts and Costs **9**  
 • Reading of School Board Bond Resolution  
 Board Room, 1610 Blaine Street 6 - 8 PM

**Community Open House - C4**

• Open House Listening Stations **14**  
 • Review of Work so Far  
 Grant Street Gym 11 AM - 1 PM

**Community Open House - A8 & C5**

• Open House Listening Stations **18**  
 • Review of Work so Far  
 Grant Street Gym 6 - 8 PM

**School Board - E5**

• Update on Concepts and Costs **23**  
 • Approve School Board Bond Resolution  
 Board Room, 1610 Blaine Street 6 - 8 PM

GROUP KEY: A: DESIGN COMMITTEE

B: STAFF & ADMINISTRATION

C: PORT TOWNSEND COMMUNITY

D: STUDENTS

E: SCHOOL BOARD

## 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.

### Procurement Using State Funds

Whenever the estimated cost of furniture, supplies or 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.

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.

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 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 students. The contract shall also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

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

#### 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.

#### Procurement Using Federal Funds

When federal funds are used for procurement of goods (furniture, supplies, equipment, and textbooks):

- Purchases of \$3,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$3,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids.

When federal funds are used for procurement of services;

- Purchases of \$3,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchase equitably among suppliers.
- Purchases between \$3,000 and \$150,000 must be procured using price or rate quotations from a reasonable number of qualified sources
- Purchases of \$150,000 or more must be publicly solicited using sealed bids.

Procurement by noncompetitive proposals may only be used when one of the following four 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 a noncompetitive proposal in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive proposals.

Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

The superintendent will establish bidding and contract awarding procedures consistent with state and federal law.

Conflict of Interest

No employee, officer, or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

Legal References:	RCW 28A.335.190	Advertising for bids – Competitive Bid procedure – Purchases from inmate work programs – Telephone or written solicitation, limitations – Emergencies
	RCW 28A.400.330	Crimes Against Children – Contractor Employees – Termination of Contract
	RCW 39.04.155	Small Works Roster Contract Procedures – Limited Public Works Process – Definition
	RCW 39.04.280	Competitive Bidding Requirements – Exemptions
	RCW 39.30.060	Bids on public works – Identification, substitution of contractors
	RCW 43.19.1911	Competitive Bids – Notice of Modification or Cancellation – Cancellation Requirements – Lowest Responsible Bidder – Preferential Purchase – Life Cycle Costing
	2 CRF 200.318	General Procurement Standards
	34 CFR 80.36	Procurement
	34 CFR 85	Debarment and Suspension
Management Resources:	<i>Policy News</i> , June 2001	Legislation Further Simplifies Bid Compliance
	<i>Policy News</i> , October 2005	Competitive Bid Process Change
	<i>Policy News</i> , February 2011	
	<i>Policy News</i> , April 2012	
	<i>Policy News</i> , June 2013	
	<i>Policy News</i> , June 2015	
	<i>Policy News</i> , October 2015	

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

## **STUDENTS**

### Nonresident Students

Consistent with Chapter 28A.225 RCW, any student who resides outside the district may apply to attend a school in the district or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance or home-based instruction will be considered on an equal basis. The Port Townsend Board of Directors annually will inform parents of the inter-district enrollment options and parental involvement opportunities. Information on inter-district acceptance policies will be provided to nonresidents on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form. The district will not charge any transfer fees or tuition costs for enrolling eligible nonresident students.

A parent or guardian will apply for admission on behalf of his or her child by completing the appropriate district application. The superintendent will develop an application form which contains information including, but not limited to, the current legal residence of the child and the school district in which he or she is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district and the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

A student who resides in a district that does not operate a secondary program will be permitted to enroll in secondary schools in this district in accordance with state law and regulation relating to the financial responsibility of the resident district.

### Standards for accepting or rejecting an application

The superintendent will accept or reject an application for nonresident admission based upon the following standards:

1. Whether acceptance of a nonresident student would result in the district experiencing significant financial hardship (“financial hardship” does not include routine programmatic costs associated with serving additional disabled or non-disabled students);
2. Whether the grade level or class at the building in which the student desires to be enrolled has the capacity for additional students;
3. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence;
4. Whether the student's disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes);
5. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district's policy for readmission and reengagement of suspended or expelled students; and



6. Whether enrollment of a nonresident student would conflict with a district innovation academy cooperative under RCW 28A.340.080.

Admission or Denial: Notice of decision and appeal of decision

The superintendent, in a timely manner, will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application. If the student is to be admitted, the superintendent or the superintendent's designee shall notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent will notify the parent or guardian of the reason(s) for denial and the right to petition the board of directors, upon five (5) school business days prior notice, for review of the decision and to have a hearing before the board at its next regular meeting. Following the hearing by the board, a final decision shall be promptly communicated to the parent in writing.

The final decision of the district to deny the admission of a nonresident student may be appealed to the Superintendent of Public Instruction or his or her designee pursuant to the process detailed in RCW 28A.224.230(3).

Children of full-time employees

1. Pursuant to RCW 28A.225.225, a nonresident student who is the child of a full-time certificated or classified employee will be permitted to enroll:
  - a. At the school to which the employee is assigned;
  - b. At a school forming the district's kindergarten through twelfth grade continuum which includes the school to which the employee is assigned; or
  - c. At a school in the district provides early intervention services pursuant to RCW 28A.155.065 and/or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.
2. The district may reject the application of a student who is the child of a full-time employee if:
  - a. Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior or gang memberships; or
  - b. The student has been expelled or suspended from a public school for more than ten consecutive days (however, the district's policies for allowing readmission of expelled or suspended students and the required reengagement procedures under this rule must apply uniformly to both resident and nonresident applicants seeking admission, pursuant to RCW 28A.225.225 (2) (b); or
  - c. Enrollment of the nonresident child would displace a child who is a resident of the district.
3. If a nonresident student is the child of a full-time employee and has been enrolled under Section 1 above, the student must be permitted to remain enrolled at the same school or in the district's kindergarten through twelfth grade continuum until:

- a. The student completes their schooling; or
- b. The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

Cross Reference:	Board Policy 3120	Enrollment
Legal References:	RCW 28A.225.220	Adults, children from other districts, agreements for attending school - Tuition
	RCW 28A.225.240	Appeal from certain decisions to deny student's request to attend non-resident district - Apportionment of credit
	RCW 28A.225.290	Enrollment options information booklet
	RCW 28A.225.300	Enrollment options information to parents
	WAC 392-137	Finance - Non-resident attendance
	<i>Policy News</i> , September 1999	School safety bills impact policy
	<i>Policy News</i> , February 2000	
	<i>Policy News</i> , June 2003	Enrolling children of school employees
Management Resources:	<i>Policy News</i> , December 2011	
	<i>Policy News</i> , October 2015	

**Date: 2/28/83; 11/17/88; 6/21/90; 7/26/99; 5/8/00; 10/28/02; 5/23/05 \_\_\_\_\_**

## STUDENTS

### Homeless Students: Enrollment Rights and Services

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

- A. Sharing the housing of other persons due to loss of housing or economic hardship;
- B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- C. Living in emergency, transitional, or domestic violence shelters;
- D. Are abandoned in hospitals;
- E. Awaiting foster care placement;
- F. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
- G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings;
- H. Are migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

According to the child's or youth's best interest, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools. Attendance rights acquired by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof

of residency, mailing address or other documentation. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student’s previous school will be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state’s address confidentiality program when necessary. However, emergency contact information cannot be demanded in a form or manner that constructs a barrier to enrollment and/or attendance at school.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district’s liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and soup kitchens. The district’s liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

The superintendent will:

- Strongly encourage district staff, including substitute and regular bus drivers, to annually review the video posted on the OSPI website on identification of student homelessness
- Strongly encourage every district-designated homeless student liaison to attend trainings provided by the state on identification and serving homeless youth
- Ensure that the district includes in materials provided to all students at the beginning of the school year or at enrollment, information about services and support for homeless students (i.e., the brochure posted on the OSPI website)
- Use a variety of communications each year to notify students and families about services and support available to them if they experience homelessness (e.g., distributing and collecting an annual housing intake survey, providing parent brochures directly to students and families, announcing the information at school-wide assemblies, posting information on the district’s website).

Cross References:	Policy 3120	Enrollment
	Policy 3231	Student Records
	Policy 3413	Student Immunization and Life-Threatening Conditions
Legal References:	RCW 28A.225.215	Enrollment of children without legal residences
	RCW 28A.320.145	Support for homeless students
	20 U.S.C 6301 et seq.	No Child Left Behind Act, 2002
	42 U.S.C. 11431 et. seq.	McKinney-Vento Homeless Assistance Act
Management Resources	<i>Policy News</i> , Oct 2002	NCLB Addresses Homeless Students
	<i>Policy News</i> , Oct 2004	Homeless Students: Enrollment Rights and Services

*Policy News*, Dec 2014

Update  
Homeless Students: Enrollment Rights and Services  
new legal requirements  
Posters and Other Materials for Community Outreach -  
OSPI

**Date: 12/8/03; 5/23/05; \_\_\_\_\_**

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**

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

**RESOLUTION 15-13**

WHEREAS, the District owns certain real property and improvements comprising that portion of Jefferson County Tax Parcel No. 931401801 consisting of a three-story masonry and brick building commonly known as the "Lincoln School Building," located at 450 Fir Street, Port Townsend, Washington, 98368, and appurtenant paved surface area (hereinafter the "Property");

WHEREAS, the Property has been declared a surplus district property; and

WHEREAS, the building on the Property is a historic structure of architectural and cultural significance;

WHEREAS, the Peninsula Housing Authority has shown interest in exploring appropriate uses of the building, as defined by the district in a previous Request for Proposal (RFP) related to the Lincoln Building in February, 2014; and

WHEREAS, the District has an interest in seeing the Lincoln Building continue to serve the community of Port Townsend, as defined by the district's appropriate use conditions set forth in the February, 2014 RFP; and

WHEREAS, the District understands that the Peninsula Housing Authority will require sufficient time to conduct a feasibility study;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Port Townsend School District No. 50 supports this study by directing the Superintendent of Schools to take those actions, including but not limited to delaying plans for demolition, that will support the Peninsula Housing authority in completing its phased feasibility study by no later than April, 2017.

APPROVED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at an open public meeting held on November 9, 2015, the following directors being present and voting therefore.

\_\_\_\_\_  
Pam Daly, President

\_\_\_\_\_  
Jennifer James-Wilson, Director

\_\_\_\_\_  
Nathanael O'Hara, Director

\_\_\_\_\_  
Connie Welch, Director

\_\_\_\_\_  
Keith White, Director

ATTEST:

\_\_\_\_\_  
David Engle, Secretary to the Board



PORT TOWNSEND SCHOOL DISTRICT NO. 50  
JEFFERSON COUNTY, WASHINGTON

**BONDS TO CONSTRUCT AND IMPROVE SCHOOLS**

RESOLUTION NO. 15-12

A RESOLUTION of the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, providing for the submission to the voters of the District at a special election to be held on February 9, 2016, of a proposition authorizing the District to issue general obligation bonds in the principal amount of no more than \$40,980,000, for the purpose of paying costs of constructing a new elementary school (Grades PK-5) to replace the current Grant Elementary School, making safety, security and ADA improvements at Port Townsend High School, and developing designs/plans for future high school improvements, the principal of and interest on such bonds to be payable from annual excess property tax levies; designating the District's Director of Finance and Business Operations and bond counsel to receive notice of the ballot title from the Auditor of Jefferson County, Washington; authorizing a request for a Certificate of Eligibility from the State Treasurer pursuant to chapter 39.98 RCW; designating the Secretary to the Board and/or the District's Director of Finance and Business Operations as the District officials authorized to file with the State Treasurer, on behalf of the District, the request for a Certificate of Eligibility; and providing for other matters properly related thereto, all as more particularly set forth herein.

ADOPTED: NOVEMBER 23, 2015

*This document prepared by:*

*FOSTER PEPPER PLLC  
1111 Third Avenue, Suite 3400  
Seattle, Washington 98101  
(206) 447-5339*

PORT TOWNSEND SCHOOL DISTRICT NO. 50  
JEFFERSON COUNTY, WASHINGTON

RESOLUTION NO. 15-12

A RESOLUTION of the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, providing for the submission to the voters of the District at a special election to be held on February 9, 2016, of a proposition authorizing the District to issue general obligation bonds in the principal amount of no more than \$40,980,000, for the purpose of paying costs of constructing a new elementary school (Grades PK-5) to replace the current Grant Elementary School, making safety, security and ADA improvements at Port Townsend High School, and developing designs/plans for future high school improvements, the principal of and interest on such bonds to be payable from annual excess property tax levies; designating the District's Director of Finance and Business Operations and bond counsel to receive notice of the ballot title from the Auditor of Jefferson County, Washington; authorizing a request for a Certificate of Eligibility from the State Treasurer pursuant to chapter 39.98 RCW; designating the Secretary to the Board and/or the District's Director of Finance and Business Operations as the District officials authorized to file with the State Treasurer, on behalf of the District, the request for a Certificate of Eligibility; and providing for other matters properly related thereto, all as more particularly set forth herein.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF PORT TOWNSEND SCHOOL DISTRICT NO. 50, JEFFERSON COUNTY, WASHINGTON, as follows:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of Port Townsend School District No. 50, Jefferson County, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

(a) Deteriorating and outdated schools and educational infrastructure, student safety and security concerns, State of Washington class size reduction requirements, and the institution of new educational programs require that the District construct a new elementary school (Grades PK-5) to replace the current Grant Elementary School, make safety, security and ADA improvements at Port Townsend High School, and develop designs/plans for future high school improvements, all as more particularly defined and described in Section 2 herein (collectively, the "Projects"). The Projects are urgently required to correct the existing conditions.

(b) The District lacks sufficient money with which to pay costs of the Projects.

(c) To pay costs of the Projects, it is necessary and advisable that the District issue and sell unlimited tax general obligation bonds in the principal amount of no more than \$40,980,000 (the "Bonds"), or such lesser maximum amount as may be legally issued under the laws governing the limitation of indebtedness or required to carry out and accomplish the Projects.

(d) The District is authorized pursuant to Article VII, Section 2(b) of the Washington Constitution and laws of the State of Washington, including Revised Code of Washington ("RCW") 28A.530.010, RCW 28A.530.020, RCW 39.36.050 and RCW 84.52.056, to submit to

the District's voters at a special election, for their approval or rejection, the proposition of whether the District shall issue the Bonds to pay costs of the Projects and levy annual excess property taxes to pay and retire the Bonds.

(e) The best interests of the District's students and other inhabitants require the District to carry out and accomplish the Projects as hereinafter provided.

Section 2. Description of Projects. The Projects to be paid for with proceeds of the Bonds, including interest earnings thereon ("Bond Proceeds"), are more particularly defined and described as follows:

(a) Construct a new elementary school (Grades PK-5) on the Grant Street site to replace the current Grant Elementary School, all as deemed necessary and advisable by the Board.

(b) Make safety, security and ADA improvements at Port Townsend High School, including but not limited to: (1) acquiring, constructing, installing and equipping building security improvements and/or upgrades (including, but not limited to, electronic lock systems, security cameras and lighting systems); (2) acquiring, constructing, installing and equipping elevators for the Main and Annex buildings; and (3) making other safety, security and ADA improvements, all as deemed necessary and advisable by the Board.

(c) Develop designs/plans for future improvements of Port Townsend High School, all as deemed necessary and advisable by the Board.

(d) Acquire, construct and install all necessary furniture, equipment, apparatus, accessories, fixtures and appurtenances in the foregoing, all as deemed necessary and advisable by the Board.

(e) Pay incidental costs incurred in connection with carrying out and accomplishing the Projects described above pursuant to RCW 39.46.070. Such incidental costs shall be deemed part of the Projects and shall include, but not be limited to: (1) costs related to the issuance, sale and delivery of the Bonds; (2) payments for fiscal and legal costs; (3) costs of obtaining ratings and bond insurance; (4) costs of printing, advertising, establishing and funding accounts; (5) payment of interest due on the Bonds for up to six months after completion of construction; (6) necessary and related engineering, architectural, planning, consulting, inspection, permitting and testing costs; (7) administrative and relocation costs; (8) site acquisition and improvement costs; (9) demolition costs; (10) costs related to demolition and/or deconstruction of existing school facilities to recycle, reclaim and repurpose such school facilities and/or building materials; (11) costs of on-site and off-site utilities and road improvements; and (12) costs of other similar activities or purposes, all as deemed necessary and advisable by the Board. The Projects, or any portion or portions thereof, shall be acquired or made insofar as is practicable with available Bond Proceeds, together with any other money of the District legally available therefor, and in such order of time as shall be deemed necessary and advisable by the Board. Subject to Section 6 of this resolution, the Board shall allocate the Bond Proceeds, together with any other money of the District legally available therefor, between the various parts of the Projects so as to accomplish, as near as may be, all of the Projects. The Board shall determine the exact order, extent and specifications for the Projects. The Projects are to be more fully described in the plans and specifications to be filed with the District.

Section 3. Calling of Election. The Auditor of Jefferson County, Washington, as *ex officio* Supervisor of Elections (the “Auditor”), is requested to call and conduct a special election in the District, in the manner provided by law, to be held therein on February 9, 2016, for the purpose of submitting to the District’s voters, for their approval or rejection, the proposition of whether the District shall issue the Bonds to pay costs of the Projects and levy annual excess property taxes to pay and retire the Bonds.

If the proposition is approved by the requisite number of voters, the District will be authorized to issue, sell and deliver the Bonds in the manner described in this resolution, spend the Bond Proceeds to pay costs of the Projects, and levy annual excess property taxes to pay and retire the Bonds. The Bond Proceeds shall be used, either with or without additional money now available or hereafter available to the District, for capital purposes only, as permitted by law, which shall not include the replacement of equipment.

Section 4. Authorization to Issue the Bonds. The Bonds authorized may be issued as a single issue, as a part of a combined issue with other authorized bonds, or in more than one series, all as deemed necessary and advisable by the Board and as permitted by law. Further, the Bonds may be issued, as deemed necessary and advisable by the Board, as taxable bonds, tax-exempt bonds and/or any other type of tax credit bonds that are now or in the future may be authorized under applicable state and federal law, including, but not limited to, “build America bonds” or “qualified tax credit bonds” within the meaning of Section 54A(d)(1) of the Internal Revenue Code of 1986, as amended (the “Code”) (generically, “Tax Credit Bonds”).

Each series of the Bonds shall be issued as fully registered bonds; shall bear interest payable as permitted by law; shall mature within 20 years from the date of issuance of such series of the Bonds (but may mature at an earlier date or dates as fixed by the Board); shall be paid by annual property tax levies sufficient in amount to pay both principal and interest when due, which annual property tax levies shall be made in excess of regular property tax levies without limitation as to rate or amount but only in amounts sufficient to meet such payments of principal and interest as they come due; and shall be issued and sold in such manner, at such times and in such amounts as shall be required for the purpose for which each series of the Bonds are to be issued, all as deemed necessary and advisable by the Board and as permitted by law. The life of the Projects to be financed with the Bond Proceeds shall exceed the term of the respective series of Bonds that finance such Projects. The Board hereby authorizes and directs the Secretary to the Board (the “Secretary”) to determine for each series of Bonds whether such series should be sold by negotiated or competitive sale, and with respect to such series of Bonds that are to be sold by competitive sale, to: (a) specify a date and time of sale of such Bonds; (b) give notice of that sale; (c) determine any bid requirements and criteria for determining the award of the bid; (d) provide for the use of an electronic bidding mechanism if the Secretary deems electronic bidding to be beneficial to the District; and (e) specify other matters in his or her determination necessary, appropriate or desirable to carry out the sale of the Bonds. Notwithstanding the foregoing, the amount, date, denominations, interest rates, payment dates, final maturity, redemption rights, price, and other terms and conditions of the Bonds (or parameters with respect thereto) shall be hereafter fixed by one or more resolutions of the Board authorizing the issuance, sale and delivery of such series of Bonds, which resolutions may delegate to a District officer or employee the authority to fix any of the foregoing, all as deemed necessary and advisable by the Board and as permitted by law.

Pending the issuance of any series of the Bonds, the District may issue short-term obligations pursuant to chapter 39.50 RCW (which may be issued as Tax Credit Bonds, if permitted under applicable law) to pay for any portion of the costs of the Projects. Such obligations may be paid or refunded with the Bond Proceeds.

If the District receives voter approval to issue the Bonds in the manner described in this resolution, the Board authorizes and directs the Secretary and/or the District's Director of Finance and Business Operations (the "Finance Director") to: (a) review and "deem final" (within the meaning of Rule 15c2-12 of the Securities and Exchange Commission), if necessary and upon such official's satisfaction, any preliminary official statement prepared in connection with the sale of each series of the Bonds by the District; (b) authorize the "deemed final" preliminary official statement to be distributed prior to the date any underwriter or purchaser bids for, purchases, offers or sells each series of the Bonds; and (c) acknowledge in writing any action taken pursuant to clauses (a) and (b) of this paragraph.

Section 5. Intent to Reimburse. The Board declares that to the extent, prior to the date the Bonds, or other bonds or obligations (which includes the Bonds, or other bonds or obligations issued as tax-exempt bonds and/or Tax Credit Bonds) are issued to pay costs of the Projects, the District shall make capital expenditures for the Projects from money that is not (and is not reasonably expected to be) reserved, allocated on a long-term basis or otherwise set aside by the District under its existing and reasonably foreseeable budgetary and financial circumstances to pay costs of the Projects, those capital expenditures are intended to be reimbursed out of the Bond Proceeds, or proceeds of other bonds or obligations, issued in an amount not to exceed the principal amount of the Bonds provided by this resolution.

Section 6. Sufficiency of Bond Proceeds. If Bond Proceeds are more than sufficient to carry out and accomplish the Projects (the "Excess Bond Proceeds"), and state or local circumstances require, the District may use the Excess Bond Proceeds to: (a) acquire, construct, install, equip and make other capital improvements to the District's facilities; or (b) retire and/or defease a portion of the Bonds or other outstanding bonds of the District, all as the Board may determine by resolution, after holding a public hearing thereon pursuant to RCW 28A.530.020. In the event that the Bond Proceeds, together with any other money of the District legally available therefor, are insufficient to carry out and accomplish all of the Projects, the District shall use the Bond Proceeds and other available money for paying the cost of that portion of the Projects that is deemed by the Board most necessary and in the best interest of the District.

Section 7. Use of State Financing Assistance. It is anticipated that the District may receive some money from the State of Washington as state financing assistance under chapter 28A.525 RCW with respect to the Projects (the "State Financing Assistance"). The State Financing Assistance shall be used, when and in such amounts as it may become available, to carry out and accomplish the Projects. If the State Financing Assistance is more than sufficient to carry out and accomplish the Projects (the "Excess State Financing Assistance"), and state or local circumstances require, the District may use the Excess State Financing Assistance to: (a) acquire, construct, install, equip and make other capital improvements to the District's facilities; (b) retire and/or defease a portion of the Bonds or other outstanding bonds of the District; or (c) provide for other purposes, all as the Board may determine by resolution, after holding a public hearing thereon pursuant to RCW 28A.530.020.

Section 8. Alteration of Expenditures. If the Board shall subsequently determine that state or local circumstances, including, but not limited to, changed conditions or needs, regulatory considerations or incompatible development, should cause any alteration to the Projects, the District shall not be required to accomplish the Projects and may apply the Bond Proceeds or State Financing Assistance (or any portion thereof) to: (a) other portions of the Projects; (b) acquire, construct, install, equip and make other capital improvements to the District's facilities; or (c) retire and/or defease a portion of the Bonds or other outstanding bonds of the District, all as the Board may determine by resolution after holding a public hearing thereon pursuant to RCW 28A.530.020.

Section 9. Form of Ballot Title. Pursuant to RCW 29A.36.071, the Jefferson County Prosecuting Attorney is requested to prepare the concise description of the aforesaid proposition for the ballot title in substantially the following form:

PROPOSITION 1

PORT TOWNSEND SCHOOL DISTRICT NO. 50

BONDS TO CONSTRUCT AND IMPROVE SCHOOLS

The Board of Directors of Port Townsend School District No. 50 adopted Resolution No. 15-12, concerning a proposition to replace a deteriorating school and improve safety. This proposition would authorize the District to: construct a new elementary school (Grades PK-5) to replace the current Grant Elementary School, make safety, security and ADA improvements at Port Townsend High School, and develop designs/plans for future high school improvements; issue no more than \$40,980,000 of general obligation bonds maturing within 20 years; and levy annual excess property taxes to repay the bonds, all as provided in Resolution No. 15-12. Should this proposition be:

Approved .....

Rejected .....

Section 10. Authorization to Deliver Resolution to Auditor and Perform Other Necessary Duties. The Secretary or his designee is directed to: (a) present a certified copy of this resolution to the Auditor no later than December 11, 2015; and (b) perform such other duties as are necessary or required by law to submit to the District's voters at the aforesaid special election, for their approval or rejection, the proposition of whether the District shall issue the Bonds to pay costs of the Projects and levy annual excess property taxes to pay and retire the Bonds.

Section 11. Notices Relating to Ballot Title. For purposes of receiving notice of the exact language of the ballot title required by RCW 29A.36.080, the Board hereby designates (a) the Finance Director (Amy Khile), telephone: 360.379.4603; fax: 360.385.3617; email: [akhile@ptschools.org](mailto:akhile@ptschools.org); and (b) bond counsel, Foster Pepper PLLC (Jim McNeill), telephone: 206.447.5339; fax 800.533.2284; email: [mcnej@foster.com](mailto:mcnej@foster.com), as the individuals to whom the Auditor shall provide such notice. The Secretary is authorized to approve changes to the ballot title, if any, deemed necessary by the Auditor or the Jefferson County Prosecuting Attorney.

Section 12. Authorization to Request Participation in Washington State School District Credit Enhancement Program Authorized. The Board hereby finds and determines that, if the District receives voter approval to issue the Bonds in the manner described in this resolution, it will be in the best interests of the District's taxpayers to request the State of Washington's guaranty for payment of the Bonds under chapter 39.98 RCW, the Washington State School District Credit Enhancement Program. Accordingly, the Board hereby requests the State Treasurer to issue a Certificate of Eligibility to the District pledging the full faith, credit, and taxing power of the State of Washington to guarantee the payment, when due, of the principal of and interest on the Bonds pursuant to chapter 39.98 RCW and the rules promulgated thereunder by the State Finance Committee. The Board designates the Secretary and/or the Finance Director as the District officials authorized to file with the State Treasurer, on behalf of the District, the request for a Certificate of Eligibility.

Section 13. Authorization to Request Authority to Issue Tax Credit Bonds. To the extent the Board deems it necessary and advisable to issue all or a portion of the Bonds as Tax Credit Bonds, the Board hereby (a) authorizes the District to request authorization from Office of the Superintendent of Public Instruction ("OSPI"), if applicable, to issue such Bonds as Tax Credit Bonds for the purpose of paying costs of the Projects, and (b) designates the Secretary and/or the Finance Director as the District officials authorized to prepare, sign and submit to OSPI the appropriate applications (or other required forms or documents) to issue the Tax Credit Bonds.

Section 14. General Authorization and Ratification. The Secretary, the Finance Director, the Chair of the Board, other appropriate officers of the District and bond counsel, Foster Pepper PLLC, are severally authorized and directed to take such actions and to execute such documents as in their judgment may be necessary or desirable to effectuate the provisions of this resolution. All actions taken prior to the effective date of this resolution in furtherance of and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

Section 15. Severability. If any provision of this resolution shall be declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution, of the Bonds or of the levy or collection of the taxes pledged to pay and retire the Bonds.

Section 16. Effective Date. This resolution shall become effective immediately upon its adoption.

*[ Remainder of page intentionally left blank; signature page follows ]*

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at a regular open public meeting thereof, held this 23<sup>rd</sup> day of November, 2015, the following Directors being present and voting in favor of the resolution.

PORT TOWNSEND SCHOOL DISTRICT NO. 50  
JEFFERSON COUNTY, WASHINGTON

\_\_\_\_\_  
Chair and Director

\_\_\_\_\_  
Vice Chair and Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

ATTEST:

\_\_\_\_\_  
DAVID S. ENGLE  
Secretary to the Board of Directors



CERTIFICATE

I, DAVID S. ENGLE, Secretary to the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington (the "District"), hereby certify as follows:

1. The foregoing Resolution No. 15-12 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board of Directors of the District (the "Board") held at the regular meeting place thereof on November 23, 2015, as that Resolution appears on the minute book of the District, and the Resolution is now in full force and effect; and

2. A quorum of the members of the Board was present throughout the meeting and a sufficient number of members of the Board present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 23<sup>rd</sup> day of November, 2015.

PORT TOWNSEND SCHOOL DISTRICT NO. 50  
JEFFERSON COUNTY, WASHINGTON

\_\_\_\_\_  
DAVID S. ENGLE  
Secretary to the Board of Directors

## PERSONNEL

### Federal Highway *Motor Carrier Safety* Administration Mandated Drug And Alcohol Testing Program

The ~~Board of Directors~~ directs the superintendent/*designee will* to establish programs and procedures as mandated by ~~and in accordance with~~ *the* Federal Motor Carrier Safety Administration (FMCSA) controlled substance, *including marijuana (cannabis)* and alcohol testing rules.

#### Prohibited alcohol and controlled substance-related conduct:

The following alcohol and controlled substance-related activities are prohibited by the district for drivers required to possess a commercial driver's license (CDL) as part of their job responsibilities. ~~Violations shall result in appropriate corrective action ranging from removal from the performance of safety sensitive functions up to and including discharge.~~

1. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the FMCSA, ~~0.04 or greater.~~
2. Being on duty or operating a vehicle while the driver possesses alcohol *or controlled substances in any amount.*
3. Using alcohol while performing safety-sensitive functions.
4. When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
5. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements.
6. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a prescribing authority who has advised the driver and the district *in writing* that the substance does not adversely affect the driver's ability to safely operate a vehicle. Drivers are required to inform the district of any therapeutic drug use *upon it being prescribed*, although ~~not~~ the *specific* medication that has been prescribed *does not have to be provided*. The use of any medication that could affect a driver's safe job performance is prohibited while working.
7. Reporting for duty, remaining on duty or driving if the driver tests positive *or would test positive* for controlled substances.

No supervisor having actual knowledge of the above violations ~~shall~~ *will* permit a driver to perform or continue to perform safety-sensitive functions.

*Violations of this policy will result in appropriate corrective action ranging from removal from the performance of safety-sensitive functions up to and including discharge.*

#### Testing Requirements:

The following identify the occasions on which a driver shall be subject to alcohol or controlled substances testing. The superintendent is responsible for the development and implementation of procedures for conducting the tests and administering the exemptions consistent with the federal rules.

1. ~~Pre-employment testing: Prior to the first time a driver performs a safety sensitive function for the district, the driver shall undergo testing for controlled substances. This testing requirement may be waived under FMCSA rules for CDL drivers recently employed elsewhere for whom testing records are available from their previous employers.~~
2. ~~Post-accident testing: Each surviving driver of an accident, as defined by the FMCSA, shall be tested for alcohol and controlled substances.~~
3. ~~Random testing: Annually the district will arrange for the unannounced random alcohol and controlled substances testing of its drivers. Fifty percent (50%) of the district's drivers must be randomly selected for controlled substances testing each year, and 10% of its drivers for alcohol testing (or whatever level of testing is required in a given year by the FMCSA). Alcohol testing under this program shall take place just prior to, during or immediately after the driver engages in a safety sensitive function for the district.~~
4. ~~Reasonable suspicion testing: A driver must submit to alcohol or controlled substance testing whenever a trained supervisor has a reasonable suspicion of alcohol misuse or controlled substance use based on specific, contemporaneous and articulable observations concerning the appearance, behavior, speech or bodily odors of the driver. Observations related to using alcohol must be made just prior to, during or immediately after the driver engages in a safety sensitive function for the district, and the alcohol test must be given within eight hours following the determination of reasonable suspicion.~~
5. ~~Return-to duty testing: If a driver is to be returned to performing safety sensitive functions for the district after violating this policy or the federal regulations, the driver shall be evaluated by a substance abuse professional (SAP) who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and use of controlled substances. SAPs must require education and/or treatment in all such cases. If a driver is to be returned to performing safety sensitive functions for the district following a violation of this policy or the federal regulations, the driver shall first be evaluated by a SAP to determine that the driver has properly followed any rehabilitation proscribed. Before a driver could be returned to performing safety sensitive functions for the district following a violation of this policy and/or the federal regulations, the driver shall undergo a return-to duty alcohol and/or controlled substances test resulting in an alcohol concentration below 0.02 alcohol concentration, or a negative controlled substances test.~~
6. ~~Follow up testing: Any driver that continues performing safety sensitive functions for the district following a violation of the alcohol or controlled substances prohibited, shall be subject to follow up alcohol testing, conducted only just prior to, during, or immediately after the driver performs safety sensitive functions, or drug testing, as directed by a SAP.~~

Record Retention and Reporting:

~~The superintendent is responsible for developing procedures for securely retaining records collected under this policy with controlled access and for the time periods established by the federal regulations. The superintendent is also responsible for developing procedures for reporting data collected under this policy as required by the federal regulations.~~

Education, Training and Referral Services:

~~The superintendent shall adopt educational materials that explain the requirements of this policy and the federal program. The educational materials shall be distributed to each driver prior to the start of the testing program and to each driver subsequently hired or transferred into a position covered by this policy. Each driver after receiving a copy of the materials, shall sign a certificate of receipt and the district shall maintain the original of the receipt. The collective bargaining representative of the drivers, if any, shall be notified of the availability of this information. The educational materials shall include:~~

- ~~1. A copy of this policy and subsequent procedures;~~
- ~~2. The name of the person designated to answer questions about the materials;~~
- ~~3. The categories of employees covered by the policy;~~
- ~~4. A description of safety sensitive functions, so that drivers will know which part of their tasks will be covered by this policy;~~
- ~~5. A specific description of conduct prohibited by this policy and the federal program;~~
- ~~6. The circumstances under which a driver is subject to testing;~~
- ~~7. The procedures used in the testing program, especially those that protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver;~~
- ~~8. The requirement that drivers must submit to testing required by this policy and the federal program, and a description of what constitutes refusal to submit to required testing and the consequences of refusal;~~
- ~~9. The consequences for drivers who violate this policy and the federal program, including immediate removal from conducting safety sensitive functions;~~
- ~~10. The consequences for drivers found to have alcohol concentrations between 0.02 and 0.04; and~~
- ~~11. Information about the effects of alcohol and controlled substances on an individual's health, work and personal life and methods of intervening when a problem with alcohol or a controlled substance is suspected, including confrontation, referral to the staff assistance program and referral to management.~~

~~Supervisors designated to determine if reasonable suspicion exists that a driver is under the influence of alcohol or controlled substances must have at least sixty minutes of training on alcohol misuse and at least sixty minutes of training on use of controlled substances. The~~

~~training shall cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.~~

~~The employed driver who violates this policy or the federal regulations shall be informed of resources available for evaluation and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of SAPs and counseling and treatment programs. Costs incurred by the driver for evaluation and/or rehabilitation are the driver's responsibility (other policies may apply).~~

Cross References:	Policy 5201	Drug-Free Schools, Community and Workplace
Legal References:	Policy 5281 49 CFR §40  49 CFR §§382.101—382.605	Disciplinary Action and Discharge Procedures for Transportation Workplace Drug Testing Programs <del>Federal Motor Carrier Safety Programs</del> <b><i>Controlled substances and alcohol use and testing</i></b>
Management Resources:	<i>Policy News, October 2015</i> <i>Policy News, April 2012</i> <i>Policy News, December 2001</i>  <i>Policy News, February, 1999</i>	<b><i>Federal Government Amends Bus Driver Drug Testing rules</i></b> Bus drivers still tested for marijuana

Date: 1/8/96; 3/27/00; 4/28/03; 12/8/08\_\_\_\_\_

## PERSONNEL

### Job-Sharing Staff Members

A job-sharing assignment is the shared performance of the duties of one full-time, regular position by *two (2)* employees.

The superintendent/*designee* is responsible for recommending to the board when the best interests of *students and* the district would be served by creating a job-sharing assignment for a particular position.

The district reserves the authority to:

- A. Determine the number of job-sharing positions, if any, within the district;
- B. ~~Require job-sharing employees to attend staff training or other staff development activities;~~ ***the employees to develop a written plan for sharing the performance of the position and to secure the written approval of their supervisor;***
- C. ~~Abolish~~ ***Dissolve*** any job-sharing assignment, or change a job-sharing position to a full time position held by one employee, ~~at the end of the contractual obligation~~ ***at the sole discretion of the district in accordance with applicable provisions of collective bargaining agreements;***
- D. Consider any request to create a job-sharing position in a position currently held by one employee, or vice versa;
- E. Require job-sharing staff members to work full-time in the event of the termination or resignation of one of the job-sharing staff members, ~~or until such time as a replacement can be hired;~~ at the sole discretion of the district.

Employees sharing a position will sign a job-sharing ~~contract~~ ***agreement annually, subject to the approval of the superintendent/designee.*** The ~~contract~~ ***agreement*** will identify contingencies which may arise during the course of employment including, but not limited to, ~~absence or resignation of one of the job sharing employees, computation of employee benefits, and~~ responsibility for participation in staff meetings and committees. ~~The purpose of such contract is to address potential conflicts in an equitable manner in advance of actual conflicts.~~

~~The conditions provided by this policy are not intended to discourage job sharing nor to impose disproportionate burdens upon job sharing staff members. The superintendent shall establish job-sharing procedures which describe the duties, responsibilities, salaries and benefits for individuals sharing a position.~~

Cross References:	Policy 5000 Policy 5005	Recruitment and Selection of Staff Employment of Staff <b><i>Disclosures, Certification Requirements, Assurances and Approval</i></b>
Legal References:	RCW 28A.400.300  RCW 28A.405.070	Hiring and discharging of employees - <del>Leaves for employees</del> <b><i>Written leave policies</i></b> - Seniority and leave benefits <b><i>of employees transferring between school districts and other educational employers</i></b>
Mngmt. Resources	<i>Policy News</i> Oct 2015	Job Sharing

**Date: 3/27/00; 4/28/03; 12/8/08; \_\_\_\_\_**

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**