

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**  
**6:00 p.m. Regular School Board Meeting**  
**February 22, 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**

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01.01 Gael Stuart Building, Room S-11, 1610 Blaine St., 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
  - 04.021 Shining Stars

**05. Approval of Minutes**

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- 05.01 Minutes of the January 25, 2016 Regular Meeting
- 05.02 Minutes of the February 8, 2016 Work/Study Meeting

**06. Public Comments**

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**07. Consent Agenda**

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- 07.01 Consent Agenda Approval
- 07.02 Approval of Personnel Action
  - 07.020 Recommend Jeni Little as Blue Heron Head Track Coach, effective the 2015-16 school year
  - 07.021 Accept resignation of Maria Germano, Blue Heron Para educator, as of February 11, 2016
- 07.03 Approval of Financial Reports
  - 07.030 Accounts Payable as of February 22, 2016
  - 07.031 Payroll – January, 2016

**08. Board Correspondence - None**

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**09. Reports**

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- 09.01 High School ASB Representative
- 09.02 Review of Policy 4130 – Title I Parental Involvement
- 09.03 Superintendent
  - 09.030 Calendar of Events
- 09.04 Business Manager
  - 09.040 Budget Status Report-January 2016
  - 09.041 Enrollment Report

**10. Action Items**

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- 10.01 Approve Policy 2336 – Required Observances
- 10.02 Approve Policy 2337 – Disability History Month
- 10.03 Approve Amendment to 2015-16 School Year Calendar

**11. Unfinished Business**

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**12. New Business**

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**13. Policy Review**

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

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**15. Next Meeting**

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- 15.01 Work/Study Meeting March 7, 2016, High School Library, 1500 Van Ness St., 6:00 p.m.

**16. Executive Session – (if necessary)**

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**17. Adjournment**

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## Regular Board Meeting

January 25, 2016

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

Jennifer James-Wilson led the Pledge of Allegiance.

### Agenda Approval

Jennifer James-Wilson moved to approve the agenda. Keith White seconded and the motion carried 5-0.

### Recognition

#### Board

Connie Welch said she had visited the orchard at Blue Heron School, and was impressed with its success. Laura Tucker reported that staff, students, and community members worked in the orchard at Blue Heron as a work party on January 18, 2016. Ms. James-Wilson complimented the District Annual Report that was mailed out to district families last week.

#### Superintendent

Superintendent Engle presented a Shining Star award to Lisa Condran, Principal at Grant Street Elementary, for her success as replacement for Mary Sepler. He explained this is Ms. Condran's first principal position, and she has done a wonderful job this school year.

### Approval of Minutes

The following minutes were brought for approval:

- December 14, 2015, Regular Board Meeting.
- January 12, 2016, Work/Study Meeting. Ms. Welch noted that the WSSDA (Washington State School Directors' Association) regional meeting is scheduled for April 23, not March 23, 2016. Mr. White moved to approve the minutes of December 14, 2015 and January 12, 2016 with the correction noted. Ms. Tucker seconded and the motion carried 5-0.

Ms. Tucker recognized students present from the high school Contemporary World Problems class.

### Consent Agenda

Ms. James-Wilson moved to approve the consent agenda. Ms. Welch seconded and the motion carried 5-0. Included on the consent agenda were the following items: 1) Payroll for December, 2015; 2) Accounts Payable as of January 25, 2016; 3) Recommend the following actions:

Hire:

Recommend Melanie Hundley as 1.0 FTE High School Science Teacher, leave replacement, as of February 1, 2016, for the 2015-16 second semester

Recommend Shannon Holshouser as Support Services Secretary, effective January 28, 2016

Recommend Melody Ginther as 6 hr./day Special Education Para educator at Grant Street Elementary, pending successful pre-employment testing

Recommend Cameron Botkin as Blue Heron Girls' Head Basketball Coach, effective the 2015-16 season

Leave: 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  
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

Retirements/Resignation: Accept resignation of Pam Rondeau, Support Services Secretary, as of March 18, 2016  
Accept resignation of Stacey Parker, Special Education Para educator, Grant Street elementary, effective January 15, 2016  
Accept resignation of Gordon Wanner, Blue Heron Custodian, effective January 15, 2016  
Accept resignation of Ron Aguirre as High School Fastpitch Coach, effective immediately  
Accept resignation of Brett Navin as Blue Heron Assistant Track Coach, effective immediately

### Reports

High School ASB Representative - None

### Superintendent

Superintendent Engle reported on the following:

- Retirement of Pam Rondeau, Support Services Secretary and hiring of Shannon Holshouser as her replacement
- He is scheduled for jury duty from February 1-15, 2016
- Completion of the District Annual Report, with the help of Ann Healy-Raymond
- WSSDA regional meeting on April 23, 2016, being held at Port Townsend High School
- His visit to the Blue Heron orchard and kitchen
- Judge William Downing's presentation at Friday Salon at the high school on Friday, January 22, 2016. Judge Downing also presided at a Mock Trial event at the county courthouse on Saturday, January 23, 2016. Students in the audience discussed Mock Trial.

### Business Manager

Business Manager Amy Khile reported on revenues, expenditures, budget status of all funds, and enrollment for January, 2016. Ms. Khile also gave a staffing update for the current school year, and reported that the state auditors will be in the district beginning February 8, 2016.

### Action Items

#### Approve Suspension of Policy 5215 – Assignment and Transfer of Administrative Staff

WSSDA recommends deletion of the policy as it is an unnecessary reiteration of procedure and process for transfer of certificated administrative staff (RCW 28A.405.230). Dr. Engle explained the process of

Regular Board Meeting

January 25, 2016

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WSSDA recommendation, and per board policy 1320, suspension or deletion of a policy requires board approval. Ms. James-Wilson moved to suspend Policy 5215. Mr. White seconded and the motion carried 5-0.

Approve Suspension of Policy 5221 – Part-Time Staff

WSSDA recommends deletion of this policy because it is not necessary to authorize hiring of part-time staff. Also, part-time staff are employed in such varied and assorted positions that each situation cannot be covered by a single policy or procedure. Ms. James-Wilson moved to approve suspension of Policy 5221. Mr. White seconded and the motion carried 5-0.

Approve Suspension of Policy 5230 – Job Descriptions/Responsibilities

WSSDA recommends deletion of this policy because Human Resource Departments regularly modify job descriptions, so listing them in policy is inappropriate. Ms. James-Wilson moved to suspend Policy 5230. Mr. White seconded and the motion carried 5-0.

Unfinished Business - None

New Business - None

Policy Review

Policy 2107, Comprehensive Early Literacy Plan – First Review

Superintendent Engle explained how state law has changed regarding students who are likely to score below basic level on reading assessments in the spring, and notification of those guardians. Discussion followed.

Policy 5270, Resolution of Staff Complaints – Second Review

The State Records Retention Schedule was discussed.

Policy 4400, Election Activities – Second Review

This policy will be placed on the February 8, 2016 agenda for approval.

Board Member Announcements/Suggestions for Future Meetings

Mr. O'Hara suggested recognition of members of the Facilities and Long-Range Planning Committee at the February 8, 2016 work/study meeting.

Next Meeting: Work/Study Meeting, February 8, 2016, 1610 Blaine Street, Room S-11, 6:00 p.m.

Executive Session

The regular meeting was adjourned to executive session at 7:00 for about 30 minutes to discuss collective bargaining contracts. The executive session was adjourned at 7:31 p.m. The regular meeting was reconvened at 7:31 p.m.

Adjournment

The meeting was adjourned by consensus at 7:31 p.m.

Respectfully submitted,

\_\_\_\_\_  
David Engle, Secretary

ATTEST: \_\_\_\_\_  
Nathanael O'Hara, Board Chair

Board Chair Nathanael O'Hara called the meeting to order at 6:02 p.m. PRESENT: Nathanael O'Hara, Connie Welch, Laura Tucker, Keith White, and Jennifer James-Wilson. Also present were Superintendent Engle, staff, Chloe Rogers, ASB Representative, and community members.

Chloe Rogers led the Pledge of Allegiance.

#### Agenda Approval

Keith White moved to approve the agenda. Jennifer James-Wilson seconded and the motion carried 5-0.

#### Recognition

##### Board

Jennifer James-Wilson recognized Chloe Rogers' first place win at the district wrestling match. Chloe said she was also named female wrestler of the year for West Central District 3.

##### Superintendent

Superintendent Engle presented Shining Star awards to Rick Jahnke and Jeff Randall for their outstanding help with the bond campaign. He also presented certificates of appreciation to the following: Stacey Prada, Keith Darrock, Micaela Colley, Justin Gray, David King, Mark Welch, Nathanael O'Hara, and Jennifer James-Wilson. Certificates were also on hand for Michelle Sandoval, Dr. Sarah Schmidt, Jim Sherwood, Peter Leach, Mary Sepler, Rick Sepler, Brad Taylor, and Samantha Thomas, who were not able to attend. Dr. Engle again expressed his sincere appreciation for the work of the Facilities and Long-Range Planning Committee.

##### Reception

Board Chair O'Hara recessed the meeting at 6:22 p.m. for a short reception recognizing the work of the committee. The meeting was reconvened at 6:38 p.m.

##### Public Comments - None

##### Board Correspondence – None

##### Reports

##### ASB Representative

Chloe Rogers reported that the Winterfest dance raised about \$700 for the junior class; this year's prom will be held at the Palindrome, and both the boys and girls basketball teams are advancing to the play-offs.

##### Maritime Discovery Schools Committee Update – Sarah Rubenstein

Sarah Rubenstein said this committee works to ensure the Maritime Discovery Schools (MDS) Initiative aligns with district's strategic goals by answering the following questions:

- What shifts are needed in the goal area to support the success of MDS?
- How will these shifts inform the work of each building, classroom, and staff members?
- What structures across the system may need to shift to support the goals of MDS?

Ms. Rubenstein discussed community partnerships, curriculum resources for MDS projects, and plans for a page on the district website for curriculum news. Discussion followed.

Superintendent

Possible Amendment to 2015-16 School Calendar

Superintendent Engle explained that grades K-8 may be able to regain some early release Wednesdays in March for more professional development/planning time to prepare for K-5 configuration ; exact dates to be determined.

State Approval for Alternate Contracting Procedure for Grant Street Elementary Project

Dr. Engle reported that the District applied for and was approved to use the GC/CM alternative contracting procedure for the Grant Street Elementary School replacement, which gives the district more flexibility in choosing a contractor.

Ms. James-Wilson moved to amend agenda to review the proposal for the High School Orchestra trip before the remainder of the agenda. Mr. White seconded and the motion carried 5-0.

Action Items

Approval of High School Orchestra Trip to San Francisco, CA April 20-24, 2016

Daniel Ferland, High School Orchestra Teacher, explained this trip will include attendance at a clinic at the University of Oregon, a performance of the San Francisco Symphony Orchestra, a clinic at the San Francisco Conservatory of Music, and participation at the Music Festival Competition in Milpitas, California. Ms. James-Wilson moved to approve the high school orchestra trip. Laura Tucker seconded and the motion carried 5-0.

WSSDA Legislative Conference Report – Keith White

Mr. White said discussions at this conference included proposals for reforming education funding in Washington, and the state-wide shortage of teachers and substitutes. Discussion followed.

Action Items

Approval of Policy 4400 – Election Activities

Ms. James-Wilson moved to approve Policy 4400. Connie Welch seconded and motion carried 5-0.

Approval of Policy 2107 – Comprehensive Early Literacy Plan

Ms. Tucker moved to approve Policy 2107. Mr. White seconded and motion carried 5-0.

Approval of Policy 5270 – Resolution of Staff Complaints

Ms. James-Wilson moved to approve Policy 5270. Mr. White seconded and the motion carried 5-0.

New Business

East Jefferson Partnership Meeting, March 2, 2016

Ms. James-Wilson and Ms. Welch will attend.

Policy Review

Policy 2336 – Required Observances

Superintendent Engle explained that this policy was amended to include observance of October as Disability Awareness Month, as required by RCW 28A.230.158.

Policy 2337 – Disability History Month

Community and governmental resources that help raise awareness about disabilities and access were discussed.

Board Member Announcements/Suggestions for Future Meetings

The board retreat on February 22, 2016 was discussed.

Mr. White reported that while at the State Capitol building during the WSSDA Legislative Conference he attended, he observed Blue Heron students in discussion with Representative Van De Wege.

Principal Holshouser explained this was an 8<sup>th</sup> grade field trip.

Executive Session

The meeting was adjourned at 8:22 p.m. to an executive for approximately 15 minutes to discuss performance of a public employee. The executive session was adjourned at 8:45 p.m. The work/study meeting was reconvened at 8:45 p.m.

Adjournment

The meeting was adjourned by consensus at 8:45 p.m.

Respectfully submitted,

\_\_\_\_\_  
David Engle, Secretary

ATTEST: \_\_\_\_\_  
Nathanael O'Hara, Board Chair



January 29, 2016

Dear Mr. Holshouser,

I have enjoyed my time at the school and meeting the students and staff. It is with a heavy heart that I must inform you that this letter represents my two week notification of my termination of employment. I will miss the support that you have shown me and the ready smile and positive words that you always have for me. I hope the best for your future endeavors and all the patience and energy to do your best.

I will stay in the position until February 12. I will write up all the new protocols that I have for my student and will hopefully be able to train the new person. It has not been an easy decision but I must do what I need to for my health and growth as a person and as an educator.

Sincerely,

Maria J. Germano

# BLUE HERON SCHOOL

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

Matthew Holshouser, Principal  
[mholshouser@ptschools.org](mailto:mholshouser@ptschools.org)  
[www.blueheron.ptschools.org](http://www.blueheron.ptschools.org)



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

FaceBook Page:  
Blue Heron Middle School Athletics

RE: Jeni Little; Middle School Track & Field Coach

Date: February 8, 2016

Dr. Engle and Members of the School Board,

After a successful interview and discussing the position with her, I, Lysa Falge, recommend Jeni Little for the position of Middle School Track & Field coach at Blue Heron Middle School.

Jeni's interest in this position is related to her personal love of running and of her knowledge of all things related to Track & Field. Jeni has past experience as our Track & Field coach several years ago and is looking forward to working with the kids again. Also, Jeni is currently the director for the Rhody Run which will add more connections to our community. This partnership with Jeni will be great opportunity for our students, community, and 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 February 22, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$8,872.70, and voids/cancellations, totaling \$8,872.70. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 10306 through 10318, totaling \$8,872.70  
Voids/Cancellations, totaling \$8,872.70

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
10306	BANK OF AMERICA VISA	01/29/2016	1,161.55
10307	CENTRALIA HIGH SCHOOL	01/29/2016	56.00
10308	Ehrhardt, Carrie L	01/29/2016	36.67
10309	Falge, Lysa Marie	01/29/2016	168.29
10310	Gambill, Tom George	01/29/2016	46.74
10311	KELSO HIGH SCHOOL	01/29/2016	168.00
10312	Navin, Brett A	01/29/2016	238.49
10313	NORTH MASON SCHOOL DISTRICT	01/29/2016	72.00
10314	POWER HOUSE	01/29/2016	5,318.00
10315	PROSTOCK ATHLETICS	01/29/2016	1,072.56
10316	SAFEWAY	01/29/2016	163.55
10317	Sherwood, Lois C	01/29/2016	22.87
10318	Webster, William Thomas	01/29/2016	347.98

13 Computer Check(s) For a Total of 8,872.70

Check Nbr	Vendor Name	Check Date	Check Amount
10293	BANK OF AMERICA VISA	01/29/2016	1,161.55
10294	CENTRALIA HIGH SCHOOL	01/29/2016	56.00
10295	Ehrhardt, Carrie L	01/29/2016	36.67
10296	Falge, Lysa Marie	01/29/2016	168.29
10297	Gambill, Tom George	01/29/2016	46.74
10298	KELSO HIGH SCHOOL	01/29/2016	168.00
10299	Navin, Brett A	01/29/2016	238.49
10300	NORTH MASON SCHOOL DISTRICT	01/29/2016	72.00
10301	POWER HOUSE	01/29/2016	5,318.00
10302	PROSTOCK ATHLETICS	01/29/2016	1,072.56
10303	SAFEWAY	01/29/2016	163.55
10304	Sherwood, Lois C	01/29/2016	22.87
10305	Webster, William Thomas	01/29/2016	347.98
13	Void	Check(s) For a Total of	8,872.70

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 February 22, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$5,701.70, and voids/cancellations, totaling \$5,701.70. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3248 through 3251, totaling \$5,701.70  
Voids/Cancellations, totaling \$5,701.70

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
3248	CHIMACUM SCH DIST#49-CO-OP TRA	01/29/2016	65.00
3249	GARLAND DBS INC	01/29/2016	3,082.50
3250	MCKINSTRY ESSENTION LLC	01/29/2016	2,402.20
3251	REVOLVING FUND	01/29/2016	152.00

4 Computer Check(s) For a Total of 5,701.70

Check Nbr	Vendor Name	Check Date	Check Amount
3244	CHIMACUM SCH DIST#49-CO-OP TRA	01/29/2016	65.00
3245	GARLAND DBS INC	01/29/2016	3,082.50
3246	MCKINSTRY ESSENTION LLC	01/29/2016	2,402.20
3247	REVOLVING FUND	01/29/2016	152.00
4	Void	Check(s) For a Total of	5,701.70

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 February 22, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$84,851.68, and voids/cancellations, totaling \$84,851.68. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 60267 through 60326, totaling \$84,851.68  
Voids/Cancellations, totaling \$84,851.68

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
60267	ARROW LUMBER & HARDWARE	01/29/2016	109.73
60268	BACKGROUND INVESTIGATION BUREA	01/29/2016	228.50
60269	BANK OF AMERICA VISA	01/29/2016	5,264.78
60270	BAY CITY SUPPLY	01/29/2016	413.11
60271	Briones, Maria R	01/29/2016	1,263.50
60272	BUENO SYSTEMS INC	01/29/2016	3,000.00
60273	CANON FINANCIAL SERVICES INC	01/29/2016	207.07
60274	CAROLINA BIOLOGICAL SPLY	01/29/2016	422.72
60275	CENTURYLINK	01/29/2016	863.54
60276	CHIMACUM SCH DIST#49-CO-OP TRA	01/29/2016	1,346.36
60277	DEPT OF LABOR & INDUSTRIES	01/29/2016	336.50
60278	DRAMATISTS PLAY SERVICE	01/29/2016	150.00
60279	Ehrhardt, Carrie L	01/29/2016	52.92
60280	Engle, David S	01/29/2016	51.84
60281	ESD 114	01/29/2016	14,537.00
60282	FOOD CO-OP	01/29/2016	66.93
60283	GOLDBERG, ROBERT D	01/29/2016	240.00
60284	GRAINGER	01/29/2016	1,896.84
60285	Gronwall, Gail R	01/29/2016	139.41
60286	Hageman, Brandi R	01/29/2016	25.00
60287	HANKINSON, JANELLE	01/29/2016	3,093.75
60288	JEFF CO CHAMBER OF COMMERCE	01/29/2016	125.00
60289	JEFF COUNTY PUBLIC HEALTH	01/29/2016	4,414.14
60290	JEFFERSON MENTAL HEALTH	01/29/2016	9,484.73
60291	Kane, Patrick J	01/29/2016	66.96
60292	KING COUNTY DIRECTORS	01/29/2016	543.25
60293	Kruse, Jennifer Kathleen	01/29/2016	79.68
60294	Manning, Jennifer Dawn	01/29/2016	83.15
60295	Marmol, Darlene	01/29/2016	30.95
60296	McMahon, Ann	01/29/2016	4,920.00
60297	MILLER, KATE	01/29/2016	808.00

Check Nbr	Vendor Name	Check Date	Check Amount
60298	Montgomery, Kimberly B	01/29/2016	52.92
60299	MUSIC & ARTS CENTER	01/29/2016	29.98
60300	NCS PEARSON INC	01/29/2016	324.56
60301	NORTHWEST MARITIME CENTER	01/29/2016	332.50
60302	OFFICE DEPOT	01/29/2016	57.97
60303	OLYMPIC TECHNOLOGY RESOURCES I	01/29/2016	128.62
60304	PITNEY BOWES INC	01/29/2016	453.00
60305	Pittman, Tanna Lorraine	01/29/2016	812.50
60306	PLATT	01/29/2016	161.65
60307	Polley, Lois J	01/29/2016	108.68
60308	Pongrey, Melinda May	01/29/2016	351.00
60309	PUBLIC UTILITY DISTRICT	01/29/2016	11,766.62
60310	PUGET SOUND DATA SYSTEMS INC	01/29/2016	7,060.66
60311	REVOLVING FUND	01/29/2016	1,370.69
60312	SAFEWAY	01/29/2016	77.78
60313	SCHOLASTIC INC	01/29/2016	200.94
60314	SEATTLE ARTS & LECTURES	01/29/2016	3,015.68
60315	SEATTLE MARINE & FISHING SUPPL	01/29/2016	302.10
60316	SKOOKUM CONTRACT SERVICES	01/29/2016	784.56
60317	Snyder-Johnson, Betsy	01/29/2016	7.50
60318	SOS PRINTING	01/29/2016	20.66
60319	Taylor, Brad James	01/29/2016	114.63
60320	Turay, Lisa	01/29/2016	2,250.00
60321	WASA	01/29/2016	195.00
60322	Watson, Kelley	01/29/2016	225.00
60323	WEA OLYMPIC COUNCIL	01/29/2016	175.00
60324	WESTBAY AUTO PARTS	01/29/2016	6.15
60325	Wilson, Scott Randall	01/29/2016	96.12
60326	SOUND PUBLISHING INC	01/29/2016	103.85
60	Computer	Check(s) For a Total of	84,851.68



Check Nbr	Vendor Name	Check Date	Check Amount
60191	ARROW LUMBER & HARDWARE	01/29/2016	109.73
60192	BACKGROUND INVESTIGATION BUREA	01/29/2016	228.50
60193	BANK OF AMERICA VISA	01/29/2016	5,264.78
60194	BAY CITY SUPPLY	01/29/2016	413.11
60195	Briones, Maria R	01/29/2016	1,263.50
60196	BUENO SYSTEMS INC	01/29/2016	3,000.00
60197	CANON FINANCIAL SERVICES INC	01/29/2016	207.07
60198	CAROLINA BIOLOGICAL SPLY	01/29/2016	422.72
60199	CENTURYLINK	01/29/2016	863.54
60200	CHIMACUM SCH DIST#49-CO-OP TRA	01/29/2016	1,346.36
60201	DEPT OF LABOR & INDUSTRIES	01/29/2016	336.50
60202	DRAMATISTS PLAY SERVICE	01/29/2016	150.00
60203	Ehrhardt, Carrie L	01/29/2016	52.92
60204	Engle, David S	01/29/2016	51.84
60205	ESD 114	01/29/2016	14,537.00
60206	FOOD CO-OP	01/29/2016	66.93
60207	GOLDBERG, ROBERT D	01/29/2016	240.00
60208	GRAINGER	01/29/2016	1,896.84
60209	Gronwall, Gail R	01/29/2016	139.41
60210	Hageman, Brandi R	01/29/2016	25.00
60211	HANKINSON, JANELLE	01/29/2016	3,093.75
60212	JEFF CO CHAMBER OF COMMERCE	01/29/2016	125.00
60213	JEFF COUNTY PUBLIC HEALTH	01/29/2016	4,414.14
60214	JEFFERSON MENTAL HEALTH	01/29/2016	9,484.73
60215	Kane, Patrick J	01/29/2016	66.96
60216	KING COUNTY DIRECTORS	01/29/2016	543.25
60217	Kruse, Jennifer Kathleen	01/29/2016	79.68
60218	Manning, Jennifer Dawn	01/29/2016	83.15
60219	Marmol, Darlene	01/29/2016	30.95
60220	McMahon, Ann	01/29/2016	4,920.00
60221	MILLER, KATE	01/29/2016	808.00
60222	Montgomery, Kimberly B	01/29/2016	52.92
60223	MUSIC & ARTS CENTER	01/29/2016	29.98
60224	NCS PEARSON INC	01/29/2016	324.56
60225	NORTHWEST MARITIME CENTER	01/29/2016	332.50
60226	OFFICE DEPOT	01/29/2016	57.97
60227	OLYMPIC TECHNOLOGY RESOURCES I	01/29/2016	128.62
60228	PITNEY BOWES INC	01/29/2016	453.00
60229	Pittman, Tanna Lorraine	01/29/2016	812.50
60230	PLATT	01/29/2016	161.65
60231	Polley, Lois J	01/29/2016	108.68
60232	Pongrey, Melinda May	01/29/2016	351.00
60233	PUBLIC UTILITY DISTRICT	01/29/2016	11,766.62
60234	PUGET SOUND DATA SYSTEMS INC	01/29/2016	7,060.66
60235	REVOLVING FUND	01/29/2016	1,370.69
60236	SAFEWAY	01/29/2016	77.78
60237	SCHOLASTIC INC	01/29/2016	200.94
60238	SEATTLE ARTS & LECTURES	01/29/2016	3,015.68
60239	SEATTLE MARINE & FISHING SUPPL	01/29/2016	302.10
60240	SKOOKUM CONTRACT SERVICES	01/29/2016	784.56

Check Nbr	Vendor Name	Check Date	Check Amount
60241	Snyder-Johnson, Betsy	01/29/2016	7.50
60242	SOS PRINTING	01/29/2016	20.66
60243	Taylor, Brad James	01/29/2016	114.63
60244	Turay, Lisa	01/29/2016	2,250.00
60245	WASA	01/29/2016	195.00
60246	Watson, Kelley	01/29/2016	225.00
60247	WEA OLYMPIC COUNCIL	01/29/2016	175.00
60248	WESTBAY AUTO PARTS	01/29/2016	6.15
60249	Wilson, Scott Randall	01/29/2016	96.12
60250	SOUND PUBLISHING INC	01/29/2016	103.85
60	Void	Check(s) For a Total of	84,851.68

*Comp Day*

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 February 22, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$170.74. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:  
Wire Transfer Payments 201500028 through 201500029, totaling \$170.74

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

Check Nbr	Vendor Name	Check Date	Check Amount
201500028	DEPARTMENT OF REVENUE	02/01/2016	147.77
201500029	DEPARTMENT OF REVENUE	02/01/2016	22.97

2 Wire Transfer Check(s) For a Total of 170.74

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 February 22, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,700.02. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 10319 through 10328, totaling \$1,700.02

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

Check Nbr	Vendor Name	Check Date	Check Amount
10319	Fraser, Ian	02/16/2016	113.95
10320	Hudson, Amber	02/16/2016	11.99
10321	LAKES HIGH SCHOOL	02/16/2016	60.00
10322	Massie, Samantha G	02/16/2016	46.54
10323	N OLYMPIC BASKETBALL OFFICIALS	02/16/2016	1,096.79
10324	OMNI CHEER	02/16/2016	16.00
10325	PUYALLUP HIGH SCHOOL	02/16/2016	45.00
10326	SAFEWAY	02/16/2016	115.73
10327	Sherwood, Lois C	02/16/2016	39.68
10328	SOS PRINTING	02/16/2016	154.34

10 Computer Check(s) For a Total of 1,700.02

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 February 22, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$152.88. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3252 through 3252, totaling \$152.88

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

Check Nbr	Vendor Name	Check Date	Check Amount
3252	Taylor, Brad James	02/16/2016	152.88
1	Computer	Check(s) For a Total of	152.88

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 February 22, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$127,897.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 60354 through 60439, totaling \$127,897.38

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
60354	ARROW LUMBER & HARDWARE	02/16/2016	275.06
60355	ASCD	02/16/2016	89.00
60356	Behrenfeld, Timothy Jon	02/16/2016	1,418.29
60357	Boutilier, Janet Klockers	02/16/2016	43.20
60358	BUTLER, ROBERTA L	02/16/2016	5,295.00
60359	CAROLINA BIOLOGICAL SPLY	02/16/2016	10.85
60360	CENEX FLEETCARD	02/16/2016	892.66
60361	CHIMACUM SCH DIST#49-CO-OP TRA	02/16/2016	12,618.68
60362	CHS - CENEX HARVEST STATES	02/16/2016	835.40
60363	CITY OF PT TOWNSEND	02/16/2016	4,898.04
60364	COLE INDUSTRIAL INC	02/16/2016	776.52
60365	Colton, Mary K	02/16/2016	16.28
60366	COOPER FUEL & AUTO REPAIR	02/16/2016	1,115.47
60367	COSTCO	02/16/2016	108.69
60368	COTTON REDI-MIX	02/16/2016	781.61
60369	DAIRY FRESH FARMS INC	02/16/2016	1,650.23
60370	DIGITAL INSURANCE INC	02/16/2016	500.00
60371	DM DISPOSAL CO INC	02/16/2016	5,144.44
60372	EDENSAW WOODS	02/16/2016	152.59
60373	ESD 114	02/16/2016	12,420.00
60374	FOLLETT SCHOOL SOLUTIONS	02/16/2016	452.88
60375	FOLLETT SCHOOL SOLUTIONS INC	02/16/2016	1,942.11
60376	FOOD CO-OP	02/16/2016	77.72
60377	FOOD SERVICES OF AMERICA	02/16/2016	10,398.71
60378	Fraser, Ian	02/16/2016	113.95
60379	GRAINGER	02/16/2016	508.51
60380	GREENTREE COMMUNICATIONS	02/16/2016	94.57
60381	Gronwall, Gail R	02/16/2016	59.62
60382	Guthrie, James F	02/16/2016	36.17
60383	Hageman, Brandi R	02/16/2016	90.56
60384	HAHN, JULIAN	02/16/2016	66.29
60385	HANKINSON, JANELLE	02/16/2016	3,671.25
60386	Hanson Electric	02/16/2016	408.75

Check Nbr	Vendor Name	Check Date	Check Amount
60387	HEALTH CARE AUTHORITY	02/16/2016	235.38
60388	HEARTLAND PAYMENT SYSTEMS INC	02/16/2016	1,062.76
60389	HENERY HARDWARE	02/16/2016	1,259.67
60390	HORACE MANN LEAGUE	02/16/2016	85.00
60391	JAMESTOWN NETWORKS	02/16/2016	2,256.30
60392	JEFFERSON MENTAL HEALTH	02/16/2016	9,484.73
60393	JIVE COMMUNICATIONS, INC.	02/16/2016	5,512.83
60394	JW PEPPER & SON INC	02/16/2016	63.24
60395	Kane, Patrick J	02/16/2016	52.92
60396	KARSCHNEY CONSULTING	02/16/2016	3,900.00
60397	Khile, Amy Jo	02/16/2016	54.00
60398	KING COUNTY DIRECTORS	02/16/2016	1,238.48
60399	KROGER - QFC CUSTOMER CHARGES	02/16/2016	70.20
60400	LANCE, PHILIPPA	02/16/2016	7,455.00
60401	Larsen, Stacey C	02/16/2016	105.80
60402	LEADER	02/16/2016	110.50
60403	Manning, Jennifer Dawn	02/16/2016	19.83
60404	MASCO PETROLEUM	02/16/2016	2,877.69
60405	McGinnis, Laurie Kathleen	02/16/2016	54.00
60406	MILLER, KATE	02/16/2016	546.00
60407	Mitchell, Sara Catherine	02/16/2016	30.41
60408	Molotsky, Daniel Robert	02/16/2016	1,270.00
60409	Montgomery, Kimberly B	02/16/2016	52.92
60410	NC MACHINERY	02/16/2016	1,327.89
60411	NORTHWEST MARITIME CENTER	02/16/2016	420.00
60412	NORTHWEST ASBESTOS CONSULT	02/16/2016	515.00
60413	NOTEFLIGHT	02/16/2016	195.12
60414	OFFICE DEPOT	02/16/2016	690.32
60415	Olsen, Lisa M	02/16/2016	950.00
60416	Olson, Rene Joan	02/16/2016	243.01
60417	OLYMPIC TECHNOLOGY RESOURCES I	02/16/2016	207.10
60418	OLYMPIC SPRINGS	02/16/2016	79.52
60419	OLYMPIC PENINSULA CONSULTANTS	02/16/2016	75.00
60420	OLYMPIC RESTAURANT EQUIPMENT	02/16/2016	1,690.59
60421	OLYMPIC EQUIPMENT RENTALS	02/16/2016	717.88
60422	OSPI	02/16/2016	1,037.08
60423	PACIFIC OFFICE EQUIPMENT	02/16/2016	2,004.41
60424	PANE D/AMORE	02/16/2016	72.00
60425	PENINSULA PEST CONTROL INC	02/16/2016	555.90
60426	PLATT	02/16/2016	100.72
60427	SAFEWAY	02/16/2016	144.00
60428	Sanders, Heather Lyn	02/16/2016	24.21
60429	SKOOKUM CONTRACT SERVICES	02/16/2016	784.56
60430	SOS PRINTING	02/16/2016	1,248.08
60431	SOUND EXPERIENCE	02/16/2016	5,056.00
60432	Sweeney, Richard D	02/16/2016	373.00
60433	TAPROOT THEATRE ROAD COMPANY	02/16/2016	675.00
60434	Turay, Lisa	02/16/2016	2,670.00
60435	UPS STORE	02/16/2016	29.78
60436	WASA	02/16/2016	235.00

Check Nbr	Vendor Name	Check Date	Check Amount
60437	WASH STATE FERRIES	02/16/2016	812.85
60438	Wentzel, Joy Gribko	02/16/2016	67.73
60439	WHITE, KEITH	02/16/2016	134.87
86	Computer	Check(s) For a Total of	127,897.38



PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of January, 2016

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

\_\_\_\_\_  
Clerk of District

Approved gross in the sum of	\$ <u>679,928.40</u>	Employee Gross
	<u>271,757.65</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>951,686.05</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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

## COMMUNITY RELATIONS

### Title 1 Parent Involvement

The board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The board views the education of students as a cooperative effort among school, parents and community. The board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- A. Play an integral role in assisting their child's learning.
- B. Are encouraged to be actively involved in their child's education at school.
- C. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The board of directors adopts as part of this policy the following guidance for parent involvement. The district shall:

- A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title 1 schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- B. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performances.
- C. Build the schools' and parents' capacity for strong parental involvement.
- D. Coordinate and integrate Title 1 parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction, Preschool Youngsters, State-run preschools.
- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title 1 funds including: identifying barriers to greater participation of parents in Title 1-related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- F. Involve the parents of children served in Title 1, Part A schools in decisions about how the Title 1, Part A funds reserved for parental involvement are spent.

Legal Reference: PL 107-110, Section 1118(a)

Management Resources: *Policy News*, August 2003  
*Policy News*, June 2005  
*Policy News*, October 2008

No Child Left Behind Update  
Title 1 Parental Involvement Policy  
Family Involvement Policy

**Date:** 11/24/03; 1/23/06; 3/24/08.

**Deleted:** 9/28/09.

**Reinstated:** 4/12/10.

**Reviewed:** 10/29/12; 2/11/2013; 8/25/14; 6/8/15

**PORT TOWNSEND SCHOOL DISTRICT 50**

PORT TOWNSEND SCHOOL DISTRICT NO 50  
CALENDAR OF EVENTS  
February 22, 2016 – March 28, 2016

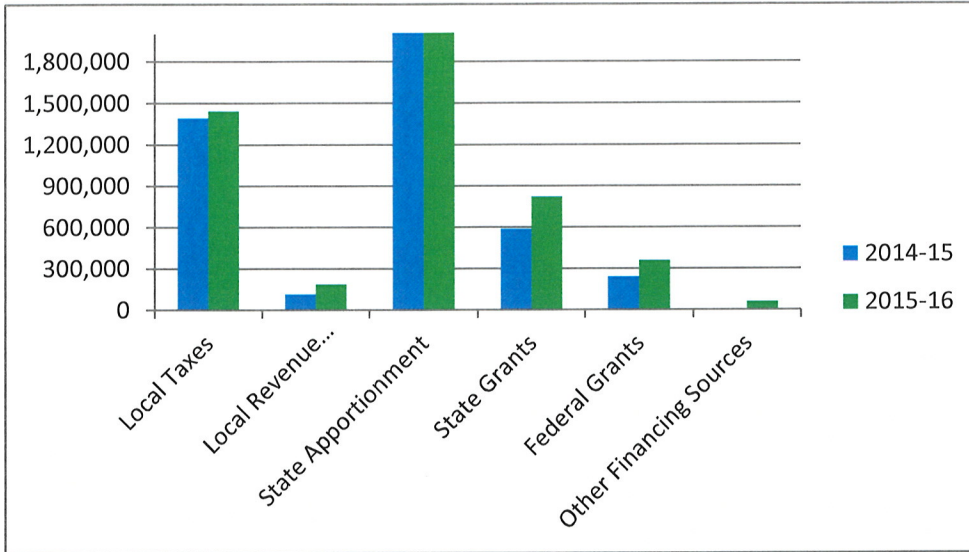
February 22	Regular Board Meeting, 6:00 pm
February 23	Grades 6-12 Band Concert, 7:00 p.m., BH commons
February 24	2-hr. Early Release, all schools
February 25	HS Spring Sports meeting, 6:00 p.m. Tech Committee Meeting, 3:30 p.m. (Keith, Connie)
February 26	GS Science Fair HS Friday Salon, 1:45 p.m., Dahr Jamail speaker
March 2	Dr. Seuss Read Across America Day 2-hr. Early Release, GS, BH only EJEP Meeting, Chimacum High School Library, 6:00 p.m. (Jennifer/Connie)
March 8	GS PTA meeting, 6:30 p.m. HS and BH Orchestra Concert, 7 p.m., HS Policy Review Committee Meeting, 3:30 p.m. (Jennifer)
March 9	BH and HS Orchestra Adjudication, Port Angeles 2-hr. Early Release, GS, BH only
March 10	Tech Committee Meeting, 3:30 p.m., (Keith, Connie)
March 14	BH end of Term 3 Work/Study Board Meeting, 6:00 p.m., HS Library
March 15	HS 6-week grading period ends
March 16	4 <sup>th</sup> Grade Music Performance, 6:30 p.m., BH Commons
March 18	GS PTA Spaghetti Bingo Night, BH
March 22	Policy Review Committee Meeting, 3:30 p.m. (Jennifer)
March 25	Tech Committee Meeting, 3:30 p.m., (Keith, Connie)
Mar. 21-25	GS and BH Parent/Teacher Conferences (3-hr. early release M,T, Th, F, 2-hr.W) BH and GS Book Fair
March 26	HS Tolo Dance
March 28	Regular Board Meeting, 6:00 p.m.

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

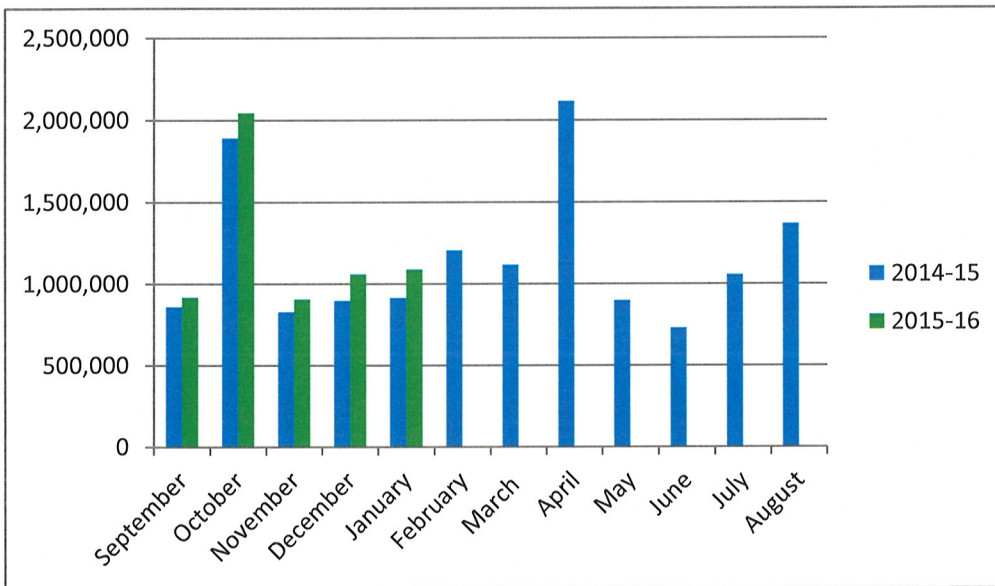
For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of January, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	3,380,073	4,424.11	1,438,257.48		1,941,815.52	42.55
2000 LOCAL SUPPORT NONTAX	395,800	85,214.51	184,700.70		211,099.52	46.67
3000 STATE, GENERAL PURPOSE	7,471,488	706,801.75	3,134,113.73		4,337,374.27	41.95
4000 STATE, SPECIAL PURPOSE	2,113,801	184,296.91	817,857.26		1,295,943.52	38.69
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,226,938	102,277.90	356,133.49		870,804.51	29.03
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	784.47	1,531.76		1,531.76-	0.00
9000 OTHER FINANCING SOURCES	279,016	.00	58,815.45		220,200.55	21.08
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>14,867,116</b>	<b>1,083,799.65</b>	<b>5,991,409.87</b>		<b>8,875,706.13</b>	<b>40.30</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	6,944,590	600,296.76	2,929,287.06	3,848,530.81	166,772.03	97.60
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,489,793	211,317.98	1,100,564.22	1,453,353.89	64,125.52-	102.58
30 Voc. Ed Instruction	338,495	28,879.03	143,071.67	192,379.49	3,043.59	99.10
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	847,175	49,152.38	275,394.45	313,904.71	257,875.47	69.56
70 Other Instructional Pgms	810,514	12,530.65	88,317.76	88,103.79	634,092.09	21.77
80 Community Services	10,702	444.48	2,206.71	2,623.60	5,872.12	45.13
90 Support Services	3,274,172	240,566.40	1,340,613.56	1,732,073.25	201,484.84	93.85
<b>Total EXPENDITURES</b>	<b>14,715,440</b>	<b>1,143,187.68</b>	<b>5,879,455.43</b>	<b>7,630,969.54</b>	<b>1,205,014.62</b>	<b>91.81</b>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</b>						
	151,676	59,388.03-	111,954.44		39,721.97-	26.19-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	400,782		517,948.78			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	552,458		629,903.22			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
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			
G/L 890 Unassigned Fund Balance	134,676		208,616.20			
G/L 891 Unassigned Min Fnd Bal Policy	297,367		347,367.44			
<b>TOTAL</b>	<b>552,458</b>		<b>629,903.22</b>			

**Port Townsend School District**  
 Year to Date Revenue by Source  
 January 31, 2016  
 \$5,991,410

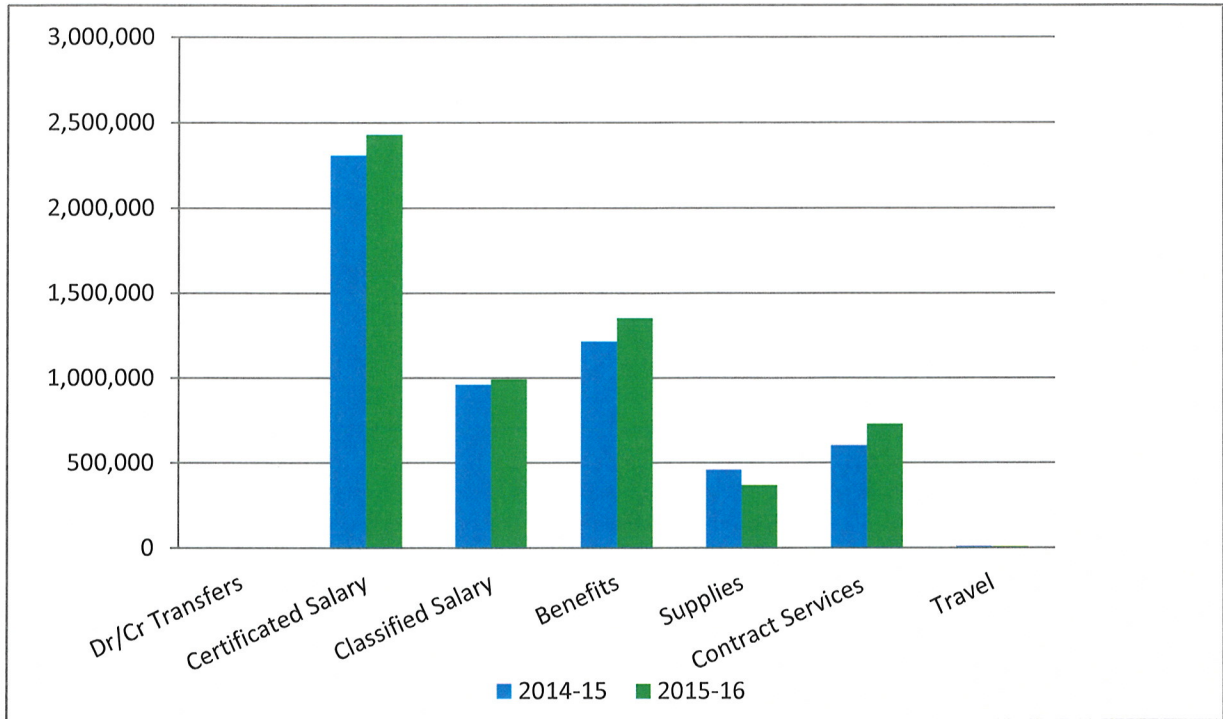


**General Fund Revenue Comparison**

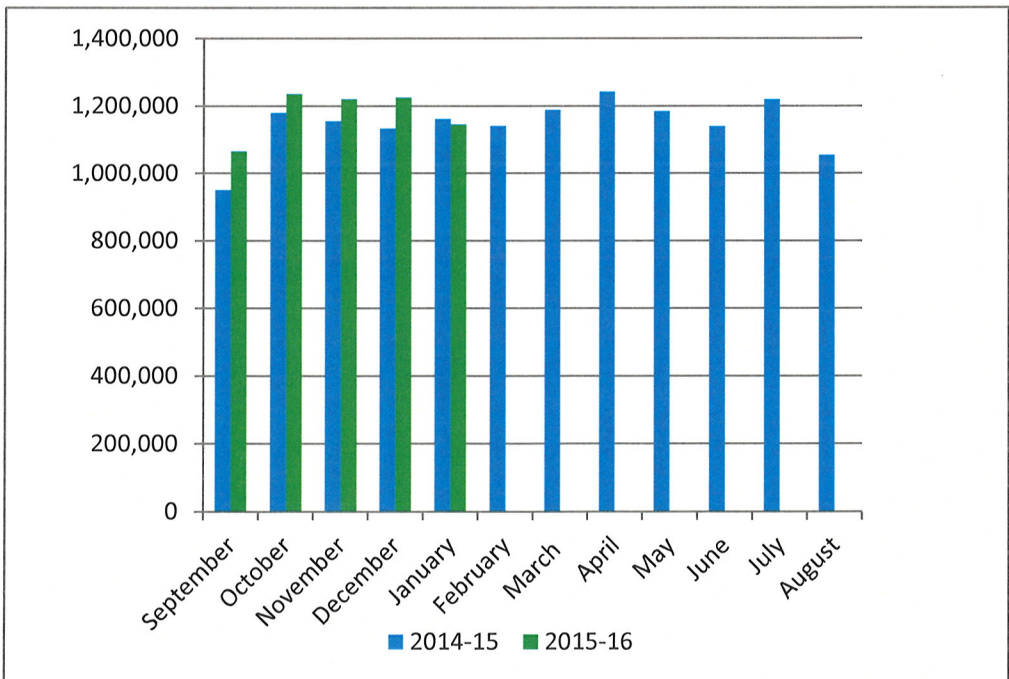


41.66% through the year we have collected 40.3% of budgeted revenues.

**Port Townsend School District**  
**Year to Date Expenditures by Object**  
 January 31, 2016  
 \$5,879,455



**General Fund Expenditure Comparative**



Expenditures as a percentage of budget is 39.95% and we are 41.66% through the year

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 January, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	1,185,031	1,552.33	506,490.18		678,540.82	42.74
2000 Local Support Nontax	360,500	5,320.33	26,026.69		334,473.31	7.22
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
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>1,545,531</b>	<b>6,872.66</b>	<b>532,516.87</b>		<b>1,013,014.13</b>	<b>34.46</b>
<b>B. EXPENDITURES</b>						
10 Sites	900,000	168.85	6,936.64	68,586.21	824,477.15	8.39
20 Buildings	300,000	152.00	5,938.40	4,541.36	289,520.24	3.49
30 Equipment	0	.00	.00	582.40	582.40-	0.00
40 Energy	0	2,402.20	6,402.20	0.00	6,402.20-	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
<b>Total EXPENDITURES</b>	<b>1,200,000</b>	<b>2,723.05</b>	<b>19,277.24</b>	<b>73,709.97</b>	<b>1,107,012.79</b>	<b>7.75</b>
C. OTHER FIN. USES TRANS. OUT (GL 536)	338,710	.00	113,674.72			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</b>						
OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	6,821	4,149.61	399,564.91		392,743.91	> 1000
F. TOTAL BEGINNING FUND BALANCE	1,218,198		1,203,191.36			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	1,225,019		1,602,756.27			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 862 Committed from Levy Proceeds	1,271,015		1,387,096.89			
G/L 889 Assigned to Fund Purposes	83,796-		215,659.38			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>1,225,019</b>		<b>1,602,756.27</b>			

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 January, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	22.21		22.21-	0.00
2000 Local Support Nontax	0	25.09	73.55		73.55-	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	25.09	54,955.03		4,738.97	92.06
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	48,900	.00	48,900.00	0.00	.00	100.00
Interest On Bonds	10,793	.00	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	270.85	300.85	0.00	699.15	30.09
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	270.85	55,141.60	0.00	5,551.88	90.85
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	0	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</b>						
	999-	245.76-	186.57-		812.91	81.33-
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	123,000		123,097.26			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>						
	XXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>						
	122,001		122,910.69			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	122,001		122,910.69			
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		122,910.69			



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 January, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	211,832	3,734.03	32,924.91		178,907.09	15.54
2000 Athletics	46,500	1,905.00	17,920.66		28,579.34	38.54
3000 Classes	7,900	1,264.82	10,436.32		2,536.32-	132.11
4000 Clubs	121,800	17,188.39	55,459.38		66,340.62	45.53
6000 Private Moneys	6,600	136.17	7,861.90		1,261.90-	119.12
<u>Total REVENUES</u>	394,632	24,228.41	124,603.17		270,028.83	31.57
<b>B. EXPENDITURES</b>						
1000 General Student Body	174,800	745.54	4,404.69	2,516.44	167,878.87	3.96
2000 Athletics	81,200	2,392.98	35,415.45	10,717.59	35,066.96	56.81
3000 Classes	13,200	.00	2,341.81	64.95	10,793.24	18.23
4000 Clubs	129,150	14,982.20	48,454.05	22,361.64	58,334.31	54.83
6000 Private Moneys	6,700	.00	3,495.10	119.90	3,085.00	53.96
<u>Total EXPENDITURES</u>	405,050	18,120.72	94,111.10	35,780.52	275,158.38	32.07
<b>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)</b>						
	10,418-	6,107.69	30,492.07		40,910.07	392.69-
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	300,000		320,496.30			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE (C+D + OR - E)</b>						
	289,582		350,988.37			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	289,582		350,988.37			
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		350,988.37			

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 January, 2016

<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	251.36	339.94		239.94	339.94
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>251.36</u>	<u>339.94</u>		<u>92,783.06</u>	<u>0.37</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>251.36</u>	<u>339.94</u>		<u>92,783.06</u>	<u>0.37</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>251.36</u>	<u>339.94</u>		<u>157,216.94</u>	<u>100.22-</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>XXXXXXXX</u>		<u>00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>23,123</u>		<u>184,055.86</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		184,055.86			
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>184,055.86</u>			

PTSD ENROLLMENT FY 2015-2016  
February-2016

											Prelim		COMPARE TO BUDGET				
											2/1/16	2/2/16			FY16		
											Final		Comparison to Prior Month (Jan)	Comparison to Prior Year (Feb)	AAFTF * BUDGET	VARIANCE from Feb Target	
											Current Month Totals		FTE * Prior Mo	Diff	FTE * Prior Yr	Diff	Over<Under>
											Headcount	FTE *					
Bldg - Grant St			ICE/OCEAN	OPED/Other													
	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcount	FTE *	Prior Mo	Diff	Prior Yr	Diff			
K - @ .5 FTE	93	93.00	4	2.00					97	95.00	93.00	2.00	35.54	59.46	77.0	18.00	
Grade 1	75	74.01	3	3.00					78	77.01	78.01	(1.00)	85	(7.99)	77.0	0.01	
Grade 2	95	95.00	4	4.00					99	99.00	98.00	1.00	74	25.00	86.0	13.00	
Grade 3	74	74.00	4	4.00					78	78.00	79.00	(1.00)	96	(18.00)	75.0	3.00	
<b>TOTAL-Elem</b>	<b>337</b>	<b>336.01</b>	<b>15</b>	<b>13.00</b>					<b>352</b>	<b>349.01</b>	<b>348.01</b>	<b>1.00</b>	<b>290.54</b>	<b>58.47</b>	<b>315.0</b>	<b>34.01</b>	
Bldg - Blue Heron			ICE/OCEAN - ALE	OPED/Other													
	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcount	FTE *	Prior Mo	Diff	Prior Yr	Diff			
Grade 4	68	68.00	4	4.00	11	11.00			83	83.00	83.00	0.00	110	(27.00)	93.0	(10.00)	
Grade 5	92	92.00	7	7.00	10	10.00			109	109.00	111.00	(2.00)	81.06	27.94	111.0	(2.00)	
Grade 6	72	71.61	6	5.94					78	77.55	79.55	(2.00)	88	(10.45)	84.0	(6.45)	
Grade 7	74	71.74	6	5.85					80	77.59	77.59	0.00	76.72	0.87	85.5	(7.91)	
Grade 8	67	64.91	7	7.00					74	73.06	72.06	1.00	78	(4.94)	76.5	(3.44)	
<b>TOTAL-Middle</b>	<b>373</b>	<b>368.26</b>	<b>30</b>	<b>29.79</b>	<b>21</b>	<b>22.15</b>			<b>424</b>	<b>420.20</b>	<b>423.20</b>	<b>(3.00)</b>	<b>433.78</b>	<b>(13.58)</b>	<b>450.0</b>	<b>(29.80)</b>	
Bldg - PTHS			ICE/OCEAN - ALE	OTHER													
	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcount	FTE *	Prior Mo	Diff	Prior Yr	Diff			
Grade 9	74	74.20	5	4.00					79	78.20	79.80	(1.60)	97.8	(19.60)	83.5	(5.30)	
Grade 10	82	81.60	9	8.20					91	89.80	96.20	(6.40)	117.4	(27.60)	97.5	(7.70)	
Grade 11	97	91.36	12	10.80					109	102.16	102.56	(0.40)	92.28	9.88	106.0	(3.84)	
Grade 12	88	80.20	7	4.20					95	84.40	87.20	(2.80)	92.84	(8.44)	92.0	(7.60)	
<b>TOTAL-High</b>	<b>341</b>	<b>327.36</b>	<b>33</b>	<b>27.20</b>					<b>374</b>	<b>354.56</b>	<b>365.76</b>	<b>(11.20)</b>	<b>400.32</b>	<b>(45.76)</b>	<b>379.0</b>	<b>(24.44)</b>	
<b>SUB-TOTAL</b>																	
<b>-(w/out Running Start)</b>			1,031.63	69.99	22.15												
										<b>1,150</b>	<b>1,123.77</b>	<b>1,136.97</b>	<b>(13.20)</b>	<b>1,124.64</b>	<b>(0.87)</b>	<b>1,144.0</b>	<b>(20.23)</b>
Running Start -- non-CTE																	
Running Start -- CTE										60	31.40	32.06	(0.66)	25.38	6.02	24.00	7.40
											1.54	1.00	0.54	1.66	(0.12)	1.00	0.54
<b>TOTAL FTE including Running Start</b>										<b>1,210</b>	<b>1,156.71</b>	<b>1,170.03</b>	<b>(13.32)</b>	<b>1,151.68</b>	<b>5.03</b>	<b>1,169.00</b>	<b>(12.29)</b>

**INSTRUCTION**

Required Observances (Veterans’ Day, Constitution Day, Temperance and Good Citizenship Day, Disability History Month)

Principals will be responsible for the preparation and presentation of educational activities of approximately sixty minutes in duration in observance of Veterans’ Day. The program will be conducted during the school week preceding the eleventh day of November of each year.

Constitution Day will be observed each year on September 17<sup>th</sup> in commemoration of the September 17, 1787 signing of the United States Constitution. If September 17<sup>th</sup> occurs on a non-school day, Constitution Day will be conducted on the preceding Friday.

Temperance and Good Citizenship Day will be observed on January 16 or, if on a non-school day, the Friday preceding January 16.

Disability History Month will be observed during the month of October by conducting or promoting educational activities such as school assemblies or guest speaker presentations that provide instruction, awareness and understanding of disability history and people with disabilities.

Legal References:	RCW 28A.230.150	Temperance and Good Citizenship Day – Aids in programming
	RCW 28A.230.158	Disability history month-activities
	RCW 28A.230.160	Educational activities in observance of Veteran’s Day
	36 U.S.§106	Constitution and Citizenship Day
Management Resources:	<i>Policy News</i> Aug 2006	Constitution Day Recognition
	<i>Policy News</i> Feb 2014	Updates/corrections

**Date: 10/9/06; 11/26/07\_\_\_\_\_**

## INSTRUCTION

### Disability History Month

The purpose of observing Disability History Month is to encourage students to respect individuals with disabilities rather than pity them, to focus on their strengths, and to promote understanding rather than stereotypes. Students will be encouraged to recognize the whole person rather than just an individual's disability.

While observing Disability History Month as required by law during the month of October, and year-round when feasible, the district will conduct a variety of educational activities of its choice designed to foster greater awareness and understanding of individuals with disabilities. The activities may include, but are not limited to, school assemblies, guest speaker presentations, research and writing projects, book studies, art projects and/or film studies. At a minimum, all activities should provide students with the opportunity to learn how people with disabilities have been treated throughout history, how they have been instrumental in changing history, and/or how they became active participants in changing societal attitudes about their needs, desires, and capabilities.

Suggested topics for activities include:

- Examination of common word usage that stigmatizes people with disabilities;
- Biographical study of important people throughout history who have or had disabilities (e.g., Muhammad Ali, Abraham Lincoln, Harriet Tubman, Lew Carroll, Michael Phelps, Ludwig Van Beethoven, Michael J. Fox, Franklin Delano Roosevelt);
- Study of the history of the disability civil rights movement;
- Presentations by adults with disabilities in the community, including veterans with disabilities;
- Discussion of disability etiquette;
- Focus on community-based resources for people with disabilities, or the need therefor;
- Volunteering for community service organizations that work with people with disabilities;
- Study of art/music/film that tells the story of a person with a disability or examines the portrayal of people with disabilities;
- Study of a particular historical period focusing on the experience of persons with disabilities.

The superintendent will develop procedures for building-specific activities to observe Disability History Month.

Cross References:	Policy 2336	Required Observances (Veterans Day, Constitution Day, Temperance and Good Citizenship Day, Disability History Month)
Legal References:	RCW 28A.230.158	Disability history month – Activities
Management Resources:	<i>Policy News</i> Aug 2014	

Date: \_\_\_\_\_

# Port Townsend School District Calendar for 2015-16

August 2015						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24*	25	26	27	28	29
30	31					

September 2015						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14*	15	16	17	18	19
20	21	22	23	24	25	26
27	28*	29	30			17/17

October 2015						
Su	M	T	W	Th	F	Sa
21/38				1	2	3
4	5	6	7	8	9	10
11	12*	13	14	15	16	17
18	19	20	21	22	23	24
25	26*	27	28	29	30	31

November 2015						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9*	10	11	12	13	14
15	16	17	18	19	20	21
22	23*	24	25	26	27	28
29	30				18/56	

December 2015						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14*	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		14/70

January 2016						
Su	M	T	W	Th	F	Sa
19/89					1	2
3	4	5	6	7	8	9
10	11*	12	13	14	15	16
17	18	19	20	21	22	23
24	25*	26	27	28	29	30
31						

**Early Release Times:**  
 Grant Street : 2-hr 12:30, 3-hr 11:30  
 Blue Heron: 2-hr 12:50, 3-hr 11:50  
 High School: 2-hr 12:50, 3-hr 11:50

**September**  
 3 – Teachers’ In-service  
 7 - Labor Day  
 8- First Student Day

**October**  
 9 - State Professional Day (No School)

**November**  
 11 – Veterans’ Day, no school  
 16,17,19,20 - GS, BH conf. 3-hr early release  
 18 - 2-hr early release, all schools  
 19-20 – HS conf. 3-hr early release  
 25 – 2-hr Early Release – students & staff  
 26-27 Thanksgiving Break

**December**  
 21-31 Winter Break

**January**  
 1 Winter Break  
 18 - Martin Luther King Jr. Day (No School)

**February**  
 12 - Snow Makeup Day (No School unless needed to make up a snow day)  
 15- President’s Day (No School)

**March**  
 23 – 2-hr early release all schools  
 21,22,24,25 – GS, BH conf. 3-hr early release







**April**  
 April 4 -8 - Spring Break  
 18-29 – No early release due to testing

**May**  
 2-6 – No early release, due to testing  
 20 – 2-hr Early Release students and staff  
 27 – Snow Makeup Day (No school unless needed to make up a snow day)  
 30 – Memorial Day (No School)

**June**  
 10 - Graduation Ceremony, 7:00 pm  
 16– 2-hr early release  
 17- **Last Day of School** 2-hr early release  
 20-21 - Snow Make-up Days (if needed)

July 25-Tentative Board Meeting

**\*Board Meetings**

	2-hr Early Rel. Students-all schools		3-hr Early Rel. Conferences
	2-hr Early Release – Staff & students		Snow Make-up Days
	No School		2-hr. Early Rel. GS and BH only

February 2016						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8*	9	10	11	12	13
14	15	16	17	18	19	20
21	22*	23	24	25	26	27
28	29				19/108	

March 2016						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14*	15	16	17	18	19
20	21	22	23	24	25	26
27	28*	29	30	31		23/131

April 2016						
Su	M	T	W	Th	F	Sa
16/147					1	2
3	4	5	6	7	8	9
10	11*	12	13	14	15	16
17	18	19	20	21	22	23
24	25*	26	27	28	29	30

May 2016						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9*	10	11	12	13	14
15	16	17	18	19	20	21
22	23*	24	25	26	27	28
29	30	31			20/167	

June 2016						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13*	14	15	16	17	18
19	20	21	22	23	24	25
26	27*	28	29	30	13/180	

July 2016						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11*	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						