

PORT TOWNSEND SCHOOL DISTRICT NO. 50
6:00 p.m. Regular School Board Meeting
January 25, 2016
“Discover the Power of Learning”

Mission:

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

01. Location/Time

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

02. Call to Order

- 02.01 Roll Call
- 02.02 Pledge of Allegiance

03. Agenda

03.01 Agenda Approval

04. Recognition

- 04.01 Board
- 04.02 Superintendent
 - 04.021 Shining Stars

05. Approval of Minutes

- 05.01 Minutes of the December 14, 2015 Regular Meeting
- 05.02 Minutes of the January 12, 2016 Work/Study Meeting

06. Public Comments

07. Consent Agenda

- 07.01 Consent Agenda Approval
- 07.02 Approval of Personnel Action
 - 07.020 Approve Amy Tidball, Blue Heron Teacher, request for medical leave of absence as of March 28, 2016 through the remainder of the 2015-16 school year
 - 07.021 Approve Tim Behrenfeld, High School Teacher, request for medical leave of absence, end of first semester through the remainder of the 2015-16 school year
 - 07.022 Recommend Melanie Hundley as 1.0 FTE High School Science Teacher, leave replacement, as of February 1, 2016, for the 2015-16 second semester
 - 07.023 Recommend Shannon Holshouser as Support Services Secretary, effective January 18, 2016
 - 07.024 Accept resignation of Pam Rondeau, Support Services Secretary, as of March 18, 2016
 - 07.025 Accept resignation of Stacey Parker, Special Education Para educator, Grant Street Elementary, effective January 15, 2016
 - 07.026 Recommend Melody Ginther as 6 hr./day Special Education Para educator at Grant Street Elementary, pending successful pre-employment testing
 - 07.027 Accept resignation of Gordon Wanner, Blue Heron Custodian, effective January 15, 2016
 - 07.028 Accept resignation of Ron Aguirre as High School Fastpitch Coach, effective immediately
 - 07.029 Accept resignation of Brett Navin as Blue Heron Assistant Track Coach, effective immediately
 - 07.030 Recommend Cameron Botkin as Blue Heron Girls' Head Basketball Coach, effective the 2015-16 season
- 07.04 Approval of Financial Reports
 - 07.040 Accounts Payable as of January 25, 2015

07.041 Payroll – December, 2015

07.05 Donations

07.050 Accept Donation from Alison Kaplan of 250 artist quality sketch books for use in high school art class, valued at \$1,750.00

08. Board Correspondence - None

09. Reports

09.01 High School ASB Representative

09.02 Superintendent

09.020 Calendar of Events

09.03 Business Manager

09.030 Budget Status Report-December 2015

09.031 Enrollment Report

09.032 Staffing Update

10. Action Items

10.01 Approve suspension of Policy 5215 – Assignment and Transfer of Administrative Staff
(WSSDA recommends deleting, unnecessary reiteration of procedure and process for transfer of certificated administrative staff-RCW 28A.405.230)

10.02 Approve suspension of Policy 5221 – Part-Time Staff
(WSSDA recommends deleting, it is not necessary to authorize hiring of part-time staff. Additionally, part-time staff are employed in such varied and assorted positions that each situation cannot be covered by a single policy or procedure)

10.03 Approve suspension of Policy 5230 – Job Descriptions/Responsibilities
(WDDA recommends deleting; Human Resource Departments regularly modify job descriptions, so listing them in policy is inappropriate)

11. Unfinished Business

12. New Business

13. Policy Review

13.01 Policy 2107, Comprehensive Early Literacy Plan – First Review (per ESSB 5803, teachers will meet with parents of students who are “likely” to score below basic level on assessment in spring, new requirements for notification of parents)

13.02 Policy 5270, Resolution of Staff Complaints – Second Review (per WSSDA updated to clarify that a complaint must be based on a policy or procedure that has directly aggrieved an employee. Reference to retention of records was struck because these records would be covered in Washington State Archives Retention Schedule)

13.03 Policy 4400 – Election Activities – Second Review

14. Board Member Announcements/Suggestions for Future Meetings

15. Next Meeting

15.01 Work/Study Meeting February 8, 2016, 1610 Blaine St., Room S-11, 6:00 pm

16. Executive Session – (if necessary)

17. Adjournment

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

Keith White led the Pledge of Allegiance.

Administration of the Oath of Office

Superintendent Engle certified the election of the newly elected members of the Port Townsend School District Board of Directors. Superintendent Engle administered the oath of office to board members Nathanael O'Hara (elected to Director District 3), Keith White (elected to Director District 5), and Laura Tucker (newly elected to Director District 4). Ms. Tucker took her place on the board.

Recognition

Board

Keith White praised the performance at the Winter Stringfest held on December 12, 2015 and the District music program in general. Jennifer James-Wilson praised the content of the news reel on the district website, and was particularly pleased with the article about the murals painted at Blue Heron and the High School. Laura Tucker said she took cards with messages of hope from students in grades 5, 7, 8 and Lois Sherwood's 10th grade science class to the climate change conference in Paris this month.

Superintendent

Superintendent Engle recognized the following:

- Appreciation for those board members sworn in tonight, both newly elected and returning to their position.
- An award from the College Bound Scholarship Program for the District's high level of participation in the program. The award was presented to Principal Holshouser to display at Blue Heron School.
- Daniel Ferland for the success of the advanced music class implemented this school year at the high school.

Agenda Approval

The agenda was approved as presented.

Reorganization of the Board

Call for Nomination for Board Chair – Board Secretary David Engle

Ms. James-Wilson nominated Nathanael O'Hara as Board Chair. Keith White seconded. The vote was by roll call:

Jennifer James-Wilson: aye

Laura Tucker: aye

Connie Welch: aye

Keith White: aye

Election of Other Officers

Vice-Chair

Ms. James-Wilson nominated Keith White as vice-chair. Laura Tucker seconded, and the motion carried 5-0.

Public Comments – None

Correspondence

The board reviewed correspondence from Tom Thiersch regarding the Lincoln Building.

Approval of Minutes

The following minutes were brought for approval

- November 23, 2015, Regular Board Meeting. Mr. White moved to approve minutes. Ms. James-Wilson seconded and the motion carried 5-0.

Consent Agenda

Accounts Payable was not reviewed and was removed from consent agenda. Ms. James-Wilson moved to approve the consent agenda, removing accounts payable. Keith White seconded and the motion carried 5-0. Included on the consent agenda were the following items: 1) Payroll for November, 2015; 2) ~~Accounts Payable as of December 14, 2015~~; 3) Recommend the following actions:

Transfer: Shannon Minnihan transfer from Cook/Baker to Lead Cook/Baker, effective immediately

Hire: 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
Anneliese Rice as 6.0 hr/day Special Education Para Educator, Grant Street Elementary, effective November 30, 2015

Donation: Accept donation of \$3,000 from Kite & Nail, Inc., for use in the Writers in the Schools Program at Blue Heron School

Reports

ASB Representative

Chloe Rogers said the ASB had been reviewing protocol and procedures.

Grant Street Assessment Report – Principal Condran

Lisa Condran, Grant Street Principal, and Lisa Cartwright, K-5 math coach, reported on the following:

- SBAC (Smarter Balanced Assessment Consortium) assessment scores from the spring of 2015.
- Programs in place at Grant Street to help improve assessment scores, including the Eagle Reading Room, regional literacy team, Read to Rover, community partners, tutoring, and the Summer Learning Program in conjunction with the YMCA.
- Some background on previous state assessment tests.
- Third grade students are tested, and 4th and 5th Grade OPEPO students
- Low income and special education student test scores and how they compared to the state average.
- Superintendent Engle pointed out that state assessment models have changed three times in the last 10 years, which makes comparison difficult.

Regular Board Meeting

December 14, 2015

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Superintendent

Calendar of Events

Superintendent Engle included the District holiday gathering on Wednesday, December 16, from 5-7 p.m. at the Northwest Maritime Center in upcoming events.

Writers in the Schools

Superintendent Engle recognized submissions from two Port Townsend high school students that were included in the 2014-15 Writers in the Schools publication.

Business Manager

Business Manager Amy Khile reported on revenues, expenditures, budget status of all funds, and enrollment for December, 2015. Policy 6022, Minimum Fund Balance was reviewed as required by policy.

Action Items

Approval of Policy 5253, Staff/Student Boundaries

Ms. James-Wilson moved to approve Policy 5253, with the addition of the Port Townsend School District Acceptable Use Contract as a cross reference. Mr. White seconded and the motion carried 5-0.

Approval of Policy 5271, Reporting Improper Governmental Action

Laura Tucker moved to approve Policy 5271. Connie Welch seconded and the motion was carried 5-0.

Approval of Policy 5260, Personnel Records

Ms. James-Wilson moved to approve Policy 5260. Ms. Tucker seconded and the motion carried 5-0

Approval of Policy 5252, Staff Participation in Political Activities

Mr. White moved to approve Policy 5252. Ms. James-Wilson seconded and motion carried 5-0.

New Business

Committee assignments will be reviewed at the January 12, 2016 meeting.

Executive Session

The regular meeting was adjourned at 7:55 p.m. for approximately one hour to discuss lease or purchase of real estate and collective bargaining contracts. The executive session was adjourned at 8:49 p.m.

Adjournment

The regular meeting was reconvened at 8:49 p.m., and adjourned by consensus at 8:49 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Nathanael O'Hara, Board Chair

Board Chair Nathanael O'Hara called the meeting to order at 6:00 p.m. PRESENT: Nathanael O'Hara, Connie Welch, Laura Tucker, and Jennifer James-Wilson. ABSENT: Keith White (Mr. O'Hara indicated Mr. White will be joining the meeting late). Also present were Superintendent Engle, staff, and community members.

Connie Welch led the Pledge of Allegiance.

Agenda Approval

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

Recognition

Board

Laura Tucker reported on meetings with the Students for Sustainability group. Ms. James-Wilson welcomed students from Mr. Dow's Contemporary World Problems' class.

Superintendent

Superintendent Engle presented Shining Star awards to the following:

- Daniel Ferland, Orchestra Teacher at the High School for his excellent work with the music program and concerts in the District.
- Darlene Marmol, High School Special Education Teacher, for her inspiring work with students at the High School
- Judy Harwood for her patience and willingness to help with changes in food service at Grant Street Elementary
- Jess Winsheimer and Toni Boutilier for taking on new duties with recess and lunch supervision due to increased enrollment at Grant Street Elementary this school year
- Ruth Williams for her work in reducing the immunization noncompliance rate at Grant Street from 99 to 21.

He also presented certificates of appreciation to Chris Montgomery, custodian, and Joanne Mackey, food service worker at Grant Street, for their assistance with changes in food service at Grant Street Elementary.

School Board Appreciation

Superintendent Engle read Governor Inslee's proclamation in appreciation of school board members and presented certificates of appreciation to all Port Townsend School District Directors. Dr. Engle also presented certificates of completion of training done at the WSSDA (Washington State School Directors' Association) conference in November, 2015 to Keith White, Director District 5.

Board Chair O'Hara called a short recess at 6:11 p.m. for a reception in honor of the school board.

The meeting was reconvened at 6:18 p.m.

Public Comments-None

Board Correspondence

The board reviewed correspondence from Heather Hammett regarding entrance to sporting events.

Reports

ASB Representative – no report

Action Items

Approval of Policy 3211 – Transgender Students

Dr. Engle said the procedures that accompany this policy are still in process. Superintendent Engle explained to the students present how policies and procedures differ, and he read the proposed Policy 3211. Jennifer James-Wilson moved to approve Policy 3211. Connie Welch seconded and the motion carried 4-0.

Approval of Addendum to PTEA (Port Townsend Education Association) Collective Bargaining Agreement

Superintendent Engle explained that the current collective bargaining agreement expires after this year. The agreement did contain an economic re-opening clause, and this year it was agreed to provide teachers with two additional TRI (time, responsibility and incentive) days for the 2015-16 school year, pending approval by the board and the PTEA membership. Ms. James-Wilson moved to approve the addendum. Ms. Tucker seconded and the motion carried 4-0.

Keith White joined the meeting at 6:34 p.m.

Approval of Bond Counsel Engagement Letter

Business Manager Amy Khile explained that this gives counsel approval to provide services, if the proposed bond passes. Fees are contingent upon bond passage, and are taken out of bond proceeds. Bond counsel reviews ballot wording, and works through bond sale, making sure all procedures are followed. Discussion followed. Ms. James-Wilson moved to approve the bond counsel engagement letter. Keith White seconded and the motion carried 5-0.

Approval of Accounts Payable as of December 14, 2015

Ms. James-Wilson moved to approve accounts payable as of December 14, 2015. Ms. Welch seconded and the motion carried 5-0.

New Business

Reorganization of Board Committee Representatives

The Board agreed by consensus to the following assignments:

Instructional Materials Committee:	Connie Welch
Wellness Committee:	Jennifer James-Wilson, Laura Tucker
Finance Committee:	Nathanael O'Hara, Keith White
Technology Committee:	Keith White, Connie Welch
Facilities and Long-Range Planning:	Nathanael O'Hara, Jennifer James-Wilson
Policy Review:	Jennifer James-Wilson
Legislative Representative:	Keith White, Jennifer James-Wilson
Accounts Payable Review:	Keith White
WIAA:	Keith White

Policy Review

Policy 5270 – Resolution of Staff Complaints

Superintendent Engle will research retention of documents and records dealing with any grievance.

Policy 4400 – Election Activities

The board discussed acceptable election activities.

Board Member Announcements/Suggestions for Future Meetings

The board retreat on February 22, 2016, was discussed.

Superintendent Engle reported Port Townsend will be hosting the WSSDA regional meeting on March 23, 2016.

The work/study meeting in March will be held at the High School.

Next Meeting: January 25, 2016, Regular Meeting, 1610 Blaine St., Room S-11, 6:00 p.m.

Adjournment

The meeting was adjourned by consensus at 7:07 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Nathanael O'Hara, Board Chair

December 4th, 2015

Dear Dr. Engle:

As you have already heard, I am pregnant and would like to request that my maternity leave time start at the end of March (the week after conferences) through the remainder of the school year. Also, being that this is our first child, I am planning on taking a year leave during the upcoming 2016-2017 school year.

I appreciate your support during this exciting time for me and my newly growing family.

Warm Regards,

Amy Tidball
5th Grade Teacher
Blue Heron School

January 6, 2016

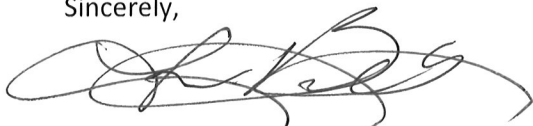
Mr. Engle,

I, Timothy J. Behrenfeld, am requesting an FMLA leave starting after January 29 (end of first semester) through the remainder of the 2015 – 16 school year. I have spoken to Principal Carrie Ehrhardt about this request and she has ensured me that I have her full support and approves of the leave.

Please consider this request. I have full intentions of returning to my present position in the fall of next year.

Thank you for your help and concern in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy J. Behrenfeld', with a large, sweeping flourish extending to the right.

Timothy J. Behrenfeld
PTHS Science/Technology



1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4506

Carrie Ehrhardt, Principal Scott R. Wilson, Assistant Principal

To: District Office
From: Carrie Ehrhardt
Re: Science Replacement Teacher
Date: 1/19/16

Dear Personnel:

I am pleased to recommend Melanie Hundley for the Science Leave Replacement position at PTHS for second semester.

I conducted an interview with Melanie, along with department chair Lois Sherwood. We find that Melanie has both instruction and real world experiences in the area of chemistry science, which will be a great benefit to the students. She has already begun the transition process, working in the classroom with Mr. Behrenfeld and the students.

Thank you.

PORT TOWNSEND SCHOOL DISTRICT

"Discover the Power of Learning"

Superintendent
David Engle

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

1610 Blaine St
Port Townsend, Washington 98368

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

TO: Laurie McGinnis
Human Resource Director

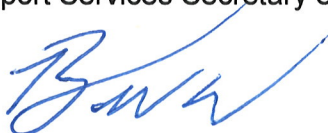
FROM: Brad Taylor
Director of Support Services

DATE: January 6, 2016

SUBJECT: Recommendation for Support Services Secretary

Support Service would like to recommend Shannon Holshouser for the 4 hour/day, 260 day position as Support Services Secretary effective January 18. I believe she will be a great asset to our Team.

Thank you.



cc: David Engle, Superintendent



PORT TOWNSEND SCHOOL DISTRICT

"Discover the Power of Learning"

Superintendent
David Engle

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

1610 Blaine St
Port Townsend, Washington 98368

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

January 6, 2016

Dr. David Engle, Superintendent
Port Townsend School District
1610 Blaine Street
Port Townsend WA 98368

Dear Dr. Engle,

This is to notify you that I will be resigning my position as Secretary of Support Services effective March 18, 2016.

I have thoroughly enjoyed working with the Staff at Port Townsend School District, and I am glad to have had this opportunity as the final segment of my working career.

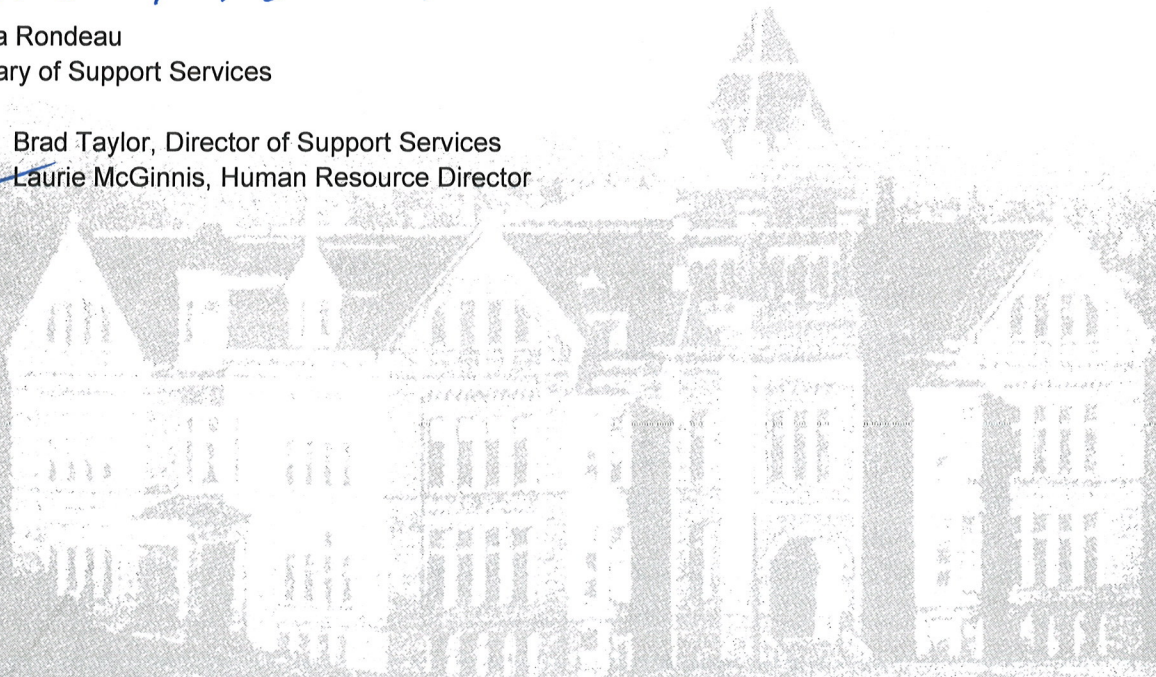
I am more than willing to assist with the transition my leaving will cause.

Sincerely,



Pamela Rondeau
Secretary of Support Services

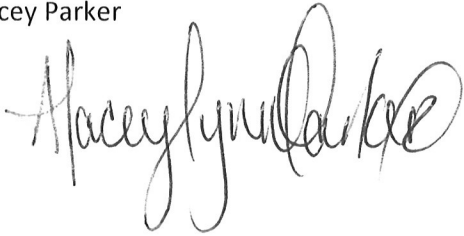
cc: Brad Taylor, Director of Support Services
Laurie McGinnis, Human Resource Director



To whom it may concern;

I Stacey Parker am writing this to let you know that unfortunately I will no longer be able to work at Grant Street Elementary due to my personal health and family circumstances as of January 15, 2016. I am sorry for the short notice, and any inconvenience it may cause. I truly love the staff and students at Grant Street Elm and I am so sad to leave. I hope in the future, to be a part of this wonderful team again.

Stacey Parker

A handwritten signature in cursive script that reads "Stacey Parker". The signature is written in black ink and is positioned to the right of the typed name "Stacey Parker".



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

January 17, 2016

Dear Dr. Engle,

Please accept this letter as recommendation for Melody Ginther as Special Education Paraeducator, 6 hours at Grant Street Elementary in Pat Range's classroom for the 2015-16 school year beginning January 19, 2016, pending successful pre-employment testing.

Melody Ginther has successful paraeducator experience in Kelly Bodkin's classroom at Grant Street Elementary, as well as teaching experience at Cedar Root Folk School. Melody was valedictorian of her high school class and holds a Bachelor of Science degree from the University of Wisconsin at Madison.

Grant Street Elementary staff have been impressed with Melody's skills in teaching students. Melody shows tremendous initiative in designing meaningful instructional activities with the support of the supervising teacher. Additionally Melody's ability to work as part of a team of professionals is outstanding.

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

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN

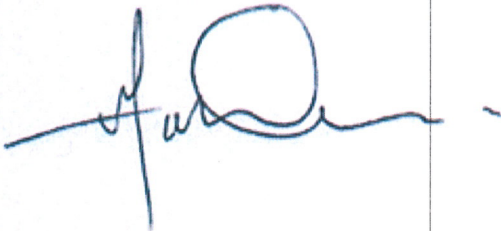
01/15/2016

Laurie McGinnis
Port Townsend School Dist.
1610 Blaine St.
Port Townsend, WA 98368

Laurie,

15th Consider this my official written resignation letter. I resign my position as of January ~~fourteenth~~, two thousand sixteen. This is a follow up to my email of the same date. I would like to know my options regarding my accumulated sick leave. You can email me at [REDACTED] If you require any further information please contact me. I would appreciate a response to my request.

Thank you



Gordon J. Wanner
[REDACTED]

January 12, 2016

To whom it may concern:

Please accept this as my resignation as Blue Heron School Assistant Track & Field coach. Thank you for giving me the opportunity to guide and coach students in this arena for the past two seasons.

Thank you,

Brett Navin

Brett Navin

BLUE HERON SCHOOL

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

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



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

FaceBook Page:
Blue Heron Middle School Athletics

RE: Cameron Botkin ; Middle School Girls Basketball Coach

Date: January 12, 2016

Dr. Engle and Members of the School Board,

After a successful interview and discussing the position with her, I, Lysa Falge, recommend Cameron Botkin for the position of Middle School Girls Basketball coach at Blue Heron Middle School.

Cameron's interest in this position is related to her love of basketball and the joy she has coaching. Cameron has already proven to be an asset to our school district's athletic program in her current position as our head Girls Volleyball Coach at the high school level. She has a knack of creating relationships between our middle school and high school programs and looks forward to putting her ideas into action on the middle school side of this partnership. This is a great opportunity for both Cameron, the students at Blue Heron, and the growth of athletics in our schools.

Sincerely,

Lysa Falge

Cc: Scott Wilson

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 January 25, 2016, the board, by a _____ vote, approves payments, totaling \$106,797.44, and voids/cancellations, totaling \$97.20. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 60101 through 60163, totaling \$106,797.44
Voids/Cancellations, totaling \$97.20

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

Check Nbr	Vendor Name	Check Date	Check Amount
60101	5TH AVENUE THEATRE	01/15/2016	110.00
60102	ARROW LUMBER & HARDWARE	01/15/2016	16.67
60103	BAY CITY SUPPLY	01/15/2016	777.90
60104	Behrenfeld, Timothy Jon	01/15/2016	645.91
60105	CANON FINANCIAL SERVICES INC	01/15/2016	207.07
60106	CENEX FLEETCARD	01/15/2016	1,300.09
60107	CHIMACUM SCH DIST#49-CO-OP TRA	01/15/2016	12,728.11
60108	CITY OF PT TOWNSEND	01/15/2016	4,803.09
60109	COOPER FUEL & AUTO REPAIR	01/15/2016	2,521.32
60110	COSTCO	01/15/2016	40.62
60111	COTTON REDI-MIX	01/15/2016	80.01
60112	DAIRY FRESH FARMS INC	01/15/2016	1,343.51
60113	DECKER EQUIPMENT	01/15/2016	34.55
60114	DIGITAL INSURANCE INC	01/15/2016	500.00
60115	DM DISPOSAL CO INC	01/15/2016	5,744.56
60116	Dow, Benjamin S	01/15/2016	288.00
60117	DRAMATISTS PLAY SERVICE	01/15/2016	204.67
60118	ECOLAB	01/15/2016	50.55
60119	ESD 114	01/15/2016	18,461.94
60120	FEDERAL WAGE/LABOR LAW INSTITU	01/15/2016	269.40
60121	FOLLETT SCHOOL SOLUTIONS	01/15/2016	1,672.50
60122	FOOD SERVICES OF AMERICA	01/15/2016	5,691.97
60123	GRAINGER	01/15/2016	88.57
60124	GREENTREE COMMUNICATIONS	01/15/2016	94.57
60125	Gronwall, Gail R	01/15/2016	638.40
60126	HAHN, JULIAN	01/15/2016	52.09
60127	HANKINSON, JANELLE	01/15/2016	1,718.75
60128	HEALTH CARE AUTHORITY	01/15/2016	85.45
60129	Heck, Robert Dean	01/15/2016	26.81
60130	HENERY HARDWARE	01/15/2016	879.03
60131	HOLIDAY INN YAKIMA	01/15/2016	259.78

Check Nbr	Vendor Name	Check Date	Check Amount
60132	JAMESTOWN NETWORKS	01/15/2016	2,256.30
60133	JEFF COUNTY PUBLIC HEALTH	01/15/2016	6,462.31
60134	JEFFERSON COUNTY LIBRARY	01/15/2016	4,300.00
60135	JIVE COMMUNICATIONS, INC.	01/15/2016	5,524.87
60136	JW PEPPER & SON INC	01/15/2016	58.87
60137	KELVIN	01/15/2016	138.44
60138	Khile, Amy Jo	01/15/2016	54.00
60139	KING COUNTY DIRECTORS	01/15/2016	187.22
60140	KINKADE, GEORGIA	01/15/2016	917.70
60141	KROGER - QFC CUSTOMER CHARGES	01/15/2016	134.32
60142	LANCE, PHILIPPA	01/15/2016	5,490.00
60143	LES SCHWAB	01/15/2016	943.58
60144	MAIL PLUS	01/15/2016	21.98
60145	MASCO PETROLEUM	01/15/2016	2,345.02
60146	McGinnis, Laurie Kathleen	01/15/2016	162.00
60147	MILLER, KATE	01/15/2016	327.00
60148	Nielsen, Jennifer Marie	01/15/2016	97.20
60149	OLYMPIC SPRINGS	01/15/2016	117.02
60150	OSPI	01/15/2016	564.01
60151	PACIFIC OFFICE EQUIPMENT	01/15/2016	2,372.89
60152	PANE D/AMORE	01/15/2016	36.00
60153	PEARSON EDUCATION	01/15/2016	6,340.53
60154	PENINSULA PEST CONTROL	01/15/2016	310.65
60155	PENINSULA DAILY NEWS	01/15/2016	135.20
60156	PLATT	01/15/2016	680.78
60157	SEATTLE COLLEGES	01/15/2016	3,911.34
60158	SOS PRINTING	01/15/2016	152.60
60159	Taylor, Che Michael	01/15/2016	104.90
60160	TERRY'S LOCK & SAFE INC	01/15/2016	19.62
60161	Turay, Lisa	01/15/2016	1,250.00
60162	WASH STATE FERRIES	01/15/2016	2.00
60163	Young, Dawn Leslie	01/15/2016	43.20

63 Computer Check(s) For a Total of 106,797.44

Check Nbr	Vendor Name	Check Date	Check Amount
59938	Nielsen, Jennifer Marie	01/15/2016	97.20
1	Void	Check(s) For a Total of	97.20

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 January 25, 2016, the board, by a _____ vote, approves payments, totaling \$9,150.16. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10284 through 10292, totaling \$9,150.16

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

Check Nbr	Vendor Name	Check Date	Check Amount
10284	COSTCO	01/15/2016	142.30
10285	Ehrhardt, Carrie L	01/15/2016	239.11
10286	Hammer, Kirsten	01/15/2016	1,500.00
10287	HARLAN FAIRBANKS	01/15/2016	207.50
10288	Kruse, Jennifer Kathleen	01/15/2016	137.11
10289	Russell, Julie Ann	01/15/2016	32.02
10290	SAFEWAY	01/15/2016	87.26
10291	Shaw, Sheri Janell	01/15/2016	307.41
10292	WALSWORTH PUBLISHING CO	01/15/2016	6,497.45

9 Computer Check(s) For a Total of 9,150.16

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

As of January 25, 2016, the board, by a _____ vote, approves payments, totaling \$8,410.19. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10249 through 10272, totaling \$8,410.19

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

Check Nbr	Vendor Name	Check Date	Check Amount
10249	Baabahar, Ahmad L	12/15/2015	233.75
10250	Carlson, Holley	12/15/2015	40.00
10251	CLOUD 9 SPORTS	12/15/2015	1,629.39
10252	DL LOGOS	12/15/2015	595.67
10253	Ehrhardt, Carrie L	12/15/2015	145.04
10254	Falge, Lysa Marie	12/15/2015	47.00
10255	Fraser, Alice K	12/15/2015	44.69
10256	GOOD SPORTS	12/15/2015	297.57
10257	Hammer, Kirsten	12/15/2015	1,000.00
10258	HARLAN FAIRBANKS	12/15/2015	585.90
10259	HENERY HARDWARE	12/15/2015	207.82
10260	HOLLY'S FLOWERS	12/15/2015	27.25
10261	Khile, Amy Jo	12/15/2015	512.23
10262	KING COUNTY DIRECTORS	12/15/2015	95.05
10263	Kruse, Jennifer Kathleen	12/15/2015	115.17
10264	NORTH OLYMPIC FOOTBALL OFFICIA	12/15/2015	458.90
10265	PROSTOCK ATHLETICS	12/15/2015	338.45
10266	SAFEWAY	12/15/2015	148.41
10267	SCHOOL DISTRICT #50	12/15/2015	200.00
10268	Story, Rob	12/15/2015	152.35
10269	SUPLAY.COM	12/15/2015	354.67
10270	THE STATION SIGNS & PRINTING	12/15/2015	27.25
10271	TWISTERS GYMNASTICS	12/15/2015	1,080.00
10272	WOLVERINE SPORTS	12/15/2015	73.63

24 Computer Check(s) For a Total of 8,410.19

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

As of January 25, 2016, the board, by a _____ vote, approves payments, totaling \$105,014.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 59961 through 60024, totaling \$105,014.79

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

Check Nbr	Vendor Name	Check Date	Check Amount
59961	ARROW LUMBER & HARDWARE	12/15/2015	253.78
59962	BAY CITY SUPPLY	12/15/2015	234.13
59963	BORENSON & ASSOC INC	12/15/2015	283.25
59964	CENEX FLEETCARD	12/15/2015	926.14
59965	CHIMACUM SCH DIST#49-CO-OP TRA	12/15/2015	13,143.78
59966	CITY OF PT TOWNSEND	12/15/2015	5,939.20
59967	COMMITTEE FOR CHILDREN	12/15/2015	780.44
59968	COOPER FUEL & AUTO REPAIR	12/15/2015	430.03
59969	DAIRY FRESH FARMS INC	12/15/2015	1,475.36
59970	DIGITAL INSURANCE INC	12/15/2015	500.00
59971	DM DISPOSAL CO INC	12/15/2015	4,839.34
59972	EDCLUB INC	12/15/2015	258.30
59973	Engle, David S	12/15/2015	209.99
59974	ESD 114	12/15/2015	5,189.52
59975	FOLLETT SCHOOL SOLUTIONS	12/15/2015	2,635.30
59976	FOOD CO-OP	12/15/2015	30.48
59977	FOOD SERVICES OF AMERICA	12/15/2015	10,232.16
59978	GRAINGER	12/15/2015	528.65
59979	Gray, Justin E	12/15/2015	433.63
59980	GREENTREE COMMUNICATIONS	12/15/2015	94.57
59981	HADLOCK BUILDING SUPPLY	12/15/2015	129.70
59982	Hageman, Brandi R	12/15/2015	475.00
59983	HAHN, JULIAN	12/15/2015	89.97
59984	HANKINSON, JANELLE	12/15/2015	3,327.50
59985	HENERY HARDWARE	12/15/2015	930.22
59986	JAMESTOWN NETWORKS	12/15/2015	2,256.30
59987	Janssen, Teresa R	12/15/2015	20.98
59988	JEFF COUNTY PUBLIC HEALTH	12/15/2015	6,306.16
59989	JIVE COMMUNICATIONS, INC.	12/15/2015	5,524.87
59990	Kane, Patrick J	12/15/2015	36.80
59991	Khile, Amy Jo	12/15/2015	57.50
59992	KING COUNTY DIRECTORS	12/15/2015	3,052.36
59993	KROGER - QFC CUSTOMER CHARGES	12/15/2015	92.55

Check Nbr	Vendor Name	Check Date	Check Amount
59994	LANCE, PHILIPPA	12/15/2015	6,990.00
59995	Larsen, Stacey C	12/15/2015	46.83
59996	Manning, Jennifer Dawn	12/15/2015	18.43
59997	MASCO PETROLEUM	12/15/2015	3,121.59
59998	McMahon, Ann	12/15/2015	4,080.00
59999	MILLER, KATE	12/15/2015	621.80
60000	Molotsky, Daniel Robert	12/15/2015	46.82
60001	Montgomery, Kimberly B	12/15/2015	57.50
60002	NASCO - MODESTO	12/15/2015	416.00
60003	OLYMPIC TECHNOLOGY RESOURCES I	12/15/2015	138.43
60004	OLYMPIC SPRINGS	12/15/2015	19.52
60005	OSPI	12/15/2015	592.11
60006	PACIFIC OFFICE EQUIPMENT	12/15/2015	2,936.58
60007	PANE D/AMORE	12/15/2015	60.00
60008	PERMA-BOUND	12/15/2015	903.82
60009	SCHOLASTIC BOOK FAIRS	12/15/2015	3,286.66
60010	SHRED-IT US JV LLC	12/15/2015	41.63
60011	SKOOKUM CONTRACT SERVICES	12/15/2015	514.87
60012	SOS PRINTING	12/15/2015	35.15
60013	STAPLES	12/15/2015	300.71
60014	SUPPLYWORKS	12/15/2015	1,152.05
60015	Taylor, Brad James	12/15/2015	181.70
60016	Turay, Lisa	12/15/2015	2,420.00
60017	UPSTART	12/15/2015	127.94
60018	WASH STATE FERRIES	12/15/2015	278.00
60019	WASHINGTON LIBRARY ASSOC	12/15/2015	31.00
60020	WASHINGTON FIRST ROBOTICS	12/15/2015	5,300.00
60021	WESTBAY AUTO PARTS	12/15/2015	23.48
60022	Wilson, Scott Randall	12/15/2015	98.90
60023	WMEA	12/15/2015	235.00
60024	ZEE MEDICAL	12/15/2015	220.31

64 Computer Check(s) For a Total of 105,014.79

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 January 25, 2016, the board, by a _____ vote, approves payments, totaling \$419.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3241 through 3241, totaling \$419.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
3241	LEADER	12/15/2015	419.00
1	Computer	Check(s) For a Total of	419.00

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 January 25, 2016, the board, by a _____ vote, approves payments, totaling \$155,999.76. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 60053 through 60100, totaling \$155,999.76

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

Check Nbr	Vendor Name	Check Date	Check Amount
60053	ARROW LUMBER & HARDWARE	12/31/2015	46.76
60054	BANK OF AMERICA VISA	12/31/2015	12,991.28
60055	Behrenfeld, Kirsten Mary	12/31/2015	76.56
60056	BUTLER, ROBERTA L	12/31/2015	11,490.00
60057	CENTURYLINK	12/31/2015	619.25
60058	Chenruk-Geelan, Cherry	12/31/2015	275.00
60059	DISCOVERY BAY WILD BIRD RESCUE	12/31/2015	200.00
60060	ESD 114	12/31/2015	9,579.00
60061	Gronwall, Gail R	12/31/2015	67.75
60062	Hageman, Brandi R	12/31/2015	64.77
60063	HANKINSON, JANELLE	12/31/2015	2,640.00
60064	HARCOURT OUTLINES INC	12/31/2015	131.96
60065	HI-TECH SECURITY INC	12/31/2015	141.70
60066	JEFFERSON MENTAL HEALTH	12/31/2015	9,484.73
60067	JEFFERSON COUNTY AUDITOR	12/31/2015	4,167.90
60068	KARSCHNEY CONSULTING	12/31/2015	3,900.00
60069	Khile, Amy Jo	12/31/2015	57.50
60070	KING COUNTY DIRECTORS	12/31/2015	1,027.92
60071	KINKADE, GEORGIA	12/31/2015	1,631.46
60072	KROGER - QFC CUSTOMER CHARGES	12/31/2015	154.18
60073	Kruse, Jennifer Kathleen	12/31/2015	102.26
60074	McDonald, Reynelda G	12/31/2015	35.96
60075	MILLER, KATE	12/31/2015	774.00
60076	Montgomery, Kimberly B	12/31/2015	56.35
60077	NATIONAL SUPTS ROUNDTABLE	12/31/2015	2,200.00
60078	OLYMPIC TECHNOLOGY RESOURCES I	12/31/2015	1,480.00
60079	OLYMPIC EQUIPMENT RENTALS	12/31/2015	141.59
60080	PENINSULA PEST CONTROL	12/31/2015	310.65
60081	PENINSULA COLLEGE	12/31/2015	54,494.15
60082	PENINSULA AWARDS & TROPHIES	12/31/2015	26.03
60083	PENINSULA BACKFLOW TESTING	12/31/2015	479.60
60084	PLATT	12/31/2015	150.48
60085	POSTAGE BY PHONE RESERVE ACCOU	12/31/2015	1,025.00

Check Nbr	Vendor Name	Check Date	Check Amount
60086	PUBLIC UTILITY DISTRICT	12/31/2015	29,600.06
60087	Rubenstein, Sarah Margaret	12/31/2015	492.81
60088	SAFEWAY	12/31/2015	60.39
60089	SCHOLASTIC BOOK FAIRS	12/31/2015	1,499.38
60090	SCHOLASTIC BOOK CLUBS INC	12/31/2015	16.50
60091	SEATTLE ART MUSEUM	12/31/2015	200.00
60092	SOUND EXPERIENCE	12/31/2015	1,056.00
60093	SUPPLYWORKS	12/31/2015	496.03
60094	Taylor, Che Michael	12/31/2015	180.00
60095	Turay, Lisa	12/31/2015	1,920.00
60096	Watson, Kelley	12/31/2015	61.31
60097	WESTBAY AUTO PARTS	12/31/2015	37.74
60098	WESTSOUND ORTHOPAEDICS PS	12/31/2015	280.00
60099	Wilson, Scott Randall	12/31/2015	46.00
60100	Zamberlin, Nancy J	12/31/2015	29.75

48 Computer Check(s) For a Total of 155,999.76

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

As of January 25, 2016, the board, by a _____ vote, approves payments, totaling \$5,820.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3242 through 3243, totaling \$5,820.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
3242	CHIMACUM SCH DIST#49-CO-OP TRA	12/31/2015	1,820.00
3243	DEPT OF ENTERPRISE SERVICES	12/31/2015	4,000.00
2	Computer	Check(s) For a Total of	5,820.00

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 January 25, 2016, the board, by a _____ vote, approves payments, totaling \$244.15. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:
Wire Transfer Payments 201500023 through 201500024, totaling \$244.15

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

Check Nbr	Vendor Name	Check Date	Check Amount
201500023	DEPARTMENT OF REVENUE	01/05/2016	237.52
201500024	DEPARTMENT OF REVENUE	01/05/2016	6.63

2	Wire Transfer Check(s) For a Total of	244.15
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The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of January 25, 2016, the board, by a _____ vote, approves payments, totaling \$12,572.38, and voids/cancellations, totaling \$150.00. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10273 through 10283, totaling \$12,572.38
Voids/Cancellations, totaling \$150.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
10273	BANK OF AMERICA VISA	12/31/2015	5,619.60
10274	DL LOGOS	12/31/2015	169.50
10275	Falge, Lysa Marie	12/31/2015	284.69
10276	OLYMPIC PENINSULA BOARD OF OFF	12/31/2015	1,880.50
10277	OLYMPIC TECHNOLOGY RESOURCES I	12/31/2015	1,230.39
10278	PORT TOWNSEND SWIM TEAM	12/31/2015	2,400.00
10279	SAFEWAY	12/31/2015	284.97
10280	Smith, Bethany Anne	12/31/2015	24.99
10281	STEPP, ARI A	12/31/2015	300.00
10282	STEVENS MIDDLE SCHOOL ASB	12/31/2015	32.61
10283	Story, Rob	12/31/2015	345.13

11 Computer Check(s) For a Total of 12,572.38

Check Nbr	Vendor Name	Check Date	Check Amount
10223	FORKS MIDDLE SCHOOL	12/31/2015	150.00
1	Void	Check(s) For a Total of	150.00

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of December, 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 \$ 687,653.00 Employee Gross

271,618.98 Employer Contribution

Payroll Adjustment*

959,271.98 Total Distribution

DIRECTORS:

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



1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4506

Carrie Ehrhardt, Principal Scott R. Wilson, Assistant Principal

Ms. Alison Kaplan
810 Polk Street
Port Townsend, WA 98368

December 18, 2015

Dear Ms. Kaplan:

This high school is pleased to acknowledge your donation of approximately 250 unbound, various sized artist quality sketch books for student use in our art classes.

We are estimating your donation at \$1,750.00, which places a value of \$7.00 on each individual book.

Thank you for your generous support of our art program here at PTHS.

Sincerely,

Carrie Ehrhardt, Principal

Cc: Port Townsend School Board

PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
January 25, 2016 – February 22, 2016

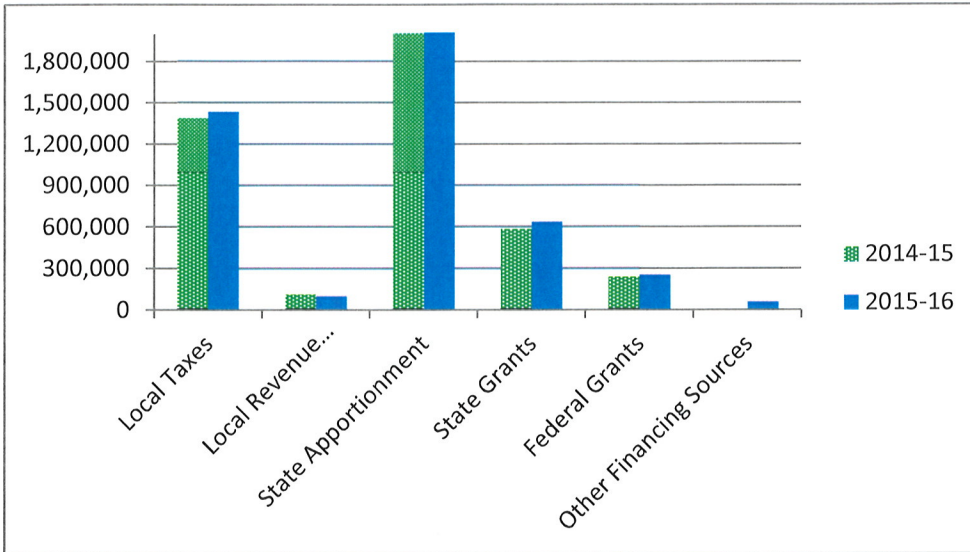
January 25	Regular Board Meeting, 6:00 pm
January 27	Blue Heron Grade 5 Band Concert, 6:30 p.m. 2-hr. Early Release, all schools
January 29	HS, Ocean Semester 1 ends
January 30	HS Winterfest Dance, 8-11 p.m.
Jan 31-Feb 1	WSSDA Legislative Conference, Olympia
February 3	2-hr. Early Release, GS and BH only
February 5	GS PTA Dance of the Decades, 6:30 p.m.
February 8	Work/Study Board Meeting, 6:00 p.m.
February 12	Snow Make-up Day, No school unless needed to make up snow day
February 15	Presidents' Day, no school
February 17	2-hr. Early Release, GS, BH only
February 22	Regular Board Meeting, 6:00 p.m. HS spring sports sign-ups

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

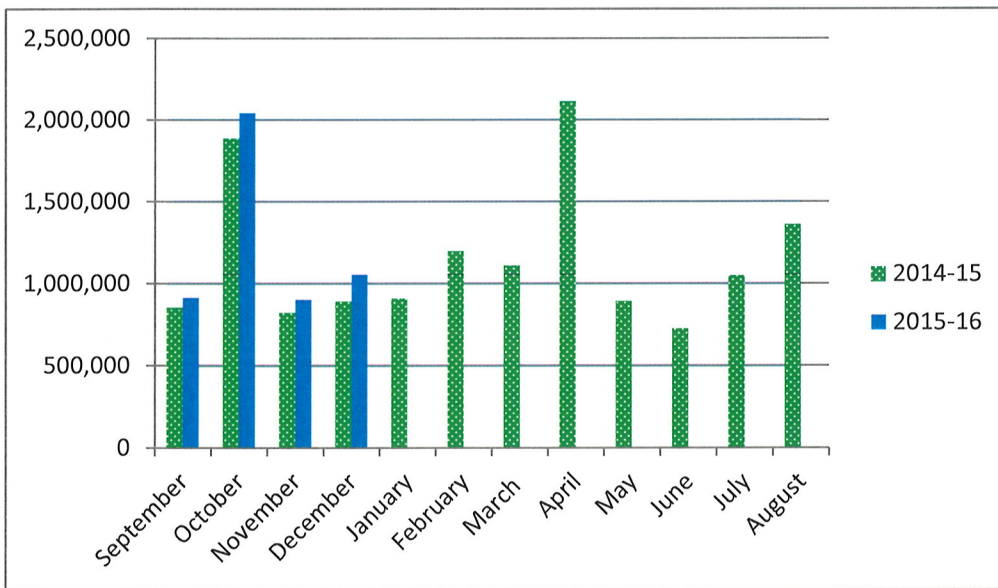
For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of December, 2015

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	3,380,073	20,232.41	1,433,833.37		1,946,239.63	42.42
2000 LOCAL SUPPORT NONTAX	395,800	16,384.73	99,486.19		296,314.03	25.14
3000 STATE, GENERAL PURPOSE	7,471,488	672,178.71	2,427,311.98		5,044,176.02	32.49
4000 STATE, SPECIAL PURPOSE	2,113,801	177,467.51	633,560.35		1,480,240.43	29.97
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,226,938	108,392.33	253,855.59		973,082.41	20.69
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	422.39	747.29		747.29-	0.00
9000 OTHER FINANCING SOURCES	279,016	58,815.45	58,815.45		220,200.55	21.08
<u>Total REVENUES/OTHER FIN. SOURCES</u>	14,867,116	1,053,893.53	4,907,610.22		9,959,505.78	33.01
<u>B. EXPENDITURES</u>						
00 Regular Instruction	6,943,336	624,047.94	2,328,990.30	4,275,860.04	338,485.56	95.13
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,489,793	228,636.67	889,246.24	1,657,125.39	56,579.04-	102.27
30 Voc. Ed Instruction	338,495	31,731.10	114,192.64	214,253.48	10,048.63	97.03
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	847,175	55,080.55	226,242.07	359,776.78	261,155.78	69.17
70 Other Instructional Pgms	811,768	22,329.61	75,787.11	90,982.93	644,997.60	20.54
80 Community Services	10,702	651.91	1,762.23	2,996.66	5,943.54	44.47
90 Support Services	3,274,172	259,671.71	1,100,047.16	1,968,787.09	205,337.40	93.73
<u>Total EXPENDITURES</u>	14,715,440	1,222,149.49	4,736,267.75	8,569,782.37	1,409,389.47	90.42
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. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	151,676	168,255.96-	171,342.47		19,666.06	12.97
F. <u>TOTAL BEGINNING FUND BALANCE</u>	400,782		517,948.78			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	552,458		689,291.25			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 821 Restrictd for Carryover	7,000		21,869.58			
G/L 840 Nonspnd FB - Invent/Prepd Itms	2,975		2,050.00			
G/L 875 Assigned Contingencies	50,000		50,000.00			
/L 890 Unassigned Fund Balance	134,676		268,004.23			
G/L 891 Unassigned Min Fnd Bal Policy	297,367		347,367.44			
<u>TOTAL</u>	552,458		689,291.25			

Port Townsend School District
Year to Date Revenue by Source
 December 31, 2015
 \$4,907,610

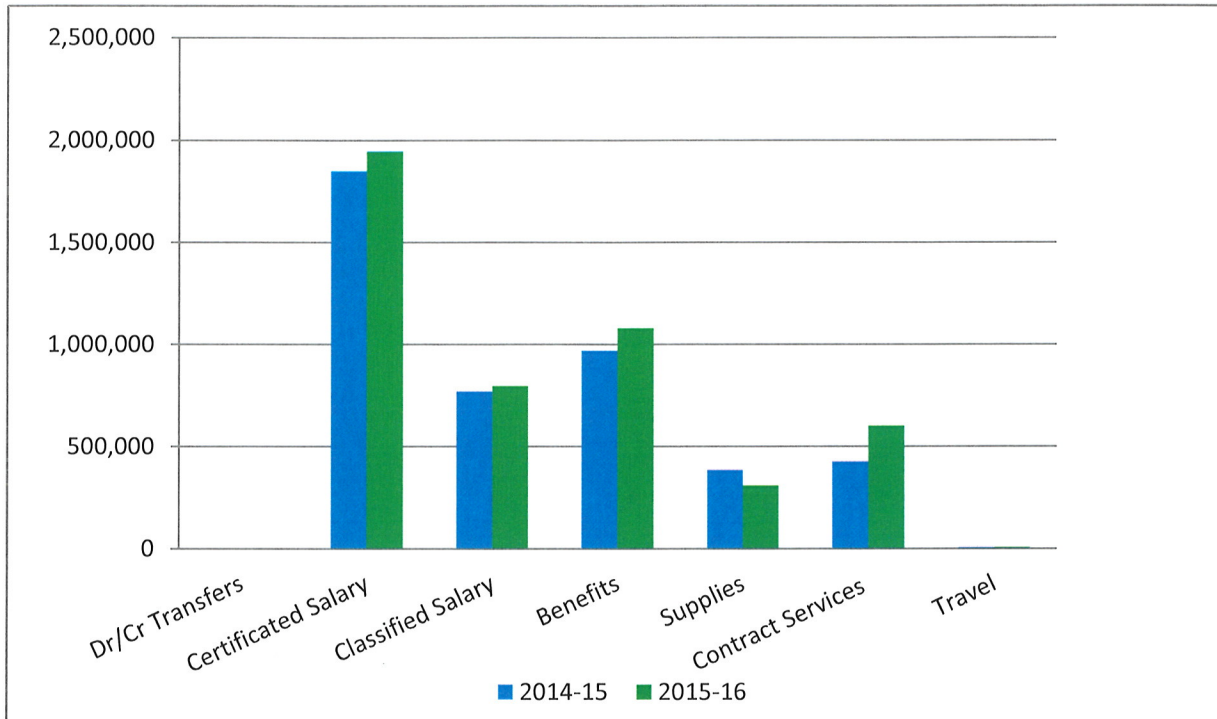


General Fund Revenue Comparison

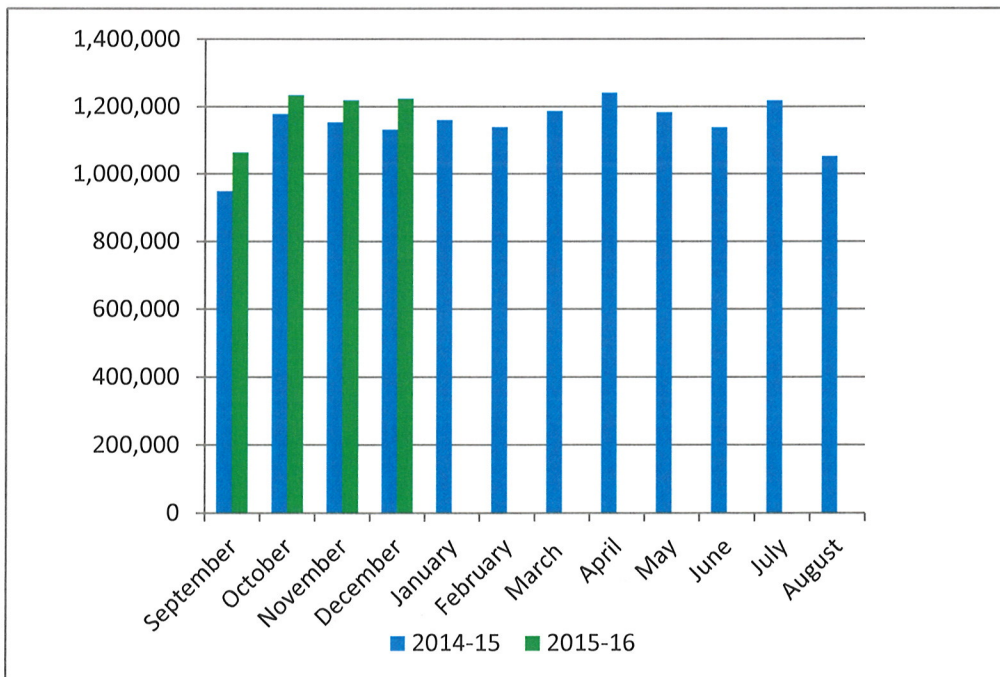


Revenues received as a percentage of budgeted revenues is 33%

Port Townsend School District
 Year to Date Expenditures by Object
 December 31, 2015
 \$4,736,268



General Fund Expenditure Comparative



Expenditures as a percentage of budget is 32.19%

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 December, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	1,185,031	7,121.45	504,937.85		680,093.15	42.61
2000 Local Support Nontax	360,500	5,204.83	20,706.36		339,793.64	5.74
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	12,326.28	525,644.21		1,019,886.79	34.01
B. EXPENDITURES						
10 Sites	900,000	2,239.00	6,767.79	68,755.06	824,477.15	8.39
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	4,000.00	4,000.00	0.00	4,000.00-	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	6,239.00	16,554.19	73,878.82	1,109,566.99	7.54
C. OTHER FIN. USES TRANS. OUT (GL 536)	338,710	58,815.45	113,674.72			
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	52,728.17-	395,415.30		388,594.30	> 1000
F. TOTAL BEGINNING FUND BALANCE	1,218,198		1,203,191.36			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	1,225,019		1,598,606.66			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 862 Committed from Levy Proceeds	1,271,015		1,447,083.06			
G/L 889 Assigned to Fund Purposes	83,796-		151,523.60			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	1,225,019		1,598,606.66			

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 December, 2015

	ANNUAL	ACTUAL	ACTUAL		BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES		
1000 Local Taxes	0	4.78	22.21		22.21-	0.00
2000 Local Support Nontax	0	15.99	48.46		48.46-	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	.00	54,859.27		4,834.73	91.90
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,694	20.77	54,929.94		4,764.06	92.02
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	48,900	48,900.00	48,900.00	0.00	.00	100.00
Interest On Bonds	10,793	5,940.75	5,940.75	0.00	4,852.73	55.04
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	54,840.75	54,870.75	0.00	5,822.73	90.41
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	999-	54,819.98-	59.19		1,058.67	105.92-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	123,000		123,097.26			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	122,001		123,156.45			
<u>(E+F + OR - G)</u>						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	122,001		123,156.45			
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		123,156.45			

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 December, 2015

<u>A. REVENUES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 General Student Body	211,832	7,658.02	29,190.88		182,641.12	13.78
2000 Athletics	46,500	1,530.00	16,015.66		30,484.34	34.44
3000 Classes	7,900	1,241.00	9,171.50		1,271.50-	116.09
4000 Clubs	121,800	8,907.56	38,270.99		83,529.01	31.42
6000 Private Moneys	6,600	262.63	7,725.73		1,125.73-	117.06
<u>Total REVENUES</u>	394,632	19,599.21	100,374.76		294,257.24	25.44
<u>B. EXPENDITURES</u>						
1000 General Student Body	174,800	741.83	3,659.15	3,005.51	168,135.34	3.81
2000 Athletics	81,200	11,549.75	33,022.47	10,373.32	37,804.21	53.44
3000 Classes	13,200	.00	2,341.81	0.00	10,858.19	17.74
4000 Clubs	129,150	8,475.86	33,471.85	25,381.01	70,297.14	45.57
6000 Private Moneys	6,700	354.45	3,495.10	0.00	3,204.90	52.17
<u>Total EXPENDITURES</u>	405,050	21,121.89	75,990.38	38,759.84	290,299.78	28.33
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u>	<u>(A-B)</u>	10,418-	1,522.68-	24,384.38	34,802.38	334.06-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	300,000		320,496.30			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	289,582		344,880.68			
<u>(C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	289,582		344,880.68			
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		344,880.68			

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 December, 2015

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	23.84	88.58		11.42	88.58
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
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	<u>93,123</u>	<u>23.84</u>	<u>88.58</u>		<u>93,034.42</u>	<u>0.10</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>93,123</u>	<u>23.84</u>	<u>88.58</u>		<u>93,034.42</u>	<u>0.10</u>
<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>	<u>250,000</u>	<u>.00</u>	<u>.00</u>	<u>127,059.46</u>	<u>122,940.54</u>	<u>50.82</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>156,877-</u>	<u>23.84</u>	<u>88.58</u>		<u>156,965.58</u>	<u>100.06-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>180,000</u>		<u>183,715.92</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>23,123</u>		<u>183,804.50</u>			
<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		183,804.50			
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>	<u>23,123</u>		<u>183,804.50</u>			

PTSD ENROLLMENT FY 2015-2016
January-2016

		1/4/16		1/4/16		1/4/16		1/4/16		1/4/16		1/4/16		1/4/16			
		Prelim		Final		Comparison to Prior Month (Dec)		COMPARE TO BUDGET		FY16 AAFTE * BUDGET		VARIANCE from Jan Target					
		Headcount		FTE *		Headcount Diff		FTE * Diff		AAFT		Over/Under					
		Bidg - Grant St		ICE/OCEAN		OPEPO/Other		Prior Mo		Diff		Prior Mo		Diff			
		Headcount		FTE		Headcount		FTE		Headcount		Diff		FTE			
K - @ .5 FTE		91	91.00	4	2.00	95	93.00	95	93.00	-	93.00	-	77.0	77.0	16.00		
Grade 1		76	75.01	3	3.00	79	78.01	79	78.01	-	78.01	-	77.0	77.0	1.01		
Grade 2		94	94.00	4	4.00	98	98.00	98	98.00	-	98.00	-	86.0	86.0	12.00		
Grade 3		75	75.00	4	4.00	79	79.00	80	80.00	(1)	80.00	(1.00)	75.0	75.0	4.00		
TOTAL-Elern		336	335.01	15	13.00	351	348.01	352	349.01	(1)	349.01	(1.00)	315.0	315.0	33.01		
Bidg - Blue Heron		ICE/OCEAN - ALE		OPEPO/Other		ICE/OCEAN - ALE		OTHER		ICE/OCEAN - ALE		OTHER					
Grade 4		69	69.00	3	3.00	83	83.00	83	83.00	-	83.00	-	93.0	93.0	(10.00)		
Grade 5		93	93.00	8	8.00	111	111.00	111	111.00	-	111.00	-	111.0	111.0	0.00		
Grade 6		75	74.61	5	4.94	80	79.55	81	80.55	(1)	80.55	(1.00)	84.0	84.0	(4.45)		
Grade 7		75	72.59	5	5.00	80	77.59	80	77.59	-	77.59	-	85.5	85.5	(7.91)		
Grade 8		67	64.68	6	6.00	73	72.06	72	71.06	1	71.06	1.00	76.5	76.5	(4.44)		
TOTAL-Middle		379	373.88	27	26.94	427	423.20	427	423.20	-	423.20	-	450.0	450.0	(26.80)		
Bidg - PTHS		ICE/OCEAN - ALE		OTHER		ICE/OCEAN - ALE		OTHER		ICE/OCEAN - ALE		OTHER					
Grade 9		75	75.80	5	4.00	80	79.80	82	81.80	(2)	81.80	(2.00)	83.5	83.5	(3.70)		
Grade 10		89	89.00	8	7.20	97	96.20	96	95.20	1	95.20	1.00	97.5	97.5	(1.30)		
Grade 11		97	91.96	12	10.60	109	102.56	108	101.96	1	101.96	0.60	106.0	106.0	(3.44)		
Grade 12		91	82.80	7	4.40	98	87.20	99	88.00	(1)	88.00	(0.80)	92.0	92.0	(4.80)		
TOTAL-High		352	339.56	32	26.20	384	365.76	385	366.96	(1)	366.96	(1.20)	379.0	379.0	(13.24)		
SUB-TOTAL																	
-(w/out Running Start)		1,048.45		66.14		22.38		1,164		(2)		1,139.17		(2.20)			
Running Start -- non-CTE						59		32.06		54		28.73		3.33			
Running Start -- CTE						1.00		1.00		5		2.40		(1.40)			
TOTAL FTE including Running Start						1,221		1,170.03		1218		3		1,170.30		(0.27)	

**Port Townsend School District
Staffing Report
January 25, 2016**

Certificated Staffing			
	Per Budget	Current	Increase
	86.100	87.92	1.820
Increase is due new Kindergarten as well as additional FTE added to current staff			

Classified Staffing			
	Per Budget	Current	Increase
	55.895	67.027	11.132
Increase is due to additional FTE added to food service staff, transportation and additional para support at Grant Street.			

Staffing Formula			
	Cert FTE	Admin FTE	Class. FTE
State Funded Staffing			
Basic Ed (prg 01 & 97 exclude ALE)	49.834	4.115	17.592
CTE	2.99	0.254	1.056
Total	52.824	4.369	18.648
Actual Staffing			
Basic Ed (prg 01 & 97 exclude ALE)	58.1	4.3	28.7
CTE	3.2	0.2	0.3
Total	61.3	4.5	29
FTE over the funding formula	8.476	0.131	10.352

PERSONNEL

Assignment and Transfer of Administrative Staff

Administrative staff are responsible to the board through the superintendent. The board shall approve the initial assignment of administrative staff at the time of employment. All such assignments will be consistent with the endorsement(s) of the respective principals.

The superintendent shall have the authority to reorganize and/or rearrange the specific responsibilities of the administrative and supervisory staff in a manner that will provide for the effective operation of the district. The superintendent shall, in considering any assignment or transfer, base a decision on such factors as the desired performance and/or expectations inherent in the position, the staff member's background and preparation, the staff member's past performance, and the impact on other facets of the district's operations.

A certificated staff member who is being transferred at the expiration of his/her employment contract to any administrative or non-administrative position for which the annual compensation is less than the position currently held by the administrator shall be notified in writing by May 15, or June 1 if the omnibus appropriations act has not been passed by the legislature by May 15, of the reason for the transfer and the position to which he/ she will be transferred.

If written request is made to the board within 10 days, the staff member shall be given the opportunity to meet informally with the board in executive session to refute any facts upon which the determination of transfer was made and to support his/her request to reconsider the decision of the superintendent. The board shall render its final decision within 10 days of the informal meeting.

Legal Reference: RCW 28A.405.230 Transfer of administrator to subordinate certificated position

Date: 4/28/03; 12/8/08.

PERSONNEL

Part-Time Staff

Depending upon the needs of the district, part-time staff shall be hired. The superintendent shall be responsible for recommending to the board the number of part-time positions required, if any, and nominees to fill such positions.

Wages and benefits, including but not limited to, sick leave and premiums paid by the district for medical and dental insurance, shall be pro-rated according to the percentage of the regular work week worked by each part-time staff member.

Part-time staff shall receive educational experience credits at the rates established in Chapter 392-121 WAC. If the part-time staff moves to a full-time position, the part-time service will be converted to full-time, full-year experience for salary schedule purposes. When the teaching experience is compiled, the total years of service shall be determined in accordance with state reporting requirements, the S-275 Report. Part-time staff shall be entitled to credit on the salary schedule for any educational increments earned.

Legal References:	WAC 392-121-215	Definition - Full-time equivalent (FTE) basic education certificates instructional staff.
	WAC 392-121-245	Definition - certificated years of experience.
	WAC 392-121-270	Placement of basic education certificated employees on leap salary allocation documents.
	WAC 392-121-295	Definition - District staff mix factor for basic education certificated instructional staff.

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

PERSONNEL

Job Descriptions/Responsibilities

A. Duties of Classified and Certificated Staff

Staff are subject to the policies of the district, provisions of staff agreements in effect, state board of education regulations, state superintendent of public instruction regulations and other applicable state and federal law.

Employees shall be directly responsible to the principal at their respective building for implementing the policies, instructions, rules and regulations of each principal, the superintendent and the board of directors. It shall be the duty of each employee to know the rules, policies and regulations of the school and the school district.

The superintendent shall be responsible for developing administrative procedures to assure that staff know what is expected of them and how these expectations may be achieved. Each staff member shall receive a job description that identifies the essential functions of the job and which shall also serve as a basis for evaluation. Job descriptions shall be reviewed and revised when appropriate.

B. Principals and Program Administration

The district shall hold principals and other administrative staff accountable for the proper and efficient conduct of classroom teaching in their schools which will meet the individual and collective needs of the particular students enrolled. Principals shall achieve and maintain standards of excellence in the instructional program so that each student exposed to this program derives the greatest academic and personal benefit from the learning experience. They have primary responsibility for the improvement of instruction in their programs. A major portion of the principal's time is to be spent with staff, including classroom observations, staff evaluations, departmental meetings, and a review of instructional materials and new and promising innovations in teaching. A principal must possess the knowledge and skill necessary to evaluate the performance of staff members in accordance with district evaluation procedures. The superintendent shall be responsible for determining the evaluation skill and/or needs in considering candidates for the position of principal as well as providing an on-going development program related to the needs of all principals.

C. Duties of Administrative Staff

As authorized by the superintendent, administrative staff shall have full responsibility for the day-to-day administration of the area to which they are assigned. Administrative staff are governed by the policies of the district and are responsible for implementing the administrative procedures which relate to their assigned responsibilities.

Each administrator's duties shall include but not be limited to:

1. Planning for the improvement of the program for which he/she is responsible;
2. Evaluating that program regularly;
3. Recommending to the superintendent, through the management team, budgetary, program, staff and other changes that will enhance the program;

4. Advising the superintendent, through the management team, of the impact of proposed policies or other administrative actions on the program for which he/she is responsible;
5. Evaluating the performance of those staff reporting directly to him/her;
6. Assisting his/her subordinates to improve their performance; and
7. Promoting effective working relationships with students, staff and patrons of the district.

The superintendent shall define the specific responsibilities of administrative staff through a written job description. Each administrator shall submit written goal statements to his/her supervisor by October 15.

Cross Reference:	Policy 5240	Evaluation of Staff
Legal References:	RCW 28A.150.240	Basic Education Act of 1977 – Certificated teaching and administrative staff as accountable for classroom teaching – Scope – Responsibilities – Penalty
	RCW 28A.400.100	Principals and vice principals – Employment of – Qualifications – Duties
	RCW 28A.400.110	Principal to assure appropriate student discipline
	RCW 28A.405	Teachers – General Provisions
	RCW 28A.405.100(2)	Minimum criteria for the evaluation of certificated employees, including administrators – Procedure – Scope – Penalty
	RCW 28A.405.230	Conditions and contracts of employment – Transfer of administrator to subordinate certificated position – Procedure
	WAC 180-44	Teacher’s Duties
	42 U.S.C. 12101-12213	Americans with Disabilities Act (ADA)

4/28/03; 12/08/08.

INSTRUCTION

Comprehensive Early Literacy Plan

Definitions

~~Basic means a score on the statewide assessment at a level two in a four level scoring system.~~
~~Below basic means a score on the statewide student assessment at a level one in a four level scoring system.~~

- ~~• Not meeting state standard means scoring at a level one or two in a four level scoring system on the statewide student assessment.~~

~~**District services to support reading and early literacy.**~~—The district recognizes that early literacy is fundamental to students’ development of listening, speaking, reading, writing and critical thinking skills. ~~To this~~ **The** end, the district will develop and implement reading and early literacy services to kindergarten through fourth grade students based on student needs for additional support *so that every student has the opportunity to build a strong foundation for academic success.*

General requirements

The plan will include:

1. Use of annual screening assessments and other tools (e.g., Washington kindergarten inventory of developing skills, Washington state early learning and development guidelines for birth through third grade, the second grade reading assessment under RCW 28A.300.310, local assessments) to identify at-risk readers; and
2. Research-based family involvement and engagement strategies, including those that help families and guardians learn to assist student reading and early literacy skills at home.

In order to keep parents informed and engaged in their student’s reading progress, the district will require that report cards for students in kindergarten through fourth grade ~~information on~~ **report include** information on the student’s progress toward reading skill acquisition and ~~information on~~ whether the student is reading at grade level.

If the student is not reading at grade level, the teacher and other appropriate school personnel will: 1) Advise the parent or guardian as to which interventions and/or strategies the district will use to help improve the student’s reading skills; and 2) Provide strategies for parents or guardians to use at home to assist their student in improving their reading skills.

Definitions

- ~~• **Basic** means a score on the statewide assessment at a level two in a four level scoring system.~~
- ~~• **Below basic** means a score on the statewide student assessment at a level one in a four level scoring system.~~
- ~~• **Not meeting state standard** means scoring at a level one or two in a four level scoring system on the statewide student assessment.~~

Requirements specific to third grade students

Prior to the return of the results of the statewide student assessment in English language arts, teachers and parents of students in third grade who are reading below grade-level or who, based on formative or diagnostic assessment and other indicators are likely to score in the

below basic level (level one in a four-level scoring system on the statewide student assessment) on the third grade statewide student assessment in English language arts will meet to discuss the student's progress. Teachers may use a regularly scheduled parent-teacher conference to satisfy this meeting requirement.

At the meeting, the teacher will inform the parents/guardians of:

- *The requirements of this policy;*
- *The intensive reading and improvement strategies that will be available to their student before fourth grade; and*
- *The school district's grade placement policy for the following year.*

If a third grade student scores below grade level on the third grade statewide student assessment in English language arts and no meeting took place prior to the return of the results as indicated above, the principal or designee will notify the student's parents/guardians of:

- *The fact that their student scored below basic;*
- *The requirements of this policy with regard to such a score;*
- *The intensive improvement strategy options available;*
- *The school district's grade placement policy;*
- *Contact information for a school district employee who can respond to questions and provide additional information; and*
- *A reasonable deadline for obtaining the parent's consent regarding the student's improvement strategies that will be implemented and the student's grade placement.*

~~Beginning in the 2014-15 school year, for any student who receives a score of below basic on the third grade statewide assessment in English language arts, a meeting must be scheduled before the end of the current school year between the student's parent/guardian, teacher and principal or designee. The purpose of the meeting is to discuss appropriate grade level placement and recommended intensive strategies to improve the student's reading skills.~~

~~For students to be placed in fourth grade, these strategies must include one provided, supported or contracted by the school district that includes a summer program or other option identified by the meeting participants as appropriately meeting the student's need to prepare for fourth grade. The parents/guardians must be fully informed about and consent to the strategy to be implemented. **The district must obtain parent/guardian consent regarding appropriate grade placement and the intensive improvement strategy to be implemented. For students to be placed in fourth grade, the strategies discussed must include one provided, supported or contracted by the school district that includes a summer program or other options developed to meet the needs of students to prepare for fourth grade. The strategy must be implemented in consultation with the parents/guardians.**~~

If the district does not receive a response from a parent/guardian by the deadline or within a reasonable time thereafter, the principal or designee will make a decision on the student's grade placement for the following year and the intensive improvement strategies that will be implemented during the following school year. If the principal and parent cannot agree on the appropriate grade placement and improvement strategies from the list of available options, the district will honor the parent's request.

The school district will implement the strategy selected through consultation with the parents/guardians. ~~If a~~ The same process will apply to any *student* who does not have a score in English language arts on the third grade statewide assessment but *the-district determines or is able to anticipate* is determined by the district (using district or classroom-based *formative or diagnostic* assessments or another standardized assessment), ~~that that student is to be basic,~~ *the district will follow the same process for third grade students listed in this policy.*

Students in the transitional bilingual instruction program are exempt from this process, unless the student has participated in the program for three school years and receives a score of below basic on the third grade statewide student assessment in English language arts. Students with disabilities whose individualized education program (IEP) includes specially designed instruction in reading or English language arts are exempt from this process.

Intensive reading and literacy improvement strategies

~~Beginning in the 2015-16 school year, for any student who received a score of basic or below basic on the third grade statewide student assessment in English language arts in the previous school year, the district will implement an intensive reading and literacy improvement strategy from a state menu of best practices established by the Office of the Superintendent of Public Instruction (OSPI).~~ *The district will choose and implement intensive reading and literacy improvement strategies from a state menu of best practices established by the Office of the Superintendent of Public Instruction (OSPI).*

~~Alternatively, the~~ *The* district may use a practice or strategy not present on the state menu of best practices for two years initially. If the district is able to demonstrate that it has achieved improved outcomes for students over the previous two school years at a level commensurate with best practices on the state menu, OSPI must approve use of the strategy for one additional school year. Subsequent approval is dependent on continuing improvement.

Students with disabilities whose individualized education program (IEP) includes specially designed instruction in reading or English language arts will be provided reading and literacy improvement strategies as provided in the IEP.

In any school where more than forty percent of tested students received a score of basic (*level two on a four-level scoring system*) or below basic on the third grade statewide student assessment in English language arts in the previous school, the school district will implement an intensive reading and literacy improvement strategy from the state menu or an alternative strategy as referenced above for all students in grades kindergarten through four at the school.

Reporting requirement

The district will require each school to report the number of students in kindergarten through fourth grade who are reading below grade level and the interventions being provided to those students to improve their reading. The information will be disaggregated by subgroups of students. The district will aggregate the information and provide reports to the office of the superintendent of public instruction for delivery to the education committees of the legislature and the educational opportunity gap oversight and accountability committee.

Cross Reference:	2421	Promotion/Retention
Legal References:	RCW 28A.320.202	Comprehensive system of instruction and services in reading and early literacy
	RCW 28A.320.203	Reading skills-report cards
	RCW 28A.655.235	Intensive reading and literacy improvement strategy – Calculation of tested students at or below basic on third grade student assessment – State menu of best practices.
	RCW 28A.655.230	Reading skills - Meeting for grade placement and strategies for student improvement – Exemptions.
	RCW 28A.655.325	Reading skills – Intensive reading and literacy improvement strategy – Calculation of tested students at or below basic on third grade student assessment – State menu of best practices.

Management Resources: 2015 - October Issue
OSPI's ~~Menu of Best Practices & Strategies~~ *Comprehensive Literacy Plan (DRAFT)*

Date: _____

PERSONNEL

Resolution Of Staff Complaints

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

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

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

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

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

Management Resources

Policy News Oct 2015

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

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Election Activities

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

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

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

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

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

DATE: _____