

PORT TOWNSEND SCHOOL DISTRICT NO. 50
6:00 p.m. Regular School Board Meeting
August 22, 2016
“Learning Through a Sense of Place”

Mission:

Through community-focused maritime place-based projects, students develop effective thinking, effective action, and effective relationships. As a result, our students demonstrate meaningful accomplishments as engaged citizens.

Vision: We create and enable the culture, competence and conditions to ensure each student is prepared for meaningful work and engaged citizenship in our diverse and rapidly changing world.

01. Location/Time

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

02. Call to Order

- 02.01 Roll Call
- 02.02 Pledge of Allegiance

03. Agenda

03.01 Agenda Approval

04. Recognition

- 04.01 Superintendent
 - 04.010 Hero Awards
- 04.02 Board

05. Approval of Minutes

- 05.01 Minutes of the April 23, 2016, WSSDA (Washington State School Directors' Association) Regional Meeting
- 05.02 Minutes of the July, 11, 2016 Budget Public Hearing
- 05.03 Minutes of the July 11, 2016 Regular Meeting
- 05.04 Minutes of the August 8, 2016 Special Meeting

06. Public Comments

07. Consent Agenda

- 07.01 Consent Agenda Approval
- 07.02 Approval of Personnel Action
 - 07.020 Recommend transfer of Ann Healy-Raymond, K-12 Library Media Specialist to Director of Instruction and Technology, effective the 2016-17 school year
 - 07.021 Recommend Rachel Wyda as a 1.0 FTE Kindergarten Teacher, Grant Street Elementary, pending appropriate certification, effective the 2016-17 school year
 - 07.022 Recommend Jeanne Turner as .6 FTE School Counselor, Leave Replacement, Grant Street Elementary, effective the 2016-17 school year
 - 07.023 Recommend Alex Heilig as 1.0 FTE Permanent Substitute Teacher, effective the 2016-17 school year
 - 07.024 Recommend Ashley Quinn as 6 hr./day Preschool Special Education Para educator, Grant Street Elementary, pending successful pre-employment testing, effective the 2016-17 school year
 - 07.025 Recommend Faith Pray, 6 hr./day Special Education Para educator, Grant Street Elementary, pending successful pre-employment testing, effective the 2016-17 school year
 - 07.026 Recommend Alex Heilig as High School Head Football Coach, effective the 2016-17 school year
 - 07.027 Recommend Aliina Lahti as High School Girls' Assistant Soccer Coach, effective the 2016-17 school year

- 07.028 Recommend Jeni Little as Blue Heron Middle School Cross Country Coach, effective the 2016-17 school year
- 07.029 Recommend Cheryl Garnet Harris as .5 FTE Reading Specialist, Grant Street Elementary, effective the 2016-17 school year
- 07.030 Accept resignation of Cheryl Garnet Harris, 1.0 FTE Classroom Teacher, Grant Street Elementary, and rescind 2016-17 leave of absence effective the end of the 2015-16 school year.
- 07.031 Accept resignation of Anneliese Rice, 6.25 hr./day Para educator, Grant Street Elementary, effective the end of the 2015-16 school year
- 07.032 Accept resignation of David Dickson, Bus Driver, effective the end of the 2015-16 school year

- 07.04 Approval of Financial Reports
 - 07.040 Accounts Payable as of August 22, 2016
 - 07.041 Payroll – July, 2016

08. Board Correspondence - None

09. Reports

- 09.01 Superintendent
 - 09.010 Calendar of Events
- 09.02 Business Manager
 - 09.020 Budget Status Report- June 2016
 - 09.021 Budget Status Report – July 2016
- 09.03 JeffCo Aquatic Coalition

10. Action Items

- 10.01 Approval of Resolution 16-12: Participation in City of Port Townsend Natural Hazards Mitigation Plan
- 10.02 Approval of Resolution 16-13: Attendance Awareness Month
- 10.03 Approval of Resolution 16-14: Budget Revision for 2015-16
- 10.04 Approval of Policy 3240 – Student Conduct
- 10.05 Approval of Policy 3241 – Classroom Management, Discipline, and Corrective Action
- 10.06 Approve Port Townsend Education Association Contract 2016-17 through 2017-18
- 10.07 Approve School Health Consultants, Inc. Contract

11. Unfinished Business

12. New Business

13. Policy Review

14. Board Member Announcements/Suggestions for Future Meetings

15. Next Meeting

- 15.01 Work/Study Board Meeting, September 12, 2016, 1610 Blaine St., Room S-11, 6:00 pm

16. Executive Session – (if necessary)

17. Adjournment

The meeting began at 10:00 a.m. PRESENT: Jennifer James-Wilson, Connie Welch, Laura Tucker, Keith White, and Superintendent Engle. Also present were representatives from neighboring school districts, and presenters as listed below.

Cindy Kelley, WSSDA (Washington State School Directors' Association) board member welcomed participants and outlined the agenda for the meeting. Participants introduced themselves.

State Board of Education Update – Kevin Lavery

Mr. Lavery discussed the following:

- Taking SBAC (Smarter Balanced Assessment Consortium) testing seriously
- Using SAT/ACT tests as alternative testing
- Competency-based crediting
- 24-credit graduation requirements

OSPI (Office of Superintendent of Public Instruction) Update – Alan Burke, WSSDA Executive Director

Mr. Burke discussed the following regarding the ESSA (Every Student Succeeds Act), which was signed into law on December 10, 2015, and replaces the NCLB (No Child Left Behind) Act:

- Holds students to high academic standard
- Ensures that students at risk of not graduating are identified and given support to succeed
- Access to assessment information
- Districts are no longer required to offer Public School Choice and Supplementary Education Services, and to provide that notice to parents.
- Districts will be required to offer alternatives to support students and schools as needed.
- ESSA removes the Highly Qualified Teacher requirements as of December 10, 2015.
- SBAC testing in the spring of 2016 and the large number of the 2017 graduating class (juniors) who opted out of taking the test as it was a duplicate test for them. This will not be a duplicate test for the graduating class of 2018.

OESD 114 (Olympic Educational Service District) Report – Greg Lynch, Superintendent

Mr. Lynch explained some of the services offered at OESD 114 and discussed the following:

- More teaching and learning support services at OESD 114 are planned
- Cooperatives
- Grants
- Fees
- Threat assessment strategies

Legislative Update – Alan Burke, WSSDA Executive Director

Mr. Burke presented a summary of policy bills that WSSDA followed during the 2016 legislative session. Some policy bills discussed were:

- Learning support services
- Ample and dependable funding
- Great teachers in every classroom

What's New at WSSDA – Chris Nation, WSSDA President & Alan Burke, WSSDA Executive Director

The search for a new WSSDA Executive Director was discussed.

After Hours Presentation – Department of Natural Resources 101, Lisa Anderson

Ms. Anderson provided information regarding trust lands within individual school district boundaries.

Respectfully submitted,

Keith White, Board Vice- Chair

Board Chair Nathanael O'Hara called the budget public hearing to order at 5:00 p.m. PRESENT: Nathanael O'Hara, Jennifer James-Wilson, Connie Welch, Laura Tucker, and Keith White via SKYPE. Excused: Superintendent Polm. Also present were staff and community members.

Nathanael O'Hara led the Pledge of Allegiance

Public Hearing: Proposed 2016-17 Budget

Business Manager Amy Khile presented the proposed budget for the 2016-17 school year, and explained she used a projected enrollment for next year of 1099 student FTE (Full-Time Equivalent) in basic education and 70 FTE through the OCEAN alternative learning program. Federal forest dollars were not included in revenues for next year, as it has not been determined if districts will be allowed to keep those funds. Funding for the Maritime Discovery Schools Initiative, curriculum adoption, and certificated staff tri-days were discussed. Budgets for the Transportation Vehicle, Associated Student Body, Debt Service, and Capital Projects funds were reviewed.

The meeting was adjourned by consensus at 5:55p.m

Respectfully submitted,

Nathanael O'Hara, Board Chair

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

Jennifer James-Wilson led the Pledge of Allegiance

Agenda Approval

Nathanael O'Hara said there will be no budget status report, so item 09.050 should be removed from the agenda. Laura Tucker moved to approve the agenda as amended. Keith White seconded and the motion carried 5-0.

Recognition Board

Ms. James-Wilson commented on the excellent condition of the grounds on the high school campus. Mr. O'Hara commented on summer school presently operating at both Grant Street and Blue Heron schools and the YMCA lunch program at community schools.

Approval of Minutes

The following minutes were brought for approval:

- June 22, 2016 Special Meeting
- June 27, 2016 Board Retreat
- June 27, 2016 Regular Meeting

The minutes of the June 27, 2016 regular meeting were corrected to include the consent agenda for that meeting. Ms. James-Wilson moved to approve the minutes as presented, including the correction to the June 27, 2016 meeting. Connie Welch seconded and the motion carried 5-0.

Public Comments - None

Mr. O'Hara explained that Public Comments is the place where community members can express their opinions/concerns. The procedure for board correspondence was discussed.

Consent Agenda

Ms. Tucker moved to approve the consent agenda. Ms. Welch seconded. Because item 07.022 on the consent agenda included approval of Ms. James-Wilson's spouse as high school girls' head basketball coach, it was removed from the consent agenda. Ms. Tucker withdrew her motion. Ms. Welch moved to approve the consent agenda removing item 07.022. Ms. James-Wilson seconded and the motion carried 5-0. Ms. Tucker moved to approve consent agenda item 07.022. Mr. White seconded. Ms. James-Wilson recused herself from the vote, and the motion carried 4-0. Included on the consent agenda were the following items: 1) Payroll for June, 2016; 2) Accounts Payable for July 11, 2016; 3) Recommend the following actions:

Hires: Recommend Don Oliveira as 1.0 FTE Social Studies Teacher at Blue Heron Middle School, pending appropriate certification, effective the 2016-17 school year

Recommend Mikel Cumiskey as 5.0 hr./day Special Education Para educator, Grant Street Elementary, effective the 2016-17 school year
Recommend employment of supplemental staff for the 2016-17 school year as per attached personnel list (*Removed and voted upon separately*)
Recommend Laura Cook as 1.0 FTE Speech/Language pathologist, Port Townsend School District, pending appropriate certification, effective the 2016-17 school year

Retirements/Resignations: Accept resignation of Jess Winsheimer as 2 hr./day Para educator, effective the end of the 2015-16 school year
Accept resignation of Nick Snyder, Head Coach Blue Heron Wrestling team and Assistant Coach High School Wrestling team, effective the end of the 2015-16 school year
Accept resignation of Ryann McChesney, Assistant Girls' Soccer Coach, effective the end of the 2015-16 school year

Board Correspondence

The board reviewed an email from Tom Thiersch regarding the April 23, 2016 WSSDA (Washington State School Directors' Association) regional meeting.

Reports

Business Manager-*removed*

Update on Construction of New Elementary School – Kirk Robinson

Brad Taylor reported that a meeting was held with Integrus and Dr. Polm on Wednesday, July 6, 2016 to bring him up to date on the construction project.

Kirk Robinson, Project Manager from Robinson Company, explained the cost estimate process, and what work has been completed, including soil analysis, finalizing terms and agreements with Integrus, pre-submittal conference with the City, and traffic analysis. Possible revision of Policy 6957, Change Orders, was discussed to ensure timely payments for work completed. Mr. Robinson suggested perhaps adding some special board meetings in the next few months to further inform the public and staff of design plans for the new school. Mr. O'Hara will speak with staff members who need to be involved in those meetings to determine dates.

Action Items

Approve Curriculum Adoption

Ms. Welch moved to adopt the following curriculum:

Bridges in Mathematics, K-5, New 2nd Edition, The Math Learning Center, 2014

Ms. James-Wilson seconded and the motion carried 5-0.

Approve Resolution 16-07: Health Benefits for Certificated Administrators

Ms. James-Wilson moved to approve Resolution 16-07. Ms. Tucker seconded, the motion carried 5-0. Health plans and their costs were discussed.

Approve Resolution 16-08: Health Benefits for Classified Staff

Ms. Tucker moved to approve Resolution 16-08. Mr. White seconded and the motion carried 5-0.

Approve Resolution 16-09: Health Benefits for Unrepresented Classified and Administrative Staff

Ms. James-Wilson moved to approve Resolution 16-09. Ms. Welch seconded and the motion carried 5-0.

Approve Resolution 16-10: Health Benefits for Certificated Staff

Ms. Tucker moved to approve Resolution 16-10. Mr. White seconded and the motion carried 5-0.

Approve Resolution 16-11: Adopt the Budget for the 2016-17 school year including:

General Fund:	\$15,439,211
Transportation Vehicle Fund:	\$350,000
Capital Projects Fund:	\$22,185,571
Debt Service Fund:	\$1,661,921
Associated Student Body Fund:	\$396,700

Ms. Khile noted there was a typographical error in the actual Resolution 16-11. The General Fund amount should read \$15, 439, 211, not \$15, 493,211. Ms. James-Wilson moved to approve Resolution 16-11, correcting the amount of the General Fund to read \$15,439,211. Ms. Welch seconded and the motion carried 5-0.

Unfinished Business

Sports and Title IX Data for Blue Heron School and Port Townsend High School for the 2015-16 School Year

This is a written copy of the information Mr. Wilson had presented verbally at the June 27, 2016 meeting.

New Business

Policy Review – None

Board Member Announcements/Suggestions for Future Meetings

Ms. Tucker suggested items discussed at the June 27, 2016 board retreat, such as policy review and superintendent evaluation be put on a future agenda. Discussion followed.

Next Meeting: August 22, 2016, Regular Meeting, 1610 Blaine St., Room S-11, 6:00 p.m. (the agenda noted August 24, which will be corrected)

Adjournment: The meeting was adjourned by consensus at 7:40 p.m.

Respectfully submitted,

Nathanael O'Hara, Board Chair

Board Chair Nathanael O'Hara called the special meeting to order at 5:06 p.m. PRESENT: Nathanael O'Hara, Laura Tucker, and Connie Welch. Excused: Jennifer James-Wilson and Keith White. Also present were Superintendent Polm, staff, and community members.

Laura Tucker led the Pledge of Allegiance.

Agenda Approval

Laura Tucker moved to approve the agenda. Connie Welch seconded and the motion carried 3-0.

Public Comments

None

Update on Construction Project for New Elementary School – Lisa Condran, Ann Healy-Raymond, Sarah Rubenstein, and Loretta Sachs, Integrus Architecture

Superintendent Polm gave some background on research regarding how children learn and how the district learning goals are supported by research.

Ann Healy-Raymond and Sarah Rubenstein explained the learning spaces being planned for the new school. Mr. O'Hara asked how staff was informed of the meetings held by the architect firm to collect input about the new school. Ms. Healy-Raymond said there were a series of six meetings held with the architect firm and staff (PK-5th grade and specialists), either during or after school, onsite and offsite. Using various times, dates, and places hopefully ensured all staff an opportunity to arrange their schedule to be able to attend one or more of those meetings. A video from the website Edtopia regarding successful team teaching was shown. Principal Lisa Condran explained some of the staff at Grant Street who will be team teaching in 2016-17.

Loretta Sachs said the schematic design was completed in early July, 2016. The process has now progressed to the actual design process, and more meetings are planned with staff as that process develops. Ms. Sachs said during the pre-bond phase, what Integrus heard from meetings with staff and administration was an emphasis on highly flexible learning spaces, room for collaboration (teacher-teacher, teacher-student, and student-student), and an indoor-outdoor environment. Designs for classrooms were shown. Ms. Sachs indicated the building had been planned with a 20% capacity for growth. How this sort of teaching environment may aid mastery of learning standards (Common Core, Next Generation Science, etc.) was discussed. The frequently asked questions document included in the packet was reviewed.

Public Comment

- Ted Wexman asked about preliminary costs estimates for the new elementary school. Kirk Robinson, Project Manager, explained the cost estimates for the new elementary school and projects at the high school are being finalized and the budget, along with the final schematic design, should be ready for approval at one of the board meetings in September.
- Rich Jahnke said Nathan Sherwood, who was involved in the facilities committee when planning for the new school began, had to leave the meeting, but Mr. Sherwood wanted the board to know he feels this design represents what was originally envisioned by the committee.

Action Items

06.01 Approval of Contract for Integrus Architecture

Ms. Welch moved to approve the contract for Integrus Architecture for the new elementary school. Ms. Tucker seconded and the motion carried 3-0.

06.02 Approval of Contract for The Robinson Company

Ms. Welch moved to approve the contract for The Robinson Company as project manager for the new elementary school project, amending the signature page to show Superintendent Polm's signature. Ms. Tucker seconded and the motion carried 3-0.

06.03 Approval of Contract for Northwestern Territories

Ms. Welch moved to approve the contract for Northwestern Territories for the new elementary school project. Ms. Tucker seconded and the motion carried 3-0.

Adjournment

The meeting was adjourned by consensus at 7:36 pm.

Respectfully submitted,

John Polm, Secretary

ATTEST: Nathanael O'Hara, Board Chair



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

July 7, 2016

Dear Dr. Polm,

Please accept this letter as recommendation for Rachel Wyda as 1.0 Kindergarten Teacher at Grant Street Elementary for the 2016-17 school year pending receipt of her Washington State teaching credential.

Rachel has recently graduated from Western Washington University with a degree in elementary education after completing a year-long internship in a kindergarten classroom. Prior to pursuing her education degree, Rachel had a career providing mental health services and case management to clients in the Seattle area. Rachel's references stressed her creativity, resourcefulness, intelligence, and strong interpersonal skills. Rachel has family in Port Townsend and is particularly excited for the opportunity to be part of the Maritime Discovery Schools Initiative in our district.

The interview team was impressed by Rachel's knowledge of effective teaching strategies and strong understanding of kindergarten curriculum and learning standards, as well as her commitment to being part of a collaborative team. Kindergarten teachers Maggie Kelley, Katie Pangelinan, and Sally Shaw-Dankert joined me on the interview team.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary



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

July 20th, 2016

Dear Dr. Polm,

Please accept this letter as recommendation for Jeanne Turner as the .6 FTE School Counselor Leave Replacement position at Grant Street Elementary for the 2016-17 school year.

Jeanne comes highly recommended from the Bainbridge Island School District where she served as a school counsebr in 2014-2015. Additionally, she has experiences as an elementary school teacher and school counselor in the North Kitsap School District.

Emily Gustafson and Peter Braden joined me in interviewing Jeanne andunanimously agreed that Jeanne will provide outstanding service to the students, staff, and parents of Grant Street Elementary.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary



Home of the Redhawks

Port Townsend High School

1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520

Carrie Ehrhardt, Principal

Scott Wilson, Assistant Principal
Athletic Director

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

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

RE: Alex Heilig; Port Townsend Permanent Substitute Position, 2016-17

Date: August 8, 2016

Dr. Polm and Members of the School Board,

It is my pleasure to recommend Mr. Alex Heilig for the position of Permanent Substitute for the Port Townsend School District. Alex has experience in both middle and high school classrooms as a teacher. This last academic year, Alex served as a teacher in a behavioral education classroom. He has the skills and flexibility needed to be a successful substitute and a support staff person for our district.

Alex Heilig has also accepted the position of head football coach for the high school. His dual role as teacher and coach will be a benefit to our students, schools, and community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Wilson", with a horizontal line extending to the right.

Scott Wilson

Assistant Principal, PTHS
Athletic Director, Port Townsend Schools.



Dear Ms. McGinnis

I am writing to rescind my Leave of Absence for the 2016-2017 school year, and to resign my position in the district as a 1.0 FTE classroom teacher.

Sincerely,

Cheryl Garnett Harris



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

August 9, 2016

Dear Dr. Polm,

Please accept this letter as recommendation for Cheryl Garnett-Harris as the .5 FTE Reading Specialist position at Grant Street Elementary.

Cheryl was a classroom teacher in kindergarten and third grade at Grant Street Elementary from 2008 to 2015 until taking a leave of absence this past school year. Cheryl has a deep understanding of the students' needs and the goals to support the literacy instruction programs at Grant Street. Additionally, Cheryl's collaborative skills will help her attain the highest results for our teachers and our students.

Dawn Braden joined me in interviewing Cheryl and agreed that Cheryl would be an excellent addition to our staff as a .5 FTE Reading Specialist.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary

Anneliese Rice



July 27, 2016

Port Townsend School District
1610 Blaine St.
Port Townsend, WA
98368

To Whom It May Concern:

I am writing to notify Port Townsend School District that I am resigning from my position as a Special Education Paraeducator. I have decided to explore other options, including graduate school in the field of education, and my experience at Grant Street helped me reach this decision.

I am appreciative of all the opportunities and knowledge I gained from this position. Thank you for your professional support. Best of luck in the coming school year!

Sincerely,

Anneliese Rice

Laurie McGinnis

From: Jill Dickson <jilldickson@msn.com>
Sent: Saturday, August 13, 2016 6:39 PM
To: Laurie McGinnis
Subject: Fwd: O.David Dickson

Sent from my iPad

Begin forwarded message:

From: Jill Dickson <jilldickson@msn.com>
Date: August 11, 2016 at 10:32:10 PM PDT
To: lmcginnis@ptschools.com
Subject: **O.David Dickson**

Please accept this as my resignation from the position of school bus driver for the Port Townsend School District effective immediately. Thank you.
Owen David Dickson

Sent from my iPad



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

August 15, 2016

Dear Dr. Polm

Please accept this letter as recommendation for Ashley Quinn as a Special Education Paraeducator in the preschool, 6.0 hours at Grant Street Elementary for the 2016-17 school year, pending successful pre-employment testing.

Ashley Quinn is a long time Port Townsend community member and has outstanding references, who speak to her compassion, conscientiousness, and dependability. Ashley regularly volunteered as teacher's assistant in Grant Street's Preschool and in Katie Pangelinan's kindergarten classroom. Staff who observed her in these settings were impressed with her teaching skills and her enjoyment of working with young children.

During the interview, the team was impressed with Ashley's understanding of early childhood development and her answers to interview questions, which showed excellent judgment and understanding of how to best work with students in the preschool.

Shelly Kienle and Mary Barnes joined me as members of the interview committee.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary



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

August 15, 2016

Dear Dr. Polm

Please accept this letter as recommendation for Faith Pray as Special Education Paraeducator, 6 hours at Grant Street Elementary in Pat Range's classroom for the 2016-17 school year, pending successful pre-employment testing.

Faith Pray is a long time Port Townsend community member and has outstanding references, who speak to her compassion, thoughtfulness, and dependability. Faith taught classes regularly in the OCEAN program and was very well received in this role by students, parents, and teachers.

During the interview, the team was impressed with the depth of Faith's understanding of elementary school students and her dedication to helping special education students achieve.

Shelly Kienle and Mary Barnes joined me as members of the interview committee.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary

BLUE HERON SCHOOL

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

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



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

FaceBook Page:
Blue Heron Middle School Athletics

RE: Jeni Little; Middle School Cross Country Coach

Date: August 15th, 2016

Dr. Polm and Members of the School Board,

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

Jeni's interest in this position is related to her personal love of running and of her knowledge of all things related to Track & Field and Cross Country. Jeni is currently our Track & Field coach at Blue Heron and is excited to serve in another coaching capacity. Also, Jeni is currently the director for the Rhody Run which will add more connections to our community. This partnership with Jeni will be great opportunity for our students, community, and athletics in our schools.

Sincerely,

Lysa Falge

Cc: Scott Wilson



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1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520

Carrie Ehrhardt, Principal

Scott Wilson, Assistant Principal
Athletic Director

To:

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

From:

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

RE: Alex Heilig; Head Football Coach, PTHS

Date: August 4, 2016

Dr. Polm and Members of the School Board,

After reviewing his qualifications, checking with references, interviewing the candidate and discussing his qualifications with the interview committee, I am officially recommending Alex Heilig for the position of HEAD FOOTBALL COACH, Port Townsend High School.

Alex will be a positive addition to our entire Redhawk Athletic department. He is a proactive coach who holds high expectations and holds both his athletes and his assistant coaches accountable. I look forward to having him be a vital role in our Culture of Excellence at Port Townsend High School.

Sincerely,

A blue ink signature of Scott Wilson, written in a cursive style.

Scott Wilson

Cc: Lysa Falge, Athletic Coordinator



Athletics



Home of the Redhawks

Port Townsend High School

1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520

Carrie Ehrhardt, Principal

Scott Wilson, Assistant Principal
Athletic Director

To:

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

From:

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

RE: Aliina Lahti; Assistant Soccer Coach, PTHS

Date: August 8, 2016

Dr. Polm and Members of the School Board,

I am happy to recommend Aliina Lahti as the assistant soccer coach for the Port Townsend Girls Soccer team. Aliina is an active community member who has volunteered as a coach for the mountain biking club, a recreational soccer team and as a swim coach. She also works closely with The Recyclery and the North Olympic Salmon Coalition.

Aliina will be a positive addition to the Redhawk coaching staff. I look forward to having her as part of our team and am looking forward to her help with our athletes.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Wilson", with a horizontal line extending to the right.

Scott Wilson

Cc: Lysa Falge, Athletic Coordinator



Athletics

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 August 22, 2016, the board, by a _____ vote, approves payments, totaling \$37,446.83. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3283 through 3287, totaling \$37,446.83

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

Check Nbr	Vendor Name	Check Date	Check Amount
3283	BANK OF AMERICA VISA	07/29/2016	31.20
3284	CHIMACUM SCH DIST#49-CO-OP TRA	07/29/2016	26,504.88
3285	FULCRUM MANAGEMENT SOL LTD	07/29/2016	10,450.00
3286	Taylor, Brad James	07/29/2016	52.38
3287	TERRAPIN ARCHITECTURE PC	07/29/2016	408.37
5	Computer	Check(s) For a Total of	37,446.83

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 August 22, 2016, the board, by a _____ vote, approves payments, totaling \$63,585.05. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 61278 through 61307, totaling \$63,585.05

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

Check Nbr	Vendor Name	Check Date	Check Amount
61278	ACADAMIA.NET INC	07/29/2016	870.00
61279	BANK OF AMERICA VISA	07/29/2016	23,455.46
61280	BONZON, JANET R	07/29/2016	1,266.50
61281	Boutilier, Janet Klockers	07/29/2016	14.11
61282	CANON FINANCIAL SERVICES INC	07/29/2016	207.07
61283	CENTURYLINK	07/29/2016	701.87
61284	CHEVRON	07/29/2016	112.76
61285	CHIMACUM SCH DIST#49-CO-OP TRA	07/29/2016	6,783.03
61286	FALLON, MARY (MOLLY)	07/29/2016	760.00
61287	Fox, Allen E	07/29/2016	56.16
61288	GOOD TO GO	07/29/2016	7.00
61289	Gronwall, Gail R	07/29/2016	59.97
61290	Hageman, Brandi R	07/29/2016	266.82
61291	JEFF CO DEPT OF PUBLIC WORKS	07/29/2016	124.93
61292	JEFFERSON MENTAL HEALTH	07/29/2016	9,484.73
61293	KING COUNTY DIRECTORS	07/29/2016	210.82
61294	Kruse, Jennifer Kathleen	07/29/2016	35.75
61295	LES SCHWAB	07/29/2016	1,020.88
61296	McGinnis, Laurie Kathleen	07/29/2016	54.00
61297	MOUNTAIN PROPANE	07/29/2016	116.14
61298	OLYMPIC EQUIPMENT RENTALS	07/29/2016	39.35
61299	PITNEY BOWES INC	07/29/2016	453.00
61300	Polm JR, John A	07/29/2016	2,050.51
61301	POSTAGE BY PHONE RESERVE ACCOU	07/29/2016	1,025.00
61302	PUBLIC UTILITY DISTRICT	07/29/2016	11,341.34
61303	STATE AUDITOR	07/29/2016	372.40
61304	SUPPLYWORKS	07/29/2016	1,810.31
61305	TARBOO RIDGE EXTINGUISHERS	07/29/2016	497.59
61306	WESTBAY AUTO PARTS	07/29/2016	130.84
61307	Wilson, Amy Marie	07/29/2016	256.71

30 Computer Check(s) For a Total of 63,585.05

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 August 22, 2016, the board, by a _____ vote, approves payments, totaling \$742.94. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10459 through 10459, totaling \$742.94

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

Check Nbr	Vendor Name	Check Date	Check Amount
10459	BANK OF AMERICA VISA	07/29/2016	742.94
1	Computer	Check(s) For a Total of	742.94

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 August 22, 2016, the board, by a _____ vote, approves payments, totaling \$195,273.61. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3288 through 3292, totaling \$195,273.61

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

Check Nbr	Vendor Name	Check Date	Check Amount
3288	CHIMACUM SCH DIST#49-CO-OP TRA	08/15/2016	1,235.00
3289	Integrus Architecture	08/15/2016	107,654.47
3290	NORTHWESTERN TERRITORIES INC	08/15/2016	26,362.00
3291	Taylor, Brad James	08/15/2016	157.14
3292	THE ROBINSON COMPANY INC	08/15/2016	59,865.00
5	Computer	Check(s) For a Total of	195,273.61

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 August 22, 2016, the board, by a _____ vote, approves payments, totaling \$106,482.45, and voids/cancellations, totaling \$39,385.84. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 61308 through 61354, totaling \$106,482.45
Voids/Cancellations, totaling \$39,385.84

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

Check Nbr	Vendor Name	Check Date	Check Amount
61308	Aedan, Denise	08/15/2016	522.38
61309	Alpine Products Inc	08/15/2016	2,144.42
61310	BUTLER, ROBERTA L	08/15/2016	870.00
61311	Cartwright, Lisa K	08/15/2016	64.66
61312	CASTLEMAN MUSIC & REPAIR	08/15/2016	228.27
61313	CENEX FLEETCARD	08/15/2016	172.75
61314	CHIMACUM SCH DIST#49-CO-OP TRA	08/15/2016	22,888.14
61315	CHS - CENEX HARVEST STATES	08/15/2016	53.01
61316	CITY OF PT TOWNSEND	08/15/2016	6,603.08
61317	Colton, Mary K	08/15/2016	83.80
61318	COOPER FUEL & AUTO REPAIR	08/15/2016	77.06
61319	DIGITAL INSURANCE INC	08/15/2016	500.00
61320	DM DISPOSAL CO INC	08/15/2016	2,110.18
61321	E3 DIAGNOSTICS	08/15/2016	331.36
61322	ESD 114	08/15/2016	3,702.86
61323	FALLON, MARY (MOLLY)	08/15/2016	350.00
61324	FOOD CO-OP	08/15/2016	40.77
61325	GAYNE, ZACHARY J	08/15/2016	637.50
61326	GREENTREE COMMUNICATIONS	08/15/2016	189.14
61327	HEALTH CARE AUTHORITY	08/15/2016	5,911.03
61328	HENERY HARDWARE	08/15/2016	346.20
61329	Howard, Thomas R	08/15/2016	95.00
61330	INTERSTATE ALL BATTERY CENTER	08/15/2016	516.39
61331	JAMESTOWN NETWORKS	08/15/2016	2,256.30
61332	JIVE COMMUNICATIONS, INC.	08/15/2016	5,527.90
61333	Kelley, Maggie Freeman R	08/15/2016	205.39
61334	Khile, Amy Jo	08/15/2016	276.48
61335	KING COUNTY DIRECTORS	08/15/2016	23.32
61336	Kruse, Jennifer Kathleen	08/15/2016	521.03
61337	LEADER	08/15/2016	121.50
61338	MASCO PETROLEUM	08/15/2016	633.41

Check Nbr	Vendor Name	Check Date	Check Amount
61339	McMahon, Ann	08/15/2016	680.00
61340	NC MACHINERY	08/15/2016	4,801.20
61341	Norton, Linda	08/15/2016	291.04
61342	OLYMPIC SPRINGS	08/15/2016	42.02
61343	OLYMPIC ART & OFFICE	08/15/2016	51.50
61344	OSPI	08/15/2016	888.33
61345	PACIFIC OFFICE EQUIPMENT	08/15/2016	1,334.54
61346	PART WORKS INC	08/15/2016	169.12
61347	PENINSULA PEST CONTROL INC	08/15/2016	386.95
61348	SKOOKUM CONTRACT SERVICES	08/15/2016	2,582.51
61349	SOS PRINTING	08/15/2016	828.95
61350	SUPPLYWORKS	08/15/2016	55.55
61351	THE MATH LEARNING CENTER	08/15/2016	36,133.76
61352	WALTER E NELSON CO	08/15/2016	70.25
61353	WASH STATE FERRIES	08/15/2016	38.40
61354	WSPA	08/15/2016	125.00
47	Computer	Check(s) For a Total of	106,482.45

Check Nbr	Vendor Name	Check Date	Check Amount
61247	THE MATH LEARNING CENTER	08/15/2016	39,385.84
1	Void	Check(s) For a Total of	39,385.84

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of July, 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>769,355.27</u>	Employee Gross
		<u>282,160.79</u>	Employer Contribution
		_____	Payroll Adjustment*
		<u>1,051,516.06</u>	Total Distribution

DIRECTORS:

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

PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
August 22, 2016 – September 26, 2016

August 22	HS fall sports practice begins HS ASB office open 10-1:30, August 22- 23 GS office open 8-4 School Board regular meeting, 6 pm
August 24	HS main and counseling offices open
August 25	BH office opens
August 26	BH new student registration
August 29	HS back-to-school day 10-1:30 HS freshman parent meeting, 4:00 HS new student registration by appointment K screening, 6-7:30 pm, GS
August 30	HS freshman orientation, 8:30 – 11:00 am OCEAN back-to-school night, 6 pm, BH commons
August 31	BH welcome back night, grades 4-5, 5:30 – 7:00 pm
September 1	BH welcome back night, grades 6-8, 5:30 – 7:00 pm
August 30-Sept 8	OCEAN start-up conferences/orientation
September 6	First day of school, no kindergarten
September 7	2-hr. early release, GS and BH No kindergarten
September 8	Kindergarten, ½ day
September 9	Kindergarten, ½ day
September 12	OCEAN classes begin First full day for kindergarten School Board work/study meeting, 6 pm
September 13	HS picture make-up day, 8-10:30 am Instrument rental, BH, 3-6 pm GS PTA meeting
September 14	2-hr. early release, GS and BH
September 21	2-hr. early release, GS and BH

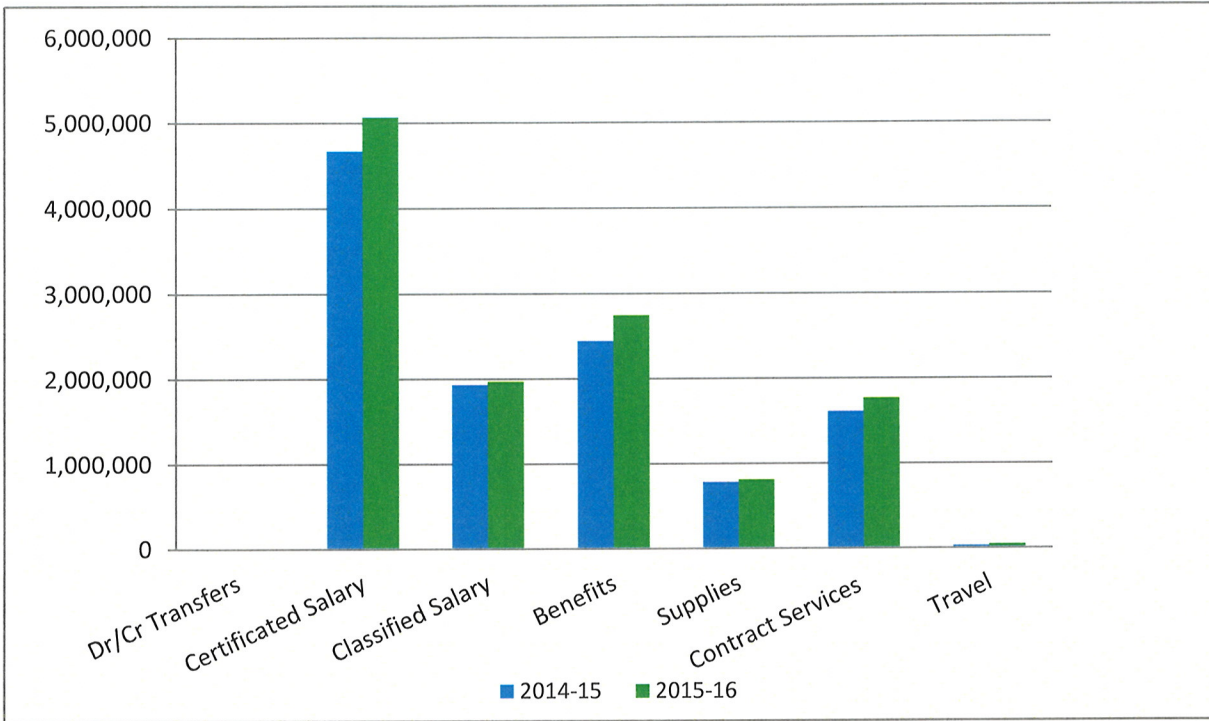
September 22	BH Picture Day GS Open House with bake sale, 6-7 pm
September 23	HS Friday Salon, 2:00 pm BH Picture day
September 26	School Board regular meeting, 6 pm

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

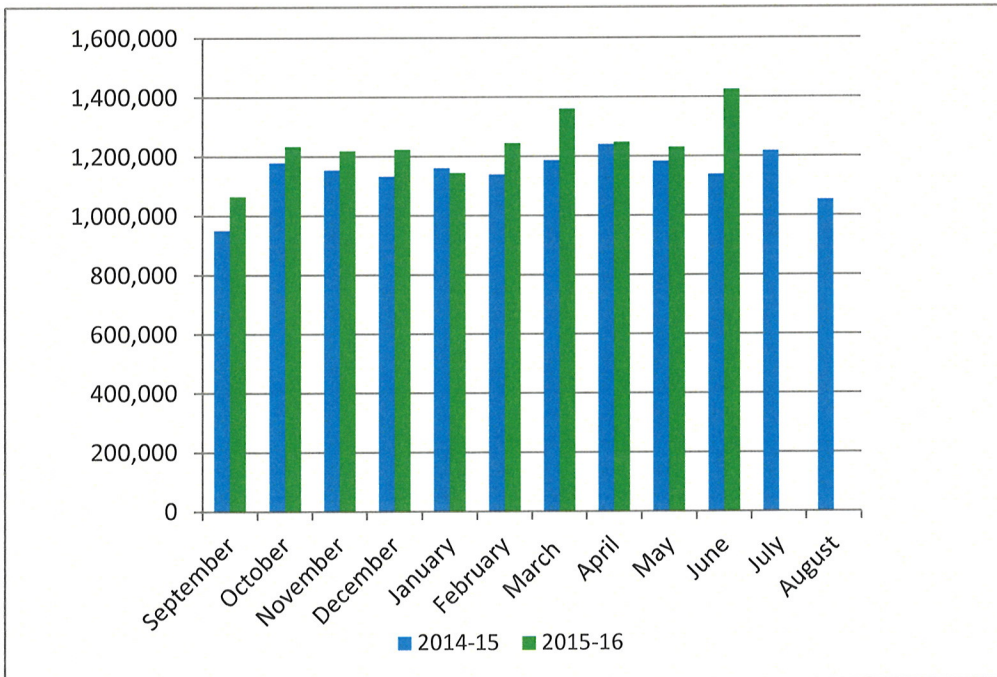
For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of June, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	3,380,073	21,444.48	3,384,905.41		4,832.41-	100.14
2000 LOCAL SUPPORT NONTAX	403,282	12,323.85	356,328.61		46,953.39	88.36
3000 STATE, GENERAL PURPOSE	7,552,081	433,205.18	5,980,022.29		1,572,058.71	79.18
4000 STATE, SPECIAL PURPOSE	2,026,892	103,679.32	1,550,578.97		476,313.03	76.50
5000 FEDERAL, GENERAL PURPOSE	0	.00	210,226.82		210,226.82-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,219,271	143,406.48	827,352.17		391,918.83	67.86
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	6,500	1,072.87	2,879.61		3,620.39	44.30
9000 OTHER FINANCING SOURCES	279,016	73,191.15	245,556.47		33,459.53	88.01
Total REVENUES/OTHER FIN. SOURCES	14,867,115	788,323.33	12,557,850.35		2,309,264.65	84.47
B. EXPENDITURES						
00 Regular Instruction	6,952,875	701,566.47	6,138,072.57	1,125,434.85	310,632.42-	104.47
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,514,483	239,110.59	2,240,082.40	359,617.87	85,217.27-	103.39
30 Voc. Ed Instruction	372,495	34,821.69	297,410.07	55,641.80	19,443.13	94.78
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	881,054	76,493.99	631,517.43	102,227.92	147,308.65	83.28
70 Other Instructional Pgms	709,660	41,993.62	210,842.95	19,690.36	479,126.69	32.49
80 Community Services	10,702	369.78	8,739.27	749.99	1,212.74	88.67
90 Support Services	3,274,172	330,112.23	2,856,080.79	551,634.05	133,542.84-	104.08
Total EXPENDITURES	14,715,441	1,424,468.37	12,382,745.48	2,214,996.84	117,698.68	99.20
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)						
	151,674	636,145.04-	175,104.87		23,430.87	15.45
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		693,053.65			
I. ENDING FUND BALANCE ACCOUNTS:						
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	2,973		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		271,766.63			
G/L 891 Unassigned Min Fnd Bal Policy	297,367		347,367.44			
TOTAL	552,456		693,053.65			

Port Townsend School District
 Year to Date Expenditures by Object
 June 30, 2016
 \$12,382,745

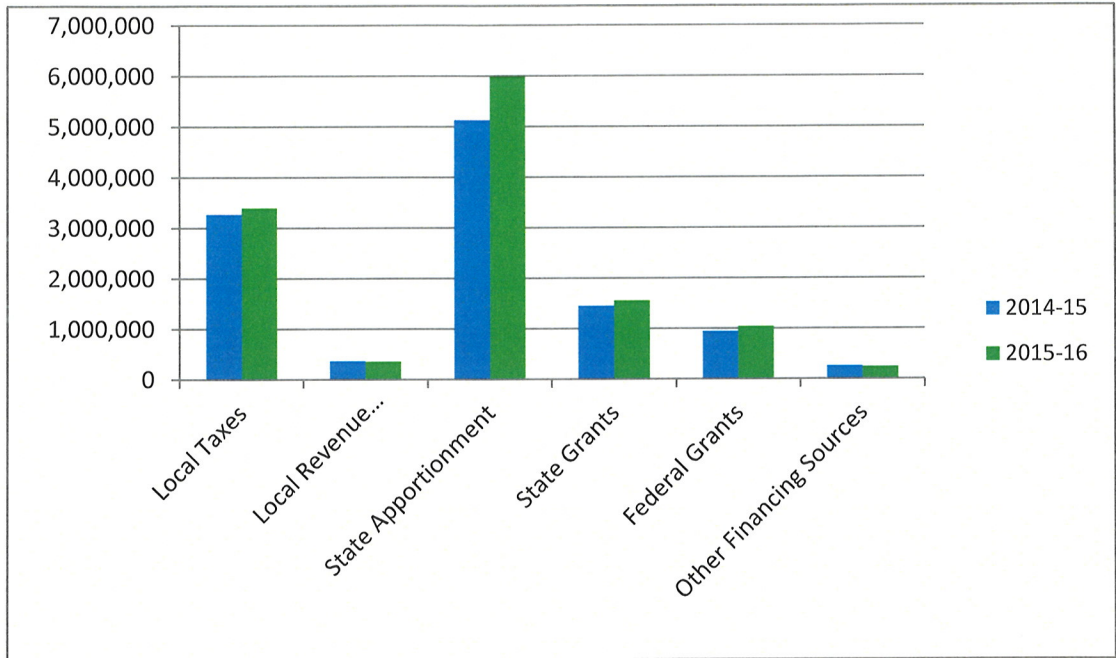


General Fund Expenditure Comparative



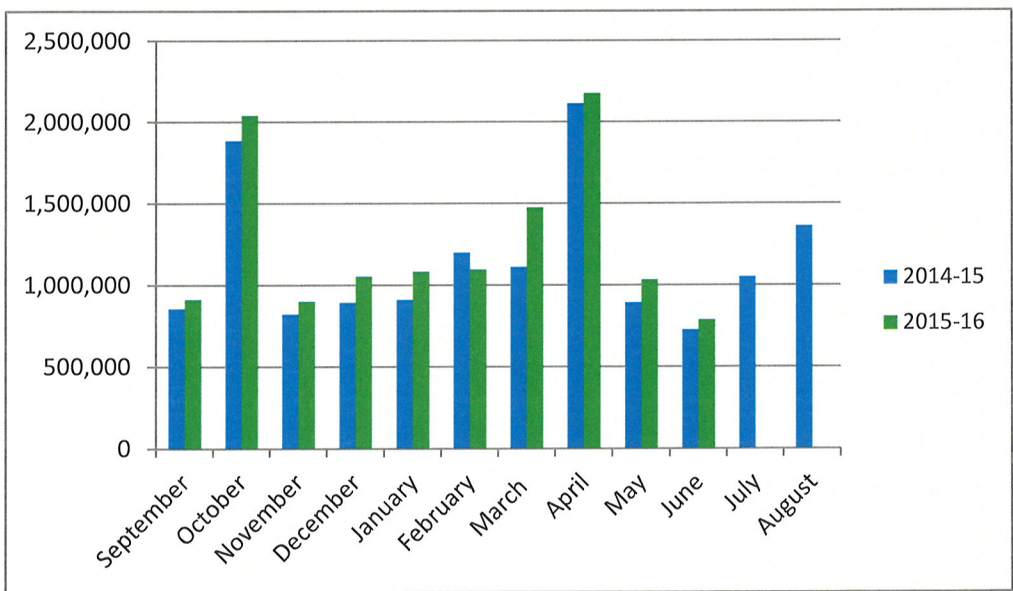
Expenditures as a percentage of budget is 84.14% and we are 83.3% through the year

Port Townsend School District
Year to Date Revenue by Source
 June 30, 2016
 \$12,557,850



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

General Fund Revenue Comparison



83.33% through the year we have collected 84.47% of budgeted revenues.

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 June, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	1,185,031	7,362.40	1,173,599.13		11,431.87	99.04
2000 Local Support Nontax	360,500	5,546.66	53,685.76		306,814.24	14.89
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	41,394,781.80	41,394,781.80		41,394,781.80-	0.00
Total REVENUES/OTHER FIN. SOURCES	1,545,531	41,407,690.86	42,622,066.69		41,076,535.69-	> 1000
B. EXPENDITURES						
10 Sites	900,000	.00	7,082.89	68,439.96	824,477.15	8.39
20 Buildings	300,000	41,740.91	194,505.60	53,579.10	51,915.30	82.69
30 Equipment	0	.00	.00	582.40	582.40-	0.00
40 Energy	0	3,815.00	10,217.20	0.00	10,217.20-	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	217,827.00	222,766.80	0.00	222,766.80-	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	1,200,000	263,382.91	434,572.49	122,601.46	642,826.05	46.43
C. OTHER FIN. USES TRANS. OUT (GL 536)	338,710	78,043.88	305,249.95			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)	6,821	41,066,264.07	41,882,244.25		41,875,423.25	> 1000
F. TOTAL BEGINNING FUND BALANCE	1,218,198		1,203,191.36			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	1,225,019		43,085,435.61			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 862 Committed from Levy Proceeds	1,271,015		1,656,057.41			
G/L 869 Restricted fr Undistr Proceeds	0		.00			
G/L 870 Committed to Other Purposes	37,800		.00			
G/L 889 Assigned to Fund Purposes	83,796-		41,429,378.20			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	1,225,019		43,085,435.61			

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 June, 2016

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	13.02	36.02		36.02-	0.00
2000 Local Support Nontax	0	42.08	297.12		297.12-	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	3,664.65	58,505.40		1,188.60	98.01
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,694	3,719.75	58,838.54		855.46	98.57
B. EXPENDITURES						
Matured Bond Expenditures	48,900	.00	48,900.00	0.00	.00	100.00
Interest On Bonds	10,793	4,852.73	10,793.48	0.00	.48-	100.00
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
<u>Total EXPENDITURES</u>	60,693	4,852.73	60,024.33	0.00	668.67	98.90
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	999-	1,132.98-	1,185.79-		186.79-	18.70
F. <u>TOTAL BEGINNING FUND BALANCE</u>	123,000		123,097.26			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	122,001		121,911.47			
I. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	122,001		121,911.47			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	122,001		121,911.47			

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 June, 2016

<u>A. REVENUES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 General Student Body	211,832	417.88	41,957.60		169,874.40	19.81
2000 Athletics	46,500	478.30	31,602.96		14,897.04	67.96
3000 Classes	7,900	1,589.27	18,287.39		10,387.39-	231.49
4000 Clubs	121,800	16,402.79	118,326.60		3,473.40	97.15
6000 Private Moneys	6,600	72.00	9,065.40		2,465.40-	137.35
<u>Total REVENUES</u>	394,632	18,960.24	219,239.95		175,392.05	55.56
<u>B. EXPENDITURES</u>						
1000 General Student Body	174,800	.00	4,868.76	1,650.00	168,281.24	3.73
2000 Athletics	81,200	7,533.86	82,428.64	3,061.50	4,290.14-	105.28
3000 Classes	13,200	9,944.42	25,335.30	800.44	12,935.74-	198.00
4000 Clubs	129,150	14,190.55	103,620.56	8,601.61	16,927.83	86.89
6000 Private Moneys	6,700	233.00	7,197.85	31.95	529.80-	107.91
<u>Total EXPENDITURES</u>	405,050	31,901.83	223,451.11	14,145.50	167,453.39	58.66
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u>	<u>(A-B)</u>	10,418-	12,941.59-	4,211.16-	6,206.84	59.58-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	300,000		320,496.30			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	289,582		316,285.14			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	289,582		316,285.14			
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		316,285.14			

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 June, 2016

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	62.82	646.17		546.17-	646.17
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	62.82	646.17		92,476.83	0.69
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	93,123	62.82	646.17		92,476.83	0.69
D. EXPENDITURES						
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-	62.82	646.17		157,523.17	100.41-
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		184,362.09			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	23,123		184,362.09			
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		184,362.09			

August 19, 2016

To: School Board

From: Amy Khile

Re: Budget Status – General Fund

As of July 31, 2016 we have spent \$13,632,444 of our budgeted \$14,715,441 or 92.64% of budget. While expenditures had been staying at or below the budgeted target throughout the year June saw a slight increase that continue to increase in July. We are currently .98% above the target of 91.66%. Some of the expenditures causing us to go over budget this year include:

- \$47,480 in extra TRI days granted
- Certificated substitute costs are \$176,883 over budget
- Certificated extra time is \$84,574 over budget
- Classified substitute costs are \$23,636 over budget

These items amount to \$332,573 in expenditures over budget.

We currently have an ending fund balance of \$573,594. With the revenues and expenditures still to come I am anticipating an ending fund balance of approximately \$635,000.

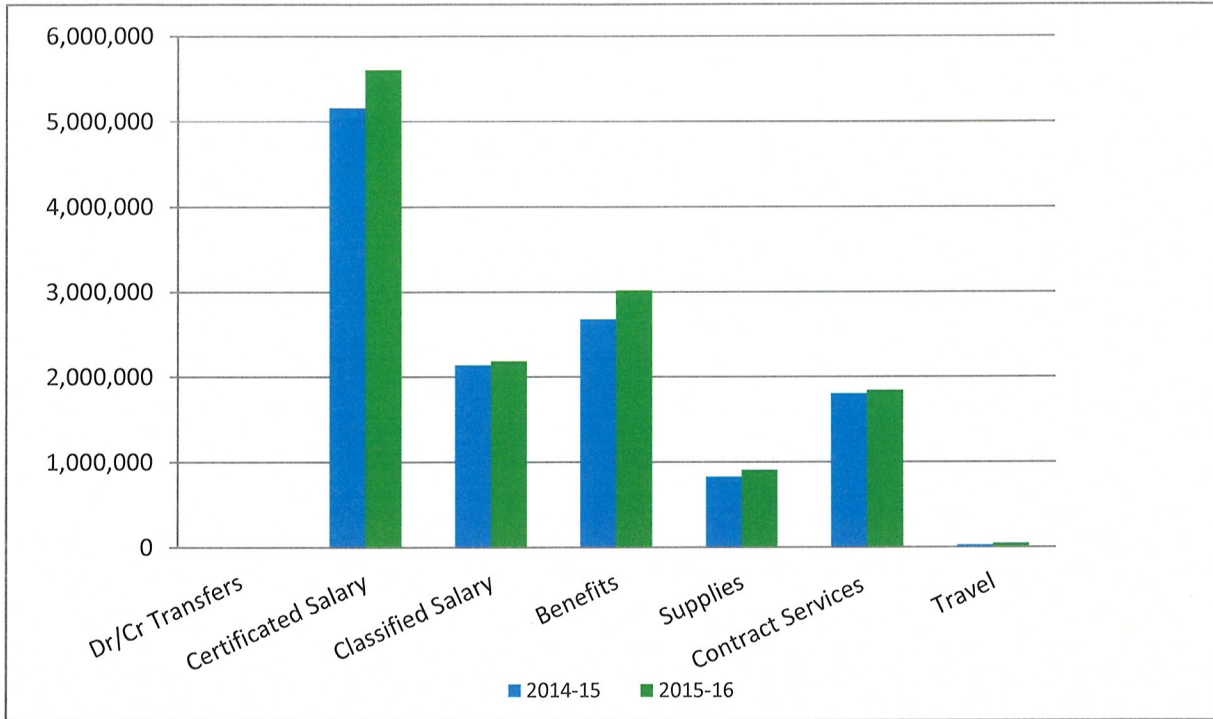
I am anticipating additional revenues of \$1,305,000 which is \$206,000 over the budgeted revenues. There were several grants received during the year that had not been anticipated, including a USDA grant, additional funding from MDS as well as Federal Forest and Safety Net that were not budgeted.

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

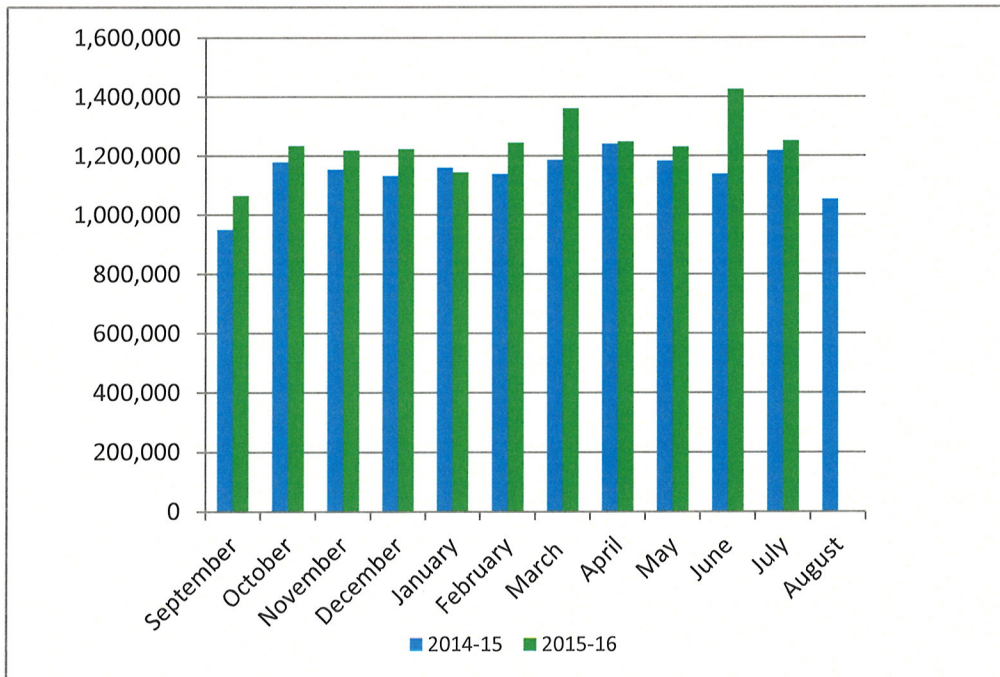
For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of July, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	3,380,073	13,690.75	3,398,596.16		18,523.16-	100.55
2000 LOCAL SUPPORT NONTAX	483,482	7,010.46	363,339.07		120,142.93	75.15
3000 STATE, GENERAL PURPOSE	7,552,081	746,544.59	6,726,566.88		825,514.12	89.07
4000 STATE, SPECIAL PURPOSE	2,015,175	274,902.27	1,825,481.24		189,693.76	90.59
5000 FEDERAL, GENERAL PURPOSE	0	.00	210,226.82		210,226.82-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,150,788	88,128.82	915,480.99		235,307.01	79.55
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	6,500	.00	2,879.61		3,620.39	44.30
9000 OTHER FINANCING SOURCES	279,016	.00	245,556.47		33,459.53	88.01
Total REVENUES/OTHER FIN. SOURCES	14,867,115	1,130,276.89	13,688,127.24		1,178,987.76	92.07
B. EXPENDITURES						
00 Regular Instruction	6,952,875	622,363.61	6,760,436.18	621,027.11	428,588.29-	106.16
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,514,483	193,256.90	2,433,339.30	194,015.80	112,872.10-	104.49
30 Voc. Ed Instruction	372,495	30,619.91	328,029.98	30,208.02	14,257.00	96.17
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	881,054	123,708.20	755,225.63	57,551.59	68,276.78	92.25
70 Other Instructional Pgms	709,660	27,278.49	238,121.44	8,377.41	463,161.15	34.73
80 Community Services	10,702	3,332.04	12,071.31	374.92	1,744.23-	116.30
90 Support Services	3,274,172	249,139.07	3,105,219.86	332,574.17	163,622.03-	105.00
Total EXPENDITURES	14,715,441	1,249,698.22	13,632,443.70	1,244,129.02	161,131.72-	101.09
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	151,674	119,421.33-	55,683.54		95,990.46-	63.29-
F. TOTAL BEGINNING FUND BALANCE	400,782		517,948.78			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	552,456		573,632.32			
I. ENDING FUND BALANCE ACCOUNTS:						
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		152,345.30			
G/L 891 Unassigned Min Fnd Bal Policy	297,365		347,367.44			
TOTAL	552,456		573,632.32			

Port Townsend School District
 Year to Date Expenditures by Object
 July 31, 2016
 \$13,632,444

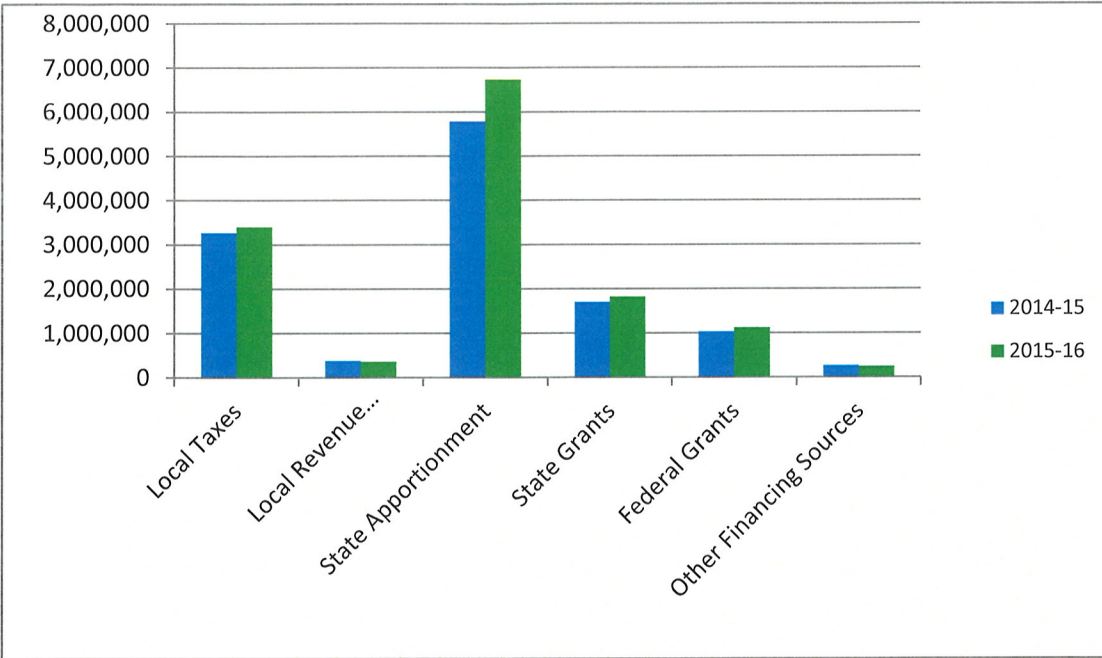


General Fund Expenditure Comparative



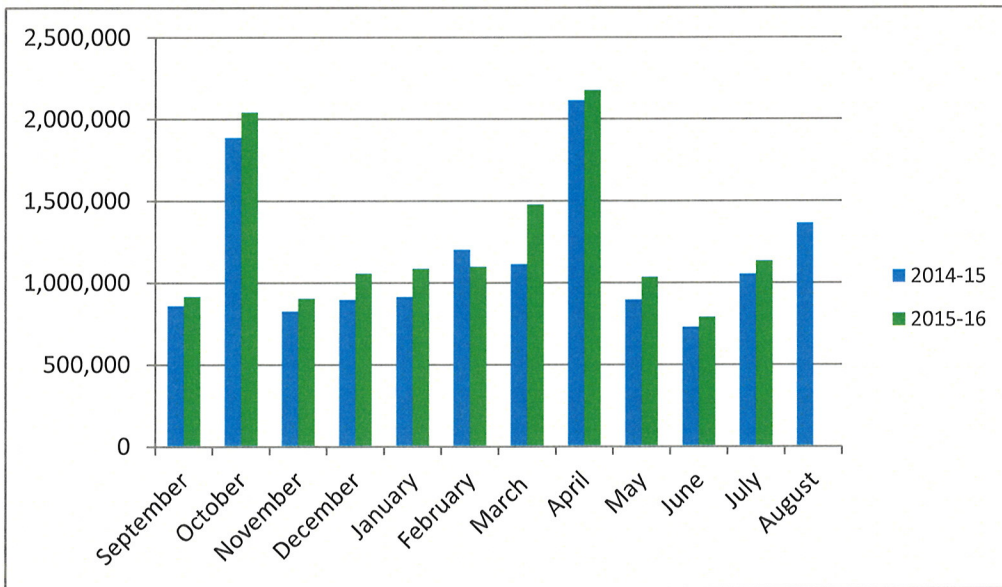
Expenditures as a percentage of budget is 92.64% and we are 91.66% through the year

Port Townsend School District
Year to Date Revenue by Source
 July 31, 2016
 \$13,688,127



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

General Fund Revenue Comparison



91.66% through the year we have collected 92.07% of budgeted revenues.

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 July, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	1,185,031	4,725.54	1,178,324.67		6,706.33	99.43
2000 Local Support Nontax	360,500	9,576.34	63,262.10		297,237.90	17.55
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	41,394,781.80		41,394,781.80-	0.00
Total REVENUES/OTHER FIN. SOURCES	1,545,531	14,301.88	42,636,368.57		41,090,837.57-	> 1000
B. EXPENDITURES						
10 Sites	900,000	26,504.88	33,587.77	41,935.08	824,477.15	8.39
20 Buildings	300,000	10,994.33	205,499.93	204,036.56	109,536.49-	136.51
30 Equipment	0	.00	.00	582.40	582.40-	0.00
40 Energy	0	.00	10,217.20	0.00	10,217.20-	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	222,766.80	0.00	222,766.80-	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	1,200,000	37,499.21	472,071.70	246,554.04	481,374.26	59.89
C. OTHER FIN. USES TRANS. OUT (GL 536)	338,710	.00	305,249.95			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	6,821	23,197.33-	41,859,046.92		41,852,225.92	> 1000
F. TOTAL BEGINNING FUND BALANCE	1,218,198		1,203,191.36			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE	1,225,019		43,062,238.28			
(E+F + OR - G)						
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 862 Committed from Levy Proceeds	1,271,015		1,623,692.11			
G/L 870 Committed to Other Purposes	37,800		.00			
G/L 889 Assigned to Fund Purposes	83,796-		41,438,546.17			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	1,225,019		43,062,238.28			

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 July, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	36.02		36.02-	0.00
2000 Local Support Nontax	0	480.72	777.84		777.84-	0.00
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	59,694	.00	63,358.13		3,664.13-	106.14
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,694	480.72	64,171.99		4,477.99-	107.50
B. EXPENDITURES						
Matured Bond Expenditures	48,900	.00	48,900.00	0.00	.00	100.00
Interest On Bonds	10,793	.00	10,793.48	0.00	.48-	100.00
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
<u>Total EXPENDITURES</u>	60,693	.00	60,024.33	0.00	668.67	98.90
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)						
	999-	480.72	4,147.66		5,146.66	515.18-
F. TOTAL BEGINNING FUND BALANCE						
	123,000		123,097.26			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	122,001		127,244.92			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	122,001		127,244.92			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	122,001		127,244.92			

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 July, 2016

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	211,832	226.11	42,183.71		169,648.29	19.91
2000 Athletics	46,500	212.20	31,815.16		14,684.84	68.42
3000 Classes	7,900	.00	18,287.39		10,387.39-	231.49
4000 Clubs	121,800	2,401.30	120,727.90		1,072.10	99.12
6000 Private Moneys	6,600	.00	9,065.40		2,465.40-	137.35
<u>Total REVENUES</u>	394,632	2,839.61	222,079.56		172,552.44	56.28
B. EXPENDITURES						
1000 General Student Body	174,800	71.04	4,939.80	1,650.00	168,210.20	3.77
2000 Athletics	81,200	572.79	83,001.43	2,261.50	4,062.93-	105.00
3000 Classes	13,200	300.44	25,635.74	500.00	12,935.74-	198.00
4000 Clubs	129,150	2,865.85	106,486.41	3,196.25	19,467.34	84.93
6000 Private Moneys	6,700	.00	7,197.85	31.95	529.80-	107.91
<u>Total EXPENDITURES</u>	405,050	3,810.12	227,261.23	7,639.70	170,149.07	57.99
C. EXCESS OF REVENUES						
<u>OVER (UNDER) EXPENDITURES</u>	<u>(A-B)</u>	10,418-	970.51-	5,181.67-	5,236.33	50.26-
D. TOTAL BEGINNING FUND BALANCE						
	300,000		320,496.30			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE						
	289,582		315,314.63			
<u>C+D + OR - E)</u>						
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	289,582		315,314.63			
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		315,314.63			

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 July, 2016

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	98.48	744.65		644.65-	744.65
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	93,023	.00	.00		93,023.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	<u>93,123</u>	<u>98.48</u>	<u>744.65</u>		<u>92,378.35</u>	<u>0.80</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>93,123</u>	<u>98.48</u>	<u>744.65</u>		<u>92,378.35</u>	<u>0.80</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	250,000	.00	.00	127,059.46	122,940.54	50.82
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>250,000</u>	<u>.00</u>	<u>.00</u>	<u>127,059.46</u>	<u>122,940.54</u>	<u>50.82</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>156,877-</u>	<u>98.48</u>	<u>744.65</u>		<u>157,621.65</u>	<u>100.47-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>180,000</u>		<u>183,715.92</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE</u>	<u>23,123</u>		<u>184,460.57</u>			
<u>(G+H + OR - I)</u>						
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	23,123		184,460.57			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>23,123</u>		<u>184,460.57</u>			



The Voice for Aquatics in Jefferson County

Update on Y Capital Project May 25, 2016

Since 2013, the JeffCo Aquatic Coalition has been a partner in the effort to bring a full service YMCA to Jefferson County. Besides the Y and JAC, the partnership includes Jefferson Healthcare, City of Port Townsend, and Port Townsend School District. During this period, the partners have funded a number of studies:

1. A Market Feasibility Study in 2014 established that county residents wanted a Y, identified which features were in most demand, determined that the most convenient location was Mountain View Commons, and quantified how many people would join at different membership rates. Aquatic facilities and programs dominated the most desired list of features.
2. Based on this study, a preliminary financial pro forma indicated that the facility would be financially sustainable.
3. In 2015, conceptual drawings and a statement of probable construction costs were developed. Capital costs for the 55,000 sq. ft. facility were estimated to be \$25M, and an opening date of 2020 was envisioned. The facility would include an onsite Jefferson Healthcare Clinic, a two-pool natatorium, gymnasium, indoor walking track, exercise equipment and studios, child watch and adventures spaces, and other amenities.
4. In early 2016, a Capital Feasibility Study was completed to assess the readiness for a capital campaign. Key findings included:
 - The community is ready for the facility and would like more detailed plans
 - The project should be re-scoped to a \$15-\$18M capital cost
 - A significant amount of the capital could come from foundations and government agencies outside Jefferson County.
 - Additional time is needed to cultivate donors and prepare the Y for a capital campaign. The study recommended taking 12-18 months to accomplish this.

In addition to the above, the Port Townsend School District, which owns the property, is exploring a plan to establish Mountain View Commons as a Community Recovery Center – a hub where community members can access emergency shelter and services following a major disaster or disruption. Various stakeholders, including the City, Jefferson Healthcare and the Y are participating in this effort.

With the above in mind, the partners are in the early stages of revising the capital project scope into a “A health, wellness and community service center that builds resiliency in the community.” Roles and responsibilities are being revised to take advantage of the full capabilities and capacities of all the partners. The partners desire to move the project forward in a timely way to respond to the community need. They are working on a Mountain View site plan, governance model, financial, and other high level plans for the re-scoped project. The expected outcome from the partnership remains unchanged – a full service YMCA operating in Jefferson County. The revised plan, with more engaged leadership from the community partners, has the potential to reach this goal sooner.

JeffCo Aquatic Coalition, P.O. Box 1730, Port Townsend, WA 98368
info@jeffcoaquaticcoalition.org
www.jeffcoaquaticcoalition.org



The Voice for Aquatics in Jefferson County

To: Port Townsend School Board

From: Philippa Lance and Peter Braden: board members JeffCo Aquatic Coalition

Date: August 22, 2016

RE: Information on JAC, Mountain View Pool, and YMCA progress

JeffCo Aquatic Coalition (JAC)

With over 2300 supporters, JAC represents The Voice for Aquatics in our county.

Two major priorities:

1. Build awareness and support for the Mountain View Pool.
2. One of 5 partners to bring a full service Y to the community.

Mountain View Pool (MVP)

- City of Port Townsend supports the MVP from its general fund.
 - Total budget for 2016 is \$333K of which 48% comes from user fees.
- Usage has increased substantially.
- PTSD has MVP usage agreement for girls swim team, Grant St. lessons, and occasional other uses.

Y project

- May 25 Summary, attached.
- Goal - a full service YMCA on the Mountain View Campus:
 - 40-50,000 sq. ft., \$15M - \$20M capital cost.
 - Two pools, gym, indoor walking track, child care/adventure zone, JHC clinic, exercise equipment, etc.
- Five main partners – organizations investing resources
 - Jefferson Healthcare, City of PT, PTSD, Olympic Peninsula Y, and JAC.
- Original plan – A Y owned and operated facility
- Revised plan – A Community owned and Y operated facility
 - “A health, wellness and community service center that builds resiliency in the community.”
- Mt View Commons would be designated as a community disaster recovery center to provide a hub of services following a disaster – Y facility would be used for shelter, childcare, etc.
- Current project priorities
 - Governance model (PDA, Interlocal agreement, etc.)
 - Mountain View Commons site plan.
 - Plan for raising the \$15-\$20 million capital costs.
 - Keeping stakeholders informed.

JeffCo Aquatic Coalition, P.O. Box 1730, Port Townsend, WA 98368
info@jeffcoaquaticcoalition.org
www.jeffcoaquaticcoalition.org

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

RESOLUTION 16-12

A RESOLUTION AUTHORIZING THE PORT TOWNSEND SCHOOL DISTRICT #50 TO PARTICIPATE IN THE 2016 REVISION OF THE JEFFERSON COUNTY – CITY OF PORT TOWNSEND NATURAL HAZARDS MITIGATION PLAN

WHEREAS, the Disaster Mitigation Act of 2000 (44CFR 201.6) (the Act) required the development of a Natural Hazards Mitigation Plan as a prerequisite for pre-disaster and post-disaster Hazard Mitigation Grants, including Natural Hazards Mitigation Planning Grants, and

WHEREAS, in 2009 the Jefferson County Department of Emergency Management, on behalf of Jefferson County, its special districts and the City of Port Townsend, coordinated development of a joint jurisdiction Natural Hazards Mitigation Plan, and submitted the adopted plan to the Federal Emergency Management Agency (FEMA) for approval according to the Act, and

WHEREAS, FEMA determined that the submitted 2009 Natural Hazards Mitigation Plan met or exceeded the criterion of the Act, and

WHEREAS, the Act requires review and revision of the plan every five (5) years with the next revision due November 2016, and

WHEREAS, FEMA requires that the eligible jurisdiction submit a resolution of intent to participate in the planning review and revision process.

NOW, THEREFORE BE IT RESOLVED, that

1. The Port Townsend School District No. 50 Board of Directors acknowledges the 2016 Natural Hazards Mitigation Plan five year review and revision process.
2. Authorizes the Port Townsend School District #50 and its representatives to participate in the Jefferson County Department of Emergency Management's efforts in developing the Hazard Mitigation Plan revision as required by FEMA rules.
3. Will adopt the revised Jefferson County – City of Port Townsend Hazard Mitigation Plan upon its acceptance by FEMA as meeting the requirements of the Plan revision.

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at an open public meeting held September 26, 2016.

BY ORDER OF THE BOARD OF DIRECTORS
PORT TOWNSEND SCHOOL DIST NO. 50

Nathanael O'Hara, Board Chair

Jennifer James-Wilson

Connie Welch

Keith White

Laura Tucker

ATTEST:

John A. Polm, Jr.
Secretary to the Board

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

RESOLUTION 16-13
Recognizing September as Attendance Awareness Month

WHEREAS, good attendance matters for school success, and developing the habit of attendance prepares students for success in college and career and in life; and

WHEREAS, in Port Townsend School District, as in the State of Washington, a child 8 years of age and under 18 years of age is required to attend public school, private school or be home schooled; and

WHEREAS, chronic absence, defined as missing 10 percent or more of school for any reason, is a predictor of lower third-grade reading proficiency, course failure, and a leading indicator of students dropping out of school; and

WHEREAS, risk factors in the school environment are those perceptions related to connection and commitment to school, according the results from the 2014 Healthy Youth Survey for Jefferson County and the 2011 Washington State Center for Court Research; and

WHEREAS, risk factors are more prevalent for low-income students who are more likely to be chronically absent and face systemic barriers to getting to school such as unreliable transportation, chronic health issues, and poor nutrition; and

WHEREAS, mental health and social emotional problems and other health issues, as indicated in the 2014 Healthy Youth Survey, negatively impact school attendance as part of their usual activities; and

WHEREAS, effective strategies for improving attendance include monitoring attendance data, partnering with students, parents, grandparents, guardians and other family members, and deploying resources that address health and nutrition, safety, transportation and other issues that may cause a student to repeatedly miss school; and

WHEREAS, the Port Townsend School District Board of Directors encourages all schools within the district, public, private, and home-based, and the greater Port Townsend community to join together in reducing chronic absenteeism and ensure an equitable opportunity for children to learn, grow, and thrive; and

WHEREAS, the Port Townsend School District Board of Directors recognizes that good attendance is essential to student achievement and on time graduation, and greater attention is needed to improve student attendance and reduce chronic absenteeism in Port Townsend schools and community; and

WHEREAS, the Port Townsend School District Board of Directors encourages every school to set attendance goals, monitor absences, and partner with families and communities to address barriers to attendance;

NOW, THEREFORE, the Port Townsend School District Board of Directors recognizes September as “Attendance Awareness Month.”

ADOPTED by the Board of Directors of Port Townsend School District No. 50,
Jefferson County, Washington, at an open public meeting thereof, held August 22, 2016.

Nathanael O'Hara, Board Chair

Keith White, Board Vice-Chair

Jennifer James-Wilson, Director

Laura Tucker, Director

Connie Welch, Director

ATTEST: _____
John Polm, Jr., Secretary

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

RESOLUTION 16-14

WHEREAS, the General Fund of the Port Townsend School District No. 50 had budgeted for expenditures of \$14,715,441 for fiscal year 2015-2016; and

WHEREAS, additional revenues were received; and

WHEREAS, the General Fund 2015-2016 current adopted budget of \$14,715,441 is not sufficient to allow for the expenditure of those revenues; and

THEREFORE, the Board recognizes the need to revise and extend the 2015-16 General Fund budget to reflect both the increased beginning fund balance and an increased capacity for expenditure for the 2015-2016 fiscal year as follows:

	ADOPTED BUDGET	REVISED BUDGET
Beginning Fund Balance	\$ 400,782	\$ 514,949
Revenues	14,772,964	15,117,666
Expenditure	14,715,441	15,015,437
Budgeted Estimated Ending Fund Balance	\$ 552,456	\$ 617,178

BE IT RESOLVED that following a public hearing, the Board of Directors hereby establishes the appropriations for expenditures of the General Fund to increase from \$14,715,441 to \$15,015,437 for the 2015-2016 fiscal year.

APPROVED by the Board of Directors of Port Townsend School District 50, Jefferson County, Washington, in a meeting thereof held on August 22, 2016.

Nathanael O'Hara, Board Chair

Keith White, Director

Jennifer James-Wilson, Director

Constance Welch, Director

Laura Tucker, Director

ATTEST: _____
John Polm, Jr., Secretary to the Board

STUDENTS

Student Conduct

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

Students are expected to:

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

The Board also recognizes that schools must take reasonable steps so that students who fail to adhere to the district's rules and regulations and who receive discipline for such misconduct remain engaged or are effectively reengaged in their educational program.

The superintendent will develop written rules of conduct which will carry out the intent of the board ***and establish procedures necessary to implement this policy.***

Cross References:	Policy 6605	Student Safety Walking to School and Riding Buses
	Policy 3241	Classroom Management, Discipline and Corrective Action
Legal References:	RCW 4.24.190	Action against parent for willful injury to property by minor - Monetary limitation - Common law liability preserved
	RCW 9A.16.020	Use of force - when lawful
	RCW 9.41	Firearms and dangerous weapons
	RCW 9.91.160	Personal protection spray devices
	RCW 28A.210.310	Prohibition of use of tobacco products on school property
	RCW 28.320.128	Notice and disclosure policies – Threats of violence – Student conduct – Immunity for good faith notice - Penalty
	<i>RCW 28A.600.015</i>	<i>Rules incorporating due process guarantees of pupils with regard to expulsions and suspensions</i>
	<i>RCW 28A.600.020</i>	<i>Exclusion of student from classroom – Written disciplinary procedures – Long-term suspension or expulsion</i>
	<i>RCW 28A.600.022</i>	<i>Suspended or expelled students – reengagement plan</i>
	28A.600.040	Pupils to comply with rules and regulations

28A.400.110	Principal to assure appropriate student discipline – Building discipline standards – Classes to improve classroom management skills
28A.635.060	Defacing or injuring school property - Liability of pupil, parent or guardian – Withholding grades, diploma, or transcripts – Suspension and restitution – Voluntary work program as alternative – Rights protected
RCW 28A.635.090	Interference by force or violence – Penalty
RCW 28A.635.100	Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful - Penalty
WAC 180-400-205	Definitions
WAC 392-400-210	Student responsibilities and duties
WAC 392-400-215	Student rights
WAC 392-400-225	School district rules defining misconduct - Distribution of rules
WAC 392-400-226	School district rules defining harassment, intimidation and bullying prevention policies and procedures – Distribution of rules
WAC 392-400-227	School district rules defining students’ religious rights
WAC 392-400-233	Unexcused absences and tardiness
20 U.S.C. 7101 et seq.	Safe and Drug-Free Schools and Communities Act
Management Resources	<i>Policy News</i> Sep 2013 <i>Policy News</i> Aug 2014 <i>Policy News</i> July 2016

Date: 5/23/05; 04/11/16_____

STUDENTS

Classroom Management, Discipline and Corrective Action

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

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

The district will distribute its discipline policy and procedure to students, their parents/guardians, and the community on an annual basis. Students and/or their parents/guardians will be provided all required substantive and procedural due process in regard to grievances, hearings and/or appeals of corrective action. The district will also strive to provide trainings regarding policies and procedures related to student discipline for appropriate school and district staff whose duties require them to interact with students and enforce or implement components of student discipline.

The district will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.

The district will annually ***collect and*** review data on disciplinary actions taken against students within each school. ***The data will be disaggregated into subgroups as required by RCW 28A.300.042 and will*** ~~by sex, race, limited English proficiency and disability, including~~ ***include*** students protected by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The review must include short-term suspensions, long-term suspensions and expulsions. In reviewing the data, the district will determine whether it has disciplined a substantially disproportionate number of students within any of the disaggregated categories. If disproportionality is found, the district will take action to ensure that it is not the result of discrimination.

In consultation with school district staff, students, families, and the community, the district will periodically review and update this policy and its accompanying procedure.

Cross References:	Policy 2121	Substance Abuse Program
	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 2162	Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
	Policy 3122	Excused and Unexcused Absences
	Policy 3210	Non-Discrimination
	Policy 3240	Student Conduct Expectations and Reasonable Sanctions
	Policy 3244	Prohibition of Corporal Punishment

	Policy 3520	Student Fees, Fines, or Charges
	Policy 4210	Regulation of Dangerous Weapons on School Premises
Legal References:	RCW 9A.16.100	Use of force on children – Policy – Actions presumed unreasonable
	RCW 9.41.280	Possessing dangerous weapons on school facilities – Penalty - Exceptions
	RCW 28A.150.240	Certificated teaching and administrative staff as accountable for classroom teaching – Scope – Responsibilities - Penalty
	RCW 28A.225.020	School's duties upon child's failure to attend school
	Chapter 28A.225, RCW	Compulsory school attendance and admission
	RCW 28A.225.030	Petition to juvenile court for violations by a parent or child – School district responsibilities
	Chapter 28A.320, RCW	Provisions applicable to all districts
	RCW 28A.400.100	Principals and vice-principals – Employment of – Qualifications - Duties
	RCW 28A.400.110	Principal to assure appropriate student discipline – Building discipline standards – Classes to improve classroom management skills
	RCW 28A.600.010	Enforcement of rules of conduct – Due process guarantees – Computation of days for short term and long term suspensions
	Chapter 28A.600, RCW	Students
	RCW 28A.600.015	Rules incorporating due process guarantees of pupils with regard to expulsions and suspensions
	RCW 28A.600.020	Exclusion of student from classroom – written disciplinary procedures – Long term suspension or expulsion
	RCW 28A.600.022	Suspended or expelled students – Reengagement plan
	RCW 28A.600.410	Alternatives to suspension – Encouraged
	RCW 28A.600.460	Classroom discipline – Policies – Classroom placement of student offenders – Data on disciplinary actions
	WAC 392-190-048	Access to course offerings – Student discipline and corrective action
	WAC 392-400-220	Student Disciplinary Boards – Establishment at option of school district – Functions
	Chapter 392-400, WAC	Pupils
	WAC 392-400-225	School district rules defining misconduct – Distribution of rules
	WAC 392-400-230	Persons authorized to impose discipline, suspension, expulsion, or emergency removal upon students
	WAC 392-400-233	Unexcused absences and tardiness
	WAC 392-400-275	Expulsion – Conditions and limitations
	WAC 392-400-315	Appeals – Hearing before school board or disciplinary appeal council – Procedures
	WAC 392-400-317	Appeals – Discipline and short term suspension grievances
	WAC 392-400-320	School board or disciplinary appeal council decisions

~~WAC 392-400-410~~

~~WAC 392-400-420~~

34 CFR Part 100.3

42 U.S.C. 2000d et seq.

Policy News July 2016

Policy News Dec 2014

Policy News Aug 2014

Policy News Jun 2010

~~Appeal for extension of a one-year expulsion~~

~~Reengagement meetings and plans~~

Regulations implementing Civil Rights Act of 1964

Civil Rights Act of 1964

Management
Resources

Date: 4/11/16 _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

COLLECTIVE BARGAINING AGREEMENT

SCHOOL YEARS 2016-17 through 2017-18

BETWEEN THE

PORT TOWNSEND SCHOOL DISTRICT #50

AND THE

PORT TOWNSEND EDUCATION ASSOCIATION

Port Townsend
School District

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PREAMBLE

This Agreement is entered into between the Board of Directors on behalf of Port Townsend School District No. 50, Port Townsend, Jefferson County, Washington, herein referred to as the Board or District, and the Port Townsend Education Association, herein referred to as the Association. Port Townsend Education Association is an affiliate of the Washington Education Association and the National Education Association. The application and/or interpretation of this Agreement will be only by certificated staff.

ARTICLE I -- RECOGNITION

- A. The District recognizes the Port Townsend Education Association as the sole and exclusive bargaining representative for all employees included in the bargaining unit as delineated in Part B, C, and D hereof.
- B. All regular full-time and regular part-time certificated employees except as provided below are subject to the terms and conditions of this Agreement. Employees not subject to the terms and conditions of this Agreement include substitute teachers (except as denoted in Parts C and D), principals, assistant principals, special education/vocational education director, and superintendent. The term "employee" shall hereinafter in this Agreement mean and refer to all employees in the bargaining unit as defined above.
- C. Substitute employees who have worked any thirty days or twenty consecutive days during a twelve month period ending in the current or the previous school year are represented by the Association and are subject to the terms and conditions of this Agreement as outlined in I.D. below.
- D. Substitute employees, as defined in C. above, shall be subject only to the following provisions of this Agreement: Article I, Article V, A, C, D, E, and F, Article VI, B, 2, Article VII, A, Article XVI, and the school year calendar.

ARTICLE II -- PAYROLL DEDUCTIONS

- A. The District agrees to deduct from the salary of a regular certificated employee as authorized by the employee:
 - 1. Regular Association dues
 - 2. Premiums for insurance programs listed in this Agreement.
 - 3. Employee selected tax-sheltered annuity programs
 - 4. Approved credit union deductions
 - 5. U.G.N.
 - 6. Approved scholarship deductions
 - 7. IRA deductions
 - 8. Health Club dues
 - 9. Quality Community Schools Levy Committee
- B. The District will provide for direct deposit of paychecks to approved credit unions or banks upon employee requests. Employees wishing this service will report in person to the personnel/payroll

officer for procedures and forms. Under no circumstance will the District assume responsibility for deposits that do not arrive or fail to be credited.

- C. The responsibility for the accuracy of the APA listing from which payroll deductions are made rests with the Association. The Association agrees to refund to the District any amounts paid to it in error and the District will deduct from the employee, if possible, and pay to the Association any amounts owed, not collected, due to error.
- D. On or before September 10 of each school year the Association will notify the District of the dollar amount of Association dues to be deducted during the school year.
- E. The monthly warrants shall include itemized deductions.

ARTICLE III -- ASSOCIATION SECURITY

- A. The parties agree to a modified fair-share agreement, and in accordance with such it is understood that each employee who is a member of the bargaining unit herein defined but is not a member of the Association shall be liable to contribute representation costs to the Association. The representation fee will be equivalent to such dues paid by Association members.
- B. In the event that the representation fee is regarded by an employee as a violation of his/her religious beliefs, such bona fide objections will be resolved according to the provisions of RCW 41.59.100. The employee will meet with the representative of the Association and establish a mutually satisfactory arrangement for distribution of a contribution of an amount of money equivalent to regular Association membership dues to a non-religious charity as a means of satisfying the provisions of Part A hereof.
- C. Dues and assessments for purposes of this section shall constitute the total local, state and national unified membership dues amount. Authorization for dues deduction shall continue in effect from year to year unless revoked in writing to the District office between August 1 and September 15 of any year, except as to amounts covered by RCW 42.17A.495 which shall require authorization on the appropriate form signed by the employee.
- D. Dues of part time employees will be prorated.
- E. The Association will indemnify, defend, and hold the District harmless against any claims made against and any suits instituted against the District on account of the dues deduction and/or agency shop provisions of this Agreement.

ARTICLE IV -- ASSOCIATION AND MANAGEMENT RIGHTS

- A. Association Rights
 - 1. The Association has the rights and responsibility to represent the interests of all employees in the Unit, to present its views to the District on matters of concern, either orally or in writing, and to enter collective negotiations with the object of reaching an agreement applicable to all employees within the Unit. The Board agrees to consider the recommendations of the Association pursuant to the operation of the District.

2. Representatives of the Association, after notification of their presence to the building supervisor during school hours, shall have access to the District premises provided that no conferences or meetings between employees and Association representatives will in any way hamper or obstruct the normal flow of work.
3. The District will provide bulletin board space in the faculty lounge or other locations suitable for the use of the Association. Bulletins posted by the Association are the responsibility of the officials of the Association. These officials will inspect the bulletin boards and remove outdated materials.
4. The Association and its membership shall have the right to use school building facilities for meetings outside of school hours with the approval of the building administrator and provided that there is no prior commitment. The Association shall reimburse the District for the cost of any required custodial services.
5. The Association shall have the right to use inter-school mail facilities for distribution of Association communications.
6. The Association shall have the right to use the District's typewriters, computers, mimeographing equipment, other duplicating equipment, calculating machines and audio visual equipment, provided that the Association will reimburse the District for actual cost incurred.
7. The District will make available to the Association the names of all new employees hired by the District prior to the time the new employees have actually gone to work for the District, if possible. The names of substitute employees, who meet the criteria outlined in Article I. C. above, shall be provided by the District to the Association at the end of the month in which they qualify for representation.
8. Association grievance representatives shall have access to all information necessary to process grievance procedure. With the written permission of the employee(s) involved, personnel information necessary to process grievances will be provided.
9. The District will furnish to the Association, upon written request, information including annual financial reports and audits, preliminary budget, monthly revenue and expenditure reports, a register of bargaining unit employees, student enrollment, agendas and minutes of all public Board meetings and one copy of the directory of employees. The employer shall deliver to the Association all requested information or documents within two (2) working days of the request, if possible.
10. The Association shall be given the names of all new employees by the employer at the time the new employee is hired. The Association shall be allowed access to all new employees at any reasonable time for the purpose of presenting Association programs so long as it does not interfere with the employee's work.
11. The Association will schedule its meetings on Tuesday afternoons. The District may schedule a meeting on a Tuesday afternoon if there is not a previously scheduled Association meeting.

12. The Association has all rights which are specified in the subsequent Articles of this Agreement, and retains all rights granted by law. If there is a conflict between this Agreement and the law of the State of Washington or the United States, the law shall take precedence.
13. The Employer agrees to notify the Association of any proposed change with respect to an employee's wages, hours, and terms and conditions of employment within the meaning of RCW 41.59.

B. Management Rights

1. The rights, powers, authority and function of management shall remain exclusively vested in the Employer and its Board of Directors except as limited by the provisions of this Agreement.
2. All matters not covered or treated by the language of this Agreement will be administered by the Employer as from time to time it may determine.

ARTICLE V -- EMPLOYEE RIGHTS

A. Nondiscrimination

1. The District and Association affirm their adherence to the principle that each employee has the full rights of citizenship and the exercise thereof as well as the other rights afforded by the rules, regulations and statutes of the United States and State of Washington. This includes adherence to the principles of free choice and the District agrees that it shall not discriminate against an employee covered by this Agreement because of age, politics, race, religion, sex, marital status, national origin, sexual orientation, gender identification, private and personal life that does not adversely affect work performance, the presence of any handicap not implicating a bona fide occupational qualification, or by reason of any individual's membership or non-membership status in the Association. All references to employees in this Agreement designate both sexes and when the male gender is used, it shall be construed to include both male and female employees.
2. Nothing in this Agreement will be construed to limit the rights of the employee(s) guaranteed by statute.

B. Rights of Employees in Bargaining Unit

1. Pursuant to RCW 41.59, the Employer hereby agrees that every employee shall have the right to form, join or assist an employee organization of his/her choice and to refrain from such activities.

C. Academic Freedom

1. Academic freedom may be defined as the right of a qualified scholar to pursue the search for truth in its many forms and to make public his/her methods and findings. It is the right of a qualified teacher to encourage freedom of discussion of controversial questions in the classroom and to develop in his/her students a love of knowledge and a desire to search for truth. The teacher should keep in mind that academic freedom is not a political right guaranteed in the Constitution, but rather a necessary condition for the successful practice of the academic profession in a free society.

D. Personnel Files

1. Location - Personnel files are maintained exclusively in the District's administrative office.
2. Contents - A personnel file is the employment record of the employee. The personnel file shall contain the following, but not limited to: Application for Employment, date of employment, work attendance record, preparation (transcripts) record, teacher/support personnel certification and/or administrator credentials, salary record, including copies of annual contracts, evaluation record and all correspondence pertaining to the employment record. Letters of recommendations for employees are not a part of the personnel file. Pre-employment files will not be destroyed but are not a part of the employee's personnel file.
3. Access - Any employee may review his/her personnel file at any time the Administration office is open and the superintendent/personnel officer or his/her designee is present.

Personnel files are not private, but we recognize some of the contents are, ie: social security numbers, evaluations, etc. The Superintendent shall keep a record of those persons reviewing personnel files. Upon request by the employee, and after giving twenty-four (24) hour notice, the employee and the Superintendent or his/her official designee shall sign an inventory sheet to verify contents of the personnel file at the time of inspection. An appropriate form shall be devised and used uniformly. When the district receives a PRA request, the district and union will look at the legal issues surrounding each document.

4. Employee Copies - A copy of all materials, with the exception of transcripts, placed in personnel files will be sent to the employee.
5. Employee Statements - Any employee may file a signed statement in his/her behalf related to any information filed in his/her personnel file and such statement shall become a part of the employee's personnel file.
6. Derogatory Materials - Derogatory statements from non-professional sources shall not be included in the employee's personnel file unless substantiated by an agent of the Employer with authorized access to personnel files as listed in Section 3. No derogatory materials from non-professional sources shall remain in an employee's file for more than three (3) years from date of entry, provided that an incident of similar nature has not occurred during the three (3) year period. An employee may petition for the removal of any derogatory material after three (3) years of placement in file.

E. Staff Protection

1. Employees will be included as insured's on District liability policies, subject to the terms of such policies. Details of insurance coverage will be presented to employees at a general staff meeting.
2. Employees shall be reimbursed for the loss of personal equipment arising from fire, malicious damage or theft, provided the immediate supervisor has registered and approved such equipment that year. The dollar value of the personal instructional equipment or material shall be determined at the time it is registered.

F. Teacher Discipline

1. This article shall serve as a protection for the employee(s) against unwarranted discipline by the employer.
2. No employee shall be disciplined without just cause.
3. The specific grounds forming the basis for disciplinary action will be made available to the employee and the Association in writing.
4. Disciplinary action taken against an employee shall be appropriate to the behavior which precipitates the action.
5. An employee, upon request, shall be entitled to have a representative of his/her choosing present during any disciplinary action. When such request is made no action adversely affecting the employee shall be taken until an Association representative is present.

6. The term discipline as used in this article implies action beyond the initial stages of oral communication and excludes informal warnings, criticisms or suggestions for improvement which do not form the basis of formal action.
7. It is agreed that all disciplinary matters pursuant to this article shall be subject to the grievance procedure contained in this Agreement unless specifically excluded, except that, all discharge, probationary procedures and non-renewals of employees shall be subject to appropriate statutes provided that the employer agrees to utilize a hearing officer, where applicable, in such discharge and non-renewal cases if the affected employee consents.

ARTICLE VI -- INSTRUCTION

A. Work Station Visitation

1. The employees and the District recognize that the Port Townsend Schools belong to the citizens of the Port Townsend School District and jointly encourage parents and citizens to visit our schools, our school activities and our classrooms.
2. To facilitate classroom visitation and provide for as little interruption to the teaching/learning process, classroom visitors must follow these procedures:
 - a. All visitors who wish to visit a classroom while it is in session must obtain the approval of the principal or his/her representative.
 - b. Approved visitors will sign a log for visitors and will be provided a 'Visitor' pin to wear.
 - c. Visitors should enter the classroom quietly, not expect the teacher to recognize them, find a seat, and not stay longer than forty minutes. The 'Visitor' pin should be returned to the principal's office.
 - d. Persons who arrive at a classroom without a 'Visitor' pin will not be admitted.
 - e. The principal will not approve those persons as visitors who have previously not abided by Paragraph C.
 - f. Unless visitors are invited guests of the teacher, the principal will facilitate no more than one visitor per day into a classroom.
 - g. The building principal/assistant principal, the Superintendent and members of the Board are not considered visitors and are encouraged to drop into classrooms as often as possible.
 - h. Other school district personnel upon consultation with the teacher are also encouraged to drop into classrooms.

B. Teacher Rights, Authority and Responsibility Regarding Student Discipline

1. In the maintenance of a sound learning environment, the District shall expect acceptable behavior on the part of all students who attend schools in the District. It is the responsibility of each employee to maintain discipline within his/her classroom or work station. Discipline shall be enforced fairly and consistently regardless of race, creed, sex or status. Such discipline shall be consistent with applicable federal and state laws and District regulations and policies.
2. The Board, superintendent, and principals shall support and uphold teachers in their efforts to maintain discipline in the District, and shall give immediate response to all teachers' requests regarding discipline problems. Further, the authority of teachers to use prudent disciplinary measures for the safety and well-being of students and teachers is supported by the Board. In the exercise of authority by a teacher to control and maintain order and discipline, the teacher may use reasonable and professional judgment

concerning matters not provided for by specific policies adopted by the Board and not inconsistent with federal and state laws or regulations.

3. The teacher will be informed of any information pertinent to the understanding of the discipline problem, as well as any measures taken in regard to the problem. The teacher will be informed of the future behavioral expectations required of the student and the action that will follow non-conformity, before the student is readmitted to class.
4. Any student who creates a disruption of the educational process in violation of the building disciplinary standards while under a teacher's immediate supervision may be excluded by the teacher from his/her individual classroom and instructional or activity area for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first. Provided that the teacher shall have first attempted one or more alternative forms of corrective action. Provided further, that the teacher shall first advise the student to the extent necessary to provide the student procedural due process of law. Prior to the student being readmitted to class, the employee will be informed about the resolution of the problem.
5. The District is strongly committed to supporting all its employees in the reasonable exercise of their duties. The District will take all appropriate and necessary actions to comply with its legal obligation to support members of the bargaining unit as they appropriately interact with students, parents and other members of the community.

C. Class Size:

1. District-wide ratios
 - a. The Board recognizes the importance of class size.
 - b. The District will make every effort in grades K-5 to equalize each grade level class size; and at 6-12 to equalize grade level required subjects.
2. Maximum Class Sizes

For the duration of the term of this 2016/18 Agreement, the parties agree to the following class size numbers, which are intended to allow classroom assignments in each building which comply with state funded levels for classroom staffing based on actual enrollment.

When classes exceed the following maximum, they will be considered to be overloaded:

Grades K – 23 students

Grades 1-3 – 25 students

Grades 4-6 - 27 students

Grades 7-8 – 29/145 students*

Grades 9-12 - 32/145 students*

K-6 Music - 45 students

7-12 Music - 60 students

6-12 P.E. - 39 students

*second number represents total students seen a day

If the building staff and the building administrator prefer alternative classroom staffing models that result in class sizes that exceed the individual class size numbers or maximum number of students per day specified in this agreement, the parties may agree to alternative individual class size/daily max limits, notwithstanding the numbers in this agreement as long as a majority of staff and the building administrator agree in writing. If the majority of staff and the building administrator cannot agree on an alternative staffing model that avoids overload remedies, the district reserves the right to make final assignments that avoid overload remedies as much as possible.

Letters of Agreement confirming changes to individual class sizes in a particular building shall be signed within 5 days of the agreement.

3. Definition of Student Overload

Student overload is defined in the following way:

Student Hour - One student overload for one class period at the secondary level, and music and K-5 P.E.

Student Day - One student overload for one class day in self-contained classrooms at the elementary level.

4. Procedures for Relieving Overloads

a. The District will relieve an overload at any time through;

- (1) Student transfer
- (2) addition of certificated staff
- (3) forming new class sections
- (4) additional compensation to affected certificated staff

b. When overloads occur, the principal will communicate with the affected classroom teacher within two days of the occurrence of whether the District will utilize options 1, 2, or 3 above. If the District does not implement options 1, 2, or 3, the District will provide option 4 with the affected teacher.

(1) K-5 Teachers

Teacher compensation rate of five dollars a day per one student overload.

(2) 6-12 Teachers, K-5 P.E. and Music Teachers

Compensation of two dollars per student per day for each period of overload.

5. If option 4 is selected, the compensation is retroactive to the first day of overload, including the first days of school.
6. If a teacher ceases to have an overload, the compensation ceases as of that day.
7. Overload guidelines shall not be in effect at K-5 during the first five (5) student attendance days of the school year.

Overload guidelines become effective at 6-12 on the 10th day of each semester.

D. Special Education/Student Services Working Conditions

1. General

The Special Education Director, with the building principal, will regularly review and, to the extent practicable, adjust special education caseloads in an attempt to provide balanced, manageable workload/caseloads for all relevant staff. Acuity will be a significant factor in determining caseload, and staff serving high-needs students will be assigned lower relative caseloads. If an employee believes his or her caseload is imbalanced or unmanageable, he or she may request a meeting with the Special Education Director and building principal, and may appeal their determination to the Superintendent, whose determination is final.

2. Student Services/Special Education Caseload

Grades Pre-K & K	23 students
Grades 1-3	25 students
Grades 4-5	27 students
Grades 6-8	28 students
Grades 9-12	28 students
Elementary (K-5)	One class period not to exceed 14
Secondary (6-12)	One class period not to exceed 15
Speech and Language Pathologist Caseload	
Grades K-12	45 students

Students with augmentative communication will be weighted as two (2) students. Students with augmented communication will be defined by letter of agreement between the District and the PTEA.

Individual employee caseloads above the above-stated limits will be addressed in the same fashion as general education classroom overloads under section VI.C.4, above.

3. Special Education staff not currently receiving time during the work day to write IEP's will receive one release day for every ten (10) students in said caseload.

4. Professional Development. When planning activities for district/building professional development days, the District/building shall consider the relevancy of the training/activities to the assignments of all certificated employees in the building, including special education teachers, ESA certificated employees and other specialists. Priority will be given to all-District activities that are relevant to employee assignments, but the building principal and program director shall

have the discretion to approve alternate activities for individual employees or groups of employees in an appropriate case.

5. WA Aim. Special education teachers responsible for administering the WA Aim assessment shall be compensated five hours at per diem, per student assessed.

6. Subcontracting. District shall communicate with the Association the specific reasons for not being able to hire a qualified employee, including all steps it has taken to recruit applicants, the number of applications received, and the reason why any appropriately certificated applicants were not hired.

E. Adopted Curriculum

All District adopted curriculum documents shall be available in both the principal's office and in the staff room of each building. The Port Townsend School District and the Port Townsend Education Association recognize the importance of working together to focus professional practice in the District on the State-adopted Common core Standards (CCSS). Additionally, the same professional focus will be applied to the newly adopted Next Generation of Science Standards (NGSS).

F. Facility Conditions

1. The Board recognizes the importance of adequate and appropriate teaching stations.

2. A teacher workstation will include all of the following:

- a. Laptop
- b. Projection device
- c. Working phone
- d. Filing cabinet
- e. Desk
- f. Chair
- g. White board
- h. Document camera
- i. Projection screen
- j. Productivity software, e.g.: Microsoft Word
- k. Access to internet to perform duties required of the job.

3. If the Association feels that facilities assignments have been unfairly made, the Association President shall write a letter of this concern to the Superintendent. Within a week of receipt of the letter, the Superintendent shall meet with the Association President to discuss the concern and explore alternative solutions. If no solution is reached, the Superintendent shall write the Association of the reasons for failure to resolve the issue.

ARTICLE VII -- EMPLOYEE RESPONSIBILITIES

A. Work Schedules

1. Starting and dismissal times

- a. Starting and ending times for employees shall be determined by the employer and may vary from school to school.

- b. When road or weather emergencies cause the District to delay the starting time for students, employees will be expected to make every effort to safely arrive at school as soon as possible, but at least fifteen minutes before students arrive.
2. Full-time employees
- a. Regular building hours for full-time employees shall be seven and one-half (7 1/2) hours per day, including a duty free lunch period of not less than thirty (30) continuous minutes.
 - b. Each full-time employee shall have scheduled at least forty-five (45) minutes of continuous and uninterrupted minutes of preparation time for each instructional day. Exceptions may be made on early release and other days with an irregular schedule, on which occasions good faith efforts will be made to mitigate the impact.
3. Part-time employees
- a. Regular building hours for part-time employees (less than 1.0 FTE) shall equal their full-time equivalency times seven (7) hours per day. If the employee's schedule includes the lunch period, his/her day will have an additional thirty minutes duty free lunch.
 - b. Each part-time employee shall have a preparation period as described in paragraph 2.b above, except that it shall be equal in length to his/her full-time equivalency times forty-five (45) minutes. Normally the preparation period will be scheduled at the beginning or the end of the work day but exceptions to this norm may be made for instructional purposes. When such exceptions are made the employee's work schedule will not be split by more than one preparation period.
4. Non-Instructional Duties
- a. K-12 employees will not be assigned to non-instructional duties such as playground, bus, hall, lunchroom, or detention duty during the employee's work day.
 - b. In the event of a levy failure, the Association agrees to discuss the resumption of non-teaching duties by the employees.
5. Time beyond the regular hours
- In addition to regular building hours and consistent with the traditional expectations associated with the performance of professional employees, the following shall apply:
- a. Employees should spend time outside of building hours to the extent necessary for adequate preparation for instruction and conferences.
 - b. Faculty meetings

- (1) Except in emergency situations, the employer agrees to try to limit building faculty meetings to one (1) every other week and program (e.g. Special Education, subject areas) faculty meetings to one (1) per month.
- (2) Faculty meetings shall be limited in length to one (1) hour and shall begin or end within ten (10) minutes of the beginning or the end of the student day.
- (3) Staffs shall be involved in determining the best time for scheduling regular faculty meetings. If it is determined that faculty meetings are scheduled during preparation periods, the Association agrees that grievances cannot be filed on this issue.
- (4) All employees, including part-time employees, shall attend faculty meetings. Exceptions will be made by the Employer if conflicts occur with scheduled hours for duties of supplemental contracts. Employees assigned to more than one (1) building shall rotate in their attendance at faculty meetings. A tentative schedule shall be set up at the beginning of the year.

6. Days preceding vacations

- a. On days preceding legal holidays, employees may leave after the dismissal of students. For other early release days refer to the appropriate calendar.
- b. If the District is not in compliance for entitlement to basic education allocation funds, but could be with a reduction of the above time, the Superintendent will meet with the President of the Association and they shall mutually agree upon dismissal times for these days.

7. Teachers shall adhere to the daily schedule and shall make no commitments which will preclude their being present in their assigned responsibilities. Request for exceptions must be submitted to the principal prior to the anticipated teacher absence and/or late arrival or early leaving. Salary deduction will be made on a per diem basis or a prorata share thereof of unapproved absence, late arrival or early leaving. Teachers shall not leave the building to which they are assigned during class or preparation periods without the consent of the building principal or his/her representative.

8. Early Release Wednesdays. For so long as the District continues its current practice of scheduled early release Wednesdays, the District will collaborate with and consider input from employees on how this time will be utilized.

- a. Each spring, the District shall work with building administrators to identify and communicate to the Association available dates for Wednesday early release;
- b. The District shall identify dates for District-wide professional development needs as a priority and calendar those dates prior to September.
- c. Remaining identified dates shall be turned over to each school building under the direction of the building principal;
- d. The principals shall work with their building leadership team to identify 25% of building-based early releases to be used for teacher collaboration time for the 2016-17 school year and 33% for the 2017-18 school year, which may include

but is not limited to: grade level teams, department teams, cross-building teams, vertical teams;

- e. Principals shall work with their building leadership teams to design and then oversee the use of teacher collaboration time to ensure it is used with fidelity. Teachers may be required to provide verbal and/or written feedback to administration on professional collaboration time.

B. Assignment of Regular Employees as Substitutes

Regular full-time contracted employees shall not be assigned by the Employer to substitute for any employee during the regular full-time contracted employee's regular work day as heretofore provided except in cases where an emergency exists.

C. Report Card Preparation

Under normal circumstances all employees shall have three (3) full working days at the end of each quarter to prepare student report cards. Under normal circumstances computer report forms for report cards shall be issued to the secondary employees no later than the last day of each quarter. End-of-year report cards will be mailed to students' homes at the teacher's option.

ARTICLE VIII -- CONTRACTS

A. Contract Compliance

All individual employee contracts shall be subject to and consistent with Washington State Law and the terms and conditions of this Agreement. Any individual employee contract hereinafter executed shall expressly provide that it is subject to the terms of this and subsequent Agreements between the Employer and the Association. If any individual employee contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling.

B. Length of Contract

The total length of each regular employee's individual base contract shall be one hundred eighty (180) student days and the learning improvement day(s) funded by the state, if any.

C. Extended Contracts

1. No employee will be required to work beyond the contract days as described in paragraph B above.
2. The Employer may request (not require) personnel to work prior to the beginning of school or after the end of the school year. If personnel agree to work prior to or after the school year he/she will be paid on a full per diem basis of his/her contract.

D. Supplemental Contracts

1. No employee shall be required as a part of his/her contracted responsibility to perform supplemental contract duties unless the District is unable to find a qualified replacement.

2. The Board shall determine each year which supplemental contracts will be funded and supported by the District. There shall be a supplemental contract for the Board-approved activity as provided in Appendix 2.
3. Appointment to supplemental positions shall be for one (1) school year and shall be consistent with statutory provisions.
4. The District will make every effort to notify employees, in writing, of appointments to supplemental positions six weeks before the position would normally commence.
5. The District agrees to issue supplemental contracts no later than fourteen (14) days prior to the effective date of the supplemental contract.
6. Any employee appeal of the performance evaluation described herein or of a termination of a supplemental contract by the District shall be submitted to a mutually agreeable third party. The third party "arbiter" shall have not less than two (2) years' experience each as a school administrator and as a school employee with a major supplemental assignment. The decision of the third party "arbiter" shall be final. If costs are incurred, the District and the Association shall share the cost equally.
7. If an employee wishes to resign from a supplemental position, he/she may do so without relinquishing his/her basic contract.
8. Certain supplemental non-teaching duties extending beyond the work day and not specifically identified on the Supplemental Salary Schedules shall be compensated at the individual employee's per diem hourly rate. Examples of such duties include Task Forces established by the District, District Directed Staff Development, etc.
9. Advisors whose teams participate in extended competition beyond the WIAA District level or equivalent shall receive additional compensation equal to the number of additional weeks multiplied by their regular stipend divided by the number of weeks of the regular season.
10. In the event no bargaining unit member applies for a supplemental position, the District may fill the position(s) from outside the bargaining unit for one year only. The District may pay outside workers a lower rate of pay than specified in Appendix 2, but under no circumstances may those persons be paid more than the specified rate.

ARTICLE IX -- EMPLOYEE EVALUATION

A. Introduction

Two evaluation processes are provided for in this Article. One, for "classroom teachers," as that term is defined in subsection B.8 below, and another one for "non-classroom teachers," as that term is defined in subsection B.8 below. Both evaluation processes shall recognize strengths, identify areas needing improvement, and provide support for professional growth. Within the selected instructional framework, teachers will be allowed to exercise their professional judgment and will be evaluated on their own practice, skills, and knowledge.

The parties agree that the classroom teacher evaluation system is to be implemented in a manner consistent with good faith and mutual respect, and as defined in RCW 28A.405.110: “ (1) An evaluation system must be meaningful, helpful, and objective; (2) an evaluation system must encourage improvements in teaching skills, techniques, and abilities by identifying areas needing improvement; (3) an evaluation system must provide a mechanism to make meaningful distinctions among teachers and to acknowledge, recognize, and encourage superior teaching performance; and (4) an evaluation system must encourage respect in persons subject to the evaluations through recognizing the importance of objective standards and minimizing subjectivity.”

The parties also agree that both the classroom teacher and the non-classroom teacher evaluation processes are to be implemented with collaboration between the evaluator and the bargaining unit member, as described in WAC 392- 191-025: “To identify in consultation with classroom teachers and certificated support personnel observed, particular areas in which their professional performance is satisfactory or outstanding, and particular areas in which the classroom teacher or support person needs to improve his or her performance.”

Additionally, as State law and regulations evolve, parties will re-open this section of the agreement to meet State requirements.

B. Definitions

1. For classroom teachers, criteria shall mean one of the eight (8) state-defined categories to be scored.
2. For classroom teachers, component shall mean the sub-section of each criterion.
3. For classroom teachers, evaluator shall mean a certificated administrator who has been trained in observation, evaluation and the use of the specific instructional framework and rubrics contained in this agreement and any relevant state or federal requirements. The evaluator shall assist the teacher by providing support and resources.
4. For classroom teachers, artifacts shall mean any products generated, developed or used by a certificated teacher. Artifacts should not be created specifically for the evaluation system. Additionally, tools or forms used in the evaluation process may be considered as artifacts.
5. For classroom teachers, evidence shall mean observed practice, products or results of a certificated classroom teacher’s work that demonstrates knowledge and skills of the educator with respect to the four-level rating system. Input from students, parents or other sources shall not be solicited as evidence by the evaluator, but may be used as artifacts by the teacher. Unsolicited input from such sources will not be used as evidence unless substantiated by the evaluator after review with the teacher. No anonymous source material may be used as evidence or artifact.
6. For classroom teachers, not satisfactory shall mean:
 - a. A comprehensive summative evaluation performance rating of Level 1: Unsatisfactory; or
 - b. A comprehensive summative evaluation performance rating of Level 2: Basic – if the classroom teacher is on a continuing contract with more than five (5) years of teaching experience and if a summative score of Level 2 has been received two (2) years in a row or two (2) years within a consecutive three-year period..
7. For classroom teachers, student growth data shall mean the change in student achievement between two points in time within the current school year relative to State standards, as determined by the teacher with support from their assessor. Assessments used to demonstrate growth must predominantly originate at the

classroom level and be initiated by the classroom teacher. Assessments used to demonstrate growth must be appropriate, relevant, and may include both formative and summative measures.

8. Classroom teacher and non-classroom teacher. Classroom teacher (hereinafter, “teacher”) means any and all certificated employees with an assigned group of students for whom they provide academically-focused instruction and hold one or more of the certificates provided for under WAC 181-79A-140(1) through (3) and (6)(a) through (e) and (g). The term “classroom teacher” does not include employees who do not meet the above definition and who provide services to students and hold certificates as educational staff associates provided for under WAC 181-79A-140(5) Educational Staff Associates (e.g., Speech Language Pathologists, Psychologists, Counselors, Occupational Therapists, Nurses, Audiologists, Physical Therapists, Social Workers), Library Media Specialists, Building Level Teacher on Special Assignment or District Level Teacher on Special Assignment. These bargaining unit members who do not meet the definition of classroom teacher are referred to herein as non-classroom teachers.

C. Statement of Understanding

1. All evidence, measures and observations used in developing the final summative evaluation score must be a product of the school year in which the evaluation is conducted.
2. Professional Development: Regular and adequate professional development will be provided to classroom teachers around both State and CEL framework.
3. Teacher Engagement: Adequate time and resources will be made available for teachers within the work year to complete the evaluation process and gather and submit evidence.
4. Collaboration: The evaluation process will be viewed as a collaborative endeavor between evaluator and employee based on on-going professional growth.
5. Basic Performance Intervention
 - a. Non-provisional teachers on focused or comprehensive evaluation who receive a Basic summative score will be placed on comprehensive the following year.
 - b. Additional district professional development support will be provided to teachers failing to meet the Proficient benchmark.
6. Shared Teachers: Employees will be assessed at their primary work site with additional evaluation support/feedback from the secondary administrator. If an employee is shared equally between two buildings, the employee may choose the school he/she wishes to be assessed at first and responsibility for assessment will rotate between administration of the two school sites.
7. Choice of Criteria: Classroom teacher and evaluator will determine criteria used for a focused assessment before the end of September for the year assessment will take place. Yearly district focuses will be proposed/supported for teachers wanting additional professional development support.
8. Evaluation of Non-classroom teachers: Non-classroom teachers will be evaluated according to criteria outlined in Appendix 3, using the observation report and final evaluation report in the same appendix.

D. Feedback & Calendar

1. Teachers may expect regular and immediate feedback throughout the year from formal and informal observations. Following each observation, or series of observations, the evaluator shall

promptly document the results of the observation in writing, and shall provide the employee with a copy thereof within five days after the observation.

2. Initial Goal Setting Conference will be held no later than October 31st. The teacher and evaluator will mutually agree when to conference, provided such agreement shall not be unreasonably withheld. During this conference, the teacher and evaluator may discuss such matters as the professional activities to be observed, their content, objectives, strategies, and possible observable evidence to meet the scoring criteria. Classroom teachers will also present their intended student growth goals for discussion/approval.
3. Mid-Term Teacher/Evaluator Conference will occur no later than February 15th. At this conference areas that still need evidence and/or areas of growth will be communicated.
4. No later than May 31st the evaluator and teacher shall meet to discuss the teacher's final summative score. The final summative score, including the student growth score, must be determined by an analysis of evidence. This analysis will take a holistic assessment of the teacher's performance over the course of the year.
 - The teacher has the right to provide additional evidence for each criterion to be scored, provided the teacher presents it within seven work days of the evaluation conference. The evaluator shall consider such additional evidence presented and adjust the evaluation if and as appropriate. In cases of provisional teachers recommended for nonrenewal, the teacher's presentation of additional evidence following the evaluation conference in accordance with this sub-section shall not invalidate the evaluator's recommendation for nonrenewal, or the superintendent's nonrenewal decision, unless it causes the evaluator and superintendent to withdraw their recommendation or decision for nonrenewal.
 - The teacher will sign two (2) copies of the Final Summative Evaluation Report. Each teacher shall sign the observation and evaluation forms to indicate receipt. The signature of the teacher does not, however, necessarily imply that the employee agrees with its contents. The teacher may attach any written comments to observations and to the final annual evaluation report as well.

E. Probation

- a. Any non-provisional employee whose services have been judged unsatisfactory based on the evaluation criteria may be placed on probation by the Superintendent no later than February 1st of any school year and continuing until May 1st of the same school year. The probationary period will be sixty school days in length. Days may be added if deemed necessary to complete a program for improvement and to evaluate the probationer's performance, as long as the probationary period is concluded before May 15th of the same school year. Before probation is instituted, the following steps shall be implemented:
 - (1) The evaluator shall meet with the employee in an attempt to resolve matters relating to performance before probation is recommended. This conference shall be held no later than January 10th. The employee shall have the opportunity to have an Association representative in attendance at the conference.
 - (2) If an employee is being considered for probation, the recommendation to the Superintendent for probation must be made on or before January 20th. The recommendation for probation must be in writing and a copy of that recommendation be sent to the employee. The recommendation for probation shall include the following:

- (a) A definition of the problem in terms of deficiencies based upon the evaluative criteria;
- (b) Expectations delineating levels of performance that would constitute acceptable performance in the problem areas defined;
- (c) A prescription for remediation which spells out a course of action and time expectations for the employee involved to reach an acceptable level of performance; and
- (d) A prescription for assistance which spells out courses of action whereby the employee will be assisted, counseled, and tutored to improve the level of performance to an acceptable level.
- (e) If the evaluator deems the employee unsatisfactory after February 1st, the employee may be placed on probation the following year; subsections (a) - (d) will apply.
- (f) The teacher's presentation of additional evidence following the evaluation conference in accordance with sub-section D.4, above, shall not invalidate the evaluator's recommendation for probation unless it causes the evaluator to withdraw the recommendation for probation. If it is determined by the Superintendent that probation is warranted, then the Superintendent shall notify the employee in writing and such notice shall include all the provisions of Step 2 above. The evaluator may ask for assistance from the Superintendent or his/her designee to supply additional resources during the probationary period.
- (4) Unless days have been added to the probationary period in accordance with sub-section E.a, above, and communicated to the association, no later than May 5th, a summarized written evaluation report with recommendations for future action shall be furnished to the employee. In the event that the report contains any information not previously made known to and discussed with the employee, the employee may submit a written, signed statement which shall be attached to the evaluation report and recommendation. Within five (5) working days from the receipt of the report, the employee may request and will be given a hearing with the Superintendent. The hearing shall be held within five (5) days of receipt of the request. The pendency of this hearing request will not impair the Superintendent's authority to provide notice of contract nonrenewal in accordance with state law.

ARTICLE X -- ASSIGNMENTS/TRANSFERS/VACANCIES

A. Assignments

1. An assignment shall mean a placement of an employee in either a teaching and/or support personnel position.
2. Employees shall be assigned to positions in accordance with State Board of Education regulations and the terms of this Agreement.
3. Employees shall be notified in writing on or before June 1 of tentative assignment for the following school year. Tentative assignments for employees shall include grade levels or subject areas. If assignment changes occur prior to the school year, the employee will be informed in writing.

B. Definition of Transfer

1. A transfer is a major change in an employee's assignment.

C. Transfers

1. When a transfer is necessary at a grade level or program, the members of the affected category will form the transfer pool.

- a. Members of the affected pool will be notified in writing of the necessary reduction, the available incentives for volunteering to transfer, and of the current opening(s). If two or more staff volunteer to be transferred, the most senior qualified person will be transferred.
 - b. If no member of the affected pool volunteers to be transferred, the members of the pool, principal and/or program director will meet with the pool to problem solve and discuss possible options.
 - c. If there continues to be no volunteer from the affected pool the least senior qualified person will be involuntarily transferred.
2. Seniority is defined as number of years of teaching experience in Washington State.
 3. As incentives to encourage members of the affected pool to volunteer and recognize the value of volunteerism, the District will:
 - a. Provide funds not to exceed \$400 during the first year of the transfer to be used by the volunteer for professional growth, released days for training, per diem for instructional preparation, instructional resources, or mutually agreed upon activities which will benefit the professional development of the volunteer and,
 - b. The volunteer will have the first opportunity to transfer to any opening in their original transfer pool from the date of transfer through the subsequent two school years.
 4. The building Principal will provide written notification to the Superintendent and to the PTEA President that a voluntary transfer has occurred, so the individual teacher may access the additional funds made available and to establish the timeline for that individual's opportunity to return to his/her previous assignment.

D. Involuntary Transfers

1. When involuntary transfers are required, employee transfers shall be made on the basis of seniority with the employee with the least seniority being transferred first, provided that the employee is deemed qualified to perform the required duties of the assignment.
2. An employee shall not be involuntarily assigned to a position for which he/she does not meet the preparation requisites of Articles XI, Section C, (RIF).
3. Notice of proposed involuntary transfers shall be given to the affected employee immediately upon knowledge of such transfers.
4. No employee shall be transferred involuntarily without good reason.
5. The employee transferred involuntarily after the third week from the start of the school year shall receive ten (10) working days released from instructional duties to prepare for the new position.
6. The Association shall be notified of all involuntary transfers along with a written statement of reasons for such transfers.

E. Vacancies

1. A vacancy is when a position within the bargaining unit is open which the District intends to fill. Principals, working with their staffs may, by May 15, make internal staffing assignments among existing staff at a building prior to determining the precise position which is "open" for purposes of posting per E, 2 below.
2. During the school year, the District will send one (1) notice of vacancy to each school to be posted and an extra copy to the President of the Association. During the summer a notice of vacancy will be listed on the PTSD website and emailed out to staff members who have submitted their contact information to the district office. The position qualifications and application procedures will be posted in the district office and on the district website. The posting period for internal applications will be for five (5) working days from date of notice. Vacancy notices may be sent to placement services and potential outside applicants at the same time internal notices are sent. However, the District agrees that outside applications will not be considered until the internal process has been completed.
3. Employees who desire a posted position may file a written statement of such desire with the personnel office.
4. All other qualifications being equal, senior qualified employees will be given first right of refusal for vacant and new positions that are not more than 0.2 FTE greater than that employee's current FTE. Qualified employees are guaranteed an interview for positions that are greater than .02 FTE above that employee's current FTE. Qualifications will be determined by the criteria stated in the job announcement, which may include but are not limited to, educational training and certification, educational employment experience, related employment experience and educational program needs. No current employee shall be required to teach audition lessons for the purpose of determining qualifications.
5. If a position to be filled is open as a result of an employee being granted a leave, the provisions of Article X will apply to that position except:
 - a. If an in-district employee is assigned to that position:
 - (1) That assignment will be only for one school year or the duration of the leave, whichever is shorter.
 - (2) The vacated assignment will not be subject to the provisions of Article X, E, and the District will fill that assignment with a replacement employee.
 - (3) When the employee on leave returns, the employee filling in will not be subject to a transfer unless conditions necessitate an involuntary transfer pursuant to Article X, D.
 - b. If the employee on leave does not return, his/her position will be considered open and will be filled according to Article X.

6. All employees are encouraged to apply for any vacancy for which they feel qualified or for which they are willing to become qualified prior to the starting date of the position by utilizing the following re-training options:
 - a. The Superintendent will meet with the affected applicant and the President of the Association or his/her designee.
 - b. The Superintendent, affected applicant and the President of the Association or his/her designee shall examine the applicant's current transcripts and professional preparation and determine what additional training is needed to meet the preparation qualifications for the job.
 - c. If it is determined that the applicant has time to achieve the needed additional training prior to the starting date of the position, the Superintendent and the employee shall sign an agreement (witnessed by the President of the Association) as to the exact courses/training to be taken to meet the preparation qualifications.
 - d. The employee's re-training will be at his/her own expense.
 - e. The position will be held open until the starting date of the position. If the employee does not fulfill the agreement as cited in C above, the employee will be granted a leave of absence without compensation in accordance with the Working Agreement for the school year.
7. If none of the internal applicants meet the position qualifications, or accept the re-training options, or if there are no internal applicants, the district will proceed with the external hiring procedures.
8. When all leave replacement FTE has been used and there is the necessity to increase continuing contract FTE, the Superintendent and PTEA President will meet and confer regarding whether it is appropriate to assign the continuing contract FTE to a member of the leave replacement staff. It is the responsibility of the Superintendent to make the final decision.

F. Effect of Reduction in Force

1. In the event a reduction in force is in effect, all positions will be filled in accordance with the Reduction in Force Article of this Agreement.

ARTICLE XI -- REDUCTION IN FORCE

A. General

Probable cause for employees' reduction will be determined by the Board of Directors after receiving the recommendations of the Superintendent. The Superintendent shall develop a list of certificated employees to be recommended to the Board of Directors for retention to fill the

positions needed to operate the educational program or services as determined in Section B below. Said list will be developed according to Sections C and D below.

Prior to making the recommendation to the Board, the Superintendent shall review with the Association his/her recommendations regarding the educational program or services to be offered and the employees who will be employed to provide the educational program and services.

Retaining senior staff members is a paramount priority. To this end the district will advise and assist employees in the options for retraining, out-of-endorsement waivers, and/or emergency certification.

B. Educational Program or Service Recommendations - Step One

In the event there exists probable cause for employee reduction because of economic conditions, the Employer will determine the number of positions that will be available to operate the instructional program. The factors used by the Superintendent in making recommendations to the Board on the educational program or services to be provided by the District shall be:

1. The needs of students as developed by subject enrollments of students consistent with requirements for graduation, District goals, and minimum requirements in accordance with WAC 180-16-200.
2. The funds available for the implementation of the educational program or service. The Superintendent shall provide the Association with financial data substantiating his/her recommendation.
3. The instructional program offerings and services based on the material developed under paragraphs 1 and 2 above.
4. The positions needed to operate the educational program or service developed under paragraphs 1, 2, and 3 of this section.

C. List of Certificated Staff in Rank Order - Step Two

Annually, on or before December 1, the Superintendent shall develop a list of certificated employees, including those on approved leaves of absence, in descending rank order. Prior to the state determined RIF date of May 15 (June 15 in any year when the omnibus appropriations act has not passed the legislature by May 15), an updated RIF list shall be prepared which will include all certificated employees hired on continuing contracts after December 1. Rank shall be determined by certificated work experience and educational preparation accrued through September 1, according to the following criteria:

1. Experience will include:
 - a. Verified certificated employment by a public school in Washington State.
 - (1) Verified certificated work experience will be determined by the number of FTE years of certificated work experience prior to the current year. The traditional 9-month academic year shall be considered as 1.00 school year. Full-time and part-time employment shall be added together and listed to the nearest hundredth. No more than 1.00 school year of experience may be counted for any 12-month period.

- b. Verified military, Peace Corps, or Vista service which interrupted professional education employment after 9/1/01 or authorized leaves of absence granted by the Port Townsend School District for teaching in public schools.
 - (1) Military, Peace Corps, or Vista service experience will be determined by giving one (1) school year experience for each calendar year of service to a maximum two years' experience credited to an employee.
- 2. Educational preparation shall include all transferable college credits (quarter hours) earned (on or before September 15 of the current year) after the employee has received his/her BA or BS degree. Educational preparation shall be used only in determining rank if more than one (1) employee has the same work experience.
- 3. The Superintendent shall provide a copy of this list to each certificated employee. In addition, the Association shall be provided with a copy of the list.
- 4. Any staff member may, in writing, and within fifteen (15) days of receipt of the list, file with the Superintendent his/her objections to the ranking order. The employee may request consideration for the modification of the ranking order. Said individual must include in his/her request a full statement as to the facts on which the employee contends the list should be modified. If the reasons are correct, the list will be corrected and copies of the new list will be sent to each employee and the Association. If the Superintendent rejects the individual's request for modification of the list, he/she shall do so in writing, and provide the individual and the Association with copies thereof. No appeal to the Superintendent shall prevent the Board from taking action, and the Superintendent issuing notices of probable cause, prior to May 15, or June 15 if the omnibus appropriations act has not passed the legislature by May 15, at which point in time the seniority list shall be considered final for the year.

D. Retention of Certificated Staff – Step Three

"Employees" are defined, in Sections D and E, as those certificated employees on Provisional and/or Continuing contract status. This language does not apply to those employees on Replacement contracts.

In the event of a Reduction in Force, employees shall be assigned to positions beginning with the most senior staff and continuing in order down the list developed in Section C. No part-time employee will be offered a position in excess of current contractual status until the Employment Pool is depleted.

The following procedures, requisites and criteria shall be applied in the order in which they are listed.

- 1. An employee will be assigned to the position they currently hold if the position still exists.
- 2. If an employee cannot be retained in their current position, the employee will be considered for retention in the category or specialty, (i.e. subject, grade level, or in some cases a combination of both such as elementary music, P.E.) held at the time of the implementation of this provision.

3. When a certificated employee cannot be placed in his/her current category or specialty, the employee will be placed in another position for which he/she qualifies. "For which he/she qualifies" shall mean those persons who satisfy the requirements for a position identified under Section B, Item 4 above, and whose certification, educational preparation, and experience conform to the requisites and criteria as set forth under D.3.a. (1) below.

- a. Procedure for Staff Selection

- (1) Certification Requisite - A teacher shall possess an appropriate valid Washington State Certificate for the particular position being filled.

- (2) Preparation Requisites

- (a) Elementary (Regular - Grade Level Teacher)

For an elementary teaching position in a primary or intermediate grade, a person must have at least three (3) quarter hours of college credit in either elementary reading, elementary language arts, or children's literature, additionally the person must have at least twelve (12) quarter hours of college credits in any combination of the following fields: elementary mathematics, elementary science, elementary social studies, elementary arts, elementary music, elementary health and P.E., elementary reading, elementary language arts, children's literature, or methods of teaching at the elementary level. The requirement of college preparation shall be waived for any certificated employee who has taught in a regular elementary position during the current school year or during one of the five (5) previous school years.

- (b) Secondary (Regular) or Elementary Specialized Area

For a teaching position, a person must have a major or minor as determined by a college/university (as listed on transcript or verified by the college/university), or the equivalent of fifteen (15) quarter hours in the particular subject area(s) in which he/she will be teaching for at least two-thirds (2/3's) of the teacher's assignment. The requirement of college preparation shall be waived for any certificated employee in a secondary position or an elementary specialized position if at least thirty-three percent (33%) of his/her time during the current school year or in one of the five (5) previous years has been in that particular field.

- (c) Special Education (All Levels)

All personnel employed in whole or in part from handicapped funds shall hold appropriate credentials and qualifications as required for the particular position of employment by WAC 392-172A-01085.

- (d) Support Staff (All Levels; consists of psychologists, counselors, communication disorders specialists, physical therapists and librarians).

Support staff members shall have the special credential or certificate required for the particular position.

- (e) Staff with Einstein or special certificates continue to be a part of the selection pool, provided that said certificates are renewable for the school year under consideration.

- (3) Tie Breaker - When more than one person qualifies for a particular position under the certification and preparation requisites listed above, ties shall be broken using the application of the selection criteria specified below.

- (a) Length of Work Experience and Educational Preparation

When more than one person qualifies for a particular position under the certification and preparation requisites listed above, the employee who has the highest ranking on the list as described in Section C (List of Certificated Staff in Rank Order) shall be offered the position.

- (b) Experience in the Position

When more than one person qualifies for a particular position under the requisites and criteria listed above, the position shall be offered to the person who has the greatest length of service as an elementary teacher for an elementary position, as a special education teacher for a special education position, or in the particular subject area for a secondary position, or the person with the greatest length of service in the support staff position (provided, however, that the person holding such a staff position during the current school year or during one of the two (2) previous school years shall be given priority for a support staff position before anyone who may otherwise qualify, but who has not had experience during that period).

- (c) Individual Contract Signing Date

When more than one person qualifies for a particular position under the requisites and criteria listed above, the position shall be offered to the person with the earliest contract signing date. Contract signing date is defined as the date upon which the employee signed and dated his/her first contract with the District.

- (d) Classroom Teacher Evaluation Results

When more than one classroom teacher qualifies for a particular position under the requisites and criteria listed above, the position shall be offered to the person with the highest

comprehensive summative performance evaluation rating on his of her last prior evaluation (comprehensive or summative).

(e) Decision by Lot

If a tie continues to exist, a final selection shall be made by lot. Employees involved shall be notified prior to the final selection.

E. Non-Renewal and/or Adversely Affected – Step Four

If, after the above procedures have been followed and the employee still cannot be placed in a position for which he/she qualified, he/she will be non-renewed or adversely affected and placed in the Employment Pool as set forth under paragraph 2 below:

1. Retained Staff Transfers

If additional positions are established or if resignations become effective after the reduction-in-force occurs, the Superintendent will reassign retained certificated staff to positions held during the previous school year to the extent that such positions are available.

2. District Employment Pool

- a. Employees receiving probable cause notices will be placed in a District Employment Pool.
- b. In the event there are not sufficient positions to offer contracts to all Employment Pool personnel, the Employment Pool shall be re-established. The District shall exhaust the Employment Pool of eligible employees before it can hire any additional certificated employee covered by this Agreement.
- c. However, a certificated employee who refuses an offer by the District of a continuing contract equal to their current FTE certificated position when recalled, or a certificated employee who accepts a continuing certificated position in education outside the District will be dropped from the Employment Pool and will lose all rights under this Contractual Agreement.
- d. Under provisions herein provided, employees will remain in the Employment Pool for up to two years.
- e. Certificated employees who remain in the Employment Pool will be placed on the substitute teachers' list if they so desire and shall be called first for that school year they are in the Employment Pool.
- f. It shall be the responsibility of the certificated employee to keep the Superintendent notified of the employee's current address and telephone number as an offered contract must be signed and returned not later than ten (10) working days from receipt of the same.

- g. In accordance with Federal COBRA guidelines, employees may retain, through the District, at their own expense, their insurance eligibility while on R.I.F. status (or “in the District Employment Pool”).

3. Recall by Assignment to Vacant Positions

Assignments to those positions still vacant after application of paragraph 1 above, Retained Staff Transfers, shall be made from the Employment Pool in accordance with the following:

- a. If no retained staff member is assigned to a vacant posted position, then such positions are to be filled from the Employment Pool.
- b. Positions vacated through reassignment of retained staff shall be filled from the Employment pool.
- c. Recall of non-renewed employees from the Pool shall be in descending order as determined from the list of staff as described in Section C, and who further qualify according to employment category and selection criteria.
- d. Notification of employment shall be by certified mail. Failure to respond to an offer of a position within ten (10) working days of receipt will be considered as a refusal of a position.
- e. If no qualified person is available from the Employment Pool, the District will follow the usual District employment procedures.

4. Retraining Option

Retraining option shall be available to certain persons in the Employment Pool.

- a. If an employee with more certificated experience than retained employees does not meet either the certification requirements, preparation requisites, or preparation waivers as described in Section D above, the employee will be non-renewed or adversely affected with a retraining option.
- b. In the event the District has a position (covered by the Bargaining Agreement) for which no current employee qualifies according to Section D.3 the employee in the Employment Pool with the highest rank will be offered a retraining option. If such employee turns down the retraining option, the next ranking employee in the Employment Pool will be offered a retraining option.
- c. The retraining option process shall be as follows:
 - (1) The Superintendent will meet with the affected employee and the President of the Association to discuss the position options.
 - (2) If position options are available, the employee, in consultation with the Superintendent, will choose the position.
 - (3) The Superintendent and the affected employee shall examine the employee’s current transcripts and determine what additional training is

needed to meet the preparation requisites in Section D.3. The Superintendent and employee shall sign an agreement as to the exact courses/training to be taken to insure re-hire at the end of the retraining.

- (4) The employee's retraining will be at his/her own expense.
- (5) The position will be held open until the beginning of school in September. If the employee cannot meet the preparation requisites in September, a leave of absence without compensation will be granted until the second semester of the current school year. If the employee has not met certification and/or preparation requisites by the end of their first semester of leave, a second semester of leave will be granted. After two semesters, if the employee has not met the certification and/or preparation requisites, the employee will be placed in the Employment Pool for the following school year.
- (6) The District may hire a person on a replacement contract (including the ranking employee in the Employment Pool who meets the certification/preparation requisites) for the first semester. Persons hired from the Employment Pool on a replacement contract retain Employment Pool rights.
- (7) In the event an employee on a retraining option files for unemployment compensation, the District will take no action to prohibit the employee from receiving unemployment compensation.

ARTICLE XII -- LEAVES

A. Sick/Emergency Leave

1. Sick leave is for the purpose of the employee's illness. For an absence of more than five (5) days duration, a doctor's certificate will be required.
2. At the beginning of each school year, each employee shall be credited with a sick leave and emergency leave allowance of twelve (12) days with full pay.
3. Unused sick leave for each employee for each year is added to the employee's accumulated sick leave. Sick leave accumulation shall be in accordance with state law.
4. Employees employed after September 15 shall be credited with the number of sick leave days in the following proportion:

$$\frac{\text{No. of contractual days}}{\text{No. of days in staff calendar}} \times 12$$

5. Employees who are less than 1.0 F.T.E. employees shall be credited with the number of the sick leave days in the following proportions: Full time equivalency times 12. Sick leave days accumulations for these employees shall be calculated each year in accordance with the employee's full time equivalency.

6. The District will comply with State laws regarding "Attendance Incentive Program" or "Sick Leave Buy-Back Program" and the WAC provision for its implementations.
7. When a teacher is absent from work due to illness he/she shall give notice, if possible, to the principal or the person designated by the Superintendent to receive such notice, not later than 6:30_a.m. of the first day of the illness. The teacher will also provide or notify the principal or designee where to locate his or her sub plan(s) for the day(s). If the absence is for consecutive days, the principal should be notified of the probable date of return.
8. Two (2) weeks written notice for planned surgeries or other anticipated disabilities should be given the District.
9. Employee payroll checks will provide an accounting of sick leave used and accumulated. The accounting will be from payroll cutoff date of the previous month to the payroll cutoff date of the present month.
10. In the event an employee's verified illness extends beyond his/her accumulated sick leave, the District shall consider the employee on sick leave without pay.
11. Emergency Leave - Situations in which emergency leave may be granted are as follows:
 - a. The problem must be suddenly precipitated, must be of such a nature that pre-planning is not possible, or where pre-planning cannot relieve the necessity for the employee's absence.
 - b. The problem cannot be one of minor importance or of mere inconvenience, but must be serious.
 - c. Application for consideration for emergency leave must be made to the Superintendent within five (5) working days after the absence. Applications must be in writing and must explain the reasons for the request. Emergency leaves are subject to the approval of the Superintendent.
12. Leave Sharing
 - a. An employee who has an accumulated sick leave balance of more than twenty-two (22) days, pursuant to Section A-3 above, may request the Superintendent to transfer a specified amount of sick leave to another district employee authorized to receive leave. Such transfer request must be made in writing. In no event may an employee request a transfer that would result in his/her sick leave accumulation going below twenty-two (22) days. Such a transfer of leave days must be made for the benefit of a designated employee.
 - b. In addition to the requirements of Section A-3 above, to be eligible to use leave transferred hereunder, an employee must suffer from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature and which is likely to cause the employee to go on leave without pay or to terminate employment.

- c. Transferred days shall be deducted from the employee's sick leave accumulation and will be credited to the sick leave accumulation of the employee to whom the days were transferred.
- d. The value of the leave transferred shall be based upon the leave value of the person receiving the leave. In situations where more than one (1) employee is offering to transfer sick leave to another employee, sick leave transfers shall be implemented in an equitable manner.

B. Bereavement Leave

Leave with pay not to exceed five (5) days will be granted for absences due to death of spouse, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, uncles, aunts, nieces, nephews, grandparents, grandchildren and persons who were permanent members of the household at the time of their death. This leave is not accumulative. One (1) of these five (5) bereavement days may be utilized for death of a person not listed above.

C. Family Illness Leave

- 1. Leave with pay will be granted for absences due to illness of spouse, mother, father, son, daughter, brother, sister, or persons who are permanent members of the household at the time of their illness.
 - a. Leave with pay not to exceed one (1) day will be granted with no accumulation of days granted.
- 2. Days accumulated prior to 2005-06 will remain until used.

D. Military Leave

- 1. Annual active duty training (Reserve or National Guard):
 - a. An employee serving as a member of the National Guard or any Reserve component of the Armed Forces of the United States is entitled to leave with pay for active duty required in fulfillment of military obligations, upon application therefore, for a period not exceeding twenty-one (21) calendar days in any one calendar year.

E. Parental Leave

- 1. Employees may use their sick leave for the purpose of childbirth, adoption, or foster care. In the event of the birth/adoption of a child to an employee's spouse, sick leave may be used. Eligible employees shall be entitled to a total of twelve work weeks of uncompensated leave during any twelve (12) month period measured backward from the date leave is first used as authorized by the Family and Medical Leave Act of 1993.
- 2. Employees who are disabled due to pregnancy, miscarriage, abortion, or childbirth may use their sick leave for the period of their disability as verified by their physician. The twelve week entitlement as provided for by the Family and Medical Leave Act shall not count the days used as sick leave for pregnancy or childbirth disability.

3. An employee shall be granted, upon request, a leave of absence without pay for the duration of the current school year; or, in the case of an employee who gives birth or adopts a child during non- contract days between school years, the employee shall be granted, upon request, a leave of absence without pay for the duration of the subsequent school year.

The Superintendent shall notify the employee in writing of the requirements for returning to employment.

The employee shall notify the District by March 15 of his/her intent to return to the District.

F. Authorized Leaves of Absence

1. A leave of absence without pay, not to exceed one (1) year, shall be granted to a member of the certificated staff of Port Townsend School District No. 50 by the Board of Directors upon recommendation of the Superintendent. To be eligible, the staff member must have completed at least two (2) years of satisfactory service in the District.
 - a. Leave of absence may be granted for the following reasons:
 - (1) Study or research
 - (2) Foreign teaching in the U.S. Government service
 - (3) Exchange teaching
 - (4) Travel
 - (5) Other special needs
 - b. Applications for leave shall be made in writing to the Superintendent on or before March 15. A written answer will be provided on or before May 1. Exceptions to the deadline will be made for leave requests for less than one (1) year.
 - c. Requests for extensions shall be in writing, addressed to the Superintendent and received not later than March 1st. An extension for a second year will be granted for military, Peace Corps, Vista service and foreign teaching in the service of the U.S. Government. Granting other extension requests are solely the prerogative of the District.
 - d. Experience increments, retirement, and all other rights afforded by the District will be retained by the staff member on leave of absence.
 - e. An employee on leave who does not fulfill the purpose for which the leave was granted shall communicate in writing to the Superintendent the circumstance(s) which prevented the fulfillment of the original purpose.
 - f. An employee granted a leave of absence agrees not to request a job with the District before the end of the leave time granted.
 - g. Employees understand that accepting a continuing contract during this leave period with another Washington State public school violates their rights under this section of Article XII and is equivalent to a resignation.

2. Return from Leave

- a. The Superintendent must receive on or before March 1st a written request from the employee on leave for re-employment. Failure on the part of the employee to meet this requirement is equivalent to a resignation.
 - b. Unless a reduction-in-force is in effect, the District will reemploy the employee on leave who has met all the requirements of this section. If a reduction-in-force is in effect, the employee shall be subject to the terms and conditions of Article XI of this Agreement.
 - c. Employees returning from authorized leave of absence after one year's leave will be provided their position prior to leave unless conditions necessitate an involuntary transfer pursuant to Article X-D. After two years leave of absence employees will be provided a position with the District.
3. The District will grant short-term leaves of absence without pay to any employee as long as a qualified substitute can be obtained. Short term leaves of absence will not be granted the first five or last five (5) days of the school year except for educational training or in cases of emergency. In determining an emergency, the Superintendent's decision is final.

G. Association Leave

The Association President or designee will be granted forty-five (45) days leave per year, which may be taken as whole or half-days, in order to attend to Association business. The Association will reimburse the District in the amount of substitute salaries used by the District when Association Leave is used. The District will charge the Association half the cost of a substitute when the Association leave is used for collaborative bargaining. When possible the Association will give the District at least three days' notice of its plan to use Association Leave.

H. Personal Leave

1. Each employee is granted two (2) days of personal leave per year. There is no cash out for unused personal leave days.
2. These days are accumulative, not to exceed a total of five (5) days. The first three (3) days of personal leave taken will be at no expense to the employee. Subsequent personal leave days will be taken with payroll deduction equal to the cost of the substitute.
3. No personal leave may be taken in less than one-half (1/2) day units.
4. No personal leave is available during the following periods except in cases of emergency. In determining an emergency, the Superintendent's decision is final.
 - a. First ten (10) student days
 - b. Last ten (10) student days
5. No more than five employees will be granted personal leave on any one day, with a maximum of two employees gone per building. Staff working in more than one building

will not count in the two per building limit. The procedure for determining who may take personal leave is as follows:

- a. The employee, except in emergencies, must advise his/her immediate supervisor twenty-four (24) hours prior to taking personal leave.
 - b. If excess applications are made for one (1) day, those requesting first will be honored.
6. In any year no employee shall have more than three (3) days of personal leave at no expense to the employee.

I. Leave for on the Job Injuries

1. Employees who are injured on the job and who wish time-loss compensation and adjusted sick leave should follow the procedures as outlined in Appendix 5.

J. Jury Duty

1. Leave of absence shall be authorized for jury duty. Employees are asked to secure support from the District office in seeking relief from jury duty in excess of ten (10) days. Duty beyond this length could be detrimental to student programs.
2. There will be no deduction in pay for absences for jury duty, provided that the employee shall report to work if released from jury duty before the end of the contracted day, unless excused from doing so by his or her supervisor.

K. Court Appearance

1. Leaves of absence with pay shall be granted when a teacher is subpoenaed to appear as a witness in a court of law. The employee shall provide a copy of the subpoena to the District promptly upon its receipt and cooperate reasonably with District efforts to minimize its adverse impact on the District.

L. Attendance at Approved Professional Meetings and Conferences

1. Authorized absence for employees to attend professional meetings/conferences will be at the discretion of the Superintendent. When a staff member is authorized by the Superintendent or his/her designee to officially represent the District at such meetings, approval and reimbursement for travel expenses shall be in accordance with District regulations.

M. Sabbatical Leave/Grant

1. The District may provide sabbatical leave/grants for certificated personnel for the purpose of study and/or travel that will be to the benefit of the students and the School District. The following conditions prevail:

- a. Certificated personnel must have rendered satisfactory service for six (6) consecutive years before being eligible for this extended professional leave.
- b. Sabbatical leave may be granted for not less than a semester/quarter nor more than a school year to an employee in order to pursue any of the following programs:
 - (1) A planned program of courses taken in an accredited institution of higher learning which is related to the professional growth of the applicant. Applicants who apply under this program shall agree to undertake a full load as determined by the institution involved.
 - (2) Educational travel of a nature and extent which will materially increase the proficiency of the applicant as a teacher. Acceptable travel is defined as travel related to the school work of the employee.
- c. The committee will meet prior to December 20th to decide if economic conditions allow funding a sabbatical. Applications outlining plans for the period of absence must be submitted to the Association/Employer Committee. This committee shall consider all applications and make recommendations. The decision of the Board will be final.
- d. Applications for sabbatical leave/grants must be filed with the Superintendent of Schools not later than February 15 of the year in which the leave/grant is to become effective.
- e. The total of sabbatical leaves and/or grants awarded in any one (1) academic year shall not exceed an aggregate of one (1.0) FTE certificated position.

Employees awarded sabbatical leave/grants will be remunerated at one-half (1/2) of their actual salary (for 180 days excluding supplemental contracts) for the period of the leave/grant and they may remain enrolled in District insurance plans, at their own expense, if the insurance plans so allow. Salary during the leave shall be paid in equal monthly installments during the leave period.
- f. Experience increments, retirement, and all other rights afforded by the District are retained. Any additional benefits granted to regular employees will automatically apply to those on sabbatical leave.
- g. The recipient must agree to return to the service of Port Townsend School District for a period of three (3) years following the expiration of the sabbatical leave period. If the recipient does not return to the district, he/she must repay all monies provided in the sabbatical grant that is a cost to the District on or before June 1 of the following year. If the recipient returns to the District and resigns prior to the end of the three years, the recipient must repay one-third of the costs for each year of the obligation that is not fulfilled within six (6) months of his/her resignation.
- h. Each recipient shall make written reports to the Board of Directors by December 1, April 1, and July 1, of the grant year.

N. Association Officer/Public Office Leave

1. Leave without pay, not to exceed two (2) years, will be granted, when required, to any Association member who shall have been elected or appointed to a position in the National Education Association, Washington Education Association, or a local association so affiliated or elected or appointed to public office. The employee shall notify the Superintendent of the need for leave upon verification of his/her election or appointment. No Association Officer/Public Office leave may be taken in less than forty-five (45) full day units. Experience increments, retirement, and all other rights afforded by the District will be retained by the staff member on Association Officer/Public Office Leave.

O. Return Rights

1. Employee returning from a leave under the provisions of Sections E., F., M., or N. above will not be subject to a transfer unless conditions necessitate an involuntary transfer pursuant to Article X-C.

P. Family Leave

1. Employees have access to up to twelve (12) weeks unpaid leave for family medical purposes consistent with Board policy. Medical benefits will continue to be paid while the employee is on leave under this provision.

ARTICLE XIII -- ECONOMIC PROVISIONS

A. General Provisions

1. The Employer agrees that all employees will be correctly placed on the salary schedule.
2. The Employer agrees that increments for experience and education will be granted annually in accordance with the laws, rules and regulations developed for reporting on the S-275 form or its state-wide equivalent.
 - a. The annual salary schedule format and base amount will be established by the legislature, subject to the Association's right to reopen the negotiations as stated in Article XVII.
 - b. Calculations will be available for review by the Association.
 - c. The salary provided for in this Agreement represents both parties' best effort to comply with State Law limitations as in effect on the effective date of this Agreement. The parties agree that if SPI/State Auditor's Office determines the District's compensation levels for its total bargaining unit staff exceed the compliance derived base and require a modification downward to avoid assessment of penalties, the District and the Association agree that the salaries of the total certificated staff will be reduced at the same percentage rate until compliance is reached. The parties will enter into negotiations to determine how this will be facilitated. The parties also agree that if SPI distributes salary funds to the District in excess of the amount provided in the salary schedule, the parties will enter into negotiations to determine how this will be facilitated.

- d. If, during the term of this Agreement, a court of competent jurisdiction renders a decision which is not appealed and is binding upon the District, or renders a non-appealable decision, determining that Chapter 16 of the Laws of 1981 of the State of Washington and/or RCW 28A.400.200 is in whole or in part invalid in such a fashion as to allow bargaining with respect to levels of compensation not allowed prior to that determination; or if the Washington State Legislature should take action which has the same effect described above; or, if the Washington State Legislature appropriates funds specifically available for the purpose of increasing compensation levels as established in the Agreement; then, the Association may, by providing written notice to the District of such intent, re-open negotiations with respect to those economic provisions affected by the court decision, including insurances.
3. All salary schedules for all employees upon adoption shall become a part of this Agreement. B.

B. Placement on the Salary Schedule

1. All teachers and support personnel shall meet the current state certification requirements.
2. All teachers and support personnel shall be placed at the time of initial employment on the salary schedule according to the laws, rules and regulations developed for reporting on the S275 form or its state-wide equivalent.
3. Initial grade placement until receipt of official transcript - When initially employed, all employees without an official transcript will be placed at the grade and step supported by their application documents until official transcripts and experience verifications are received by the Personnel Office. Appropriate salary adjustments will be made when transcripts are received, provided they have been received within six (6) weeks of hire or by September 15, whichever is later. If official transcripts and experience verifications are not received within this timeline, the employee will be placed at the grade and step supported by the official documents which have been received within this timeline. This placement shall remain in effect for the entire year except that special extenuating circumstances may be appealed to the Superintendent.
4. Vocational Certificated Teachers Without College Degrees

Certification - All vocational teachers without college degrees must meet the current vocational certification requirements.

Grade and Step - The initial placement of a vocational education teacher without a college degree will be in accordance with the laws, rules, and regulations developed for reporting on the S275 form or its state-wide equivalent.

C. Advancement on the Salary Schedule

1. Grade and Step- Advancement in grade and step by certificated employees will be in accordance with A2 above.
2. Evidence of all credits or a written statement from the employee of the credits earned resulting in movement on the salary schedule must be submitted to the Personnel Office

on or before September 15. In the event all requirements have been met, but for reasons beyond the employee's control an official transcript cannot reach the Personnel Office by September 15, an official statement by the registrar of the institution, or a term grade report, or a written statement from the employee of the credits earned, will be temporarily accepted in lieu of an official transcript.

3. Evidence of advancement by acquisition of a degree must be substantiated in the same way as credits are accounted for in C2 above.
4. If an official transcript verifying credits earned and/or the degree granted is unavailable by September 15 and the employee has submitted a written statement or term grade report prior to September 15, it shall be the employee's responsibility to provide an official transcript on/or before January 15. If employee fails to do so, a downward monthly prorated adjustment of salary will be made, except that special extenuating circumstances may be appealed to the Superintendent.
5. Grade and step advancement is determined for the year on/or before September 15. Experience gained or credits earned after this date must apply to the following year.

D. Workman's Compensation

The Employer agrees to insure all employees for unemployment compensation.

E. Salary Payment Schedules

1. Salary payment schedules for the 2016-17 and 2017-18 school years will be as follows:
 - a. One-twelfth (1/12) of the annual salary for the 2016-17 school year will be paid on September 30, October 31, November 30, December 30, January 31, February 28, March 31, April 28, May 31, June 30, July 31 and August 31.
 - b. One-twelfth (1/12) of the annual salary for the 2017-18 school year will be paid on September 29, October 31, November 30, December 29, January 31, February 28, March 30, April 30, May 31, June 29, July 31 and August 31.
2. Should an employee contract be terminated by mutual consent during the school year, the employee will receive full salary and insurance benefits which bear the same ratio to the whole salary and insurance benefits provided as the number of days of service performed by the employee bears to the total number of contractual days in the employee's work year as fixed by the Board of Directors.

F. Group Insurance

1. The District shall provide the maximum insurance contribution as funded by law on a pooled basis.
2. All bargaining unit members shall be covered under their choice of the composite rate (family) dental plan provided by the Washington Dental Service Group Dental Care, Program #186, Plan 1, with \$1,000 orthodontia amendment; or, the managed care (family) dental plan provided by the Willamette Dental of Washington Inc., Plan 1, with \$1,500 orthodontia amendment.

3. Employees may select medical coverage under current Premera Blue Cross plans.
4. The District shall make monthly payroll deductions for the costs of the total package not paid by the District.
5. Insurance Pooling: The intent of the parties to provide the maximum insurance contributions as funded by law to the employee pool, to be distributed among members of the bargaining unit. To gain maximum utilization of the total allowable state insurance contribution provided by law for employees covered by this Agreement, the District agrees that it will contribute the maximum allowable to an insurance pool to be distributed among employees on a fair share basis, to those who do not generate sufficient monies to cover the full cost of medical coverage. From the dollar amount available to each employee, first shall be deducted the cost of the District's dental plan with the remaining monies available for application to one of the medical insurance programs.
6. The FTE equivalency of employees will be determined as of their employment status on October 1. Distribution of unused revenues will begin with the October 31 payroll. Re-pooling will occur with the March payroll.
7. The District will make available to employees, at their option, an Internal Revenue Service Code Section 125 flexible benefits plan. The plan will be established, administered, and communicated to employees by the District.

G. Mileage

Mileage payment for use of private car on authorized District business will be at the maximum IRS allowance for tax purposes.

H. Professional Growth

1. The Professional Growth process is a cooperative effort between the supervisor and the employee aimed at individual professional development.
2. In the 2016-18 school years, the District shall make available to each employee \$325 (three hundred twenty five dollars) solely to support the employee's efforts toward goal(s) as outlined on the Professional Growth Plan (Appendix 4, Form A).
3. On September 1 of each school year, the District shall allocate PGO funds to each contracted, certificated staff member. These funds can accumulate from school year to school year in the following manner:
 - a. The new year's allocation shall be added to the balance remaining at August 31 of the prior school year but the total may not exceed the sum of the allocation for three years.
 - b. Any amount over the allowed accumulation shall be put into a pool for reallocation to current certificated staff. Staff will be made aware of the pooled amount on a yearly basis. Staff members wishing to access the pool shall make application for additional funds to a committee of administration and PTEA by letter of request.

- c. The final amount, excluding pooling, available to any certificated staff member shall not exceed the sum of the previous two years and the current year's allocation
4. The District will share information regarding the Professional Growth provisions and procedures with all staff through conferences and/or staff meetings.
5. Before October 30, the supervisor will confer with each employee.
 - a. At this conference, the supervisor and the employee will develop goals and discuss use of funds. Employees participating in Comprehensive Evaluation will develop goal(s) mutually with their supervisors. These goals will be approved by the supervisor. Employees choosing to participate in Focused Evaluation will determine their goal(s) through dialogue with the supervisor.
 - b. At this conference, the evaluator and employee will date and initial the Professional Growth Verification (Appendix 4, Form C).
 - c. The Professional Growth Plan will be completed by October 30.
6. Between January 1 and March 1, the supervisor and employee shall confer to discuss progress toward the goals, to date and initial the Professional Growth Verification, and to update the Expenditures Record (Appendix 4, Form B).
7. After May 1, but before June 1, the supervisor and employee shall confer to discuss progress toward the goals, to date and initial the Professional Growth Verification, and to complete the Expenditures Record.
8. As needed, during the school year, the supervisor and employee will meet to discuss expenditures. Employees participating in Comprehensive Evaluation will develop expenditure plans mutually with their supervisors. These plans will be approved by the supervisor. Employees choosing to participate in Focused Evaluation will determine their expenditures through dialogue with their supervisors.
9. All expenditures of professional growth funds will be made through standard District procedures. The Expenditure record will be completed by June 1.

I. Teacher Assistance Program

The Port Townsend School District and the Port Townsend Education Association agree on the following process for the selection of staff to the SPI Teacher Assistance Program (reference WAC 392-196-060).

1. An application form will be distributed to any teacher interested in being a mentor teacher. Included on the application form will be the minimum qualification for mentor teachers as outlined in WAC 392-196-055.

2. Two (2) grade level designations are established, K-5 and 6-12. Beginning/assisted teachers and mentor teachers will be matched in accordance with these levels. If feasible, beginning/assisted and mentor teachers will be matched by program areas.
3. The District will screen all applicants and develop a list of acceptable mentor teachers for each beginning/assisted teacher selected to participate in the program. Each list will include a minimum of two (2) names with three (3) names preferred. The list(s) will be given to the Association President. If there is only one acceptable mentor teacher applicant for a beginning/assisted teacher participant, the Superintendent and Association President will meet and determine if that applicant will be selected.
4. The Association, after consulting with the beginning/assisted teacher will make the final mentor teacher selection from the list submitted by the District. The Association President will inform the District of the selection.
5. Stipends and travel allowance will be paid to the beginning/assisted teachers and mentor teachers in the minimum amounts as outlined in WAC 392-196. After all expenses have been paid, including stipends, substitute costs and travel expense, any money remaining from the SPI grant will be divided equally between the beginning/assisted teachers and the mentor teachers.

J. Time, Responsibility and Incentive (TRI) Days

1. Professional Responsibility Contract: The District and the Association agree and affirm the following:
 - a. the success of the Port Townsend School District is dependent upon hiring and retaining the highest quality teachers;
 - b. providing a quality education for students requires from teachers a commitment to the profession beyond the base contract, normal workday hours and school year;
 - c. State law allows additional compensation for additional time, additional responsibilities or incentives (TRI) in conformance with RCW28A.400.200(4);
 - d. the additional commitment required of Port Townsend's teachers cannot be accurately measured in hours or days; and
 - e. the time necessary to fulfill any one teacher's responsibilities will vary from that of another teacher as determined by the individual's own professional judgment.

In addition to responsibilities employees perform during the basic education work year and work day, it is recognized that employees perform numerous responsibilities outside of that time. Each employee will be issued a supplemental contract in recognition of these additional responsibilities and as an incentive to provide a professionally responsible level of services. These additional responsibilities include, but are not limited to, the following:

- Preparing for school opening or closing;
- Work connected with the conclusion of the school year;
- Conferencing with parents;

- Supporting student activities
 - Providing individual help to students;
 - Evaluating student work;
 - Workshops, classes, and in-service work;
 - Researching educational materials and supplies;
 - Improving and maintaining professional skills;
 - Preparation and revision of materials;
 - Planning with other staff in areas of instruction and curriculum;
 - Working with computers and other technology as related to educational uses.
2. During the 2016-17 school year twenty-two (22) TRI days will be available. During the 2017-18 school year, twenty-six (26) TRI days will be available**.
 3. Teacher-directed TRI days will be available for staff members to use for professional obligations beyond their work day. Teacher-directed days will be available as follows: in the 2016-17 school years sixteen (16) days and in the 2017-18 school year twenty (20) days.
 4. District/Administration-directed TRI days will be available for district/administration-directed activities. District/Administration-directed days will be available as follows: in both the 2016-17 and 2017-18 school years, a total of six (6) days will be district directed.
 5. Verification: Fulfillment of the supplemental contract shall be verified by completion of the form(s) shown as Appendix 10. Said form is to be completed by the employee and turned in to their immediate supervisor no later than June 30. Employees who do not verify completion of the District/Building/Principal Directed hours shall have their TRI compensation reduced by 1/180th for each day (7.0 hours/day) not verified as worked. Employees on any unpaid leave of absence for these days shall have TRI pay reduced by 1/180th (their regular pay shall not be affected). Any overpayment shall be withheld from the August paycheck.
 6. Compensation: Compensation shall be in accordance with the individual's placement on the TRI schedules shown in Appendix 9. Placement shall be the same as on the regular schedule. Part-time employees shall have their time and compensation pro-rated based on their full-time equivalency (FTE); employees who are hired late or terminated early will have their responsibility contract prorated on the actual number of days worked.
 7. Payment: Employees shall be paid on an equal monthly basis beginning with the September pay period and continuing through August 31.

**The District and Association agreed to increase the supplemental pay in Article XIII, Section J, on the basis of the District's levy authority in 2016. If the legislature reduces the District's levy authority or changes how levy funds may be spent, the District and Association agree to meet and negotiate regarding the amount of supplemental pay impacted by the legislative change. Nothing bargained may violate compensation limitations imposed by state law or subject the District to a state funding penalty. If an agreement cannot be reached, the District shall have no obligation to continue supplemental pay increases above the 2015-16 level (11 days- 3.5 district directed and 7.5 teacher directed) or the amount of supplemental pay impacted by the change in legal authority, if smaller.

K. Represented Substitutes

1. Substitutes who have been employed twenty (20) consecutive days in one assignment shall be paid at a per diem rate based upon their appropriate placement on the salary schedule, effective on the twenty-first day of employment in the assignment.
2. Substitutes who have been employed for thirty (30) days in a twelve month period shall be paid at a daily rate equal to 65% of the per diem rate of the salary schedule base, effective on the 31st day of employment.

L. VEBA

The District has adopted the VEBA Sick Leave Conversion Medical Reimbursement Plan (the "Plan") pursuant to RCW 28A.400.210 and agrees to make contributions to the Plan on behalf of all employees in the group who are eligible to participate in the Plan by reason of having excess sick leave conversion rights. Contributions on behalf of each eligible employee shall be based on the conversion value of sick leave credits to the account of such employee available for contribution on an annual basis and at retirement in accordance with the statute. It is understood that all eligible employees will be required to sign and submit to the District a hold harmless agreement complying with the statute. If an eligible employee fails to sign and submit such agreement to the District he/she will not be permitted to participate in the Plan at any time during the term of this agreement, and any and all excess sick leave which in the absence of this agreement would accrue to such employee during the term hereof shall be forfeited together with all cash-conversion rights that pertain to such excess sick leave.

1. Retirement Sick Leave Conversion

- a. For purpose of retirement contributions to the Plan, all employees covered by this agreement who retire during the term hereof shall be eligible, and excess sick leave shall be defined as the sick leave days accruing to the credit of such employee during the term of this agreement.

2. Annual Sick Leave Conversion

- a. Eligibility for participation on an annual basis is limited to employees who have accumulated 180 days of unused sick leave. To be eligible during the term of this agreement, an employee must have accumulated at least 180 days of unused sick leave as of the effective date of this agreement.

3. Separation of Service Conversion

- a. Eligibility for participation at separation of service shall apply to the following employees: Retirement Plan II members who are age 55 and over with at least 15 years of service credit. Plan III members who are age 55 and over with at least 10 years of service credit.
- b. The parties agree that the plan shall cover Retirement, Annual, and Separation Sick Leave Conversion Benefits.

4. The term of this agreement shall be updated annually.

M. NATIONAL BOARDS

For so long as the state continues to provide funding for the National Boards, Port Townsend School District will provide support for the National Boards in the following manner:

- a. Provide reimbursement for half of the National Board fees to teachers including the cost of registration for Components 1-4, Jumpstart, Homestretch and Foundations training;
- b. Provide three release days for teachers will substitutes in order to complete the required candidacy work
- c. District resources are available for staff to use as they complete requirements of the portfolio;
- d. Provide reimbursement for tuition for one cohort class as part of the teacher's plan of professional development. Currently, the cohort class tuition is billed in four parts, one for each component.
- e. Allow each teacher to use their own Professional Growth funds toward National Board costs.
- f. Provide for the flow through of all of the state appropriations designated for the compensation of those certificated employees who have received National Board for Professional Teaching Standards (NBPTS) Certification. Employees who achieve National Board for Professional Teaching Standards Certification shall receive the stipend as authorized and funded by the State. The stipend will be paid through a supplemental contract annually.
- g. The District will file the free and reduced lunch information by the State mandated timeline, which is required for district to receive NB stipends from the state.

ARTICLE XIV -- SCOPE OF AGREEMENT

A. Savings Clause

1. If any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal the remainder of the Agreement shall not be affected hereby, and upon the request of either the Board or the Association the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision.
2. The Association will hold the District harmless from dues collected, payment made or benefits granted to the Association contrary to law.

B. Printing/Distribution

1. Within thirty (30) days following the ratification and signing of this Agreement by the parties, the District shall post the Association-approved copy on the District web-site.

2. The District shall make the initial copy of the Agreement. The style, and format of the Agreement shall be agreed upon between the Employer and the Association.
3. All employees new to the District shall be directed to the District website for the posted copy of the Agreement by the Employer upon issuance of their individual contract and such Agreement shall be available for examination to all applicants for employee positions.

C. Contract Administration

1. The Association President or his/her designee and two (2) or more of the building representatives shall meet with the Superintendent or his/her designee on a monthly basis during the school year to review and discuss current school problems and practices and the administration of this contract. At the discretion of either party, additional meetings may be scheduled. If it is mutually agreed that the monthly meeting need not be held, it may be canceled.

ARTICLE XV -- NO STRIKE/NO LOCKOUT

- A. The Association and the members of the bargaining unit agree there shall be no strike, work stoppage or slow down for the duration of this Agreement.
- B. In exchange for the promise provided in paragraph A above, the Employer agrees that the Employer shall not lock-out the members of the bargaining unit for the duration of this Agreement.
- C. In the event the Association elects to participate in a WEA state-wide concerted action during the term of this Agreement, the Association agrees that:
 1. The Superintendent will be informed at the time that the Association is informed.
 2. The minimum time must be at least twenty-four (24) hours prior to the beginning of the affected school day.
 3. Days will be made up in accordance with make-up day policy on calendar.
 4. There will be no more than two (2) such days of concerted action during any one year.

ARTICLE XVI -- GRIEVANCE PROCEDURE

- A. Definitions
 1. A grievance is an alleged misinterpretation of, misapplication of, or deviation from, the terms and/or provisions of this Agreement by the Employer.

2. Every effort shall be made to settle a grievance at the lowest possible level of the grievance procedure.
3. A grievant shall mean an individual, a group of individuals and/or the Association.
4. Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter informally with any appropriate member of the administration.
5. For the purpose of processing grievances, the Association representatives shall not be harassed or discriminated against because of their participation in these proceedings. When such proceedings are scheduled during working hours, the Association representative will suffer no loss in pay.
6. Accelerated Grievance - Any Association grievance that impacts multiple supervisors and/or more than one building, class action grievances and grievances involving the evaluation procedures will be lodged at Step II of this procedure.

B. Procedure for Processing Grievances

1. Step I

- a. The grievant and the Association representative or the Association may, orally, present a grievance to the immediate supervisor. If the grievance is not settled orally, the grievance shall be presented in writing to the immediate supervisor within twenty (20) working days after the occurrence of the grievance or within twenty (20) working days from the time the grievant or the Association should have reasonably become aware of the occurrence of the events giving rise to the grievance, whichever is later.
- b. The "Statement of Grievance" (Appendix 5) shall name the grievant(s) involved, the facts giving rise to the grievance, provision or provisions of the Agreement alleged to be violated, and the remedy (specific relief) requested.
- c. The immediate supervisor, upon receipt of the written grievance, shall sign and date the grievance form and shall give a copy of the grievance form to the grievant(s), Association representative and the Superintendent. The immediate supervisor shall answer the grievance in writing within ten (10) working days. The answer shall include a written decision, incorporating the reasons upon which the decision was based and a copy shall be given to the grievant(s), and/or Association representative and the Superintendent.

2. Step II

- a. If no satisfactory settlement is reached at Step I, the grievance may be appealed to Step II, Superintendent, or his/her designated representative, within ten (10) working days of receipt of the decision rendered in Step I.
- b. The Superintendent or his/her designated representative shall arrange for a grievance meeting with the grievant(s) and/or Association representative and such meeting shall be scheduled within ten (10) working days of the receipt of

the Step II appeal. The purpose of this meeting shall be to affect a resolution of the grievance.

- c. The Superintendent or his/her designated representative shall provide a written decision, incorporating the reasons upon which the decision was based to the grievant(s), and/or Association representative within ten (10) working days from the conclusion of the meeting. The decision rendered at Step II shall be considered the final decision of the Employer.

3. Step III

- a. If the Association is not satisfied with the disposition of the grievance at Step 2, or if no written decision has been received from the District within the time limits prescribed in Step 2, then the grievance may be referred to mediation at the option of the Association.
 - (1) The District and the Association must mutually agree to submit a grievance to mediation. The Association must notify the District in writing within five (5) working days of the conclusion of Step 2 of the Association's desire to refer the grievance to mediation. The District shall respond to the Association whether or not the District agrees to the mediation of the grievance no later than two (2) working days after receipt of the Association's written request.
 - (2) Within five (5) working days following the agreement of the District and the Association to mediate the grievance, the Association shall so notify Mediation Research and Education Project, Inc. (MREP). MREP shall schedule a mediation conference at the earliest possible date. Mediation conferences will take place at a mutually convenient location and time.
 - (3) There shall be one (1) person from each party designated as spokesperson for that party at the mediation conference.
 - (4) The mediator will have the authority to meet separately with either party but will not have the authority to compel the resolution of a grievance.
 - (5) The presentation of facts and considerations shall not be limited to those presented at Step 2 of the grievance procedure. Proceedings before the mediator shall be informal in nature. There shall be no formal evidence rules. No transcript or record of the mediation conference shall be made. The mediator shall attempt to assure that all necessary facts and considerations are revealed to him/her.
 - (6) Written material presented to the mediator shall be returned to the party presenting that material at the termination of the mediation conference, except that the mediator may retain one (1) copy of the written grievance to be used solely for the purposes of statistical analysis.
 - (7) The fees and expenses of the mediator and the Administrative Office shall be shared equally by the parties.
 - (8) The parties agree upon the following Rules for Mediation:

- (a) Notification of the intent to mediate a grievance should be made to the Mediation Research and Education Project, Inc. (MREP).
- (b) The MREP will schedule a mediation conference as soon as possible upon receipt of notification of a grievance or grievances to be mediated.
- (c) The MREP will appoint a mediator from a panel consisting of neutrals formally trained in the process of grievance mediation.
- (d) The MREP will notify the mediator of his/her appointment and determine his/her willingness and ability to serve.

4. Step IV

- a. If no satisfactory settlement is reached at Step II or at Step III the Association, within ten (10) working days of the receipt of the Step II decision or within ten (10) working days of the conclusion of the mediation process in Step III, may appeal the final decision of the Employer at Step II to the American Arbitration Association for arbitration under the voluntary rules. Any grievance arising out of or relating to the interpretation or application of the terms and/or provisions of this Agreement may be submitted to arbitration unless specifically and expressly excluded within this Article.
- b. If feasible, the arbitrator shall hold a hearing within twenty (20) working days of his appointment. Ten (10) working days' notice shall be given to both parties of the time and place of the hearing. The arbitrator will issue his decision within twenty (20) working days from the date final written briefs have been submitted or if revised by both parties, twenty (20) working days after the completion of the hearing.
- c. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted to him/her. The decision of the arbitrator shall be final and binding upon the Employer, the Association and the grievant(s).

d. Powers of the Arbitrator

It shall be the function of the arbitrator, and he/she shall be empowered, except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.

(1) He/she shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.

(2) He/she shall have no power or authority to rule on any of the following:

- (a) The termination of services of or failure to re-employ any provisional employee.

- (b) The termination of services of or failure to re-employ any employee to a position on the supplemental salary schedule.
 - (c) Any matter involving employee evaluation except procedural matters. It is understood that application of the evaluation criteria and the performance rating are not grievable matters.
 - (d) Any matter involving employee probation procedures, discharge, non-renewal or reduction-in-force.
- (3) The arbitrator shall decide all substantive and procedural arbitrability issues arising under this Agreement. Upon request of either party, the merits of a grievance and the substantive and procedural arbitrability issues arising in connection with that grievance shall be consolidated for hearing before the arbitrator.
- (4) The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law.
- (5) Petition by either party to a court of competent jurisdiction, on any arbitration decision or award shall be limited to:
- (a) The arbitrator exceeded the jurisdiction or authority under this Agreement.
 - (b) The arbitrator's decision is based on an error of law.

C. Time Limits

1. Time limits provided in this procedure may be extended by mutual agreement when signed by the parties.
2. Failure on the part of the Employer at any step of this procedure to communicate the decision on a grievance within the specific time limit shall permit the Association to lodge an appeal at the next step of this procedure.
3. Any grievance not advanced by the grievant from one step to the next within the time limits of that step shall be deemed resolved by the Employer's answer at the previous step.

D. Accelerated Grievance Filing

1. Any or all of the initial steps of the grievance procedures may be waived with the written consent of the Employer and the grievant(s).

E. Reprisals

1. No reprisal of any kind will be taken by the Employer against any employee because of his/her participation in any grievance.

F. Costs

1. The fees and expenses of the mediator and/or arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them.

ARTICLE XVII

DURATION AND REOPENER

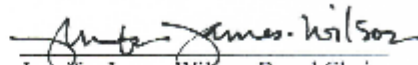
This Agreement shall remain in full force and effect from September 1, 2013 through August 31, 2016.

The parties agree that either party may re-open this Agreement during its term to negotiate impacts caused by changes to state funding during its term. If the Agreement is re-opened for changes, the parties agree that the duration clause may also be re-negotiated during those negotiations.

ATTEST

Executed this 9th day of September, 2013 at Port Townsend, Washington, by the undersigned officers by the authority of and on behalf of the Port Townsend Education Association and Port Townsend School District No. 50.

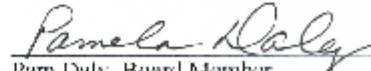

Ben Dow, PTEA President


Jennifer James-Wilson, Board Chair


Holley Carlson, Board Member


Anne Burkart, Board Member


Bill McMaster, Board Member


Pam Daly, Board Member


David Engle, Secretary

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Port Townsend School District No. 50

APPENDIX 1
2016-17 SALARY SCHEDULE

All employees will be paid on the regular salary schedule which was established based on the Statewide Salary Allocation Model.

**Table of Total Base Salaries for K–12 Certificated Instructional Staff
2016-17**

Years of Service	01 BA	02 BA+15	03 BA+30	04 BA+45	05 BA+90	06 BA+135	07 MA	08 MA+45	09 MA+90 or PHD
0	35,700	36,664	37,663	38,665	41,877	43,946	42,801	46,014	48,085
1	36,181	37,158	38,170	39,215	42,461	44,519	43,277	46,523	48,580
2	36,638	37,625	38,648	39,774	43,011	45,090	43,756	46,993	49,073
3	37,110	38,107	39,140	40,302	43,533	45,662	44,210	47,439	49,569
4	37,573	38,613	39,653	40,855	44,104	46,250	44,686	47,936	50,082
5	38,051	39,096	40,146	41,415	44,652	46,841	45,170	48,409	50,597
6	38,542	39,565	40,650	41,982	45,204	47,404	45,666	48,888	51,087
7	39,405	40,443	41,543	42,947	46,218	48,478	46,595	49,863	52,125
8	40,669	41,763	42,889	44,410	47,724	50,068	48,056	51,371	53,714
9		43,131	44,313	45,888	49,280	51,703	49,533	52,926	55,350
10			45,752	47,442	50,879	53,383	51,088	54,526	57,029
11				49,041	52,553	55,107	52,687	56,200	58,753
12				50,590	54,272	56,903	54,350	57,918	60,550
13					56,033	58,742	56,070	59,679	62,388
14					57,803	60,651	57,842	61,565	64,297
15					59,307	62,229	59,345	63,165	65,969
16					60,493	63,472	60,532	64,429	67,288

Port Townsend School District No. 50

APPENDIX 2
SUPPLEMENTAL SALARY SCHEDULES

Schedule A: Extracurricular/Co-curricular Activities

<u>Directors/Coordinators</u>		<u>Index</u>	
	Athletics	0.150	
	Student Activities/ASB Advisor	0.150	
	Band	0.150	
	Orchestra	0.080	
	Vocal	0.070	
	Middle School Athletic Coordinator	0.075	
	Middle School Activities Coordinator	0.075	
<u>Program Advisors</u>			
	High School Class Advisors	0.030	(4 positions)
	High School Yearbook	0.090	
	Middle School yearbook	0.045	
	Theater Productions	0.075	(per major production)
	Knowledge Bowl	0.045	
	Mock Trial	0.045	
	Middle School Drama	0.045	

Distribution of Supplemental Funds for Music

If music assignments are made on the basis that one certificated teacher directs any of the three music programs, then that teacher will be paid the total corresponding stipend. If the programs are assigned to more than one teacher, then the stipend for the program shall be distributed as follows:

	<u>Band and Orchestra</u>	<u>Vocal Music</u>	
High School Program	50%	40%	
Middle School Program	25%	30%	
Intermediate Program	15%	20%	
Primary Program	10%	10%	

If there is not a program at the primary or intermediate level then the stipend at that level should be equally distributed between the other levels.

Traffic Safety

When the traffic safety classroom portion and driving portion are taught by the same person that person will be represented by PTEA in both areas. Driving rate = .0008847 x base.

Saturday School

Index: .0032 per session

Employees will be notified before the end of the last school day prior to the scheduled Saturday school whether they will need to supervise. If the assigned students are not present within ten minutes of the appointed start time, the employee may close the facility and leave a notice, including date and time of closure, of cancellation due to lack of attendance.

If a Saturday School session is canceled on Saturday due to student nonattendance, the employee will be reimbursed at 1/3 of the Saturday School rate (.0032).

Supplemental Resources For Site Based Representation

The goal of Site Based Representation is to involve teachers in building--wide decisions that affect the operations of the building: Provided that, SBR shall not replace the responsibility of the Principal to make final decisions regarding building operations; and provided that, SBR shall not replace collective bargaining agreement provisions or the right of the PTEA to negotiate working conditions for its members under state law unless there is a Memorandum of Understanding signed by the Association that waives those rights on a case-by-case basis.

1. The school district will fund 18 positions for certificated staff site-based representation using a factor of .03 times the base (plus benefits).
2. The funds will be allocated to each building based on the proportion of the total district certificated staff assigned to each building as per the teacher FTE assignments. The preliminary ratio will be determined on May 15 of the previous school year. The district will inform each site of their final ratio of the total certificated staff by October 7, and the site will submit a distribution plan to the business office by November 1. The Superintendent, in consultation with the PTEA President, shall resolve any questions or concerns regarding the location of a staff member for the purposes of distribution.
3. Each building's certificated staff will decide how the money shall be allocated to their certificated staff for the purposes of site based representation. The initial amount of money calculated for each building will be .03 times the base times their staffing allocation ratio plus benefits.

(Certificated staffing factor x .03 x base x employee benefits)

4. If a building chooses to add a position beyond those that are fully funded, the supplementary salary and benefits will be paid from the building budget.

Middle School/High School Counselors and High School Athletic Director

A supplemental contract for eight (8) additional summer days at per diem rate will be issued to the Middle School Counselor and the High School Athletic Director. A supplemental contract for twelve (12) additional summer days at per diem rate will be issued to High School Counselors. The additional four (4) days at the high school level are specific to the responsibilities of:

- annual evaluation of credits for enrolled students;
- annual credit status reporting and transcript mailing to enrolled students;
- completion of college admissions paperwork for graduates; and
- annual review of High School and Beyond Plan/Personal Pathways for enrolled students.

APPENDIX 3

Evaluation Criteria for Certificated Support Personnel

1. Evaluation Criteria - Certificated Support Personnel (See Appendix 8, Letter of Agreement). The following criteria will be used in the evaluation of certificated support personnel:
 - a. Knowledge and Scholarship in Special Fields - The employee demonstrates a depth and breadth of knowledge of theory and content in a special field; the employee demonstrates an understanding of and knowledge about common school education and the educational milieu grades K-12, and demonstrates the ability to integrate an area of specialty into the total school milieu by:
 - (1) Providing a theoretical rationale for the employee's individual use of various procedures;
 - (2) Demonstrating understanding of the basic principles of human growth and development;
 - (3) Demonstrating awareness of personal and professional limitations and the ability and knowledge to make appropriate referrals;
 - (4) Relating and applying knowledge, research findings and theory deriving from the employee's discipline to the development of a program of services.
 - b. Specialized Skills - The employee demonstrates competency (skill and knowledge) in designing and conducting specialized programs of prevention, instruction, remediation and/or evaluation by:
 - (1) Designing and conducting a program providing specific and unique services within the employee discipline;
 - (2) Demonstrating ability to synthesize and integrate evaluation data concerning the student.
 - (3) Administering assessment procedures appropriate to the employee field or organizing for and preparing those who will administer the assessment procedure to integrate specialized information into regular or specialized curricular programs
 - (4) Developing goals and objectives which will facilitate the implementation of programs and service;
 - c. Management of Special and Technical Environment - The employee demonstrates competency in managing and organizing the special materials, equipment and environment essential to the specialized program by:
 - (1) Selecting or recommending evaluative devices, materials, and/or equipment appropriate to student needs;

- (2) Demonstrating the use of and an understanding of the limitations and restrictions of devices, materials, and procedures;
 - (3) Using comparative and interpretive data based on student needs;
 - (4) Providing an environment which protects student and family right to privacy, as mandated by federal and state regulations, and District policies.
- d. The Employee as a Professional - The employee demonstrates awareness of his/her limitations and strengths and attempts to improve and enhance competency by:
- (1) Demonstrating awareness of the law related to the area of specialization;
 - (2) Demonstrating commitment to professional activities (attendance at local and state meetings, consortium activities, participation on special committees, etc.);
 - (3) Demonstrating commitment to the concept of career-long professional growth by participation in workshops and seminars or graduate study.
- e. Involvement in Assisting Pupils, Parents, and Educational Personnel - The employee demonstrates competency in offering specialized assistance and initiative in identifying those needing specialized programs by:
- (1) Consulting with other certificated support personnel, school personnel and parents concerning the identification of those needing specialized programs.
 - (2) Consulting with other certificated support personnel, school personnel, and parents concerning the development, provision, coordination, and/or extension of services to those needing specialized programs.
 - (3) Planning and developing programs to meet the developmental needs of the school population and the special needs of some students.
 - (4) Interpreting characteristics and needs of students to parents, staff, and community in group and individual settings via oral and written communications

Port Townsend School District No. 50
APPENDIX 3: EVALUATION FORMS

**A. Summative Evaluation, Certificated Support Personnel
Observation Form**

Name: _____ Date: _____ Time: _____
School: _____ Assignment: _____

1. Knowledge and scholarship in special fields: S/U*
Comments: _____

2. Specialized Skills: _____
Comments _____

3. Management of special and technical environment: _____
Comments: _____

4. The employee as a professional: _____
Comments: _____

5. Involvement in assisting pupils, parents, and educational personnel: _____
Comments: _____

Evaluator Signature

Date

Employee Signature

Date

(Employee signature indicates that employee has seen this report and does not necessarily indicate agreement with its content.)

Copies: Employee, Evaluator retains copy for duration of school year

*S/U = Satisfactory/Unsatisfactory

Port Townsend School District No. 50
 APPENDIX 3: EVALUATION FORMS
**B. Summative Evaluation, Certificated Support Personnel
 Final Report**

Name: _____ Date: _____
 School: _____ Assignment _____
 Date of Beginning of the Year Conference: _____
 Dates of Observations: _____

- | | |
|--|-------|
| | S/U* |
| 1. Knowledge and scholarship in special fields:
Comments: _____ | _____ |
| 2. Specialized skills:
Comments: _____ | _____ |
| 3. Management of special and technical environment:
Comments: _____ | _____ |
| 4. The employee as a professional:
Comments: _____ | _____ |
| 5. Involvement in assisting pupils, parents, and educational personnel:
Comments: _____ | _____ |

It is my judgment, based on adopted criteria, that this employee's overall performance has been Satisfactory/Unsatisfactory during the evaluation period.

Evaluator Signature	Date
Employee Signature	Date

(Employee signature indicates that employee has seen this report and does not necessarily indicate agreement with its content.)

Copies: Employee, Personnel file, Evaluator
 *S/U = Satisfactory/Unsatisfactory

APPENDIX 3: EVALUATION FORMS

C. Summative Review Report-Certificated Support Personnel

Name:

School:

Assignment:

Date of Summative Review Pre-Conference: _____

Date and time of Observation: _____

Date of Summative Review Report Conference _____

S/U*

1. Knowledge and scholarship in special fields

Comments:

2. Specialized skills:

Comments:

3. Management of special and technical environment:

Comments:

4. The employee as a professional:

Comments:

5. Involvement in assisting pupils, parents and educational personnel:

Comments:

Evaluator Signature

Date

Employee Signature

Date

(Employee signature indicates that employee has seen this report and does not necessarily indicate agreement with its content.)

Copies: Employee, Evaluator retains copy for duration of school year.

*S/U = Satisfactory/Unsatisfactory
PORT TOWNSEND SCHOOL DISTRICT

Certificated Teacher Comprehensive Summative Scoring Document
 Framework: UW-CEL 5D+

Teacher: _____ Grade or Subject: _____
 School: _____ School Year: _____
 Evaluator: _____
 Date: _____

	Unsatisfactory	Basic	Proficient	Distinguished
Criteria 1: Centering instruction on high expectations for student achievement	1	2	3	4
P1 : Connection to standards, broader purpose and transferable skill				
P4: Communication of learning target(s)				
P5: Success criteria and performance task(s)				
SE3: Work of high cognitive demand				
CEC3: Discussion, collaboration and accountability				
Enter the criterion score to the right.	Criterion Score			

	1	2	3	4
Criterion 2: Demonstrating effective teaching practices				
SE1: Quality of questioning				
SE5: Expectation, support & opportunity for participation & meaning making				
SE6: Substance of student talk				
CP6: Scaffolds the task				
CP7: Gradual release of responsibility				
Enter the criterion score to the right.	Criterion Score			

Teacher: _____ Date: _____

		Unsatisfactory	Basic	Proficient	Distinguished
Criterion 3: Recognizing individual student learning needs and developing strategies to address those needs		1	2	3	4
P3: Teaching point(s) are based on students' learning needs					
SE2: Ownership of learning					
SE4: Strategies that capitalize on learning needs of students					
CP5: Differentiated instruction					
A6: Teacher use of formative assessment data					
Student Growth Criteria 3: Recognizing individual student learning needs and developing strategies to address those needs.	3.1: Establish Student Growth Goal(s)				
	3.2: Achievement of Student Growth Goal(s)				
Enter the criterion score to the right.		Criterion Score			

		1	2	3	4
Criterion 4: Providing clear and intentional focus on subject matter content and curriculum					
P2: Connection to previous and future lessons					
CP1: Alignment of instructional materials and tasks					
CP2: Discipline-specific conceptual understanding					
CP3: Pedagogical content knowledge					
CP4: Teacher knowledge of content					
Enter the criterion score to the right.		Criterion Score			

Criterion 4: Providing clear and intentional focus on subject matter content and curriculum	1	2	3	4
Teacher: _____ Date: _____	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 5: Fostering and managing a safe, positive learning environment	1	2	3	4
CEC1: Arrangement of classroom				
CEC2: Accessibility and use of materials				
CEC4: Use of learning time				
CEC5: Managing student behavior				
CEC6: Student status				
CEC7: Norms for learning				
Enter the criterion score to the right.	Criterion Score			

Criterion 6: Using multiple student data elements to modify instruction and improve student learning	1	2	3	4
A1: Self assessment of learning connected to the success criteria				
A2: Demonstration of learning				
A3: Formative assessment opportunities				
A4: Collection systems for formative assessment data				
A5: Student use of assessment data				
Student Growth Criteria 6: Using multiple student data elements to modify instruction and improve student learning. (Student Growth Cycle)	6.1: Establish Student Growth Goal(s)			
	6.2: Achievement of Student Growth Goal(s)			
Enter the criterion score to the right.	Criterion Score			

Teacher: _____ Date: _____

	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 7: Communicating and collaborating with parents and the school community	1	2	3	4
PCC3: Parents and guardians				
PCC4: Communication within the school community about student progress				
Enter the criterion score to the right.	Criterion Score			

	1	2	3	4
Criterion 8: Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning				
PCC1: Collaboration with peers and administrators to improve student learning				
PCC2: Professional and collegial relationships				
PCC5: Supports school, district, and state curriculum, policy and initiatives				
PCC6: Ethics and advocacy				
Student Growth Criteria 8: Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning	8.1: Establish Team Student Growth Goal(s)			
Enter the criterion score to the right.	Criterion Score			

Scoring

Teaching Criteria				Overall Criterion Scores (1, 2, 3, or 4)
Criterion 1: Centering instruction on high expectations for student achievement				
Criterion 2: Demonstrating effective teaching practices				
Criterion 3: Recognizing individual student learning needs and developing strategies to address those needs				
Criterion 4: Providing clear and intentional focus on subject matter content and curriculum				
Criterion 5: Fostering and managing a safe, positive learning environment				
Criterion 6: Using multiple student data elements to modify instruction and improve student learning				
Criterion 7: Communicating and collaborating with parents and school community				
Criterion 8: Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning				
Summative Teaching Criteria Score				
Preliminary Summative Rating (State determined scoring bands)	Unsatisfactory	Basic	Proficient	Distinguished
	8 - 14	15 - 21	22 - 28	29 - 32

Student Growth Rubric Rating

Each Student Growth Element (3.1, 3.2, 6.1, 6.2 & 8.1) must be rated.

Any student growth score of “1” will result in an inquiry.

Student Growth Impact Rating (Enter scores from 3.1, 3.2, 6.1, 6.2, and 8.1)			
Student Growth	Goal-Setting Score Based on Rubric (1, 2, 3, or 4)	Student Growth Score Based on Rubric (1, 2, 3, or 4)	Total Student Growth Score
Criterion 3	(3.1)	(3.2)	
Criterion 6	(6.1)	(6.2)	
Criterion 8	(8.1)	N/A	
Overall Student Growth Criteria Score (Add student growth scores)			
Student Growth Impact Rating Scale		Low 5 - 9	Average 10 - 14
			High 15 - 20
Student Growth Inquiry Needed? A “Low” overall student growth score or any student growth element score of “1” will result in an inquiry. (WAC 392-191A-100)		Yes	No

Final Summative Rating

It is my judgment that during the evaluation period covered in this report, the certificated employees overall performance has been:

Preliminary Summative Rating	Unsatisfactory	Basic	Proficient	Distinguished
Student Growth Rating	Low	Average	High	

Describe any preponderance of evidence that affected the Final Summative Rating:

NOTE: A *Distinguished* preliminary summative rating with a **LOW** student growth score will result in a final summative rating of *Proficient*. This is the only time a summative evaluation rating will change.

Final Summative Evaluation Rating	Unsatisfactory	Basic	Proficient	Distinguished
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Evaluator Comments:

Both signatures required. Signing of this instrument acknowledges participation in but not necessarily concurrence with the evaluation. (Attach teacher comments if desired.)

Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

Port Townsend School District – Addendum to Evaluation Document

Explanation of Student Growth Inquiry Process

WAC 392-191A-100

Minimum procedural standards—Conduct of a student growth inquiry.

Within two months of receiving the low student growth score or at the beginning of the following school year, one or more of the following must be initiated by the evaluator:

- Examine student growth data in conjunction with other evidence including observation, artifacts and other student and teacher information based on appropriate classroom, school, school district and state-based tools and practices;
- Examine extenuating circumstances which may include one or more of the following: Goal setting process; content and expectations; student attendance; extent to which standards, curriculum and assessment are aligned;
- Schedule monthly conferences focused on improving student growth to include one or more of the following topics: Student growth goal revisions, refinement, and progress; best practices related to instruction areas in need of attention; best practices related to student growth data collection and interpretation;
- Create and implement a professional development plan to address student growth areas.

[Statutory Authority: RCW [28A.405.100](#). WSR 13-05-009, § 392-191A-100, filed 2/7/13, effective 3/10/13.]

**Port Townsend School District
 Certificated Teacher Focused Summative Scoring Document
 Criterion 1: UW-CEL 5D+**

Teacher: _____ Grade/Subject: _____

District/School: _____ School Year: _____

Evaluator: _____ Date: _____

Criteria 1: Centering instruction on high expectations for student achievement

		Unsatisfactory	Basic	Proficient	Distinguished
		1	2	3	4
P1 : Connection to standards, broader purpose and transferable skill					
P4: Communication of learning target(s)					
P5: Success criteria and performance task(s)					
SE3: Work of high cognitive demand					
CEC3: Discussion, collaboration and accountability					
Student Growth: Use EITHER 3 or 6; do not use both.					
Student Growth Criteria 3: Recognizing individual student learning needs and developing strategies to address those needs.	3.1: Establish Student Growth Goal(s)				
	3.2: Achievement of Student Growth Goal(s)				
Student Growth Criteria 6: Using multiple student data elements to modify instruction and improve student learning. (Student Growth Cycle)	6.1 Establish Student Growth Goal(s)				
	6.2: Achievement of Student Growth Goal(s)				
Any student growth score of "1" will result in an inquiry. (WAC 392-191A-100)					
Enter the criterion score to the right.		Criterion Score			

Continued on Back

Final Summative Rating

It is my judgment that during the evaluation period covered in this report, the certificated employees overall performance has been:

1	2	3	4
Unsatisfactory	Basic	Proficient	Distinguished

Describe any preponderance of evidence that affected the Final Summative Rating:

Growth Inquiry: Any student growth scores of "1" will result in an inquiry. (WAC 392-191A-100)	Student Growth Inquiry Needed?	
	YES	NO

Evaluator Comments:

Planning for Next Evaluation Cycle:

_____ Participation in Comprehensive Evaluation Cycle

_____ Participation in Focused Evaluation, Criteria _____

Both signatures required. Signing of this instrument acknowledges participation in but not necessarily concurrence with the evaluation. (Attach teacher comments if desired.)

Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

**Port Townsend School District
 Certificated Teacher Focused Summative Scoring Document
 Criterion 2: UW-CEL 5D+**

Teacher: _____ Grade/Subject: _____

District/School: _____ School Year: _____

Evaluator: _____ Date: _____

Criterion 2: Demonstrating effective teaching practices

		Unsatisfactory	Basic	Proficient	Distinguished
		1	2	3	4
SE1: Quality of questioning					
SE5: Expectation, support & opportunity for participation & meaning making					
SE6: Substance of student talk					
CP6: Scaffolds the task					
CP7: Gradual release of responsibility					
Student Growth: Use EITHER 3 or 6; do not use both.					
Student Growth Criteria 3: Recognizing individual student learning needs and developing strategies to address those needs.	3.1: Establish Student Growth Goal(s)				
	3.2: Achievement of Student Growth Goal(s)				
Student Growth Criteria 6: Using multiple student data elements to modify instruction and improve student learning. (Student Growth Cycle)	6.1 Establish Student Growth Goal(s)				
	6.2: Achievement of Student Growth Goal(s)				
Any student growth score of "1" will result in an inquiry. (WAC 392-191A-100)					
Enter the criterion score to the right.		Criterion Score			

Continued on Back

Final Summative Rating

It is my judgment that during the evaluation period covered in this report, the certificated employees overall performance has been:

1	2	3	4
Unsatisfactory	Basic	Proficient	Distinguished

Describe any preponderance of evidence that affected the Final Summative Rating:

Growth Inquiry: Any student growth scores of "1" will result in an inquiry. (WAC 392-191A-100)	Student Growth Inquiry Needed?	
	YES	NO

Evaluator Comments:

Planning for Next Evaluation Cycle:

- ___ **Participation in Comprehensive Evaluation Cycle**
- ___ **Participation in Focused Evaluation, Criteria** _____

Both signatures required. Signing of this instrument acknowledges participation in but not necessarily concurrence with the evaluation. (Attach teacher comments if desired.)

Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

**Port Townsend School District
 Certificated Teacher Focused Summative Scoring Document
 Criterion 3: UW-CEL 5D+**

Teacher: _____ Grade/Subject: _____

District/School: _____ School Year: _____

Evaluator: _____ Date: _____

Criterion 3: Recognizing individual student learning needs and developing strategies to address those needs

		Unsatisfactory	Basic	Proficient	Distinguished
		1	2	3	4
P3: Teaching point(s) are based on students' learning needs					
SE2: Ownership of learning					
SE4: Strategies that capitalize on learning needs of students					
CP5: Differentiated instruction					
A6: Teacher use of formative assessment data					
Student Growth Criteria 3: Recognizing individual student learning needs and developing strategies to address those needs.	3.1: Establish Student Growth Goal(s)				
	3.2: Achievement of Student Growth Goal(s)				
Any student growth score of "1" will result in an inquiry. (WAC 392-191A-100)					
Enter the criterion score to the right.		Criterion Score			

Continued on Back

Final Summative Rating

It is my judgment that during the evaluation period covered in this report, the certificated employees overall performance has been:

1	2	3	4
Unsatisfactory	Basic	Proficient	Distinguished

Describe any preponderance of evidence that affected the Final Summative Rating:

Growth Inquiry: Any student growth scores of "1" will result in an inquiry. (WAC 392-191A-100)	Student Growth Inquiry Needed?	
	YES	NO

Evaluator Comments:

Planning for Next Evaluation Cycle:

_____ Participation in Comprehensive Evaluation Cycle

_____ Participation in Focused Evaluation, Criteria _____

Both signatures required. Signing of this instrument acknowledges participation in but not necessarily concurrence with the evaluation. (Attach teacher comments if desired.)

Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

Port Townsend School District
Certificated Teacher Focused Summative Scoring Document
Criterion 4: UW-CEL 5D+

Teacher: _____ Grade/Subject: _____

District/School: _____ School Year: _____

Evaluator: _____ Date: _____

Criterion 4: Providing clear and intentional focus on subject matter content and curriculum

		Unsatisfactory	Basic	Proficient	Distinguished
		1	2	3	4
P2: Connection to previous and future lessons					
CP1: Alignment of instructional materials and tasks					
CP2: Discipline-specific conceptual understanding					
CP3: Pedagogical content knowledge					
CP4: Teacher knowledge of content					
Student Growth: Use EITHER 3 or 6; do not use both.					
Student Growth Criteria 3: Recognizing individual student learning needs and developing strategies to address those needs.	3.1: Establish Student Growth Goal(s)				
	3.2: Achievement of Student Growth Goal(s)				
Student Growth Criteria 6: Using multiple student data elements to modify instruction and improve student learning. (Student Growth Cycle)	6.1 Establish Student Growth Goal(s)				
	6.2: Achievement of Student Growth Goal(s)				
Any student growth score of "1" will result in an inquiry. (WAC 392-191A-100)					
Enter the criterion score to the right.					Criterion Score

Final Summative Rating

It is my judgment that during the evaluation period covered in this report, the certificated employees overall performance has been:

1	2	3	4
Unsatisfactory	Basic	Proficient	Distinguished

Describe any preponderance of evidence that affected the Final Summative Rating:

Growth Inquiry: Any student growth scores of "1" will result in an inquiry. (WAC 392-191A-100)	Student Growth Inquiry Needed?	
	YES	NO

Evaluator Comments:

Planning for Next Evaluation Cycle:

_____ **Participation in Comprehensive Evaluation Cycle**

_____ **Participation in Focused Evaluation, Criteria** _____

Both signatures required. Signing of this instrument acknowledges participation in but not necessarily concurrence with the evaluation. (Attach teacher comments if desired.)

Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

Port Townsend School District
Certificated Teacher Focused Summative Scoring Document
Criterion 5: UW-CEL 5D+

Teacher: _____ Grade/Subject: _____

District/School: _____ School Year: _____

Evaluator: _____ Date: _____

Criterion 5: Fostering and managing a safe, positive learning environment

		Unsatisfactory	Basic	Proficient	Distinguished
		1	2	3	4
CEC1: Arrangement of classroom					
CEC2: Accessibility and use of materials					
CEC4: Use of learning time					
CEC5: Managing student behavior					
CEC6: Student status					
CEC7: Norms for learning					
Student Growth: Use EITHER 3 or 6; do not use both.					
Student Growth Criteria 3: Recognizing individual student learning needs and developing strategies to address those needs.	3.1: Establish Student Growth Goal(s)				
	3.2: Achievement of Student Growth Goal(s)				
Student Growth Criteria 6: Using multiple student data elements to modify instruction and improve student learning. (Student Growth Cycle)	6.1 Establish Student Growth Goal(s)				
	6.2: Achievement of Student Growth Goal(s)				
Any student growth score of "1" will result in an inquiry. (WAC 392-191A-100)					
Enter the criterion score to the right.					Criterion Score

Final Summative Rating

It is my judgment that during the evaluation period covered in this report, the certificated employees overall performance has been:

1	2	3	4
Unsatisfactory	Basic	Proficient	Distinguished

Describe any preponderance of evidence that affected the Final Summative Rating:

Growth Inquiry: Any student growth scores of "1" will result in an inquiry. (WAC 392-191A-100)	Student Growth Inquiry Needed?	
	YES	NO

Evaluator Comments:

Planning for Next Evaluation Cycle:

_____ **Participation in Comprehensive Evaluation Cycle**

_____ **Participation in Focused Evaluation, Criteria** _____

Both signatures required. Signing of this instrument acknowledges participation in but not necessarily concurrence with the evaluation. (Attach teacher comments if desired.)

Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

**Port Townsend School District
 Certificated Teacher Focused Summative Scoring Document
 Criterion 6: UW-CEL 5D+**

Teacher: _____ Grade/Subject: _____

District/School: _____ School Year: _____

Evaluator: _____ Date: _____

Criterion 6: Using multiple student data elements to modify instruction and improve student learning

		Unsatisfactory	Basic	Proficient	Distinguished
		1	2	3	4
A1: Self assessment of learning connected to the success criteria					
A2: Demonstration of learning					
A3: Formative assessment opportunities					
A4: Collection systems for formative assessment data					
A5: Student use of assessment data					
Student Growth Criteria 6: Using multiple student data elements to modify instruction and improve student learning. (Student Growth Cycle)	6.1: Establish Student Growth Goal(s)				
	6.2: Achievement of Student Growth Goal(s)				
Any student growth score of "1" will result in an inquiry. (WAC 392-191A-100)					
Enter the criterion score to the right.		Criterion Score			

Continued on Back

Final Summative Rating

It is my judgment that during the evaluation period covered in this report, the certificated employees overall performance has been:

1	2	3	4
Unsatisfactory	Basic	Proficient	Distinguished

Describe any preponderance of evidence that affected the Final Summative Rating:

Growth Inquiry: Any student growth scores of "1" will result in an inquiry. (WAC 392-191A-100)	Student Growth Inquiry Needed?	
	YES	NO

Evaluator Comments:

Planning for Next Evaluation Cycle:

___ **Participation in Comprehensive Evaluation Cycle**

___ **Participation in Focused Evaluation, Criteria** _____

Both signatures required. Signing of this instrument acknowledges participation in but not necessarily concurrence with the evaluation. (Attach teacher comments if desired.)

Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

Port Townsend School District
Certificated Teacher Focused Summative Scoring Document
Criterion 7: UW-CEL 5D+

Teacher: _____ Grade/Subject: _____

District/School: _____ School Year: _____

Evaluator: _____ Date: _____

Criterion 7: Communicating and collaborating with parents and the school community

		Unsatisfactory	Basic	Proficient	Distinguished
		1	2	3	4
PCC3: Parents and guardians					
PCC4: Communication within the school community about student progress					
Student Growth: Use EITHER 3 or 6; do not use both.					
Student Growth Criteria 3: Recognizing individual student learning needs and developing strategies to address those needs.	3.1: Establish Student Growth Goal(s)				
	3.2: Achievement of Student Growth Goal(s)				
Student Growth Criteria 6: Using multiple student data elements to modify instruction and improve student learning. (Student Growth Cycle)	6.1 Establish Student Growth Goal(s)				
	6.2: Achievement of Student Growth Goal(s)				
Any student growth score of "1" will result in an inquiry. (WAC 392-191A-100)					
Enter the criterion score to the right.		Criterion Score			

Continued on back

Final Summative Rating

It is my judgment that during the evaluation period covered in this report, the certificated employees overall performance has been:

1	2	3	4
Unsatisfactory	Basic	Proficient	Distinguished

Describe any preponderance of evidence that affected the Final Summative Rating:

Growth Inquiry: Any student growth scores of "1" will result in an inquiry. (WAC 392-191A-100)	Student Growth Inquiry Needed?	
	YES	NO

Evaluator Comments:

Planning for Next Evaluation Cycle:

- ___ Participation in Comprehensive Evaluation Cycle
- ___ Participation in Focused Evaluation, Criteria _____

Both signatures required. Signing of this instrument acknowledges participation in but not necessarily concurrence with the evaluation. (Attach teacher comments if desired.)

Evaluator Signature: _____ **Date:** _____
Employee Signature: _____ **Date:** _____

**Port Townsend School District
 Certificated Teacher Focused Summative Scoring Document
 Criterion 8: UW-CEL 5D+**

Teacher: _____ **Grade/Subject:** _____

District/School: _____ **School Year:** _____

Evaluator: _____ **Date:** _____

Criterion 8: Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning

		Unsatisfactory	Basic	Proficient	Distinguished
		1	2	3	4
PCC1: Collaboration with peers and administrators to improve student learning					
PCC2: Professional and collegial relationships					
PCC5: Supports school, district, and state curriculum, policy and initiatives					
PCC6: Ethics and advocacy					
Student Growth Criteria 8: Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning	8.1: Establish Team Student Growth Goal(s)				
Any student growth score of "1" will result in an inquiry. (WAC 392-191A-100)					
Enter the criterion score to the right.					Criterion Score

Final Summative Rating

It is my judgment that during the evaluation period covered in this report, the certificated employees overall performance has been:

1	2	3	4
Unsatisfactory	Basic	Proficient	Distinguished

Describe any preponderance of evidence that affected the Final Summative Rating:

Continued on Back

Growth Inquiry: Any student growth scores of “1” will result in an inquiry. (WAC 392-191A-100)	Student Growth Inquiry Needed?	
	YES	NO

Evaluator Comments:

Planning for Next Evaluation Cycle:

___ **Participation in Comprehensive Evaluation Cycle**

___ **Participation in Focused Evaluation, Criteria** _____

Both signatures required. Signing of this instrument acknowledges participation in but not necessarily concurrence with the evaluation. (Attach teacher comments if desired.)

Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

Port Townsend School District No. 50

APPENDIX 4
GRIEVANCE PROCEDURE

A. FORMAL STATEMENT OF GRIEVANCE - (STEP ONE)

Grievant(s) _____	Date of Formal Presentation _____
School _____	School Phone _____
Immediate Supervisor _____	Date Alleged Violation Occurred _____

1. Facts giving rise to the grievance:

2. Provision or provisions of the Agreement alleged to be violated:

3. Remedy (specific relief) requested

DISTRIBUTION

Immediate Supervisor
Association Representative
Superintendent
Grievant(s)

Signature of Grievant

Date

Signature of Association Representative

Date

Signature of Immediate Supervisor

Date

Port Townsend School District No. 50

APPENDIX 4
GRIEVANCE PROCEDURE

B. DECISION OF IMMEDIATE SUPERVISOR (STEP ONE)

(To be completed by immediate supervisor within ten (10) working days after receipt of the grievance)

I. Grievant(s) _____ Date of Formal
School _____ Presentation _____

Decision of immediate supervisor and reasons therefore:

Date of Decision _____
Signature of Immediate Supervisor _____

II. Grievant's Response:

_____ I accept the above decision.

_____ I hereby refer the above decision to Step Two of Grievance Procedure.

Date of Response _____
Signature of Grievant _____

DISTRIBUTION

Superintendent
Association Representative
Grievant(s)

Signature of Association representative

Port Townsend School District No. 50

APPENDIX 4
GRIEVANCE PROCEDURE

C. DECISION BY SUPERINTENDENT OR DESIGNEE (STEP TWO)

(To be completed by the Superintendent or Designee within ten (10) working days from the conclusion of the Step Two grievance meeting)

I. Grievant(s) _____ Date of Grievance Meeting _____

Decision of Superintendent or Designee and reasons therefore:

II. Grievant's Response (to be completed by grievant within ten (10) working days of decision.)

_____ I accept the above decision by the Superintendent

_____ I do not accept and the Association will notify the District of future steps

Date of Response _____

Signature of Grievant

DISTRIBUTION

Association Representative
Grievant(s)
Immediate Supervisor

Signature of Association representative

Port Townsend School District No. 50

APPENDIX 5
PROCEDURES FOR REPORTING ON-THE-JOB INJURIES

All employees of the Port Townsend School District are entitled to workmen's compensation benefits if injured on the job.

- I. If an employee of the Port Townsend School District is injured in the job, the following procedures should be followed:
 - A. The injured employee should fill out the Self Insurer Accident Report form (SIF-2) that is available in the personnel office. The immediate supervisor will fill out the Supervisor's Report of Work Injury and send it immediately to the district office.
 - B. When the injured employee goes to a doctor for treatment, he/she will take the Physician's Initial Report form to the doctor advising them that the district is self-insured. The doctor will file his claim with Olympic ESD 114, the claims administrator for the insurance pool, not Labor and Industries. All medical doctors' offices have appropriate forms.
 - C. If the injured employee is going to a dentist or an optometrist, and they do not have forms, please contact the personnel/payroll office.
 - D. All medical costs arising from an on-the-job injury are paid in full by the Olympic ESD 114 Region Workers' Compensation Trust.
 - E. The doctor's office sends the report form to Olympic ESD 114, 2530 W. 19th Street, Port Angeles WA 98363.
 - F. The district office will complete the bottom section of the SIF-2 form and send it to ESD 114.
- II. Employees whose on-the-job injuries (in the opinion of their doctor) temporarily prevent them from working are eligible for time-loss compensation if they are not receiving full sick leave benefits from the district.
 - A. If the employee wishes to collect time-loss compensation and partial sick leave benefits (the two cannot be more than full sick leave benefits or full pay) and thus save sick leave earned, the following procedures should be followed. Time-loss compensation begins after the employee has been absent, due to injury, for three days.
 1. The doctor indicates the estimated number of days of time-loss on the form that is sent to ESD 114.
 2. The employee must write to the superintendent requesting time-loss compensation rather than sick leave.
 3. The superintendent's office will indicate on the SIF-2 form that there is time-loss.
 4. When the employee returns to work, the employee marks his leave slip as "other" and under remarks writes "received time-loss compensation". At that same time, the employee initiates an appointment with the personnel/payroll officer who will facilitate partial sick leave benefits for the time-loss period.

Port Townsend School District No. 50

APPENDIX 6
STAFF/STUDENT SCHOOL YEAR CALENDAR

**Port Townsend School District
Calendar for 2016-17**

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

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

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

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

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

January 2017						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9*	10	11	12	13	14
15	16	17	18	19	20	21
22	23*	24	25	26	27	28
29	30	31				11/31

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

September
 1 - Teachers' In-service
 5 - Labor Day
 6 - First Student Day

October
 14 - State Professional Day (No School)

November
 11 - Veterans' Day, no school
 14,15,17,18- GS, BH conf. 3-hr early release
 16 - 2-hr early release, all schools
 17-18- HS conf. 3-hr early release
 23 - 2-hr Early Release - students & staff
 25-26 Thanksgiving Break

December
 22-30 Winter Break

January
 2-4 Winter Break
 16 - Martin Luther King Jr. Day (No School)

February
 17 - Snow Makeup Day (No School unless needed to make up a snow day)
 20 - President's Day (No School)

March
 27-31 - GS, BH conf. 3-hr early release

April
 April 3-7 - Spring Break
 April 10 - Earlier board meeting time (Passover)
 19,26- No early release due to testing

May
 3 - No early release, due to testing
 19 - 2-hr Early Release students and staff
 26 - Snow Makeup Day (No school unless needed to make up a snow day)
 29 - Memorial Day (No School)

June
 9 - Graduation Ceremony, 7:00 pm
 15 - 2-hr early release
 16 - Last Day of School 2-hr early release
 19-20 - Snow Make-up Days (if needed)
 July 24- Tentative Board Meeting

***Board Meetings**

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

February 2017						
Su	M	T	W	Th	F	Sa
				2	3	4
5	6	7	8	9	10	11
12	13*	14	15	16	17	18
19	20	21	22	23	24	25
26	27*	28			11/30	

March 2017						
Su	M	T	W	Th	F	Sa
				2	3	4
5	6	7	8	9	10	11
12	13*	14	15	16	17	18
19	20	21	22	23	24	25
26	27*	28	29	30	31	20/31

April 2017						
Su	M	T	W	Th	F	Sa
15/17						1
2	3	4	5	6	7	8
9	10*	11	12	13	14	15
16	17	18	19	20	21	22
23	24*	25	26	27	28	29
30						

May 2017						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8*	9	10	11	12	13
14	15	16	17	18	19	20
21	22*	23	24	25	26	27
28	29	30	31		21/18	

June 2017						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12*	13	14	15	16	17
18	19	20	21	22	23	24
25	26*	27	28	29	30	23/18

July 2017						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10*	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Port Townsend School District No. 50

APPENDIX 7
2016-17 PROFESSIONAL RESPONSIBILITY CONTRACT

Years of Service	01	02	03	04	05	06	07	08	09
	BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	MA+90 or PHD
0	\$4,363	\$4,481	\$4,603	\$4,725	\$5,118	\$5,372	\$5,231	\$5,624	\$5,878
1	\$4,422	\$4,542	\$4,666	\$4,793	\$5,191	\$5,441	\$5,290	\$5,686	\$5,939
2	\$4,478	\$4,598	\$4,723	\$4,862	\$5,257	\$5,512	\$5,348	\$5,744	\$5,998
3	\$4,536	\$4,657	\$4,784	\$4,927	\$5,321	\$5,582	\$5,404	\$5,798	\$6,059
4	\$4,593	\$4,720	\$4,847	\$4,994	\$5,390	\$5,653	\$5,461	\$5,859	\$6,121
5	\$4,651	\$4,779	\$4,906	\$5,062	\$5,458	\$5,725	\$5,521	\$5,917	\$6,184
6	\$4,712	\$4,835	\$4,969	\$5,131	\$5,526	\$5,795	\$5,582	\$5,976	\$6,245
7	\$4,817	\$4,943	\$5,077	\$5,250	\$5,649	\$5,925	\$5,695	\$6,094	\$6,372
8	\$4,971	\$5,104	\$5,243	\$5,428	\$5,834	\$6,120	\$5,874	\$6,279	\$6,565
9		\$5,272	\$5,416	\$5,609	\$6,023	\$6,319	\$6,054	\$6,468	\$6,766
10			\$5,592	\$5,798	\$6,220	\$6,524	\$6,245	\$6,665	\$6,971
11				\$5,994	\$6,423	\$6,736	\$6,440	\$6,869	\$7,181
12				\$6,184	\$6,634	\$6,956	\$6,643	\$7,079	\$7,401
13					\$6,849	\$7,179	\$6,803	\$7,294	\$7,626
14					\$7,066	\$7,413	\$7,069	\$7,524	\$7,859
15					\$7,249	\$7,606	\$7,254	\$7,721	\$8,063
16					\$7,394	\$7,758	\$7,399	\$7,875	\$8,225

APPENDIX 8
 VERIFICATION FORM FOR ADDITIONAL TIME AND RESPONSIBILITIES
 PER SUPPLEMENTAL CONTRACT

NAME: _____ FTE: _____ BLDG: _____

In accordance with the Collective Bargaining Agreement between the Port Townsend School District and Port Townsend Education Association, employees are required to work ~~24.5~~ 42 hours, to perform District/Building/Principal Directed activities/responsibilities, and to work ~~52.5~~ 112 hours for 2016-17 and 140 hours for 2017-18 for additional responsibilities beyond their regular contracted basic education work year and work day. Compensation is received for this additional time and responsibilities in accordance with the negotiated TRI schedule. The pay for same is pro-rated for part-time employees based on their annualized FTE. This form is to be completed and turned in to the employee's Principal or immediate supervisor no later than June 30.

Verification of the District/Building/Principal Directed Work Hours:

<u>Date of Hours Worked</u>	<u>Activity *</u>	<u># Hours</u>

*Activities for fulfilling the equivalent of these hours (~~24.5~~ 42 hours/full-time FTE) will be identified by each Building Principal and/or the District leadership team. The initial list of activities will be made available to staff no later than August 30, preceding the school year. Activities approved after August 30 will be added to the list as needed.

I verify that I have fulfilled the conditions of the Supplemental Contract which recognizes time and responsibilities performed beyond the contracted basic education work year and work day, all in accordance with the Collective Bargaining Agreement between the Port Townsend School District and Port Townsend Education Association.

Employee Signature

Date

Principal/Supervisor Signature

Date

Port Townsend School District

Appendix 9
Special Education Protocol Checklist

- I. Goal
 - A. Proactively evaluate and address stressors in the system
 - B. Active process for addressing workload/concern
 - C. Maintain and support Special Education staff
- II. Protocol
 - A. Script ensures that everyone can expect the meeting to happen the same way every time
 - B. Checklist sent out in advance and each item is discussed at the meeting
 - C. Special Education staff would know to come prepared with the following information.
 - a. Information that staff brings should be observable and measurable.

The meeting protocol will consist of looking at each indicator and problem solve (predicted or current) issues/concerns.

WORKLOAD MEETINGS CHECKLIST

1. IEP Service Minutes – Direct and indirect
2. Assessments (given to design a student program)
3. Evaluations (to qualify and evaluate a student for services)
4. Upcoming IEP's
5. Transition plan
6. Planning/collaboration
7. Parent support/communication
8. Paperwork
9. Behavior Intervention Plan
10. Education assistant training/support
11. WAAS portfolio

Port Townsend School District Technology Acceptable Use Policy

PTSD provides technical tools and resources to enhance the overall educational experience of its students and educators. PTSD will monitor Internet traffic to ensure optimal use of instructional resources. Following are the rules and guidelines for acceptable behavior when using PTSD's computer and Internet resources. Failure to follow any of these guidelines may result in confiscation of PTSD's resources and/or additional action being taken under the discipline section of this document.

1. Computer and Network Resources

1.1.Ownership. The computer (laptops, notebooks, desktops, printers, smart devices etc.) and peripherals issued to a Port Townsend School District (PTSD) employee are the property of PTSD and are for employee use only. The computer and peripherals issued to a PTSD employee will be returned immediately if he\she is no longer employed by PTSD. Teacher-created educational content stored on district technology is jointly owned by the teacher and District.

1.2.Use. The computer and network resources are intended for PTSD related purposes and performance of job duties. The technology acceptable-use policy applies to both work and home use of resources.

1.3.Personal Use. Some personal use is permitted as long as such use does not violate PTSD's policies and does not interfere with school-related performance of job duties.

1.4.Security. The user is responsible for all technology equipment issued by PTSD.

1.5.Computer Loss or Damage. Promptly report stolen equipment to the Technology Department. In the event of negligent loss or damage, PTSD reserves the right not to issue a replacement computer or peripheral.

1.6.Accounts and Passwords. The user should consider the account and password confidential and shall not share the password with any other person.

1.7.Configuration and Software. Teachers will be able to make small modifications to their computer and install software necessary for the performance of their duties. Users are encouraged to contact the Tech Department before installing any items on their computer. The Technology Department may not support programs or applications installed by individual users. No other modifications or configuration changes are to be made to the computer except upon instruction or with permission of the Technology Department.

1.8 Personal Devices. Access to PTSD technology using devices not issued by the school will be supported at the discretion of the Technology Department.

1.10 Employee Data on Local Machine.

1.10.1 Transparency: PTSD employees should assume all content: documents, reports, internet logs, emails, etc. created or received on district-owned devices is subject to Public Records law.

1.10.2 Loss of Data & End of Employment: PTSD is not responsible for lost or corrupted data in the event of a hardware/software failure or user error. However, PTSD will make regular backups of teacher's data and files. Upon leaving employment, teachers may take copies of teacher-created content, but no content with personal student data.

1.11 **Summer Check Out.** Teachers may check out their laptops or mobile computing devices for the summer for purposes outlined in this policy.

2. Electronic Mail Resources

2.1.**Purpose.** Electronic mail (email) is provided to the staff of PTSD (users) to facilitate information exchange consistent with the educational mission of PTSD.

2.2.**Property.** The email system, computers, and user accounts and addresses are the property of PTSD.

2.3.**Privacy.** Users do not have a personal privacy right in any matter from the email system. PTSD may review email in case of investigation of unprofessional activity.

2.4.**Confidentiality.** The confidentiality of email cannot be assured. Such confidentiality may be compromised by applicability of law or policy, by forwarding of email, or because of unauthorized access. Users, therefore, should exercise caution in using email to communicate confidential or sensitive matters.

2.5.**Restrictions.**

2.5.1. Users may not use email in any way inconsistent with or in violation of the policies set by PTSD.

2.5.2. Users may not use email for unlawful activities, commercial purposes or personal financial gain.

2.5.3. Users may not deliberately disrupt email services or perform activities that interfere with the use of emails by others.

2.5.4. Users of the email system shall not use email in any way that would be considered (a) damaging to another person's reputation, (b) abusive, (c) obscene, (d) sexually orientated, (e) offensive, (f) threatening, or (g) harassing. (PTSD cannot guarantee that a user will not receive an offensive email)

2.5.5. Users may not seek, use, or disclose personal or confidential student or employee information except for proper school business.

2.5.6. PTSD email resources may not be used for personal gain or enterprise. Examples include political campaigning and business solicitations.

2.8.**Personal Use.** PTSD email services and accounts may be used for some personal purposes provided that such use complies with PTSD policies. Additionally, such use shall not burden the operation of the email system or add to the cost of such operation. Emails arising from such use are the property of PTSD.

3. Internet Resources

3.1. Users will use appropriate language on the Internet.

3.2. Users will not access or transfer inappropriate materials. Internet traffic is monitored and abuses will be reported.

3.3. Users will respect and uphold copyright laws and recognize the exemptions provided for under fair-use provisions.

4. Web Development

- 4.1. School and/or Teacher websites will not publish photos of students who have completed a Website Opt-Out form.
- 4.2. No confidential student data shall be on any web pages.
- 4.3. No commercial marketing or advertising may be done on teacher or school websites.
- 4.4. Teachers, webmasters and Principals assume responsibility for all content displayed within the schools' and the teachers' websites.

5. Technology & Communication

- 5.1 Teachers are encouraged to use multiple forms of appropriate communication with parents and students.
- 5.2 Teachers will have access to email addresses for all parents.
- 5.3 Teachers will not use technology to observe or communicate with students in a non-professional capacity.

Signature

Date

**CONTRACT BETWEEN PORT TOWNSEND SCHOOL DISTRICT
AND SCHOOL HEALTH CONSULTANTS, INC., REGARDING HEALTH SERVICES
FOR SCHOOL YEAR 2016 – 2017**

WHEREAS, PORT TOWNSEND SCHOOL DISTRICT (hereinafter called “School District”) provides certain health services to children attending its schools and is desirous of receiving those health services from an independent health contractor; and

WHEREAS, SCHOOL HEALTH CONSULTANTS, INC. (hereinafter called “SHC”) is prepared to provide skilled health services and is desirous of providing a wide range of health services to the School District; and

WHEREAS, the School District and SHC support the continued improvement of health services in the schools:

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, IT IS HEREBY AGREED AS FOLLOWS:

Section 1. Services Provided by School Health Consultants, Inc.

SHC shall supply services to the School District including, but not limited to, the following:

- Provide the equivalent of 0.6 certificated FTE of health service during the 2016-2017 school year.
- Report to the Superintendent or his/her designee for the term of this contract unless modified by the Director of Finance & Business Operations.
- Provide age appropriate Human Growth and Development and HIV/AIDS education for grades 5 through 12 per OSPI guidelines in addition to the 0.6 FTE of health services
- Support mandated health screenings for students
 - a. Provide mandated vision and hearing screenings to targeted student population;
 - b. Train vision screening volunteers and supervise for quality assurance;
 - c. Perform re-checks on all students failing initial vision or hearing screenings;
 - d. Send referral recommendation letters to parents of all students who fail any mandated screening;
 - e. Provide follow-up on referred students to insure they have access to the appropriate health care provider;
 - f. Maintain records of health care provider recommendations on referred students;
 - g. Liaison with health care provider as needed; and

- h. Conduct vision and hearing screenings for special education students on an annual basis for IEP planning.
- Medication Administration Supervision
 - a. Review of authorized health care providers orders for administration of medication to students, possible side effects and special training needs;
 - b. Provide appropriate training to school personnel on administering medications and recognizing and managing potential side effects;
 - c. Supervise school personnel administering medications including reviewing medication process weekly;
 - d. Receive and document verbal orders from authorized health care providers for immediate emergent medication administration to students or for modification of medication dosage or schedule; and
 - e. Serve as liaison with the authorized health care provider, providing observational data and appropriate medical documentation upon request and abiding to HIPPA, FERPA guidelines.
- Medical Emergencies During the School Day
 - a. Assist School District, when requested, in developing appropriate medical response plans;
 - b. Assist, when requested, in annual review and update of emergency response plans;
 - c. Provide direct telephone response to buildings with medical emergencies and, if requested, be on site to assess medical needs of students (triage) as soon as possible;
 - d. Serve as liaison with emergency medical staff;
 - e. Provide direct communication to parents of affected students;
 - f. Provide consultation to building administrator and district communications office on wording of general communication about the incident;
 - g. Provide consultation, when requested, to School District staff members who handled a serious medical or first-aid incident, including review of any records, follow-up on the injured student, and serving as liaison with health care provider and family as needed;
 - h. Liaison with health care providers, poison control, and other agencies for management of care, reporting, and follow-up of exposure incidence; and Participate in de-briefing services to School District staff and students upon request.
- Infectious Disease Management
 - a. Review School District policies for infectious disease management, when requested, and recommend changes as appropriate;
 - b. Explain guidelines and procedures consistent with Department of Health policies for identification and control of infectious diseases;

- c. Provide annual review to building staff on infectious diseases and universal precautions, when requested;
 - d. Provide general notification to students, parents, and staff regarding potential exposure, symptoms, and management;
 - e. Provide required notification to “at-risk” students and staff;
 - f. Complete follow-up checks on students to determine appropriateness of returning to school; and
 - g. Liaison with local Public Health Department, providing required documentation and reporting of diseases.
- Immunization Records Management and Surveillance
 - a. Establish and coordinate procedures for routine monitoring of required immunization records by building staff;
 - b. Review procedures annually and recommend policy revisions as needed to assure compliance with state requirements;
 - c. Contact parents of students whose immunization records are out of compliance and communicate requirements and deadlines in situations where building staff have been unsuccessful in securing compliance; and Assist building administrators to determine students to be excluded from school for failure to meet immunization requirements.
- Case Management - All referred Students
 - a. Conduct health assessments for children, providing appropriate referrals and follow-ups as needed with parents and health care providers;
 - b. Serve as a liaison with agencies and health care providers to obtain accurate medical information and coordinate services; and
 - c. Provide initial assessment and counseling to students with acute or chronic health conditions, including but not limited to: pregnancy, eating disorders, abuse, hygiene issues, suicidal ideation, nutrition, human growth and sexuality and other health related conditions.
- Case Management- Medically Fragile Students
 - a. Participate in the completion of required assessments to determine eligibility for special education services and review of medical data for documentation of state eligibility criteria;
 - b. Participate in medical meetings with health care provider, parent, and special education staff to discuss educational implication of the disability;
 - c. Participate in the development of an IEP or 504 plan and provide training needed to implement plan;
 - d. Routinely monitor implementation of the care plan and collaborate with staff for plan revisions as needed; and
 - e. Assess the success of the care plan at least one time annually and suggest modifications as appropriate.
- Case Management- Students With Life Threatening Conditions

- a. Prior to the start of each school year, SHC will interface with parents of identified students to provide appropriate medical documentation;
- b. Develop an IHP (Individualized Health Plan) and ECP (Emergency Care Plan) prior to the student attending school;
- c. Provide staff training on implementation of the plans prior to the student attending school; and
- d. Monitor implementation of the care plan and collaborate with staff for revisions to plan as needed.

Section 2. Duties of School District

- The School District will provide a work space with all necessary equipment and supplies to perform Health Service job responsibilities in each of its school buildings.
- All SHC employees who work in Central Kitsap School District will have Blood Borne Pathogens category I status and will be covered under the School District's policies and procedures for prevention of Blood Borne Pathogen exposure and for post-exposure follow-up as recommended by OSHA and WISHA.
- The School District shall pay to SHC \$46,800.00 for health service activities plus \$6000.00 for Human Growth and Development and HIV/AIDS education activities for a total of \$52,800.00. One twelfth (1/12) of this sum shall be paid on the last business day of the month to School Health Consultants, Inc.

Section 3. Effective Dates

This contract shall be effective from September 1, 2016, through August 31, 2017

Section 4. Subsequent Contracts

In the event that the School District or SHC desires a subsequent contract beyond August 31, 2017, either the School District or SHC shall submit in writing to the other no later than April 15, 2017. Every effort will be made to complete a new contract on or before June 30, 2017.

Section 5. Requirements Outside This Contract

Any other health related requirements enacted by the legislature or initiated by the School District or the Office of the Superintendent of Public Instruction shall be considered as requirements outside this contract. Any such additional duties or functions shall be beyond the contract amount. Should the School District desire SHC to provide any services not herein stated, the School District shall notify SHC in writing with a request for a proposal of the duties and cost beyond this contract. SHC shall respond in writing within 3 working days of receipt of the request for proposal. Any changes to the contract and/or increased cost must be mutually agreed by both parties.

Section 6. Severability

If any provision of this contract or its application to wither the School District or SHC is held invalid, the remainder of the contract is not affected.

DATED this 20th day of April, 2016

PORT TOWNSEND SCHOOL
DISTRICT

SCHOOL HEALTH
CONSULTANTS, INC.

By: David Engle
Its: _____

By: Yvonne Haucerman RA
Its: OWNER