

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**  
**6:00 p.m. Regular School Board Meeting**  
**November 28, 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**

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

**02. Call to Order**

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- 02.01 Roll Call
- 02.02 Pledge of Allegiance

**03. Agenda**

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03.01 Agenda Approval

**04. Recognition**

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- 04.01 Superintendent
  - 04.011 Hero Awards
- 04.02 Board

**05. Reports**

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- 05.01 Superintendent
- 05.02 Board
  - 05.020 WSSDA (Washington State School Directors’ Association) Conference

**06. Approval of Minutes**

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- 06.01 Minutes of the October 24, 2016 Regular Meeting
- 06.02 Minutes of the November 3, 2016 Special Meeting
- 06.03 Minutes of the November 14, 2016 Work/Study Meeting

**07. Public Comments**

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**08. Consent Agenda**

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- 08.01 Consent Agenda Approval
- 08.02 Approval of Personnel Action
  - 08.020 Accept resignation of Savannah Hensel, Food Service Assistant, effective October 24, 2016
  - 08.021 Recommend Melanie Shoop as 3.25 hr./day Food Service Assistant, effective November 14, 2016, for the 2016-17 school year
  - 08.022 Recommend Cameron Botkin as High School Assistant Girls’ Basketball Coach, effective the 2016-17 season
  - 08.023 Recommend Charity Jesionowski as High School Assistant Wrestling Coach, effective the 2016-17 school year
  - 08.024 Recommend Sean Smith as Blue Heron Boys’ 7<sup>th</sup> Grade Basketball Coach, effective the 2016-17 season
- 08.03 Approval of Financial Reports
  - 08.030 Accounts Payable as of November 28, 2016
  - 08.031 Payroll – October, 2016

- 08.04 Donations  
08.040 Accept donation from Steve Enge of a 6-man Elliot life raft valued at \$999 for use in Kelly Watson's high school maritime classes

**09. Board Correspondence - None**

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**10. Reports**

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- 10.01 ASB Representative  
10.03 School/City Library Collaboration Report  
10.04 National Science Teachers' Association Conference Report – Brandi Hageman, Lois Sherwood  
10.05 OCEAN (Opportunity, Community, Experience, Academics, Navigation) Report – Liz Quayle, Principal Holshouser  
10.06 Director of Finance and Business Operations – Amy Khile  
10.060 Enrollment, October 2016  
10.061 Fund Summary for October 2016, Food Service Analysis

**11. Action Items**

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- 11.01 Approve Resolution 16-16 – Adoption of the Jefferson County/City of Port Townsend All Hazards Mitigation Plan (Revised 2016)  
11.010 Recommendation  
11.02 Approve Policy 6106 – Allowable Costs for Federal Programs  
11.03 Approve Policy 6101 – Federal Cash and Financial Management

**12. Unfinished Business**

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**13. New Business**

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**14. Policy Review**

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

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**16. Next Meeting**

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- 16.01 Regular Board Meeting, December 12, 2016, 1610 Blaine St., Room S-11, 6:00 pm

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

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**18. Adjournment**

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

Keith White led the Pledge of Allegiance.

#### Agenda Approval

Jennifer James-Wilson moved to approve the agenda. Mr. White seconded and the motion carried 3-0.

#### Recognition

##### Superintendent

##### Jefferson County Development Disabilities Advisory Board

Superintendent Polm explained that Port Townsend School District was recognized by the Developmental Disabilities Advisory Board of Jefferson County for employing individuals with disabilities through county programs.

##### Hero Awards

Superintendent Polm presented awards to the following:

- Chris Pierson, High School teacher, for organizing the Friday Salon series
- Shannon Minnihan, for her excellent work and leadership in the Blue Heron kitchen
- Dawn Braden, Grant Street teacher, for her teacher leadership at Grant Street
- Che Taylor, for his outstanding work as groundskeeper for the District

#### Board

Ms. James-Wilson thanked Dr. Polm for recognizing individuals through Hero Awards. Mr. White praised the homecoming assembly at Port Townsend High School. Mr. O'Hara also recognized the success of homecoming week at the High School.

#### Approval of Minutes

The following minutes were brought for approval:

- September 26, 2016 Regular Board Meeting
- October 10, 2016 Special Board Meeting
- October 10, 2016 Work/Study Meeting

Mr. White moved to approve the minutes as presented. Ms. James-Wilson seconded and the motion carried 3-0.

#### Public Comments - None

#### Consent Agenda

Included on the consent agenda were the following items: 1) Payroll for September, 2016; 2) Accounts Payable for October 24, 2016; 3) Ms. James-Wilson moved to approve the consent agenda. Mr. White seconded and the motion carried 3-0. Recommend the following actions:

Hires: Recommend Kate Wenzl as 1.0 FTE Special Education Teacher, Leave Replacement, effective October 6, 2016

Recommend Tara Clanton as High School Assistant Fast-pitch Coach, effective the 2016-17 school year

Retirements/Resignations: Accept resignation of Gail Gronwall, 1.0 FTE Special Education Teacher, Blue Heron School, effective September 30, 2016  
Accept resignation of Nathan Land, High School Boys' Assistant Soccer Coach, effective immediately  
Accept resignation of Erica Dirksen, High School Assistant Girls' Basketball Coach, effective immediately

Donations: Accept donation of \$3,500 from UWF (University Women's Foundation) of Jefferson County for Alek's registration for 3<sup>rd</sup> grade students at Grant Street Elementary  
Accept donation of \$2,500 from Jamestown S'Klallam Tribe to the Redhawk Mentor Program

Board Correspondence – None

#### Reports

ASB (Associated Student Body) Representative - None

#### School-Based Health Clinic

Susan O'Brien, nurse practitioner at the health clinic at Port Townsend High School, explained that the school-based health clinic is in its ninth year of providing medical services two days a week and mental health services two days a week to students. Ms. O'Brien said the clinic also opens early in August to provide sports physicals. Common reasons for visits were discussed.

#### School Resource Officer

Sargent Troy Surber discussed:

- A safety and security training he will be attending at Olympic Educational Service District in Bremerton on Tuesday, October 25, 2016.
- Because the police department is presently short staffed, he is allotted about 20 hours to spend in the District, but normally the resource officer is full-time in the schools.
- Lighting improvements and new key card locks at the high school.
- Last school year, approximately 95 calls came into the police department for the high school due to alarms, burglaries, intruders, etc., including 12 calls at the Lincoln Building.

Police Chief Michael Evans thanked district staff for their hard work and discussed staffing at the police department.

#### Port Townsend Marine Science Center IMLS Grant

Sarah Rubenstein introduced John Falk and Lynn Dirksen from the Institute of Museum and Library Services. Mr. Falk explained he will be making a presentation, "When, Where, and Why Children Learn", to staff, faculty, and community members on Tuesday, October 25 and Wednesday, October 26, 2016. Discussion followed.

#### Capital Levy Update

Brad Taylor, Director of Support Services, reported on the use of the funds from the capital levy passed in February, 2012. Some costs were covered by the energy grant the district was awarded in 2013. Expenses for the transportation remodel in Chimacum were discussed. Plans for spending the remaining funds were discussed.

### Superintendent

Superintendent Polm discussed the following:

- His attendance at recent football, soccer, and volleyball games.
- He and 7 district administrators have started learning walks at each school. They will spend time in different classrooms looking for student engagement and quality instruction; this is not an evaluative process for teachers.
- Judging at the high school homecoming assembly.
- East Jefferson Partnership meeting held on October 13, 2016 at Chimacum High School.
- UGN (United Good Neighbors) campaign
- Opening of the new addition at Jefferson Healthcare Hospital.
- West Sound STEM (Science, Technology, Engineering and Math) legislative breakfast.
- Centrum gala at Ft. Worden, October 22, 2016.
- Pilot project for grant with Songworks

### ESD 114 Letter to Senator Rolfes Regarding the McCleary Decision

Dr. Polm explained Superintendent Lynch at Olympic ESD 114 put together a letter to legislators regarding funding priorities.

### Director of Finance and Business Operations

Amy Khile reported district enrollment has increased slightly so far this year. She also reviewed budget status for all funds for August and September, 2016, including revenues and expenditures for those funds. She has added a highlight report of revenues and expenditures for September, 2016. Food service revenues and expenditures were discussed.

### FAQ Flyer for the New Elementary School

Ann Healy-Raymond explained that this flyer will be available in all school buildings to help answer potential questions from parents, families and community members about the construction of the new elementary school.

### Action Items

#### Approve Procedure 1620 – Operating Principles, Board and Superintendent

Superintendent Polm explained that normally procedures are not usually approved by the board, but since this policy speaks to the operating principles of the board and superintendent, he wanted board approval for this policy. Mr. White moved to approve 1620P, with perhaps some editorial changes. Ms. James-Wilson seconded and the motion carried 3-0.

#### Approve Procedure 1630 and Form 1630 – Evaluation of the Superintendent

Ms. James-Wilson moved to approve 1630P and 1630F. Mr. White seconded and the motion carried 3-0.

#### Approve Policy 5281 – Personnel Disciplinary Action and Discharge

Mr. White moved to approve Policy 5281. Ms. James-Wilson seconded and the motion carried 3-0.

Approve Suspension of Policy 1720

Dr. Polm explained that the content of this policy is now included in 1620P that was just approved, so this policy should be suspended. Ms. James-Wilson moved to suspend Policy 1720. Mr. White seconded and the motion carried 3-0.

Unfinished Business - None

New Business - None

Policy Review

Policy 6106 – Allowable Costs for Federal Programs

Superintendent Polm explained this a new policy recommended by WSSDA (Washington State School Directors' Association), giving written guidelines for federal programs

Policy 6101 – Federal Cash and Financial Management

Superintendent Polm said this policy is also a new policy recommended by WSSDA. Ms. Khile explained that federal grants have a cost reimbursement procedure.

Board Member Announcements/Suggestions for Future Meetings

Mr. O'Hara said he may be gone for the November 28, 2016 regular board meeting.

Board Chair O'Hara called a recess at 8:22 p.m.

Executive Session

The regular meeting was adjourned at 8:25 p.m. to an executive session for approximately 15 minutes to discuss the performance of a public employee. The executive session was adjourned at 8:40 p.m. The regular meeting was reconvened at 8:40 p.m.

Next Meeting

Special Board Meeting, November 3, 2016, 1610 Blaine St., Room S-11, 4:00 pm

Work/Study Board Meeting, November 14, 2016, 1610 Blaine St., Room S-11, 6:00 pm

Adjournment

The meeting was adjourned by consensus at 8:40 p.m.

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John A. Polm, Jr., Secretary

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

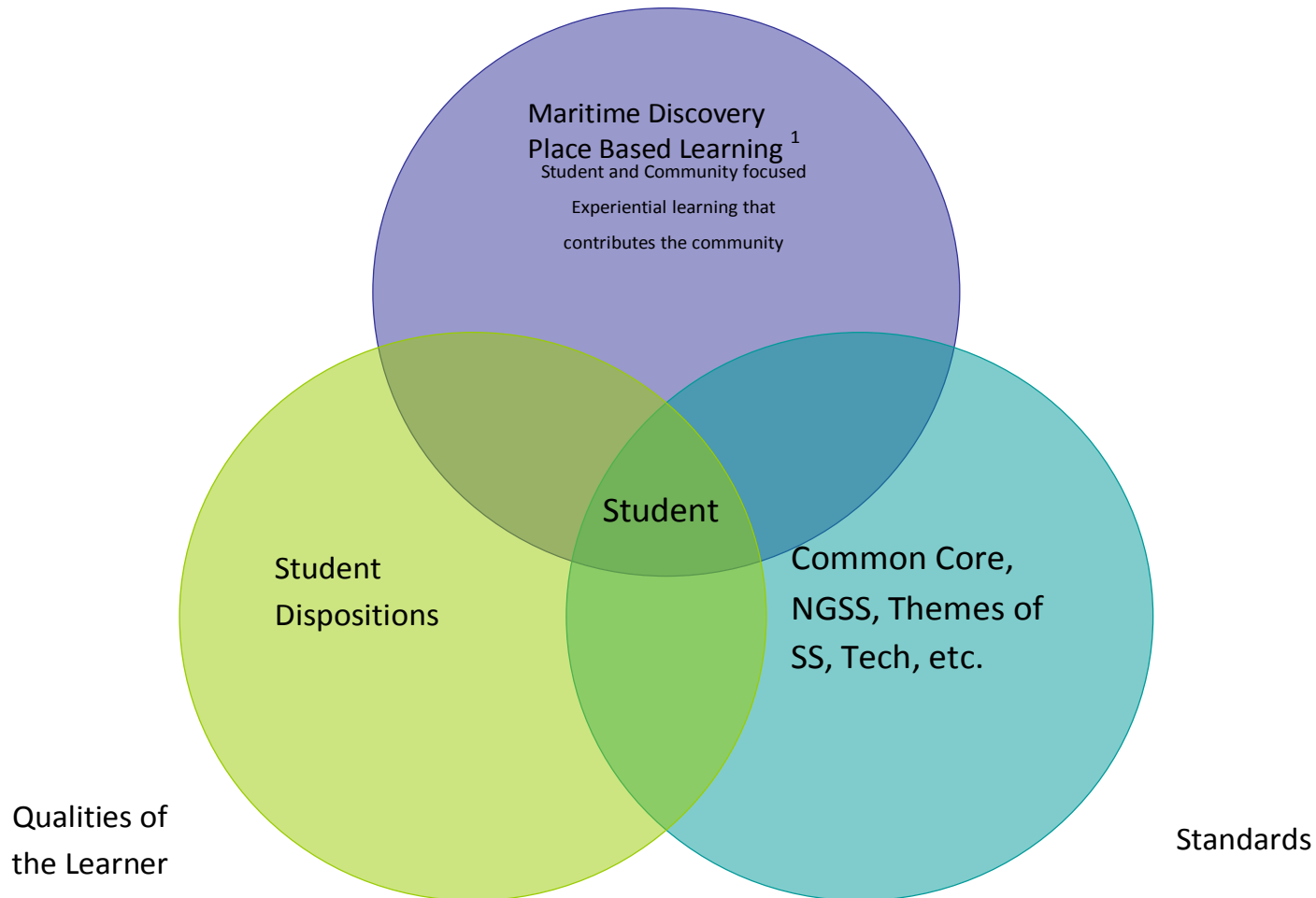
# Curriculum Task Force



Provisioning Learners for their  
(Unknown) Future

# Learning and Co-Creation

Learning  
Purpose and  
Teaching  
Pedagogy





# Task Force Team and Goals

- Lisa Cartwright
- Cherry Chenruk-Geelan
- Susan Doyle
- Dr. Engle (R)
- Matt Holshouser
- Patrick Kane
- Brett Navin
- Rene Olson
- Ann Raymond
- Dave Thielk (R)
- Connie Welch
- Keith White



Define Curriculum



Create Tools

- To guide resource decisions
- To align with district goals



Write Procedure for Board Policy

- To inform Board Policy Work
- To support instruction policies

# The Resource Selection Framework

## Guiding Ideas about Curriculum Materials

- Information is available freely, ubiquitously.
- We develop the learner through the quality of learning experiences.
- Pedagogy and Curriculum are inseparable.

## Guiding Questions

- What learning opportunities does this resource provide?
- Do the opportunities with our district vision?
- *What* is being learned, and *how* is the learning occurring?

# Testing the Framework K-5 Math adoption

- June 2016- Representatives from grades K-5 reviewed four Math resources using the framework
- Results- Unanimous choice and recommendation to purchase

# What's Next?

- Board feedback and suggestions
- Board Policy Review Committee to view Board Policy 2020 and 2020P for updates
- “Criteria for Selection of Instructional Material”
- Send to Board for feedback and revisions



We create the context that shapes  
our students. -Prenski

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

Jennifer James-Wilson led the Pledge of Allegiance.

Agenda Approval

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

Public Comments – None

Executive Session

The special meeting was adjourned at 4:02 p.m. to an executive session for approximately one hour to discuss the performance of a public employee.

Mr. O'Hara extended the executive session at 5:00 p.m. for another 30 minutes.

The executive session was adjourned at 5:30 p.m. The special meeting was reconvened at 5:30 p.m.

Adjournment

The special meeting was adjourned by consensus at 5:30 p.m.

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Nathanael O'Hara, Board Chair

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

Laura Tucker led the Pledge of Allegiance.

#### Agenda Approval

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

#### Recognition

##### Superintendent

Superintendent Polm presented Hero Awards to High School teacher Jennifer Kruse for her efforts with the garden/farm to table/cafeteria process and High School teacher Julie Dow for her performance at the homecoming assembly. Dr. Polm also recognized members of Kelly Watson's high school manufacturing, boat building, and marine trades classes for their participation at the Port Townsend Woodworkers' Show on November 5-6, 2016. Ms. Watson explained the examples of the students' work that were on display. Dr. Polm also noted that the High School girls' swim team was recognized as State academic champions, and praised the high school drama production.

##### Board

Ms. Tucker reported on her meeting with Zach Gayne, High School Garden Coordinator, and the reorganization and future plans of the Students for Sustainability Club at the high school.

#### Public Comments - None

#### Board Correspondence

The board reviewed correspondence from Julie Jablonski regarding the capital funds levy and Dr. Polm's response.

#### Reports

##### School Improvement and Assessment Reports

##### Grant Street Elementary – Lisa Condran, Principal

Principal Condran and Jason Lynch, Title I Director, shared some achievements and implementations of new programs at Grant Street in 2015-16, and discussed goals for the 2016-17 school year.

##### Blue Heron School – Principal Matt Holshouser

Principal Holshouser discussed some priority goals for Blue Heron School for the 2016-17 school year and shared information on some of the programs currently in place at Blue Heron.

##### Port Townsend High School – Principal Carrie Ehrhardt

Principal Ehrhardt shared some accomplishments at PTHS in the 2015-16 school year and discussed goals for the 2016-17 school year and beyond.

##### Curriculum Committee Update – Ann Healy-Raymond

Ms. Healy-Raymond, Director of Instruction and Technology, explained the Criteria for Resource Selection and the resource selection framework currently used for curriculum adoption in the District. Review and revision of Policy and Procedure 2020 was discussed.

Maritime Discovery Schools (MDS) Update – Sarah Rubenstein

Ms. Rubenstein, MDS Project Director, shared accomplishments the MDS program has made in the last two years, including development of a pilot K-12 maritime and place-based curriculum, increasing professional development and collaboration focused on place-based learning, offering a high school Maritime Academy program, creating a farm-to-table scratch cooking model food service program, and developing over 70 community partnerships. Jake Beattie, Director of the Northwest Maritime Center, spoke about funding for MDS and reported that approximately \$600,000 has been raised to date. Incorporating Native American studies into the MDS program was discussed.

Discussion of the book, The Five Dysfunctions of a Team

The board discussed elements of this book and how they might apply to the board and other leadership teams in the District.

Action Items

Approval of Swimming/Diving Sports Co-op with Sequim School District

High School Assistant Principal Scott Wilson explained that one male high school student wished to compete in swimming and diving, and since Port Townsend does not have a boys' program, they are entering into a co-operative agreement with Sequim School District. Ms. James-Wilson moved to approve the swimming/diving co-op with Sequim School District. Mr. White seconded and the motion carried 5-0.

Board Chair O'Hara called a recess at 9:05. The meeting was reconvened at 9:11 p.m.

Unfinished Business - None

New Business - None

Policy Review – None

Board Member Announcements/Suggestions for Future Meetings

Arrangements for the WSSDA (Washington State School Directors' Association Conference

The board and superintendent plan to attend this conference on November 16-18, 2016. This annual conference helps boards enhance their ability to perform governing functions for the district. No district business will be conducted during this conference. Travel arrangements were discussed.

Mr. O'Hara asked that a report on Memorial Field use and costs to the District be discussed at a future board meeting. Ms. James-Wilson asked for a report on the District tennis courts.

Adjournment: The meeting was adjourned by consensus at 9:28 p.m.

\_\_\_\_\_  
John A. Polm, Jr., Secretary

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



# Blue Heron School Goals for 2016-2017

- Driving question to underline all of our professional, collaborative work this school year and beyond!
  - How do we know ALL students and teachers are engaged, thinking, and growing? What discourse opportunities do we continually and systematically provide for ALL students and ourselves to deepen this thinking and learning?
  
- Blue Heron School Beliefs about Teaching and Learning:
  - We get smarter together – Learning happens when we build trust and develop collegial relationships.
  - We are never finished – Our job as a teacher is to be the Lead Learner. We always have more to understand about students, about teaching and learning, and about our content. Teachers who have intellectual lives of their own foster the intellectual lives of their students.
  - Seeing is Believing – Observing a colleague opens the door to new possibilities. It shifts our expectations as we “reimagine” what is possible in our own classroom and dissect student learning at the core.
  - Inquiry Matters – We are driven by our questions. We continually examine student data, read research and professional text about best practices, try out those best practices in our classrooms, examine the resulting student work, and ask new questions starting the inquiry cycle again.
  - Understanding is the Goal – We are teaching children to think strategically and critically as they grow their understanding and develop new insights about content. Understanding continues to expand as we learn with and from students and colleagues.

**Teamwork makes the Dream work!**

Committed to ALL in supporting you in your best professional work yet!

Looking forward to a great school year!

~ Matthew Holshouser – Blue Heron School Principal

Laurie,

[REDACTED]  
[REDACTED] I am physically unable to return to my dish-washing position at Blue Heron. Effective now, Monday October 24, 2016.

If there are any questions or clarification needed please do not hesitate to get a hold of me.

Sincerely,  
Savannah Hensel

November 4, 2016

I am recommending Melanie Shoop for the position of Kitchen Assistant. Her skills, experience and attitude are a great fit for the Food Service Program. Her official start date is November 14<sup>th</sup> 2016.

Sincerely,

Stacey Larsen  
Director of Food Service  
Port Townsend School District

# BLUE HERON SCHOOL

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

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



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

FaceBook Page:  
Blue Heron Middle School Athletics

RE: Sean Smith; Middle School 7<sup>th</sup> grade Boys Basketball Coach


Date: October 19, 2016

Dr. Polm and Members of the School Board,

After a successful interview and discussing the position with him, I, Lysa Falge, recommend Sean Smith for the position of Middle School 7<sup>th</sup> grade Boys Basketball Coach at Blue Heron Middle School.

Sean's interest in this position is related to his personal enjoyment of the sport and his willingness to coach at a new level. He most recently has been a coach with Parks & Rec. where he taught all aspects of the game to new and experienced basketball youth. This will be Sean's first experience as a coach with our district, but he has 5 years of experience with Chimacum's High School varsity team as their volunteer and strength & conditioning coach. I believe that having Sean assist at Blue Heron will be a positive example and a great benefit to the middle school athletes.

Sincerely,

  
Lysa Falge

Cc: Scott Wilson



1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal

Scott R. Wilson, Assistant Principal  
District Athletic Director

To:

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

From:

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

RE: Cameron Botkin, Assistant Girls Basketball Coach

Date: October 24, 2016

Dr. Polm and Members of the School Board,

I am officially recommending Cameron Botkin for the position of Assistant/JV Basketball Coach at Port Townsend High School for the 2016 Fall Season. Cameron is the head coach of the Redhawk Volleyball team. Our student athletes will continue to benefit from her professionalism and work ethic. She will be a major addition to our girls basketball coaching staff and I look forward to having Cameron here in a continued role. She is a strong female role model for our students. I look forward to a great season.

Sincerely,

Scott Wilson

Cc: Lysa Falge



ATHLETICS

HOME OF THE REDHAWKS



1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal

Scott R. Wilson, Assistant Principal  
District Athletic Director

To:

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

From:

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

RE: Charity Jesionowski - ASSISTANT WRESTLING

Date: November 3, 2016

Dr. Polm and Members of the School Board,

I am officially recommending Charity Jesionowski for the position of Assistant Wrestling Coach at Port Townsend High School for the 2016 Fall Season. Charity is a trailblazer in the wrestling world! She is known as one of Port Townsend's best female wrestlers and has set the stage for a number of students---both boys and girls—who decided to give the sport a try over the last five years. We are fortunate that Charity has applied to become an assistant coach and proud to say that she will be the first female high school wrestling coach for the Olympic League and possibly the entire state of Washington. Once again, Port Townsend plays a role in unique history.

Additionally, Charity is a strong female role model for our students. I look forward to her help with our wrestling program and am excited for the entire Redhawk Athletic program.

Go Redhawks!

Sincerely,

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

Scott Wilson

Cc: Lysa Falge

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 November 28, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$229,697.58. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3318 through 3323, totaling \$229,697.58

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

Check Nbr	Vendor Name	Check Date	Check Amount
3318	ABSHER CONSTRUCTION CO	10/31/2016	12,778.95
3319	BANK OF AMERICA VISA	10/31/2016	60.60
3320	ESD 112	10/31/2016	16,883.73
3321	INTEGRUS ARCHITECTURE	10/31/2016	186,551.96
3322	NORTHWESTERN TERRITORIES INC	10/31/2016	9,045.00
3323	SETON CONSTRUCTION INC	10/31/2016	4,377.34
6	Computer	Check(s) For a Total of	229,697.58

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

As of November 28, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$130,310.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 61657 through 61727, totaling \$130,310.10

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

Check Nbr	Vendor Name	Check Date	Check Amount
61657	BACKGROUND INVESTIGATION BUREA	10/31/2016	180.00
61658	BANK OF AMERICA VISA	10/31/2016	34,403.39
61659	BONZON, JANET R	10/31/2016	322.40
61660	BUTLER, ROBERTA L	10/31/2016	4,680.00
61661	CANON FINANCIAL SERVICES INC	10/31/2016	207.07
61662	Cartwright, Lisa K	10/31/2016	770.44
61663	CDW GOVERNMENT	10/31/2016	3,143.28
61664	CENTURYLINK	10/31/2016	701.54
61665	CHIMACUM SCH DIST#49-CO-OP TRA	10/31/2016	15,127.50
61666	CHS - CENEX HARVEST STATES	10/31/2016	41.81
61667	CLARK SECURITY PRODUCTS INC	10/31/2016	312.59
61668	COSTCO MEMBERSHIP	10/31/2016	165.00
61669	COTTON REDI-MIX	10/31/2016	1,058.84
61670	DON JOHNSTON	10/31/2016	1,298.00
61671	EDCLUB INC	10/31/2016	392.85
61672	EDENSAW WOODS	10/31/2016	189.66
61673	Ehrhardt, Carrie L	10/31/2016	20.52
61674	ELEVATED ICE CREAM CO	10/31/2016	131.25
61675	Falge, Lysa Marie	10/31/2016	64.80
61676	FALLON, MARY (MOLLY)	10/31/2016	700.00
61677	FOOD CO-OP	10/31/2016	47.98
61678	FREDERICKSON ELECTRIC INC	10/31/2016	156.96
61679	GRAINGER	10/31/2016	49.58
61680	Gray, Justin E	10/31/2016	279.70
61681	HANKINSON, JANELLE	10/31/2016	3,685.00
61682	Healy-Raymond, Ann Elizabeth	10/31/2016	583.49
61683	HEARTLAND PAYMENT SYSTEMS INC	10/31/2016	257.78
61684	JIVE COMMUNICATIONS, INC.	10/31/2016	15.00
61685	JW PEPPER & SON INC	10/31/2016	681.12
61686	KARSCHNEY CONSULTING	10/31/2016	2,600.00
61687	Kelley, Maggie Freeman R	10/31/2016	200.00
61688	KING COUNTY DIRECTORS	10/31/2016	10,077.61
61689	Kruse, Jennifer Kathleen	10/31/2016	369.54



Check Nbr	Vendor Name	Check Date	Check Amount
61690	LES SCHWAB	10/31/2016	1,663.76
61691	MOUNTAIN PROPANE	10/31/2016	97.01
61692	MUSIC SALES CORP	10/31/2016	325.91
61693	Nash's Organic Produce	10/31/2016	28.00
61694	NATIONAL GEOGRAPHIC SOCIETY	10/31/2016	396.00
61695	NC MACHINERY	10/31/2016	4,106.43
61696	NCS PEARSON INC	10/31/2016	4,005.10
61697	Nielsen, Jennifer Marie	10/31/2016	425.37
61698	Noiret, Isabelle Catherine	10/31/2016	18.73
61699	NORTHWEST MARITIME CENTER	10/31/2016	300.00
61700	OFFICE DEPOT	10/31/2016	446.20
61701	ONE CALL NOW	10/31/2016	1,198.84
61702	Parker, Jeanette M	10/31/2016	51.84
61703	Patterson Buchanan Fobes & Lei	10/31/2016	214.50
61704	PENINSULA PEST CONTROL INC	10/31/2016	337.90
61705	PENINSULA COLLEGE	10/31/2016	342.00
61706	PITNEY BOWES INC	10/31/2016	453.00
61707	PLATT	10/31/2016	267.33
61708	Polm JR, John A	10/31/2016	78.84
61709	POSTAGE BY PHONE RESERVE ACCOU	10/31/2016	1,000.00
61710	PSAT/NMSQT	10/31/2016	484.00
61711	PUBLIC UTILITY DISTRICT	10/31/2016	14,045.21
61712	PUGET SOUND JNT PURCHASING COO	10/31/2016	300.00
61713	PUGET SOUND ESD	10/31/2016	395.00
61714	Rubenstein, Sarah Margaret	10/31/2016	392.27
61715	SAFEWAY	10/31/2016	75.94
61716	SIEMENS INDUSTRY INC	10/31/2016	717.30
61717	SUPPLYWORKS	10/31/2016	469.02
61718	SWIFT PLUMBING INC	10/31/2016	1,424.63
61719	THE MATH LEARNING CENTER	10/31/2016	2,911.70
61720	Turner, Jeanne Lisa	10/31/2016	15.99
61721	UNIVERSITY WOMEN'S FOUNDATION	10/31/2016	539.74
61722	WASHINGTON LIBRARY ASSOC	10/31/2016	35.00
61723	WEA OLYMPIC COUNCIL	10/31/2016	3,675.00
61724	Wenzl, Kathleen Hope	10/31/2016	23.79
61725	WESTBAY AUTO PARTS	10/31/2016	27.72
61726	WSIPC	10/31/2016	5,882.51
61727	ZEE MEDICAL	10/31/2016	223.82

71 Computer Check(s) For a Total of 130,310.10

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 November 28, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$14,946.15. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 10518 through 10527, totaling \$14,946.15

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

Check Nbr	Vendor Name	Check Date	Check Amount
10518	BANK OF AMERICA VISA	10/31/2016	7,085.50
10519	DL LOGOS	10/31/2016	921.13
10520	HOLLY'S FLOWERS	10/31/2016	38.15
10521	McIntire, Steven C	10/31/2016	75.00
10522	OLYMPIC LEAGUE	10/31/2016	464.06
10523	SAFEWAY	10/31/2016	698.16
10524	STARBOARD TECH	10/31/2016	2,616.00
10525	STATION SIGNS & PRINTING	10/31/2016	185.30
10526	Tracer, Jennifer	10/31/2016	93.25
10527	WIAA	10/31/2016	2,769.60
10	Computer	Check(s) For a Total of	14,946.15

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 November 28, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$598.42. The payments are further identified in this document.

Total by Payment Type for Cash Account, TRANSPORTATION VEHICLE:  
Warrant Numbers 200712 through 200712, totaling \$598.42

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

Check Nbr	Vendor Name	Check Date	Check Amount
200712	BRYSON SALES & SERVICE OF WA	10/31/2016	598.42
1	Computer	Check(s) For a Total of	598.42

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 November 28, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,100.50. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:  
Wire Transfer Payments 201600009 through 201600010, totaling \$1,100.50

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

Check Nbr	Vendor Name	Check Date	Check Amount
201600009	DEPARTMENT OF REVENUE	11/01/2016	397.23
201600010	DEPARTMENT OF REVENUE	11/01/2016	703.27

2 Wire Transfer Check(s) For a Total of 1,100.50

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 November 28, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$112,914.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 61728 through 61806, totaling \$112,914.38

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

Check Nbr	Vendor Name	Check Date	Check Amount
61728	ADMIRAL SHIP SUPPLY	11/15/2016	3.42
61729	BACKGROUND INVESTIGATION BUREA	11/15/2016	195.00
61730	Behrenfeld, Kirsten Mary	11/15/2016	29.70
61731	Brady, Cheryl J	11/15/2016	54.00
61732	BUTLER, ROBERTA L	11/15/2016	5,325.00
61733	CDW GOVERNMENT	11/15/2016	4,112.57
61734	CENEX FLEETCARD	11/15/2016	1,057.79
61735	CHIMACUM SCH DIST#49-CO-OP TRA	11/15/2016	16,466.42
61736	CITY OF PT TOWNSEND	11/15/2016	6,484.48
61737	COOPER FUEL & AUTO REPAIR	11/15/2016	153.18
61738	COSCO FIRE PROTECTIONS INC	11/15/2016	565.02
61739	COSTCO	11/15/2016	48.64
61740	COTTON REDI-MIX	11/15/2016	312.01
61741	DAIRY FRESH FARMS INC	11/15/2016	1,977.27
61742	DEMCO	11/15/2016	16.34
61743	DIGITAL INSURANCE INC	11/15/2016	500.00
61744	DM DISPOSAL CO INC	11/15/2016	3,465.14
61745	Dow, Benjamin S	11/15/2016	717.15
61746	EDENSAW WOODS	11/15/2016	108.95
61747	Ehrhardt, Carrie L	11/15/2016	108.69
61748	ESD 114	11/15/2016	10,263.50
61749	FALLON, MARY (MOLLY)	11/15/2016	790.00
61750	FOLLETT SCHOOL SOLUTIONS INC	11/15/2016	350.11
61751	FOOD CO-OP	11/15/2016	103.95
61752	FOOD SERVICES OF AMERICA	11/15/2016	13,226.09
61753	GAME TIME	11/15/2016	1,455.00
61754	GREENTREE COMMUNICATIONS	11/15/2016	94.57
61755	Hageman, Brandi R	11/15/2016	475.00
61756	HAHN, JULIAN	11/15/2016	158.60
61757	HANKINSON, JANELLE	11/15/2016	4,015.00
61758	HEALTH CARE AUTHORITY	11/15/2016	128.70
61759	HENERY HARDWARE	11/15/2016	1,395.34
61760	HI-TECH SECURITY INC	11/15/2016	2,378.00

Check Nbr	Vendor Name	Check Date	Check Amount
61761	HOBART SERVICES	11/15/2016	795.03
61762	JAMESTOWN NETWORKS	11/15/2016	2,256.30
61763	JEFF CO DEPT OF PUBLIC WORKS	11/15/2016	60.48
61764	KEY CITY FISH	11/15/2016	434.50
61765	Khile, Amy Jo	11/15/2016	113.40
61766	Kienle, Michelle Joan	11/15/2016	27.47
61767	KING COUNTY DIRECTORS	11/15/2016	834.54
61768	Kruse, Jennifer Kathleen	11/15/2016	255.08
61769	LANCE, PHILIPPA	11/15/2016	7,110.00
61770	LES SCHWAB	11/15/2016	1,720.93
61771	Marmol, Darlene	11/15/2016	19.44
61772	MASCO PETROLEUM	11/15/2016	3,795.94
61773	MICRO COMPUTER SYSTEMS INC	11/15/2016	3,575.09
61774	Molotsky, Daniel Robert	11/15/2016	62.24
61775	OFFICE DEPOT	11/15/2016	74.35
61776	Olson, Rene Joan	11/15/2016	19.44
61777	OLYCAP	11/15/2016	1,935.16
61778	PACIFIC OFFICE EQUIPMENT	11/15/2016	2,686.04
61779	PANE D/AMORE	11/15/2016	15.00
61780	Parker, Jeanette M	11/15/2016	51.84
61781	PENINSULA PEST CONTROL INC	11/15/2016	468.70
61782	PENINSULA AWARDS & TROPHIES	11/15/2016	129.14
61783	PLATT	11/15/2016	276.12
61784	PORT TOWNSEND MUFFLER	11/15/2016	43.60
61785	RIDDER, ANDY	11/15/2016	355.32
61786	Rubenstein, Sarah Margaret	11/15/2016	387.41
61787	Russell, Julie Ann	11/15/2016	241.27
61788	SAFEWAY	11/15/2016	44.64
61789	SCHOLASTIC INC	11/15/2016	133.36
61790	SCHOLASTIC BOOK CLUBS INC	11/15/2016	340.50
61791	SCHOOL HEALTH CONSULTANTS, INC	11/15/2016	4,400.00
61792	Snyder-Johnson, Betsy	11/15/2016	19.44
61793	SOS PRINTING	11/15/2016	115.76
61794	SUPPLYWORKS	11/15/2016	300.80
61795	Taylor, Brad James	11/15/2016	46.44
61796	Thielk, Edward David	11/15/2016	525.00
61797	WALA	11/15/2016	110.00
61798	WASH STATE FERRIES	11/15/2016	578.35
61799	WASWUG ANNUAL CONFERENCE	11/15/2016	275.00
61800	Watson, Kelley	11/15/2016	136.20
61801	Wentzel, Joy Gribko	11/15/2016	729.98
61802	Wenzl, Kathleen Hope	11/15/2016	88.29
61803	WESTSOUND ORTHOPAEDICS PS	11/15/2016	560.00
61804	WHITE, KEITH	11/15/2016	106.73
61805	WSSDA	11/15/2016	12.00
61806	Zamberlin, Nancy J	11/15/2016	113.43

79 Computer Check(s) For a Total of 112,914.38

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 November 28, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$13,767.56. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 10528 through 10543, totaling \$13,767.56

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

Check Nbr	Vendor Name	Check Date	Check Amount
10528	COSTCO	11/15/2016	190.74
10529	DL LOGOS	11/15/2016	226.15
10530	Gambill, Tom George	11/15/2016	44.83
10531	H2O GRAPHICS	11/15/2016	856.09
10532	HENERY HARDWARE	11/15/2016	140.87
10533	JEFF COUNTY PUBLIC HEALTH	11/15/2016	172.00
10534	KING COUNTY DIRECTORS	11/15/2016	171.97
10535	Kruse, Jennifer Kathleen	11/15/2016	333.47
10536	Massie, Samantha G	11/15/2016	16.31
10537	NORTH OLYMPIC FOOTBALL OFFICIA	11/15/2016	635.27
10538	PASSPORTS	11/15/2016	10,000.00
10539	Russell, Julie Ann	11/15/2016	46.51
10540	SAFEWAY	11/15/2016	49.20
10541	SCHOOL DISTRICT #50	11/15/2016	56.27
10542	STEPP, ARI A	11/15/2016	650.00
10543	THE BOILER ROOM	11/15/2016	177.88

16 Computer Check(s) For a Total of 13,767.56

CPI

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 November 28, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$16,587.15. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3324 through 3326, totaling \$16,587.15

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

Check Nbr	Vendor Name	Check Date	Check Amount
3324	CHIMACUM SCH DIST#49-CO-OP TRA	11/15/2016	1,990.18
3325	DOOR PROS INC	11/15/2016	6,343.80
3326	ESD 112	11/15/2016	8,253.17
3	Computer	Check(s) For a Total of	16,587.15



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 November 28, 2016, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$6,700.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3327 through 3327, totaling \$6,700.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
3327	THE ROBINSON COMPANY INC	11/15/2016	6,700.00
1	Computer	Check(s) For a Total of	6,700.00

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of October, 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>733,391.96</u>	Employee Gross
		<u>286,985.36</u>	Employer Contribution
		_____	Payroll Adjustment*
		<u>1,020,377.32</u>	Total Distribution

DIRECTORS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

# Donation of Gift(s) Report

To the Board of the Port Townsend School District:

Date of donation: 11/14/2014

Name of donor: Steve Eng (ENGE)

Mailing address of donor: PO Box 1540  
Port Townsend, WA. 98368

Item(s) donated:

Approximate Value:

1- 6 MAN ELLIOTT  
LIFERAFT

~~11/14/2014~~ 999 \$

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received by: KELLEY WATSON.

C Glubardt

Administrator (Building Principal and/or Superintendent)

8/25/14

# OCEAN K-12

Opportunity,  
Community,  
Experience,  
Academics,  
Navigation



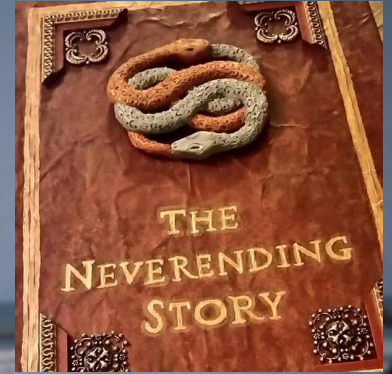
A classroom-supported,  
parent-supported,  
community-involved  
Alternative Learning  
Experience Program\*  
in the Port Townsend School  
District

\* WAC 392-121-182

Port Townsend School Board Report  
November 28, 2016

# Celebrating 2015-2016

- Maritime: Boats, Student-led beach clean-up
- Student Blogs
- OCEAN Play: The Neverending Story
- Expeditionary Learning
- Student Growth Percentiles
- State Audit
- New OCEAN logo, designed by 2016 OCEAN grad, Tanner Matthew



# State Test Scores

Grade levels	SBAC ELA	SBAC Math	MSP Science	Algebra EOC	Geometry EOC	Biology EOC
<b>3-5</b> (avg levels)	<b>3.2</b>	<b>1.5</b>	<b>2.6</b>			
(pass/total)	<b>8/11</b>	<b>0/12</b>	<b>3/7</b>			
<b>6-8</b>	<b>3.3</b>	<b>2.8</b>	<b>3.3</b>			
	<b>17/18</b>	<b>11/18</b>	<b>7/7</b>			
<b>HS</b>	<b>3.2</b>	<b>1.4</b>		<b>1.5</b>	<b>2.3</b>	<b>2.9</b>
	<b>10/11</b>	<b>0/8</b>		<b>3/7</b>	<b>2/10</b>	<b>10/12</b>

# Priority Goals

## Literacy:

- K-8** 75% of students will demonstrate growth on a writing assessment rubric from fall 2016 to spring 2017 in expository and argumentative writing using text-based evidence and Fountas-Pinnell assessments.
- 9-12** Maintain a rate of 90%+ of high school students who meet standard on the ELA SBAC.

## Mathematics:

- K-5** 75% of students will show growth in basic core math skills as demonstrated through classroom and STAR assessments.
- 6-8** 80% of students will show growth in algebraic and geometric skills as demonstrated through text assessments and STAR testing scores.
- 9-12** Students will demonstrate an overall state testing passage rate of over 50% in math EOC and SBAC testing.

# Priority Goals

## MDS/PBL:

Continue and strengthen connections with Maritime Center for the Bravo Team and with the Marine Science Center Educational Programs  
Increase student participation with the NW Watershed Institute's watershed restoration projects

## High School Graduation:

Add Bridge to College Math to complete graduation requirement course offerings within OCEAN  
Improve graduation rates from 4yr/55% & 5-yr 87% to 4-yr/60% & 5-year 90%. (over 5 years' time)

## Attendance:

Continued diligence in monitoring student site-based and remote activities as per the ALE WACs.





# Promoting Leadership

- School Culture
- Teacher Aides
- Earthquake Drill
- Plant-a-Thon Youth Crew Leaders



# Thank You to our Community Partners

NW Maritime Center  
Marine Science Center  
PT Recyclery

Port Townsend YMCA  
PT Arts Commission

NW Watershed Institute  
Port Townsend Film Festival  
Abracadabra

The Rose Theatre  
The Bishop Hotel  
Fort Worden PDA/Centrum

VOICE Board

and many, many individuals



# OCEAN K-12

79 students

72.95  
FTE

(Nov 2016)



2.5 FTE Staff

Director/Teacher

Liz Quayle

Teachers

Daniel Molotsky

+ Robert Kirk

~~~~

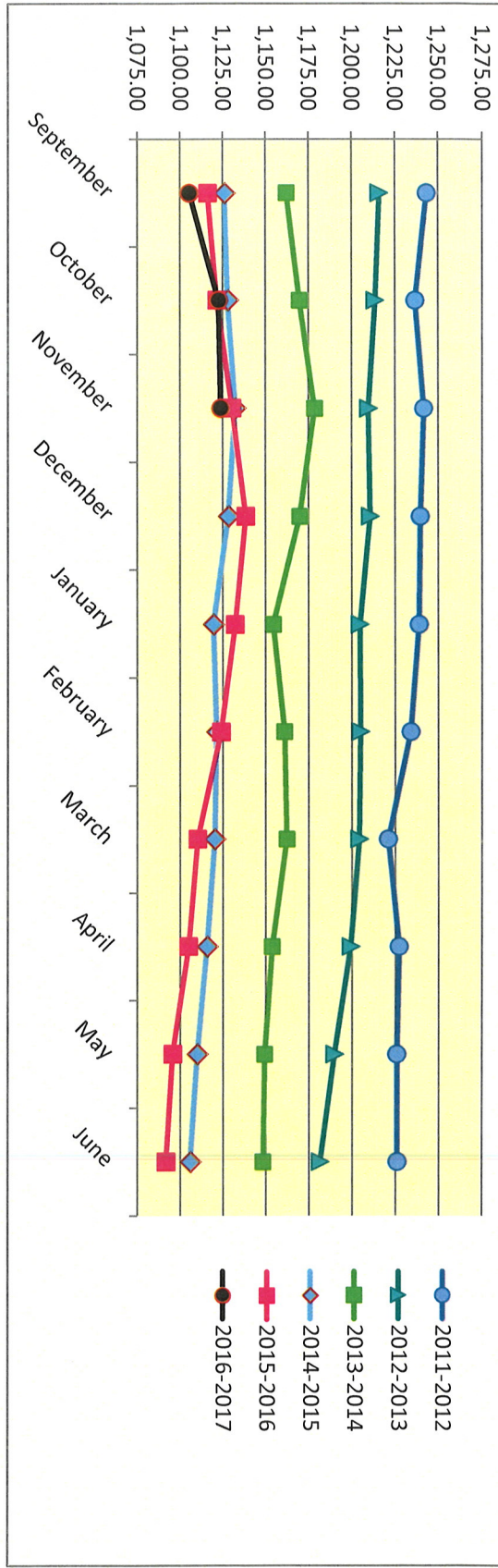
Principal Matthew

Holshouser

[www.ptschools.org/schools/ocean](http://www.ptschools.org/schools/ocean)



# Monthly Full Time Equivalent Enrollment (FTE)

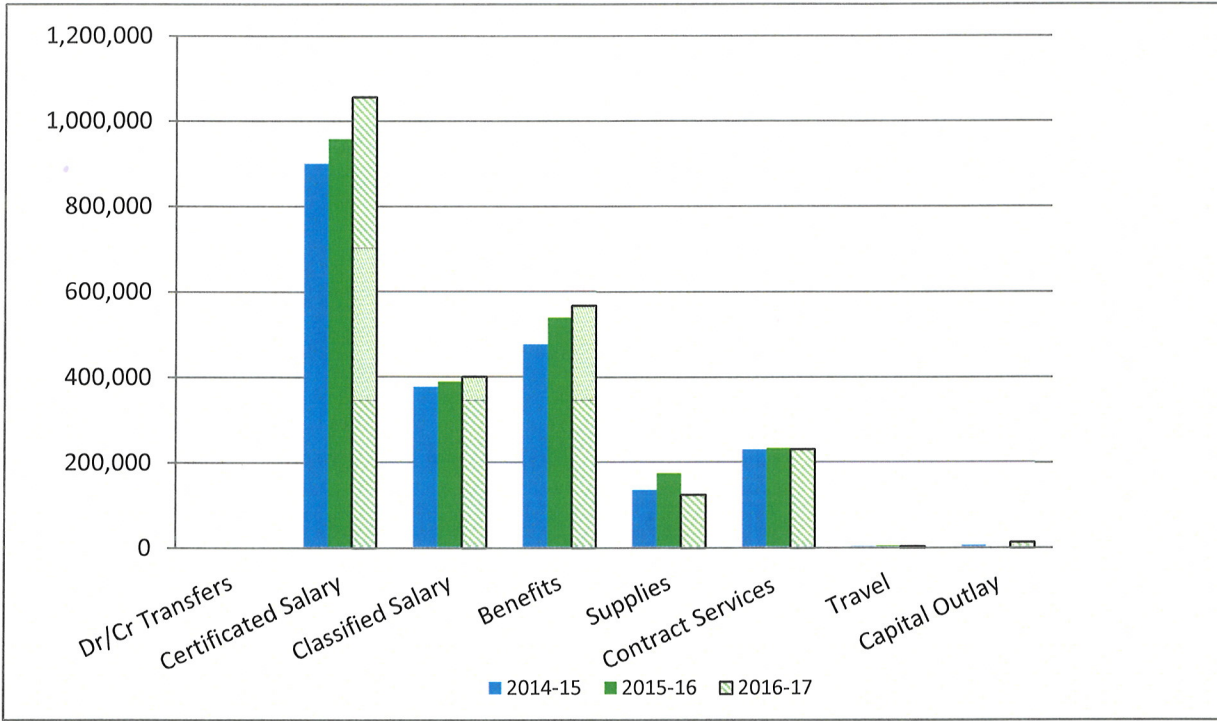


# Fund Summary

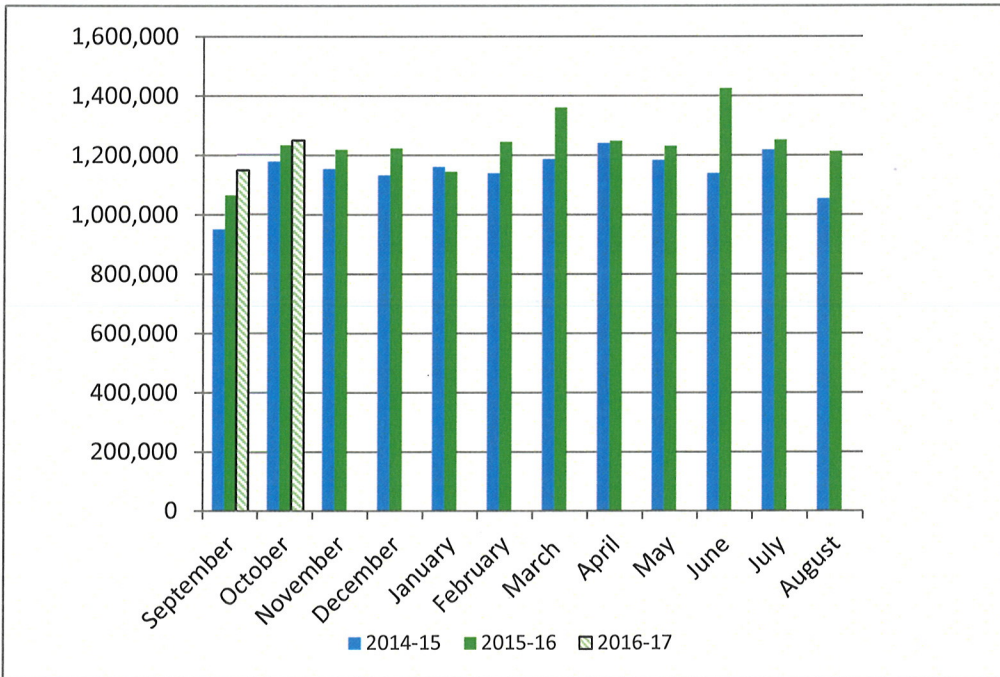
## October 2016

|                                                          | General Fund            | Capital<br>Projects      | Debt<br>Service       | ASB                   | TVF                   |
|----------------------------------------------------------|-------------------------|--------------------------|-----------------------|-----------------------|-----------------------|
| Beginning Fund<br>Balance                                | 750,431                 | 42,188,498               | 127,674               | 328,653               | 299,298               |
| Plus Revenues                                            | <u>3,042,046</u>        | <u>476,700</u>           | <u>1,021</u>          | <u>63,781</u>         | <u>238</u>            |
| Total Resources                                          | 3,792,477               | 42,665,197               | 128,695               | 392,434               | 299,535               |
| Less Expenditures<br>and Operating<br>Transfers Out      | <u>2,401,464</u>        | <u>145,645</u>           | <u>495</u>            | <u>41,168</u>         | <u>598</u>            |
| Ending Fund Balance                                      | <u><u>1,391,013</u></u> | <u><u>42,519,552</u></u> | <u><u>128,201</u></u> | <u><u>351,266</u></u> | <u><u>298,937</u></u> |
| Fund Balance as a %<br>of Budgeted Expend.<br>15,439,226 | 9.01%                   |                          |                       |                       |                       |

**Port Townsend School District**  
 Year to Date Expenditures by Object  
 October 31, 2016  
 \$2,401,464

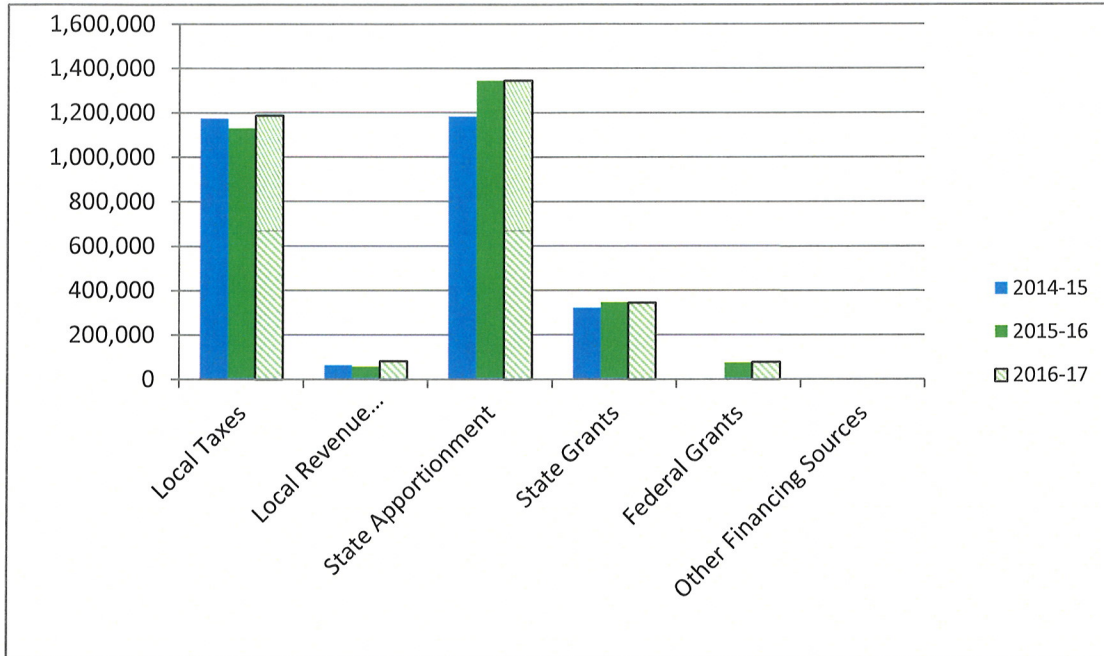


**General Fund Expenditure Comparative**

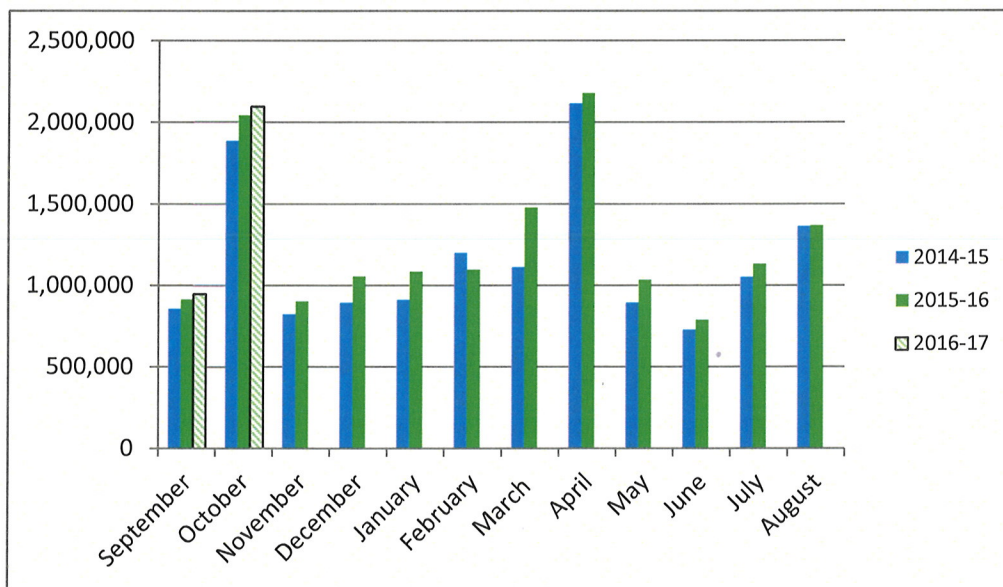


Expenditures as a percentage of budget is 15.55% and we are 16.66% through the year

**Port Townsend School District**  
**Year to Date Revenue by Source**  
**October 31, 2016**  
**\$3,042,046**



**General Fund Revenue Comparison**



Revenues as a percentage of budget is 20.11% and we are 16.66% through the year.



# Current vs Prior Year

## October 31, 2016

|                             | Adopted<br>16-17 Budget | October<br>2016<br>Year To Date | October<br>2015<br>Year To Date | Difference |
|-----------------------------|-------------------------|---------------------------------|---------------------------------|------------|
| <b>Revenues</b>             |                         |                                 |                                 |            |
| Local Tax                   | 3,527,025               | 1,187,895                       | 1,129,400                       | 58,495     |
| Local Non Tax               | 530,225                 | 83,667                          | 56,948                          | 26,718     |
| State General Purpose       | 7,476,001               | 1,345,671                       | 1,344,357                       | 1,313      |
| State Special Purpose       | 2,183,810               | 346,215                         | 346,699                         | (484)      |
| Federal General Purpose     | 0                       | 0                               | 0                               | 0          |
| Federal Special Purpose     | 1,333,391               | 78,598                          | 74,610                          | 3,989      |
| Other Agencies/Sources      | 78,500                  | 0                               | 0                               | 0          |
| Total                       | 15,128,952              | 3,042,046<br>20.11%             | 2,952,015                       | 90,031     |
| <b>Expenditures</b>         |                         |                                 |                                 |            |
| <b>Employee Costs</b>       |                         |                                 |                                 |            |
| Payroll - Certificated      | 6,230,878               | 1,056,330                       | 957,895                         | 98,435     |
| Payroll - Classified        | 2,433,511               | 402,243                         | 388,864                         | 13,379     |
| Payroll - Benefits          | 3,424,949               | 568,078                         | 538,957                         | 29,121     |
|                             | 12,089,338              | 2,026,650                       | 1,885,715                       |            |
| % of overall expend         | 78%                     | 84%                             | 82%                             |            |
| <b>Non Employee Costs</b>   |                         |                                 |                                 |            |
| Supplies                    | 853,281                 | 125,014                         | 174,056                         | (49,042)   |
| Contract Services           | 2,381,306               | 231,733                         | 232,595                         | (862)      |
| Travel                      | 25,301                  | 4,386                           | 4,291                           | 95         |
| Capital Outlay              | 90,000                  | 13,680                          | 0                               | 13,680     |
|                             | 3,349,888               | 374,813                         | 410,942                         |            |
| % of overall expend         | 22%                     | 16%                             | 18%                             |            |
| Total                       | 15,439,226              | 2,401,464                       | 2,296,657                       | 104,807    |
| Revenue less expenditures   | (310,274)               | 640,582                         | 655,358                         | (14,776)   |
| Actual % of budget consumed |                         | 15.55%                          | 15.30%                          |            |

# Highlights

October 31, 2016

|                               | October Revenues | YTD Revenues | October Expenditures | YTD Expenditures |
|-------------------------------|------------------|--------------|----------------------|------------------|
| <b>General Fund</b>           |                  |              |                      |                  |
| Apportionment                 | 649,926          | 1,299,853    |                      |                  |
| Local Tax Collection          | 1,124,932        | 1,187,895    |                      |                  |
| Special Education - State     | 115,849          | 231,698      | 204,020              | 370,826          |
| Extracurricular               |                  |              | 49,410               | 86,486           |
| MDS                           |                  | 0            | 12,252               | 51,861           |
| Food Service                  | 30,279           | 47,855       | 33,048               | 55,835           |
|                               |                  |              |                      |                  |
| <b>Capital Projects</b>       |                  |              |                      |                  |
| Local Tax Collection          | 384,790          | 406,322      |                      |                  |
| Interest Revenue              | 5,421            | 11,377       |                      |                  |
| Local Support Non Tax         | 5,000            | 59,000       |                      |                  |
| Capital Levy Expenditures     |                  |              | 17,101               | 17,101           |
| Bond Expenditures             |                  |              | 128,471              | 128,471          |
|                               |                  |              |                      |                  |
| <b>Debt Service</b>           |                  |              |                      |                  |
| Non-Voted Principal/Interest  | 519              | 1,021        |                      |                  |
|                               |                  |              |                      |                  |
| <b>ASB</b>                    |                  |              |                      |                  |
| General Student Body          | 6,715            | 16,307       | 2,120                | 2,541            |
| Athletics                     | 1,595            | 6,638        | 7,562                | 10,271           |
| Clubs                         | 12,460           | 27,873       | 15,206               | 26,868           |
|                               |                  |              |                      |                  |
| <b>Transportation Vehicle</b> |                  |              |                      |                  |
| Interest                      | 138              | 238          |                      |                  |

**Port Townsend School District**  
Food Service Analysis

|                           | 2012              | 2013              | 2014              | 2015              | 2016              | 2017 YTD         |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| <b>Revenues</b>           |                   |                   |                   |                   |                   |                  |
| State                     | 5,743.88          | 6,025.74          | 5,615.82          | 4,988.84          | 4,902.20          | 444.71           |
| Federal                   | 231,032.01        | 225,159.69        | 226,821.89        | 227,966.94        | 232,508.68        | 19,601.84        |
| Local                     | 114,527.08        | 97,749.74         | 77,001.47         | 75,143.19         | 88,443.93         | 27,808.25        |
| Other (12) Grant (15)     | 21,500.00         |                   |                   |                   | 21,858.05         |                  |
| <b>Total Revenue</b>      | <b>372,802.97</b> | <b>328,935.17</b> | <b>309,439.18</b> | <b>308,098.97</b> | <b>347,712.86</b> | <b>47,854.80</b> |
| <b>Expenditures</b>       |                   |                   |                   |                   |                   |                  |
| Salaries & Benefits       | 239,028.54        | 234,240.79        | 242,204.20        | 261,680.05        | 247,259.87        | 41,643.29        |
| Food/Supplies             | 175,954.81        | 182,030.89        | 149,869.10        | 149,005.33        | 182,812.98        | 11,437.22        |
| Contract Services         | 2,824.63          | 5,215.29          | 11,586.58         | 9,915.23          | 2,639.16          | 557.78           |
| Travel                    | 1,022.72          | 1,115.19          | 419.48            | 1,794.21          | 4,786.59          | -                |
| Capital Purchases         |                   |                   |                   | -                 | 9,050.77          | 2,196.66         |
| <b>Total Expenditures</b> | <b>418,830.70</b> | <b>422,602.16</b> | <b>404,079.36</b> | <b>422,394.82</b> | <b>446,549.37</b> | <b>55,834.95</b> |
| Subsidy                   | (46,027.73)       | (93,666.99)       | (94,640.18)       | (114,295.85)      | (98,836.51)       | (7,980.15)       |

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

**RESOLUTION 16-16**

**A RESOLUTION ADOPTING THE JEFFERSON COUNTY – CITY OF PORT TOWNSEND ALL HAZARDS MITIGATION PLAN (REVISED 2016) FOR PORT TOWNSEND SCHOOL DISTRICT**

WHEREAS, the Disaster Mitigation act of 2000 (44CFR 201.6) (the ACT) requires the development of a Natural Hazards Mitigation Plan as a pre-requisite for pre-disaster and post-disaster Hazard Mitigation Grants, including Natural Hazard Mitigation Planning Grants; and

WHEREAS, in 2010 the Jefferson County Department of Emergency Management, on behalf of Jefferson County, the City of Port Townsend and eighteen other Special Purpose Districts coordinated development of a multi-district Hazard Mitigation Plan (Plan) and submitted the adopted Plan to the Federal Emergency Management Agency (FEMA) for approval per the Act, and

WHEREAS, FEMA determined that the submitted 2010 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; and

WHEREAS, it is concluded that the *Jefferson County – City of Port Townsend All Hazards Mitigation Plan (Revised 2016)* is necessary and in the public interest:

NOW, THEREFORE BE IT RESOLVED that the Jefferson County – City of Port Townsend All Hazards Mitigation Plan (Revised 2016) is hereby adopted as the official hazards mitigation plan for the Port Townsend School District No. 50, and repeals and replaces the plan adopted by Resolution 10-12 adopted June 28, 2010.

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at an open public meeting held November 28, 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

LEARNING THROUGH A SENSE OF PLACE

**Superintendent**  
Dr. John A. Polm, Jr.

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

### MEMORANDUM

**DATE:** November 28, 2016  
**TO:** School Board  
**FROM:** John Polm, Jr., Superintendent; Scott Wilson, Emergency Operations Coordinator  
**SUBJECT:** National Hazard Mitigation Plan

Since 2003, the City of Port Townsend has systematically updated public infrastructure – in terms of seismic retrofitting and physical restoration – to improve the survivability of citizens who reside or use those structures. Among those structures are the city's main fire station, the two city hall buildings, the historic Carnegie library, the police station, various downtown areas, and the water distribution facility.

Although this work has been vital, there are still areas to be addressed and there is still the real possibility that a high magnitude earthquake can occur, leaving the community with more needs than providing a structure for shelter. Geographically speaking, Port Townsend and the surrounding communities are at risk of serious isolation on the Olympic Peninsula. The City of Port Townsend and Jefferson County will likely become a refugee zone for an indefinite amount of time. Highways and bridges will be compromised, the power grid can cease to function, and property will be damaged.

Adoption of the newly revised Natural Hazard Mitigation Plan will help mitigate the effects of a natural disaster, in part, by:

- Making structures and property more resilient during such disasters
- Educating the public about procedures and available assistance
- Providing citizens support and tools needed for survival and safety
- Encouragement of both public and private partnerships to assist in reaching plan goals
- Endorse revision of the proposed YMCA facility to be built on Port Townsend School District property and designate it as an "Essential Facility."

To support the goals of the plan, the City of Port Townsend, the Port Townsend School District, the Jefferson County Public Hospital District No. 2 (Jefferson Healthcare), and the YMCA have formed a partnership and pledged to contribute assets to establish a Port Townsend Resiliency Center to assist the community to prepare for and survive a natural disaster.

It is our recommendation that the Port Townsend School Board adopt the resolution for the revised Hazard Mitigation Plan for the Port Townsend School District.

## MANAGEMENT SUPPORT

### Allowable Costs for Federal Programs

Expenditures under federal programs are governed by the Federal Cost Principles contained in 2 CFR Part 200 Subpart E – Cost Principles. The district is committed to ensuring that costs claimed under Federal awards follow these cost principles as well as any special terms and conditions contained in the award. Additionally, as a grantee, the district is required to follow the more restrictive of the federal, state, and district policies.

When applying these cost principles, the district will:

- Maintain responsibility for the efficient and effective administration of the Federal award through the application of sound management practices;
- Assume responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives and the terms and conditions of the federal award; and
- Apply accounting practices that are consistent with the cost principles, support the accumulation of costs as required by the principles, and provide for adequate documentation to support costs charged to the federal award.

The district will maintain a system of internal controls over federal expenditures to provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the above referenced cost principles. Those controls will meet the following general criteria:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the district;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles;
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period; and
- Be adequately documented.

Cross References: 1610 – Conflicts of Interest  
6101 – Federal Cash and Financial Management  
6210 – Purchasing: Authorization and Control  
6220 - Bid Requirements  
6801 – Capital Assets/Theft-Sensitive Assets

Legal References: 2 CFR Part 200, Subpart E

Management  
Resources: 2015 – December Issue

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

PORT TOWNSEND SCHOOL DISTRICT NO. 50

## MANAGEMENT SUPPORT

### Federal Cash and Financial Management

The district's financial management system and records will be sufficient for preparing required reports and for tracing expenditures to a level that establishes funds have been used according to federal statutes, regulations, and the terms and conditions of the federal award. This is in addition to maintaining a system of funds and accounts in accordance with state law and the accounting manual (Policy 6020).

The district's financial management system will:

- Identify all federal awards received and expended, including specific information pertaining to the award: federal program name; CFDA title and number; identification number and year; and name of federal and any pass-through agency.
- Provide for accurate, current, and complete disclosure of the results of each federal award in accordance with reporting requirements.
- Include records and supporting documentation that identify the source and application of funds for federally funded activities, including authorizations, obligations, unobligated balances, expenditures, assets, income and interest.
- Enable the district to maintain effective internal controls to ensure accountability and proper safeguarding and use of all funds, property and other assets (for example, adequate segregation of duties).
- Provide a comparison of expenditures with budget amounts for each federal award.

In order for the district to comply with federal regulations for grant recipients, the superintendent will implement written procedures for 1) cash management; and 2) determining the allowability of costs in accordance with Cost Principles and the federal award terms and conditions.

Cross References:     6020 – System of Funds and Accounts  
                              6100 – Revenues from Local, State and Federal Sources

Legal References:     Code of Federal Regulations (CFR), Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*, Sections §200.302 and §200.305  
                              Cash Management Improvement Act of 1990

Management  
Resources:             2015 – October Issue

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