

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**

**Regular School Board Meeting, 6:00 p.m.**

**December 8, 2014**

***"Discover the Power of Learning"***

**Mission:**

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

**01. Location/Time**

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

**02. Call to Order**

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- 02.01 Roll Call
- 02.02 Pledge of Allegiance

**03. Awards and Recognitions – Superintendent Engle**

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- 03.01 Shining Star Award
- 03.02 Retirement Recognition

**04. Agenda**

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- 04.01 Agenda Approval

**05. Reorganization of Board**

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- 05.01 Call for Nominations for Board Chair – Board Secretary David Engle
- 05.02 Election of Board Chair
- 05.03 Election of Other Officers – Board Chair
  - 05.030 Vice-Chair

**06. Public Comments**

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**07. Correspondence**

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- 07.01 Letter from Port Townsend Music Boosters

**08. Approval of Minutes**

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- 08.01 Minutes of the November 24, 2014 Regular Board Meeting

**09. Consent Agenda**

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- 09.01 Consent Agenda Approval
- 09.02 Approval of Personnel Action
  - 09.020 Recommend Jessica Winsheimer as 6 hr./day Grant Street Elementary Secretary, effective January 7, 2015
  - 09.021 Recommend Ian Fraser as High School Track Coach, effective the 2014-15 school year
- 09.03 Approval of Financial Reports
  - 09.030 Accounts Payable as of December 8, 2014
  - 09.031 Payroll – November, 2014

**10. Reports**

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- 10.01 Blue Heron Assessment Report – Principal Lashinsky
- 10.02 Superintendent
  - 10.020 Calendar of Events
  - 10.021 Levy Resolution Discussion
- 10.03 Business Manager
  - 10.030 Financial Summary
  - 10.031 November Budget Status
  - 10.032 Review of Policy 6022 – Minimum Fund Balance

#### **11. Unfinished Business**

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#### **12. New Business**

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- 12.01 WSSDA Legislative Priorities
- 12.02 WSSDA Do's and Don'ts of School Elections

#### **13. Board Member Announcements/Suggestions for Future Meetings**

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#### **14. Next Meeting**

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- 14.01 January 12, 2015, Board Retreat, 1610 Blaine St., Room S-11, 4:00 – 6:00 p.m.
- 14.02 January 12, 2015, Work/Study Meeting, 1610 Blaine St., Room S-11, 6:00 p.m.

#### **15. Executive Session – (if necessary)**

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#### **16. Adjournment**

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November 24<sup>th</sup>, 20014

Port Townsend Board of Education,

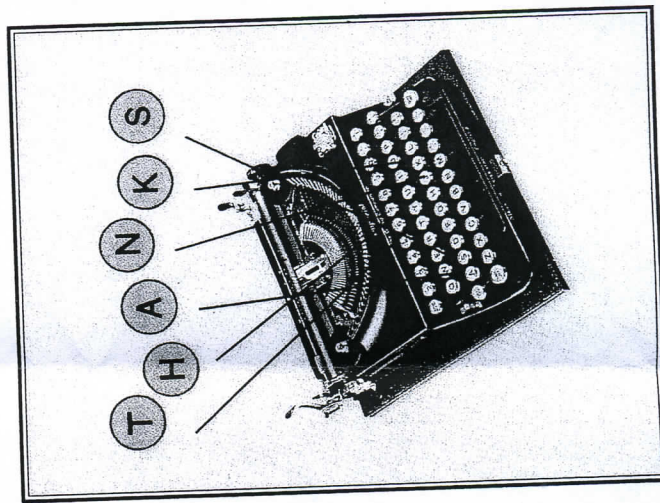
At our last Port Townsend Music Boosters meeting we discussed the positive steps we see happening at Blue Heron Middle School, in particular the expanding of the master schedule to allow for more music offerings. We feel like these are great steps in the right direction and applaud the addition of choir and world music classes this school year. We know that these classes will benefit many additional students.

Included is a copy of our personal thank you note to Dr. Diane Lashinsky, Principal at Blue Heron Middle School which was delivered to her last week.

Sincerely,

Port Townsend Music Boosters

Dr. Lashinsky



Thank You!

Dr. Lashinsky,

Thanks for expanding  
the master schedule at  
Blue Heron to allow for  
more opportunities to be  
created for the kids!

Mrs. Frederickson  
Music Boosters

Board Chair Holley Carlson called the meeting to order at 6:00 p.m. Present: Holley Carlson, Pam Daly, Nathanael O'Hara, Jennifer James-Wilson, and Keith White. Also present were Superintendent Engle, staff, and community members.

Nathanael O'Hara led the Pledge of Allegiance

#### Agenda Approval

Pam Daly moved to approve the agenda. Nathanael O'Hara seconded and the motion carried 5-0.

#### Awards and Recognitions

Superintendent Engle presented a Shining Star Award to Chris Hanson, Hanson Electric, for his assistance with the installation of the new phone system this summer. Dr. Engle presented a certificate of appreciation to Kris Mayer for her help with the high school library comprehensive upgrade, and a certificate of recognition to Ryan Clarke for placing first in the State 1A Cross Country meet.

#### Public Comments – None

#### Correspondence – None

#### Approval of Minutes

The following minutes were brought for approval:

- October 13, 2014, Special Board Meeting. Pam Daly moved to approve the minutes. Jennifer James-Wilson seconded and the motion carried 5-0.
- October 27, 2014, Regular Board Meeting. Mr. O'Hara moved to approve the minutes. Keith White seconded and the motion carried 5-0.
- November 10, Work/Study Meeting. Mr. O'Hara moved to approve the minutes. Mr. White seconded and the motion carried 5-0.

#### Consent Agenda

Ms. James-Wilson moved to approve the consent agenda. Mr. O'Hara seconded and the motion carried 5-0. Included on the Consent Agenda were: 1) Approval of Accounts Payable as of November 24, 2014; 2) Payroll for October, 2014; 3)

Hires:

Lisa Minnihan for the 5 Hr/Day Paraeducator position, one year only, at Grant Street Elementary, effective November 3, 2014

Tara Clanton for the 6.17 Hr/Day Paraeducator position, one year only, at Grant Street Elementary, effective November 3, 2014

Henry Fly for the 2 Hr/Day Technology Assistant position, effective the 2014-15 school year

Nicholas Favicchio for the 6.0 Hr/Day Paraeducator position, leave replacement, at Grant Street Elementary, effective November 10, 2014

Douglas Breithaupt for the Blue Heron Boys' Basketball Coach position, effective the 2014-15 school year

Nick Snyder as High School Assistant Wrestling Coach, effective the 2014-15 school year

Transfers:	Lisa Anderson, 6 Hr/Day Grant Street Elementary Secretary transfer to 8 Hr/Day High School Attendance Secretary, effective January 7, 2015
Leaves:	Approve medical leave of absence for Sara Halton, Speech/Language Pathologist, April 2015 (specific date to be determined) through the end of the 2014- 15 school year Approve extension of medical leave of absence for Susan Doyle for the remainder of the 2014-15 school year
Resignations/Retirements	Accept resignation of Scott Ricardo, .8 FTE High School PE Teacher, effective August 31, 2015 Accept resignation of Dustin Johnson, High School Head Track Coach, effective immediately
Donations	Accept donation of \$1,667.00 from Port Townsend Publishing Company to Port Townsend High School Football Accept donation of \$690.00 from Jeanie Glaspell for Kindergarten scholarships at Grant Street Elementary

### Reports

#### School/City Library Collaboration – Ann Healy-Raymond and Kris Mayer

Kris Mayer explained that the District received a grant from the Paul Allen Foundation in 2012, which has been used to form a collaboration with the Port Townsend City Library. To date, this grant has been used to remodel the High School library space, conduct collection weeding, improve materials and technology, and in general encourage the libraries to be centers of learning. Ms. Healy-Raymond reported on some of the classes she has been conducting at each of the schools to help students learn how to take advantage of the resources at the libraries. Discussion followed.

#### OCEAN (Opportunity, Community, Experience, Academics, Navigation) Assessment Report

Liz Quayle, OCEAN teacher, explained that OCEAN is an independent study, contract-based program for students in grades K-12. Ms. Quayle presented assessment scores from last spring for OCEAN students, explained this year the goal is to improve math scores, and the strategies that will be used to meet that goal.

#### Superintendent

Superintendent Engle shared some articles from the publication Education Week, including:

- Use of Chromebooks in schools
- Smarter Balanced assessment tests will require students to have increased keyboarding skills
- Communicate to the community how the state assessment tests are changing
- Challenges in finding quality administrators and teachers when vacancies occur, especially in rural schools

Dr. Engle also explained the changes to Policy and Procedure 2161-Special Education and Related Services for Eligible Students.

#### Business Manager

Business Manager Sara Bonneville presented an October, 2014 budget status report, and a financial summary for all funds. Cameras on buses were discussed.

### Action Items

#### Approval of Resolution 14-17 – Levy

Board Chair Carlson read Page 1 of the resolution and summarized the other pages. Ms. James-Wilson moved to approve Resolution 14-17. Mr. O'Hara seconded. It was decided to delete the words "long range" on Page 3 under Section 5 – Form of Ballot Title, and insert the word "enrichment." Ms. James-Wilson amended her motion to approve Resolution 14-17 with that correction. Mr. O'Hara seconded and the motion carried 5-0. Ms. Bonneville presented a fact sheet about the levy. Discussion followed.

#### Approval of Resolution 14-18 – Blue Heron Bike Shelter Project

Board Chair Carlson read Resolution 14-18. Ms. Daly moved to approve Resolution 14-18. Ms. James-Wilson seconded and the motion carried 5-0.

### Curriculum Adoption

Ms. James-Wilson moved to adopt the books Longitude, by Dava Sobel, Walker Publishing, 1995, and The Boys in the Boat, by Daniel James Brown, Penguin Group, 2013, for English 11 and 12. Mr. O'Hara seconded and the motion carried 5-0.

#### Approval of Policy 2161 – Special Education and Related Services for Eligible Students

Ms. James-Wilson moved to approve Policy 2161. Mr. White seconded and the motion carried 5-0.

### Unfinished Business

A Board retreat was planned for Monday, January 12, 2014 from 4-6 p.m., 1610 Blaine St., Room S-11.

### New Business

#### Reorganization of Board Committee Representatives

The Board agreed by consensus to the following assignments:

Instructional Materials Committee:	Holley Carlson, Keith White
Wellness Committee:	Jennifer James-Wilson, Pam Daly
Finance Committee:	Nathanael O'Hara, Keith White
Technology Committee:	None
Facilities and Long-Range Planning:	Nathanael O'Hara, Jennifer James-Wilson
Policy Review:	Jennifer James-Wilson, Pam Daly
Legislative Representative:	Keith White, Pam Daly
Accounts Payable Review:	Nathanael O'Hara

#### Board Member Announcements/Suggestions for Future Meetings

Ms. James-Wilson suggested the levy fact sheet show what percentage of the District's budget the levy constitutes. Discussion followed. The presentation from the WSSDA (Washington State School Directors' Association) conference about running a school election will be put on the December 8, 2014 agenda for discussion. The Board discussed the WSSDA conference held on November 19-22, 2014 and their presentation at that conference.

Next Meeting: Regular Meeting, December 8, 2014, 1610 Blaine St., Room S-11, 6 pm.

Adjournment: The meeting was adjourned by consensus at 9:02 p.m.

Respectfully submitted,

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David Engle, Secretary

ATTEST: \_\_\_\_\_  
Holley Carlson, Board Chair



# GRANT STREET ELEMENTARY

PORT TOWNSEND SCHOOL DISTRICT NO. 50

1637 Grant Street, Port Townsend, WA 98368

Main Office 360. 379.4535, Fax 801.845.0317 Mary S. Sepler, Principal

November 25, 2014

Dear Dr. Engle,

It is with pleasure I recommend Jess Winsheimer for the 6-hour school secretary position at Grant Street Elementary School.

Jess has worked for Jefferson County Parks and Recreation for the past 4 years and is described by Chris Macklin, the Assistant Manager, as "The Face of the Rec Center". She is approachable, highly organized and intelligent.

Jess brings a strong technology skill set to our office as well as the ability to be a creative problem solver and developer of community resources. In addition, Jess has strong interpersonal skills and a proven track record of being a team player and inspirational leader as needed.

We were fortunate to have many strong candidates for this important position, but the hiring committee unanimously chose Jess as our number one candidate. The committee members joining me were Molly O'Brien, Sheri Shaw, Ruth Williams, Vickie Lowrie and Laurie McGinnis.

The position begins January 7<sup>th</sup>, 2015.

Sincerely,

Mary Sepler  
Principal, Grant Street



1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal Scott Wilson, Assistant Principal

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: Ian Fraser: Track and Field

Date: November 25, 2014

Dr. Engle and Members of the School Board,

After reviewing his application and conducting the subsequent interview, I, Scott Wilson, recommend Ian Fraser for the position of head Track and Field coach at Port Townsend High School.

Ian is currently our assistant track coach and has the passion and knowledge to help the sport grow at Port Townsend High School.

Sincerely,

Scott Wilson

CC: Lysa Falge, Assistant Athletic Director



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 December 8, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$13,561.66. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 9944 through 9955, totaling \$13,561.66

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

Check Nbr	Vendor Name	Check Date	Check Amount
9944	BANK OF AMERICA VISA	11/26/2014	4,330.86
9945	CUSTOMINK LLC	11/26/2014	533.94
9946	DAIRY FRESH FARMS INC	11/26/2014	143.99
9947	DL LOGOS	11/26/2014	1,397.67
9948	FORT WORDEN STATE PARK	11/26/2014	545.00
9949	H2O GRAPHICS	11/26/2014	765.03
9950	Hammer, Kirsten	11/26/2014	60.00
9951	HOLLY'S FLOWERS	11/26/2014	185.30
9952	NORTH OLYMPIC FOOTBALL OFFICIALS	11/26/2014	2,598.49
9953	OLYMPIC LEAGUE	11/26/2014	1,598.36
9954	SAFEWAY	11/26/2014	51.67
9955	WALSWORTH PUBLISHING CO	11/26/2014	1,351.35
12	Computer	Check(s) For a Total of	13,561.66



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As of December 8, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$89,863.64. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3214 through 3215, totaling \$89,863.64

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
3214	Hanson Electric	11/26/2014	3,170.82
3215	KING COUNTY DIRECTORS	11/26/2014	86,692.82

2	Computer	Check(s) For a Total of	89,863.64
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The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of December 8, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$76,632.47. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 58115 through 58155, totaling \$76,632.47

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

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

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

Check Nbr	Vendor Name	Check Date	Check Amount
58115	Agnew, Angela	11/26/2014	700.00
58116	BANK OF AMERICA VISA	11/26/2014	19,029.48
58117	BAY CITY SUPPLY	11/26/2014	485.36
58118	CANON FINANCIAL SERVICES INC	11/26/2014	207.07
58119	Chao, Jeanne	11/26/2014	31.58
58120	CHIMACUM SCH DIST#49-CO-OP TRA	11/26/2014	10,905.59
58121	DATAMATION SYSTEMS INC	11/26/2014	2,084.98
58122	EDENSAW WOODS	11/26/2014	711.50
58123	ESD 114	11/26/2014	50.00
58124	FOLLETT LIBRARY RESOURCES	11/26/2014	344.34
58125	FOOD CO-OP	11/26/2014	94.66
58126	Goff, Robert Galen	11/26/2014	8.62
58127	GOOD TO GO	11/26/2014	6.50
58128	HENDRICKSON ASSOCIATES LLC	11/26/2014	215.82
58129	INTERSTATE ALL BATTERY CENTER	11/26/2014	206.56
58130	JEFF CO CHAMBER OF COMMERCE	11/26/2014	275.00
58131	JW PEPPER & SON INC	11/26/2014	246.34
58132	Kane, Patrick J	11/26/2014	474.48
58133	Kienle, Michelle Joan	11/26/2014	9.00
58134	KING COUNTY DIRECTORS	11/26/2014	1,836.68
58135	KROGER - QFC CUSTOMER CHARGES	11/26/2014	93.42
58136	Minnihan, Shannon Dee	11/26/2014	16.13
58137	NASCO	11/26/2014	188.05
58138	OLYMPIC PENINSULA CONSULTANTS	11/26/2014	75.00
58139	OSPI	11/26/2014	2,069.03
58140	POSTAGE BY PHONE RESERVE ACCOU	11/26/2014	1,025.00
58141	PROJECT LEAD THE WAY INC	11/26/2014	321.55
58142	PUBLIC UTILITY DISTRICT	11/26/2014	17,880.74
58143	Range, Patricia Bridget	11/26/2014	9.00
58144	Rubenstein, Sarah Margaret	11/26/2014	217.99
58145	SEATTLE MARINE & FISHING SUPPL	11/26/2014	490.17
58146	Service Alternatives, Inc.	11/26/2014	1,599.00
58147	TACOMA COMM COLLEGE	11/26/2014	606.54

Check Nbr	Vendor Name	Check Date	Check Amount
58148	Tiger Direct (dot) Com	11/26/2014	11,248.00
58149	UNIVERSITY OF TORONTO PRESS	11/26/2014	803.62
58150	VANBEUZEKOM, ERIC MILES	11/26/2014	1,000.00
58151	WARDS	11/26/2014	518.36
58152	Watson, Kelley	11/26/2014	411.63
58153	Wentzel, Joy Gribko	11/26/2014	101.28
58154	WESTBAY AUTO PARTS	11/26/2014	4.13
58155	Wilson, Scott Randall	11/26/2014	30.27
41	Computer	Check(s) For a Total of	76,632.47

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of November, 2014

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 \$ 678,182.16 Employee Gross

249,015.51 Employer Contribution

\_\_\_\_\_  
Payroll Adjustment\*

927,197.67 Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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

## **Blue Heron Improvement Plan – Categories, Goals, and Tasks:**

### **Using data, focus on student growth, align curriculum and instruction**

1. The Principal maintains our focus to use student performance data to guide our instruction and program decisions.
  - a. Principal will ensure that all teaching staff know how to utilize STAR data as part of their instructional practice.
  - b. Principal will guide the professional development of all teachers in effective use of formative assessment and data for instruction. (\$)
- 4a. Standards-aligned instruction and assessments are implemented horizontally and vertically within and across grades and subject areas.
  - a. Teachers design and /or use curriculum aligned to CCSS, NGSS, National/state standards (\$)
  - b. Continue evaluation of our curriculum resources, pacing guides, and assessments in math and literacy to ensure student data are reliable indicators to direct teaching and interventions. (\$)
  - c. Implement Read 180 to address closing reading achievement gap. (\$)
- 5a. Teachers regularly collect data during the school year to assess student progress (growth) for the purpose of modifying classroom instruction, providing targeted interventions, and using our collaboration time effectively. (T1SW #8)
  - a. BLT will set learning goals for 2014-15
  - b. Implement STAR testing at least 3 times a year for all students in math and reading. BLT will review data after 2nd testing cycle to evaluate how we are progressing toward meeting our learning goals.
  - c. Monitor Read 180 data and share in grade level teams.
  - d. Ongoing use of classroom-based assessments to inform instructional decisions.

### **Time and collaboration**

2. Provide time and opportunity for all staff to participate in professional development that's tied to our instructional focus areas, learning goals, and school improvement plan. (T1SW #4)
  - a. Ensure professional learning aligns with school improvement goals and addresses specific needs of teacher teams to engage students and affect student growth.
  - b. Pilot new JUMP math instructional materials aligned to CCSS for grades 4 and 5. Provide professional development and math coach to support teachers as they implement new program. (\$)
  - c. Adopt Read 180 and provide professional development and reading coach to support teachers as they implement this new intervention program. (\$)
  - d. Continue ongoing improvement of literacy resources, classroom support, and instructional strategies for all instructional staff. (\$)
  - e. Ensure classified instructional staff receive training in new reading and math instructional materials. (\$)
  - f. Use student growth data to monitor effective teaching strategies.
- 5c. Use collaboration time to identify students in need of intervention and develop plans to meet the needs of each student who requires additional support or enhanced learning. (T1SW #9)
  - a. Teams review assessment results and decide which students would benefit from intervention.

- b. Pilot a flexible math support model for elementary students. (\$)
- c. Implement revised procedures for working with highly capable students.
- d. Schedule weekly SOC and CARE Team meetings as part of our intervention and referral process. Align SOC-Care Team process, formalize expectations before a child comes to CARE team and monitor/sustain protocol for drafting a student action plan at CARE team.

### **Parent and community involvement**

3. Create opportunities to work with members of the community for purposes related to student learning, to inspire and guide the vision of our school, and to ensure staff and students are engaged in satisfying and meaningful work. (T1SW #6)

- a. Schedule collaboration time for teachers and instructional teams, which is aligned with our priority school goals and focuses on engaging learning experiences for all students.
- b. Spring of 2015 - consider daily schedule designs that provide time for classified and certificated teaching staff to have meaningful, regular collaboration.
- c. Work with MDS Director to identify community members who can partner with teachers in support of classroom-based projects

7. Maintain updated key documents and communicate these to parents and community to strengthen our stakeholder relationships and build a common vision for our school's future.

- a. In transitioning to T1 Schoolwide, update all school wide documents such as Parent Compact, Parent Involvement Policy and Procedures, homework guidelines, classroom visit procedures, parent-teacher conferences, etc.

### **Transitions**

5b. Address developmental needs during important transitions that occur during grades 4 - 8, including moving from 3rd to 4th grade, 5th to 6th grade, and 8th to 9th grade so that students are prepared for what lies ahead in their (school) future. (T1SW #7)

- a. Collaborate with high school principal and counselors to improve transition activities from 8th - 9th grade.
- b. Increase collaboration among 5th/6th grade instructional teams to improve transition for students moving from elementary to middle years. Develop and implement transition activities within and beyond CREW class.
- c. Collaborate with Grant Street principal and counselor to implement transition activities for incoming 4th graders.
- d. Include parents in transition process across grade levels.

### **Social-emotional learning**

6. All staff members will model, teach, and reinforce social and emotional competencies (using P4K concepts and language), to impact the quality of social relationships and promote a positive school climate.

- a. Ensure training for all certificated and classified staff, so everyone participates in creating the common language and culture in our school. (\$)
- b. Implement Peace4Kids Tier 1 in all grade levels (at least six lessons this year)
- c. Review and revise school tiers of behavior intervention and discipline procedures/practices as part of Peace4Kids implementation. (\$)
- d. Collect Student of Concern (SOC) data and monitor changes in classroom student behaviors that correspond to academic success.

**Blue Heron School**  
**7-Year MSP Data 2008-2014:**

<b>Math - % ALL Students who Met Standard (MSP)</b>							
<b>Grades →</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>8<sup>TH</sup> EOC</b>
2013-14		45.3	60.0	68.7	59.2	48.8	100.00
<b>2012-13</b>	56.3	55.2	59.5	53.6	77.8	63.5	95.1
<b>2011-2012</b>	62.2	53.9	52.6	62.1	56.8	59.4	100.0
<b>2010-2011</b>	59.6	52.9	64.1	56.1	67.3	56.6	
<b>2009-2010</b>	41.6	48.5	48.6	48.5	64.9	54.5	
<b>2008-2009</b>	72.2	49.5	56.4	49.0	44.9	54.0	

<b>Math - % Special Education Students who Met Standard (MSP)</b>						
<b>Grades →</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>2013-14</b>		11.1	11.1	8.3	25.0	20.0
<b>2012-13</b>	21.4	16.7	0.0	14.3		0.0
<b>2011-2012</b>	14.3		20.0	21.4	0.0	11.8
<b>2010-2011</b>	7.7		21.4	0.0	5.9	0.0
<b>2009-2010</b>	18.2	7.1	7.1	5.6	13.3	0.0
<b>2008-2009</b>	36.4	20.0	10.0	0.0	12.5	

<b>Reading - % ALL Students who Met Standard (MSP)</b>						
<b>Grades →</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>2013-14</b>		56.3	74.7	76.1	68.4	89.2
<b>2012-13</b>	66.7	75.9	78.4	80.7	87.7	74.1
<b>2011-2012</b>	71.4	77.6	64.1	74.7	73.2	59.4
<b>2010-2011</b>	76.4	71.4	76.1	75.7	55.3	74.5
<b>2009-2010</b>	72.4	73.7	69.8	60.4	70.4	75.9
<b>2008-2009</b>	72.2	75.7	76.8	71.0	56.8	71.8

7-Year MSP Data 2008-2014:

Reading - % Special Education Students who Met Standard (MSP)						
	3	4	5	6	7	8
2013-14		11.1	11.1	25.0	25.0	60.0
2012-13	14.3	41.7	18.2	21.4		30.0
2011-2012	21.4		20.0	21.4	30.0	11.8
2010-2011	15.4		28.6	22.2	23.5	20.0
2009-2010	18.2	42.9	42.9	11.1	13.3	21.1
2008-2009	45.5	53.3	20.0	0.0	6.3	

Writing - % ALL Students who Met Standard (MSP)						
Grades →	3	4	5	6	7	8
2013-14		59.4			64.5	
2012-13		58.1			86.4	
2011-2012		67.7			66.4	
2010-2011		59.2			68.3	
2009-2010		58.2			79.4	
2008-2009		57.7			66.9	

<u>4<sup>th</sup> grade SPED Writing:</u>	2013-14	33.3%	2012-13	41.7%	2009-10	21.4%
	2008-09	13.3%	2010-11 and 2011-12		no scores	
<u>7<sup>th</sup> grade SPED Writing:</u>	2013-14	56.0%	2012-13	no scores	2011-12	23.8%
	2010-11	11.8%	2009-10	26.7%	2008-09	6.3%



7-Year MSP Data 2008-2014:

Science - % ALL Students who Met Standard (MSP)						
Grades →	3	4	5	6	7	8
<b>2013-14</b>			73.7			81.9
<b>2012-13</b>			67.6			76.7
<b>2011-2012</b>			69.2			62.9
<b>2010-2011</b>			65.2			61.3
<b>2009-2010</b>			34.0			61.7
<b>2008-2009</b>			48.2			53.0

<u>5<sup>th</sup> grade SPED science:</u>	2013-14	22.0%	2012-13	27.3%	2011-12	26.7%
	2010-11	28.6 %	2008-09 and 2009-10		0.0% both years	
<u>8<sup>th</sup> grade SPED science:</u>	2013-14	20.0%	2012-13	35.0%	2011-12	31.3%
	2010-11	20.0 %	2009-10	11.1%	2008-09	no scores

PORT TOWNSEND SCHOOL DISTRICT NO 50  
CALENDAR OF EVENTS  
December 9, 2014 – January 12, 2015

December 9	7/8 Grade Band/Choir Concert, BH, 7:00 p.m. Grant Street PTA Meeting, 6:30 p.m.
December 10	HS Band Concert, 7:00 p.m. 2 Hr. Early Release, all schools
December 11	Tech Committee, 3:30 p.m., CoLab Blue Heron Parent Forum, 6 – 7:30 p.m. Parent Financial Aid Night, HS Library, 5:30 p.m.
December 12	Grant Street PTA Craft Night, 6 p.m.
December 16	Policy Review Committee, 3:30 p.m., Room S-11 (Jennifer and Pam) 5/6 Grade Band Concert, BH, 6:30 p.m.
December 17	2 Hr. Early Release, all schools
December 18	IMC Meeting, 3:30 p.m. Room S-11 (Holley and Keith)
Dec 22 thru Jan 2	Winter Break
January 7	2 Hr. Early Release, all schools
January 9	GS PTA Family Movie Night, 6 p.m.
January 12	School Board Retreat, 4-6 p.m. School Board Work/Study Meeting, 6 p.m.

# Port Townsend School District

## Monthly Financial Report to Board

December 7, 2014

- November 2014 Preliminary Financial Reports
  - Financial Summary - Net Assets
  - Revenue, Expenditure & Fund Balance
  - General Fund Comparison to Prior Year
- Fund Balance Policy Review

## Financial Summary

**2014-2015**

as of: **November 30, 2014** (Preliminary month end)

<b><u>NET ASSETS</u></b>	<b><u>General Fund</u></b>	<b><u>Capital Proj Fund</u></b>	<b><u>Debt Svc Fund</u></b>	<b><u>ASB Fund</u></b>	<b><u>Vehicle Fund</u></b>
<b>Total Assets</b>	\$ 823,458	\$ 1,008,611	\$ 122,309	\$ 385,685	\$ 90,590
- less: Taxes Receivable	(286,214)	(100,200)	(2,413)	-	-
<b>Assets Net of Taxes Due</b>	<b>\$ 537,243</b>	<b>\$ 908,411</b>	<b>\$ 119,896</b>	<b>\$ 385,685</b>	<b>\$ 90,590</b>
<b>Total Liabilities/Def Rev</b>	\$ 314,318	\$ 101,325	\$ 2,413	\$ 937	\$ -
- less: Deferred Tax Revenue	(286,214)	(100,200)	(2,413)	-	-
<b>Liabilities Net of Taxes Due</b>	<b>\$ 28,104</b>	<b>\$ 1,125</b>	<b>\$ -</b>	<b>\$ 937</b>	<b>\$ -</b>
<b>Net Assets (Fund Balance)</b>	<b>\$ 509,140</b>	<b>\$ 907,286</b>	<b>\$ 119,896</b>	<b>\$ 384,748</b>	<b>\$ 90,590</b>

# Financial Operations

**2014-2015**

as of: **November 30, 2014** (Preliminary month end)

## REVENUES, EXPENDITURES & CHANGES IN FUND BAL

	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Revenues YTD	\$ 3,370,467	\$ 454,357	\$ 71	\$ 89,442	\$ 22
Expenditures YTD	(3,279,067)	(135,299)	-	(56,598)	(117,949)
Transfers-in/<out> YTD	-	-	-	-	-
YTD Change in Fund Bal	\$ 91,400	\$ 319,057	\$ 71	\$ 32,844	\$ (117,927)
+ Beginning Fund Balance	417,739	588,229	119,825	351,904	208,517
<b>Current Fund Balance</b>	<b>\$ 509,140</b>	<b>\$ 907,286</b>	<b>\$ 119,896</b>	<b>\$ 384,748</b>	<b>\$ 90,590</b>

## Budgeted Expenditure Capacity:

(revised budget)

Total Expenditure Budget	\$ 13,955,720	\$ 1,398,500	\$ 60,723	\$ 389,968	\$ 173,500
less YTD Expend/Transf	(3,279,067)	(135,299)	-	(56,598)	(117,949)
less YTD Encumbrances	(9,003,352)	(32,570)	-	(66,078)	(1,090)
<b>Un-Encumbered Budget *</b>	<b>\$ 1,673,301</b>	<b>\$ 1,230,631</b>	<b>\$ 60,723</b>	<b>\$ 267,292</b>	<b>\$ 54,461</b>

\* General Fund began year with \$300,000 capacity budget for additional expenditures

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# General Fund

**2014-2015**

## Year-to-Year Comparison

YEAR-to-YEAR	November				Variance
	2014-2015	% of Bud	2013-2014	% of Bud	
Beginning Fund Balance	\$ 417,739		\$446,099		\$ (28,360)
+ Revenues	3,370,467	24.7%	3,305,659	24.3%	64,808
+ Transfer-In from other funds	-	0.0%	-	0.0%	-
<b>Total Funds Available</b>	<b>\$ 3,788,206</b>		<b>\$ 3,751,758</b>		<b>\$ 36,448</b>
Expenditures:					
Salaries & Benefits (Payroll)	\$ 2,686,699		\$ 2,688,249		(1,550)
Accounts Payable	592,367		434,140		158,227
<b>Total Expenditures &amp; Transf-out</b>	<b>\$ 3,279,067</b>	23.5%	<b>\$ 3,122,389</b>	22.7%	<b>\$ 156,678</b>
<b>Fund Balance at EOM</b>	<b>\$ 509,140</b>		<b>\$ 629,369</b>		<b>\$ (120,229)</b>

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# General Fund

**2014-2015**

## Revenue Detail

**10--General Fund -- for the Month of November , 2014**

	ANNUAL	ACTUAL	ACTUAL
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>
1000 LOCAL TAXES	3,250,537	.00	1,173,980.64
2000 LOCAL SUPPORT NONTAX	515,455	23,607.76	87,245.83
3000 STATE, GENERAL PURPOSE	6,563,664	360,997.43	1,542,443.55
4000 STATE, SPECIAL PURPOSE	2,032,549	100,361.14	422,115.56
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00
6000 FEDERAL, SPECIAL PURPOSE	1,278,499	144,681.33	144,681.33
7000 REVENUES FR OTH SCH DIST	0	.00	.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00
9000 OTHER FINANCING SOURCES	279,016	.00	.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,919,720	629,647.66	3,370,466.91

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# General Fund

**2014-2015**

## Expenditure Detail

**10--General Fund -- for the Month of November , 2014**

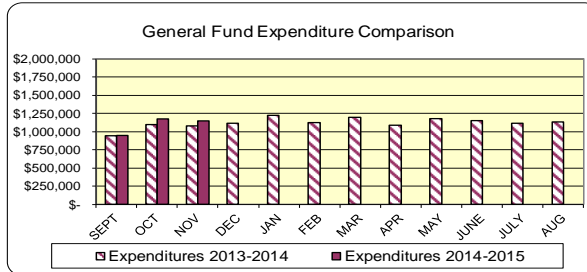
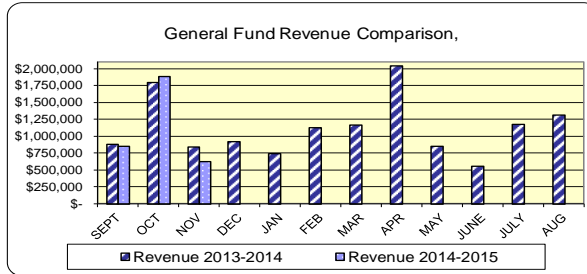
	ANNUAL	ACTUAL	ACTUAL
<u>B. EXPENDITURES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>
00 Regular Instruction	6,572,901	592,007.48	1,644,635.86
10 Federal Stimulus	0	.00	.00
20 Special Ed Instruction	2,238,651	178,712.79	512,888.44
30 Voc. Ed Instruction	466,357	36,759.49	124,686.03
40 Skills Center Instruction	0	.00	.00
50+60 Compensatory Ed Instruct.	799,337	57,349.75	163,268.09
70 Other Instructional Pgms	682,931	30,608.44	64,859.87
80 Community Services	6,174	381.50	1,410.49
90 Support Services	3,189,369	256,687.18	767,317.80
<u>Total EXPENDITURES</u>	13,955,720	1,152,506.63	3,279,066.58

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**2014-2015**

## General Fund

**November 2014**

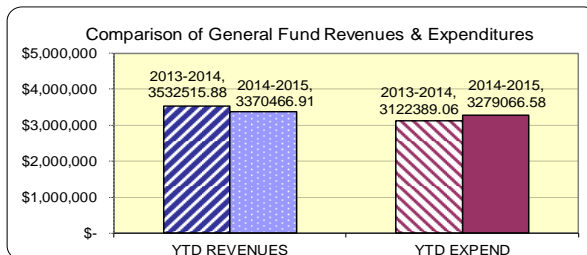
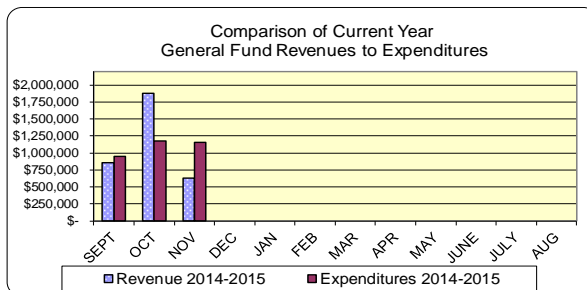


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**2014-2015**

## General Fund

**November 2014**



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# General Fund -- Fund Balance

## MANAGEMENT SUPPORT

### Policy 6022 -- Minimum Fund Balance

The district recognizes the importance of maintaining a prudent fund balance in the general fund to ensure operational cash flow needs are met, to set aside resources for known obligations and to help protect against unforeseen circumstances. Accordingly, the district adopts this policy in regards to those portions of fund balance that are in spendable form but are not legally restricted as to their use from outside sources.

The Port Townsend School District Board of Directors directs the superintendent to strive to provide a minimum fund balance of 5%, based on recurring fiscal year expenditure, which will be reviewed annually.

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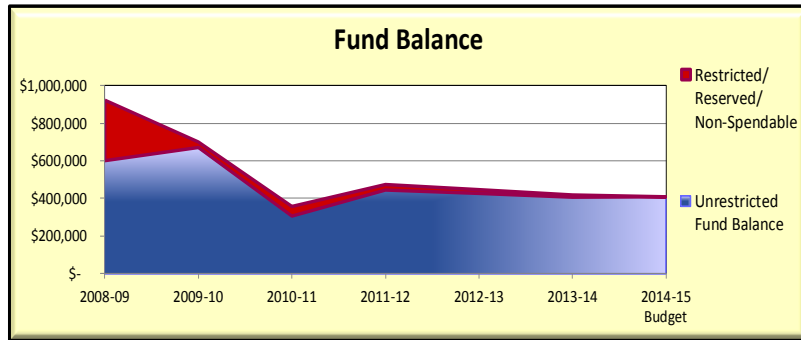
# General Fund -- Fund Balance 2009 thru 2014

## FUND BALANCE COMPARISONS

	ENDING FUND BALANCE						
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15 Budget
<b>Restricted &amp; Non-Spendable Fund Balance</b>							
Restricted for c/o of Restricted Revenues	\$ -	\$ -	\$ -	\$ 29,374	\$ 18,533	\$ 7,029	\$ -
Restricted for c/o of Food Svc Revenues	-	-	-	-	-	1,930	-
Non-spendable - Inventory	3,735	4,539	7,103	-	1,500	2,973	-
Reserved for Debt Svc	19,670	19,670	19,670	-	-	-0-	-
Reserved for Other Items	299,190	4,883	24,625	-	-	-0-	-
<b>Sub-total - Restricted &amp; Non-Spendable</b>	<b>\$ 322,595</b>	<b>\$ 29,092</b>	<b>\$ 51,398</b>	<b>\$ 29,374</b>	<b>\$ 20,033</b>	<b>\$ 11,932</b>	<b>\$ -</b>
<b>Un-Restricted, Spendable Fund Balance</b>							
Committed for Minimum Fund Bal policy				384,000	357,594	297,367	358,000
Assigned - Contingency (formerly Uninsured Risk)	100,000	50,000	50,000	50,000	50,000	50,000	50,000
Assigned - Carryover				-			
-- Unexpended Medicaid Admin Match					16,925	11,386	
-- Front-funded Mini-Grants					1,547	20,541	
-- Cert Bargained PGO					-	15,600	
-- One-time carryover for Library refund						10,913	
Un-Reserved - Designated	104,564	147,074	65,434				
Unassigned / Undesignated	396,307	474,179	189,665	10,084	-	-	-
<b>Sub-total - Un-Restricted</b>	<b>\$ 600,871</b>	<b>\$ 671,253</b>	<b>\$ 305,099</b>	<b>\$ 444,084</b>	<b>\$ 426,066</b>	<b>\$ 405,807</b>	<b>\$ 408,000</b>
<b>TOTAL FUND BALANCE</b>	<b>\$ 923,466</b>	<b>\$ 700,345</b>	<b>\$ 356,497</b>	<b>\$ 473,458</b>	<b>\$ 446,099</b>	<b>\$ 417,739</b>	<b>\$ 408,000</b>
<b>District Financial Policy :</b>							
Goal is Un-restricted Fund Bal = 5% prior yr Actual							
Un-restricted Fund Bal as % of Annual Revenues	4.2%	4.9%	2.3%	3.5%	3.3%	3.1%	3.0%

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## General Fund -- Fund Balance 2009 thru 2014



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## Conclusion

*Are there any questions?*



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**10--General Fund -- for the Month of November , 2014**

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	3,250,537	.00	1,173,980.64		2,076,556.36	36.12
2000 LOCAL SUPPORT NONTAX	515,455	23,607.76	87,245.83		428,209.17	16.93
3000 STATE, GENERAL PURPOSE	6,563,664	360,997.43	1,542,443.55		5,021,220.45	23.50
4000 STATE, SPECIAL PURPOSE	2,032,549	100,361.14	422,115.56		1,610,433.44	20.77
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,278,499	144,681.33	144,681.33		1,133,817.67	11.32
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	279,016	.00	.00		279,016.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,919,720	629,647.66	3,370,466.91		10,549,253.09	24.21
<u>B. EXPENDITURES</u>						
00 Regular Instruction	6,572,901	592,007.48	1,644,635.86	4,267,001.15	661,263.99	89.94
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,238,651	178,712.79	512,888.44	1,521,067.33	204,695.23	90.86
30 Voc. Ed Instruction	466,357	36,759.49	124,686.03	302,513.18	39,157.79	91.60
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	799,337	57,349.75	163,268.09	453,004.01	183,064.90	77.10
70 Other Instructional Pgms	682,931	30,608.44	64,859.87	143,343.30	474,727.83	30.49
80 Community Services	6,174	381.50	1,410.49	3,014.06	1,749.45	71.66
90 Support Services	3,189,369	256,687.18	767,317.80	2,313,409.01	108,642.19	96.59
<u>Total EXPENDITURES</u>	13,955,720	1,152,506.63	3,279,066.58	9,003,352.04	1,673,301.38	88.01
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)EXP/OTH FIN USES (A-B-C-D)</u>	36,000-	522,858.97-	91,400.33		127,400.33	353.89-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	444,000		417,739.44			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	408,000		509,139.77			
<u>(E + F +OR- G)</u>						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 821 Restrictd for Carryover	0		7,029.00			
G/L 828 Restricted for C/O of FS Rev	0		1,930.00			
G/L 830 Restricted for Debt Service	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		2,973.00			
G/L 872 Committd to Min Fnd Bal Policy	340,000		297,367.44			
G/L 875 Assigned Contingencies	50,000		50,000.00			
G/L 888 Assigned to Other Purposes	0		58,440.00			
G/L 890 Unassigned Fund Balance	18,000		91,400.33			
<u>TOTAL</u>	408,000		509,139.77			

**20--Capital Projects -- for the Month of November , 2014**

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	1,168,739	.00	430,897.46		737,841.54	36.87
2000 Local Support Nontax	365,376	5,881.50	23,459.05		341,916.95	6.42
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	1,534,115	5,881.50	454,356.51		1,079,758.49	29.62
<u>B. EXPENDITURES</u>						
10 Sites	200,000	.00	.00	0.00	200,000.00	0.00
20 Buildings	1,198,500	86,692.82	111,996.08	20,028.45	1,066,475.47	11.02
30 Equipment	0	18,922.07	23,303.02	12,541.05	35,844.07-	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	1,398,500	105,614.89	135,299.10	32,569.50	1,230,631.40	12.00
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	338,739	.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)EXP/OTH FIN USES (A-B-C-D)</u>	203,124-	99,733.39-	319,057.41		522,181.41	257.08-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	304,060		588,228.84			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	100,936		907,286.25			
<u>(E + F +OR- G)</u>						
<hr/>						
I. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 861 Restricted from Bond Proceeds	0		.00			
G/L 862 Committed from Levy Proceeds	30,333		678,353.28			
G/L 870 Committed to Other Purposes	0		37,826.00			
G/L 889 Assigned to Fund Purposes	70,603		191,106.97			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	100,936		907,286.25			

**30--Debt Service Fund -- for the Month of November , 2014**

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	52.44		52.44-	0.00
2000 Local Support Nontax	100	.00	18.23		81.77	18.23
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	59,723	.00	.00		59,723.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,823	.00	70.67		59,752.33	0.12
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	46,800	.00	.00	0.00	46,800.00	0.00
Interest On Bonds	12,923	.00	.00	0.00	12,923.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	1,000	.00	.00	0.00	1,000.00	0.00
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>	60,723	.00	.00	0.00	60,723.00	0.00
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>	900-	.00	70.67		970.67	107.85-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	118,000		119,825.30			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	117,100		119,895.97			
<u>(E + F +OR- G)</u>						
<hr/>						
I. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	117,100		119,895.97			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	117,100		119,895.97			

**40--Associated Student Body Fund -- for the Month of November , 2014**

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 General Student Body	166,250	3,924.82	18,416.45		147,833.55	11.08
2000 Athletics	45,500	7,413.91	13,443.78		32,056.22	29.55
3000 Classes	14,800	406.02	7,152.02		7,647.98	48.32
4000 Clubs	132,950	13,785.23	41,973.31		90,976.69	31.57
6000 Private Moneys	12,200	4,912.01	8,456.51		3,743.49	69.32
<u>Total REVENUES</u>	371,700	30,441.99	89,442.07		282,257.93	24.06
<u>B. EXPENDITURES</u>						
1000 General Student Body	128,480	858.02	4,941.18	8,940.25	114,598.57	10.80
2000 Athletics	65,900	14,934.08	25,570.70	20,051.33	20,277.97	69.23
3000 Classes	32,460	1,447.52	1,577.40	2,611.30	28,271.30	12.90
4000 Clubs	144,163	6,502.50	23,968.71	33,687.03	86,507.26	39.99
6000 Private Moneys	18,965	.00	540.00	788.44	17,636.56	7.00
<u>Total EXPENDITURES</u>	389,968	23,742.12	56,597.99	66,078.35	267,291.66	31.46
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u>	<u>(A-B)</u>	18,268-	6,699.87	32,844.08	51,112.08	279.79-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	212,713		351,904.05			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	194,445		384,748.13			
<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	194,445		384,748.13			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	194,445		384,748.13			

**90--Transportation Vehicle Fund -- for the Month of November , 2014**

<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	.00	21.68		78.32	21.68
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	85,255	.00	.00		85,255.00	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>	85,355	.00	21.68		85,333.32	0.03
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	85,355	.00	21.68		85,333.32	0.03
<u>D. EXPENDITURES</u>						
Type 30 Equipment	173,500	.00	117,948.69	1,090.00	54,461.31	68.61
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>	173,500	.00	117,948.69	1,090.00	54,461.31	68.61
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>	88,145-	.00	117,927.01-		29,782.01-	33.79
H. <u>TOTAL BEGINNING FUND BALANCE</u>	90,200		208,516.56			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u>	2,055		90,589.55			
<u>(G + H +OR- I)</u>						
<hr/>						
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	2,055		90,589.55			
G/L 830 Restricted for Debt Service	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	2,055		90,589.55			



# 2014 WSSDA Annual Conference

## Stay Legal: The Do's & Do Not's of School Elections

**Amy Mason**

BOARDMEMBER  
Central Valley School District

**Ben Small**

SUPERINTENDENT  
Central Valley School District

**Melanie Rose**

COMMUNICATIONS DIRECTOR  
Central Valley School District

**Mary Edwards**

ATTORNEY  
Kutak Rock

**Jon Gores**

MANAGING DIRECTOR  
D.A. Davidson & Co.

*This presentation is for informational purposes and is not intended to provide legal advice.  
The information presented should not be used or relied upon in regard to any particular facts or circumstances without first consulting a lawyer.*

# Washington State Election Results School Districts Only

2012	2013	2014*
<b>M&amp;O Levies</b> 166 Passed and 6 Failed	<b>M&amp;O Levies</b> 44 Passed and 1 Failed	<b>M&amp;O Levies</b> 159 Passed and 3 Failed
<b>Capital Projects Levies</b> 34 Passed and 3 Failed	<b>Capital Project Levies</b> 16 Passed and 2 Failed	<b>Capital Project Levies</b> 49 Passed and 3 Failed
<b>Transportation Levies</b> N/A	<b>Transportation Levies</b> 1 Passed and 0 Failed	<b>Transportation Levies</b> 1 Passed and 1 Failed
<b>Bond Authorizations</b> 12 Passed and 6 Failed	<b>Bond Authorizations</b> 15 passed and 16 Failed	<b>Bond Authorizations</b> 13 Passed and 27 Failed

Source: Washington Secretary of State: Election and Voting website and individual County Auditor websites.

\*Preliminary

# Washington State Election Results School Districts Only

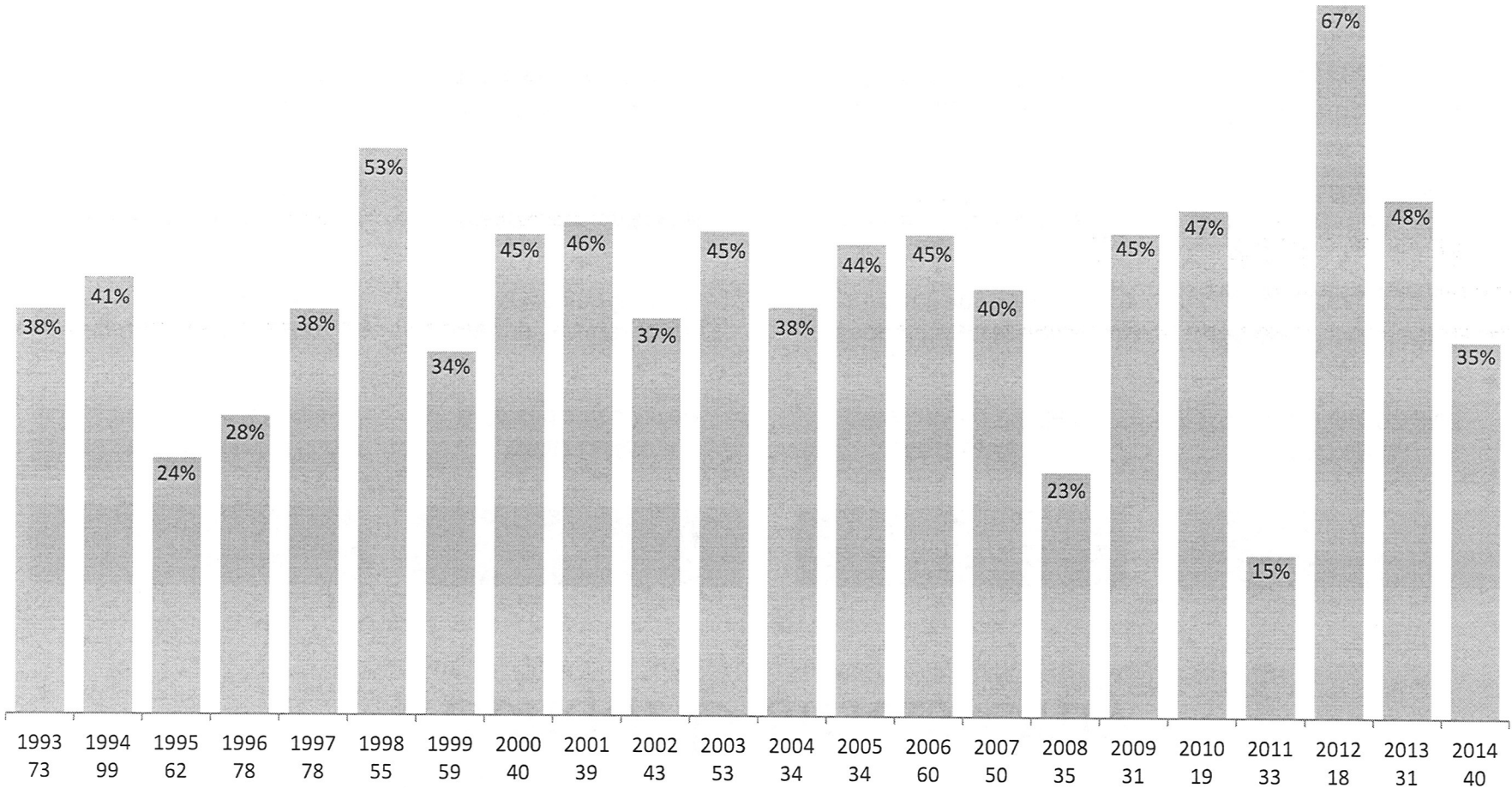
February	April	August	November*
<b>M&amp;O Levies</b> 152 Passed and 2 Failed	<b>M&amp;O Levies</b> 4 Passed and 0 Failed	<b>M&amp;O Levies</b> 1 Passed and 1 Failed	<b>M&amp;O Levies</b> 2 Passed and 0 Failed
<b>Capital Projects Levies</b> 44 Passed and 0 Failed	<b>Capital Projects Levies</b> 1 Passed and 0 Failed	<b>Capital Projects Levies</b> 1 Passed and 1 Failed	<b>Capital Projects Levies</b> 2 Passed and 2 Failed
<b>Transportation Levies</b> 1 Passed and 0 Failed	<b>Transportation Levies</b> N/A	<b>Transportation Levies</b> N/A	<b>Transportation Levies</b> 0 Passed and 1 Failed
<b>Bond Authorizations</b> 11 Passed and 13 Failed	<b>Bond Authorizations</b> 1 Passed and 11 Failed	<b>Bond Authorizations</b> 0 Passed and 1 Failed	<b>Bond Authorizations</b> 1 Passed and 2 Failed

\*Preliminary



# School District Election Results

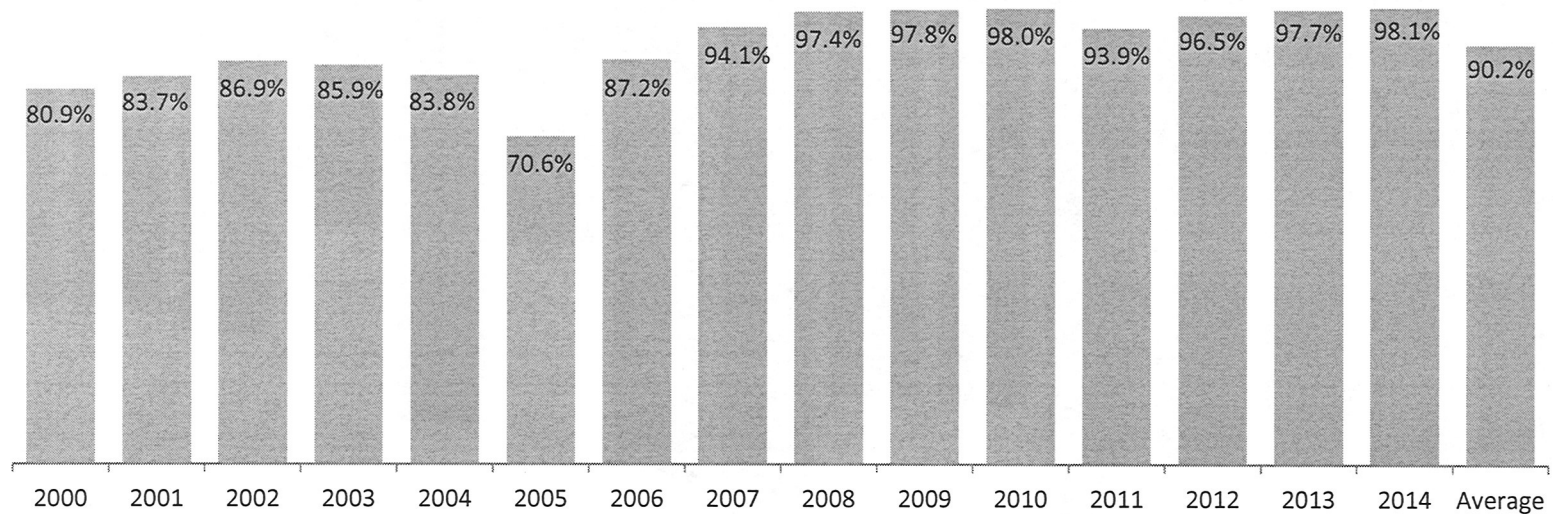
## Bond Issues – Passage Rate



Source: State of Washington, Office of Superintendent of Public Instruction

# School District Election Results

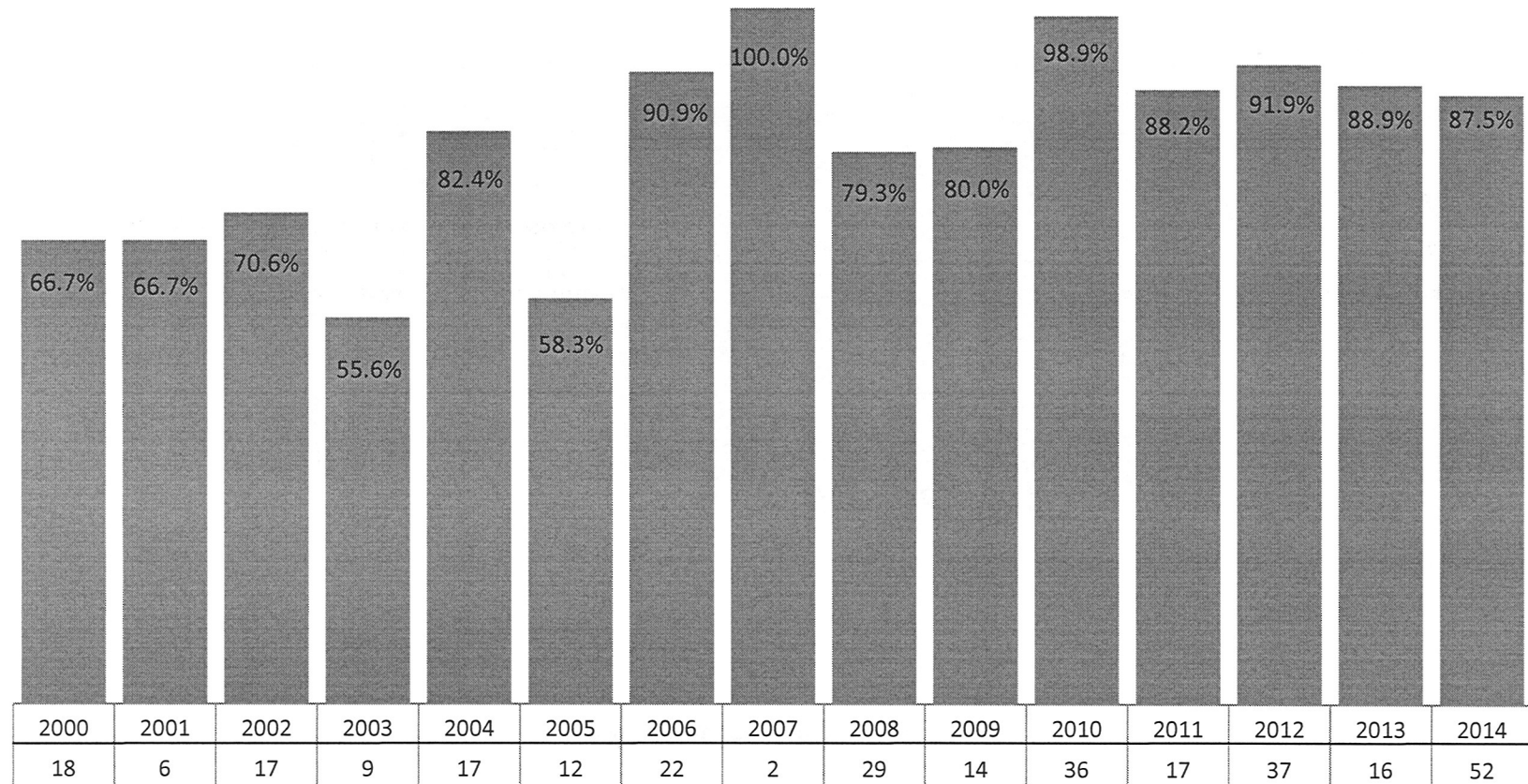
## M&O Levies – Passage Rate



Source: State of Washington, Office of Superintendent of Public Instruction

# School District Election Results

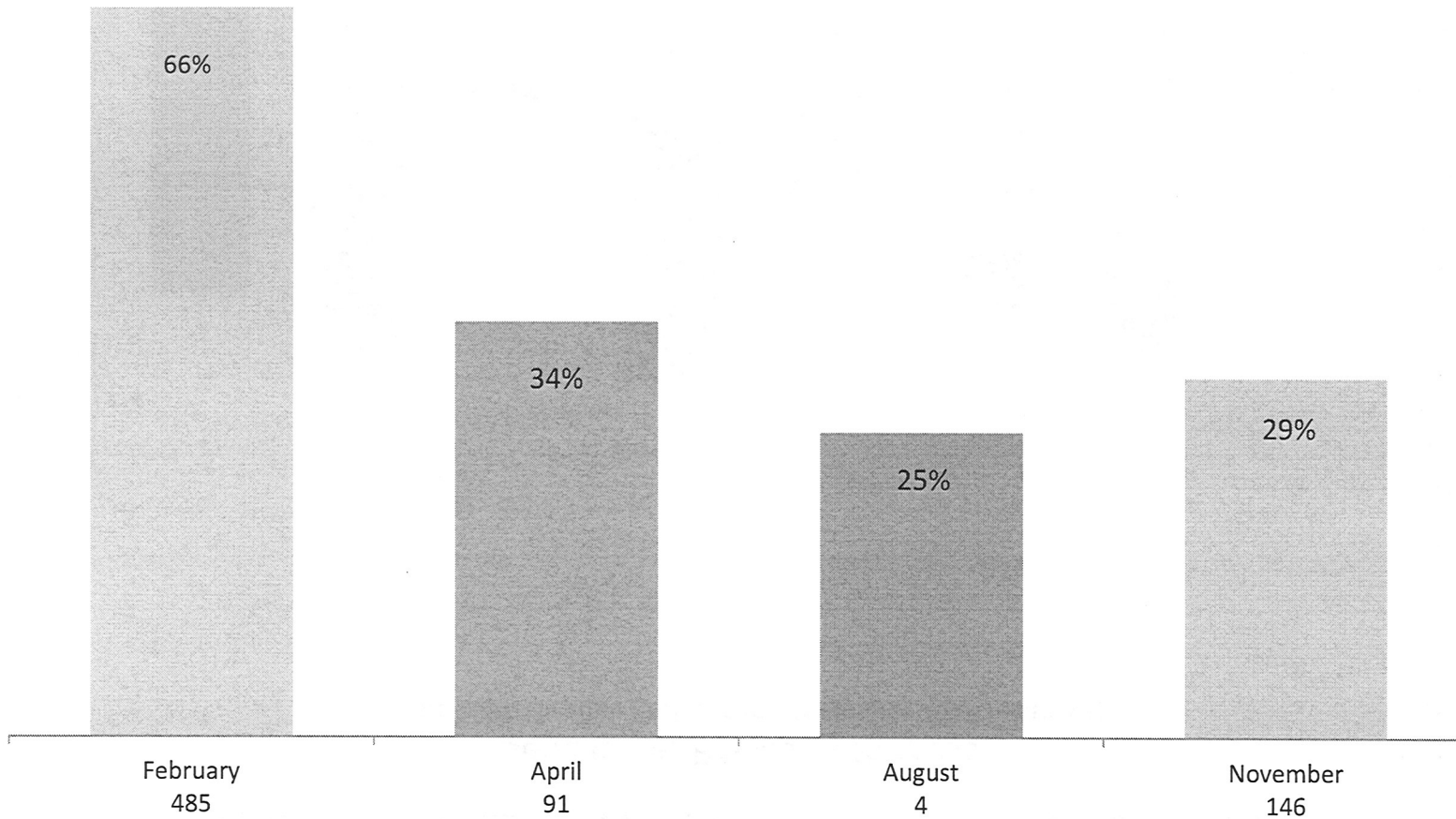
## Capital Levies – Passage Rate



Source: State of Washington, Office of Superintendent of Public Instruction

# School District Election Results

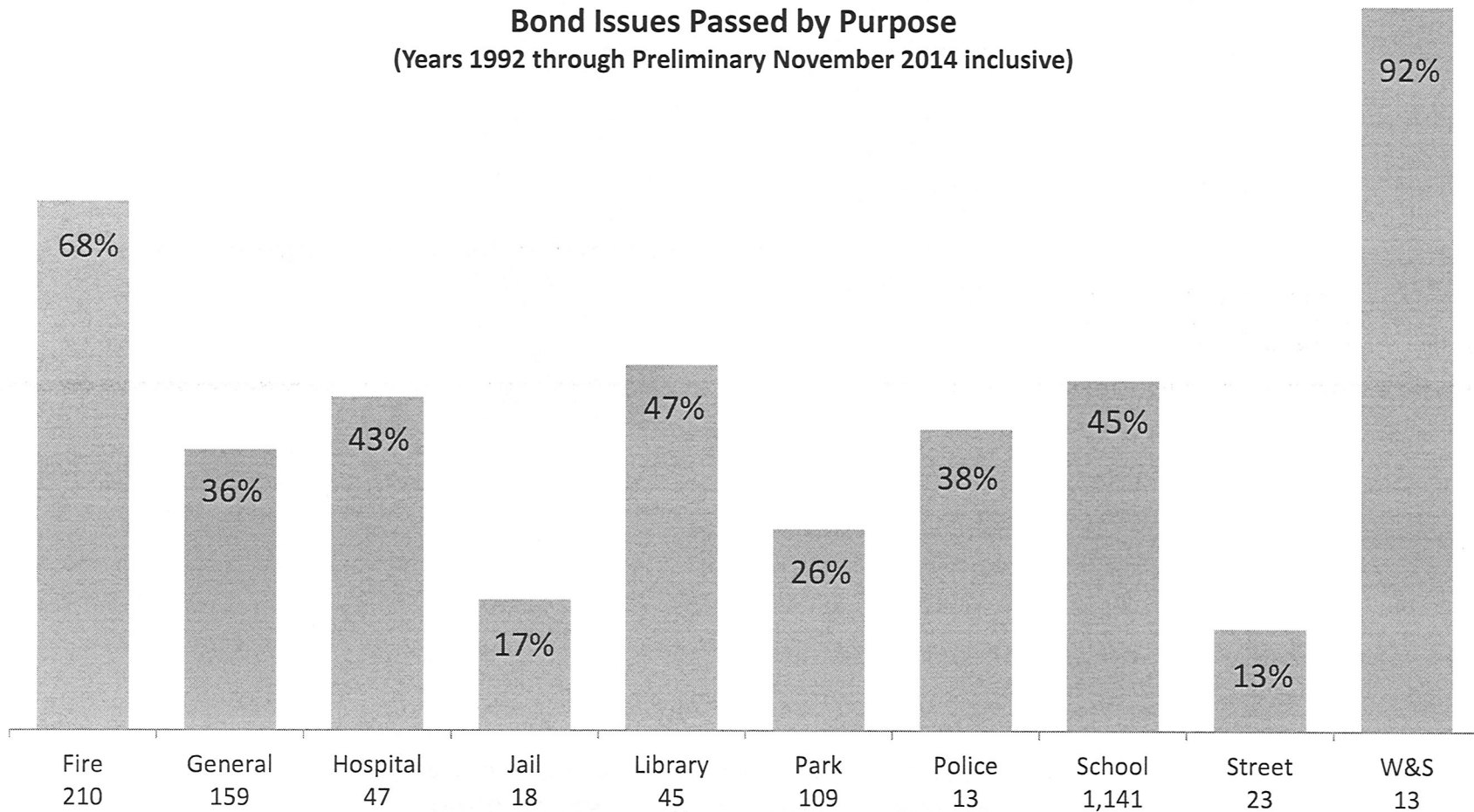
**Bond Issues Passed by Month – Statewide**  
(Years 1992 through Preliminary November 2014 inclusive)



Source: State of Washington, Office of Superintendent of Public Instruction

# School District Voting Patterns

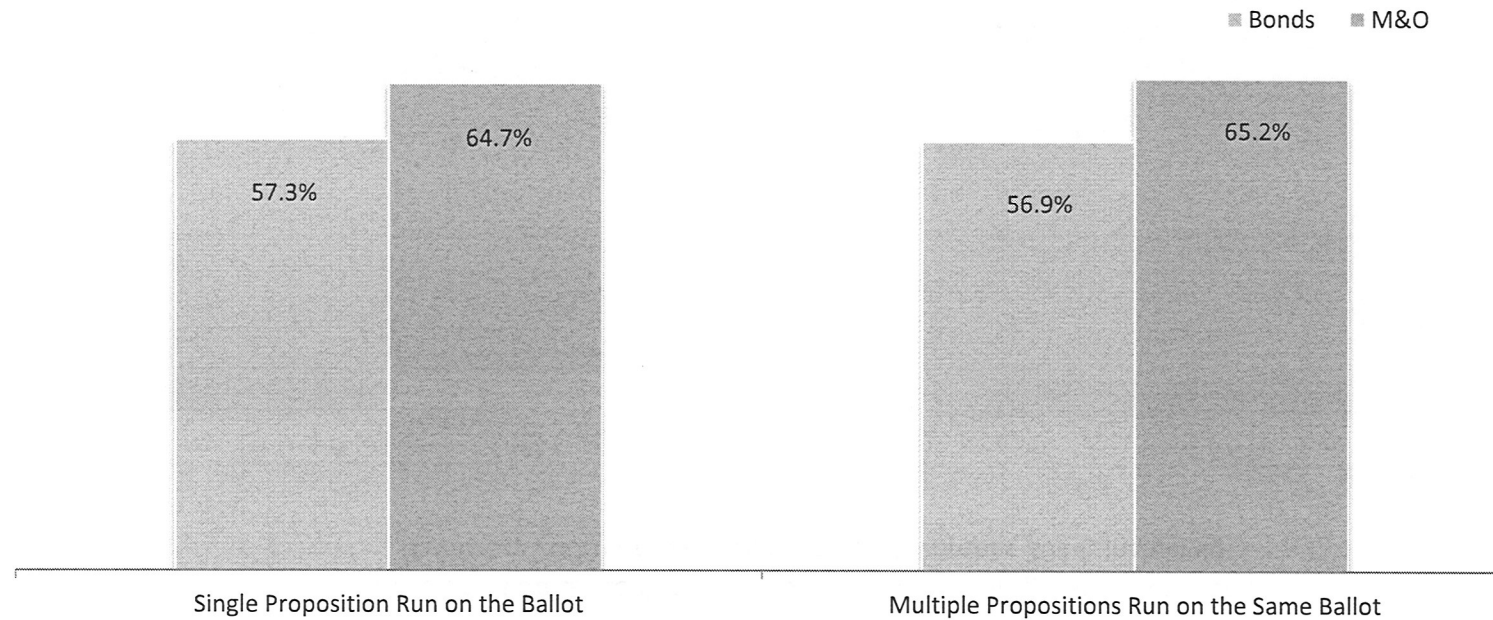
**Bond Issues Passed by Purpose**  
(Years 1992 through Preliminary November 2014 inclusive)



Source: State of Washington, Office of Superintendent of Public Instruction

# M&O/Bonds on the Same Ballot

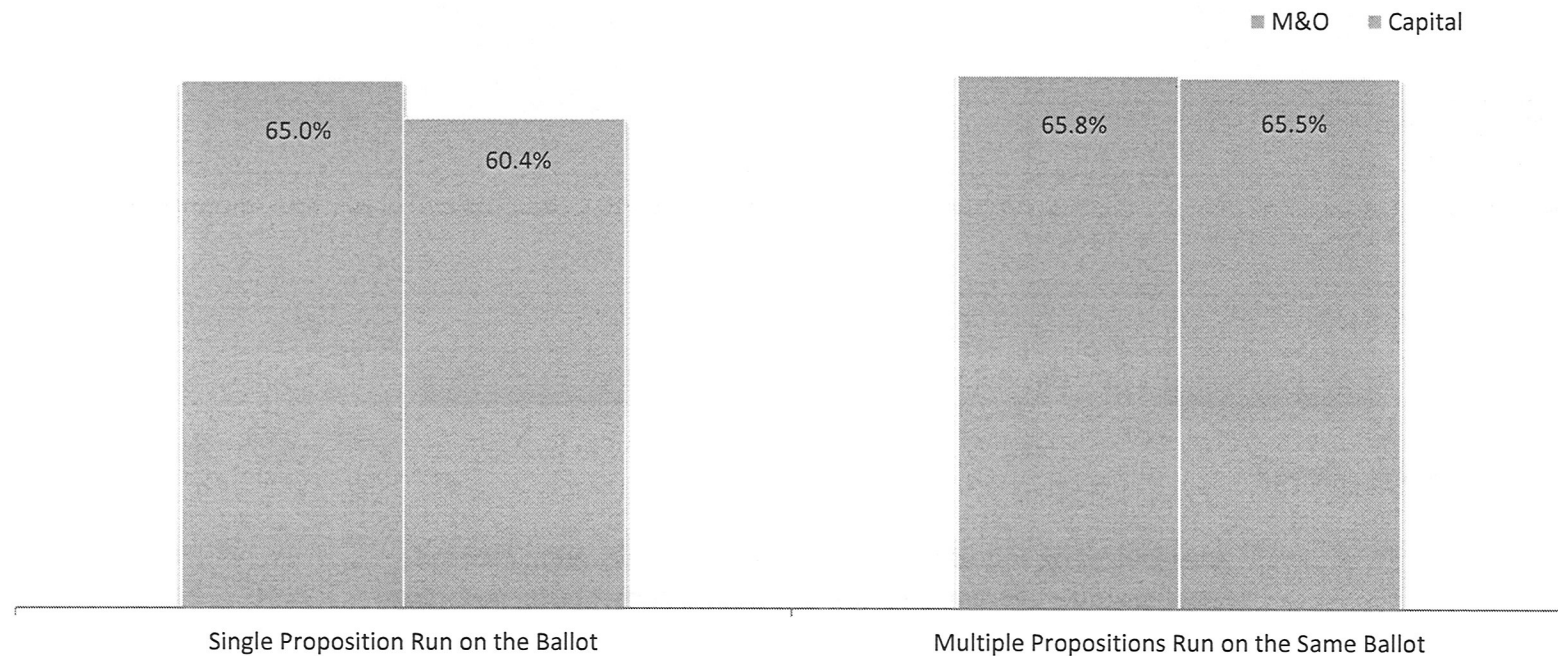
**M&O and Bond Issues on the Same Ballot Average Approval Rates**  
February 2000 & through Preliminary November 2014, inclusive





# M&O and Capital Levies on the Same Ballot

**M&O and Capital Levies on the Same Ballot Average Approval Rates**  
(February 2000 through Preliminary November 2014, inclusive)



# 2015 Special Election and Resolution Filing Dates

2015 ELECTION DATE	RESOLUTION FILING DEADLINE <sup>(2)</sup>	APPROXIMATE DATE BALLOTS ARE MAILED <sup>(3)</sup>
February 10, 2015	December 26, 2014	January 23, 2015
April 28, 2015	March 13, 2015	April 10, 2015
August 4, 2015 (Primary)	May 8, 2015	July 17, 2015
November 3, 2015 (General)	August 4, 2015	October 16, 2015

(1) This data is for informational purposes only and does not take the place of local, state or federal laws. Specific RCW information can be found at:  
[http://www.secstate.wa.gov/elections/election\\_laws.aspx](http://www.secstate.wa.gov/elections/election_laws.aspx).

(2) Some dates may have been adjusted to reflect the business day prior to actual resolution filing date, according to RCW 29A.04.330, if falling on a weekend.

(3) Applies to both mail and absentee ballots. Absentee ballots are required to be mailed no later than 18 days prior to the election date. RCW 29A.40.070



# USE OF PUBLIC OFFICE OR AGENCY FACILITIES IN CAMPAIGNS

No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.

--RCW 42.17A.555

# EXCEPTIONS

1. Action taken at an open public meeting by an elected legislative body to express a collective decision, or to actually vote to support or oppose a ballot proposition.

The exception requires that the required notice for the meeting includes the title and number of the ballot proposition and members of the body and the public must be afforded an approximately equal opportunity for the expression of an opposite view.

2. A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry.
3. Activities which are part of the normal and regular conduct of the office or agency.



# NORMAL AND REGULAR CONDUCT

Normal and regular conduct of a public office or agency, as that term is used in RCW 42.17A.555, means conduct which is

- (1) lawful, i.e., specifically authorized, either expressly or by necessary implication, in an appropriate enactment, and
- (2) usual, i.e., not effected or authorized in or by some extraordinary means or manner.

# NORMAL AND REGULAR CONDUCT

“Normal and regular conduct” has been defined as follows:

PDC Declaratory Order No. 2 identifies that the power of legislative bodies of municipal organizations to research and provide information, or to submit questionnaires to establish budget priorities as examples of “normal and regular conduct.”

RCW 28A.320.090 provides a school district with the authority to explain its instructional program, operation and maintenance of the school district.

The agency or official must show that the activity is not a one-time occurrence during an election campaign but is part of a course of conduct which is usual and customary for that official or agency.

Historically, the PDC has routinely advised and held that with respect to election-related publications, one district-wide objective and fair representation of the facts per ballot measure is appropriate. Normal and regular conduct that is broader in scope and number could expand this.



# CANNOT INFLUENCE OUTCOME

## Permitted Preparation and Distribution of Information

- The board of directors of a school district may authorize expenditure of public funds to prepare and distribute information to the general public in order to explain the instructional program, operation, and maintenance of the schools within the district.
- While the district is authorized to inform the community of the needs of the district and of the students, it is not authorized to do so in such a way that would influence the outcome of an election.

# PROMOTING, OPPOSING OR ASSISTING CAMPAIGNS

“Promoting, opposing or assisting campaigns” has been defined as follows:

Information containing promotional tenor and tone (“Teachers will be laid off if levy fails”; “Voters have great opportunity to do something special for children”; “Everyone’s future depends on the education of our children”; “If bond fails, students will be less prepared for success”).



# PROMOTING, OPPOSING OR ASSISTING CAMPAIGNS

Promotional activities include:

Coordinating the scheduling of events and speakers with campaign committee members;

Preparing and providing materials to campaign committees at no cost to the campaign committee;

Storing campaign committee materials at school; and

Sending levy or bond information in district newsletters to registered voters rather than parents or all residents; i.e., targeting for promotional purposes.

# PROMOTING, OPPOSING OR ASSISTING CAMPAIGNS

Other promotional activities include:

Using survey results specifically to market bond and levy propositions (“82 percent of teachers said passing bond was priority” included in school newsletter);

Using survey to find methods of how to convince voters to vote “yes”;

Speculating as to consequences of passage or failure;

Focusing on negative impacts only; and

Using communication tools only for promotion of a bond or levy where not used for communication prior to the bond or levy.



# FACILITIES

“Facilities of a public office or agency” is defined in RCW 42.17A.555 as follows:

Facilities of a public office or agency include but are not limited to, use of stationary, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency.

RCW 42.17A.555 does not prevent a public office or agency from making facilities available on a nondiscriminatory, equal access basis for political uses.

# FACILITIES

“Facilities of a public office or agency” has been defined by case law and administrative interpretations as including the following:

School buildings, property and structures;

School mailboxes and school email;

School employees, but not an official title; and

School vehicles, equipment and uniforms.



# FACILITIES

“Use of such facilities” has been found to include:

Any use;

Use of city email account to reply to email query concerning upcoming campaign kickoff events for election matters;

Taping an advertisement opposing an initiative using a police vehicle and wearing a public entity purchased uniform; and

Using a public entity’s email to discuss, strategize concerning candidates and initiatives.

# GUIDELINES

Persons	Permitted	Not Permitted	General Considerations
<b>PTSAs(continued)</b>	<ul style="list-style-type: none"> <li>May print and distribute a separate newsletter advocating support for the ballot measure so long as no district resources are used (such as kid mail, newsletters, websites, or some other format).</li> <li>May remind voters of upcoming election dates in the PTSA newsletter or in their part of the school newsletter.</li> </ul>	<ul style="list-style-type: none"> <li>Shall not print and distribute materials promoting the ballot measure in the school newsletter</li> <li>Shall not use a school or district- sponsored event to promote or oppose a candidate or a ballot measure.</li> </ul>	
<b>School Boards</b>	<ul style="list-style-type: none"> <li>May collectively vote to support or oppose a ballot measure at a properly noticed public meeting, where opponents of the measure are given an equal opportunity to express views.<sup>6</sup></li> </ul>	<ul style="list-style-type: none"> <li>Shall not pressure or coerce the superintendent to participate in campaign activities.</li> <li>Shall not explicitly include passage of a ballot measure in the district's annual goals.</li> </ul>	
<b>School Board Members</b>	<ul style="list-style-type: none"> <li>May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. (An elected official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the district. If the board has adopted a resolution, the board member can then speak on behalf of the district.)</li> </ul>	<ul style="list-style-type: none"> <li>Shall not direct district staff to perform tasks to support or oppose campaign activities or ballot measures.</li> <li>Shall not use public facilities or resources in engaging in political activities.</li> </ul>	<ul style="list-style-type: none"> <li>Is the board member using staff time, a public vehicle, or other public resources?</li> <li>Has the board adopted a resolution? If yes, the board member can speak on behalf of the district. If not, has the board member made it clear that he or she is not speaking on behalf of the district?</li> </ul>



# PDC Guidelines in Central Valley

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- Use consistent, ongoing information distribution to establish “normal and regular conduct” at the school and district level
- Review *PDC Guidelines for School Districts in Election Campaigns* with building administrators prior to each campaign
- Update and distribute *Election Guidelines for School Employees* to all employees
- Remind employees of election guidelines during staff presentations and through internal newsletters
- Use internal PDC expert: Exec. Director of Finance



# Ballot Measure Information

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- Distribute information through “normal practice” channels including:
  - District newsletters– *Focus, Focus on Facilities, Inside Story*
  - School and teacher newsletters
  - District and school websites
  - Social media
  - Presentations to staff, parents and community groups
  - Information displays and handouts in schools
  - Media stories
- Prepare and mail ballot measure information to all postal patrons – one time only, per PDC
- Voter registration and Vote reminders on school reader boards



# Vote Yes Campaign

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- May access and use any information available to the public such as facts, finances, messages, videos
- May meet and present information to employee associations (CVEA, PSE, etc.) outside school hours
- May place campaign information in staff-only lounges
- May attend public meetings and as an audience member encourage support for ballot measure
- May send campaign information to parents as long personal mail/email/phone list is compiled from parent resources or is obtained from district via public records request
- May display Vote Yes signs on privately-owned cars in school parking lots

