#### PORT TOWNSEND SCHOOL DISTRICT NO. 50

## 6:00 p.m. Regular School Board Meeting September 12, 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
04.011 City Proclamation
04.02 Board
05. Public Comments
06. Board Correspondence - None
07. Reports
07.01 Update on Construction of New Elementary School – Kirk Robinson
08. Action Items
08.01 Approval of Sports Cooperative for 2016-17
08.02 Approval of Minimum Basic Education Requirement Compliance for 2016-17
08.03 Approval of Accounts Payable, August 22, 2016
08.04 Approval of Resolution 16-15, Cancellation of Warrants
09. Unfinished Business
10. New Business
11. Policy Review
11.01 Policy 1620 – Board/Superintendent Relationship – First Review
11.02 Policy 1630 – Evaluation of the Superintendent – First Review
12. Board Member Announcements/Suggestions for Future Meetings
13 Novt Mooting
13. Next Meeting

13.01 Regular Board Meeting, September 26, 2016, 1610 Blaine St., Room S-11, 6:00 pm

14. Executive Session – (if necessary)

15. Adjournment



# PROCLAMATION

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

WHEREAS, in the 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 are more prevalent for low-income students who 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 negatively impact school attendance as part of their usual activities; and

WHEREAS, the Port Townsend City Council 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 City Council recognizes that good attendance is essential to student achievement and on time graduation; and

**WHEREAS,** the Port Townsend City Council encourages every school to set attendance goals, monitor absences, and partner with families and communities to address barriers to attendance;

**NOW, THEREFORE,** I, Deborah S. Stinson, Mayor of the City of Port Townsend, do hereby proclaim the month of September 2016 as

Attendance Awareness Month

Deborah S. Stinson, Mayor

September 6, 2016



#### WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

435 Main Ave South, Renton, WA 98057 | (425) 687-8585 | Fax (425) 687-9476

Date:

### COOPERATIVE/COMBINE REQUEST FORM

SCHOOL NA	ME	LEVEL (HS, J	H, MS)	CLASSIFICAT	ION		SPORT	В	OYS OR	GIRLS
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435 Main Ave South, Renton, WA 98057 | (425) 687-8585 | Fax (425) 687-9476

Date:

# COOPERATIVE/COMBINE REQUEST FORM

SCHOOL NAME	LEVEL (HS,	JH, MS	CLASSIFICAT	TION	SPORT		BOYS OR	GIRLS
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Date:

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#### WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

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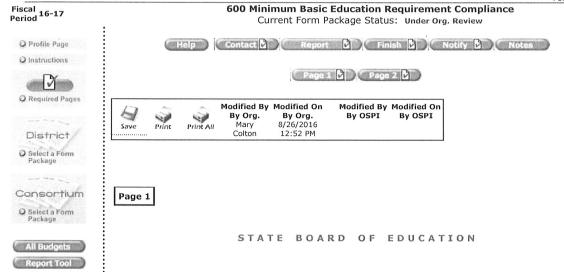
435 Main Ave South, Renton, WA 98057 | (425) 687-8585 | Fax (425) 687-9476

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SCHOOL NAM	1E	LEVEL (HS, JH,	, MS)	CLASSIFICAT	ION		SPORT	В	OYS OR	GIRLS
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Mary Colton Role: iGrant User Port Townsend School District



2016-2017 — Minimum Basic Education Requirement Compliance

Please C	heck One	
In	NOT in	
Compliance	Compliance	
•	0	Kindergarten Minimum 180-Day School Year (RCW 28A.150.220 RCW 28A.150.203)  The kindergarten program consists of no fewer than 180 half days or equivalent (450 hours) per school year.
•	0	Kindergarten Total Instructional Hour Offering (RCW 28A.150.220 RCW 28A.150.205 WAC 180-16-200)  The district makes available to students enrolled in kindergarten at least a total instructional offering of 450 hours.
•	0	Grades 1-12 Minimum 180-Day School Year (RCW 28A.150.220 RCW 28A.150.203)  The school year is accessible to all legally eligible students and consists of at least 180 school days for students in grades 1-12, inclusive of any 180-day waivers granted by the State Board of Education.
•	0	Grades 1-12 Total Instructional Hour Offering (RCW 28A.150.220(2) RCW 28A.150.205 WAC 180-16-200)  The district makes available:  a. A district-wide average of at least 1,000 instructional hours in grades 1-and a district-wide average of at least 1,080 instructional hours in grades 9-12, or b. A district-wide average of 1,027 hours in grades 1-12.
	St	K-12 Districts Only cate High School Graduation Minimum Requirements (RCW 28A.230.090 <u>WAC 180-51-067)</u>
•	0	All subject areas are aligned with the state's high school learning standards and essential academic learning requirements, and at a minimum meet grade: 9-10 grade level expectations. District high schools meet or exceed all state minimum graduation requirements.
If your dis	trict is NOT	in compliance with any of these requirements, please explain why.

Has your district been granted a waiver of the minimum 180-day school year requirement by the State Board of Education for the 2016-17 school year? O Yes No

NOTE: A district that has been granted a waiver of the minimum 180-day school year requirement is in compliance with RCW 28A.150.220.

Which method of calculating instructional hours is your district using to demonstrate compliance with the minimum offering of instructional hours required by RCW 28A.150.220(2)?

- O District-wide annual average of 1,000 instructional hours in grades 1-8 and 1,080 instructional
- District-wide average 1,027 instructional hours in grades 1-12

CERTIFICATION OF COMPLIANCE					
The following persons named below certify that the information stated herein that <b>Port Townsend School District</b> meets the basic education program re RCW 28A.150.220 and the minimum high school graduation requirements set if for students entering the ninth grade on or after July 1, 2012.	quirements contained in				
The undersigned further acknowledge that a copy of this document has been provided to the district's Board of Directors and that the district has maintained records in its possession supporting this certification for auditing purposes.					
Dr. John A. Dolm, Jr.	00/26/2016				
Dr. John A. Polm, Jr. School District Superintendent	08/26/2016 <b>Date (MM/DD/YY)</b>				
Nathanael O'Hara	08/26/2016				
Board President or Chair	Date (MM/DD/YY)				



Privacy Policy

Disclaimer

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 \$133,635.19. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND: Warrant Numbers 61195 through 61250, totaling \$133,635.19

	Secretary	Board Member	
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61217 JEFF COUNTY PUBLIC HEALTH 07/15/2016 5,038.93 61218 JIVE COMMUNICATIONS, INC. 07/15/2016 5,527.32 61219 KARSCHNEY CONSULTING 07/15/2016 3,900.00 61220 KING COUNTY DIRECTORS 07/15/2016 7,643.54 61221 Kruse, Jennifer Kathleen 07/15/2016 4,976.16 61222 Larsen, Stacey C 07/15/2016 261.57 61223 LEADER 07/15/2016 973.40 61224 LEARNING A-Z 07/15/2016 3,540.77 61225 LES SCHWAB 07/15/2016 68.04 61226 MASCO PETROLEUM 07/15/2016 2,245.61	61216 JEFF CO DEPT OF PUBLIC WORKS	07/15/2016	
61218 JIVE COMMUNICATIONS, INC.       07/15/2016       5,527.32         61219 KARSCHNEY CONSULTING       07/15/2016       3,900.00         61220 KING COUNTY DIRECTORS       07/15/2016       7,643.54         61221 Kruse, Jennifer Kathleen       07/15/2016       4,976.16         61222 Larsen, Stacey C       07/15/2016       261.57         61223 LEADER       07/15/2016       973.40         61224 LEARNING A-Z       07/15/2016       3,540.77         61225 LES SCHWAB       07/15/2016       68.04         61226 MASCO PETROLEUM       07/15/2016       2,245.61	61217 JEFF COUNTY PUBLIC HEALTH	07/15/2016	
61219 KARSCHNEY CONSULTING       07/15/2016       3,900.00         61220 KING COUNTY DIRECTORS       07/15/2016       7,643.54         61221 Kruse, Jennifer Kathleen       07/15/2016       4,976.16         61222 Larsen, Stacey C       07/15/2016       261.57         61223 LEADER       07/15/2016       973.40         61224 LEARNING A-Z       07/15/2016       3,540.77         61225 LES SCHWAB       07/15/2016       68.04         61226 MASCO PETROLEUM       07/15/2016       2,245.61	61218 JIVE COMMUNICATIONS, INC.	07/15/2016	
61220 KING COUNTY DIRECTORS       07/15/2016       7,643.54         61221 Kruse, Jennifer Kathleen       07/15/2016       4,976.16         61222 Larsen, Stacey C       07/15/2016       261.57         61223 LEADER       07/15/2016       973.40         61224 LEARNING A-Z       07/15/2016       3,540.77         61225 LES SCHWAB       07/15/2016       68.04         61226 MASCO PETROLEUM       07/15/2016       2,245.61			
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61223 LEADER 07/15/2016 973.40 61224 LEARNING A-Z 07/15/2016 3,540.77 61225 LES SCHWAB 07/15/2016 68.04 61226 MASCO PETROLEUM 07/15/2016 2,245.61	61221 Kruse. Jennifer Kathleen	07/15/2016	
61223 LEADER 07/15/2016 973.40 61224 LEARNING A-Z 07/15/2016 3,540.77 61225 LES SCHWAB 07/15/2016 68.04 61226 MASCO PETROLEUM 07/15/2016 2,245.61	61222 Larsen Stacev C	07/15/2016	
61224 LEARNING A-Z       07/15/2016       3,540.77         61225 LES SCHWAB       07/15/2016       68.04         61226 MASCO PETROLEUM       07/15/2016       2,245.61	61223 LEADER	07/15/2016	
61225 LES SCHWAB 07/15/2016 68.04 61226 MASCO PETROLEUM 07/15/2016 2,245.61			
61226 MASCO PETROLEUM 07/15/2016 2,245.61			

Check Nbr	Vendor Name	Check Date	
61228	Mulligan, Monica	07/15/2016	79.92 332.50 102.02 122.56 929.98 293.43 366.44 610.40 386.95 13.04 438.75
61229	Mulligan, Monica NORTHWEST MARITIME CENTER	07/15/2016	332.50
61230	OLYMPIC SPRINGS	07/15/2016	102.02
61231	OLYMPIC ART & OFFICE	07/15/2016	122.56
	PACIFIC OFFICE EQUIPMENT	07/15/2016	929.98
61233	PART WORKS INC	07/15/2016	293.43
61234	PART WORKS INC PEARSON EDUCATION	07/15/2016	366.44
61235	PEARSALL, S NEVILLE	07/15/2016	610.40
	PENINSULA PEST CONTROL INC	07/15/2016	386.95
61237	PENINSULA AWARDS & TROPHIES	07/15/2016	13.04
61238	PHONAK	07/15/2016	438.75
61239	PLATT	07/15/2016	680.16
61240	Rubenstein, Sarah Margaret		245.81
61241	SCHOLASTIC INC	07/15/2016	3.50
61242	SHORLINE COMMUNITY COLLEGE		1,955.70
61243	SHORT STOP TRUCK REPAIR	07/15/2016	424.99
	SKOOKUM CONTRACT SERVICES		2,459.92
	SOS PRINTING	07/15/2016	525.38
	SUPPLYWORKS	07/15/2016	3,644.82
	THE MATH LEARNING CENTER		39,385.84
	WARDS	07/15/2016	315.98
61249	WASBO	07/15/2016	350.00
61250	YMCA CAMP SEYMOUR	07/15/2016	2,702.20
	56 Computer Check(s)	For a Total of	133,635.19

1:31 PM 07/13/1

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 \$864.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY: Warrant Numbers 10456 through 10458, totaling \$864.79

Secretary	Board Member _	
Board Member	Board Member _	
Board Member	Board Member _	
Check Nbr Vendor Name	Check Date	Check Amount
10456 COAST ARTILLERY MUSEUM 10457 DURAN GUEVARA, JESUS JAVIER 10458 GOOD SPORTS	07/15/2016 07/15/2016 07/15/2016	192.00 100.00 572.79
3 Computer Check(s)	For a Total of	864.79

52.38

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 \$52.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS: Warrant Numbers 3282 through 3282, totaling \$52.38

Secretary	Board Member _	
Board Member	Board Member _	
Board Member	Board Member _	
Check Nbr Vendor Name	Check Date	Check Amount
3282 Taylor, Brad James	07/15/2016	52.38

1 Computer Check(s) For a Total of

Comp Day

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

As of August 22, 2016, the board, by a \_\_\_\_ approves payments, totaling \$507.96. The payments are further identified in this document. Total by Payment Type for Cash Account, Wire Transfers: Wire Transfer Payments 201500053 through 201500054, totaling \$507.96 Board Member Secretary Board Member Board Member \_\_\_\_ Board Member \_\_\_\_ Board Member Check Amount Check Date Check Nbr Vendor Name 477.93 07/07/2016 201500053 DEPARTMENT OF REVENUE 30.03 201500054 DEPARTMENT OF REVENUE 07/07/2016

Wire Transfer Check(s) For a Total of

507.96

# PORT TOWNSEND SCHOOL DISTRICT NO. 50 1610 Blaine St Port Townsend, WA 98368

### RESOLUTION 16-15

WHEREAS, RCW 36.22.100 directs the cancellation of any warrant not presented within one year of their issue, and;

WHEREAS, the County Treasurer furnished the following list of warrants not presented within one year of their issue:

Warrant #	Date of Issue	<u>Amount</u>
9981 ASB	1/15/2015	30.00
58632 General	3/16/2015	8.72
58749 General	3/31/2015	198.97
58877 General	4/30/2015	40.97
58885 General	4/30/2015	109.66
58948 General	5/15/2015	130.00

NOW, THEREFORE, the County Treasurer is directed to cancel the listed warrants.

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at an open public meeting held September 12, 2016.

BY ORDER OF THE BOARD OF DIRECTORS PORT TOWNSEND SCHOOL DIST NO. 50	5
	ATTEST:
	Dr. John Polm Secretary to the Board

#### **BOARD OF DIRECTORS**

## **Board-Superintendent Relationship**

The successful operation of schools requires a close, effective working relationship between the board and the superintendent. The relationship must be one of trust, goodwill and candor. As the legally designated governing body, the board retains final authority within the district. The board exercises powers expressly required and implied by law. The superintendent is the board's professional advisor, to whom the board delegates executive responsibility, including such powers required to manage the district in a manner consistent with board policy and state and federal law.

The superintendent, as an executive officer of the board (Secretary), is responsible for the administration of the schools under applicable laws and policies of the district. The board delineates the duties of the superintendent and uses them as the basis for evaluating the superintendent's performance. Unless specifically limited, the superintendent may delegate to other staff the exercise of any powers and the discharge of any duties imposed by district policy or a vote of the board. The delegation of power or duty does not relieve the superintendent of responsibility for the actions taken under such a delegation.

In order to perform their responsibilities, board members must be familiar with the operations within the schools. The superintendent will establish communication procedures which can enhance the board member's understanding of student programs and school operations.

Legal References: RCW 28A.320.010 Corporate powers Additional powers of the board (First RCW 28A.330.100 Class Districts Only) RCW 28A.400.010 Employment of superintendent — Superintendent's qualifications, general powers, term, contract renewal Superintendent's duties RCW 28A.400.030 Management Resources: Policy & Legal News February 2013 Date: \_\_\_\_\_

PORT TOWNSEND SCHOOL DISTRICT NO. 50

#### **BOARD OF DIRECTORS**

## **Evaluation of the Superintendent**

The board shall establish evaluative criteria and shall be responsible for evaluating the performance of the superintendent as provided by statute.

The superintendent shall have the opportunity for confidential conferences with the board members on no less than two occasions in each school year, the purpose of which shall be the aiding of the superintendent in his/her performance. The board, on the basis of the evaluation, may renew and/or extend the superintendent's contract for periods not to exceed three years.

The Board will conduct three performance conferences/evaluations with the superintendent each year. Two informal conferences will be completed, one (1) prior to October 31<sup>st</sup>, and another prior to January 31<sup>st</sup>, and a formal evaluation to be completed prior to June 30<sup>th</sup>.

Legal References: RCW 28A.405.100 Minimum criteria for the evaluation of certificated

employees, including administrators - Procedure -

Scope Penalty

RCW 28A.400.010 Employment of Superintendent – superintendent's

qualifications, general powers, term, contract

renewal

Date: 6/4/01; 3/8/04\_\_\_\_\_

PORT TOWNSEND SCHOOL DISTRICT NO. 50