

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**  
**6:00 p.m. Regular School Board Meeting**  
**May 23, 2016**  
***“Discover the Power of Learning”***

**Mission:**

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

**01. Location/Time**

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

**02. Call to Order**

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- 02.01 Roll Call
- 02.02 Pledge of Allegiance

**03. Agenda**

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03.01 Agenda Approval

**04. Recognition**

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- 04.01 Board
- 04.02 Superintendent
  - 04.020 Shining Stars

**05. Approval of Minutes**

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- 05.01 Minutes of the April 25, 2016 Special Board Meeting
- 05.02 Minutes of the April 25, 2016 Regular Board Meeting
- 05.03 Minutes of the May 3, 2016 Special Board Meeting
- 05.04 Minutes of the May 9, 2016 Special Board Meeting
- 05.05 Minutes of the May 9, 2016 Work/Study Meeting
- 05.06 Minutes of the May 14, 2016 Special Board Meeting
- 05.07 Minutes of the May 16, 2016 Special Board Meeting
- 05.08 Minutes of the May 17, 2016 Special Board Meeting
- 05.09 Minutes of the May 18, 2016 Special Board Meeting
- 05.10 Minutes of the May 19, 2016 Special Board Meeting

**06. Public Comments**

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**07. Consent Agenda**

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- 07.01 Consent Agenda Approval
- 07.02 Approval of Personnel Action
  - 07.020 Recommend employment of certificated administrators for the 2016-17 school year as per attached personnel action list
  - 07.021 Recommend employment of classified administrators for the 2016-17 school year as per attached personnel action list
  - 07.022 Recommend Gail Gronwall as ESU teacher, Blue Heron School, July 11-July 22, 2016
  - 07.023 Recommend Paula Collet as 4<sup>th</sup> grade teacher, Blue Heron School, effective the 2016-17 school year
  - 07.024 Recommend Amy Wilson as 5<sup>th</sup> grade teacher, Blue Heron School, effective the 2016-17 school year
  - 07.025 Recommend David Egeler as 1.0 FTE Special Education teacher, Grant Street Elementary, effective the 2016-17 school year

- 07.026 Recommend transfer of Molly O'Brien, 1.0 FTE teacher, Grant Street Elementary, from second-first grade loop to 1.0 FTE 3<sup>rd</sup> grade teacher, effective the 2016-17 school year
  - 07.027 Recommend transfer of Bonnie Stenehem, 1.0 FTE teacher, Grant Street Elementary, from first/second grade multiage classroom to 1.0 FTE 3<sup>rd</sup> grade teacher, effective the 2016-17 school year
  - 07.028 Recommend transfer of Sheri Shaw, 1.0 FTE first-second grade multiage classroom, to 1.0 FTE PE teacher at Grant Street elementary, effective the 2016-17 school year
  - 07.029 Recommend employment of full-time and part-time teachers and certificated support personnel for the 2016-17 school year as per attached personnel action list
  - 07.030 Recommend Maria Goff and Melissa Love as ESY Para-educators, Blue Heron School, July 11-22, 2016
  - 07.031 Recommend Cheryl Brady as Blue Heron School Secretary, effective the 2016-17 school year
  - 07.032 Recommend transfer of Maria Goff, Blue Heron Special Education para-educator to 6 hr./day Street Special Education para-educator, effective the 2016-17 school year
  - 07.033 Recommend employment of classified non-represented staff for the 2016-17 school year as per attached personnel list
  - 07.034 Recommend Amos Freeman as 1.0 FTE High School math teacher, effective the 2016-17 school year
  - 07.035 Accept resignation of Kelly Bodkin, 1.0 FTE Special Education teacher, Grant Street Elementary, effective the end of the 2015-16 school year
  - 07.036 Accept resignation of Teresa Janssen, High School teacher, effective the end of the 2015-16 school year
  - 07.037 Accept resignation/retirement of Aleen Berard, Grant Street teacher, effective the end of the 2015-16 school year
  - 07.038 Accept resignation of Tanya Rublaitus, High School teacher, effective immediately
  - 07.039 Accept resignation of Melody Ginther, para-educator, Grant Street Elementary, effective June 3, 2016
  - 07.040 Accept resignation of James Eret, High School para-educator, effective May 6, 2016
  - 07.041 Accept resignation of Brian Tracer as Blue Heron School Boys' Basketball Coach, effective the end of the 2015-16 school year
  - 07.042 Accept resignation of Nick Snyder, High School Head Football Coach, effective the end of the 2015-16 school year
- 07.05 Approval of Financial Reports
- 07.050 Accounts Payable as of May 23, 2016
  - 07.051 Payroll – April, 2016
- 07.06 Contracts
- 07.060 Approval of Olympic Educational Service District 114 Cooperative Services Agreement, for 2016-17
  - 07.061 Approval of West Sound Technical Skills Center Inter-district Cooperative Agreement, 2016-17

## **08. Board Correspondence**

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- 08.010 Email from K. Pike regarding High School drama performance

## **09. Reports**

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- 09.01 High School ASB Representative
- 09.02 Annual Review of Highly Capable Program, Policy 2190 – Lisa Condran
  - 09.020 Policy 2190
- 09.03 Superintendent
  - 09.030 Calendar of Events
- 09.04 Business Manager
  - 09.040 Budget Status Report-March 2016
  - 09.041 Enrollment Report

**10. Action Items**

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- 10.01 Approve Student Insurance for 2016-17 School Year
- 10.02 Approve Resolution 16-05 Grant Street Construction
- 10.03 Approve Resolution 16-06 Grant Street Five Year Use
- 10.04 Approve the three-year employment contract for John A. Polm, Jr., Superintendent, effective July 1, 2016
- 10.040 Superintendent Contract for John A. Polm, Jr.

**11. Unfinished Business**

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**12. New Business**

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**13. Policy Review**

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

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**15. Next Meeting**

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- 15.01 Work/Study Meeting June 13, 2016, 1610 Blaine St., Room S-11, 6:00 pm

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

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**17. Adjournment**

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Board Vice- Chair Keith White called the meeting to order at 5:06 p.m. PRESENT: Jennifer James-Wilson, Keith White, Laura Tucker, Connie Welch. Nathanael O'Hara will join the meeting later.

Agenda Approval

Laura Tucker moved to approve the agenda. Connie Welch seconded and the motion carried 4-0.

Rich Parker, McPherson & Jacobson, said tonight he would like to review the stakeholders' input, schedule, and interview questions. He also reported 18 applications have been completed. The process of reference checks for applicants was discussed. Input from the stakeholder meetings was discussed. Nathanael O'Hara joined the meeting at 5:34 p.m.

Board members were asked to work on the questions for the interviews on May 14, 2016. On Monday, May 9, 2016, a special board meeting will be scheduled from 11 a.m.-2 p.m. That meeting will be convened, and then adjourned to an executive session to review applications. The executive session will be adjourned and the public meeting will be reconvened, where a motion will be made to approve the action item accepting Mr. Parker's recommendation of finalists to interview. If needed, the motion could be amended to include an additional candidate. Completed applications will be sent to board members this week for review.

Adjournment

The meeting was adjourned by consensus at 6:00 pm.

Respectfully submitted,

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Nathanael O'Hara, Board Chair

Board Chair Nathanael O'Hara called the meeting to order at 6:05 p.m. PRESENT: Nathanael O'Hara, Jennifer James-Wilson, Keith White, Connie Welch, and Laura Tucker. Also present were Superintendent Engle, staff, and community members.

Laura Tucker led the Pledge of Allegiance.

#### Agenda Approval

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

#### Recognition

##### Board

Keith White mentioned watching the high orchestra leave for their trip to San Francisco. Connie Welch praised the art show at Grant Street on Friday, April 22, 2016. Some of the art is still displayed at Grant Street. Ms. James-Wilson said the WSSDA (Washington State School Directors' Association) regional conference held at the high school library was a success and thanked the High School Culinary Arts class for providing lunch, which was excellent.

##### Superintendent

Superintendent Engle explained the award from Jefferson County Public Health, naming Port Townsend School District a "Public Health Hero", and thanking the District for having a positive and lasting impact on the community.

#### Approval of Minutes

The following minutes were brought for approval:

- Minutes of the March 25, 2016 Special Board Meeting
- Minutes of the March 28, 2016, Regular Board Meeting
- Minutes of the March 29, 2016, Special Board Meeting
- Minutes of the April 11, 2016, Work/Study Meeting

Keith White moved to approve all minutes as presented. Connie Welch seconded and the motion carried 5-0.

#### Public Comments

Kate Dean, who administers the Farm 2 School grant the District received, reported she had attended a conference with other agencies who have received the same grant in Dallas, Texas. Most ideas suggested at that conference to implement an innovative food service program, Port Townsend has already accomplished. Ms. Dean thanked board for the passage of the wellness policy, and praised the district food service program.

#### Consent Agenda

Superintendent Engle recognized the retirement of Dave Thielk, high school math teacher. Ms. James-Wilson moved to approve the consent agenda. Ms. Tucker seconded and the motion carried 5-0.

Included on the consent agenda were the following items; 1) Payroll for March, 2016; 2) Accounts Payable as of April 25, 2016; 3) Recommend the following actions:

- Hires: Recommend Leslie Dolan, 1.0 FTE PE Teacher – Leave Replacement, Grant Street Elementary, April 13, 2016 through the remainder of the 2015-16 school year  
Recommend Collene Funk, 1.0 FTE Language Arts Teacher – Leave Replacement, Blue Heron School, effective April 12, 2016 through the remainder of the 2015-16 school year  
Recommend Michael McKell, 6.17 hr./day Para educator, Blue Heron School, effective March 24, 2016 for the remainder of the 2015-16 school year
- Retirement/Resignation: Approve David Thielk’s resignation/retirement, High School Teacher, effective the end of the 2015-16 school year

Board Correspondence – None

Reports

ASB Representative

None

Superintendent

Technology Report

Superintendent Engle distributed a graph illustrating the bandwidth usage in the District, a chart of district devices, and a replacement schedule. Dr. Engle noted that even during days of testing, where usage is especially high, the district still had plenty of capacity. He also explained some of the technology upgrades that have been made in the District in the last few years.

Calendar of Events

Dr. Engle pointed out that Bike/Walk to School Day is on May 4, 2016. An assembly will be held at Blue Heron School on Friday, May 6 to recognize Bike/Walk to School Day. Five new mountain bikes, which have been donated by Sequim Wal-Mart and Masonic Lodge Number 6, will be awarded at the assembly to some lucky students.

Business Manager

Business Manager Amy Khile reported on revenues, expenditures, and budget status for all funds for March, 2016. She also explained that this year districts were able to retain monies from federal forest funds, which in previous years had been removed from districts’ State apportionment. Ms. Khile said the State audit has been completed, with two findings, one for negative balances in lunch accounts, which is being addressed, and one for some special education contracts that were changed to be paid from federal accounts without proper procedures, which has been corrected.

Action Items

Approve Policy 3246 – Restraint, Isolation, and Other Uses of Reasonable Force

Mr. White moved to approve Policy 3246. Ms. James-Wilson seconded and the motion carried 5-0.

Approve Meal Prices for the 2016-17 School Year

Stacey Larson, Food Services Director, explained the State recommended the raise in meal prices. Ms.

Tucker moved to approve meal prices as presented. Mr. White seconded and the motion carried 5-0.

Approve Staff/Student Day for the 2016-17 School Year

Ms. James-Wilson moved to approve staff/student day for 2016-17 school year. Ms. Tucker seconded and the motion carried 5-0.

Approve Student Fees for the 2016-17 School Year

Principal Holshouser explained that the PE uniform and planner fees were discontinued at Blue Heron for 2016-17. Principal Ehrhardt said the photography fee was removed at the High School, due the increase of digital work, making supplies less necessary. Ms. Tucker asked what accommodations are made for families who cannot afford the fees. Principals Holshouser and Ehrhardt explained that some scholarships are available, and both schools work with families to come up with a solution for payment of fees if they are unable to pay. Ms. Ehrhardt said the high school currently does not withhold graduation privileges for unpaid fines. Mr. White moved to approve 2016-17 student fees. Ms. Welch seconded and the motion carried 5-0.

Approve Resolution 16-03, Delegating Authority to WIAA (Washington Interscholastic Activities Association for the 2016-17 School Year

Ms. James-Wilson encouraged WIAA to uphold their agreement to control, supervise and regulate interscholastic activities. Discussion followed. Ms. Welch moved to approve Resolution 16-03. Mr. White seconded and the motion carried 5-0.

Unfinished Business - None

New Business

Ms. James-Wilson asked if any budget committee meetings are planned. Ms. Khile said she is in the process of setting up those meetings.

Board Member Announcements/Suggestions for Future Meetings

A special board meeting is scheduled for Monday, May 9, 2016, 11:00 a.m. – 2:00 p.m. to review superintendent candidate applications.

Next Meeting

Special Board Meeting, May 9, 2016, 1610 Blaine St., Room S-11, 11:00 a.m. – 2:00 p.m.

Work/Study Meeting, May 9, 2016, 1610 Blaine St., Room S-11, 6:00 pm

Executive Session - None

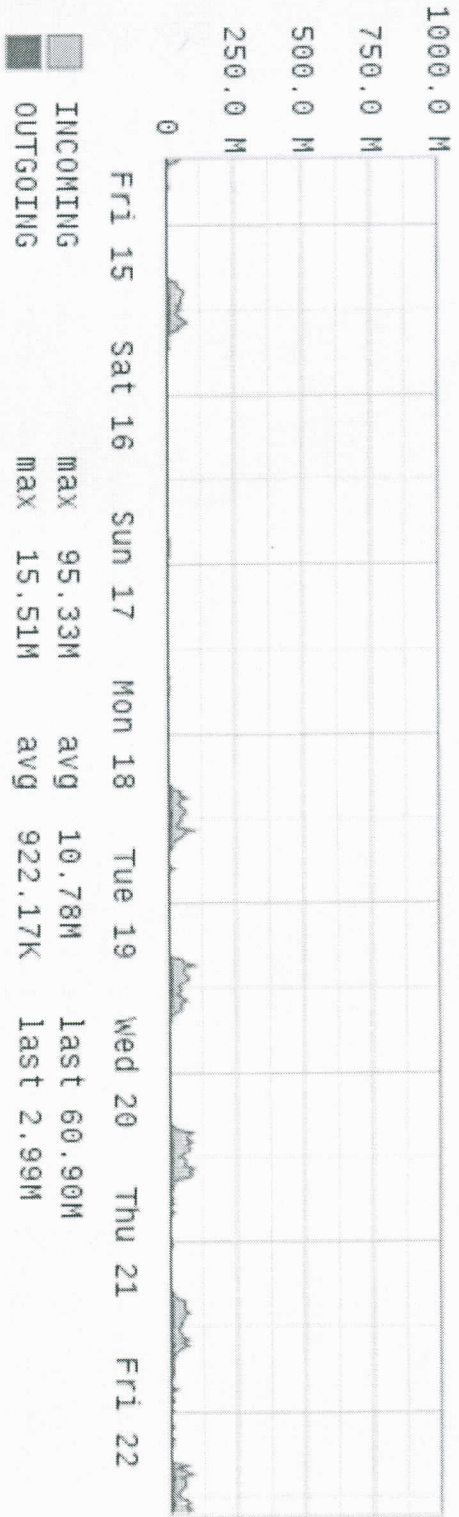
Adjournment

The meeting was adjourned by consensus at 8:00 p.m.

Respectfully submitted,

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

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



INCOMING  
 OUTGOING

max 95.33M  
 max 15.51M

avg 10.78M  
 avg 922.17K

Last 60.90M  
 Last 2.99M



## Devices

4/25/2016

<b>Student Devices</b>	
Chromebooks	915
Chrome Boxes	39
Conventional laptops	75
iPads	189
Kindles	5
	<b>1223</b>
<b>Teacher Devices</b>	
HP laptops	80
MS Surfaces	10
	<b>90</b>
<b>Administrative Devices</b>	
HP laptops	5
MS Surfaces	3
Desktops (approx.)	25
	<b>33</b>

Board Chair Nathanael O'Hara called the meeting to order at 4:00 p.m. PRESENT: Nathanael O'Hara, Jennifer James-Wilson, Laura Tucker, Keith White, and Connie Welch.

Agenda Approval

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

Discuss Interview Schedule for Superintendent Finalists

The board discussed the schedule for the special meeting on May 9, 2016 to review superintendent candidate applications, interviews of the finalists on May 14, 2016, and the schedule for individual candidate visits to the district May 16-18, 2016.

Invitations to community members to attend the stakeholders' meetings on individual interview days were discussed. Mr. O'Hara was tasked with making those invitations. Locations for dinners with the individual candidates were discussed. The finalized schedule for May 16-8 should be completed by May 9, 2016.

Respectfully submitted,

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Nathanael O'Hara, Board Chair

Board Chair Nathanael O'Hara called the meeting to order at 11:17 a.m. Calling the meeting to order was delayed as Mr. Parker from McPherson & Jacobson had been held up due to ferry cancellations. PRESENT: Jennifer James-Wilson, Keith White, Laura Tucker, Connie Welch, and Nathanael. Also present was Rich Parker, superintendent search consultant.

Agenda Approval

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

Public Comments – None

Executive Session to Review Applications for Superintendent

Board Chair O'Hara adjourned the public meeting to an executive session until 1:00 p.m. to discuss qualifications of applicants for public employment.

Mr. O'Hara indicated at 1:00 p.m. that a recess would be called until 1:08 p.m. The executive session was reconvened at 1:08 p.m. and Mr. O'Hara said the executive session would be extended until 2:00 p.m.

At 2:00 p.m. Mr. O'Hara indicated the executive session would be extended until 2:30 p.m.

At 2:30 p.m., the executive session was adjourned, and the special meeting was reconvened. Mr. Parker recommended that the board extend interview invitations to following three candidates:

- James Herrholtz, Jr. from Hubbard, Ohio
- Tina Gore from Colorado
- Mr. John Polm from Bremerton, Washington

Action Item

Approve/Amend Recommendation from Search Firm for Finalists for Superintendent Position

Mr. White moved to approve the recommendation from McPherson & Jacobson to extend invitations to interview to: James Herrholtz, Jr., Tina Gore, and John Polm, Jr. Laura Tucker seconded and the motion carried 5-0.

Adjournment

The meeting was adjourned by consensus at 2:35 p.m.

Respectfully submitted,

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Nathanael O'Hara, Board Chair

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

Keith White led the Pledge of Allegiance

#### Agenda Approval

Jennifer James-Wilson moved to approve the agenda. Laura Tucker seconded; the motion carried 5-0.

#### Recognition

##### Board

Ms. James-Wilson praised the Art Gallery Walk held on April 22, 2016, where student art work is displayed in local businesses. Mr. White recognized seniors who have chosen post-high school education or training. Ms. Tucker praised the Earth Summit being presented tonight by Lois Sherwood's science classes. Mr. O'Hara spoke about observing the sale of bonds last week.

##### Superintendent

Superintendent Engle recognized the Wearable Art program that took place on Saturday, May 7, 2016, and, the high school drama performance, Westside Story.

#### Board Correspondence

The board reviewed correspondence from Holley Carlson regarding the superintendent search.

#### Reports

ASB Representative – None

#### Food Service Update – Stacey Larson

Ms. Larson discussed the following:

- Some of the purchases for food service made possible from the Farm-to-School grant the District was awarded
- Trainings, conferences, and visits to other sites she and her staff plan to attend.
- Use of reusable utensils in school cafeterias.
- Cooking classes for WIC (Women, Infants, and Children) parents possibly at the high school cafeteria, taught by Arran Stark.
- Using local beef next school year.

#### Personnel Update – Amy Khile

Ms. Khile reported that there were no sexual harassment claims against the district during the 15-16 school year; this report is required by Policy 5011. Ms. Khile gave an update on current and upcoming open positions in the District. Discussion followed.

#### Marine Science Center/Maritime Discovery Schools Report – Sarah Rubenstein, Janine Boire, Dennis Schatz

Janine Boire, Executive Director of the Marine Science Center (MSC), introduced Wendy Feltham, Marine Science Center Board President. Ms. Feltham explained how MSC began. Janine Boire, MSC Executive Director, explained how the partnership works between MSC and Maritime Discovery Schools (MDS). Ms. Boire said there is an interactive community event at MSC on Tuesday, May 10, 2016 for parents, students, and other community members led by Dennis Schatz, Program Officer for the National Science Foundation. Mr. Schatz explained that his workshops encourage developing critical thinkers and science learners. Mr. Schatz presented board members with objects to observe and make conclusions about. Discussion followed.

New School Construction Update – Brad Taylor, Director of Support Services, Kirk Robinson, Project Manager.

Kirk Robinson, Project Manager, reported that Absher Construction has been chosen for preconstruction services for the new school at Grant Street, and that contract is on tonight's agenda for approval. Mr. Robinson explained the process that was used to choose Absher Construction. Discussion followed. Mr. Robinson reviewed the next steps for the project.

Superintendent

Bond Sale Update

Superintendent Engle spoke about observing the bond sale on May 3, 2016.

Healthy Kids/Healthy Schools Grant

Superintendent Engle explained that the District was not awarded this grant, which would have offset the cost of purchasing hydration stations; however the District has decided to purchase and install six stations, four at the High School, one each at Blue Heron and Grant Street. He also said that although the District has not had an adverse water lead test, these stations include filtering, which would prevent contamination. Some of the costs for the stations may be offset by a senior project.

Public Comments

The following teachers spoke about wages, collaboration time, and benefits for District certificated employees:

Gina McMath, Jennifer Manning, Lisa Olsen, Leslie Shively, Julianne Dow, Roger Mills, and Tom Gambill.

Action Items

Approve Contract for Construction Company for New School Construction Project

Superintendent Engle spoke about the preconstruction phase of the project, and read Resolution 16-04, recommending approval of the preconstruction services contract with Absher Construction. Keith White moved to approve the contract for Absher Construction, and Resolution 16-04. Ms. Welch seconded and the motion carried 5-0.

Approve School Calendar for 2016-17

Ms. James-Wilson moved to approve the 2016-17 school calendar. Ms. Tucker seconded and the motion carried 5-0.

New Business

Registration for Annual WSSDA (Washington State School Directors' Association) Conference  
Registration and accommodations for the conference were discussed.

Board Member Announcements

East Jefferson Education Partnership Meeting, May 12, 2016

Superintendent Engle, Keith White, and possibly Nathanael O'Hara will be attending.

Executive Session

The work/study meeting was adjourned at 7:53 p.m. for approximately 20 minutes to discuss collective bargaining.

At 8:10 p.m. Board Chair O'Hara said the executive session would be extended for approximately 20 more minutes.

At 8:30 Board Chair O'Hara said the executive session would be extended for approximately another 20 minutes.

The executive session was adjourned at 8:50 p.m. The work/study meeting was reconvened at 8:50 p.m.

Adjournment

The meeting was adjourned by consensus at 8:55 p.m.

Respectfully submitted,

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

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

Board Chair Nathanael O'Hara called the meeting to order at 10:00 a.m. PRESENT: Jennifer James-Wilson, Keith White, Laura Tucker, Connie Welch, and Nathanael O'Hara. Also present were each of the three candidates being interviewed, and community members.

Agenda Approval

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

Public Comment – None

Interview of Superintendent Candidates

- John Polm, 10 – 11:30 a.m.
- Tina Goar, 12 – 1:30 p.m.
- Jim Herrholtz, 2:00 – 3:00 p.m.

Community members gave feedback to the board regarding each of the three candidates.

Adjournment

The meeting was adjourned by consensus at 3:10 pm.

Respectfully submitted,

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Nathanael O'Hara, Board Chair

May 16, 2016  
Special Board Meeting  
Page 1 of 1

Board Chair Nathanael O'Hara called the meeting to order at 8:00 p.m. Present: Jennifer James-Wilson, Keith White, Nathanael O'Hara, Laura Tucker and Connie Welch. Also present were Mr. James Herrholtz and his wife. The purpose of the meeting was to review qualifications for employment of superintendent candidates.

Mr. O'Hara adjourned the special meeting to an executive session at 8:00 for approximately 2 hours.

The executive session was adjourned at 10:20 p.m.

The special meeting was reconvened and adjourned at 10.20 p.m.

Next meeting: May 17, 2016, Doc's Marina Grill, 141 Hudson St., Port Townsend, WA, 8:00 p.m.

Respectfully submitted,

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Nathanael O'Hara, Board Chair



Board Chair Nathanael O'Hara called the meeting to order at 8:00 p.m. Present: Jennifer James-Wilson, Nathanael O'Hara, Keith White, Connie Welch, and Laura Tucker. Also present were Ms. Tina Goar and her spouse. The purpose of the meeting was to review qualifications for employment of superintendent candidates.

Mr. O'Hara adjourned the special meeting to an executive session at 8:00 p.m. for approximately two hours.

Mr. O'Hara reported at 10:00 p.m. that the executive session would be extended for another 25 minutes.

The executive session was adjourned at 10:25 p.m.

The special meeting was reconvened and adjourned at 10:25 p.m.

Next meeting: May 18, 2016, Docs Marina Grill, 141 Hudson Street, Port Townsend, WA, 8:00 p.m.

Respectfully submitted,

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Nathanael O'Hara, Board Chair

Board Chair Nathanael O'Hara called the meeting to order at 8:00 p.m. Present: Jennifer James-Wilson, Keith White, Nathanael O'Hara, Laura Tucker and Connie Welch. Also present was Mr. John Polm. The purpose of the meeting was to review qualifications for employment of superintendent candidates.

Mr. O'Hara adjourned the special meeting to an executive session at 8:00 p.m. for approximately two hours.

At 10:00 p.m. Mr. O'Hara said the executive session would be extended for approximately 45 more minutes.

The executive session was adjourned at 10:45 p.m.

The special meeting was reconvened and adjourned at 10:45 p.m.

Next meeting: May 19, 2016, Special Board Meeting, 1610 Blaine St., Port Townsend, WA, Room S-11.

Respectfully submitted,

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Nathanael O'Hara, Board Chair

Board Chair Nathanael O'Hara called the meeting to order at 6:00 p.m. Present: Jennifer James-Wilson, Keith White, Nathanael O'Hara, Laura Tucker and Connie Welch. Also present were Superintendent David Engle and community members. The purpose of the meeting was to meet in executive session to discuss qualifications of finalists for the superintendent position, then reconvene in open public meeting and approve the personnel action regarding the superintendent position.

Agenda Approval

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

Mr. O'Hara adjourned the special meeting to an executive session at 6:02 for approximately two hours.

The executive session was adjourned at 8:02 p.m.

The special meeting was reconvened at 8:02 p.m.

Approval of Personnel Action

Ms. James-Wilson moved to offer the position of superintendent to Mr. John Polm, pending mutual agreement of terms and conditions of an employment contract. Mr. White seconded and the motion carried 5-0.

Adjournment

The meeting was adjourned by consensus at 8:14 p.m.

Respectfully submitted,

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Nathanael O'Hara, Board Chair

**Certificated Administrators for 2016-2017 school year:**

Lisa Condran, Grant St Elementary Principal (Grades P-3 and OPEPO)

Carrie Ehrhardt, High School Principal (Grades 9-12)

Matthew Holshouser, Blue Heron Middle School Principal (Grades 4-8)

Patrick Kane, Director of Learning Support Services

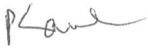
Sarah Rubenstein, Maritime Director

Scott Wilson, High School Assistant Principal/Athletic Director (Grades 9-12)

**Classified Administrators for 2016-2017 school year:**

Amy Khile, Director of Finance and Operations  
Stacey Larsen, Food Services Director  
Laurie McGinnis, Director of Payroll/Human Resources  
Brad Taylor, Director of Support Services

To: Laurie McGinnis, HR director

From: Patrick Kane, Director of Special Education 

Date: 4-26-16

Re: Hire for ESY teacher

The following teacher is to be hired for the Port Townsend School District ESY program at BH from July 11 to July 22, 2016.

Gail Gronwall



# 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

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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 4<sup>th</sup> Grade teaching position here at Blue Heron School for the 2016-2017 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 has also been awarded a Virginia Elementary Teacher of the Year in Science. She is currently serving as a 5<sup>th</sup> grade leave replacement instructor here at Blue Heron School and has performed very well will student learning as well as parents and colleagues.

In closing, I highly recommend Ms. Paula Collett to the Grade 4 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 4 learners next school year and beyond.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron School Principal



# 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

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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 the 5<sup>th</sup> Grade teaching position here at Blue Heron School for the 2016-2017 school year.

Ms. Amy Wilson will serve as a Grade 5 teacher here at Blue Heron School for the 2016-2017 school year.

Ms. Amy Wilson brings an array of talents and instructional expertise that will be advantageous to both our students and staff here at Blue Heron School. Ms. Wilson has served as a para-educator and a Grade 4 & 5 teacher over the last few years and we will greatly benefit from her skills and competencies as well as already invested professional development training into her in line with our school district's mission and vision.

In closing, I highly recommend Ms. Amy Wilson 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 5<sup>th</sup> grade learners.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron School Principal



April 29, 2016

To Whom It May Concern  
Port Townsend School District:

This is a letter of resignation from my .6 position as French Instructor at Port Townsend High School for the coming 2016-2017 school year.

I have loved teaching my students for six years at PTHS, working with the caring and committed high school staff, and greatly appreciate the dedication and hard work of the school board members. I will continue to support public education and the school district in the coming years.

I hope a sincere and timely effort will be made to employ another French teacher to build our students' skills for global citizenship.

Sincerely,

A handwritten signature in cursive script that reads "Teresa Janssen".

Teresa Janssen

Kelly Bodkin



Lisa Condran  
1637 Grant St  
Port Townsend, WA 98368

April 29, 2016

Dear Ms. Lisa Condran,

Please accept this letter as formal notification of my resignation for the 2016-2017 school year. I submit this letter with a heavy heart and I want to take this opportunity to express my appreciation for all of your support and patience throughout this school year. I have thoroughly enjoyed working under your leadership, you have taught me so much about resiliency, diplomacy and dedication. The lessons and skills I have acquired at Grant Street will forever be guiding principles throughout my career and life.

With endless gratitude,

A handwritten signature in black ink, appearing to be 'Kelly Bodkin', with a long horizontal flourish extending to the right.

Kelly Bodkin



**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

May 15, 2016

Dear Dr. Engle,

Please accept this letter as recommendation for David Egeler as 1.0 Special Education Teacher at Grant Street Elementary for the 2016-17 school year.

David is a truly impressive educator with sixteen years of experience teaching special education. Prior to being an educator, David was a broadcast journalist and disc jockey. Additionally, David has a strong background in project based learning, including training with the following organizations:

- As a Garden Educator with the Edible School Yard in Berkeley, California
- As a Leader in Sustainability Curriculum with the Children's Environmental Literacy Foundation in New York
- As a School Chairperson of the Resilient School Design Team through Sonoma State University/Occidental Arts and Ecology Center

David's references unanimously stated that he is passionate, intelligent educator, who will work collaboratively with a team to achieve outstanding results for students with special needs.

The interview team was impressed with David's enthusiasm, innovative teaching strategies, and knowledge of the learning needs of special education students. Emily Gustafson, Patrick Kane, Pat Range, and Jason Lynch joined me in interviewing David.

Sincerely,

Lisa Condran  
Principal, Grant Street Elementary and OCEAN

Laurie McGinnis HR Director  
Port Townsend School District  
1610 Blaine Street  
Port Townsend, WA 98368

Aleen Berard  


May 5, 2016

Dear Laurie,

I am writing to inform you that I will be retiring from my position with the Port Townsend School District as the Grant Street Physical Education Teacher, effective on the conclusion of my 2015-16 contract.

Over the years it has been an honor working with all the staff and students of our district. I will be leaving with many fond and delightful memories.

Thank you for this wonderful teaching opportunity.

Sincerely,



Aleen L. Berard



**GRANT STREET ELEMENTARY**  
PORT TOWNSEND SCHOOL DISTRICT NO. 50

1637 Grant Street Port Townsend, WA 98368 (360) 379-4535 Lisa Condran, Principal

May 6, 2016

Dear Dr. Engle,

Please accept this letter recommending Molly O'Brien to a third grade teaching position at Grant Street Elementary. Molly is currently assigned to the second grade to first grade loop. Molly is excited about this new teaching opportunity and will be an excellent addition to the third grade teaching team at Grant Street Elementary.

Sincerely,

Lisa Condran



**GRANT STREET ELEMENTARY**  
PORT TOWNSEND SCHOOL DISTRICT NO. 50

1637 Grant Street Port Townsend, WA 98368 (360) 379-4535 Lisa Condran, Principal

May 6, 2016

Dear Dr. Engle,

Please accept this letter recommending Bonnie Stenehjem to a third grade teaching position at Grant Street Elementary. Bonnie is currently assigned to a first and second grade multiage classroom. Bonnie is excited about this new teaching opportunity and will be an excellent addition to the third grade teaching team at Grant Street Elementary.

Sincerely,

Lisa Condran



**GRANT STREET ELEMENTARY**  
PORT TOWNSEND SCHOOL DISTRICT NO. 50

1637 Grant Street Port Townsend, WA 98368 (360) 379-4535 Lisa Condran, Principal

May 11, 2016

Dear Dr. Engle,

Please accept this letter recommending Sheri Shaw to the PE position at Grant Street Elementary. Sheri is currently assigned to a first and second grade multiage classroom. Sheri is excited about this new teaching opportunity and will be an excellent teacher to provide our students learning opportunities in health, fitness, and wellness.

Sincerely,

Lisa Condran



May 16, 2016

David Engle, Superintendent  
Port Townsend Schools  
1610 Blaine Street  
Port Townsend, WA 98368

Dear David:

This letter is to inform you of my decision to separate from service from the Port Townsend School District effective today, May 16, 2016.

Thank you,

A handwritten signature in cursive script that reads "Tanya Rublaitus".

Tanya Rublaitus



1.0 FTE Teachers

Mary Barnes  
Tim Behrenfeld  
Dawn Braden  
Peter Braden  
Maria Briones  
John Burke  
Lisa Cartwright  
Cherry Chenruk-Geelan  
Kim Clarke  
Paula Collet  
Judy Cowling  
Susan Doyle  
Daniel Ferland  
Allen Fox  
Tom Gambill  
Gail Gronwall  
Brandi Hageman  
Betsy Hart  
Cara Kasperson  
Jennifer Kruse  
Christina Laughbon

Jason Lynch  
Jennifer Manning  
Darlene Marmol  
Karmen Meier  
Roger Mills  
Daniel Molotsky  
Christine Neuman  
Jennifer Nielsen  
Molly O'Brien  
Lisa Olsen  
Rene Olson  
George Oswald  
Katie Pangelinan  
Christopher Pierson  
Lois Polley  
Melinda Pongrey  
Liz Quayle  
Pat Range  
Cleome Rowe  
Heather Sanders  
Melinda Schroeder

Sheri Shaw  
Sally Shaw-Dankert  
Lois Sherwood  
Leslie Shively  
Betsy Snyder-Johnson  
Kaleen Steinke  
Bonnie Stenehjem  
Dorothy Stengel  
Mark Tallarico  
Karen Waite  
Mark Welch  
Amy Wilson

Part-time Teachers


.40 Luci Chambers  
.40 Nancy Zamberlin  
.50 Kirsten Behrenfeld  
.50 Kriszti Bunica  
.50 Robert Kirk  
.50 Wanda Leclerc  
.50 Melissa Nagy  
.50 Tracy Williamson  
.80 Ben Dow  
.80 Julianne Dow  
.80 Richard Sweeney  
.80 Kelley Watson  
.80 Joy Wentzel  
.90 Brett Navin

Support Positions

1.0 Kirsten Bledsoe, Counselor  
1.0 Darlene Flanagan, SLP  
1.0 Emily Gustafson, School Psychologist  
1.0 Sara Halton-Mitchell, SLP  
1.0 Ann Healy-Raymond, K-12 Library Media Specialist

1.0 Julie Russell, Dean of Students  
1.0 Marcus Sather, Counselor  
1.0 Jennifer Stankus, School Psychologist/Counselor

To: Laurie McGinnis, HR director

From: Patrick Kane, Director of Special Education 

Date: 4-26-16

Re: Hire for ESY para-educators

The following para-educators are to be hired for the Port Townsend School District ESY program at BH from July 11 to July 22, 2016.

Maria Goff

Melissa Love



# 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

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Dear Dr. Engle and PTSD Board of Directors,

I hope this note finds you all well. I would like to take this opportunity to recommend, Ms. Cheryl Brady as our new Blue Heron Middle School secretary for the 2016-2017 school year.

Upon culminating a thoughtful candidate screening process, diligent Blue Heron team interviews with three top secretary candidates, attentive reference checks, as well as an office skills and competency assessment for each top candidate I feel strongly that Ms. Cheryl Brady is an excellent school secretary choice and will be an asset to our Blue Heron Middle School office team and school.

Ms. Brady brings an array of office and school experience as well as exceptional service within our Blue Heron School Library for several years now. She is looking to invest and continue to help us grow in our organizational practice and will help with the transition with a new Blue Heron School Librarian.

In closing, I am very pleased to recommend Ms. Cheryl Brady for the Blue Heron Middle School secretary position.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron Middle School Principal

Melody Ginther

April 27, 2016

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

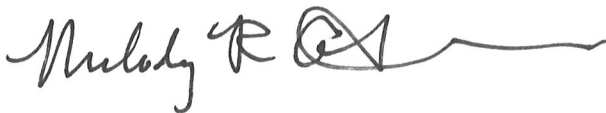
Dear Dr. Engle,

Thank you for providing the opportunity for me to work as a Special Education Paraeducator at Grant Street Elementary these past six months.

I have accepted a seasonal job in Alaska and will be leaving the state on June 5th. My last day at Grant Street will be Friday, June 3rd, 2016.

I am grateful for the time that I have spent working alongside the wonderful staff and students at Grant Street. I have learned many tips and tricks that I will carry with me as I pursue my Masters in Education this fall.

Sincerely,

A handwritten signature in black ink that reads "Melody" followed by a stylized monogram of "R" and "G" and a long horizontal flourish.

Melody Ginther  
Grant Street SPED Paraeducator



**GRANT STREET ELEMENTARY**  
PORT TOWNSEND SCHOOL DISTRICT NO. 50

1637 Grant Street Port Townsend, WA 98368 (360) 379-4535 Lisa Condran, Principal

May 16, 2016

Dear Dr. Engle,

Please accept this letter recommending Maria Goff to a Special Education Paraeducator position at Grant Street Elementary. Maria is currently assigned to a Blue Heron Special Education Paraeducator position and has requested to move to Grant Street. Maria is excited about this new professional opportunity.

Sincerely,

Lisa Condran

**Classified Non-Represented Staff for 2016-2017 school year:**

Mary Colton, Administrative Secretary for the Superintendent

Lysa Falge, Assistant Athletic Director

Vickie Lowrie, Administrative Assistant Business/Human Resource Office

Jeanette Parker, Learning Support Services Coordinator

Sandi Reid, District Office Clerk

Dawn Young, Accounting Specialist

-----Original Message-----

From: Brian Tracer [<mailto:btracer@ejfr.org>]

Sent: Tuesday, May 10, 2016 7:34 PM

To: Lysa Falge; Scott Wilson

Cc: [tracerfam@msn.com](mailto:tracerfam@msn.com)

Subject: Blue heron head basketball coach

Lysa and Scott,

I hope this note finds you both well. The school year is almost over, yes you can make it!

As we have talked in the recent past my plan is to support my daughter as she navigates through her junior and senior years as a lady red hawk.

Please accept this note as my formal resignation from the middle school boys basketball program.

I will continue to support both the middle school and high school sports programs as i can.

Please keep me in mind for future coaching positions.

Respectfully,

Brian

Begin forwarded message:

**From:** Nick Snyder <[nicksnyder@mail.com](mailto:nicksnyder@mail.com)>

**Date:** May 6, 2016 at 6:22:32 PM PDT

**To:** Scott Wilson <[swilson@ptschools.org](mailto:swilson@ptschools.org)>

**Subject:** Head football coach Resignation

Scott,

I just need a year off from coaching football, my heart is not in it and if I can't give 100%, it would not feel right to coach. I hope you understand... Nikki, Shenoa, and I, are starting a new business, "Southern Fried Pies" downtown. So, between the new business, my regular job, and taking care of my grandson "Chase Jr.", my time constraints are already demanding. I have only missed one year in 25 years and I was miserable, so leave the door open for me if you can. The program needs a driving force right now, and they have so much potential!!! If Sweeny could be persuaded to take the reigns, PT would not miss a beat. Is there a teaching position coming available, I cant remember the last time PT attached a teaching position with the football coach?? I still want to be a wrestling coach and see PT athletics be the very best! You are by far the best Athletic director I have been around since I started coaching!

Thank you,

Nick





1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4506

Carrie Ehrhardt, Principal Scott R. Wilson, Assistant Principal

To: Personnel Office  
From: Carrie Ehrhardt, Principal  
Date: May 18, 2016  
Re: Hiring of 1.0 Math teacher

The high school is pleased to recommend Amos Freeman for the position of 1.0 high school math teacher, continuing contract, for the 2016-17 school year.

Mr. Freeman is a highly skilled math and science instructor, with experience in mathematics ranging from high school to college level teaching. We are thrilled to have a math instructor with his depth of knowledge joining our high school staff.

Interviews for the position were conducted on May 13. Our interview committee consisted of myself, Assistant Principal Scott R. Wilson, and teachers Brandi Hageman and Judy Cowling.

Thank you.

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 May 23, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$101,589.07, and voids/cancellations, totaling \$46.82. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 60845 through 60919, totaling \$101,589.07  
Voids/Cancellations, totaling \$46.82

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

Check Nbr	Vendor Name	Check Date	Check Amount
60845	ADMIRAL SHIP SUPPLY	05/16/2016	51.66
60846	Behrenfeld, Kirsten Mary	05/16/2016	198.04
60847	BLICK ART MATERIALS	05/16/2016	687.43
60848	CAROLINA BIOLOGICAL SPLY	05/16/2016	523.67
60849	CASTLEMAN MUSIC & REPAIR	05/16/2016	211.97
60850	CENEX FLEETCARD	05/16/2016	567.78
60851	CHAUTAUQUA LODGE	05/16/2016	670.14
60852	Chenruk-Geelan, Cherry	05/16/2016	37.50
60853	CHIMACUM SCH DIST#49-CO-OP TRA	05/16/2016	14,275.47
60854	CITY OF PT TOWNSEND	05/16/2016	5,245.64
60855	Clark, Lisa M	05/16/2016	99.36
60856	Colton, Mary K	05/16/2016	41.90
60857	Condran, Lisa	05/16/2016	251.86
60858	COON PLUMBING	05/16/2016	529.74
60859	COOPER FUEL & AUTO REPAIR	05/16/2016	545.05
60860	COSTCO	05/16/2016	2,285.24
60861	COTTON REDI-MIX	05/16/2016	70.00
60862	CROSSROADS MUSIC INC	05/16/2016	62.18
60863	DAIRY FRESH FARMS INC	05/16/2016	1,293.86
60864	DIGITAL INSURANCE INC	05/16/2016	500.00
60865	DM DISPOSAL CO INC	05/16/2016	5,788.46
60866	Doyle, Susan P	05/16/2016	27.79
60867	Ehrhardt, Carrie L	05/16/2016	52.92
60868	Falge, Lysa Marie	05/16/2016	585.53
60869	FOOD CO-OP	05/16/2016	113.32
60870	FOOD SERVICES OF AMERICA	05/16/2016	10,714.36
60871	FORT WORDEN STATE PARK	05/16/2016	1,550.74
60872	GRAINGER	05/16/2016	63.29
60873	GREENTREE COMMUNICATIONS	05/16/2016	94.57
60874	Hageman, Brandi R	05/16/2016	168.41
60875	HAHN, JULIAN	05/16/2016	125.48

Check Nbr	Vendor Name	Check Date	Check Amount
60876	HANKINSON, JANELLE	05/16/2016	3,547.50
60877	HEALTH CARE AUTHORITY	05/16/2016	1,611.94
60878	HENERY HARDWARE	05/16/2016	1,155.28
60879	HOUGHTON MIFFLIN HARCOURT	05/16/2016	235.93
60880	JAMESTOWN NETWORKS	05/16/2016	2,256.30
60881	JEFFERSON MENTAL HEALTH	05/16/2016	9,484.73
60882	JIVE COMMUNICATIONS, INC.	05/16/2016	5,527.32
60883	Kane, Patrick J	05/16/2016	33.48
60884	Khile, Amy Jo	05/16/2016	92.88
60885	KING COUNTY DIRECTORS	05/16/2016	131.01
60886	Kruse, Jennifer Kathleen	05/16/2016	1,029.26
60887	Larsen, Stacey C	05/16/2016	102.60
60888	LEADER	05/16/2016	27.25
60889	LITERACY IN THE COMMUNITY LLC	05/16/2016	450.00
60890	Marlowe, Dr. Wendy	05/16/2016	4,000.00
60891	MASCO PETROLEUM	05/16/2016	2,765.45
60892	MILLER, KATE	05/16/2016	775.00
60893	Molotsky, Daniel Robert	05/16/2016	79.73
60894	Montgomery, Kimberly B	05/16/2016	52.92
60895	OLYMPIC TECHNOLOGY RESOURCES I	05/16/2016	305.20
60896	OLYMPIC SPRINGS	05/16/2016	112.87
60897	OSPI	05/16/2016	418.15
60898	PACIFIC OFFICE EQUIPMENT	05/16/2016	2,259.30
60899	PANE D/AMORE	05/16/2016	97.00
60900	PART WORKS INC	05/16/2016	99.06
60901	PEBC	05/16/2016	6,780.00
60902	PENINSULA PEST CONTROL INC	05/16/2016	386.95
60903	Pierson, Christopher Alan	05/16/2016	113.76
60904	PLATT	05/16/2016	256.85
60905	POSTAGE BY PHONE RESERVE ACCOU	05/16/2016	1,025.00
60906	PT MARINE SCIENCE CTR	05/16/2016	630.00
60907	Quayle, Darlene E	05/16/2016	601.77
60908	Rubenstein, Sarah Margaret	05/16/2016	467.95
60909	SAFEWAY	05/16/2016	49.16
60910	SCHOLASTIC READING CLUB	05/16/2016	417.50
60911	Shaw-Dankert, Sally Anne	05/16/2016	43.20
60912	SKOOKUM CONTRACT SERVICES	05/16/2016	702.84
60913	SUPPLYWORKS	05/16/2016	1,571.57
60914	Turay, Lisa	05/16/2016	2,580.00
60915	WASH STATE FERRIES	05/16/2016	1,134.85
60916	WASHINGTON TRACTOR	05/16/2016	95.31
60917	WESTBAY AUTO PARTS	05/16/2016	13.84
60918	Wiant, Peter	05/16/2016	350.00
60919	WSSAAA	05/16/2016	285.00

75 Computer Check(s) For a Total of 101,589.07

Check Nbr	Vendor Name	Check Date	Check Amount
60000	Molotsky, Daniel Robert	05/16/2016	46.82
1	Void	Check(s) For a Total of	46.82

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 May 23, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$13,875.39. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 10388 through 10398, totaling \$13,875.39

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

Check Nbr	Vendor Name	Check Date	Check Amount
10388	AWSP	05/16/2016	1,075.00
10389	CENTRAL WELDING SUPPLY	05/16/2016	13.90
10390	Gambill, Tom George	05/16/2016	1,574.91
10391	GOOD MAN SANITATION	05/16/2016	190.56
10392	GOOD SPORTS	05/16/2016	26.16
10393	HOLLY'S FLOWERS	05/16/2016	21.80
10394	HOTEL WHITCOMB	05/16/2016	2,103.08
10395	JEFFERSON CO REC DEPT	05/16/2016	6,950.00
10396	PNTA	05/16/2016	228.98
10397	STAHL, JASON	05/16/2016	1,280.00
10398	WEST CENTRAL DISTRICT III	05/16/2016	411.00
11	Computer	Check(s) For a Total of	13,875.39

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 May 23, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$11,168.14. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3264 through 3265, totaling \$11,168.14

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

Check Nbr	Vendor Name	Check Date	Check Amount
3264	PERKINS COIE LLP	05/16/2016	11,011.00
3265	Taylor, Brad James	05/16/2016	157.14
2	Computer	Check(s) For a Total of	11,168.14

*Comp Joy*

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 May 23, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$759.72. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:  
Wire Transfer Payments 201500043 through 201500044, totaling \$759.72

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

Check Nbr	Vendor Name	Check Date	Check Amount
201500043	DEPARTMENT OF REVENUE	05/03/2016	617.68
201500044	DEPARTMENT OF REVENUE	05/03/2016	142.04

2 Wire Transfer Check(s) For a Total of 759.72

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 May 23, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$8,049.86. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 10380 through 10387, totaling \$8,049.86

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

Check Nbr	Vendor Name	Check Date	Check Amount
10380	BANK OF AMERICA VISA	04/29/2016	4,307.68
10381	CENTRAL WELDING SUPPLY	04/29/2016	116.80
10382	CLOUD 9 SPORTS	04/29/2016	2,104.53
10383	Coker, Liz	04/29/2016	120.12
10384	OLYMPIC HIGH SCHOOL	04/29/2016	98.00
10385	PENINSULA WRESTLING ASSOC	04/29/2016	174.55
10386	SAGE, TOMOKI	04/29/2016	1,000.00
10387	SOS PRINTING	04/29/2016	128.18

8	Computer	Check(s) For a Total of	8,049.86
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The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of May 23, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$6,282.40. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3261 through 3263, totaling \$6,282.40

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

Check Nbr	Vendor Name	Check Date	Check Amount
3261	BANK OF AMERICA VISA	04/29/2016	58.80
3262	ERICKSON MCGOVERN ARCHITECTS	04/29/2016	3,857.60
3263	PERKINS COIE LLP	04/29/2016	2,366.00
3	Computer	Check(s) For a Total of	6,282.40

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 May 23, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$119,861.97. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:

Warrant Numbers 60788 through 60844, totaling \$119,861.97

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

Check Nbr	Vendor Name	Check Date	Check Amount
60788	3 WIRE GROUP INC	04/29/2016	75.67
60789	ADMIRAL SHIP SUPPLY	04/29/2016	67.97
60790	BACKGROUND INVESTIGATION BUREA	04/29/2016	210.00
60791	BANK OF AMERICA VISA	04/29/2016	16,071.74
60792	BAY CITY SUPPLY	04/29/2016	798.41
60793	Behrenfeld, Kirsten Mary	04/29/2016	275.00
60794	BERESFORD COMPANY (CHAS. H.) I	04/29/2016	1,319.95
60795	CANON FINANCIAL SERVICES INC	04/29/2016	207.07
60796	CAROLINA BIOLOGICAL SPLY	04/29/2016	301.33
60797	CENTURYLINK	04/29/2016	673.25
60798	Clarke, Kimberly A	04/29/2016	325.00
60799	Cowling, Judy K	04/29/2016	257.06
60800	Engle, David S	04/29/2016	208.28
60801	ESD 114	04/29/2016	13,910.75
60802	Falge, Lysa Marie	04/29/2016	37.80
60803	FOLLETT SCHOOL SOLUTIONS	04/29/2016	1,281.12
60804	GRAINGER	04/29/2016	87.10
60805	Hageman, Brandi R	04/29/2016	32.09
60806	HANKINSON, JANELLE	04/29/2016	3,327.50
60807	HARCOURT INC	04/29/2016	158.60
60808	HI-TECH SECURITY INC	04/29/2016	697.60
60809	JEFF COUNTY PUBLIC HEALTH	04/29/2016	6,672.22
60810	JEFFERSON MENTAL HEALTH	04/29/2016	9,484.73
60811	JW PEPPER & SON INC	04/29/2016	356.46
60812	KARSCHNEY CONSULTING	04/29/2016	3,900.00
60813	KING COUNTY DIRECTORS	04/29/2016	2,092.30
60814	LEADER	04/29/2016	283.00
60815	Manning, Jennifer Dawn	04/29/2016	37.50
60816	McMahon, Ann	04/29/2016	3,520.00
60817	MILLER, KATE	04/29/2016	786.00
60818	Mills, Roger Lees	04/29/2016	37.50
60819	OLYMPIC SPRINGS	04/29/2016	77.54
60820	OLYMPIC PENINSULA CONSULTANTS	04/29/2016	362.50

Check Nbr	Vendor Name	Check Date	Check Amount
60821	OLYMPIC RESTAURANT EQUIPMENT	04/29/2016	148.98
60822	OLYMPIC EQUIPMENT RENTALS	04/29/2016	39.35
60823	PENINSULA PEST CONTROL INC	04/29/2016	386.95
60824	PLATT	04/29/2016	317.06
60825	PRINTERY INC	04/29/2016	88.31
60826	PT MARINE SCIENCE CTR	04/29/2016	900.00
60827	PUBLIC UTILITY DISTRICT	04/29/2016	39,350.32
60828	SAFEWAY	04/29/2016	73.83
60829	SCHOLASTIC BOOK CLUBS INC	04/29/2016	372.50
60830	SHORLINE COMMUNITY COLLEGE	04/29/2016	3,609.90
60831	SHRED-IT US JV LLC	04/29/2016	86.11
60832	SKOOKUM CONTRACT SERVICES	04/29/2016	784.56
60833	SOS PRINTING	04/29/2016	226.07
60834	STATE AUDITOR	04/29/2016	1,523.81
60835	SUPPLYWORKS	04/29/2016	343.59
60836	Turay, Lisa	04/29/2016	2,420.00
60837	UW AUTISM CENTER	04/29/2016	310.00
60838	WAEOP	04/29/2016	420.00
60839	WASA	04/29/2016	50.00
60840	Wentzel, Joy Gribko	04/29/2016	62.04
60841	WESTBAY AUTO PARTS	04/29/2016	11.10
60842	WESTSOUND ORTHOPAEDICS PS	04/29/2016	280.00
60843	WINFIELD SOLUTIONS LLC	04/29/2016	64.45
60844	WSSDA	04/29/2016	60.00

57 Computer Check(s) For a Total of 119,861.97

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of April, 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,

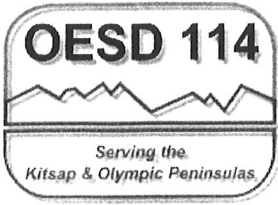
\_\_\_\_\_  
Clerk of District

Approved gross in the sum of	\$ <u>711,114.39</u>	Employee Gross
	<u>278,784.73</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>989,899.12</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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



Olympic Educational Service District 114

105 National Avenue  
Bremerton, WA 98312

**2016-17**  
**Cooperative Services Agreement**  
**Appendix A**

PORT TOWNSEND SCHOOL DISTRICT

Service	Category	Type	Per Unit Price	Quantity	Notes	Total
<b>Instructional Materials</b>	<b>IMC &amp; Proquest</b>	Electronic ProQuest Fee	\$ 2.50	1158.95	Estimated	\$ -
<b>Appendix B</b>						\$ 2,897.38
	<b>Science Kit</b>	Non-IMC Member	\$ 0.30		\$300 Minimum	\$ -
<b>Appendix C</b>		Per Student FTE	\$ 32.00			\$ -
		Per Kit Fee	\$ 215.00	61	Estimated	\$ 13,115.00
<b>Network Services</b>						
<b>Appendix D</b>	<b>Day/Week Factor</b>		\$ 19,000.00	2		\$ 38,000.00
	<b>Firewall Support</b>		\$ 1,900.00	1		\$ 1,900.00
	<b>Enhanced Support Services</b>		\$ 1,900.00	2		\$ 3,800.00
<b>Services Contract Information</b>						
<b>Appendix E</b>	<b>Certification Contracts</b>	Per Student FTE	\$ 0.50	1148.51		\$ 574.26
<b>Appendix E</b>	<b>Clock Hour Co-Op</b>	Per Certificated FTE	\$ 7.00	87.52		\$ 612.64
<b>Western Regional Information Service Center</b>						
<b>Appendix F</b>	<b>Fiscal System Only</b>	WSIPC	\$ 18.14		220 Minimum FTE	\$ -
		WRDC	\$ 12.24			\$ -
	<b>Fiscal and Student System</b>	WSIPC	\$ 18.14	1158.95	Estimated	\$ 21,023.35
		WRDC	\$ 23.48	1158.95	Estimated	\$ 27,212.15

**Student Services  
& Security  
Appendix G**

**Safety & Security**

**Tier 1**

Per Student  
FTE

\$

2.25

1158.95

Estimated

\$

2,607.64

**Tier II**

Per Student  
FTE

\$

1.25

\$

-

**Appendix H**

**School Counseling Crisis  
Response Team Support**

\$

750.00

1

\$

750.00

**Student Assistance  
Professional**

\$

12,000.00

\$

-

**21st Century Success  
Afterschool Program**

\$

11,104.00

\$

-

**Special Education and  
Related Services**

**Appendix I**

**Occupational Therapy**

Per .1 FTE

\$

13,920.00

\$

-

**Physical Therapy**

Per .1 FTE

\$

13,920.00

\$

-

**Speech and Language  
Therapy**

Per .1 FTE

\$

13,920.00

\$

-

**School Psychology**

Per .1 FTE

\$

13,920.00

\$

-

**Audiology**

Per .1 FTE

\$

13,920.00

0.20

\$

27,840.00

**Teacher of Visually  
Impaired**

Per .1 FTE

\$

13,920.00

0.10

\$

13,920.00

**Orientation and Mobility  
Specialist**

Per .1 FTE

\$

13,920.00

\$

-

**Nursing Services**

Per Hour

\$

60.00

\$

-

**Financial Services**

**Business Manager**

Per Hour

\$

75.00

\$

-

**Payroll/Personnel**

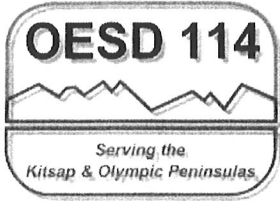
Per Hour

Negotiated

**Grant Claims**

Per Hour

Negotiated



Olympic Educational Service District 114  
105 National Avenue  
Bremerton, WA 98312

**2016-17 Cooperative Services Agreement**

**THIS AGREEMENT** is made and entered into by and between the Olympic Educational Service District 114, hereinafter referred to as “OESD 114,” and Port Townsend School District hereinafter referred to as the “District.”

WHEREAS, OESD 114 as authorized by RCW 28A.310.200 (7) provides cooperative services to school districts;

WHEREAS, the District and OESD 114 as authorized by RCW 28A.310.200, RCW 28A.310.020 and RCW 39.34.080 are empowered to enter into agreements for interlocal agreements and cooperative service programs;

WHEREAS, the District desires to enter into a cooperative service agreement with OESD 114 for the purpose of membership in the OESD 114 Cooperative Services agreed to in Appendix A.

IT IS HEREBY AGREED that OESD 114 shall receive funds from the District and shall expend such funds for the purpose of providing the services agreed to in accordance with the terms and conditions set forth in the attached appendices.

**1. TERM OF AGREEMENT**

This agreement shall be effective from September 1, 2016 to August 31, 2017 and shall be automatically renewed from year to year thereafter with the subsequent fee schedules and service revisions as adopted by the member district superintendents. The District must give written notice of its election to terminate the agreement or change membership status at least one-hundred eighty (180) days prior to August 31, 2017, or at least one hundred eighty (180) days prior to August 31 of any year thereafter, unless the agreement is terminated in accordance with paragraph 6 herein.

**2. MEMBERSHIP IN OESD 114 COOPERATIVE**

The District shall become a member of the Cooperative agreed to in Appendix A effective September 1, 2016.

**3. COOPERATIVE SERVICES**

During the term of this agreement, the OESD 114 agrees to provide services as set forth in Appendices attached.

**4. COST TO THE DISTRICT**

The annual cost to the District for services provided under this agreement shall be the total of the Annual Membership Fee and any optional resources selected by the district from Appendix A. For those fees based on student enrollment, adjustments will be made based upon the agreed to enrollment count date or annual average of enrollment as specified in the scope of services in that agreement.

**5. DISPUTES**

Any dispute, claim, or grievance arising out of or relating to the interpretation or application of this agreement may be submitted to the superintendent of the District and the superintendent of OESD 114 for resolution.

**6. TERMINATION FOR BREACH**

If either party fails to comply with the terms and conditions of this agreement, the other party, upon thirty (30) days prior written notice to the breaching party, may terminate this agreement.

**7. INTERLOCAL AGREEMENT**

This agreement shall be in addition to the authority vested in the parties pursuant to RCW 28A.310.200 and RCW 28A.320.080, be deemed to be in satisfaction of the provisions of RCW 39.34, and that this agreement shall be deemed a contract pursuant to RCW 39.34.080.

**8. ASSIGNMENT**

This agreement may not be assigned by either party without written consent of the parties.


**9. WAIVER AND SEVERABILITY**

No provision of this agreement or the right to receive reasonable performance of any act called for by its terms shall be deemed waived of a breach thereof as to a particular transaction or occurrence.

If any term or condition of this agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions or applications of the agreement which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this agreement are declared severable.

The parties acknowledge that they have read and understand this agreement, including any supplements or attachments hereto, and do agree thereto in every particular. The parties further agree that this agreement, together with all appendices, constitutes the entire agreement between the parties and supersedes all communications, written or oral, heretofore related to the mutual consent of the parties.

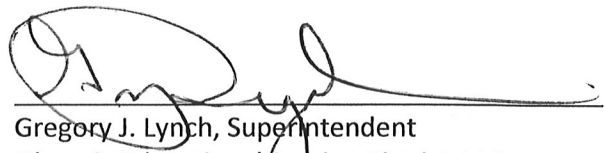
AUTHORIZED AND APPROVED BY:



\_\_\_\_\_  
David Engle, Superintendent  
Port Townsend School District

5/2/16

\_\_\_\_\_  
Date



\_\_\_\_\_  
Gregory J. Lynch, Superintendent  
Olympic Educational Service District 114

22 April 2016

\_\_\_\_\_  
Date





INTERDISTRICT COOPERATIVE AGREEMENT  
WEST SOUND TECHNICAL SKILLS CENTER  
2016 - 2017

INTERDISTRICT COOPERATIVE AGREEMENT  
WEST SOUND TECHNICAL SKILLS CENTER

**(Amended October 2013)**

This Agreement by and between Bremerton School District No. 100C (hereinafter referred to as "Host District") and the other members districts (hereinafter referred to as "Participating Districts") provides for the operation of the West Sound Technical Skills Center (hereinafter referred to as "Skills Center") pursuant to Chapter 28A.245 RCW and Chapter 392-600 WAC as now or hereafter amended. The host district and the participating districts together will be referred to as "Consortium Districts" as listed below:

Bremerton School District No. 100-C  
Central Kitsap District No. 401 (ESD 114)  
North Kitsap School District No. 400  
North Mason School District No. 403  
Peninsula School District No. 27-401 (ESD 121)  
South Kitsap School District No. 402  
Bainbridge Island School District No. 303 (non-voting) \*  
Quilcene School District No. 048 (non-voting)  
Port Townsend School District No. 050 (non-voting)  
Chimacum School District No. 049 (non-voting)  
*(\* non-voting districts representative)*

It is agreed by and among the several parties hereto as follows:

I. Needs and Purposes of Operation

The Skills Center is established to provide career and technical education to students. A Skills Center will not restrict local program development, but will avoid unnecessary duplication of courses and expensive training equipment. It is further desired to provide flexibility in operation which will facilitate rapid program adjustments and meet emergency educational needs as they arise.

II. Term of the Agreement

Upon ratification by the school boards of each Consortium District and approval of the Office of the Superintendent of Public Instruction (OSPI), this Agreement shall be effective for the current fiscal/school year September 1 through August 31, and shall be renewed annually for subsequent fiscal/school years subject to the provisions for amendment, withdrawal or dissolution contained herein.

III. Location of Serving Facility

The Skills Center core campus is located at 101 National Avenue North, Bremerton, Washington. Any future branch campus or satellite program is subject to the approval of the Administrative Council and OSPI.

IV. Administrative Structure

- A. Administrative oversight shall be provided by the Skills Center Administrative Council, which will consist of the Superintendent or his/her designee from each Consortium District. Voting Representatives on the Council shall have an equal vote. A quorum shall be established by the presence of at least fifty-one percent of the voting members of Administrative Council, and all matters within the

authority of the Administrative Council shall be decided by a majority vote. Non-voting members can participate in discussion and offer input/insight for voting members. There will be one member that will represent all non-voting districts participating in the Consortium of Districts.

B. The Administrative Council shall have the following responsibilities consistent with the terms of this Agreement, WAC 392-600-030, and the terms of any agreement reached pursuant to paragraph IV.B. above:

1. To ensure that the cooperative is operating in a manner consistent with this Agreement.
2. To formulate and establish policy relating to the operations of the Skills Center.
3. To receive and act on recommendations from the Consortium Districts and such advisory committees as might subsequently be established.
4. To review and/or approve rules and regulations concerning operations of the Skills Center.
5. To determine organization and staffing levels of the Skills Center.
6. To recommend and approve the hire of the Skills Center Director by the Host District and to direct the Skills Center Director.
7. To review and approve the course offerings.
8. To determine the slot assignments of students from the respective districts.
9. To require from the Director a proposed budget covering the annual operation and financing of the Skill Center and, when approved by the Council, transmit the program budget to the Host District.
10. To establish and amend policies and procedures to govern Administrative Council organization, composition and conduct.
11. To submit requests for state capital funding for facility investments in accordance with WAC 392-600-040.

C. The Skills Center will be administered by a certificated career and technical education director who shall be responsible for carrying out the administrative functions in accordance with the policies, rules and regulations adopted by the Administrative Council.

D. The Host District shall have the following responsibilities:

1. To employ, supervise, direct and when necessary terminate Skills Center staff, and to bargain collectively with any legally-recognized representative of such staff. The Participating Districts may offer the Host District input

regarding any of these matters; however, the Host District shall retain final decision-making authority regarding such matters.

2. To act as fiscal agent for the Skills Center and maintain separate accounts and fund balances for each fund related to operation of the Skills Center.
3. To review and adopt the Skills Center budget as a part of the Host District budget.
4. To provide for the maintenance of the Skills Center equipment and facility and such other services as may be mutually agreed upon by the Host District and the Skills Center.

V. Description of Joint Financing Arrangement

A. Capital Investment: It is hereby mutually agreed that the Consortium Districts will provide the necessary building facilities and operating equipment in accordance with an asset preservation program compliant with WAC 392-347-023 and the following method of calculating each district's share of the total capital improvement and equipment cost.

1. Each district shall provide a percentage of the total cost of capital improvements and equipment cost. The percentage amount will be that percentage which the number of FTE students in grades 9 to 12 in the respective districts is to the total number of FTE students in grades 9 to 12 in all voting districts subject to this Agreement. The student enrollment used in this calculation will be the most recent enrollment certified to OSPI as of February 1 of the school year. (See Appendix I, Operational Rules and Regulation of Skills Center.) For non-voting districts, the calculation will be based on the previous three year average of actual student enrollment in grades 9-12 at the Skills Center.
2. A plan specifying in more detail the capital improvements and equipment cost, and the pro rata share of the cost among the districts shall be developed by the Administrative Council created under this Agreement and shall be in conformance with Section V, Paragraph A.1 of this Agreement.
3. Capital funds received from the state and other sources for the benefit of the Skills Center shall be placed in a fund maintained by the Host District for Skills Center capital improvements and equipment purchases. Should additional funds be required, a separate plan shall be adopted by the Administrative Council and submitted to the Board of Directors of the Consortium Districts in this Agreement for approval.

B. Operational Costs

1. The cost of operating the Skills Center shall be met in the following manner:
  - a. State apportionment funds from state support for secondary vocational students enrolled in the Skills Center.
  - b. Any federal, state, local or private allotments or grants received expressly for the Skills Center.

- c. Any additional costs beyond the approved budget amount shall be prorated among the Consortium Districts according to their percentage student slots in the Skills Center. Each district's student slots shall be based on the prior February 1 FTE enrollment in grades 9-12 of the districts in this Agreement as reported to OSPI. For non-voting districts, the prorated cost will be based on actual Skill Center enrollment of students. Exceptions to this distribution may be allowed with the consent of the Administrative Council. (See Appendix I, Operational Rules and Regulations of Skills Center.)
- d. Transportation costs to and from the Skills Center for transporting students in district buses shall be borne by the district of student residence.
- e. Special education costs and services related to a student's enrollment in and transportation to the Skills Center are the responsibility of the student's resident school district.
- f. The Host District shall claim any other federal, state, local or private grants or allotments available to the Skills Center.
- g. Any situations not covered in the foregoing provisions shall be resolved by decisions of the Administrative Council.

## 2. Definition of Terms

- a. Cost of Operation: Cost of operation is defined to mean the total cost of operating the Skills Center program but specifically excludes capital investments and major items of equipment.
- b. Student Enrollment Hours: Student enrollment hours are hereby defined to mean the hours for which each student is enrolled and carried on the Skills Center register without regard to the actual attendance of students at the Skills Center.
- c. State Apportionment Funds: State apportionment funds are those funds paid by the state in support of approved program offerings of the Skills Center. Students enrolled in both a high school and the Skills Center may be claimed for up to a total 1.6 FTE based on their enrolled hours. Both the Skills Center and the student's resident district are limited to claiming a maximum of 1.0 FTE. Student FTE enrollment shall be reported pursuant to rules and instruction of the Office of Superintendent of Public Instruction. A student enrolled in a typical state-approved three-period career and technical course will be counted for apportionment purposes at a maximum of 0.6 FTE. In this case, the resident district may count the student for a maximum of 1.0 FTE for the time he/she spends at the home high school. When the Skills Center also serves a student in academic courses not qualifying for career and technical education funding, the Skill Center shall ensure that the student's combined FTE reported for state funding does not exceed 1.6 FTE.

- d. Enrollment Slot: A slot is a measure of participation and consists of three (3) consecutive hours of funded enrollment for 180 days.

### 3. Procedures

- a. An annual program budget shall be developed by the Skills Center Director and submitted to the Administrative Council for approval in June of each fiscal year. When approved, the budget shall be transmitted to the Board of Directors of the Host District for action. A program budget account and format shall be maintained for auditing, accounting and reporting purposes.
- b. The annual program budget shall identify the fee to be paid to the Host District for the provision of the services identified in Section IV.D above.
- c. The Host District shall control, monitor, and audit all financial transactions at the Skills Center by following procedures of the State Accounting Manual and report monthly to the Administrative Council on the financial status of the Skills Center. The Host District shall identify any additional costs and present the matter to the Administrative Council prior to preparation of the budgets by the Consortium Districts.
- d. The adoption of the annual operating budget by the Administrative Council shall constitute concurrence by the Consortium Districts of an allocation of operating funds specifically for this purpose.

## VI. Program Scope, Eligibility and Retention

### A. Program

The program or course offerings of the Skills Center shall be determined by the Administrative Council. The Skills Center's career and technical education program shall consist of career and technical courses approved by the state of Washington.

### B. Approval

Only approved career and technical education courses will be offered by the Skills Center career and technical education program. All Skills Center personnel and programs shall meet state requirements for career and technical education instructors.

### C. Services

The Skills Center, in cooperation with the administration and counseling staffs in the participating high schools, shall make provision for the availability of ancillary services and shall facilitate contact to obtain employment, placement, and follow-up records on all Skills Center students. Other noncore skill center needs of the students shall be met by the Consortium District in which the student is enrolled.

### D. Eligibility & Enrollment

1. Enrollment of students in West Sound Technical Skills Center programs shall be on a first-come, space available basis, provided that priority will be given to students of consortium members. If there are remaining enrollment opportunities, they may be used by non-participating districts or by non-public schools with approval of the Administrative Council.
2. Any student enrolled in a high school of any Consortium District is eligible to attend the Skills Center career and technical education programs subject to the following:
  - a. General admission requirements as established by the Administrative Council.
  - b. Requirements set by the Board of Directors of the district of student enrollment.
  - d. Availability of space according to the quota allotted the district of enrollment of the student.
3. No more than seventy percent of full-time equivalent students at the Skills Center may be the Host District's students.
4. Students are required to be enrolled for a minimum of 2.5 hours per day or 5 hours every other day exclusive of the 30 minute passing time for a total of 540 hours for the school year.

#### E. Retention

Retention of students in the Skills Center shall be governed by policies established by the Administrative Council and by policies of the district of enrollment of the student.

### VII. Resolution of Conflict

#### A. Mediation

A majority vote of the Administrative Council shall govern in all matters. In the event a majority vote cannot be reached by the Council on an issue requiring resolution, the matter shall be referred to a mutually acceptable third party mediator for final resolution.

### VIII. Withdrawal or Dissolution

In the event that one or more districts desires to withdraw from or dissolve the cooperative, such district desiring withdrawal or dissolution shall give notice in writing to all other Consortium Districts no later than October 1 of the fiscal year preceding withdrawal, said withdrawal or dissolution to be effective on September 1 of the next succeeding fiscal year. The parties shall negotiate a mutually-agreeable plan for distribution of assets, liabilities and/or reimbursement of the contributions of the withdrawing district(s). Such plan must identify whether the remaining districts plan to continue the cooperative without the withdrawing district(s). Any plan which dissolves the current cooperative must comply with WAC 392-600-120 and receive prior approval from OSPI. In the event of dissolution, land, improvements and

equipment purchased for the Skills Center shall be the property of and remain with the district in which the facility is located.

IX. Equipment and Facilities

Equipment and facilities purchased with the operating or capital funds of the Skills Center shall be the property of the Skills Center. From time to time, Consortium Districts may loan or lease equipment to the Skills Center upon such terms and conditions as may be mutually agreed at that time.

X. Admission of New District

Whenever a new district wishes to become a member in the Skills Center or to buy slots by way of payment of a share of the capital investment, it shall submit to the Administrative Council a formal proposal based on approved guidelines and procedures established by the Administrative Council.

XI. Gifts

The Skills Center program may receive gifts, cash, equipment or services from any source whatsoever, contingent upon acceptance by the Administrative Council.

XII. Amendment

This Agreement may be amended by written agreement of all districts party hereto when ratified by the vote of the board of directors of each Consortium District and approved by OSPI.

XIII. Joint Resolutions

This Agreement is a joint resolution which has been separately approved by the board of directors of each Consortium District.



## School Board

---

**From:** Pike <pikenw@olympus.net>  
**Sent:** Monday, May 09, 2016 1:17 PM  
**To:** School Board; David Engle  
**Cc:** Jennifer Nielsen  
**Subject:** West Side Story production

To Board and Staff

Last Saturday I had the pleasure and honor to attend the High School production of "West Side Story". I was absolutely dumbfounded! In my years I have witnessed dozens of productions by this age group and this one has to be one of the, if not the, best I have seen. The talents of these young men and women were so very wonderful to see. The singing, dancing, costuming, sets were all so professional.

Thank you to the Port Townsend School District, Board, staff and production staff for having this presentation and for supporting and encouraging the talents of these youth. I know I am not alone in this appreciation.

Kate Pike  
"plain ol' citizen"

## INSTRUCTION

### Highly Capable Program (REACH)

In order to develop the abilities of each Highly Capable Program student, the district will offer a highly capable program which provides kindergarten through twelfth grade students selected for the program access to a basic education program that accelerates learning and enhances instruction. The framework for such programs shall encompass, but not be limited to, the following objectives:

- A. Expansion of academic attainments and intellectual skills;
- B. Stimulation of intellectual curiosity, independence and responsibility;
- C. Development of a positive attitude toward self and others; and
- D. Development of originality and creativity.

The board will annually approve the district's highly capable plan including: the number of students the district expects to serve by grade level; the district's plan to identify students; a description of the highly capable program goals; a description of the services the program will offer; an instructional program description; a description of ongoing professional development for the highly capable program and general education staff; program evaluation; a fiscal report; and assurances that the district is legally compliant.

The superintendent shall establish procedures consistent with state guidelines for nominating, assessing and selecting children of demonstrated achievement or potential ability in terms of general intellectual ability, academic aptitude, and creative or productive thinking.

Legal References:	RCW 28A.185.030	Programs - Authority of Local School Districts - Selection of Students
	WAC 392-170	Special Services Program - Highly Capable Students
Management Resource:	Policy News, April 2008	Highly Capable Programs
	Policy and Legal News, September 2013	Highly Capable Program WAC overhauled

**Date: 3/25/02; 11/22/04; 10/27/08; 5/12/14**

PORT TOWNSEND SCHOOL DISTRICT NO 50  
CALENDAR OF EVENTS  
May 23, 2016 – June 23, 2016

May 23	Regular Board Meeting, 6:00 p.m.
May 24	Senior Symposium, Fort Worden 7/8 Grade Band/Orchestra and choir Concert, 7:00 p.m., Blue Heron
May 25	2 Hr. Early Release, all schools
May 27	NO SCHOOL, Snow Make-up Day not needed
May 30	Memorial Day, no school
June 1	GS Volunteer Tea, 3:00 p.m. HS EOC Math Exams
June 2	HS EOC Math Exams GS Beach Walk Hs Band/Orchestra Concert, 7:00 p.m., Auditorium
June 3	8 <sup>th</sup> Grade Dinner Dance, 6-9 p.m. GS PTA Fun Run
June 6	HS Scholarship Awards, 6:00 p.m., BH
June 6-10	OCEAN Project Week
June 6-17	OCEAN Year End Conferences
June 7	Last day of classes for graduating seniors
June 8	HS Awards Assembly, 10:00 a.m. GS Field Day
June 9	HS EOC Biology Exams
June 10	Graduation, 7:00 p.m., McCurdy Pavillion
June 13	School Board Meeting, 6:00 p.m.
June 16	2 Hr. Early Release, all schools
June 17	LAST DAY OF SCHOOL, 2 Hr. Early Release, all schools
June 23	Regular Board Meeting, 6:00 p.m.



May 20, 2016

To: School Board

From: Amy Khile, Director of Finance AK

Re: April Budget Status Report

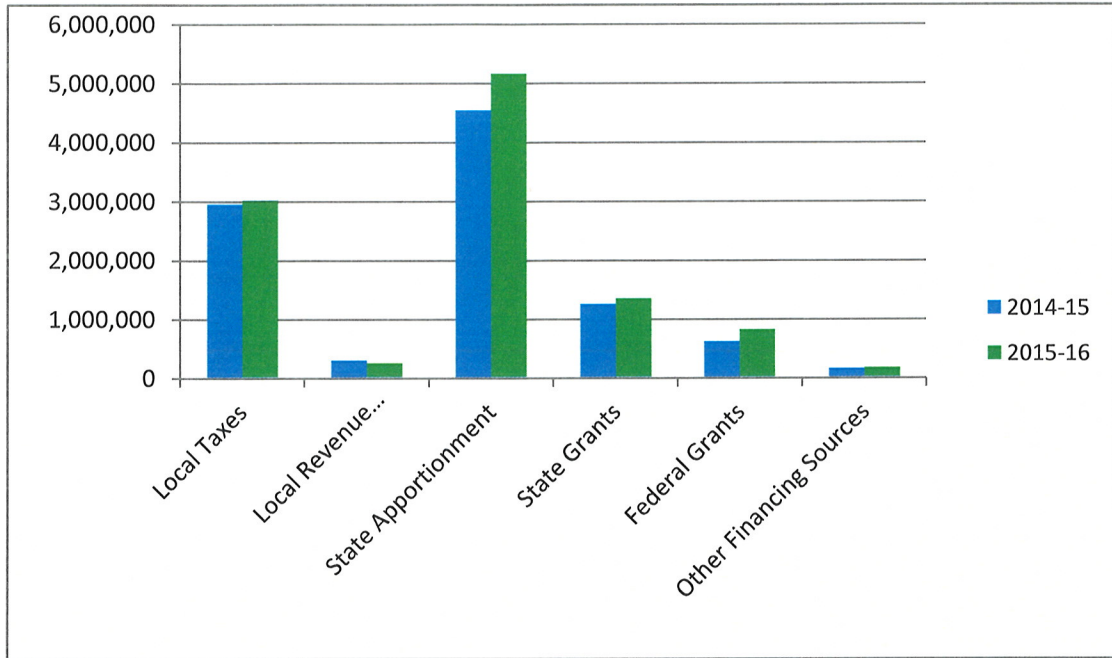
I want to point out that while our ending general fund balance at April 30 is at \$1,526,436 this is due to the April tax collections of \$1,210,839. This is approximately \$450,000 higher than last year's ending fund balance at this time, due in part to the federal forest revenues received and the increase in funding for MSOC (Maintenance, Supplies & Operating Costs) from the State. All other revenues and expenditures are on track based on the budgeted amounts.

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 April, 2016

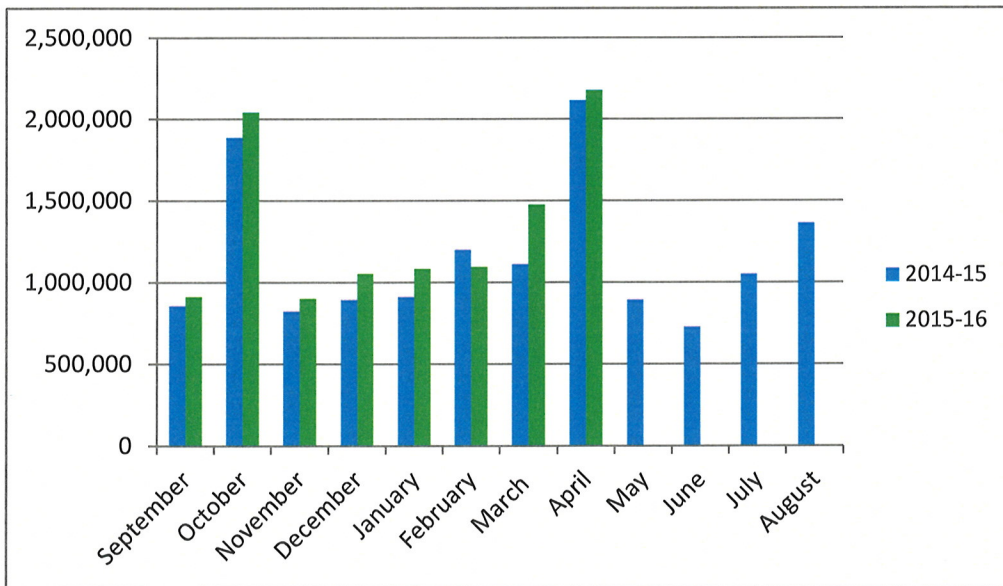
	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	3,380,073	1,210,839.80	3,007,816.75		372,256.25	88.99
2000 LOCAL SUPPORT NONTAX	403,282	28,230.93	253,514.43		149,767.57	62.86
3000 STATE, GENERAL PURPOSE	7,552,081	665,356.14	5,149,603.81		2,402,477.19	68.19
4000 STATE, SPECIAL PURPOSE	2,026,892	175,829.79	1,338,571.55		688,320.45	66.04
5000 FEDERAL, GENERAL PURPOSE	0	20.44	210,226.82		210,226.82-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,219,271	95,699.55	603,933.19		615,337.81	49.53
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	6,500	137.49	1,806.74		4,693.26	27.80
9000 OTHER FINANCING SOURCES	279,016	.00	172,365.32		106,650.68	61.78
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>14,867,115</b>	<b>2,176,114.14</b>	<b>10,737,838.61</b>		<b>4,129,276.39</b>	<b>72.23</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	6,952,875	605,461.27	4,838,373.59	2,229,932.09	115,430.68-	101.66
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,514,483	221,724.40	1,771,824.78	846,913.50	104,255.28-	104.15
30 Voc. Ed Instruction	372,495	27,030.50	230,211.38	115,475.71	26,807.91	92.80
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	881,054	58,531.98	465,546.23	196,290.78	219,216.99	75.12
70 Other Instructional Pgms	709,660	15,555.62	150,728.31	45,196.94	513,734.75	27.61
80 Community Services	10,702	3,028.68	7,999.81	1,498.50	1,203.69	88.75
90 Support Services	3,274,172	314,967.76	2,264,640.21	1,021,937.63	12,405.84-	100.38
<b>Total EXPENDITURES</b>	<b>14,715,441</b>	<b>1,246,300.21</b>	<b>9,729,324.31</b>	<b>4,457,245.15</b>	<b>528,871.54</b>	<b>96.41</b>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</b>						
	151,674	929,813.93	1,008,514.30		856,840.30	564.92
F. <u>TOTAL BEGINNING FUND BALANCE</u>	400,782		517,948.78			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	552,456		1,526,463.08			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 821 Restrictd for Carryover	7,000		21,869.58			
G/L 828 Restricted for C/O of FS Rev	2,000		.00			
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 888 Assigned to Other Purposes	58,440		.00			
G/L 890 Unassigned Fund Balance	134,676		1,105,176.06			
G/L 891 Unassigned Min Fnd Bal Policy	297,365		347,367.44			
<b>TOTAL</b>	<b>552,456</b>		<b>1,526,463.08</b>			

**Port Townsend School District**  
**Year to Date Revenue by Source**  
 April 30, 2016  
 \$10,737,839



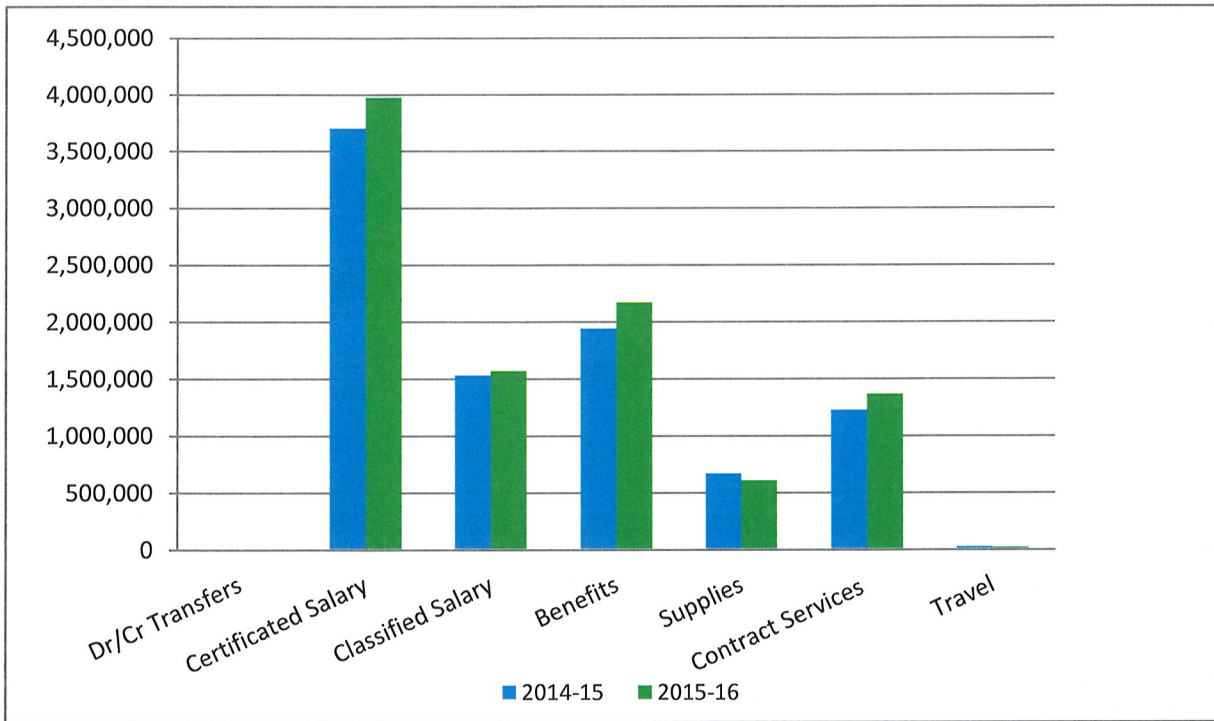
Federal Grant revenue includes \$210,206 in Federal Forest Revenue

**General Fund Revenue Comparison**

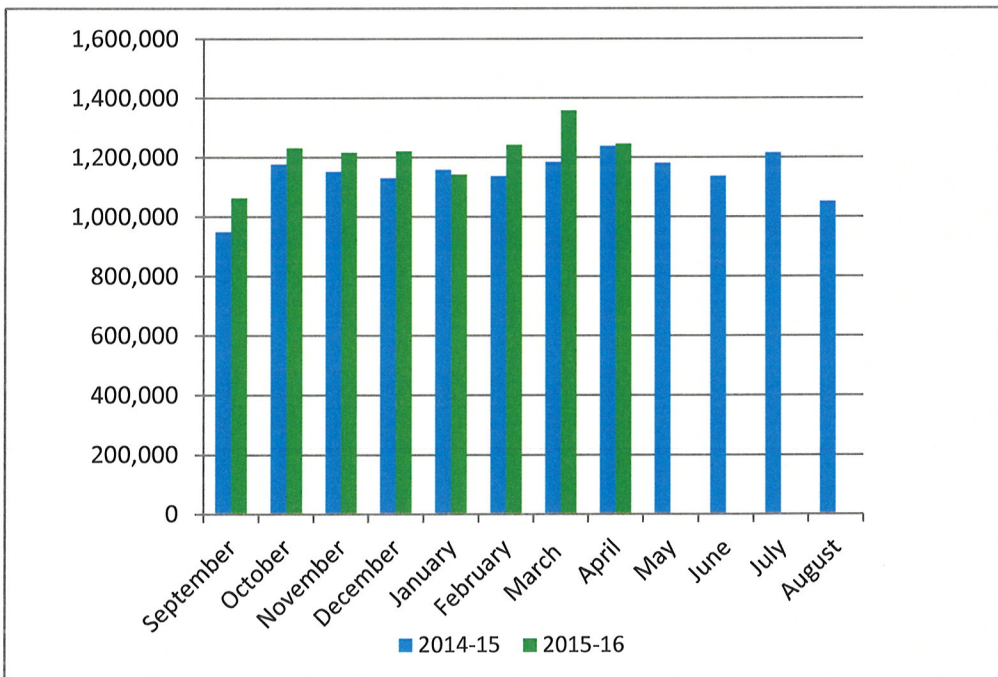


66.66% through the year we have collected 72.23% of budgeted revenues.

**Port Townsend School District**  
**Year to Date Expenditures by Object**  
 April 30, 2016  
 \$9,729,324



**General Fund Expenditure Comparative**



Expenditures as a percentage of budget is 66.11% and we are 66.66% through the year



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

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	1,185,031	414,309.98	1,044,390.15		140,640.85	88.13
2000 Local Support Nontax	360,500	5,574.58	42,600.49		317,899.51	11.82
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>1,545,531</b>	<b>419,884.56</b>	<b>1,086,990.64</b>		<b>458,540.36</b>	<b>70.33</b>
<b>B. EXPENDITURES</b>						
10 Sites	900,000	146.25	7,082.89	68,439.96	824,477.15	8.39
20 Buildings	300,000	6,334.78	14,238.80	22,555.76	263,205.44	12.26
30 Equipment	0	.00	.00	582.40	582.40-	0.00
40 Energy	0	.00	6,402.20	0.00	6,402.20-	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>1,200,000</b>	<b>6,481.03</b>	<b>27,723.89</b>	<b>91,578.12</b>	<b>1,080,697.99</b>	<b>9.94</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>338,710</b>	<b>.00</b>	<b>227,206.07</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</b>						
<b>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</b>	<b>6,821</b>	<b>413,403.53</b>	<b>832,060.68</b>		<b>825,239.68</b>	<b>&gt; 1000</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>1,218,198</b>		<b>1,203,191.36</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>	<b>XXXXXXXX</b>		<b>.00</b>			
<b>H. TOTAL ENDING FUND BALANCE</b>	<b>1,225,019</b>		<b>2,035,252.04</b>			
<b>(E+F + OR - G)</b>						
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 862 Committed from Levy Proceeds	1,271,015		1,806,857.94			
G/L 870 Committed to Other Purposes	37,800		.00			
G/L 889 Assigned to Fund Purposes	83,796-		228,394.10			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>1,225,019</b>		<b>2,035,252.04</b>			

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

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	22.21		22.21-	0.00
2000 Local Support Nontax	0	44.49	213.88		213.88-	0.00
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	59,694	.00	54,840.75		4,853.25	91.87
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>59,694</b>	<b>44.49</b>	<b>55,076.84</b>		<b>4,617.16</b>	<b>92.27</b>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	48,900	.00	48,900.00	0.00	.00	100.00
Interest On Bonds	10,793	.00	5,940.75	0.00	4,852.25	55.04
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	1,000	.00	330.85	0.00	669.15	33.09
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>60,693</b>	<b>.00</b>	<b>55,171.60</b>	<b>0.00</b>	<b>5,521.40</b>	<b>90.90</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	0	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</b>						
<b>OVER (UNDER) EXPENDITURES (A-B-C-D)</b>	<b>999-</b>	<b>44.49</b>	<b>94.76-</b>		<b>904.24</b>	<b>90.51-</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	123,000		123,097.26			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE</b>						
<b>(E+F + OR - G)</b>	122,001		123,002.50			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	122,001		123,002.50			
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			
<b>TOTAL</b>	<b>122,001</b>		<b>123,002.50</b>			

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

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	211,832	1,354.67	41,300.12		170,531.88	19.50
2000 Athletics	46,500	3,369.00	30,544.66		15,955.34	65.69
3000 Classes	7,900	295.00	12,831.12		4,931.12-	162.42
4000 Clubs	121,800	16,097.00	85,324.40		36,475.60	70.05
6000 Private Moneys	6,600	197.00	8,929.40		2,329.40-	135.29
<u>Total REVENUES</u>	394,632	21,312.67	178,929.70		215,702.30	45.34
<b>B. EXPENDITURES</b>						
1000 General Student Body	174,800	.00	4,832.76	3,244.36	166,722.88	4.62
2000 Athletics	81,200	4,088.72	64,732.66	6,383.08	10,084.26	87.58
3000 Classes	13,200	3,280.64	10,338.94	4,229.49	1,368.43-	110.37
4000 Clubs	129,150	7,477.36	64,420.61	38,165.82	26,563.57	79.43
6000 Private Moneys	6,700	.00	3,764.85	0.00	2,935.15	56.19
<u>Total EXPENDITURES</u>	405,050	14,846.72	148,089.82	52,022.75	204,937.43	49.40
<b>C. EXCESS OF REVENUES</b>						
<u>OVER (UNDER) EXPENDITURES</u>	<u>(A-B)</u>	10,418-	6,465.95	30,839.88	41,257.88	396.02-
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	300,000		320,496.30			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE</b>						
	289,582		351,336.18			
<u>C+D + OR - E)</u>						
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	289,582		351,336.18			
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		351,336.18			

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

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of April, 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	66.43	521.89		421.89-	521.89
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	66.43	521.89		92,601.11	0.56
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	93,123	66.43	521.89		92,601.11	0.56
<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
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	156,877-	66.43	521.89		157,398.89	100.33-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	180,000		183,715.92			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	23,123		184,237.81			
<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		184,237.81			
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		184,237.81			

PTSD ENROLLMENT FY 2015-2016

May-2016

										COMPARE TO BUDGET							
										Comparison to Prior Month (APR)		Comparison to Prior Year (May)		FY16 AAFTE * BUDGET		VARIANCE from May Target	
										FTE * Diff		FTE * Diff		BUDGET		Over/<Under>	
										Prior Mo		Prior Yr					
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# PORT TOWNSEND SCHOOL DISTRICT

*"Discover the Power of Learning"*

**Superintendent**  
David Engle

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

1610 Blaine Street  
Port Townsend, Washington 98368

**Board of Directors**  
Keith White  
Nathanael O'Hara  
Jennifer James Wilson  
Laura Tucker  
Connie Welch

May 23, 2016

To: School Board

From: Amy Khile, Business Manager



RE: Student Insurance

After discussing student insurance options with our Risk Pool, I recommend the District continue to utilize Myer-Stevens Toohey & Co., Inc. They will provide the 2016-2017 Voluntary Participation Student Accident/Health Insurance.



An Equal Opportunity/Affirmative Action Employer

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

**R E S O L U T I O N 16-05**

**A Resolution of the Port Townsend School District Board of Directors certifying the intent to construct the Grant Street Elementary Classroom Addition project for which state funding assistance is being provided, the intent to request disbursement of grant funds after local match has been fully expended, and the intent to submit key project documents at the end of project.**

WHEREAS, the Port Townsend School District Board of Directors has determined a need to add classrooms at Grant Street Elementary School; and

WHEREAS, the taxpayers of the school district have approved a school construction bond to provide funding for the addition of classrooms at Grant Street Elementary School; and

WHEREAS, the Office of Superintendent of Public Instruction has determined that the Grant Street Elementary School Classroom Addition project is eligible for K-3 Class Size Reduction grant;

WHEREAS, the legislation known as Substitute Senate Bill 6080 requires grant funds may be disbursed only after the required local match has been fully expended;

WHEREAS, the Office of Superintendent of Public Instruction requires the following documentation after completion of the project, or else the District may be required to forfeit and repay the grant, and also be ineligible for future grants:

1. Name of school facility
2. Number of classrooms added, renovated, or modernized
3. Gross square footage added, renovated or modernized
4. Total project budget amount (construction and soft costs)
5. Final construction contract amount
6. Site plan
7. Floor plan(s)
8. Area analysis
9. If applicable, high-performance scorecard and credit cost analysis (RCW 39.35D)
10. If applicable, high-performance ELCCA executive summary (RCW 39.35D)
11. If applicable, apprenticeship reporting documentation (RCW39.04.320)
12. Signed school board resolution accepting final completion of construction

NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, does hereby certify that the classroom addition at Grant Street Elementary School will be completed for the purposes for which the K-3 Class Size Reduction grant is being provided, that local match funds will be expended prior to requesting grant fund disbursement, and that the required documentation will be submitted to the Office of Superintendent of Public Instruction after completion of the project.

ADOPTED by the Board of Directors of Port Townsend School District No. 50,  
Jefferson County, Washington, at an open public meeting thereof, held May 23, 2016.

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

\_\_\_\_\_  
Keith White, Board Vice-Chair

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

\_\_\_\_\_  
Laura Tucker, Director

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

ATTEST: \_\_\_\_\_  
David Engle, Secretary



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

**RESOLUTION 16-06**

**A Resolution of the Board of Directors certifying the Grant Street Elementary School Classroom Addition for Five (5) Year Use/Thirty (30) Year Life**

WHEREAS, it is the desire and the intent of the Port Townsend School District Board of Directors to add classrooms at Grant Street Elementary School; and

WHEREAS, it has been determined that the added Grant Street Elementary School classrooms will be used for the classroom purposes stated in the district's application for the K-3 Class Size Reduction Grant for at least five (5) years after completion of the project ; and

WHEREAS, it has been determined that the useful life of the added Grant Street Elementary School classrooms will be extended at least thirty (30) years;

NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, in accordance with the provisions of WAC 392-347-015 and WAC 392-347-030, certifies that the Grant Street Elementary School classrooms will be used for the classroom purposes stated in the district's application for the K-3 Class size Reduction Grant for at least five (5) years and that the useful life of these classrooms will be extended by at least thirty (30) years.:

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at an open public meeting thereof, held May 23<sup>rd</sup>, 2016.

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

\_\_\_\_\_  
Keith White, Board Vice-Chair

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

\_\_\_\_\_  
Laura Tucker, Director

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

ATTEST: \_\_\_\_\_  
David Engle, Secretary

## SUPERINTENDENT EMPLOYMENT CONTRACT JULY 1, 2016– JUNE 30, 2019

This agreement is entered into by and between the Board of Directors, hereinafter called the BOARD, of School District No. 50, Jefferson County, Washington, hereinafter called the DISTRICT, and Mr. John Polm, hereinafter called the SUPERINTENDENT. The BOARD, in accordance with its action at its Meeting on May 23<sup>rd</sup>, 2016 has and does hereby employ Mr. John Polm as 1.0 FTE SUPERINTENDENT.

WHEREAS, the DISTRICT and the SUPERINTENDENT desire to enter into this contract whereby the SUPERINTENDENT will perform duties of the SUPERINTENDENT for a period of three (3) years beginning July 1, 2016 through June 30, 2019, on terms and conditions acceptable to both parties; and

WHEREAS, each year of the contract shall include *two hundred sixty (260) days*, including *two hundred twenty-seven (226) work days*; *fourteen (14) holidays*; and *twenty (20) annual leave days*.

NOW, THEREFORE, in consideration of the agreements hereinafter contained, the parties agree as follows:

**EMPLOYMENT:** In consideration of a total annual salary of \$125,000.00 for the period from *July 1, 2016 through June 30, 2019*, the SUPERINTENDENT agrees to faithfully perform the duties of the SUPERINTENDENT, including other administrative duties as required by the BOARD, and as prescribed by the laws of the State of Washington and by the policies, rules, and regulations made thereunder by the BOARD, the State Superintendent of Public Instruction, and the State Board of Education. The annual salary shall be paid in twelve (12) equal monthly installments in accordance with the rules and regulations of the BOARD. The per diem rate shall be 1/260<sup>th</sup> of the total annual salary, or \$480.77.

**DISCHARGE:** The SUPERINTENDENT agrees to devote his time, skill, labor and attention to the duties of the SUPERINTENDENT, including the other administrative duties as required by the BOARD. During the term of this agreement, the SUPERINTENDENT will be subject to discharge for cause, provided, however, that the BOARD shall comply with all conditions of this contract and with all applicable provisions provided by Washington State law.

**ORGANIZATION OF STAFF:** With prior BOARD approval, the SUPERINTENDENT will have authority to organize, reorganize and arrange the administrative and supervisory staff as in his judgment best serves the DISTRICT. The responsibility for selection, placement and transfer of personnel shall be vested in the SUPERINTENDENT subject to prior approval by the BOARD and in accordance with the DISTRICT's negotiated Collective Bargaining Agreements.

**COMPLAINTS, CRITICISMS:** The BOARD, individually and collectively, will refer promptly all criticism, complaints, and suggestions called to its attention to the SUPERINTENDENT for study and recommendation.

**OUTSIDE WORK:** The SUPERINTENDENT may, with prior approval of the BOARD, undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations which do not conflict with the duties specified in this contract. The SUPERINTENDENT shall use annual leave days for such activities unless the BOARD agrees otherwise in advance.

**PROFESSIONAL DEVELOPMENT:** The SUPERINTENDENT shall continue his professional development and may participate in relevant learning experiences, including attending professional meetings and conferences at the local, state and national levels (with prior approval of the BOARD). Tuition and course fees will also be provided by the DISTRICT (with prior approval of the BOARD).

Travel expenses associated with such meetings will be reimbursed in accordance with DISTRICT policy.

**PROFESSIONAL DUES, CIVIC ORGANIZATION DUES:** The DISTRICT shall pay the SUPERINTENDENT's annual dues for membership in the American Association of School Administrators (AASA), the Washington Association of School Administrators (WASA), and one (1) other organization chosen by the SUPERINTENDENT.

**SICK LEAVE:** The SUPERINTENDENT shall be granted twelve (12) days of sick leave per year, for illness, injury and emergencies to be used pursuant to DISTRICT policy and state law. Unused sick leave shall accumulate from year to year to the limit provided by law. Sick leave shall be eligible for buy back as provided by state law.

**ANNUAL LEAVE:** The SUPERINTENDENT shall receive *twenty (20)* days of paid annual leave (vacation) during this contract year. The annual leave days shall be taken at reasonable times and the President of the BOARD shall be notified in advance of the time being taken. The SUPERINTENDENT must receive BOARD approval for any days greater than *fifteen (15)* consecutive days. Unused annual leave days may be carried over for use in subsequent years, to a cumulative maximum of *thirty (30)* total annual leave days in any one contract year.

**BENEFITS:** The SUPERINTENDENT shall receive an amount equal to the state allocation which may be applied towards any of the district approved medical, dental & vision insurance programs. The SUPERINTENDENT shall also receive the number of paid holidays consistent with school district practice and state law. Annually the BOARD and SUPERINTENDENT shall review benefits extended to other administrative employees as the BOARD reviews the SUPERINTENDENT's contract.

**TRANSPORTATION:** The DISTRICT will reimburse the SUPERINTENDENT for all business travel at the current mileage rate recognized by the IRS if the SUPERINTENDENT is using his own vehicle.

**RESIDENCE REQUIREMENT:** The SUPERINTENDENT agrees to establish and maintain a permanent residence within the DISTRICT boundaries during the life of this contract now or hereafter amended. The DISTRICT shall reimburse the SUPERINTENDENT up to a maximum of \$2,000.00 for initial moving expenses. The SUPERINTENDENT will present an itemized statement, with copies of receipts, when seeking reimbursement for moving expenses.

**EVALUATION:** The BOARD shall evaluate the SUPERINTENDENT's performance annually in accordance with Policy 1630, at mutually agreeable dates, during the course of this agreement. The BOARD's evaluation of the SUPERINTENDENT's performance shall reference annual goals and objectives for the SUPERINTENDENT which shall be discussed and agreed upon by the BOARD and the SUPERINTENDENT.

**CONTRACT REVIEW:** No later than December 31 of each Contract year, the BOARD will review the SUPERINTENDENT's employment status to determine whether to offer the SUPERINTENDENT an extended Contract or, alternatively, to allow the present contract to continue toward its expiration date. **Except that the first Contract extension decision will be December 31, 2017; thereafter, the contract extension decision will occur on each December 31.** The BOARD will also, by June 30, determine whether an increase shall be made in the annual salary for the SUPERINTENDENT. Any increase in annual salary made during the life of this contract shall be in the form of an amendment and shall become a part of this contract.

**HOLD HARMLESS:** The DISTRICT shall defend and hold harmless the SUPERINTENDENT and SUPERINTENDENT's spouse from any claim, action, or legal proceeding arising out of the SUPERINTENDENT's performance of duties for, or employment with, the DISTRICT, provided that the SUPERINTENDENT was acting in good faith and within the scope of his employment and in compliance with the policies and procedures of the DISTRICT. Where the DISTRICT so defends, it will indemnify the SUPERINTENDENT and spouse against any resulting judgment or settlement payment. The DISTRICT's obligations under this paragraph are limited to civil claims and litigation, shall not apply to action by the DISTRICT relating to the SUPERINTENDENT's employment status, and are only effective to the extent that they are within the authority of the DISTRICT under the laws of the State of Washington.

**SAVINGS CLAUSE:** If any provision of this contract should be found contrary to law, the remainder of the contract shall continue in effect.

This contract represents the total agreement between the parties regarding the employment of the SUPERINTENDENT by the BOARD and there are no verbal agreements which modify its terms.

**ACCEPTED THIS 23<sup>rd</sup> DAY OF MAY, 2016 BY:**

\_\_\_\_\_  
John Polm, Superintendent

**ACCEPTED THIS 23<sup>rd</sup> DAY OF MAY, 2016 BY:  
THE BOARD OF DIRECTORS OF THE SCHOOL DISTRICT:**

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

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

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Jennifer James-Wilson, Director

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Connie Welch, Director

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Laura Tucker, Director

( ) PERSONNEL FILE

( ) SUPERINTENDENT COPY

( ) DISTRICT