

PORT TOWNSEND SCHOOL DISTRICT NO. 50
6:00 p.m. Regular School Board Meeting
March 28, 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
 - 04.020 High School Orchestra Performance
 - 04.021 Shining Stars
 - 04.022 School Resource Officer
 - 04.023 School Retirees' Appreciation Week

05. Approval of Minutes

- 05.01 Minutes of the February 22, 2016 Board Retreat
- 05.02 Minutes of the February 22, 2016 Regular Meeting
- 05.03 Minutes of the March 14, 2016 Board Retreat
- 05.04 Minutes of the March 14, 2016 Work/Study Meeting

06. Public Comments

07. Consent Agenda

- 07.01 Consent Agenda Approval
- 07.02 Approval of Personnel Action
 - 07.020 Recommend Tracy Williamson as .5 FTE Math Interventionist, K-5, as of February 29, 2016
 - 07.021 Recommend Paula Collett as 5th Grade Leave Replacement Teacher, Blue Heron School, effective March 28, 2016, for the remainder of the 2015-16 school year
 - 07.022 Recommend Becky Rowland as 1.0 FTE Kindergarten Teacher, leave replacement, for the remainder of the 2015-16 school year
 - 07.023 Recommend Anneliese Rice, Grant Street Special Education Para educator, to move from 6 hr./day position to the posted 6.25 hr./day position at Grant Street Elementary, effective February 24, 2016
 - 07.024 Recommend Trish Minnihan as Blue Heron Custodian, evening shift, effective February 11, 2016
 - 07.025 Recommend Maria Goff as 6 hr./day Special Education Para educator, Blue Heron School, effective March 7, 2016 pending completion and passage of pre-employment screening
 - 07.026 Recommend Polly Urbani as 6.17 hr./day Special Education Para educator, Blue Heron School, effective March 7, 2016, pending completion and passage of pre-employment screening
 - 07.027 Recommend Heather Apker as Head Fastpitch Coach for the 2015-16 school year
 - 07.028 Recommend Kimberly Foster as Assistant Fastpitch Coach for the 2015-16 school year
 - 07.029 Recommend Nathan Land as Assistant Boys' Soccer Coach for the 2015-16 school year

- 07.030 Approve second year leave of absence for Tanya Rublaitus, High School Teacher, effective the 2016-17 school year
 - 07.031 Approve Mary Wilson, Grant Street Elementary Teacher, medical leave of absence for the remainder of the 2015-16 school year
 - 07.032 Approve Mary Wilson's resignation, Grant Street Elementary Teacher, effective June 17, 2016
 - 07.033 Approve Coleen Sheahan's resignation/retirement, Blue Heron School Psychologist, effective the end of the 2015-16 school year
 - 07.034 Approve Gina McMather's resignation/retirement, High School Teacher, effective the end of the 2015-16 school year
 - 07.035 Approve leave of absence for Joan Gitelman, GrantStreet Elementary Teacher, for the 2016-17 school year
 - 07.036 Approve second year leave of absence for Cheryl Garnett Harris, Grant Street Elementary Teacher, effective the 2016-17 school year
 - 07.037 Approve second year leave of absence for Jean Scarboro, Grant Street Elementary School .6 FTE Counselor, effective the 2016-17 school year
 - 07.038 Approve Aleen Berard, Grant Street Elementary Teacher, medical leave of absence for the remainder of the 2015-16 school year
 - 07.039 Accept resignation of Dr. David Engle, Superintendent, effective June 30, 2016
 - 07.040 Accept Amy Tidball's resignation, Blue Heron School Teacher, effective the end of the 2015-16 school year
 - 07.041 Accept resignation of Pamela Arveson, Blue Heron Para educator, as of February 22, 2016
 - 07.042 Accept resignation/retirement of Linda Johnson, Grant Street Para educator, effective the end of the 2015-16 school year
 - 07.043 Accept resignation of Reynelda McDonald, Blue Heron Secretary, effective June 17, 2016
- 07.05 Approval of Financial Reports
- 07.050 Accounts Payable as of March 28, 2016
 - 07.051 Payroll – February, 2016
- 07.06 Donations
- 07.060 Accept donation of a 16-foot sailboat with trailer and gear, valued at \$2000, from Matt Woodward, for use in the Maritime Studies class at Port Townsend High School

08. Board Correspondence

- 08.01 Email from L. Crosby regarding incident at Port Townsend High School on March 18, 2016
- 08.010 Response from Superintendent Engle

09. Reports

- 09.01 High School ASB Representative
- 09.02 Music Technology Class Report – Daniel Ferland
 - 09.020 Video <https://www.youtube.com/watch?v=R0JKCYZ8hng>
- 09.03 Local 20/20 - Student Contest
- 09.04 Superintendent
 - 09.040 Annual review of students within walking distance who are transported, per Policy 6600
 - 09.041 Calendar of Events
- 09.05 Business Manager
 - 09.050 Budget Status Report-February 2016
 - 09.051 Enrollment Report

10. Action Items

- 10.01 Approve hiring of superintendent search firm
- 10.02 Approve Policy 2030 – Service Animals in School
- 10.03 Approve Policy 6700 – Nutrition and Physical Fitness
- 10.04 Approve Superintendent trip to WASA Superintendent Workshop, May 1-3, 2016

11. Unfinished Business

12. New Business

13. Policy Review

13.01 Policy 3240, Student Conduct – Second Review

13.02 Policy 3241, Classroom Management – Second Review

13.03 Policy 3205, Sexual Harassment of Students Prohibited – First Review

(New policy, Policy 5011 has been updated and split; it now applies only to staff and third parties. Policy 3205 applies exclusively to students. Several districts and OSPI requested the split in order to access the information more readily)

14. Board Member Announcements/Suggestions for Future Meetings

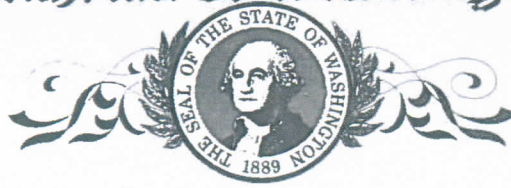
15. Next Meeting

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

16. Executive Session – (if necessary)

17. Adjournment

The State of Washington



Proclamation

WHEREAS, the Washington State School Retirees' Association (WSSRA) recognizes all retired school employees; and

WHEREAS, the WSSRA educates and assists retirees in meeting the special challenges retirement brings, and works to improve their general welfare; and

WHEREAS, the WSSRA aids in advancing education by supporting high educational standards; and

WHEREAS, the WSSRA promotes group and individual involvement in charitable projects and activities, sponsors scholarships, and maintains interest and participates in educational and community activities; and

WHEREAS, the WSSRA supports and encourages retired educators to remain active in the education profession through volunteer activities associated with learning;

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim March 14-20, 2016 as

School Retirees Appreciation Week

in Washington, and I urge all people in our state to join me in this special observance.

Signed this 5th day of January, 2016

Governor Jay Inslee



February 22, 2016

Board Retreat

Page 1 of 2

Superintendent Engle called the meeting to order at 2:00 p.m. PRESENT: Nathanael O'Hara, Keith White, Laura Tucker, Connie Welch, and Jennifer James-Wilson. Also present was Superintendent Engle.

Connecting Activity, Discussion and Review

Superintendent Engle asked each board member to choose one of the "telling a story" questions on the handout and respond. Each board member shared their response to the question they chose.

Composition of school boards and the book, Encouraging the Heart were discussed.

Future Discussion, Benchmarks, Activities, Learning

The superintendent job description was discussed.

Strategic Goals

Current and previous versions of the board strategic goals and the value statement were discussed. Dr. Engle said he tries to have instructional rounds with each principal twice a month in order to help principals support teachers, and suggested adding that process to the goals.

Superintendent Engle also reviewed:

- Teacher/leadership training
- Maritime Discovery Schools(MDS) Program continued improvement
- Shared outdoor learning center at Fort Worden
- Improvement in district technology
- Western Flyer Project
- Staff members who have been trained in emergency response and security
- Video cameras on all buses
- Policy review with WSSDA (Washington State School Directors' Association) support
- Conference presentations
- Mountain View campus proposals
- Program in conjunction with Jefferson Mental Health for students with emotional/behavioral challenges, which currently serves approximately six students. This program has provided less isolation and more academic success for those students.
- Work with the Chronic Disease Prevention Committee in conjunction with Jefferson Healthcare
- Support for Peninsula College as they expand into their new space at Fort Worden

Board Self-Assessment, WSSDA Online Assessment Survey

February 22, 2016

Board Retreat

Page 2 of 2

Each board member completed the WSSDA survey using Chomebooks. Dr. Engle said results of the survey can be reviewed at a later date.

District Leadership Planning

District leadership for next school year was discussed.

Each board member and Dr. Engle shared a story celebrating success as a district and board.

Next Meeting: Regular Board Meeting, February 22, 2016, 1610 Blaine St., Room S-11, 6:00 p.m.

Adjournment: The meeting was adjourned by consensus at 5:20 p.m.

Respectfully submitted,

David Engle, Superintendent

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, Laura Tucker, Connie Welch, Keith White, and Jennifer James-Wilson. Also present were Superintendent David Engle, staff, and community members.

Keith White led the Pledge of Allegiance.

Agenda Approval

Laura Tucker moved to approve the agenda. Keith White seconded and the motion carried 5-0.

Recognition

Board

Mr. White said he had the opportunity to watch rehearsal for the high school spring play, Westside Story, and is looking forward to the performance. Mr. O'Hara thanked the community for their support in passing the bond. Ms. James-Wilson recognized Chloe Rogers' 2nd place at the state wrestling championship.

Superintendent

Superintendent Engle presented a Shining Star award to Keith White for his efforts as a high school tutor and canvassing in his director district for the bond, and to Lisa Cartwright, Karmen Meier, and Joy Wentzel for their contributions to the Maritime Discovery Schools (MDS) matrix team. Certificates were given to Chris Pierson, Susan Doyle, Jennifer Manning, Dorothy Stengel, and Rene Olson, also for their contributions to the MDS matrix team.

Approval of Minutes

The following minutes were brought for approval:

- January 25, 2016, Regular Board Meeting. Jennifer James-Wilson moved to approve the minutes as presented. Laura Tucker seconded and the motion carried 5-0.
- February 8, 2016, Work/Study Meeting. Mr. White moved to approve the minutes as presented. Connie Welch seconded and the motion carried 5-0.

Public Comments

Debra Jahnke spoke about grants available to develop a wetland at the southeast corner of the KahTai Lagoon Nature Park.

Consent Agenda

Ms. James-Wilson moved to approve the consent agenda. Mr. White seconded and the motion carried 5-0. Included on the consent agenda were the following items: 1) Payroll for January, 2016; 2) Accounts Payable as of February 22, 2016; 3) Recommend the following actions:

Hire: Recommend Jeni Little as Blue Heron Head Track Coach, effective the 2015-16 school year

Retirement/Resignations: Accept resignation of Maria Germano, Blue Heron Para educator, as of February 11, 2016

Reports

ASB Representative

Chloe Rogers said Cody McLain, Port Townsend High School junior, also placed at the state wrestling meet. Ms. Tucker said the Students for Sustainability Club is sponsoring a spoon and fork drive at the Cotton Building on Sunday, February 28, 2016 from 1-4 p.m. to help replace any utensils accidentally thrown away in the school cafeterias.

Review of Policy 4130 – Title I Parental Involvement

Jason Lynch, Title I Director, explained Policy 4130 requires an annual board review. Mr. Lynch discussed the importance of parent involvement in student education, and reported he sees a commendable amount of parent support at all the district schools. The board stated they had reviewed this policy as required.

Superintendent

Superintendent Engle reminded everyone of the March 8, 2016 High School and Blue Heron orchestra concert, 7:00 p.m. at the High School, and the 4th grade music performance on March 16, 2016, 6:30 p.m. at Blue Heron.

Business Manager

Business Manager Amy Khile reported on revenues, expenditures, budget status of all funds for January, 2016, and enrollment for February, 2016. Ms. Khile said next month she will have a more detailed report on expenditures from the capital project fund. Mr. O'Hara asked for a summary of bond issuance, possibly at March 14, 2016 work/study meeting.

Action Items

Approve Policy 2336 – Required Observances

Ms. James-Wilson clarified some comments she made at the last board meeting regarding community disability awareness organizations when this policy was first reviewed. Ms. James-Wilson moved to approve Policy 2336. Ms. Tucker seconded and the motion carried 5-0.

Approve Policy 2337 – Disability History Month

Ms. James-Wilson moved to approve Policy 2337. Keith White seconded and the motion carried 5-0.

Approve Amendment to 2015-16 School Year Calendar

Superintendent Engle explained that two early release Wednesdays have been added back in for March 16 and 30 for Blue Heron and Grant Street. Dr. Engle explained that with the passage of the bond, more work needs to be done around PK-5 class configuration for the new elementary school, and these additional dates will allow current 4th and 5th grade teachers to be involved in the elementary team meetings. Ms. James-Wilson moved to approve the amendment to the 15-16 calendar to include those early release dates. Mr. White seconded and the motion carried 5-0.

Unfinished Business

Ms. James-Wilson asked that Policy 6700 be placed on the March 14 work/study meeting agenda for first review. Ms. James-Wilson suggested the discussion about district leadership planning from the

board retreat held on February 22, 2016 be continued on March 14, 2016 from 2:30 – 5:30 pm. in the board room, followed by the work/study meeting in the high school library at 6:00 pm. Discussion followed.

Board Member Announcements/Suggestions for Future Meetings

Ms. Tucker will not be at the March 14, 2016 board meeting.

Next Meeting:

Board Retreat March 14, 2016, 2:30-5:30 pm, 1610 Blaine St., Room S-11

Work/Study Meeting, March 14, 2016, High School Library, 1500 Van Ness St., 6:00 pm.

Executive Session

The regular meeting was adjourned at 6:55 p.m. for approximately 15 minutes to review performance of a public employee. The executive session was adjourned at 7:10 p.m. The regular meeting was reconvened at 7:10 p.m.

Adjournment

The meeting was adjourned by consensus at 7:10 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Nathanael O'Hara, Board Chair

Work/Study Meeting

March 14, 2016

Page 1 of 2

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

Connie Welch led the Pledge of Allegiance.

Agenda Approval

Mr. White moved to approve the agenda with an amendment to include 09.02, a presentation by PTEA representatives regarding negotiations. Jennifer James-Wilson seconded and the motion carried 4-0.

Recognition

Board

Ms. James-Wilson recognized the plant-a-thon that took place at Blue Heron last week, the OCEAN play, and current news on the district website. The Port Townsend High School and Blue Heron Orchestra concert on March 8, 2016 was also acknowledged.

Public Comments - None

Board Correspondence – None

Reports

ASB Representative - None

Bond Update – Amy Khile

Amy Khile, Business Manager, discussed the following tentative bond schedule:

- Bond delegation resolution which will be on the April 11, 2016 agenda, giving Superintendent Engle some flexibility to approve bond sales.
- April 20, 2016- rating agency conference call to determine bond rating
- May 4, 2016- pricing of bonds and approve purchase
- June 1, 2016- bond closing and investment of proceeds
- Bond sale in one group or two, still to be determined
- District has engaged Scott Bauer, Northwest Securities, financial advisor; Jim McNeill, Foster Pepper, bond counsel; and Jon Gores, D.A. Davidson, bond underwriter

Action Items

Approve District Leadership Plan for 2016-17

The board discussed three options to replace Superintendent Engle:

- Immediate search for successor
- Search for interim for one year
- Interim model with current staff for finite period

Ms. James-Wilson moved to begin a search for a permanent superintendent. Mr. White seconded. Discussion followed. The motion carried 4-0.

Ms. James-Wilson moved to interview search consultants as soon as possible. Mr. White seconded and the motion carried 4-0.

Work/Study Meeting

March 14, 2016

Page 2 of 2

New Business

Process for Naming of New Elementary School

The board charged Superintendent Engle with drafting a process for naming the new elementary school.

PTEA (Port Townsend Education Association) Discussion of Upcoming Union Negotiations

Ben Dow, PTEA representative, asked about how negotiations will be conducted in light of Dr. Engle's retirement, and presented some graphs regarding state teacher salary schedule and salary comparisons with districts in the area. The board agreed to speak Superintendent Engle and report back to the PTEA. The visuals presented by the PTEA are attached to these minutes.

Policy Review

Policy 2030, Service Animals in School – First Review

Principal Ehrhardt said the district has some requests from families to explore the possibility of their student bringing service animals to school, so this policy is being reviewed and updated if necessary. How the animal is identified and approved as a service animal was discussed. Principal Ehrhardt will continue discussions with legal counsel and report back to the board.

Policy 3240, Student Conduct – First Review

Section E, “. . . reasonable discipline imposed by school employees.” was discussed.

Policy 3241, Classroom Management – First Review

Discipline reporting was discussed.

Policy 6700 – Nutrition and Physical Fitness – First Review

Ms. James-Wilson explained the Policy Review Committee has been working on this revision. It was suggested to unstrike the reference to Wellness School Assessment Tool and Wellness Policy Tool in the references section of the policy. Ms. James-Wilson suggested also reviewing Policy 3300, which is referenced in this policy, at the second review of Policy 6700.

Board Member Announcements/Suggestions for Future Meetings

The presentation regarding bond construction projects at the April 11, 2016 board meeting was discussed. Ms. James-Wilson will contact search consultant companies to interview as soon as possible.

Executive Session

The work/study meeting was adjourned at 7:22 p.m. to an executive session to discuss union negotiations for approximately 38 minutes. The executive session was adjourned at 7:51 p.m. The work/study meeting was reconvened at 8:00 p.m.

Adjournment: The work/study meeting was adjourned by consensus at 8:00 p.m

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Nathanael O'Hara, Board Chair

Board Chair Nathanael O’Hara called the retreat to order at 2:30 p.m. PRESENT: Nathanael O’Hara, Connie Welch, Jennifer James-Wilson, Keith White, and Laura Tucker EXCUSED: Superintendent Engle

Agenda Approval

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

Board Self-Assessment Review

Laura Tucker joined the meeting at 2:38 p.m.

The board discussed the following standards and benchmarks for self-evaluation:

- Provide responsible school district governance
- Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations
- Create conditions district-wide for student and staff success
- Hold school district accountable for meeting student learning expectations
- Engage local community and represent the values and expectations they hold for their schools

Information for new board members and assessment data were discussed.

Board Chair O’Hara called a recess at 4:05 p.m. The meeting was reconvened at 4:11 p.m.

District Leadership Model for 2016-17

The following models for next year were discussed:

Option 1: Commence a search for permanent superintendent

Option 2: Commence a search for an interim superintendent

Option 3: Reorganize duties of current administrators to provide interim leadership

Next Meeting: Work/Study Meeting, March 14, 2016, High School Library, 1500 Van Ness St., 6:00 p.m.

Adjournment: The meeting was adjourned by consensus at 5:10 p.m.

Respectfully submitted,

David Engle, Superintendent

ATTEST: _____
Nathanael O’Hara, Board Chair

March 1, 2016

Dear Nathanael,

I am writing this letter of resignation with a mixture of celebration and sadness. Sadness because my past four years as this community's Superintendent of Schools has been the professional highlight of my long career in education. My sense of celebration derives from the work we've done together in leading our community's schools into a promising future. I know that the good work you've done as a Board will continue without interruption. Know that I look forward to assisting you in the leadership transition process. Please accept my resignation effective at the end of my current contract year. I am looking forward to joining my wife, Margaret, in retirement here in Port Townsend. Of course, I will remain a big supporter of the Port Townsend School District!

Best regards,

A handwritten signature in black ink that reads "David Engle". The signature is written in a cursive, slightly slanted style.

David Engle

[REDACTED]
Port Townsend, WA 98368

February 21, 2016

Port Townsend School District
1610 Blaine Street
Port Townsend, WA 98368

Dear Laurie:

This letter is to inform you that I am requesting a second year leave of absence for the 2016-2017 school year from the Port Townsend School District as per our negotiated contract.

Sincerely,



Tanya Rublaitus
Business Teacher & CTE Director

OK
DR
2/25/16



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

February 24, 2016

Dear Dr. Engle,

Based on the medical advice from my doctor, it is imperative that I take a medical leave as soon as possible. I am sorry if this is an inconvenience to the support staff, my team, and the families but I think it is in everyone's best interest at this time that I use my sick leave days until the end of the year. I do not plan on returning next year, other than to perhaps substitute teach.

I hope that I can support whoever takes my place by offering to plan the curriculum and provide sub plans. I intend to be available to assess students so that I can complete report cards and attend the parent/teacher conferences in March. I appreciate how supportive Lisa Condran has been with me throughout this school year and I truly regret that I have to do this. I hope you will understand and allow me this leave. Thank you.

Sincerely,

Mary Wilson
Kindergarten Teacher



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

February 26, 2016

Dear Dr. Engle,

Please accept this letter as recommendation for Tracy Williamson for the position of .5 Math Interventionist for the 2015-16 school year beginning February 29, 2016. Tracy Williamson has been very successful serving in her role as a contract based math tutor at Grant Street.

Tracy has a diverse background, including experience as an educator of the homeless population in Federal Way, WA. Additionally, Tracy has been an elementary classroom teacher and has a strong understanding of how to best support struggling learners in mathematics. Tracy's references were outstanding and spoke to her abilities as a caring, collaborative and enthusiastic teacher.

During the interview, the team was impressed by Tracy's clear understanding of quality instruction and methods to engage struggling learners.

Jason Lynch and Lisa Cartwright joined me on the interview committee.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN



Blue Heron Middle School



Port Townsend School District #50

3939 San Juan Avenue * Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 * Fax# ~ 360.302.2505

Principal – Matthew Holshouser

Dear Dr. Engle and PTSD Board of Directors,

I hope this note finds you all well. I wanted to take a moment and highly recommend a candidate for our 5th Grade leave replacement teaching position here at Blue Heron School for the 2015-2016 school year.

Ms. Paula Collet will serve as the 5th Grade instructor here at Blue Heron School for the remainder of the 2015-2016 school year.

Ms. Paula Collett brings an array of talents and experiences that will be advantageous to both our students and staff here at Blue Heron School. Ms. Collett has taught Grade 5 for the last ten years as well as holds a Reading Specialist endorsement. She recently won Virginia Elementary Teacher of the Year in Science.

In closing, I highly recommend Ms. Paula Collett to the Grade 5 teaching position on the Blue Heron School campus within the Port Townsend School District. I believe she will be a welcomed addition to the Blue Heron team as well as immediate impact upon the academic and overall success of our Grade 5 learners.

Ms. Collett will begin at Blue Heron School March 28, 2016.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron School Principal

March 7, 2016

To: Laurie McGinnis

CC: Patrick Kane

I am writing this to confirm my retirement from the Port Townsend School District at the end of the current school year.

Sincerely

A handwritten signature in black ink, appearing to read 'Colleen Sheahan', with a long horizontal flourish extending to the right.

Colleen Sheahan



Aleen Berard
50 W Hayden St
Port Hadlock, WA
98339
360 385-4895

Dear Dr. Engle,

I am writing to inform you that I need to take a medical leave due to an auto immune disease and the pain and swelling of my joints. I will need to remain off work through June of 2016.

A letter from my doctor is attached to confirm I need the time off to properly recover without risk to my health. I apologize for any inconvenience due to my absence from work.

Please let me know if you need further verification from my doctor. Thank you for your prompt attention to the matter.

Respectfully,

A handwritten signature in cursive script, reading "Aleen Berard". The signature is fluid and elegant, with a long, sweeping tail on the final letter.

Aleen Berard



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

March 9, 2016

Dear Dr. Engle,

Please accept this letter as recommendation for Becky Rowland as a Kindergarten Teacher at Grant Street Elementary for the remainder of the 2015-16 school year, starting March 21st, 2016.

Becky has a variety of teaching experiences with students in grades K-8, including experiences in Waldorf schools, public schools, New Zealand schools, and with the Sophia Project, a program for homeless elementary students in Oakland, California. Additionally, Becky has strong ties to Port Townsend from her years of experience as a Schooner Adventuress Educator. Becky's references emphasized her intelligence, creativity, and dedication to teaching students.

Becky has a Master's Degree in Waldorf Elementary Education from Antioch University and holds a Washington State Teaching Certificate with an Elementary K-8 endorsement. Additionally, Becky received a Bachelor of Science in Environmental Science with a Marine Ecology Emphasis.

During the interview, the team was impressed by her thoughtful answers and her emphasis on the importance of building relationships with students, parents and colleagues. The team unanimously felt Becky would be wonderful addition to the Kindergarten Team at Grant Street Elementary.

Emily Gustafson, Jason Lynch, Sally Shaw-Dankert, Heather Sanders, Katie Pangelinan, and Kaleen Steinke joined me on the interview committee.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN

Gina McMather

ton

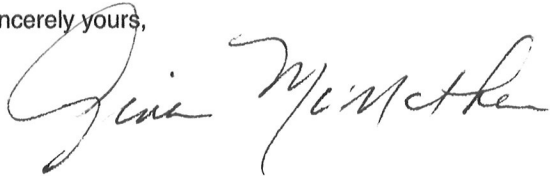
March 9, 2016

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

Dear Dr. Engle,

After 25 years service to the Port Townsend School District, I have decided the time has come for me to retire from my .8 position as a teacher at Port Townsend High School, with my retirement effective June 30, 2016.

Sincerely yours,

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

Gina McMather

March 11, 2016

Dear Dr. Engle,

cc. Laurie McGinnis

My name is Cheryl Garnett Harris, and I am currently on a one year leave of absence for the 2015-2016 school year from my 1.0 FTE position as 3rd grade teacher at Grant Street Elementary.

I am writing to request a second year of Parental Leave from the same position for the 2016-2017 school year.

Sincerely,

Cheryl Garnett Harris

March 11, 2016

Dr. Engles, Superintendent
Port Townsend School District #50
1610 Blaine Street
Port Townsend, WA 98368

RE: Leave Request

Dear Dr. Engles,

I am writing to request a 1 year leave for the 2016-2017 school year. During this time I will:

1. Travel/spend time with elderly parent
2. Participate in additional professional training
3. Further develop my professional skills

Please feel free to contact me should you have any further questions.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Joan Gitelman', with a large initial 'J' and a stylized, cursive script.

Joan Gitelman, M.Ed. BCBA

CC: Patrick Kane
Lisa Condran
Laurie McGinnis

March 14, 2016

To Whom It May Concern,

It is with mixed emotions that I send in this letter of resignation for my 5th grade teaching position for the upcoming 2016-2017 school year with the Port Townsend School District.

My husband and I will be moving to Indiana for a wonderful business opportunity for him and as a result a new adventure for our growing family. I will truly miss living and working in this wonderful community and growing school district.

Thank you for providing me with the chance to grow as a teacher and for supporting me along the way.

Warm Regards,

Mrs. Amy Tidball

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

Dear Dr. Engle,

I have come to the realization that I will not be ready to return to work next fall as I had anticipated. I am positive that being a new mother, with all of the rewards and challenges, is what I am going to want to focus on next school year. Thus I am writing to request a second year of leave from my position as a school counselor within the Port Townsend School District.

I am hoping you will see the benefit in holding this position for me for another year. Working as a school counselor in Port Townsend is truly an ideal job for me and I believe I am a valuable asset for the district. In addition to school counseling, my background in mental health therapy, trauma-sensitive schools, and experiential education make me exceptionally qualified for our district. Beyond all that, I love this community and I am committed to being a proactive and positive community member for our youth. Regardless of your decision, I would love to be involved next school year with the planning of the new Grant Street elementary school in order to provide a trauma-sensitive lens to the project.

I realize this is an unusual request, considering my length of service within the district thus far and I appreciate your consideration. Regardless of your decision, I would love to be involved with designing the new elementary school next year in order to bring a trauma-sensitive lens to the project. I see the new school as a unique opportunity to create a safe space for all of our children.

Sincerely,


Jean Scarboro



From: Pamela Arveson
Sent: Monday, February 22, 2016 9:49 PM
To: Matthew Holshouser <mholshouser@ptschools.org>
Subject: employment

I regret to inform you that I am no longer an employee of the PT school district as of Feb 22, 2016. Thank you for the opportunity of serving the district in my capacity as employee in the Special Education System. I am forced due to financial reasons to seek employment that secures a livable wage. It is extremely unfortunate that my career at the PT school district had to end on this misfortune. I had truly hoped to have a lengthy career at Blue Heron. But, due to many circumstances beyond my control, I wish the best to you and your career and also to Gail Gronwall. As for my student, I have always given my best intent and rely on your judgement to ensure that his needs are kept for his education. I have given nothing less than my heart and I only the same for his next teacher.

Pamela Arveson



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

February 24, 2016

Dear Dr. Engle,

Please accept this letter as recommendation for Anneliese Rice as Special Education Paraeducator, 6.25 hours per day, at Grant Street Preschool for the 2015-16 school year. Anneliese has been highly successful in her role at 6.0 hours per day Paraeducator this school year and wishes to have the 6.25 hours per day paraeducator position now that it is open.

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

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

Jess Winsheimer joined me on the interview committee.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN

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

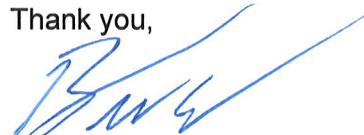
FROM: Brad Taylor
Director of Support Services

DATE: February 24, 2016

SUBJECT: Recommendation for Blue Heron Night Custodian

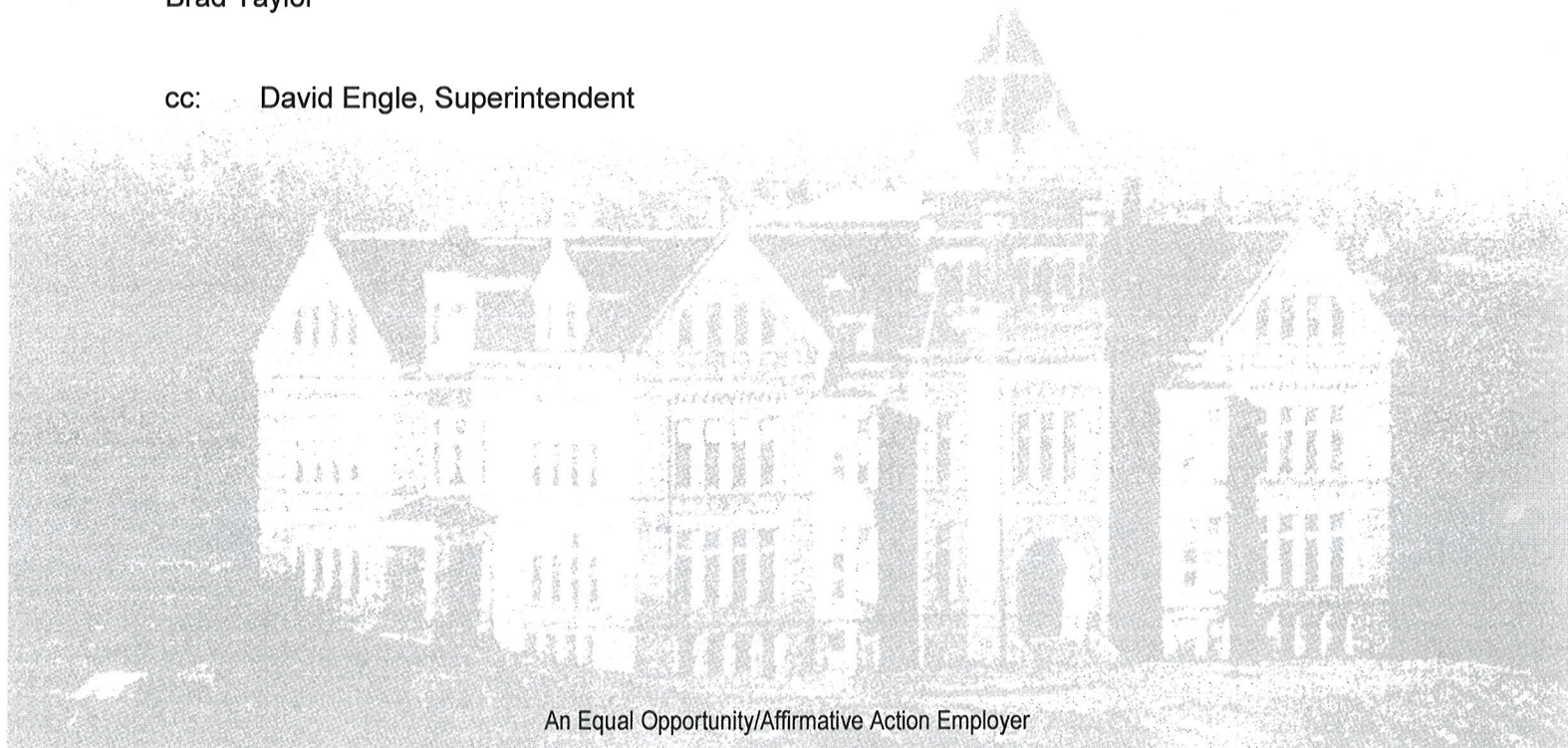
Support Service would like to recommend Trisha Minnihan for the Blue Heron Night Custodian position as effective February 11th. Trisha has performed well as the Blue Heron substitute custodian, I believe she will be a great asset to our Team.

Thank you,



Brad Taylor

cc: David Engle, Superintendent



FROM THE DESK OF

LINDA JOHNSON

February 28, 2016

Laurie McGinnis,
Human Resources
Port Townsend, WA. 98368

Dear Laurie,

I am writing to inform you of my intention to retire the end of this school year, last day of employment June 17, 2016. I have my paychecks scheduled for 12 months so will receive a July and August paycheck.

It has been a rewarding 22 years working for the public school system and I am overjoyed to see a new elementary school being built to accommodate our growing population and support the outstanding staff and programs at Grant Street.

Please let me know if there is any other forms I need to file. Thank you, Laurie.

Sincerely yours,

A handwritten signature in cursive script that reads "Linda Johnson".

Linda Johnson



Blue Heron School



Port Townsend School District #50

3939 San Juan Avenue * Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 * Fax# ~ 360.302.2505

Principal – Matthew Holshouser

Dear Dr. Engle and PTSD Board of Directors,

I hope this note finds you all well. I wanted to take a moment and recommend a candidate for a one on one para-educator Special Education position here at Blue Heron School for the remainder of the 2015-2016 school year.

Ms. Maria Goff will serve as a one on one Special Education para-educator here at Blue Heron School for a fifth grade student.

Ms. Goff brings an array of talents and experiences that will be advantageous to both our students and staff here at Blue Heron Middle School. Ms. Goff has served as a substitute para-educator here at Blue Heron School this school year and understands and will succeed in this special needs role with our students.

In closing, I highly recommend Ms. Maria Goff as a para-educator position on the Blue Heron School campus within the Port Townsend School District. I believe she will be a welcomed addition to the Blue Heron team as well as immediate impact upon the academic and overall success on many of our 4th to 8th grade special needs learners.

Effective hiring date is Monday, March 7, 2016, pending completion and passage of the pre-employment screening.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron School Principal



Blue Heron School



Port Townsend School District #50

3939 San Juan Avenue * Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 * Fax# ~ 360.302.2505

Principal – Matthew Holshouser

Dear Dr. Engle and PTSD Board of Directors,

I hope this note finds you all well. I wanted to take a moment and recommend a candidate for a one on one para-educator Special Education position here at Blue Heron School for the remainder of the 2015-2016 school year.

Ms. Polly Urbani will serve as a one on one Special Education para-educator here at Blue Heron School for a special needs student.

Ms. Urbani brings an array of talents and experiences that will be advantageous to both our students and staff here at Blue Heron School. Ms. Urbani has served as a para-educator in California and Oregon and understands the scope of the educational duties and will certainly succeed in this special needs role with our students.

In closing, I highly recommend Ms. Polly Urbani as a para-educator position on the Blue Heron School campus within the Port Townsend School District. I believe she will be a welcomed addition to the Blue Heron team as well as immediate impact upon the academic and overall success on many of our 4th to 8th grade special needs learners.

Effective hiring date is Monday, March 7, 2016, pending completion and passage of the pre-employment screening.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron School Principal

Laurie McGinnis

From: Reynelda McDonald
Sent: Friday, March 11, 2016 11:25 AM
To: Matthew Holshouser
Cc: Laurie McGinnis
Subject: Resignation

Mr. Holshouser,

Please accept this letter as a formal notification of resignation from my position as Secretary her at Blue Heron School. My last day of employment will be June 17, 2016. Thank you for the opportunity to work here with such a wonderful staff, I wish you and the Port Townsend School District family success in the future.

Thank You!

Reynelda McDonald

Blue Heron Secretary
Port Townsend School District
3939 San Juan Ave.
Port Townsend, WA 98368
Tel.: (360) 379-4540
Fax: (360) 302-2505



1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal

Scott R. Wilson, Assistant Principal

District Athletic Director

To:

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

From:

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

RE: Heather Apker: Fast-Pitch Head Coach

Date: February 16, 2016

Dr. Engle and Members of the School Board,

After reviewing her application and conducting the subsequent interview, I, Scott Wilson, recommend Heather Apker for the position of head Fast-pitch (softball) coach at Port Townsend High School.

Heather maintains the knowledge, skill, philosophy and enthusiasm to help our student-athletes represent the best of their abilities for Port Townsend Schools. Her positive attitude and fresh perspective will be a welcome addition to Redhawk Athletics.

Sincerely,



Scott Wilson





1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal

Scott R. Wilson, Assistant Principal

District Athletic Director

To:

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

From:

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

RE: Kimberly Foster: Assistant Fast-Pitch Coach

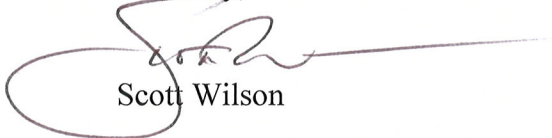
Date: February 17, 2016

Dr. Engle and Members of the School Board,

After reviewing her application and conducting the subsequent interview, I, Scott Wilson, recommend Kimberly Foster for the position of ASSISTANT Fast-pitch (softball) coach at Port Townsend High School.

Kimberly's passion for athletics and understanding of high school sports is a bonus for our program. What I appreciate the most about Kimberly her ability to engage kids and build positive relationships. She will be a great partner to head coach Heather Apker.

Sincerely,



Scott Wilson





1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal

Scott R. Wilson, Assistant Principal
District Athletic Director

To:

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

From:

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

RE: Nathan Land: ASSISTANT COACH; BOYS SOCCER

Date: February 24, 2016

Dr. Engle and Members of the School Board,

After reviewing files and completing the interview process—along with Lysa Falge, Athletic Coordinator, and head coach Ahmad Baabahar, I--Scott R. Wilson—recommend Nathan Land for the position of Assistant Boys' Soccer coach at Port Townsend High School for the 2016 soccer season.

Nathan has already served as a volunteer coach in our soccer program and has built a strong relationship with our student athletes, the parent group, and with coach Baabahar. We look forward to having Nate join us in an official capacity as we continue to develop our soccer program and strengthen our Culture of Excellence. The teamwork of these two coaches is another step in the right direction within our athletic program at the high school.

Sincerely,

Scott Wilson

Assistant Principal, PTHS

District Athletic Director

Cc: Lysa Falge, Athletic Coordinator



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 March 28, 2016, the board, by a _____ vote, approves payments, totaling \$1,546.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3253 through 3255, totaling \$1,546.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
3253	BANK OF AMERICA VISA	02/29/2016	37.25
3254	PERKINS COIE LLP	02/29/2016	1,456.00
3255	Taylor, Brad James	02/29/2016	52.75
3	Computer	Check(s) For a Total of	1,546.00

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 March 28, 2016, the board, by a _____ vote, approves payments, totaling \$139,060.12. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 60467 through 60532, totaling \$139,060.12

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

Check Nbr	Vendor Name	Check Date	Check Amount
60467	ADVANCE EDUCATION INC	02/29/2016	25.00
60468	Agnew, Angela	02/29/2016	400.00
60469	ARBUCKLE, STEVEN R	02/29/2016	500.00
60470	ARROW LUMBER & HARDWARE	02/29/2016	28.66
60471	BACKGROUND INVESTIGATION BUREA	02/29/2016	80.00
60472	BANK OF AMERICA VISA	02/29/2016	8,911.32
60473	Behrenfeld, Kirsten Mary	02/29/2016	74.52
60474	BLICK ART MATERIALS	02/29/2016	210.18
60475	BRYSON SALES & SERVICE OF WA	02/29/2016	978.93
60476	CANON FINANCIAL SERVICES INC	02/29/2016	207.07
60477	Cartwright, Lisa K	02/29/2016	176.88
60478	CENTURYLINK	02/29/2016	673.68
60479	CLARK SECURITY PRODUCTS INC	02/29/2016	242.09
60480	COLLEGE BOARD WRO	02/29/2016	30.00
60481	EMPRINT/MORAN PRINTING INC	02/29/2016	365.07
60482	Falge, Lysa Marie	02/29/2016	162.62
60483	FLINN SCIENTIFIC INC	02/29/2016	27.93
60484	FOLLETT SCHOOL SOLUTIONS INC	02/29/2016	584.85
60485	FOOD CO-OP	02/29/2016	11.83
60486	GRAINGER	02/29/2016	600.61
60487	Gronwall, Gail R	02/29/2016	74.94
60488	HANKINSON, JANELLE	02/29/2016	2,750.00
60489	HENERY'S GARDEN CENTER	02/29/2016	81.75
60490	HENRY, AUSTIN	02/29/2016	904.72
60491	JEFF CO DEPT OF PUBLIC WORKS	02/29/2016	150.46
60492	JEFF COUNTY PUBLIC HEALTH	02/29/2016	5,765.61
60493	JEFFERSON COUNTY TREASURER	02/29/2016	148.30
60494	JW PEPPER & SON INC	02/29/2016	382.55
60495	KING COUNTY DIRECTORS	02/29/2016	1,668.66
60496	KROGER - QFC CUSTOMER CHARGES	02/29/2016	35.70
60497	Kruse, Jennifer Kathleen	02/29/2016	594.16
60498	Larsen, Stacey C	02/29/2016	19.98
60499	Manning, Jennifer Dawn	02/29/2016	62.39

Check Nbr	Vendor Name	Check Date	Check Amount
60500	McGinnis, Laurie Kathleen	02/29/2016	54.00
60501	McMahon, Ann	02/29/2016	3,960.00
60502	MICRO K12	02/29/2016	6,541.64
60503	MILLER, KATE	02/29/2016	828.20
60504	Mulligan, Monica	02/29/2016	20.80
60505	NETCHEMIA	02/29/2016	1,736.70
60506	NEWSELA INC	02/29/2016	4,200.00
60507	Nielsen, Jennifer Marie	02/29/2016	316.43
60508	NORTH OLYMPIC MUSIC EDUCATORS	02/29/2016	125.00
60509	OFFICE DEPOT	02/29/2016	43.32
60510	PART WORKS INC	02/29/2016	85.13
60511	PENINSULA PEST CONTROL INC	02/29/2016	70.85
60512	PLATT	02/29/2016	291.06
60513	Pongrey, Melinda May	02/29/2016	500.00
60514	PORT TOWNSEND MUFFLER	02/29/2016	54.50
60515	PUBLIC UTILITY DISTRICT	02/29/2016	28,428.11
60516	Sanders, Heather Lyn	02/29/2016	800.00
60517	SCHETKY NORTHWEST SALES INC	02/29/2016	394.14
60518	SHORLINE COMMUNITY COLLEGE	02/29/2016	1,955.70
60519	STATE AUDITOR	02/29/2016	139.65
60520	STERLING EXPERIENCE EASIER IT	02/29/2016	48,180.00
60521	Stone, Kenneth Harper	02/29/2016	10.04
60522	SUPPLYWORKS	02/29/2016	3,229.48
60523	TERRY'S LOCK & SAFE INC	02/29/2016	48.29
60524	Thomas, Ellen	02/29/2016	325.00
60525	Turay, Lisa	02/29/2016	2,000.00
60526	WALA	02/29/2016	405.00
60527	WESTBAY AUTO PARTS	02/29/2016	204.30
60528	WESTSOUND ORTHOPAEDICS PS	02/29/2016	280.00
60529	Wilson, Scott Randall	02/29/2016	191.16
60530	WSSDA	02/29/2016	6,384.83
60531	Young, Dawn Leslie	02/29/2016	217.38
60532	ZEE MEDICAL	02/29/2016	108.95

66 Computer Check(s) For a Total of 139,060.12

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 March 28, 2016, the board, by a _____ vote, approves payments, totaling \$9,786.58. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10329 through 10337, totaling \$9,786.58

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

Check Nbr	Vendor Name	Check Date	Check Amount
10329	ASB IMPREST FUND	02/29/2016	1,997.00
10330	BANK OF AMERICA VISA	02/29/2016	2,776.53
10331	CLOUD 9 SPORTS	02/29/2016	3,909.93
10332	Falge, Lysa Marie	02/29/2016	174.96
10333	HOLLY'S FLOWERS	02/29/2016	87.20
10334	NASC	02/29/2016	95.00
10335	SAFEWAY	02/29/2016	25.45
10336	SOS PRINTING	02/29/2016	320.51
10337	STEPP, ARI A	02/29/2016	400.00
9	Computer	Check(s) For a Total of	9,786.58

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 March 28, 2016, the board, by a _____ vote, approves payments, totaling \$150,893.71. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 60533 through 60614, totaling \$150,893.71

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

Check Nbr	Vendor Name	Check Date	Check Amount
60533	ALL CITY AUTOBODY & TOWING	03/15/2016	136.25
60534	ARTHUR J. GALLAGHER RISK MGMT	03/15/2016	192.50
60535	B & H PHOTO VIDEO	03/15/2016	439.74
60536	BACKGROUND INVESTIGATION BUREA	03/15/2016	100.00
60537	BUENO SYSTEMS INC	03/15/2016	2,500.00
60538	Burke, John J	03/15/2016	550.00
60539	BUTLER, ROBERTA L	03/15/2016	4,350.00
60540	CASTLEMAN MUSIC & REPAIR	03/15/2016	347.84
60541	CENEX FLEETCARD	03/15/2016	694.13
60542	CHIMACUM SCH DIST#49-CO-OP TRA	03/15/2016	14,075.49
60543	CHS - CENEX HARVEST STATES	03/15/2016	139.29
60544	CITY OF PT TOWNSEND	03/15/2016	5,206.82
60545	CLALLAM COUNTY PARKS DEPT	03/15/2016	40.00
60546	COOPER FUEL & AUTO REPAIR	03/15/2016	821.79
60547	COSTCO	03/15/2016	15.99
60548	COTTON REDI-MIX	03/15/2016	1,178.62
60549	DAIRY FRESH FARMS INC	03/15/2016	1,613.79
60550	DEMCO	03/15/2016	253.24
60551	DIGITAL INSURANCE INC	03/15/2016	500.00
60552	DM DISPOSAL CO INC	03/15/2016	5,306.29
60553	EDENSAW WOODS	03/15/2016	65.40
60554	EMBI TEC	03/15/2016	456.00
60555	Engle, David S	03/15/2016	78.84
60556	ESD 114	03/15/2016	3,088.75
60557	FOOD CO-OP	03/15/2016	103.89
60558	FOOD SERVICES OF AMERICA	03/15/2016	12,702.68
60559	GRAINGER	03/15/2016	417.99
60560	GREENTREE COMMUNICATIONS	03/15/2016	94.57
60561	HADLOCK BUILDING SUPPLY	03/15/2016	836.73
60562	HAHN, JULIAN	03/15/2016	89.97
60563	HANKINSON, JANELLE	03/15/2016	3,671.25
60564	HANSEN SUPPLY COMPANY	03/15/2016	537.25
60565	HEALTH CARE AUTHORITY	03/15/2016	664.42

Check Nbr	Vendor Name	Check Date	Check Amount
60566	HENERY HARDWARE	03/15/2016	1,006.99
60567	JAMESTOWN NETWORKS	03/15/2016	2,256.30
60568	JEFF CO DEPT OF PUBLIC WORKS	03/15/2016	17.28
60569	JEFF COUNTY PUBLIC HEALTH	03/15/2016	4,932.20
60570	JEFFERSON MENTAL HEALTH	03/15/2016	9,484.73
60571	JIVE COMMUNICATIONS, INC.	03/15/2016	5,527.83
60572	KARSCHNEY CONSULTING	03/15/2016	3,900.00
60573	KING COUNTY DIRECTORS	03/15/2016	373.01
60574	KROGER - QFC CUSTOMER CHARGES	03/15/2016	84.63
60575	Kruse, Jennifer Kathleen	03/15/2016	233.51
60576	LANCE, PHILIPPA	03/15/2016	6,585.00
60577	LEADER	03/15/2016	60.75
60578	LES SCHWAB	03/15/2016	1,619.60
60579	MAIL PLUS	03/15/2016	16.45
60580	MASCO PETROLEUM	03/15/2016	2,895.50
60581	MCDONALD, MARGIE	03/15/2016	1,700.00
60582	McGinnis, Laurie Kathleen	03/15/2016	54.00
60583	MCGRAW-HILL SCHOOL EDUCATION	03/15/2016	6,459.56
60584	Meyer, Roberta L	03/15/2016	50.00
60585	MILLER, KATE	03/15/2016	589.00
60586	MUSIC IN THE PARKS	03/15/2016	2,066.00
60587	O'Brien, Molly Anne	03/15/2016	52.38
60588	OFFICE DEPOT	03/15/2016	14.17
60589	OLYMPIC SPRINGS	03/15/2016	49.52
60590	OSPI	03/15/2016	201.98
60591	PACIFIC OFFICE EQUIPMENT	03/15/2016	16,196.87
60592	PEBC	03/15/2016	610.00
60593	Pierson-Staab, Dawn	03/15/2016	100.00
60594	PLATT	03/15/2016	610.95
60595	PNTA	03/15/2016	99.98
60596	POSTAGE BY PHONE RESERVE ACCOU	03/15/2016	1,025.00
60597	Rubenstein, Sarah Margaret	03/15/2016	224.75
60598	SAFEWAY	03/15/2016	140.23
60599	SHORTS FAMILY FARM	03/15/2016	600.00
60600	SKOOKUM CONTRACT SERVICES	03/15/2016	784.56
60601	SOUND EXPERIENCE	03/15/2016	1,056.00
60602	Steinke, Kaleen A	03/15/2016	550.00
60603	STERLING EXPERIENCE EASIER IT	03/15/2016	10,220.00
60604	SUPPLYWORKS	03/15/2016	929.76
60605	Surber, Troy	03/15/2016	1,025.00
60606	THE STATION SIGNS & PRINTING	03/15/2016	141.70
60607	Turay, Lisa	03/15/2016	2,670.00
60608	WAMOA	03/15/2016	260.00
60609	WASH STATE FERRIES	03/15/2016	256.15
60610	Watson, Kelley	03/15/2016	286.84
60611	WESTBAY AUTO PARTS	03/15/2016	104.94
60612	WESTERN WASHINGTON UNIVERSITY	03/15/2016	100.00
60613	WESTSOUND ORTHOPAEDICS PS	03/15/2016	280.00
60614	WINFIELD SOLUTIONS LLC	03/15/2016	1,121.07

Check Nbr	Vendor Name	Check Date	Check Amount
82	Computer	Check(s) For a Total of	150,893.71

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 March 28, 2016, the board, by a _____ vote, approves payments, totaling \$10,335.13. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10338 through 10350, totaling \$10,335.13

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

Check Nbr	Vendor Name	Check Date	Check Amount
10338	COSTCO	03/15/2016	53.33
10339	Gambill, Tom George	03/15/2016	54.50
10340	HENERY HARDWARE	03/15/2016	20.25
10341	KROGER - QFC CUSTOMER CHARGES	03/15/2016	300.00
10342	Massie, Samantha G	03/15/2016	65.40
10343	N OLYMPIC BASKETBALL OFFICIALS	03/15/2016	6,759.02
10344	NEFF COMPANY	03/15/2016	288.46
10345	OLYMPIC ART & OFFICE	03/15/2016	17.65
10346	PENINSULA WRESTLING ASSOC	03/15/2016	445.37
10347	PNTA	03/15/2016	1,886.47
10348	Russell, Julie Ann	03/15/2016	10.98
10349	SAFEWAY	03/15/2016	173.70
10350	SEQUIM HIGH SCHOOL	03/15/2016	260.00

13 Computer Check(s) For a Total of 10,335.13

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 March 28, 2016, the board, by a _____ vote, approves payments, totaling \$51.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3256 through 3256, totaling \$51.30

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

Check Nbr	Vendor Name	Check Date	Check Amount
3256	Taylor, Brad James	03/15/2016	51.30
1	Computer	Check(s) For a Total of	51.30

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 March 28, 2016, the board, by a _____ vote, approves payments, totaling \$4,641.16. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:
Wire Transfer Payments 201500033 through 201500034, totaling \$4,641.16

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

Check Nbr	Vendor Name	Check Date	Check Amount
201500033	DEPARTMENT OF REVENUE	03/01/2016	4,572.04
201500034	DEPARTMENT OF REVENUE	03/01/2016	69.12
2	Wire Transfer Check(s)	For a Total of	4,641.16

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of February, 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>700,907.61</u>	Employee Gross
	<u>273,283.84</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>974,191.45</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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

Donation of Gift(s) Report

To the Board of the Port Townsend School District:

Date of donation: 3/5/16.

Name of donor: MATT WOODWARD

Mailing address of donor: P.O. Box 557

Port Hadlock, WA 98339

Item(s) donated:

Approximate Value:

16 Foot Sail Boat with
trailer: All gear →
OUTBOARD ENGINE, Sails, ~~...~~

2000 \$

Received by: Kenney Watson.

C. Chhardt, PTHS

Administrator (Building Principal and/or Superintendent)

8/25/14

School Board

From: Lisa <lisa.paulb@olympus.net>
Sent: Saturday, March 19, 2016 2:29 PM
To: School Board; David Engle; School Board
Subject: Campus safety

Dear School Board members and Superintendent Engle,

After the event of Friday March 18th, 2016, when an intruder entered a classroom and the high school went into a lockdown, I had an extended discussion with a personal friend who has been in law enforcement for 35 years and is currently a chief of police in Washington State. When I told her of yesterday's situation at our high school and showed her the announcement sent to parents, she was insistent that I request answers to the following questions.

What measures will the Port Townsend School District (PTSD) now take to improve school campus security and campus response to a security crisis? Specifically,

- Will the District consider hiring a certified, high quality security expert to provide a plan for increasing safety at the high school? There are other western Washington school districts that now have improved security (unfortunately, only after an actual school attack) that can be contacted to provide useful information to the Port Townsend School District. For example, there are measures that can reduce consequences, such as applying a protective coating to the glass in classroom doors that makes it somewhat bullet-proof.
- In addition, will the PTSD regularly provide students and faculty with up-to-date training in how to respond to crisis situations? A flexible response is now considered most likely to result in the best outcome.

Personally, I am sorry to diminish the open quality of our small-town campus. But improvements in campus security seem necessary in light of the fact that a person who made a personal threat to the principal in the morning was able to make his way into a classroom of students later in the day.

Sincerely,
Lisa Crosby

School Board

From: David Engle
Sent: Wednesday, March 23, 2016 10:23 AM
To: Lisa.paulb@olympus.net; School Board
Cc: Scott Wilson; Brad Taylor; Carrie Ehrhardt
Subject: RE: Campus safety

Hello Lisa,

You are right to lament the loss of innocence this move to a more secured environment will represent. As much as anything, people will have to unlearn old habits of behavior. This will require a methodical, well-planned response that is sustainable and effective. In answer to your friend's 'after the fact' questions I can tell you that we've been charter members, beginning last year, of a security cooperative of small districts in Educational Service District #114 (includes small Kitsap and Olympic peninsula districts). This cooperative helps us inform our efforts around best security practices in a resourceful and effective manner. An outcome of that cooperative work has been a revamping of our security planning for the district. Thus the addition of the high school element to the recent bond measure (HS ADA improvements and security upgrades). We've sponsored a full-scale assessment of all of our campuses through CSG, a licensed and well-respected security assessment group, to determine what our needs are for the future. We are beginning to institute some of their recommendations immediately and plan for others to be applied in the coming months and years (the new school project at Grant Street will incorporate recommendations directly into the design of the new building). So, we've been working on these issues prior to Friday's event and are well-aware of our needs in terms of facilities.

On the training side of things; we've paid for the training of two of our current staff to become ALICE trainers. They received that training very recently and will be beginning the process with our staff to change response practices. This will require unlearning old, outdated response habits (these habits are very deeply embedded!) and developing new, more active response patterns. This new training will involve students, as well. This process will take time as we want to be thorough, methodical and effective in our practices. A hasty, reactive and poorly implemented response will only lead to confusion, misunderstanding and anxiety for everyone. We do not wish to go down that path. So, in answer to your concerns, we are working carefully behind the scenes to shift practice and prepare for any eventuality.

Finally, Friday's event was handled quickly and safely. Sadly, that situation was complicated by the fact that the intruder was a trusted, respected teacher with significant (and for us, emergent) mental health issues. We are learning a lot about how to talk about mental health issues with our staff; but it took a jolt like this to wake people to the idea that such a thing was part of our professional world. In my long experience in education; I've rarely had to speak to; let alone act in response to serious mental illness in a staff member. I think our staff members are still reeling a bit from this shock to their world view. I think there is much to learn beyond the security concerns you raise below. How can we better detect and respond to emergent mental health concerns in our staff and students? How can we best support them going forward? For all of us, this is new territory.

Best regards,
David

"Knowing yourself is the beginning of all wisdom."

-Aristotle

From: Lisa [mailto:lisa.paulb@olympus.net]
Sent: Saturday, March 19, 2016 2:29 PM
To: School Board; David Engle; School Board
Subject: Campus safety

Dear School Board members and Superintendent Engle,

After the event of Friday March 18th, 2016, when an intruder entered a classroom and the high school went into a lockdown, I had an extended discussion with a personal friend who has been in law enforcement for 35 years and is currently a chief of police in Washington State. When I told her of yesterday's situation at our high school and showed her the announcement sent to parents, she was insistent that I request answers to the following questions.

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Personally, I am sorry to diminish the open quality of our small-town campus. But improvements in campus security seem necessary in light of the fact that a person who made a personal threat to the principal in the morning was able to make his way into a classroom of students later in the day.

Sincerely,
Lisa Crosby

Local 20/20 and PTHS

Present

XPRIZE \$1000.00



Help your local community and win \$1000.00

Local 20/20 Mission Statement: Working together toward local sustainability and resilience – integrating ecology, economy and community through action and education.



Simple rules:

- Teams will consist of one sophomore, one junior, and one senior.
- They will engage with one issue important to the local community and which promotes sustainability and community resilience in the face of climate change and economic instability.



Simple rules:

- Match teams with an adult mentor who has expertise in the area chosen.
- One team will win one prize per semester.
- The first year will be a pilot.



Simple rules:

- If all goes well this means a sophomore will have 6 chances to win the prize.
- The judges (3-5) will be comprised of prominent members of the community.
- Parameters of judging will be determine by all stakeholders.



PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
March 28, 2016 – April 25, 2016

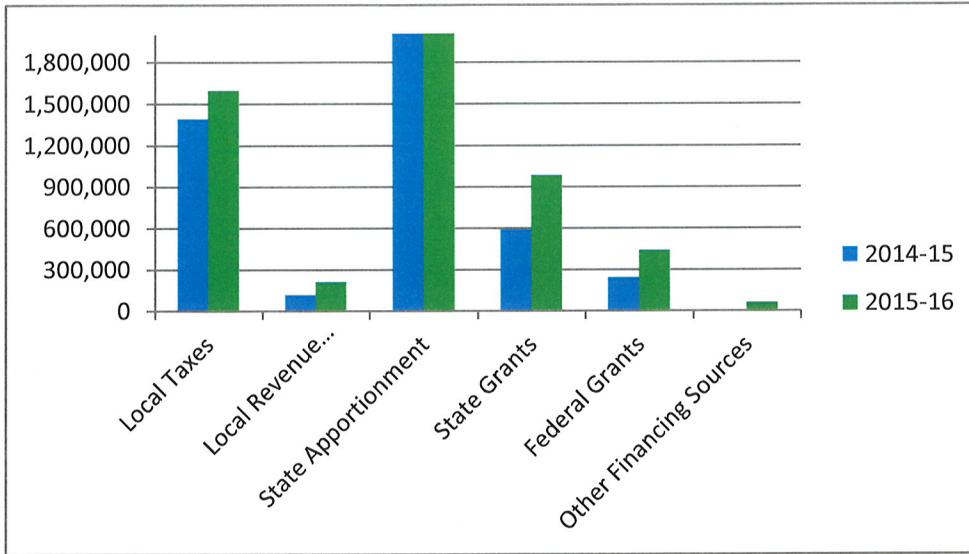
March 28	Regular Board Meeting, 6:00 pm
April 4-8	Spring Break
February 24	2-hr. Early Release, all schools
April 11	Work/Study Board Meeting, 6:00 pm
April 12	Grant Street PTA meeting, 2:45 pm
April 13	2 hr. early release, all schools
April 14	Tech Committee Meeting, 3:30 pm (Keith and Connie)
April 18-29 May 2-6	Smarter Balanced Testing Window
April 20 and 27	No early release due to testing
April 22	Art Gallery Walk HS Friday Salon, 1:45 p.m., Dahr Jamail speaker
April 23	WSSDA Regional Meeting, HS Library, 10 am – 1 pm
April 25	Regular Board Meeting, 6:00 pm

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

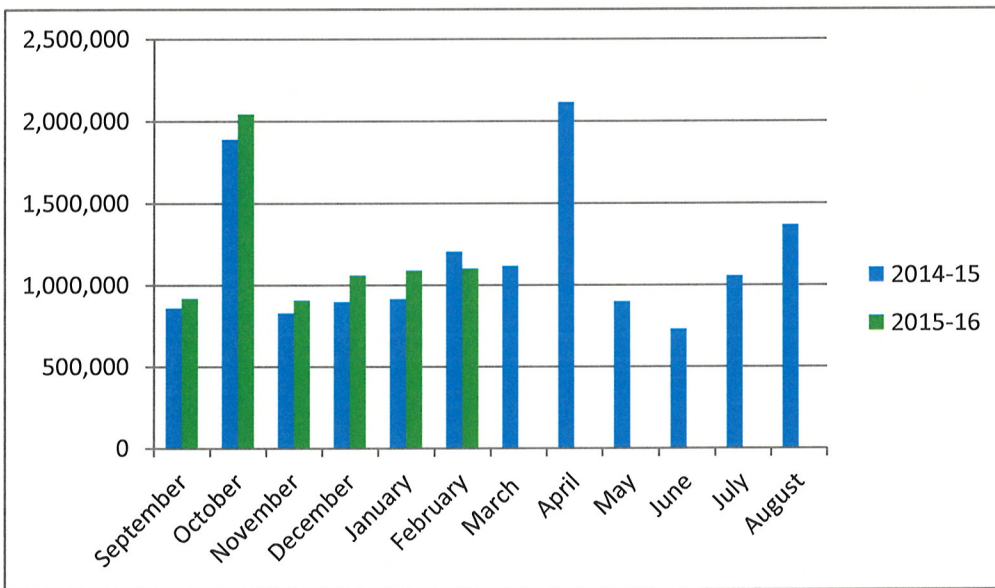
For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of February, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	3,380,073	154,762.16	1,593,019.64		1,787,053.36	47.13
2000 LOCAL SUPPORT NONTAX	399,300	24,215.69	208,916.39		190,383.83	52.32
3000 STATE, GENERAL PURPOSE	7,552,081	678,639.16	3,812,752.89		3,739,328.60	50.49
4000 STATE, SPECIAL PURPOSE	2,029,707	157,981.21	975,838.47		1,053,868.82	48.08
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,226,938	79,168.23	435,301.72		791,636.28	35.48
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	137.49	1,669.25		1,669.25-	0.00
9000 OTHER FINANCING SOURCES	279,016	.00	58,815.45		220,200.55	21.08
Total REVENUES/OTHER FIN. SOURCES	14,867,116	1,094,903.94	7,086,313.81		7,780,802.19	47.66
B. EXPENDITURES						
00 Regular Instruction	6,944,590	625,635.15	3,554,922.21	3,321,332.49	68,335.20	99.02
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,514,483	221,888.99	1,322,453.21	1,243,628.62	51,599.24-	102.05
30 Voc. Ed Instruction	370,895	28,301.47	171,373.14	168,353.25	31,168.36	91.60
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	879,757	66,198.99	341,593.44	275,000.58	263,162.55	70.09
70 Other Instructional Pgms	720,842	22,146.23	110,463.99	74,529.28	535,848.43	25.66
80 Community Services	10,702	2,124.81	4,331.52	2,249.47	4,121.44	61.49
90 Support Services	3,274,172	277,678.91	1,618,292.47	1,533,236.50	122,642.68	96.25
Total EXPENDITURES	14,715,440	1,243,974.55	7,123,429.98	6,618,330.19	973,679.42	93.38
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00	.00		
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00	.00		
E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	151,676	149,070.61-	37,116.17-		188,792.58-	124.47-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	400,782		517,948.78			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	552,458		480,832.61			
I. ENDING FUND BALANCE ACCOUNTS:						
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		59,545.59			
G/L 891 Unassigned Min Fnd Bal Policy	297,367		347,367.44			
TOTAL	552,458		480,832.61			

Port Townsend School District
Year to Date Revenue by Source
 February 29, 2016
 \$7,086,314

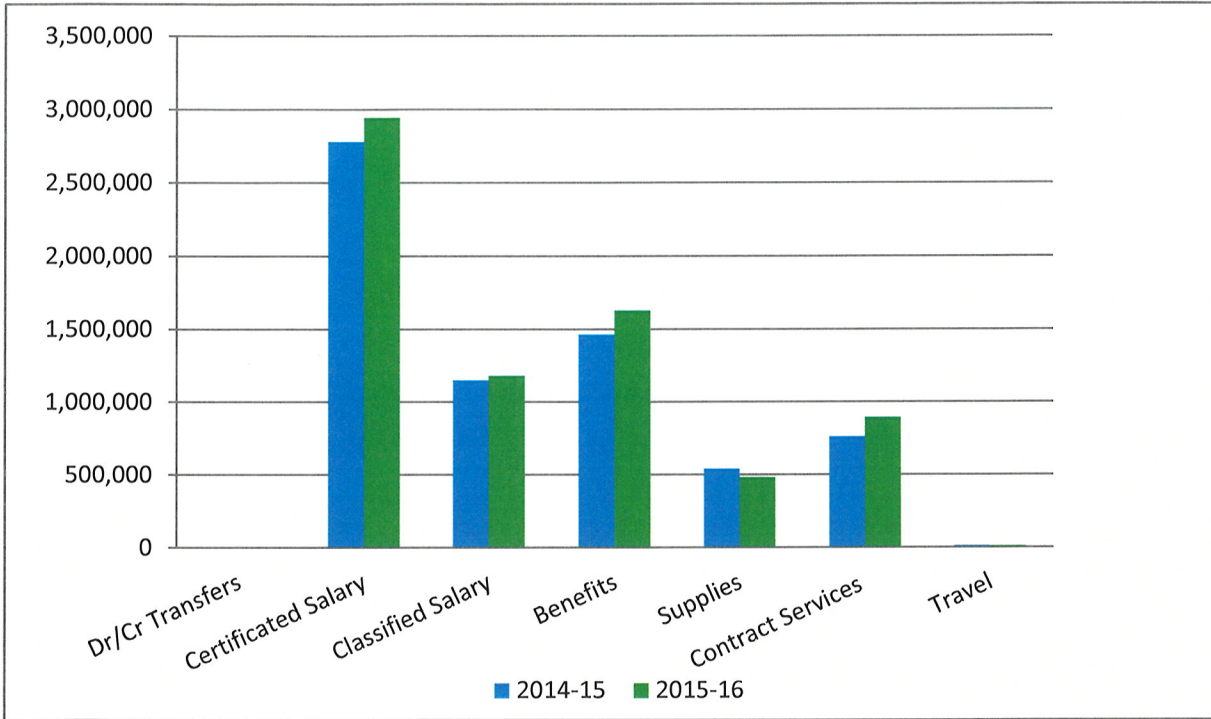


General Fund Revenue Comparison

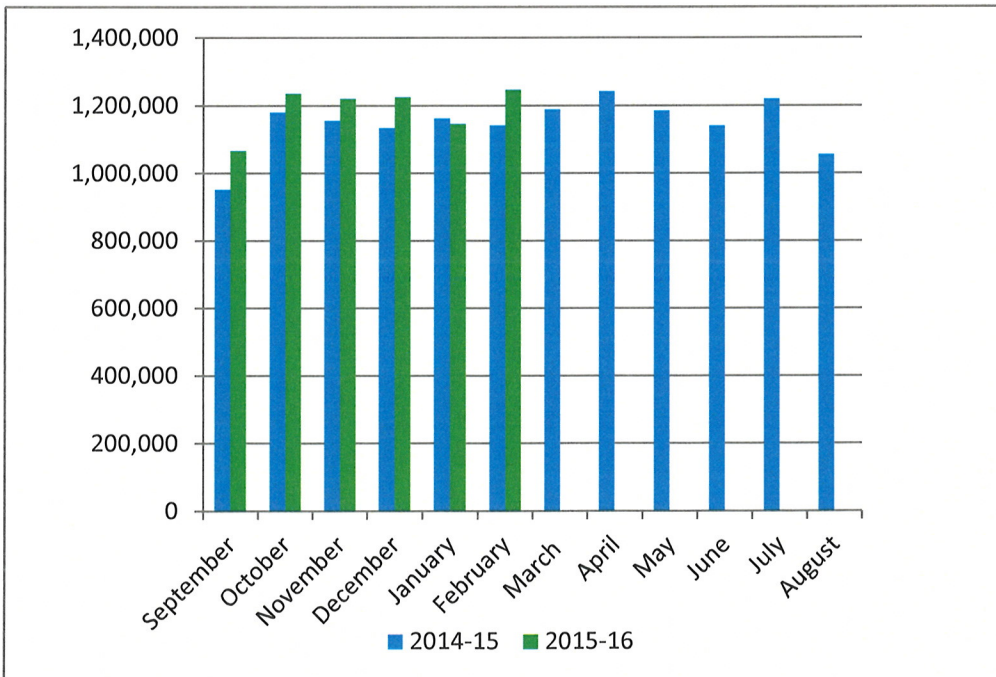


50% through the year we have collected 47.66% of budgeted revenues.

Port Townsend School District
 Year to Date Expenditures by Object
 February 29, 2016
 \$7,123,430



General Fund Expenditure Comparative



Expenditures as a percentage of budget is 48.4% and we are 50% 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 February, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	1,185,031	53,762.82	560,253.00		624,778.00	47.28
2000 Local Support Nontax	360,500	5,495.67	31,522.36		328,977.64	8.74
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	59,258.49	591,775.36		953,755.64	38.29
B. EXPENDITURES						
10 Sites	900,000	.00	6,936.64	68,586.21	824,477.15	8.39
20 Buildings	300,000	1,698.88	7,637.28	4,541.36	287,821.36	4.06
30 Equipment	0	.00	.00	582.40	582.40-	0.00
40 Energy	0	.00	6,402.20	2,402.20	8,804.40-	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	1,698.88	20,976.12	76,112.17	1,102,911.71	8.09
C. OTHER FIN. USES TRANS. OUT (GL 536)	338,710	18.52-	113,656.20			
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	57,578.13	457,143.04		450,322.04	> 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	1,225,019		1,660,334.40			
(E+F + OR - G)						
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 862 Committed from Levy Proceeds	1,271,015		1,439,160.83			
G/L 889 Assigned to Fund Purposes	83,796-		221,173.57			
TOTAL	1,225,019		1,660,334.40			

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 February, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	22.21		22.21-	0.00
2000 Local Support Nontax	0	56.87	130.42		130.42-	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	18.52-	54,840.75		4,853.25	91.87
Total REVENUES/OTHER FIN. SOURCES	59,694	38.35	54,993.38		4,700.62	92.13
B. EXPENDITURES						
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	.00	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
Total EXPENDITURES	60,693	.00	55,141.60	0.00	5,551.88	90.85
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)						
	999-	38.35	148.22-		851.26	85.17-
F. TOTAL BEGINNING FUND BALANCE						
	123,000		123,097.26			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	122,001		122,949.04			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	122,001		122,949.04			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	122,001		122,949.04			

-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 February, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	211,832	5,939.77	38,864.68		172,967.32	18.35
2000 Athletics	46,500	7,324.00	25,244.66		21,255.34	54.29
3000 Classes	7,900	898.80	11,335.12		3,435.12	143.48
4000 Clubs	121,800	6,864.36	62,323.74		59,476.26	51.17
6000 Private Moneys	6,600	109.50	7,971.40		1,371.40	120.78
<u>Total REVENUES</u>	394,632	21,136.43	145,739.60		248,892.40	36.93
B. EXPENDITURES						
1000 General Student Body	174,800	344.74	4,749.43	2,297.69	167,752.88	4.03
2000 Athletics	81,200	8,453.00	43,868.45	17,896.77	19,434.78	76.07
3000 Classes	13,200	423.37	2,765.18	50.00	10,384.82	21.33
4000 Clubs	129,150	3,006.69	51,460.74	25,304.08	52,385.18	59.44
6000 Private Moneys	6,700	269.75	3,764.85	0.00	2,935.15	56.19
<u>Total EXPENDITURES</u>	405,050	12,497.55	106,608.65	45,548.54	252,892.81	37.57
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	10,418-	8,638.88	39,130.95		49,548.95	475.61-
D. TOTAL BEGINNING FUND BALANCE						
	300,000		320,496.30			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)						
	289,582		359,627.25			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	289,582		359,627.25			
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		359,627.25			

-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 February, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	57.30	397.24		297.24	397.24
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	93,023	.00	.00		93,023.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	93,123	57.30	397.24		92,725.76	0.43
<u>B. 9900 TRANSFERS IN FROM GF</u>						
	0	.00	.00		.00	0.00
<u>C. Total REV./OTHER FIN. SOURCES</u>						
	93,123	57.30	397.24		92,725.76	0.43
<u>D. EXPENDITURES</u>						
Type 30 Equipment	250,000	.00	.00	127,059.46	122,940.54	50.82
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	250,000	.00	.00	127,059.46	122,940.54	50.82
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>						
	0	.00	.00			
<u>F. OTHER FINANCING USES (GL 535)</u>						
	0	.00	.00			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	156,877-	57.30	397.24		157,274.24	100.25-
<u>H. TOTAL BEGINNING FUND BALANCE</u>						
	180,000		183,715.92			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>						
	XXXXXXXX		.00			
<u>J. TOTAL ENDING FUND BALANCE</u>						
<u>(G+H + OR - I)</u>	23,123		184,113.16			
<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		184,113.16			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	23,123		184,113.16			

PTSD ENROLLMENT FY 2015-2016
March-2016

Prelim
Final

		ICE/OCEAN		OPEPO/Other		ICE/OCEAN - ALE		OPEPO/Other		ICE/OCEAN - ALE		OTHER		OTHER		Comparison to Prior Month (Feb)		Comparison to Prior Year (Mar)		COMPARE TO BUDGET			
		Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Prior Mo	Diff	Prior Mo	Diff	AAAFTE * BUDGET	VARIANCE from Budget		
		Bldg - Grant St		ICE/OCEAN		OPEPO/Other		ICE/OCEAN - ALE		OPEPO/Other		OTHER		OTHER		FTE *		FTE *					
		Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	FTE *		FTE *					
		Bldg - Blue Heron		ICE/OCEAN - ALE		OPEPO/Other		ICE/OCEAN - ALE		OPEPO/Other		OTHER		OTHER		FTE *		FTE *					
		Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	Headcnt	FTE	FTE *		FTE *					
K - @ .5 FTE		92.00	92.00	4.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.00	(1.00)	35.04	58.96	77.00	17.00		
Grade 1		75.00	74.01	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.01	0.00	86.00	(8.99)	77.00	0.01		
Grade 2		93.00	93.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.00	(2.00)	75.00	22.00	86.00	11.00		
Grade 3		73.00	73.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.00	(1.00)	92.00	(15.00)	75.00	2.00		
TOTAL-Elem		333.00	332.01	15.00	13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	349.01	(4.00)	288.04	56.97	315.00	30.01		
Grade 4		67.00	67.00	4.00	4.00	11.00	11.00	9.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	83.00	(1.00)	113.00	(31.00)	93.00	(11.00)		
Grade 5		93.00	93.00	7.00	7.00	9.00	9.00	6.00	6.00	5.94	5.94	6.00	6.00	6.00	6.00	109.00	0.00	80.06	28.94	111.00	(2.00)		
Grade 6		73.00	72.61	6.00	5.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.55	1.00	87.00	(8.45)	84.00	(5.45)			
Grade 7		74.00	71.74	6.00	5.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.59	0.00	75.72	1.87	85.50	(7.91)			
Grade 8		66.00	64.85	7.00	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.06	(0.06)	79.00	(6.00)	76.50	(3.50)			
TOTAL-Middle		373.00	369.20	30.00	29.79	20.00	21.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	420.20	(0.06)	434.78	(14.64)	450.00	(29.86)		
Grade 9		73.00	73.00	5.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.20	(1.20)	98.80	(21.80)	83.50	(6.50)			
Grade 10		76.00	75.60	9.00	8.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.80	(6.00)	115.40	(31.60)	97.50	(13.70)			
Grade 11		98.00	92.36	12.00	10.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.16	1.00	94.08	9.08	106.00	(2.84)			
Grade 12		86.00	76.80	7.00	4.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.40	(3.40)	90.24	(9.24)	92.00	(11.00)			
TOTAL-High		333.00	317.76	33.00	27.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	354.56	(9.60)	398.52	(53.56)	379.00	(34.04)			
SUB-TOTAL																							
- (w/out Running Start)		1,018.97		69.99		21.15										1,123.77		(13.66)		1,121.34		(11.23)	
Running Start -- non-CTE																31.40		0.27		25.73		5.94	
Running Start -- CTE																1.54		0.00		1.53		0.01	
TOTAL FTE including Running Start																1,156.71		(13.39)		1,148.60		(5.28)	
																1,137.00		1,110.11		1,143.32		(25.68)	

INSTRUCTION

Service Animals in Schools

The Port Townsend School District Board of Directors acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” as required by federal laws and Washington State’s law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities.

A “service animal” means an animal that is trained for the purpose of assisting or accommodating a disabled person’s sensory, mental or physical disability. ***As of March 15, 2011, only dogs are recognized as service animals under Titles II and III of the Americans with Disabilities Act.***

The parent/guardian of a student who believes the student needs to bring a service animal to school or an employee who wishes to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 coordinator or director of special services, as appropriate, will determine whether or not to permit the service animal in school.

The superintendent will develop procedures to implement the policy.

Cross References:	Policy 2029	Animals as Part of the Instructional Program
	Policy 2161	Education of Students with Disabilities
	Policy 2162	Education of Students with Disabilities Under Section 504
	Policy 3210	Nondiscrimination
	Policy 5010	Nondiscrimination and Affirmative Action
Legal References:	American Disabilities Act (ADA), Revised Title II Regulations	§35 Service animals
	Section 504 of the Rehabilitation Act of 1973	
	RCW 49.60.040	Definitions
	RCW 28A.642	Discrimination Prohibition
	WAC 392-145-021 (3)	General Operating Requirements
	WAC 392-172A-01155 (3)	Related Services
	WAC 392-172A-01035	Child with a Disability or Student eligible for Special Education
	WAC 392-190	Equal Educational Opportunity – unlawful discrimination prohibited
	WAC 162-26	Public accommodations, disability discrimination

Date: 8/8/2011; _____

MANAGEMENT SUPPORT

Nutrition and Physical Fitness

The Port Townsend School Board understands the value of place as a context for learning and is committed to fostering a district-wide culture of wellness. This includes creating schools that promote and protect children’s and adults’ health and well-being through healthy eating and physical activity. The School Board recognizes that healthy habits and academic achievement in school are interrelated and that healthy students are better able to learn. The board also recognizes that high-value nutrition and daily physical activity are both essential in promoting lifelong health, optimal academic performance and social harmony. The district believes wellness includes everyone and so the district promotes overall health through:

- highly nutritious food offered at school in a pleasant environment with adequate space and time for eating
- active transportation by walking or biking to school and place-based learning sites; physical activity breaks, outdoor learning, play and recess
- school gardens and outdoor learning spaces
- partnerships with community organizations and vendors who promote lifelong health and well-being
- design, use and upkeep of facilities to promote health and well-being including supportive infrastructure

The Superintendent will:

- ensure the breakfast and lunch program meets or exceeds the USDA nutritional guidelines
- establish rules that comply with the Smart Snack nutritional guidelines for any food sold, or served on district property or at events
- establish annual goals for purchasing regionally produced and/or locally grown food
- adopt and implement a comprehensive k-12 curriculum reflecting up-to-date national standards on health, fitness and nutrition to positively influence understanding, beliefs and habits as they relate to good nutrition, regular physical activity and positive life choices
- establish guidelines for time devoted to recess and physical activity
- ensure free, good tasting, safe and readily accessible drinking water throughout the day
- establish a Wellness Committee with district-wide and community representation
- establish criteria for waivers and exemption from physical activity and/or health credits
- create safe routes to school in collaboration with community leaders

Cross References:
Instructional

Policy 2020

Curriculum Development and Adoption of Materials

Policy 2410
Policy 4260

High School Graduation Requirements
Use of School Facilities

Policy 3300

District Nutrition Standards Competitive Foods Food Choice, physical activity, childhood fitness – minimum standards – district waiver or exemption policy

Legal References:

RCW 28A.210.365

RCW 28A.230.040

Physical Education-Grades 1-8

- RCW 28A.230.050 Physical Education in High Schools
- RCW 28A.230.095** ***Essential academic learning requirements and assessments – verification reports***
- RCW 28A.235.120 Meal Programs, Establishment and Operation, Personnel Agreements
- RCW 28A.235.130 Milk for children at school expense
- ~~RCW 28A.623.020 Nonprofit program for elderly Authorized Restrictions~~
- ~~RCW 69.04 Intrastate Commerce in Food, Drugs and Cosmetics~~
- ~~RCW 69.06.010 Food and beverage services worker’s permit Filing, duration Minimum training requirements~~
- ~~RCW 69.06.020 Permit exclusive and valid throughout state Fee~~
- ~~RCW 69.06.030 Diseased persons May not work Employer may not hire~~
- ~~RCW 69.06.050 Permit to be secured within fourteen days from time of employment~~
- ~~RCW 69.06.070 Limited duty permit~~
- WAC 180-51-068** ***State subject and credit requirements for high school graduation- Students entering the ninth grade on or after July 1, 2015***
- WAC 392-172A-02030** ***Physical education (special education services)***
- WAC 392-410-135 Physical Education-Grade school and high school requirement
- WAC 392-410-136 Physical Education Requirement-Excuse
- 7 CFR** ***Parts 210 and 220***
- 7 CFR** ***Part 245.5***
- Healthy, Hunger-Free Kids Act of 2010***
- ~~**7 CRF 3016.36** ***Procurement***~~

Management Resources:

- Policy News, Jun 2015***
- OSPI Sep 2013*** ***Recommendations for Waivers in High School Physical Education/Fitness Education***
- OSPI Jan 2013*** ***Wellness Policy Best Practices***
- Policy News, Feb 2014*** ***Healthy and Hunger-Free Kids Act of 2010***
- Policy News Feb 2005*** ***Nutrition and Physical Fitness Policy***
- Policy News, Dec 2004*** ***Nutrition and Physical Fitness Update***
- Wellness School Assessment Tool
- Wellness Policy Tool

Date: 7/11/05; 11/26/07; 1/24/11; 10/24/11; 8/25/14; _____

STUDENTS

Student Conduct

The board acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. ~~Conform to reasonable standards of acceptable behavior;~~ ***Respect the rights, person and property of others;***
- B. ~~Respect the rights, person and property of others;~~ ***Pursue the required course of study;***
- C. Preserve the degree of order necessary for a positive climate for learning; ~~and~~
- D. ~~Submit to the authority of staff and respond accordingly.~~ ***Comply with district rules and regulations; and***
- E. ***Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.***

The superintendent shall ***will*** develop written rules of conduct which will carry out the intent of the board.

Cross References:	Policy 6605	Student Safety Walking to School and Riding Buses
	<i>Policy 3241</i>	<i>Classroom Management, Discipline and Corrective Action</i>
Legal References:	RCW 4.24.190	Action against parent for willful injury to property by minor - Monetary limitation - Common law liability preserved
	RCW 9A.16.020	Use of force - when lawful
	RCW 9.41	Firearms and dangerous weapons
	RCW 9.91.160	Personal protection spray devices
	RCW 28A.210.310	Prohibition of use of tobacco products on school property
	<i>RCW 28.320.128</i>	<i>Notice and disclosure policies – Threats of violence – Student conduct – Immunity for good faith notice - Penalty</i>
	RCW 28A.600.020	Government of schools, pupils, employees, rules and regulations for – To insure optimum learning atmosphere
	28A.600.040	Pupils to comply with rules and regulations
	28A.400.110	Principal to assure appropriate student discipline – <i>Building discipline standards – Classes to improve classroom management skills</i>
	28A.635.060	Defacing or injuring school property - Liability of <i>pupil</i> , parent or guardian – <i>Withholding grades, diploma, or transcripts – Suspension and</i>

<i>RCW 28A.635.090</i>	<i>restitution – Voluntary work program as alternative – Rights protected</i>
<i>RCW 28A.635.100</i>	<i>Interference by force or violence – Penalty</i>
	<i>Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful - Penalty</i>
<i>WAC 180-400-205</i>	Definitions
<i>WAC 392-400-210</i>	<i>Student responsibilities and duties</i>
<i>WAC 392-400-215</i>	<i>Student rights</i>
<i>WAC 180-392-400-225</i>	School district rules defining misconduct - Distribution of rules
<i>WAC 392-400-226</i>	<i>School district rules defining harassment, intimidation and bullying prevention policies and procedures – Distribution of rules</i>
<i>WAC 392-400-227</i>	<i>School district rules defining students’ religious rights</i>
<i>WAC 392-400-233</i>	<i>Unexcused absences and tardiness</i>
P.L. 101-226-20 USC 3171	Drug-Free Schools and Communities Act
<i>20 U.S.C. 7101 et seq.</i>	<i>Safe and Drug-Free Schools and Communities Act</i>

Management *Policy News Sep 2013*
Resources *Policy News Aug 2014*

Date: 5/23/05 _____

STUDENTS

Classroom Management, Discipline and Corrective Action

Rules of student conduct are essential to maintain a school environment conducive to learning. A student's refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline or corrective action.

Staff are responsible for supervising student behavior, employing effective classroom management methods and enforcing the rules of student conduct in a fair, consistent and non-discriminatory manner. Corrective action must be reasonable and necessary under the circumstances and reflect the district's priority to maintain a safe and positive learning environment for all students and staff.

Students and/or their parents/guardians will be provided all required substantive and procedural due process in regard to grievances, hearings and/or appeals of corrective action. The district will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.

The district will annually review data on disciplinary actions taken against students within each school disaggregated by sex, race, limited English proficiency and disability, including students protected by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The review must include short-term suspensions, long-term suspensions and expulsions. In reviewing the data, the district will determine whether it has disciplined a substantially disproportionate number of students within any of the disaggregated categories. If disproportionality is found, the district will take action to ensure that it is not the result of discrimination.

<i>Cross References:</i>	<i>Policy 2121</i>	<i>Substance Abuse Program</i>
	<i>Policy 2161</i>	<i>Special Education and Related Services for Eligible Students</i>
	<i>Policy 2162</i>	<i>Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973</i>
	<i>Policy 3122</i>	<i>Excused and Unexcused Absences</i>
	<i>Policy 3210</i>	<i>Non-Discrimination</i>
	<i>Policy 3240</i>	<i>Student Conduct Expectations and Reasonable Sanctions</i>
	<i>Policy 3244</i>	<i>Prohibition of Corporal Punishment</i>
	<i>Policy 3520</i>	<i>Student Fees, Fines, or Charges</i>
	<i>Policy 4210</i>	<i>Regulation of Dangerous Weapons on School Premises</i>
	<i>Legal References:</i>	<i>RCW 9A.16.100</i>
<i>RCW 9.41.280</i>		<i>Possessing dangerous weapons on school facilities – Penalty - Exceptions</i>
<i>RCW 28A.150.240</i>		<i>Certificated teaching and administrative staff as accountable for classroom teaching – Scope – Responsibilities - Penalty</i>
<i>RCW 28A.225.020</i>		<i>School's duties upon child's failure to attend</i>

	<i>school</i>
<i>RCW 28A.225.030</i>	<i>Petition to juvenile court for violations by a parent or child – School district responsibilities</i>
<i>RCW 28A.400.100</i>	<i>Principals and vice-principals – Employment of – Qualifications - Duties</i>
<i>RCW 28A.400.110</i>	<i>Principal to assure appropriate student discipline – Building discipline standards – Classes to improve classroom management skills</i>
<i>RCW28A.600.010</i>	<i>Enforcement of rules of conduct – Due process guarantees – Computation of days for short-term and long-term suspensions</i>
<i>RCW 28A.600.015</i>	<i>Rules incorporating due process guarantees of pupils with regard to expulsions and suspensions</i>
<i>RCW 28A.600.020</i>	<i>Exclusion of student from classroom – written disciplinary procedures – Long-term suspension or expulsion</i>
<i>RCW 28A.600.022</i>	<i>Suspended or expelled students – Reengagement plan</i>
<i>RCW 28A.600.410</i>	<i>Alternatives to suspension – Encouraged</i>
<i>RCW 28A.600.460</i>	<i>Classroom discipline – Policies – Classroom placement of student offenders – Data on disciplinary actions</i>
<i>WAC 392-190-048</i>	<i>Access to course offerings – Student discipline</i>
<i>WAC 392-400-220</i>	<i>Student Disciplinary Boards – Establishment at option of school district - Functions</i>
<i>WAC 392-400-225</i>	<i>School district rules defining misconduct – Distribution of rules</i>
<i>WAC 392-400-230</i>	<i>Persons authorized to impose discipline, suspension , expulsion, or emergency removal upon students</i>
<i>WAC 392-400-233</i>	<i>Unexcused absences and tardiness</i>
<i>WAC 392-400-275</i>	<i>Expulsion – Conditions and limitations</i>
<i>WAC 392-400-315</i>	<i>Appeals – Hearing before school board or disciplinary appeal council – Procedures</i>
<i>WAC 392-400-317</i>	<i>Appeals – Discipline and short-term suspension grievances</i>
<i>WAC 392-400-320</i>	<i>School board or disciplinary appeal council decisions</i>
<i>WAC 392-400-410</i>	<i>Appeal for extension of a one-year expulsion</i>
<i>WAC 392-400-420</i>	<i>Reengagement meetings and plans</i>
<i>34 CFR Part 100.3</i>	<i>Regulations implementing Civil Rights Act of 1964</i>
<i>42 U.S.C. 2000d et seq.</i>	<i>Civil Rights Act of 1964</i>
<i>Management</i>	<i>Policy News Dec 2014</i>
<i>Resources</i>	<i>Policy News Aug 2014</i>
	<i>Policy News Jun 2010</i>

Date: _____

STUDENTS

Sexual Harassment of Students Prohibited

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student, or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” includes:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- Unwelcome sexual advances;
- Unwelcome requests for sexual favors;
- Sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or formally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientation. This policy and procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer, and parent handbook. Such notices will identify the district's Title IX Coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

Cross References:	Policy 3207	Prohibition of Harassment, Intimidation and Bullying
	Policy 3210	Nondiscrimination
	Policy 3211	Transgender Students
	Policy 3240	Student Conduct
	Policy 3421	Child Abuse, Neglect, and Exploitation Prevention
	Policy 5010	Nondiscrimination and Affirmative Action
	Policy 5011	Sexual Harassment of District Employees Prohibited
Legal Reference:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination – Scope – Sexual harassment policies
	WAC 392-190-058	Sexual harassment – 20 USC §§ 1681-1688
Management Resources:	2015 – <i>July Policy Alert</i>	
	2014 – <i>December Issue</i>	
	2010 – <i>October Issue</i>	

Date: _____