

PORT TOWNSEND SCHOOL DISTRICT NO. 50

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

July 28, 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

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

02. Call to Order

- 02.01 Roll Call
- 02.02 Pledge of Allegiance

03. Agenda

03.01 Agenda Approval

04. Public Comments

05. Approval of Minutes

- 05.01 Minutes of the June 23, 2014 Regular Meeting
- 05.02 Minutes of the June 27, 2014 Special Meeting
- 05.03 Minutes of the June 30, 2014 Special Meeting
- 05.02 Minutes of the July 14, 2014 Work/Study Meeting

06. Consent Agenda

06.01 Consent Agenda Approval

06.02 Approval of Personnel Action

- 06.020 Recommend Brett Navin for the position of .5 FTE Language Arts Teacher, Blue Heron School, for the 2014-15 school year
- 06.021 Recommend Colleen Sheahan for the position of .5 FTE School Psychologist, Blue Heron School, for the 2014-15 school year
- 06.022 Recommend Betsy Snyder-Johnson for the 1.0 position of Special Education Teacher (.4 FTE at Blue Heron School, .6 FTE at High School) for the 2014-15 school year
- 06.023 Recommend Amy Wilson for the Title 1/LAP leave replacement 6.5 hr./day Para-educator position at Blue Heron School for the 2014-15 school year
- 06.024 Recommend Noa Montoya for the Blue Heron School Head Football Coach position ,effective the 2014-15 school year
- 06.025 Recommend Brian Tracer for the Blue Heron School Assistant Football Coach position, effective the 2014-15 school year
- 06.027 Recommend Bret Navin for the Blue Heron School Cross Country Head Coach position, effective the 2014-15 school year
- 06.028 Recommend Jamie Landry for the Blue Heron School Head Volleyball Coach position, effective the 2014-15 school year
- 06.029 Recommend the following individuals for the supplemental contracts for the 2014-15 school year as per the attached personnel action list

06.030 Accept resignation of Amy Tidball, Blue Heron School Head Volleyball Coach position, effective the 2014-15 school year

06.04 Approval of Financial Reports

06.040 Accounts Payable as of May 27, 2014

06.041 Payroll – May, 2014

06.05 Donations

06.050 Accept donation of \$500 from the Quileute Tribe to assist with High School mascot change

06.051 Accept donation of \$5,000 from the 7 Cedars Casino to assist with High School mascot change

07. Board Correspondence - None

08. Reports

08.01 Business Manager

08.010 Financial Summary

08.011 June Budget Status

09. Action Items

09.01 Approval of Resolution 14-09: Health Benefits for Certificated Administrators

09.02 Approval of Resolution 14-10: Health Benefits for Classified Staff

09.03 Approval of Resolution 14-11: Health Benefits for Classified Administrators and Unrepresented Classified Employees

09.04 Approval of Resolution 14-12: Health Benefits for Certificated Employees

09.05 Accept resignation of Scott B. Wilson, High School Boys' C Team Basketball Coach, effective the end of the 2013-14 school year

09.06 Recommend Scott B. Wilson for the High School Girls' Basketball Assistant Coach position, effective the 2014-15 school year

10. Unfinished Business

11. New Business

12. Policy Review

12.00 Memo

12.01 Policy 2021 – Library Media Centers, First Review

12.02 Procedure 2021 – Information

12.03 Policy 2023 – Library Media Centers – Weeding, First Review

12.04 Procedure 2023 – Information

12.05 Policy 3521 – Library Media Replacement Fees, First Review

12.06 Procedure 3521 - Information

12.07 Policy 6114 – Gifts, First Review

12.08 Procedure 6114 – Information

12.09 6114 F

12.10 Policy 6882 – Disposal of Surplus or Obsolete Library Media Materials, First Review

12.11 Procedure 6882 – Information

12.12 Policy 6700 – Wellness, First Review

12.13 Procedure 6700 - Information

13. Board Member Announcements/Suggestions for Future Meetings

14. Next Meeting

14.01 Monday, August 25, Regular Board Meeting, 1610 Blaine St., Room S-11, 6:00 p.m.

15. Executive Session – (if necessary)

16. Adjournment

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

Nathanael O'Hara led the Pledge of Allegiance.

Approval of Agenda

Anne Burkart moved to approve the agenda. Nathanael O'Hara seconded and the motion carried 4-0.

Shining Star Awards

Superintendent Engle awarded a certificate of appreciation to Hank Walker for chaperoning the Students for Sustainability trip, and also to Lois Sherwood for her assistance with this trip. He awarded Shining Star awards to Laura Tucker for her year-long, advisory support and help with the Students for Sustainability trip, and to Neil Pothoff for his work with the Port Townsend High School Scholarship Foundation.

Public Comments

Crissy Dunlap asked about the High School drama program for 2014-15. Principal Ehrhardt said drama productions will continue next school year.

Consent Agenda

Ms. Burkart moved to approve the consent agenda. Mr. O'Hara seconded and the motion carried 4-0. Included on the consent agenda were the following items: 1) Accounts Payable for May 27, 2014 and June 23, 2014; 2) Payroll for May, 2014; 3) Recommend the following actions:

Hire:

- Recommend appointment of Scott R. Wilson to position of Port Townsend High School Assistant Principal/Athletic Director, effective July 1, 2014
- Recommend appointment of Patrick Kane as Special Education and Assessment Director for the Port Townsend School District, effective July 1, 2014
- Recommend Debbie Rich for the position of 2014 Extended School Year (ESY) Special Education teacher position
- Recommend Mark Tallarico, .4 PE Teacher, for the additional .6 FTE PE Teacher position, Blue Heron School, for the 2014-15 school year
- Recommend Lisa Cartwright for the 1.0 K-5 Math Coach position, Grant Street Elementary and Blue Heron School, for the 2014-15 school year
- Recommend Cherry Chenruk-Geelan for the 1.0 FTE OPEPO position at Grant Street Elementary for the 2014-15 school year
- Recommend Kirsten Bledsoe for the position of 1.0 FTE School Counselor at Blue Heron School, for the 2014-15 school year
- Recommend Kathryn Hund for the 1.0 Special Education position at Grant Street Elementary, for the 2014-15 school year
- Recommend Amy Tidball for the 1.0 FTE 5th Grade/Hi-Cap Teacher at Blue Heron School for the 2014-15 school year
- Recommend Kelly Watson as the .4 FTE Maritime Studies Teacher, for the 2014-15 school year
- Recommend the employment of classified staff for the 2014-15 school year as per attached personnel list
- Recommend Dawn Hansen, Alice Frasier, Shannon Grewell, and Ruth Larkin for the 2014 ESY para-educator positions
- Recommend Jeanne McNulty-King as High School Girls' Head Basketball Coach, effective the 2014-15 school year

Recommend Amy Tidball as High School Assistant Volleyball Coach, effective the 2014-15 school year

Recommend Kriszti Bunica for the .5 Music Educator position at Grant Street Elementary, for the 2014-15 school year

Retirement/Resignation: Accept resignation of Lisa Deen, Director of Special Education Services, effective July 1, 2014

Accept retirement of Diane Frame, Title 1/LAP/ELL Coordinator, Blue Heron School, effective the end of the 2013-14 school year

Accept resignation of Tim Black, High School Assistant Boys' Basketball Coach, effective the end of the 2013-14 school year

Accept resignation of Dustin Johnson, Blue Heron Cross Country Coach and Blue Heron Wrestling Coach, effective the end of the 2013-14 school year

Accept resignation of Steve Shively, High School Soccer Coach, effective the end of the 2013-14 school year

Accept resignation of Jeanne McNulty-King as Blue Heron Girls' Basketball Coach and High School Assistant Girls' Basketball Coach, effective the end of the 2013-14 school year

Accept resignation of Carol Crosby, Food Service, effective the end of the 2013-14 school year

Leaves: Approve one-year leave of absence for Lori Witheridge, 6.5 hr./day Title 1 Para-educator, for the 2014-15 school year

Board Correspondence: The Board reviewed an email from B. Cowan regarding school music programs.

Reports

Food Service Update – Brad Taylor, Director of Support Services

Mr. Taylor reported there will be no change in meal prices for the 2014-15 school year. He will be visiting South Whidbey School District in July, where that district works with their local food bank. He has also been working with Arran Stark, Executive Chef at Jefferson Healthcare, to make the school kitchens more efficient and to use more local food. Mr. O'Hara asked how much local food the school cafeterias use presently; Mr. Taylor indicated just kale from Red Dog Farms at present. Free and reduced lunch numbers district wide were discussed.

Facilities Work Plan and Steering Committee – Superintendent Engle

Superintendent Engle presented a facilities work plan and authorization for him to form a steering committee to assist with any future bond measures. Resolution 14-08, which is on the agenda for approval, will direct him to structure this committee, and then bring the names back to the Board for approval. Ms. Burkart asked who created the work plan; Dr. Engle indicated that task had been completed by the Facilities and Long-Range Planning Committee. Discussion followed.

Title IX Equity Sports Report – Scott Wilson, Athletic Director

Mr. Wilson presented revenue and expense reports for all sports for the 2013-14 school year. He also explained the Title IX Sports Equity Summary, which is required by law to be reported annually. The report indicated 331 students participated in high school sports in 2013-14, 166 male and 165 female. Progress on changing the High School mascot/logo on sports equipment, uniforms, etc. was discussed. Mr. Wilson said the Jamestown S'Klallam tribe will be making a donation to help with the expense of this change.

Vice-Chair Daly called a short recess at 6:57 p.m. The meeting was reconvened at 7:02 p.m.

Superintendent

Calendar of Events: Dr. Engle said there will be an East Jefferson Education Partnership meeting on Thursday, June 26, 2014 at 6:00 p.m. in Quilcene, which he and Ms. James-Wilson will be attending.

Business Manager

Sara Bonneville presented enrollment numbers, a financial summary, and a budget status for May, 2014, and an update on the 2014-15 budget. She reported the District's annual average FTE (full-time equivalency) ended for 2013-14 at 1161.3, which was only 4 less than the budgeted figure. Meal participation for the last four years was discussed. Ms. Bonneville said a projected decrease in enrollment of 45-48 students is projected for 2014-15. She explained where revenue for the District comes from, where it is spent, and indicated there has been a slight increase in funding from the State for transportation. ASB (Associated Student Body) budgets from each school and budgets for the capital projects, debt service and transportation/vehicle funds were discussed.

Action Items

Approval of Meal Prices for the 2014-15 School Year

Ms. Burkart moved to approve the meal prices for the 2014-15 school year. Ms. James-Wilson seconded and the motion carried 4-0.

Approval of Resolution 14-08, Facilities and Steering Committee

Superintendent Engle read the resolution. Ms. James-Wilson moved to approve Resolution 14-08. Ms. Burkart seconded and the motion carried 4-0.

Approval of Mt. View Lease

Superintendent Engle reported this version of the lease has been reviewed by the District attorneys as well as the City Attorney. Beginning January 1, 2015, rent from the City will be \$60,000 annually until December 31, 2019, thereafter, rent will be \$1/year for the length of the lease, which runs until August 31, 2032, with an option to extend another 15 years, until August 31, 2047. Dr. Engle explained that this long-term lease will allow the City to apply for grants to accomplish needed repairs. Ms. James-Wilson asked why the rent was changed from the present \$66,000 annually to \$60,000. Superintendent Engle said the District looked at the debt left on the portables at Blue Heron, which this rent was meant to retire, and re-calculated what was needed to pay off that debt. It was suggested to add some language to the contract to emphasize what a benefit it is to the City to rent the Mt. View property. It was suggested to make the spelling "CITY" consistent on Page 1, to correct the address of the District on Page 10, remove the NOTE on Page 7, and to add "which greatly benefits the CITY" to Paragraph 4 on Page 2. Ms. Burkart moved to direct the superintendent to finalize the lease of the Mt. View property with the City, making the suggested editorial changes. Mr. O'Hara seconded and the motion carried 4-0.

Policy Review: Ms. James-Wilson reported the Policy Committee should have draft of the changes to the Wellness Policy and Procedure ready for first review at the July 14, 2014 board meeting. The library policy under review by the committee should be ready for first consideration by the board in August, 2014.

Board Announcements: Ms. Daly mentioned there was an article in the Washington Post regarding the mascot change at Port Townsend. Dr. Engle said similar articles were published in both the Philadelphia Enquirer and Seattle Times.

Executive Session: The regular meeting was adjourned at 8:35 p.m. to executive session to discuss personnel issues for approximately ten minutes. The executive session was adjourned at 8:47. The regular meeting was reconvened at 8:47 and adjourned by consensus at 8:48 p.m.

Next Meeting: Monday, July 14, 2014, Public Hearing on Proposed 2014-15 Budget, 1610 Blaine St., Room S-11, 6:00 p.m. Work/Study Session, 7:00 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Pam Daly, Board Vice-Chair

Board Vice-Chair Pam Daly called the meeting to order at 11:00 a.m. Present: Pam Daly, Jennifer James-Wilson, Anne Burkart. Excused: Holley Carlson and Nathanael O'Hara. Also present were Superintendent David Engle, and staff.

Executive Session

Ms. Daly adjourned the regular meeting at 11:01 and opened the executive session at 11:01 for approximately one hour to conduct the annual superintendent evaluation.

Ms. Daly adjourned the executive session at 12:01 and reconvened the regular meeting at 12:01.

Ms. Burkart said when the Board was conducting the superintendent search two years ago, they were looking for someone who could bring about transformational change for the District. The Board has been exceptionally pleased with the work Dr. Engle has done, and appreciates his ability to connect with the community, staff, and students.

Dr. Engle spoke about the following goals for the District:

- Help the principals fold their leadership work in to the Maritime Discovery Schools Initiative
- Help meet needs expressed by staff members
- Help create a platform using new technology that is being put in place to become a powerful tool
- Develop policies to create new CTE (Career Technical Education) courses that can assist students in meeting math and science standards.
- Implement more experiential learning in the District

Ms. James-Wilson moved to approve the superintendent's contract and amend it to increase the annual salary by 5%. Ms. Burkart seconded and the motion carried 3-0.

Adjournment

The special meeting was adjourned by consensus at 12:10 p.m.

Next Meeting: Budget Public Hearing, July 14, 6:00 p.m. Work/Study Meeting, 7:00 p.m., 1610 Blaine Street, Room S-11

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Pam Daly, Board Vice-Chair

Board Vice-Chair Pam Daly called the meeting to order at 4:00 p.m. Present: Jennifer James-Wilson, Pam Daly, and Anne Burkart. Also present were Superintendent David Engle, and staff.

Action Item

Amend and Approve Superintendent Contract Extension

Ms. Burkart moved to approve an amendment to the superintendent's contract to increase the annual salary by 5%, to \$131,250.00. Ms. James-Wilson seconded.

Ms. James-Wilson noted that an extension to this contract can be done any time before December 31, 2014.

The motion carried 3-0.

Next Meeting: July 14, 2014, Budget Hearing, 6:00 p.m. and Work/Study Meeting, 7:00 p.m., 1610 Blaine Street, Room S-11

Adjournment: The meeting was adjourned by consensus at 4:10 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST:_____
Pam Daly, Board Vice-Chair

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

Anne Burkart led the Pledge of Allegiance.

Approval of Agenda

Ms. Burkart moved to approve the agenda. Pam Daly seconded and the motion carried 5-0.

Shining Star Awards

Superintendent Engle presented a Shining Star award to Ann Healy-Raymond for her outstanding work as the District Library/Media Specialist, and for managing several projects this summer, including the new phone system and new web hosting service.

Public Comments: None

Public Hearing: Proposed 2014-15 Budget

The public hearing was opened at 6:10 p.m. Business Manager Sara Bonneville said a Draft Local Budget Summary is available for public viewing at the District Office and is also posted on the website. She explained that the 2014-15 budget projects an annual average full-time equivalency (AAFTE) of 1,151 for the district. Ms. Bonneville described projected expenditures and revenues for 2014-15.

Shining Star Awards

The budget hearing was recessed at 6:35 pm to present Shining Stars to recipients who had just arrived. Dr. Engle presented Shining Star Awards to Neil Pothoff and Jean Camfield for their work with the Port Townsend High School Scholarship Foundation, which has awarded more than \$500,000 to at least 700 students since 1974.

The budget hearing reconvened at 6:45 pm. Ms. Bonneville went over proposed 2014-15 budgets for the ASB (Associated Student Body), Debt Service, Capital Projects, and Transportation Vehicle Funds. Funding for Food Service in the proposed budget has been increased slightly to give the Food Service Director, Brad Taylor, the ability to explore purchasing more local foods for use in the school cafeterias. Ms. James-Wilson suggested a list of projects that have been or are scheduled to be completed using funds from the capital projects levy be posted online with the draft budget.

There were no public comments regarding the proposed 2014-15 budget.

The budget hearing was closed at 6:55 pm, and Board Chair Carlson called a short recess. The meeting was reconvened at 6:57 pm.

Reports

Thoughtstream – Brad Taylor

A presentation from Thoughtstream was given through Go-to-Meeting to the Board. It was explained Thoughtstream is a company the District contracted with to conduct surveys through email with staff and parents/guardians. In May and June, 2014, emails were sent inviting participants to share their thoughts regarding three questions about the District:

- What is working well?
- What can we continue to improve?
- What should students be able to accomplish or experience?

In the second phase, participants were then given the top thoughts from the survey and asked to prioritize them.

The goal of the survey was to share with the community the direction of the District over the next few years. Some of the survey results were shared, and shortly a website will be provided where the public can also view the results. The Board discussed ways to involve more of the community in future surveys. Nathanael O'Hara asked what the cost was for this service. Mr. Taylor said the contract was for two years and was approximately \$10,000.

Action Items

Approval of Resolution 14-13; Adopt the Budget for the 2014-15 School Year

Ms. Burkart moved to approve Resolution 14-13, to adopt the budget for the 2014-15 school year including:

- General Fund - \$13,955,720
- Transportation Vehicle Fund - \$55,200
- Capital Projects Fund - \$1,737,239
- Debt Service Fund – 60,723
- Associated Student Body Fund - \$389,968

Ms. James-Wilson seconded and the motion carried 5-0. Ms. Bonneville thanked the Finance Committee for their help in drafting the budget.

Approval of Amendment to School Calendar for 2014-15

Superintendent Engle explained that after adopting the Peace4Kids Program, it was necessary to place two District half-day early releases together to accommodate training for the program. It is proposed that both September 10 and 11, 2014 be early release days, for Grant Street and Blue Heron only, and removing the early release from January 14, 2015. Ms. Daly said it may be a good idea to send a letter to parents explaining the Peace4Kids Program and the reason for the calendar change. Mr. O'Hara moved to amend the 2014-15 school calendar to reflect these changes. Ms. Daly seconded and the motion carried 5-0.

Board Member Announcements/Suggestions for Future Meetings

Dr. Engle said he would not be at the July 28, 2014 Board meeting.

Next Meeting: July 28, 2014, Regular Meeting, 1610 Blaine Street, Room S-11, 6:00 p.m.

Adjournment: The meeting was adjourned by consensus at 8:17 p.m.

Respectfully submitted,

David Engle, Secretary

Holley Carlson, Board Chair

BLUE HERON SCHOOL

3939 San Juan Avenue
Port Townsend, WA 98368
Phone: (360) 379-4540
Fax: (360) 379-4548



Dr. Diane Lashinsky, Principal
Grades 4 - 8
www.ptschools.org/blueheron

To: Dr. David Engle, Superintendent
Laurie McGinnis, Personnel Office
From: Diane Lashinsky
Date: September 17, 2014
Re: Blue Heron .5 Language Arts Teacher

Dr. Engle:

I am pleased to recommend Brett Navin for the position of .5 FTE Language Arts Teacher at Blue Heron School. Brett's position will be effective at the beginning of the 2014-15 school year. His specific teaching assignment is 7th grade Language Arts.

Brett is a familiar face at Blue Heron School. This year, he served as a substitute paraprofessional and teacher, and provided excellent service to our students and staff especially during MSP testing. Brett substituted for Sarah Rubenstein in math when she assumed the role of MDS Coordinator. He is also a track coach and plans to continue coaching next year.

Members of the interview committee included Julie Russell, George Oswald, and myself – we unanimously agree that Brett will be an asset to the students and staff at Blue Heron.

Thank you,

A handwritten signature in black ink, appearing to read "Diane Lashinsky", with a long, sweeping horizontal line extending to the right.

Dr. Diane Lashinsky
Principal, BHS

PORT TOWNSEND SCHOOL DISTRICT

"Discover the Power of Learning"

Superintendent
David Engle

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

1610 Blaine St
Port Townsend, Washington 98368

Board of Directors
Anne Burkart
Holley Carlson
Pam Daly
Bill LeMaster
Jennifer James Wilson

To: Dr. David Engle, Superintendent
Laurie McGinnis, Personnel Office
From: Lisa Deen
Date: June 20, 2014
Re: School Psychologist/Counselor for Blue Heron

Dr. Engle-

I am pleased to recommend Colleen Sheahan for the position of 0.5 FTE School Psychologist for Blue Heron Middle School.

Colleen has eleven years of experience as a school social worker and ten years as a school psychologist. She's currently working with the Kent School District in the capacity of a school psychologist. Her knowledge and skills will be an asset to Blue Heron as well as to the district-wide special education team.

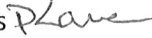
Members of the interview committee included Dr. Diane Lashinsky and John Burke from Blue Heron School, as well as Emily Gustafson and Lisa Deen from the special education department.

We are very pleased to have Colleen Sheahan join our Blue Heron team of professionals!

Thank you.

To: David Engle, Superintendent

Laurie McGinnis, Director of Human Resources

From: Patrick Kane, Director of Special Services 

Re: Hire for Special Education teacher (.4 BHMS/.6 PTHS)

Date: 7-8-14

I am recommending that Jane Elizabeth (Betsy) Snyder-Johnson be hired for the position of special education teacher (.4 BHMS/.6 PTHS). Betsy was interviewed by me and Lisa Deen for the position. Betsy has worked in the Port Townsend School District for a number of years and as recently as last year at Blue Heron Middle School as an interim teacher when Pat Range left to take a position at Grant Street. Betsy does a great job in working with students with special needs and she understands what curriculum needs to be offered to the students to raise their academic skills.

BLUE HERON SCHOOL

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Dr. Diane Lashinsky, Principal
Grades 4 - 8
www.ptschools.org/blueheron

To: Dr. David Engle, Superintendent
Laurie McGinnis, Personnel Office
From: Diane Lashinsky
Date: June 27, 2014
Re: Blue Heron 1.0 Title 1/LAP Paraeducator – 1 year Leave Replacement

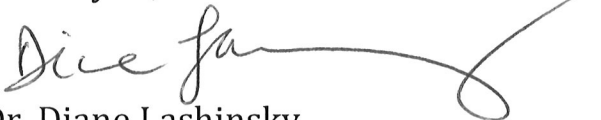
Dr. Engle:

I am pleased to recommend Amy Wilson for the position of Title 1/LAP Paraeducator at Blue Heron School. Amy's position will be effective on September 2. She will work 6.5 hours each day, serving students who are not proficient in grade level standards in reading and math. Amy will work under the teacher supervision of Blue Heron's Reading Specialist and myself.

Amy has experience as an elementary classroom teacher; however her certification is no longer active. She impressed the interview committee with her knowledge and skills of teaching children to read and inspiring them to learn math. Prior to the start of school, Amy will participate in a 2-day training in *Read 180* with a team of 9 other teachers/paraprofessionals. She will also participate in JUMP math curriculum training with the 4th and 5th grade instructional teams.

We are delighted that Amy is returning to education and will be working at Blue Heron School.

Thank you,



Dr. Diane Lashinsky
Principal, BHS

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Dr. Diane Lashinsky, Principal
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www.ptschools.org/blueheron

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

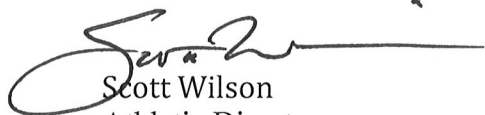
RE: Noa Montoya, Blue Heron Head Football Coach

June 27, 2014

Dr. Engle and Members of the School Board,

After interviewing Noa Montoya, I am formally recommending him for the position of head football coach at Blue Heron School for the 2014-15 school year. Noa maintains a vision and philosophy for coaching that is consistent with our current goals of the entire athletic department in the school district. I look forward to having Noa as our middle school football coach.

Sincerely,



Scott Wilson
Athletic Director
Port Townsend School District

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Port Townsend, WA 98368
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Fax: (360) 379-4548

Dr. Diane Lashinsky, Principal
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www.ptschools.org/blueheron

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: Brian Tracer, Blue Heron ASSISTANT Football Coach

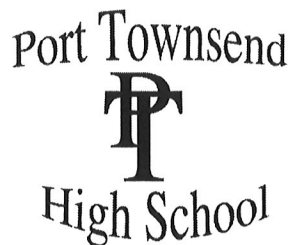
June 27, 2014

Dr. Engle and Members of the School Board,

I am formally recommending Brian Tracer for the position of Assistant Football Coach at Blue Heron School for the 2014-15 school year. Brian's philosophy and demeanor are positive attributes for coaching. He will be a good fit for our young men who participate in middle school football. I look forward to his involvement in our athletic program.

Sincerely,


Scott Wilson
Athletic Director
Port Townsend School District



1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4505

Scott Wilson, 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: Brett Naven: Cross Country Head Coach: Blue Heron Middle School

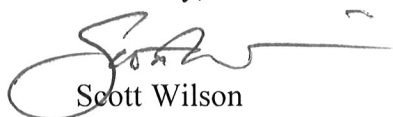
Date: June 30, 2014

Dr. Engle and Members of the School Board,

After reviewing his application and conducting the subsequent interview, I, Scott Wilson, recommend Brett Naven for the position head Cross Country coach at Blue Heron Middle School.

Brett has served as an assistant track coach this past spring and has been a positive influence for our young athletes. He has the demeanor and attitude that kids can relate to. He will be a true asset to our cross country program.

Sincerely,



Scott Wilson



ATHLETICS

BLUE HERON SCHOOL

3939 San Juan Avenue
Port Townsend, WA 98368
Phone: (360) 379-4540
Fax: (360) 379-4548

Dr. Diane Lashinsky, Principal
Grades 4 - 8
www.ptschools.org/blueheron

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: Jamie Landry

June 30, 2014

Dr. Engle and Members of the School Board,

I am formally recommending Jamie Landry for the position of Head Volleyball Coach at Blue Heron School for the 2014-15 school year. Jamie is a positive role model for young ladies and has much experience coaching at a variety of levels. I look forward to having Jamie on board our athletic program.


Sincerely,



Scott R. Wilson
Athletic Director
Port Townsend School District

Laurie McGinnis

From: Scott Wilson
Sent: Monday, July 07, 2014 9:36 AM
To: Laurie McGinnis
Subject: FW: Blue Heron Volleyball Resignation

Scott R. Wilson
Assistant Principal, PTHS
Athletic Director....
Port Townsend Schools

Sent from iPhone

From: Amy Tidball
Sent: Monday, July 7, 2014 9:31:18 AM
To: Scott Wilson
Subject: Blue Heron Volleyball Resignation

I, Amy Tidball, am resigning my position as the Blue Heron School Head Volleyball coach.

Regards,
Amy

SUPPLEMENTAL CONTRACTS FOR 2014-15

<u>NAME</u>	<u>POSITION</u>	<u>PAY PERIOD</u>
Gina McMath	Yearbook Advisor	Sept.-June
Kirsten Hammer	(Fall Sports)Cheerleader Advisor	Sept.-Nov
Kirsten Hammer	(Winter Sports)Cheerleader Advisor	Nov.-Jan
M. Welch	Knowledge Bowl Coach	Oct. -June
Chris Pierson	Mock Trial Coach	Dec. – Feb.
Kim Clarke	Band Director	Sept. - June
Daniel Ferland	Orchestra Director	Sept. – June
Tanya Rublaitus	Work-Based Learning/Mentorship Coordinator	Sept. - Aug
<u>FALL SPORTS</u>		
Nick Snyder	Head Football Coach	Sept.-Oct.-Nov.
Tom Webster	Assistant Football Coach	Sept.-Oct.-Nov.
Terry Khile	Assistant Football Coach	Sept.-Oct.-Nov.
Richard Hill	Assistant Football Coach	Sept.-Oct.-Nov.
Noa Montoya	Blue Heron Head Football Coach	Sept.-Oct.-Nov
Brian Tracer	Blue Heron Assistant Football Coach	Sept.-Oct.-Nov
Alice Fraser	Cross Country Coach	Sept.-Oct.-Nov.
Brett Navin	Blue Heron Cross Country Coach	Sept.-Oct.-Nov
Nettie Hawkins	Volleyball Coach	Sept.-Oct.-Nov.
Amy Tidball	Assistant Volleyball Coach	Sept.-Oct.-Nov.
Colin Foden	Girls' Soccer Coach	Sept.-Oct.-Nov.
Tom Gambill	Girls' Soccer Assistant Coach	Sept.-Oct.-Nov.
Peter Braden	Girls' Swim Coach	Sept.-Oct.-Nov.
Jamie Landry	Blue Heron Volleyball Coach	Sept.-Oct.-Nov..
Trisha Minnihan	Blue Heron Assistant Volleyball Coach	Sept.-Oct.-Nov..
Jennifer Nielsen	Theater Productions Advisor	---- -Oct.-Nov.
<u>WINTER SPORTS</u>		
Jeanne McNulty-King	Head Basketball Coach/Girls	Nov.-Dec.-Jan.
Scott B. Wilson	Assistant Basketball Coach/Girls	Nov.-Dec.-Jan.
Tom Webster	Head Basketball Coach/Boys	Nov.-Dec.-Jan.
TBD	Assistant Basketball Coach/Boys	Nov.-Dec.-Jan.
TBD	HS C Team Boys' Bball Coach	Nov.-Dec.-Jan.
Stephen Grimm	Head Wrestling Coach	Nov.-Dec.-Jan.
Matt Krysinski	Assistant Wrestling Coach	Nov.-Dec.-Jan.
TBD	Blue Heron Boys' Basketball Coach	Nov.-Dec.-Jan.
TBD	Blue Heron Asst. Boys' Basketball Coach	Nov.-Dec.-Jan.
TBD	Blue Heron Wrestling Coach	Jan.-Feb.-Mar.
TBD	Blue Heron Girls' Basketball Coach	Jan.-Feb.-Mar.
Gordon Barnett	Blue Heron Assistant Girls' Bball Coach	Jan.-Feb.-Mar.
<u>SPRING SPORTS</u>		
Tom Webster	Head Baseball Coach	Mar.-Apr.-May
Rich Hill	Assistant Baseball Coach	Mar.-Apr.-May
Kelli Parcher	Fastpitch Coach	Mar.-Apr.-May
Amy Tidball	Assistant Fastpitch Coach	Mar.-Apr.-May
Dustin Johnson	Head Track Coach	Mar.-Apr.-May
Ian Fraser	Assistant Track Coach	Mar.-Apr.-May
Gabe Tonan	Golf Coach	Mar.-Apr.-May
TBD	Assistant Boys' Soccer Coach	Mar.-Apr.-May
TBD	Boys' Soccer Coach	Mar.-Apr.-May
Cameron Jones	BH Track Head Coach	Mar.-Apr.-May
Brett Navin	BH Assistant Track Coach	Mar.-Apr.-May
<u>MISC STIPENDS</u>		
Allen Fox	REACH	---- -Oct.-June
Julie Russell	Blue Heron ASB Coordinator	Sept.-August
TBD	Blue Heron Yearbook Advisor	Sept.-June
TBD	BH Journalism/Photography Advisor	Sept.-June

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 July 28, 2014, the board, by a _____ vote, approves payments, totaling \$24,975.82. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9837 through 9861, totaling \$24,975.82

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
9837	5TH AVENUE THEATRE	06/30/2014	104.50
9838	BANK OF AMERICA VISA	06/30/2014	4,492.29
9839	CENTRUM	06/30/2014	3,650.00
9840	COAST ARTILLERY MUSEUM	06/30/2014	156.00
9841	DORAN, KELLY	06/30/2014	500.00
9842	GOLD MEDAL SQUARED	06/30/2014	1,000.00
9843	GOOD SPORTS	06/30/2014	76.30
9844	GTM SPORTSWEAR	06/30/2014	2,619.82
9845	Gunn, Helen	06/30/2014	90.00
9846	HOLLY'S FLOWERS	06/30/2014	456.17
9847	KITSAP PENINSULA SOCCER REF	06/30/2014	2,674.88
9848	NISQUALLY LEAGUE	06/30/2014	115.00
9849	O'Brien, Molly Anne	06/30/2014	73.88
9850	OLYMPIC LEAGUE	06/30/2014	267.32
9851	PIZZA FACTORY	06/30/2014	207.05
9852	ROSE THEATRE	06/30/2014	50.00
9853	Russell, Julie Ann	06/30/2014	61.12
9854	SAFEWAY	06/30/2014	208.64
9855	SEQUIM MIDDLE SCHOOL	06/30/2014	50.37
9856	SOS PRINTING	06/30/2014	726.21
9857	Swains General Store	06/30/2014	89.95
9858	USA SUMMER CHEER CAMP	06/30/2014	169.00
9859	WALSWORTH PUBLISHING CO	06/30/2014	4,252.40
9860	WESTERN PENINSULA UMPIRES ASSN	06/30/2014	2,749.92
9861	WIAA	06/30/2014	135.00

25 Computer Check(s) For a Total of 24,975.82

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

As of July 28, 2014, the board, by a _____ vote, approves payments, totaling \$8,563.87. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9862 through 9868, totaling \$8,563.87

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
9862	DL LOGOS	07/15/2014	245.25
9863	EASTBAY TEAM SERVICES	07/15/2014	503.30
9864	GRIDIRON CLUB	07/15/2014	5,700.00
9865	HENERY HARDWARE	07/15/2014	248.33
9866	Nielsen, Jennifer Marie	07/15/2014	188.09
9867	SEATTLE SHAKESPEARE CO	07/15/2014	429.00
9868	WALSWORTH PUBLISHING CO	07/15/2014	1,249.90

7 Computer Check(s) For a Total of 8,563.87

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 July 28, 2014, the board, by a _____ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$485.65. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Voids/Cancellations, totaling \$485.65

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

Check Nbr	Vendor Name	Check Date	Check Amount
57007	MUSIC CENTERS INC	07/16/2014	485.65
1	Void	Check(s) For a Total of	485.65

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 July 28, 2014, the board, by a _____ vote, approves payments, totaling \$7,397.85. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 201300039 through 201300041, totaling \$7,397.85

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
201300039	DEPARTMENT OF REVENUE	07/01/2014	6,173.02
201300040	DEPARTMENT OF REVENUE	07/01/2014	373.79
201300041	DEPARTMENT OF REVENUE	07/01/2014	851.04

3 Wire Transfer Check(s) For a Total of 7,397.85

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 July 28, 2014, the board, by a _____ vote, approves payments, totaling \$0.03. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 201300042 through 201300042, totaling \$0.03

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
201300042	DEPARTMENT OF REVENUE	07/01/2014	0.03

1	Wire Transfer Check(s) For a Total of	0.03
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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 July 28, 2014, the board, by a _____ vote, approves payments, totaling \$810.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3189 through 3189, totaling \$810.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
3189	MCKINSTRY ESSENTION LLC	07/15/2014	810.00
1	Computer	Check(s) For a Total of	810.00

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 July 28, 2014, the board, by a _____ vote, approves payments, totaling \$30,533.61. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3186 through 3188, totaling \$30,533.61

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

Check Nbr	Vendor Name	Check Date	Check Amount
3186	ALDEN ASSOCIATES INC	06/30/2014	1,780.61
3187	CDW GOVERNMENT	06/30/2014	19,297.00
3188	FULCRUM MANAGEMENT SOL LTD	06/30/2014	9,456.00
3	Computer	Check(s) For a Total of	30,533.61

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

As of July 28, 2014, the board, by a _____ vote, approves payments, totaling \$171,583.22. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 57429 through 57490, totaling \$171,583.22

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
57429	AMSAN OLYMPIC SUPPLY	06/30/2014	121.89
57430	B & H PHOTO VIDEO	06/30/2014	692.25
57431	BANK OF AMERICA VISA	06/30/2014	7,001.90
57432	Behrenfeld, Kirsten Mary	06/30/2014	57.68
57433	Behrenfeld, Timothy Jon	06/30/2014	248.76
57434	BOLD TRANSITIONS LLC/J HORNING	06/30/2014	2,150.00
57435	Bonneville, Sara L	06/30/2014	50.96
57436	BUTLER, ROBERTA L	06/30/2014	600.00
57437	CANON FINANCIAL SERVICES INC	06/30/2014	207.07
57438	CENTRUM	06/30/2014	8,850.00
57439	CENTURYLINK	06/30/2014	1,425.62
57440	CENTURYLINK	06/30/2014	106.58
57441	CHIMCAUM SCH DIST#49-CO-OP TRA	06/30/2014	3,419.72
57442	CURRICULUM ASSOCIATES	06/30/2014	399.21
57443	DATAMATION SYSTEMS INC	06/30/2014	6,050.58
57444	DIMENSIONAL COMMUNICATIONS INC	06/30/2014	1,498.73
57445	DISCOVER MATHEMATICS! DBA	06/30/2014	660.00
57446	Dow, Benjamin S	06/30/2014	26.00
57447	Dow, Julianne Michelle	06/30/2014	165.06
57448	ESD 114	06/30/2014	20,190.16
57449	EVERBIND BOOKS	06/30/2014	28.08
57450	FISHER SCIENCE EDUCATION	06/30/2014	202.33
57451	FOOD CO-OP	06/30/2014	32.49
57452	GBC	06/30/2014	111.22
57453	GRAINGER	06/30/2014	105.73
57454	Grewell, Shannon S	06/30/2014	11.20
57455	HARING CENTER PDU	06/30/2014	150.00
57456	KARSCHNEY, KATHRYN	06/30/2014	3,900.00
57457	KING COUNTY DIRECTORS	06/30/2014	308.54
57458	KROGER - QFC CUSTOMER CHARGES	06/30/2014	36.20
57459	LANCE, PHILIPPA	06/30/2014	9,045.00
57460	LEADER PHYSICIAN SERVICES	06/30/2014	71.40
57461	MacKey, Joanne Lynn	06/30/2014	38.14

Check Nbr	Vendor Name	Check Date	Check Amount
57462	MCDONALD, MARGIE	06/30/2014	450.00
57463	Miller, James Keith	06/30/2014	175.21
57464	MUSIC CENTERS INC	06/30/2014	5.40
57465	OLYMPIC PRINTER RESOURCES INC	06/30/2014	1,120.30
57466	OLYMPIC PENINSULA CONSULTANTS	06/30/2014	150.00
57467	PEARSALL, S NEVILLE	06/30/2014	1,024.60
57468	PENINSULA COLLEGE	06/30/2014	57,126.39
57469	Pierson-Staab, Dawn	06/30/2014	500.00
57470	PITNEY-BOWES	06/30/2014	207.46
57471	Pongrey, Melinda May	06/30/2014	204.75
57472	POSTAGE BY PHONE RESERVE ACCOU	06/30/2014	1,025.00
57473	PROJECT LEAD THE WAY INC	06/30/2014	750.00
57474	PROMEVO	06/30/2014	10,651.80
57475	PUBLIC UTILITY DISTRICT	06/30/2014	14,114.72
57476	RLE ENTERPRISES	06/30/2014	125.00
57477	Rublaitus, Tanya K	06/30/2014	125.85
57478	SCHOOL SPECIALTY	06/30/2014	971.66
57479	SHAUGHNESSY MARINA DBA	06/30/2014	1,200.00
57480	Shively, Leslie L	06/30/2014	221.61
57481	SOUND EXPERIENCE	06/30/2014	1,117.00
57482	SOUND PUBLISHING INC	06/30/2014	63.00
57483	STATE AUDITOR	06/30/2014	2,964.84
57484	UPS STORE	06/30/2014	42.59
57485	UW AUTISM CENTER	06/30/2014	150.00
57486	Vokurka, Susan K	06/30/2014	600.00
57487	WASBO	06/30/2014	350.00
57488	WESCRAFT RV & TRUCK	06/30/2014	7,978.54
57489	WMEA	06/30/2014	20.00
57490	WSTA	06/30/2014	185.00
62	Computer	Check(s) For a Total of	171,583.22

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 July 28, 2014, the board, by a _____ vote, approves payments, totaling \$79,808.09. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 57491 through 57536, totaling \$79,808.09

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

Check Nbr	Vendor Name	Check Date	Check Amount
57491	BAY CITY SUPPLY	07/15/2014	392.91
57492	BUCK INSTITUTE FOR EDUCATION	07/15/2014	276.65
57493	CENEX FLEETCARD	07/15/2014	5,743.60
57494	CENTURYLINK	07/15/2014	1,506.48
57495	CITY OF PT TOWNSEND	07/15/2014	5,589.74
57496	COOPER FUEL & AUTO REPAIR	07/15/2014	2,565.32
57497	COSTCO	07/15/2014	345.64
57498	DAIRY FRESH FARMS INC	07/15/2014	562.46
57499	DATABASE SECURE RECORDS DESTRC	07/15/2014	41.63
57500	DIGITAL INSURANCE INC	07/15/2014	500.00
57501	DM DISPOSAL CO INC	07/15/2014	3,648.72
57502	EDENSAW WOODS	07/15/2014	104.10
57503	ESD 114	07/15/2014	4,277.51
57504	FIT INC	07/15/2014	223.45
57505	FOOD SERVICES OF AMERICA	07/15/2014	2,608.08
57506	GRAINGER	07/15/2014	3,024.75
57507	GREENTREE COMMUNICATIONS	07/15/2014	94.57
57508	Haveron, Steve J	07/15/2014	53.76
57509	HEALTH CARE AUTHORITY	07/15/2014	296.03
57510	HENERY HARDWARE	07/15/2014	686.59
57511	HOUGHTON MIFFLIN HARCOURT	07/15/2014	679.03
57512	JAMESTOWN NETWORKS	07/15/2014	900.00
57513	JEFF CO DEPT OF PUBLIC WORKS	07/15/2014	304.63
57514	JT EDUCATIONAL CONSULTANTS INC	07/15/2014	700.00
57515	Kane, Patrick J	07/15/2014	54.88
57516	KING COUNTY DIRECTORS	07/15/2014	891.61
57517	LEADER	07/15/2014	297.50
57518	LEADER PHYSICIAN SERVICES	07/15/2014	172.20
57519	LES SCHWAB	07/15/2014	154.68
57520	McGinnis, Laurie Kathleen	07/15/2014	56.00
57521	MCKINSTRY ESSENTION LLC	07/15/2014	1,890.00
57522	OLYMPIC SPRINGS	07/15/2014	38.67
57523	PACIFIC OFFICE EQUIPMENT	07/15/2014	1,061.87

Check Nbr	Vendor Name	Check Date	Check Amount
57524	PACIFIC GOLF & TURF	07/15/2014	58.03
57525	PENINSULA PEST CONTROL	07/15/2014	310.65
57526	PORTER FOSTER RORICK LLP	07/15/2014	4,280.00
57527	PROMEVO	07/15/2014	1,425.30
57528	Rich, Deborah E	07/15/2014	19.30
57529	SCHOLASTIC INC	07/15/2014	17,694.00
57530	SEATTLE SHAKESPEARE CO	07/15/2014	1,229.00
57531	SECURITY BENEFIT	07/15/2014	102.00
57532	SETON	07/15/2014	657.50
57533	SOS PRINTING	07/15/2014	262.34
57534	THE BROKEN SPOKE	07/15/2014	13,961.25
57535	WASH STATE FERRIES	07/15/2014	2.00
57536	ZEE MEDICAL	07/15/2014	63.66
46	Computer	Check(s) For a Total of	79,808.09

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of June, 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	\$ <u>658,191.73</u>	Employee Gross
	<u>243,694.75</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>901,886.48</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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

REPORT OF MONETARY DONATIONS

To the Board of the Port Townsend School District:

Date of donation 6-25

Name of donor Quileute Tribe

Address of donor PO Box 279
La Push, WA 98350

Purpose of donation:

Amount:

Assist with High School mascot change

500.00

Received by Dawn Young

Building Administrator

REPORT OF MONETARY DONATIONS

To the Board of the Port Townsend School District:

Date of donation 6-30-14

Name of donor 7 Cedars Casino

Address of donor 270756 U.S. 101

Sequim, WA 98382

Purpose of donation:

Amount:

Assist with High School mascot Change

5,000.00

Received by

Hawn Young

Building Administrator

Port Townsend School District

Monthly Financial Report to Board

July 28, 2014

➤ June 2014 Financial Reports

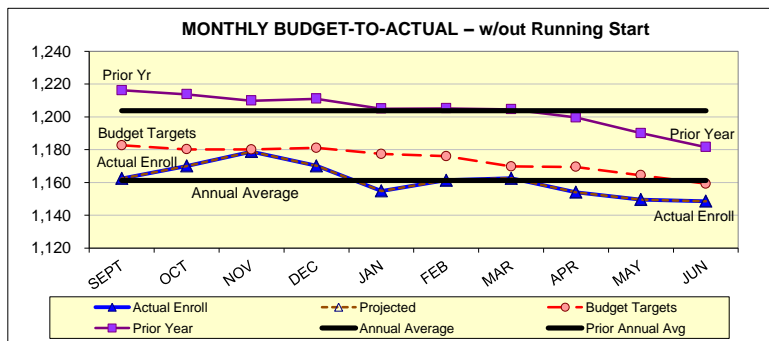
- Annual Average Enrollment
- Net Assets, Cash & Investments
- Revenue, Expenditure & Fund Balance
- General Fund Comparison to Prior Year

1

Enrollment

2013-2014

	12-13 Final	13-14 Budget	13-14 Final
AAFTE w/out Running Start	1,204	1,174	1,161.3
AAFTE Running Start	26	25	34.1
Total AAFTE	1,230	1,199	1,195



2

Financial Summary

as of: **June 30, 2014**

NET ASSETS

	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Total Assets	\$ 1,766,898	\$ 1,638,109	\$ 122,915	\$ 359,920	\$ 119,984
- less: Taxes Receivable	(1,503,925)	(545,424)	(4,039)	-	-
Assets Net of Taxes Due	\$ 262,973	\$ 1,092,685	\$ 118,875	\$ 359,920	\$ 119,984
Total Liabilities/Def Rev	\$ 1,564,225	\$ 546,275	\$ 4,039	\$ 13,479	\$ -
- less: Deferred Tax Revenue	(1,503,925)	(545,424)	(4,039)	-	-
Liabilities Net of Taxes Due	\$ 60,300	\$ 851	\$ -	\$ 13,479	\$ -
Current Fund Balance	\$ 202,673	\$ 1,091,834	\$ 118,875	\$ 346,441	\$ 119,984

	GF	CPF	DSV	ASB Fund	TVF
Net Cash & Invest w/ County Treas.	\$ 185,462	\$ 1,092,685	\$ 118,875	\$ 350,594	\$ 119,984

Financial Summary

as of: **June 30, 2014**

REVENUES, EXPENDITURES &

CHANGES IN FUND BAL

	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Revenues YTD	\$ 10,880,880	\$ 1,510,263	\$ 7,009	\$ 311,061	\$ 101
Expenditures YTD	(11,217,343)	(866,224)	(60,008)	(277,399)	-
Transfers-in/<out> YTD	93,038	(152,798)	59,761	-	-
YTD Change in Fund Bal	\$ (243,426)	\$ 491,241	\$ 6,763	\$ 33,661	\$ 101
+ Beginning Fund Balance	\$ 446,099	\$ 600,593	\$ 112,113	\$ 312,780	\$ 119,883
Current Fund Balance	202,673	1,091,834	118,875	346,441	119,984

Budgeted Expenditure Capacity:

			(revised)		
Total Expenditure Budget	\$ 13,775,843	\$ 1,531,054	\$ 60,761	\$ 447,848	\$ 120,000
less YTD Expend/Transf	(11,217,343)	(866,224)	(60,008)	(277,399)	-
less YTD Encumbrances	(2,011,229)	(377,970)	-	(85,933)	(118,265)
Un-Encumbered Budget	\$ 547,270	\$ 286,861	\$ 753	\$ 84,516	\$ 1,735

General Fund

Year-to-Year Comparison

2013-2014

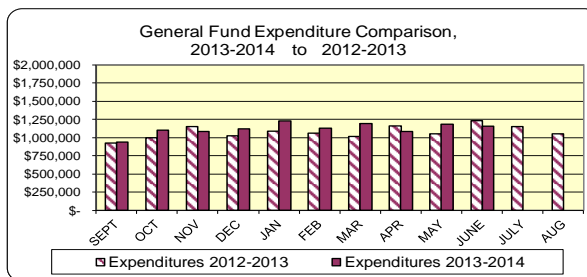
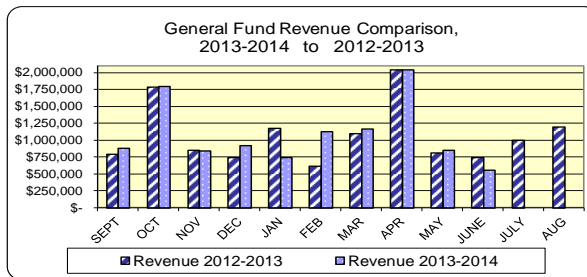
YEAR-to-YEAR	JUNE				Variance
	2013-2014	% of Bud	2012-2013	% of Bud	
Beginning Fund Balance	\$ 446,099		\$473,458		\$ (27,360)
+ Revenues	10,880,880	80.0%	10,709,027	81.4%	171,853
+ Transfer-In from other funds	93,038	33.34%	-		93,038
Total Funds Available	\$ 11,420,016		\$ 11,182,485		\$ 237,531
Expenditures:					
Salaries & Benefits (Payroll)	\$ 8,925,348		\$ 8,700,083		225,265
Accounts Payable	2,291,995		2,030,069		261,926
Total Expenditures & Transf-out	\$ 11,217,343	81.43%	\$ 10,730,152	81.46%	\$ 487,191
Fund Balance at EOM	\$ 202,673		\$ 452,333		\$ (249,661)

5

2013-2014

June 2014

General Fund

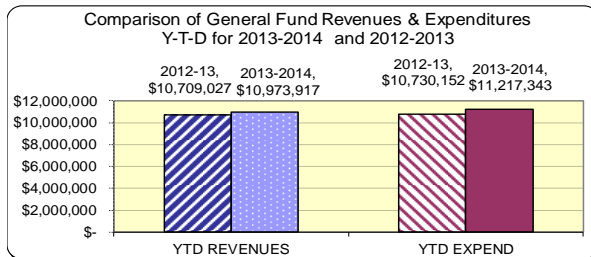
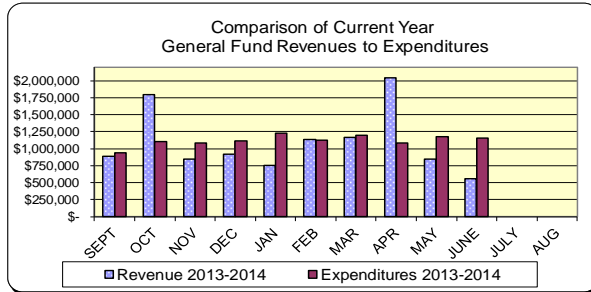


6

2013-2014

June 2014

General Fund



7

Conclusion

Are there any questions?



8

10--General Fund -- for the Month of June, 2014

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	3,274,113	29,191.71	3,184,402.25		89,710.75	97.26
2000 LOCAL SUPPORT NONTAX	374,575	26,912.81	328,689.89		45,885.11	87.75
3000 STATE, GENERAL PURPOSE	6,614,371	386,915.51	5,020,990.05		1,593,380.95	75.91
4000 STATE, SPECIAL PURPOSE	1,883,273	98,167.15	1,294,467.75		588,805.25	68.74
5000 FEDERAL, GENERAL PURPOSE	0	.00	199,863.79		199,863.79-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,210,512	23,700.52	700,918.82		509,593.18	57.90
7000 REVENUES FR OTH SCH DIST	239,750	196.40-	151,547.28		88,202.72	63.21
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	279,016	.00	93,037.59		185,978.41	33.34
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,875,610	564,691.30	10,973,917.42		2,901,692.58	79.09
<u>B. EXPENDITURES</u>						
00 Regular Instruction	6,610,775	597,523.91	5,407,766.55	923,615.81	279,392.64	95.77
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,215,921	174,834.02	1,823,601.29	315,212.89	77,106.82	96.52
30 Voc. Ed Instruction	481,708	42,523.78	400,559.42	70,192.65	10,955.93	97.73
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	786,726	70,290.80	549,133.78	173,059.00	64,533.22	91.80
70 Other Instructional Pgms	471,454	42,318.99	266,105.78	54,781.47	150,566.75	68.06
80 Community Services	8,130	1,909.70	9,409.34	646.59	1,925.93-	123.69
90 Support Services	3,200,399	227,990.65	2,760,767.23	473,720.74	34,088.97-	101.07
<u>Total EXPENDITURES</u>	13,775,113	1,157,391.85	11,217,343.39	2,011,229.15	546,540.46	96.03
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>	100,497	592,700.55-	243,425.97-		343,922.97-	342.22-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	420,000		446,098.50			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	520,497		202,672.53			
<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 821 Restrictd for Carryover	0		18,533.00			
G/L 828 Restricted for C/O of FS Rev	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		1,500.00			
G/L 872 Committd to Min Fnd Bal Policy	470,497		357,593.50			
G/L 875 Assigned Contingencies	50,000		50,000.00			
G/L 888 Assigned to Other Purposes	0		18,472.00			
G/L 890 Unassigned Fund Balance	0		243,425.97-			
<u>TOTAL</u>	520,497		202,672.53			

20--Capital Projects -- for the Month of June, 2014

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	1,163,187	10,192.10	1,161,739.64		1,447.36	99.88
2000 Local Support Nontax	79,159	5,957.21	59,254.82		19,904.18	74.86
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	289,269	.00	289,269.00		.00	100.00
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>	1,531,615	16,149.31	1,510,263.46		21,351.54	98.61
<u>B. EXPENDITURES</u>						
10 Sites	122,622	.00	83,117.26	39,505.11	.37-	100.00
20 Buildings	757,678	10,307.04	16,801.18	316,028.12	424,848.70	43.93
30 Equipment	361,485	21,077.61	21,457.91	22,436.29	317,590.80	12.14
40 Energy	289,269	.00	744,847.55	0.00	455,578.55-	257.49
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>	1,531,054	31,384.65	866,223.90	377,969.52	286,860.58	81.26
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	338,777	.00	152,798.49			
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>	338,216-	15,235.34-	491,241.07		829,457.07	245.24-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	480,700		600,592.88			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	142,484		1,091,833.95			
<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 861 Restricted from Bond Proceeds	0		.00			
G/L 862 Committed from Levy Proceeds	163,719		28,261.90-			
G/L 863 Restricted from State Proceeds	289,269-		.00			
G/L 865 Restricted from Other Proceeds	228,667		1,866.00-			
G/L 870 Committed to Other Purposes	0		32,690.00			
G/L 889 Assigned to Fund Purposes	39,367		1,089,271.85			
<u>TOTAL</u>	142,484		1,091,833.95			

30--Debt Service Fund -- for the Month of June, 2014

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	845.66	6,918.96		6,918.96-	0.00
2000 Local Support Nontax	100	8.64	90.42		9.58	90.42
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	59,761	.00	59,760.90		.10	100.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,861	854.30	66,770.28		6,909.28-	111.54
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	44,800	.00	44,800.00	0.00	.00	100.00
Interest On Bonds	14,961	.00	14,960.90	0.00	.10	100.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	100	.00	246.75	0.00	146.75-	246.75
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>	59,861	.00	60,007.65	0.00	146.65-	100.24
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>	0	854.30	6,762.63		6,762.63	0.00
F. <u>TOTAL BEGINNING FUND BALANCE</u>	104,200		112,112.57			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	104,200		118,875.20			
<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	104,200		118,875.20			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
<u>TOTAL</u>	104,200		118,875.20			

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

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	145,900	1,287.55	46,405.83		99,494.17	31.81
2000 Athletics	26,510	782.65	49,585.92		23,075.92-	187.05
3000 Classes	11,700	1,299.36	15,661.59		3,961.59-	133.86
4000 Clubs	195,624	19,646.09	181,728.04		13,895.96	92.90
6000 Private Moneys	12,101	.00	17,679.57		5,578.57-	146.10
<u>Total REVENUES</u>	391,835	23,015.65	311,060.95		80,774.05	79.39
 B. EXPENDITURES						
1000 General Student Body	113,010	.00	2,809.50	5,116.91	105,083.59	7.01
2000 Athletics	71,993	17,910.23	69,809.24	28,536.78	26,353.02-	136.60
3000 Classes	26,820	7,681.52	14,797.47	8,744.11	3,278.42	87.78
4000 Clubs	220,974	15,107.93	169,466.61	43,035.19	8,472.20	96.17
6000 Private Moneys	15,051	415.95	20,516.66	500.00	5,965.66-	139.64
<u>Total EXPENDITURES</u>	447,848	41,115.63	277,399.48	85,932.99	84,515.53	81.13
 C. <u>EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u>	<u>(A-B)</u>	56,013-	18,099.98-	33,661.47	89,674.47	160.10-
 D. <u>TOTAL BEGINNING FUND BALANCE</u>	263,000		312,779.84			
 E. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
 F. <u>TOTAL ENDING FUND BALANCE</u>	206,987		346,441.31			
<u>(C + D +OR- E)</u>						
<hr/>						
G. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	206,987		346,441.31			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
<u>TOTAL</u>	206,987		346,441.31			

90--Transportation Vehicle Fund -- for the Month of June, 2014

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	200	8.91	100.53		99.47	50.27
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	85,000	.00	.00		85,000.00	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>	85,200	8.91	100.53		85,099.47	0.12
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	85,200	8.91	100.53		85,099.47	0.12
D. <u>EXPENDITURES</u>						
Type 30 Equipment	120,000	.00	.00	118,265.00	1,735.00	98.55
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>	120,000	.00	.00	118,265.00	1,735.00	98.55
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>	34,800-	8.91	100.53		34,900.53	100.29-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	119,800		119,883.01			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u>	85,000		119,983.54			
<u>(G + H +OR- I)</u>						
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	34,800-		119,983.54			
G/L 889 Assigned to Fund Purposes	119,800		.00			
<u>TOTAL</u>	85,000		119,983.54			

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

RESOLUTION 14-09

WHEREAS, the Superintendent is recommending a health benefit allowance of seven hundred sixty eight dollars (\$768.00) plus sixty-six dollars and sixty-four cents (\$66.64) to the health care authority for future retirement medical benefits and authorized dental and medical premiums for the district certificated administrators effective September 1, 2014;

WHEREAS, the state legislature has established the health benefits allowance;

WHEREAS, the Board of Directors is authorized by statute to enact salary and health benefits;

NOW THEREFORE BE IT RESOLVED that the Port Townsend School District Board of Directors approve the recommended salary schedules as attached and health benefits as described.

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at a regular meeting held July 28, 2014.

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

Holley Carlson, Board Chair

Pam Daly, Board Vice-Chair

Nathanael O'Hara

Jennifer James-Wilson

Anne Burkart

ATTEST:

David Engle
Secretary to the Board

PORT TOWNSEND SCHOOL DISTRICT #50
BUILDING ADMINISTRATORS' SALARY SCHEDULE
2014-2015

YEARS OF EXPERIENCE	HIGH SCHOOL ASSISTANT PRINCIPAL/ ATHLETIC DIRECTOR (210 DAYS)	ELEMENTARY PRINCIPAL (213 Days)	MIDDLE SCHOOL PRINCIPAL (213 DAYS)	HIGH SCHOOL PRINCIPAL (213 DAYS)
0	75,645	76,726	80,499	81,961
1	77,163	78,265	82,027	83,613
2	78,679	79,803	83,552	85,266
3	80,194	81,340	85,256	86,915
4	81,710	82,877	86,791	88,568
5	83,227	84,416	88,445	90,221
6	84,675	85,885	90,129	91,875
7	86,268	87,500	91,850	93,490

For the 2014-15 school year a maximum of ten (10) optional days. (Refer to item 5.3 in Administrator contract).

9/1/2014

PORT TOWNSEND SCHOOL DISTRICT NO. 50

**2014-2015
SALARY SCHEDULE**

DIRECTOR OF SPECIAL EDUCATION/ASSESSMENT SERVICES
(210 Days)

Step 1	\$73,569
Step 2	\$75,729
Step 3	\$78,162
Step 4	\$80,864
Step 5	\$83,907
Step 6	\$84,746
Step 7	\$85,594
Step 8	\$86,449

For the 2014-15 school year a maximum of ten (10) optional days.
(Refer to item 5.3 in Administrator contract.)

07/01/14

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

RESOLUTION 14-10

WHEREAS, the Superintendent is recommending a health benefit allowance of seven hundred sixty eight dollars (\$768.00) plus sixty-six dollars and sixty-four cents (\$66.64) to the health care authority for future retirement medical benefits and authorized dental and medical premiums for the district classified staff effective September 1, 2014;

WHEREAS, the state legislature has established the health benefits allowance;

WHEREAS, the Board of Directors is authorized by statute to enact salary and health benefits;

NOW THEREFORE BE IT RESOLVED that the Port Townsend School District Board of Directors approves the recommended salary schedule as attached and health benefits as described.

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at a regular meeting held July 28, 2014.

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

Holley Carlson, Board Chair

Pam Daly, Board Vice-Chair

Nathanael O'Hara

Jennifer James-Wilson

Anne Burkart

ATTEST:

Dr. David Engle
Secretary to the Board

APPENDIX A
PORT TOWNSEND SCHOOL DISTRICT NO. 50
SEPTEMBER 1, 2014

2014-2015 SALARY SCHEDULE

<u>PARA-</u>	(See Appendix B)	
<u>EDUCATOR:</u>	First Year	10.30
<u>CAMPUS</u>	Second Year	11.15
<u>SUPERVISOR:</u>	Third Year	12.18
	Fourth Year	13.21
	Fifth Year	14.24

<u>BUS DRIVER</u>	First Year	13.43
(Car/Van Drivers	Second Year	14.26
hired prior to 9/1/07)	Third Year	15.26
	Fourth Year	16.31
	Fifth Year	17.33

<u>CAR/VAN</u>		
<u>DRIVER:</u>	First Year	11.55
(Hired after 9/1/07)	Second Year	12.42
	Third Year	13.33
	Fourth Year	14.22
	Fifth Year	15.10

FOOD SERVICE:

<u>Food Service Assistant:</u>	
First Year	10.30
Second Year	11.15
Third Year	12.18
Fourth Year	13.21
Fifth Year	14.24

<u>Cook/Baker:</u>	
First Year	11.55
Second Year	12.42
Third Year	13.33
Fourth Year	14.22
Fifth Year	15.10

<u>Lead Cook/Baker</u>	
First Year	12.19
Second Year	13.10
Third Year	14.04
Fourth Year	15.00
Fifth Year	15.92

CUSTODIAN:

First Year	13.43
Second Year	14.26
Third Year	15.26
Fourth Year	16.31
Fifth Year	17.33

Custodians working after 6 p.m. will receive a differential of .52 per hour worked.*

MAINTENANCE:

General:

First Year	16.56
Second Year	17.36
Third Year	18.32
Fourth Year	19.39
Fifth Year	20.44

Groundskeeper:

First Year	16.56
Second Year	17.36
Third Year	18.32
Fourth Year	19.39
Fifth Year	20.44

Seasonal Grounds/Floater:

First Year	13.43
Second Year	14.26
Third Year	15.26
Fourth Year	16.31
Fifth Year	17.33

Computer/Telephone Technician:

First Year	16.56
Second Year	17.36
Third Year	18.32
Fourth Year	19.39
Fifth Year	20.44

SECRETARY:

First Year	13.43
Second Year	14.26
Third Year	15.26
Fourth Year	16.31
Fifth Year	17.33

For purposes of salary compensation only, the "anniversary date" for all employees covered by this Agreement who were hired after May 1, 1988, shall be their date of hire.

*COLA increases will apply to differential up to a maximum of .60 cents.

09/01/14

September 23, 2010

Addendum to Salary Schedule

Bargaining Agreement September 1, 2007 – August 31, 2012

CREDITS	LPN w/45	LPN w/60	LPN w/75	LPN w/90		
YEAR						
1	20.15	20.35	20.55	20.75		
2	21.82	22.04	22.26	22.47		
3	23.63	23.86	24.11	24.34		
4	25.59	25.84	26.11	26.36		
5	27.71	27.98	28.27	28.55		

Column 1 – graduate of accredited LPN program with current LPN licensure
Column movement is incremental based on credits acquired beyond the LPN
certificate

APPENDIX B
PORT TOWNSEND SCHOOL DISTRICT #50
2014-15 PARAEDUCATOR
SALARY SCHEDULE

PRAXIS PASSED/CREDITS*	0	15	30	45			
CREDIT	0	15	30	45	60	75	90
YEAR							
1	10.30	10.42	10.51	10.61	10.72	10.82	10.93
2	11.15	11.25	11.38	11.48	11.60	11.71	11.83
3	12.18	12.30	12.42	12.55	12.66	12.81	12.92
4	13.21	13.34	13.48	13.61	13.76	13.89	14.02
5	14.24	14.38	14.53	14.68	14.84	14.97	15.13

*Para Educators who have passed the required Praxis Test will be placed on the salary schedule at the 0/45 step beginning with the 2008-09 school year. Credits earned beyond this step will advance the employee on the salary schedule as shown

Clock hours earned and documented and credits earned and documented by official transcripts on or before September 15, 2003 will be accepted for initial placement on the Educational Assistant Salary Schedule. All credits earned after this date must satisfy one of the following criteria:

1. It is included in a college or university degree program.
2. It pertains to the individual's current assignment or expected assignment for the following school year or for future professional growth.
3. It is necessary for meeting the paraprofessional requirements of the Elementary and Secondary Education Act (ESEA).*

Credits are measured in quarter credits. Semester credits convert to quarter credits at the ratio 2 to 3; clock hours convert to quarter credits at the ratio 10 to 1.

*Educational Assistants hired after January 8, 2002, must meet the requirements when hired.

9/1/2014

PORT TOWNSEND SCHOOL DISTRICT NO. 50
Gael Stuart Bld., 1610 Blaine St
PORT TOWNSEND, WA 98368

RESOLUTION 14-11

WHEREAS, the Superintendent is recommending a health benefit allowance of seven hundred sixty eight dollars (\$768.00) plus sixty-six dollars and sixty-four cents (\$66.64) to the health care authority for future retirement medical benefits and authorized dental and medical premiums for the district classified administrators and district unrepresented classified employees effective September 1, 2014;

WHEREAS, the state legislature has established the health benefits allowance;

WHEREAS, the Board of Directors is authorized by statute to enact salary and health benefits;

NOW THEREFORE BE IT RESOLVED that the Port Townsend School District Board of Directors approve the recommended salary schedules as attached and health benefits as described.

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at a regular meeting held July 28, 2014.

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

Holley Carlson, Board Chair

Pam Daly, Board Vice-Chair

Nathanael O'Hara

Jennifer James-Wilson

Anne Burkart

ATTEST:

David Engle
Secretary to the Board

PORT TOWNSEND SCHOOL DISTRICT NO. 50

**2014-2015
SALARY SCHEDULE**

DIRECTOR OF FINANCE AND OPERATIONS CONTRACT

Step 1	\$74,696
Step 2	\$76,612
Step 3	\$78,577
Step 4	\$80,540
Step 5	\$82,554

The salary step placement will be based on training and years of experience.

9/1/14

PORT TOWNSEND SCHOOL DISTRICT NO. 50

**2014-15
SALARY SCHEDULE**

PAYROLL/HR DIRECTOR

Step 1	\$58,940
Step 2	\$60,404
Step 3	\$62,000
Step 4	\$63,550
Step 5	\$65,139

The salary step placement will be based on training and years of experience.

PORT TOWNSEND SCHOOL DISTRICT NO. 50

**2014-2015
SALARY SCHEDULE**

DIRECTOR OF SUPPORT SERVICES

Step 1	\$69,591
Step 2	\$71,711
Step 3	\$73,931
Step 4	\$76,215
Step 5	\$78,575

The salary step placement will be based on training and years of experience.
(Maintenance/Food Services)

9/1/14

PORT TOWNSEND SCHOOL DISTRICT NO. 50
SALARY SCHEDULE
DISTRICT OFFICE STAFF
2014-2015 SCHOOL YEAR

Administrative Secretary to the Superintendent
Administrative Secretary Personnel/Fiscal Services, Accounting Specialist
Learning Support Services Coordinator (Special Education)

1	19.83
2	20.34
3	20.86
4	21.38
5	22.92

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

RESOLUTION 14-12

WHEREAS, the Superintendent is recommending a health benefit allowance of seven hundred sixty eight dollars (\$768.00) plus sixty-six dollars and sixty-four cents (\$66.64) to the health care authority for future retirement medical benefits and authorized dental and medical premiums for the district certificated employees effective September 1, 2014;

Whereas, the state legislature has established the health benefits allowance;

WHEREAS, the Board of Directors is authorized by statute to enact salary and health benefits;

NOW THEREFORE BE IT RESOLVED that the Port Townsend School District Board of Directors approve the recommended salary schedule as attached and health benefits as described.

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at a regular meeting held July 28, 2014.

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

Holley Carlson, Board Chair

Pam Daly, Board Vice-Chair

Nathanael O'Hara

Jennifer James-Wilson

Anne Burkart

ATTEST:

David Engle
Secretary to the Board

PORT TOWNSEND SCHOOL DISTRICT #50
2014-2015 SALARY SCHEDULE

Years of Service	01 BA	02 BA+15	03 BA+30	04 BA+45	05 BA+90	06 BA+135	07 MA	08 MA+45	09 MA+90 or PHD
0	\$34,048	\$34,968	\$35,920	\$36,875	\$39,939	\$41,913	\$40,820	\$43,885	\$45,860
1	\$34,506	\$35,439	\$36,403	\$37,400	\$40,496	\$42,459	\$41,274	\$44,370	\$46,332
2	\$34,943	\$35,884	\$36,859	\$37,933	\$41,020	\$43,004	\$41,731	\$44,818	\$46,802
3	\$35,393	\$36,343	\$37,329	\$38,437	\$41,518	\$43,549	\$42,164	\$45,243	\$47,276
4	\$35,834	\$36,826	\$37,818	\$38,964	\$42,064	\$44,110	\$42,618	\$45,718	\$47,765
5	\$36,290	\$37,287	\$38,288	\$39,498	\$42,586	\$44,673	\$43,080	\$46,169	\$48,256
6	\$36,759	\$37,734	\$38,769	\$40,039	\$43,113	\$45,211	\$43,552	\$46,626	\$48,723
7	\$37,582	\$38,572	\$39,621	\$40,960	\$44,079	\$46,235	\$44,438	\$47,556	\$49,713
8	\$38,787	\$39,831	\$40,905	\$42,355	\$45,516	\$47,751	\$45,832	\$48,994	\$51,228
9		\$41,135	\$42,262	\$43,765	\$46,999	\$49,310	\$47,241	\$50,477	\$52,788
10			\$43,635	\$45,247	\$48,524	\$50,913	\$48,724	\$52,003	\$54,390
11				\$46,772	\$50,121	\$52,557	\$50,249	\$53,599	\$56,034
12				\$48,249	\$51,761	\$54,269	\$51,835	\$55,238	\$57,748
13					\$53,440	\$56,024	\$53,476	\$56,918	\$59,501
14					\$55,128	\$57,844	\$55,165	\$58,716	\$61,322
15					\$56,563	\$59,349	\$56,599	\$60,242	\$62,917
16					\$57,693	\$60,535	\$57,731	\$61,447	\$64,174

9/1/2014

PORT TOWNSEND SCHOOL DISTRICT #50
2014-2015 PROFESSIONAL RESPONSIBILITY CONTRACT
TRI-SALARY SCHEDULE

Years of Service	01 BA	02 BA+15	03 BA+30	04 BA+45	05 BA+90	06 BA+135	07 MA	08 MA+45	09 MA+90
0	\$2,081	\$2,137	\$2,195	\$2,254	\$2,441	\$2,561	\$2,495	\$2,683	\$2,803
1	\$2,108	\$2,166	\$2,225	\$2,286	\$2,475	\$2,595	\$2,523	\$2,712	\$2,832
2	\$2,136	\$2,193	\$2,253	\$2,319	\$2,507	\$2,628	\$2,551	\$2,739	\$2,861
3	\$2,163	\$2,222	\$2,281	\$2,349	\$2,537	\$2,661	\$2,577	\$2,765	\$2,889
4	\$2,190	\$2,250	\$2,311	\$2,381	\$2,570	\$2,696	\$2,605	\$2,794	\$2,919
5	\$2,218	\$2,279	\$2,341	\$2,414	\$2,602	\$2,730	\$2,633	\$2,822	\$2,949
6	\$2,247	\$2,306	\$2,369	\$2,447	\$2,635	\$2,763	\$2,662	\$2,850	\$2,977
7	\$2,297	\$2,357	\$2,422	\$2,503	\$2,694	\$2,825	\$2,716	\$2,907	\$3,038
8	\$2,370	\$2,434	\$2,500	\$2,589	\$2,782	\$2,918	\$2,801	\$2,995	\$3,131
9		\$2,514	\$2,583	\$2,675	\$2,873	\$3,013	\$2,887	\$3,085	\$3,226
10			\$2,667	\$2,765	\$2,965	\$3,111	\$2,979	\$3,179	\$3,324
11				\$2,859	\$3,063	\$3,212	\$3,071	\$3,275	\$3,425
12				\$2,949	\$3,163	\$3,316	\$3,168	\$3,377	\$3,530
13					\$3,267	\$3,424	\$3,269	\$3,479	\$3,636
14					\$3,369	\$3,535	\$3,371	\$3,589	\$3,748
15					\$3,457	\$3,627	\$3,459	\$3,682	\$3,845
16					\$3,526	\$3,699	\$3,528	\$3,756	\$3,922

9/1/2014

**Scott Wilson
804 Blaine Street
Port Townsend, WA 98368**

July 8, 2014

Scott R. Wilson
Athletic Director
Port Townsend High School
1500 Van Ness St.
Port Townsend, WA 98368

Dear Scott,

I have been offered the position of JV Coach for the PTHS girls basketball program and would like to accept, pending your assent and the approval by the Superintendent and/or Board. Thus please accept this as my resignation from the position of C Squad Coach for the PTHS boys. I have already informed Coach Tom Webster of my departure from the boys program.

Sincerely,

Scott B. Wilson



1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal Patrick Kane, Assistant Principal

To:

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

From:

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

RE: Scott B. Wilson

Date: July 8, 2014

Dr. Engle and Members of the School Board,

Scott B. Wilson has requested a change in coaching positions. Based upon his record and witnessing his positive interactions with student athletes, I feel that he would be an excellent fit as a coach in our girls basketball program at Port Townsend High School.

I, Scott R. Wilson, recommend Scott B. Wilson for the position of Girls' JV Basketball coach at Port Townsend High School for the 2014-15 school year.

Sincerely,

Scott R. Wilson



ATHLETICS

HOME OF THE REDHAWKS

PORT TOWNSEND SCHOOL DISTRICT

"Discover the Power of Learning"

Superintendent

David Engle

360 / 379-4501

FAX: 360 / 385-3617

www.ptschools.org

1610 Blaine Street

Port Townsend, Washington 98368

Board of Directors

Anne Burkart

Holley Carlson

Nathanael O'Hara

Jennifer James Wilson

Pam Daly

M E M O R A N D U M

DATE: July 28, 2014

TO: School Board

FROM: Mary Colton

SUBJECT: Revised Policies and Procedures

The following policies and procedures for review are related to the District Library Plan (included in 2021P):

Revised	<u>Instruction:</u> Policy 2021 – Library Media Centers Procedure 2021 – District Library Plan
Revised	<u>Management Support:</u> Policy 6114 – Gifts Procedure 6114
Revised	<u>Management Support:</u> Policy 6700 – Nutrition and Physical Fitness Procedure 6700 - current
New	<u>Instruction:</u> Policy 2023 – Library Media Center Weeding Procedure 2023 – Library Weeding Schedule
New	<u>Student:</u> Policy 3521 – Library Materials Replacement Fees Procedure 3521
New	<u>Management Support:</u> Policy 6882 – Disposal of Surplus or Obsolete Library Materials, Print or Electronic Procedure 6882

INSTRUCTION

Library Media Centers

Library Media Centers support and extend the classroom program of instruction through programs of digital and information literacy. Each center shall be provided with a collection of print and non-print materials, instructional equipment and other learning resources to meet the needs of students and teachers. Print and non-print materials shall be catalogued in a manner that will enable such materials to be accessible to students and teachers throughout the school year. Each center shall be appropriately staffed to assist teachers and students in the use of the collection and digital resources as well as the production of teacher and/or student developed materials. In order to support the needs of students and teachers, and to strengthen community ties, the District Library Media Centers work in collaboration with Port Townsend Public Library and consortium members within the automated network system. Each member of the consortium sets policy related to their collection.

Materials Selection

RCW 28A.320.240

The board of directors shall provide for the operation and stocking of such libraries as the board deems necessary for the proper education of the district's students or as otherwise required by law or rule of the Washington State Superintendent of Public Instruction.

The board is legally responsible for the selection of all instructional and library materials used in the district. The Superintendent shall provide oversight of the materials selection process. As the Superintendent's designee, the Library Media Specialist leads the library collection development as set forth in the Collection Development Plan.

Reconsideration of Library Materials

The process for reconsideration of District library materials is further defined in 2021P.

Appendix B

Appendix C

Appendix D

Right to Read and Intellectual Freedom Statement

The school board subscribes in principle to the statements of policy on library philosophy as expressed in the [First Amendment](#) to the United States Constitution—"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to

petition the Government for a redress of grievances,” and as contained in the American Library Association’s [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#).

Cross References:	Policy 2020	Curriculum Selection Policy and Procedure
Legal References:	WAC 392-204	Library Media Centers
	RCW 28A.320.230	Instructional Materials – Instructional materials committee
	RCW 28A.320.240	School Library Media Programs – Stocking of libraries – Teacher-librarians
	WAC 392-204-005, 009, 020, 025, 055	Library Media Centers
Management Resources:	<i>Policy News</i> , April 2005	State Board of Education Revises Library Media Rules
	<i>Policy News</i> , October 2007	Elimination of Outdates and Obsolete Policies
	<i>Policy News</i> , April 2011	Library Media Programs Support Student Learning

Date: 11/22/04; 11/26/07; _____.

INSTRUCTION

Port Townsend School District Library Media Centers Collection Development

Port Townsend School District Libraries serve students, staff and families in a community rich in history and deeply connected to the marine environment, the arts and the land of the Quimper Peninsula. District schools focus on the marine environment as a connection to place based learning, “We believe our prospects as a community are directly tied to how well our young people are educated and apprenticed for their futures here in this special maritime nexus.” Port Townsend School District Maritime Framework.

Mission Statement

Port Townsend School District Library Media Centers Mission Statement:

The Library Media Centers are vital cores of learning in Port Townsend School District. The Library Media Centers provide resources in an environment that nurtures critical thinking, discovery, creativity and communication.

- Goal I: Provide access to information and resources for learning in all formats and a broad range of ideas in an atmosphere of inquiry, ethical use, and collaboration.
- GOAL II: Support the development of information and digital literacies so users can investigate and evaluate information and media for academic, personal and aesthetic growth.
- GOAL III: Provide leadership to initiate and sustain collaborative planning and teaching to support the curriculum and best instructional practices.

Right to Read and Intellectual Freedom Statement

Board Policy 2021

The school board subscribes in principle to the statements of policy on library philosophy as expressed in the **First Amendment** to the United States Constitution—“Congress will make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceable to assemble, and to petition the Government for a redress of grievances,” and as contained in the American Library Association’s Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement, copies of which found in appendixes A and D, of this document.

Materials Selection

RCW 28A.320.240

The board of directors will provide for the operation and stocking of such libraries as the board deems necessary for the proper education of the district's students or as otherwise required by law or rule of the superintendent of public instruction.

Board Policy 2021

The board is legally responsible for the selection of all instructional (and library) materials used in the district. The Superintendent will coordinate the materials selection process. As the Superintendent's designee, the Library Media Specialist leads the library collection development.

Recommendations for library purchase involve administrators, teachers, students, district personnel, and community persons, as appropriate.

- I. For the purposes of this collection development plan, the term "learning resources" will refer to any person(s) or any material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include but are not limited to textbooks, other books, supplementary reading and informational materials, charts, community resource people, agencies and organizations, computer applications, CDs, dioramas, DVDs, games, globes, kits, digital media, maps, microfilms, models, motion pictures, periodicals, pictures, realia, software, sound recordings, and transparencies.
 - A. The primary objective of learning resources is to support, enrich, and help implement the educational program of the school through the interaction of professional personnel and other members of the school community. It is the duty of professional staff to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal, and the presentation of different points of view.
 - B. To this end, the Board of Port Townsend School District affirms that it is the responsibility of its professional staff:
 1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served;
 2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;
 3. To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop under guidance the practice of critical analysis and to make informed judgments in their daily lives;
 4. To provide materials representative of the many religious, ethnic, and cultural groups and that contribute to our national heritage and the world community;

5. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

Selection Criteria

The following criteria will be used as they apply:

1. Learning resources will support and be consistent with the general educational goals of the state and district and the aims and objectives of individual schools and specific courses.
2. Learning resources will meet high standards of quality in factual content and presentation.
3. Learning resources will be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
4. Physical format and appearance of learning resources will be suitable for their intended use.
5. Learning resources will be designed to help students gain an awareness of our pluralistic society.
6. Learning resources will be designed to motivate students and staff to examine their own duties, responsibilities, rights, and privileges as participating citizens in our society, and to make informed judgments in their daily lives.
7. Learning resources will be selected for their strengths rather than rejected for their weaknesses.
8. The selection of learning resources on controversial issues will be directed toward maintaining a diverse collection representing various views and information.
9. Learning resources will clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.
10. The selection of learning resources on controversial issues will be directed toward maintaining a balanced collection representing various views

The following kinds of material will be selected for the library/media center:

1. Materials integral to the instructional program and the Common Core State Standards

2. Materials relevant to the Port Townsend initiative for place based learning through the Maritime Framework
3. Materials appropriate for the reading level and understanding of students in the school.
4. Materials reflecting the interests and needs of the students and faculty served by the library/media center.
5. Materials warranting inclusion in the collection because of their literary and/or artistic value and merit.
6. Materials presenting information with the greatest degree of accuracy and clarity possible.
7. Materials representing a fair and unbiased presentation of information. In controversial areas, the media specialist, in cooperation with the faculty, will select materials representing as many shades of opinion as possible, in order that varying viewpoints are available to students.

Current reviewing media:

In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared media for selection, and other appropriate sources. The actual resource will be examined whenever possible.

Reviewing media may include:

1. *AASA Science Books and Films*
2. *American Film & Video Association Evaluations*
3. *Booklist*
4. *Bulletin of the Center for Children's Books*
5. *Curriculum Connections*
6. Curriculum guides in all subject areas
7. *Horn Book*
8. *School Library Journal*
9. *Publisher's Weekly*

10. *Kirkus Reviews*
11. *VOYA*
12. *MultiCultural Review*
13. Reviews by Port Townsend Public Library librarians, Jefferson County Library librarians and teachers
14. *School Library Journal*
15. Subject area bibliographies

Electronic Information Policy

The Port Townsend School District library and technology program is designed to support students and staff in becoming effective users of ideas and information. As such, Internet access is provided for information access. *Patrons will be permitted to use the Internet as their research and study needs require and as their parents indicate on their child's Acceptable Use Policy agreement.*

Because equipment and time are limited and must be used to best meet patron needs, the computers and other technology in the Media Center will be limited in the following ways:

1. Academic use will always have priority over recreational use.
2. Students will adhere to signed Acceptable Use Policy agreements at all times.

Staff members will monitor student computer and technology use to the best of their abilities, including Library/Media Center Staff and teachers. Any violations of the Acceptable Use Policy will be reported to the administrative team.

Weeding

Board Policy 2022, 2022P

Purpose

The Port Townsend School District School Media Centers recognize the importance and necessity of having a collection of materials that is current, accurate, relevant, and useful with regard to content, condition and format. Therefore, a regular, periodic evaluation of the collection will be conducted by the library media specialist(s) to determine if any items in the collection no longer meet the standards for inclusion. The following guidelines have been devised to aid with the weeding process.

Guidelines

MUSTIE

- M= Misleading--factually inaccurate
- U= Ugly--worn beyond mending or rebinding
- S= Superseded--by a new edition of by a much better book on the subject
- T= Trivial--of no discernible literary or scientific merit
- I= Irrelevant to the needs and interests of the library's community
- E= Elsewhere--the material is easily obtainable from another library

Weeding Timeline and Guidelines 2022 P Appendix F

Weeded materials will be withdrawn from the collection according to the Port Townsend School District guidelines for Disposal of obsolete or surplus reading materials Board Policy 6882, 6882P, RCW 39.33.070

Reconsideration of Library Media

Board Policy 2021

Procedures to be observed:

- All concerns and complaints about library materials to staff members will be reported to the building principal, whether received by telephone, letter, or in personal conversation.
- The principal will contact the complainant to discuss the concern and attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center as well as sharing the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use.
- If the complaint is not resolved informally, the complainant will be supplied with a packet of materials consisting of the District's instructional goals and objectives, collection development policy, and the procedure for handling objections. This packet also will include a standard printed form, **Request for Reconsideration of Learning Resources form**, which will be completed and returned before further consideration will be given to the complaint.

- If the formal request for reconsideration has not been received by the principal within two weeks, the complaint will be considered closed. If the request is returned, the reasons for selection of the specific work will be reestablished by the appropriate staff.
- Requests for reconsideration will be pursued only if they are submitted from a Port Townsend School District resident.

If the challenger chooses to file a formal objection, the following procedures will be used:

- Upon receipt of a completed objection form, the principal in the building involved will convene a committee of five to consider the complaint within 20 school days.. This committee will consist of these people from the school involved: Superintendent designee, the principal, the library media specialist, a teacher, parent and member of the Port Townsend School District and Port Townsend Public Library Collaborative.
- The committee will meet to discuss the materials, following the guidelines set forth in **Instructions to Reconsideration Committee**, and will prepare a report on the material containing its recommendations on disposition of the matter.
- In accordance with statement of philosophy, no questioned materials will be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.
- The principal will notify complainant of the Reconsideration Committee's decision according to the [Timeline for Request for Reconsideration of Library Media Center Materials](#). The principal will send a report and recommendation to the Superintendent. In answering the complainant, the principal will explain the book selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee decides to keep the work that caused the complaint, the complainant will be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
- If the complainant is still not satisfied, he or she may ask the Superintendent to present an appeal to the School District's Board of Education, which will make a final determination of the issue. The School District's Board of Education may seek assistance from outside organizations such as the American Library Association, the Association for Supervision and Curriculum Development, etc., in making its determination.

Gifts

Board Policy 2021, 6114, 6114 P

The Port Townsend School District Library Media Centers welcome gifts. The Port Townsend School District Libraries are limited in size and thus, gift materials must enhance the collection and mission of the libraries. These materials will be subject to the same criteria as those obtained through the regular selection process before being accepted into the collection.

Gift Procedure: The Library Media Specialist will receive a written description and photographs of all items before items are brought to the Port Townsend School District libraries. After reviewing the description/photographs of the items and using the Collection Development criteria in this document, the Library Media Specialist in collaboration with the building principal will determine if the items will enhance the collection and will communicate with donor regarding the status of the materials.

Appendix G Donation of Gifts Report

Library Materials Overdues and Fines

Board Policy 3521, 3521P

Check out Period- Library Materials are checked out for 3 weeks, except for special collections and electronic devices.

Renewals- All items (except those with holds) may be renewed a total of two times, either in PAC or by school library staff. *Extenuating circumstances require special permission.*

Overdue Material- No fines are accrued for overdue materials.

Fines for Lost Materials- After three weeks overdue, a material may be considered “lost”. Replacement fines are placed on a patron’s record. When fines total over \$25.00, no checkouts are allowed. Students may use materials in the library media center. Families may make payments toward material replacement costs to reduce fees owed.

If attempt to recover cost of school owned lost materials is unsuccessful, the Library Media Specialist may allow a student to work off fines for District materials with service to the school library. Participation in school sponsored activities will not be withheld from students owing library fines. The Library Media Specialist and Library Assistants will work to recover school owned materials at the end of each school year to lessen the carryover of fines between schools.

Port Townsend School District, Port Townsend Public Library, Jefferson County Library Collaboration

The Port Townsend School District collaborates with local public libraries and the Libraries of Quilcene and Brinnon School Districts. Under this collaboration the library collections of all

member libraries are shared in a common catalog. The materials in the common catalog are available to Port Townsend School District, their families and library patrons of each library. Requested books are delivered to each school daily via the District courier.

Collection Development Policy Updates

This Collection Development Policy will be reviewed and updated every five years.

Supporting Documents

Appendix A: ALA – Library Bill of Rights

Appendix B Freedom to Read Statement

Appendix C: Request for Reconsideration Form

Appendix D. Instructions to Reconsideration Committee

Appendix E. Timeline for Request for Reconsideration of Library Media Center Materials

Appendix F Schedule and Guidelines for Weeding School District Library Collections

Appendix G Donation of Gift(s) Report

Date: 11/22/04; _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Appendix A

American Library Association's Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Appendix B

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be

discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Appendix C

Request for Reconsideration of Instructional and/or Library Resources

The school board of Port Townsend School District, Port Townsend, WA, has delegated the responsibility for selection and evaluation of library/educational resources to the school library media specialist and, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the School Principal within two weeks after informal discussion with school principal.

Today's Date _____ Your Name _____

Address _____

City _____ State _____

Zip _____ Phone _____

Are you a resident of the Port Townsend School District? _____.

Do you represent yourself? _____ An Organization? _____

Resource on which you are commenting:

____ Book ____ Textbook ____ Video ____ Display
____ Magazine ____ Library Program ____ Audio Recording
____ Newspaper ____ Electronic information/network (please specify)
____ Other _____

Title _____

Author/Producer _____

Please explain how the above referenced materials do not comply with the adopted Collection Development policy and supporting documents (use back of page if needed.)

Appendix D

Instructions to Reconsideration Committee

Bear in mind the principles of the **Freedom to Read** and base your decision on these broad principles rather than on defense of individual materials.

- Freedom of inquiry is vital to education in a democracy.
- Study thoroughly all materials referred to you and read available reviews.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.
- Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.

Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of your discussion of the questioned material.

Appendix E

Timeline for Request for Reconsideration of Library Media Center Materials

Date of initial informal conversation with District Librarian _____

Date Request for reconsideration form received by Principal _____

Requestor is a resident of Port Townsend School District YES ☐ NO ☐

Date Reconsideration Committee meeting (within 20 school days of request form received by principal) _____.

Reconsideration Committee Members:

Principal _____

Teacher _____

Library Media Specialist _____

Parent _____

Superintendent's Designee _____

Member of Library Collaborative _____

Decision of Reconsideration Committee

Date decision sent to requestor, superintendent and affected staff (within 10 school days of meeting) _____.

To Be Filled out if concerned parties request School Board appeal of decision:

Date of appeal (within 10 school days of receipt of Reconsideration Committee decision):

Date Superintendent notified of Appeal _____

Next Steps as determined by Superintendent: _____

Heard by School Board yes ☐ no ☐

Date of appeal to School Board: _____

Decision of School Board _____

Appendix F

2022P

Schedule and Guidelines for Weeding School District Library Collections

Weeding Schedule- The year designated in the following chart is the year to examine the titles according to the criteria on the Guidelines for Weeding by Dewey Class that follows.

Call Number ending in:	Goal to meet:	year 2014	year 2015	year 2016	year 2017	year 2018	year 2019	year 2020	year 2021	year 2022	year 2023
Class 000	5yrs					Weed					Weed
Class 100	5yrs					Weed					Weed
Class 200	5yrs					Weed					Weed
Class 300	3yrs	Weed			Weed			Weed			
Class 400	4yrs	Weed				Weed				Weed	
Class 500	5yrs	Weed				Weed					Weed
Class 600	2yrs		Weed		Weed		Weed		Weed		Weed
Class 700	5yrs		Weed					Weed			
Class 800	5yrs			Weed					Weed		
Class 900	3yrs			Weed			Weed			Weed	
Class 920	3yrs			Weed			Weed			Weed	
F	5yrs	Weed					Weed				
Media- Music Compact Discs/DVDs	5yrs		weed					Weed			

Guidelines for Weeding by Dewey Class

Dewey Class	Weeding cycle/# of years without check outs/MUSTIE	Notes
004 Technology and Computers	5/2/MUSTIE	Computer works older than three years are seldom useful
150 Psychology	5/3/MUSTIE	Self-help psychology and guidance materials can be reviewed for dated concepts. Clinical, comparative and developmental psychology is good for about 5 years. Self-help fad books may be weeded after 3 years of use.
200 Religion	5/4/MUSTIE	Retain according to checkouts and curriculum use. Need to have comprehensive information on major religions including: Buddhism, Christianity, Hinduism, Islam, Judaism and Taoism. (HS) Do not order titles available in CLAN, unless frequently used curriculum tie-in
310 General Statistics	3/3/MUSTIE	Almanacs should be kept at most for three years; most current in reference and others (no more than two previous years) in circulation.
320 Political Science	3/5/MUSTIE	Information should for the most part be current; historical materials are judged more on the basis of use and curriculum tie in.
330 Economics	5/3/MUSTIE	Update items available in revised editions. Well-known local or popular authors (Warren Buffett) may be retained, but you do not need every book by this author. Weed all grubby copies.
340-610340 Law	3/3/MUSTIE	Weed materials over 3 years old, as the law changes frequently.
360 Social Services	3/3/MUSTIE	Keep only current (within 3 years) of standard text books

		(ACT, SAT, GED). Keep only current (within 3 years) career materials
390 Customs, Etiquette, Folklore.	3/5/MUSTIE	Keep standard works in folklore and weed according to use and must be in good condition. Etiquette: keep only basic up-to-date titles
400 Language, Dictionaries	4/MUSTIE	Weeding depends on use and condition.
500 Natural Sciences	5/3/MUSTIE	Carefully evaluate anything older than 5 years. Classics such as Darwin's "Origin of Species" should be kept but must be in good condition. Order a new copy if yours is grubby.
550 Earth Sciences	5/MUSTIE	Washington/northwest materials may be kept unless superseded by new editions. Weed grubby items. Check with Maritime collection before ordering titles already in collection.
610 Medicine	2/MUSTIE, except for inaccuracy	Anatomy and Physiology change very little, but keep only very recent editions (one reference, one older year circulating) of prescription and over-the-counter drug directories, etc. Materials on cancer, AIDS, genetics should be kept for three years. Check for curricular use.
641.5 Cookbooks	2/Shelf space and MUSTIE	Determine by use and shelf space. Replace classics such as Betty Crocker with updated editions. Check for curricular needs.
649 Child Rearing	2/2/MUSTIE	Have new theories and trends available and replace worn classics with newer editions. Nothing should be over 5 years.

650.14 Resume and Job Hunting	2/3/MUSTIE	Keep only current 3 years.
Rest of 600	2/See notes/MUSTIE	Discard dated materials especially in business, medicine, sex education, space technology. Gardening books may be kept for up to ten years or so but weed for condition. Keep automotive repair manuals if they are used. Refer patrons to the online Auto Repair Center.
700 The Arts	5/see notes/MUSTIE	Keep materials on the history of art, music and interior design. Replace if old or dated. Weed crafts by use.
741.5	5/3/MUSTIE	Weed by circulation. Check high use titles for condition.
770 Photography	5/MUSTIE	Weed materials on outdated equipment.
800 Literature	5/See notes/MUSTIE	Generally weed for condition not age. Copies of classic poetry, plays, short stories, etc. should be kept in good condition. Weed copies in grubby condition and reorder new copies when needed. Play anthologies, (i.e., Best Plays of 1999) and anthologies of popular genres (i.e. Anthology of romance stories) should be weeded after 4 years of no circulation.
FICTION Local Authors and Classics	5/See notes/MUSTIE	Keep local authors and classics. Update grubby copies. Classics-Please think of the system as a whole, so if you don't have a classic author but there are plenty in the system, you do not need to have titles

		<p>at your library location.</p> <p>Try to retain copies of award books and those on reading lists. (E.g. keep several copies of Tale of two cities or 1984, if they are on the high school reading lists.)</p>
Fiction and Biography	5/See notes/MUSTIE	<p>Weed duplicate fiction. You may keep 2 copies of the current year and the year's hot titles. Weed all other duplicate best sellers, unless the title is still filling holds. If a fiction book has not gone out a minimum of 7 circulations in three years, consider weeding. If a book has gone out over 25 circulations, check the physical condition for replacement.</p> <p>Weed old thrillers, older historical fiction based on circulation frequency. Weed books with dated covers.</p>
900 Geography and History	3/4/MUSTIE	<p>The history collection should contain a range of materials on all historical periods.</p> <p>Check to see if needed for curriculum, before weeding. Retain local history. Examine circulation statistics for history works you are not sure of. Please weed if not checked out in the last 4 years.</p> <p>Consider demand, accuracy of facts, and fairness of interpretation when reviewing histories. Carefully review histories of countries where major political and geographical changes have occurred.</p> <p>Atlases should not be older than 5 years.</p>
Biography	5/3/MUSTIE	<p>Keep until demand wanes, unless outstanding in content or style and still used. Weed</p>

		biographies of people no ones knows, unless for curriculum. Keep if subject has permanent interest or importance. Replace older biographies of mediocre literary value when better ones appear. Keep works about local/regional individuals.
MediaMusic Compact Discs/DVDs	5/See notes/ WORST (Worn out, Out of date, Rarely used, Supplied elsewhere (available through ILL), or Trivial and faddish.	Weed according to circulation statistics, or condition. Music CD's, which have not circulated in 4 years, are considered for withdrawal. Spoken Compact Discs Weed according to circulation statistics, or condition. DVDs Weed according to circulation statistics, or condition. Nonfiction DVDs and older feature films that have not circulated in 5 years can be weeded. Keep classics, but weed for condition and order new copies when needed based upon circulation. DVDs checked out less than 10 times in the last 2 years can be weeded. Check with teachers for curricular needs.

MUSTIE

- M= Misleading--factually inaccurate
- U= Ugly--worn beyond mending or rebinding
- S= Superseded--by a new edition of by a much better book on the subject
- T= Trivial--of no discernible literary or scientific merit
- I= Irrelevant to the needs and interests of the library's community
- E= Elsewhere--the material is easily obtainable from another library

Misleading refers to information that is factually inaccurate due to new discoveries, revisions in thought, or new information that is now accepted by professionals in the field covered by the subject. Even in fields like physics, that were once thought to be pretty settled, changes occur that radically impact the accuracy and validity of information.

Ugly, like beauty, is often in the eye of the beholder but the physical condition of the collection says a lot about the value we place on our collection. The ugly factor includes most of the elements related to the physical condition of the item—wear, damage, stains, tears, dirt—that make it less attractive to a library patron. Children’s books, cookbooks, motor repair manuals, and other ‘hands on’ materials are especially prone to ugliness. If you don’t want to touch the item without wearing gloves, neither will the patron. Or, as one librarian states about the condition of books, "If it's too dirty to read in bed, it's too dirty to be on your shelf. " Also include in this category material that is in perfect condition but covered in dust! If the item has a quarter-inch of dust on it, of course, it also probably hasn’t circulated in years. Be very cautious in repairing or rebinding items that are ugly. While a new Mylar jacket or a bit of cleaning may spruce up an item, usually it is not worth spending more than a few minutes repairing an item. Taping a small tear is worth the effort but if there will be more tape than binding after the repair is completed, discard the item. Books that smell are ugly. If the smell can be removed from an otherwise pristine book by closing it up with a bar of deodorant soap for a week, do so and keep it. Otherwise, weed.

Superseded items are those that sit on the shelf right next to newer editions or newer titles that update information. Libraries don’t need to keep more than one or two previous editions of almanacs, trivia books (Guinness Book of World Records), cookbooks, and other titles that are frequently updated. Be sure to watch for books that are still circulating but include outdated pictures, products, and ingredients. The recipes in the 1975 edition of *The Joy of Cooking* may still be accurate but the photographs and brand names on ingredients have certainly been replaced many times over in later editions.

Triviality implies that the material included in the item was popular for a brief period of time but interest has largely waned. Books are published, often seemingly overnight, when there is a new fad, or when a new celebrity hits the scene. Biographies of pop culture performers, games and consumer products, television shows, diets, and fiction series come and go very quickly. The interest may last a few years but usually fades fast. Many of the books are published in paperback to hit the market while the iron is hot, but when interest cools, library shelves are left full of books that hold little appeal for anyone. Even if a fad returns, as happened after two decades with the *Teenage Mutant Ninja Turtles*, the lapse between periods of intense popularity means that the books from the original fad are outdated. Trivial books can also be published immediately following a major event, such as the death of Princess Diana. For topics that have lasting interest, better written books come out a year or so later and the ‘instant’ books that may trivialize the subject can be discarded.

Irrelevant means that the interests and needs of your community may have changed over time. Perhaps an issue, such as xeriscaping, mass transportation, or solar power, was very popular for a period of time but demand in your community has waned. Frequently, we purchase multiple copies of a book or a wide variety of books on a topic to meet intense local interest, only to have that interest dissipate after a few years. CREW doesn’t recommend that you eliminate all items on any topic from a collection; if a particular topic is no longer as relevant to the community as it was at another time, the collection may

have too many items just sitting on the shelf. Even though the last use time period may not have passed, these irrelevant items are prime candidates for weeding.

Elsewhere reminds us that no library is an island! We are not alone out there in the vast information wilderness. It can be difficult to let go of items that are still in good condition even though the information covered is trivial or irrelevant. Many librarians hesitate to discard an item because 'someone might need it someday.' True, many of us have had the experience of discarding an item only to have someone request it the next month. However, you can feel more secure about discarding an item if the information contained within is available elsewhere. Interlibrary loan and reciprocal borrowing are ubiquitous. Also, many books are now available online through services like NetLibrary. With the exception of local history and regional documents, almost everything is available someplace else. The Internet has reliable information on many topics; prepare bookmarks and pathfinders for your patrons on frequently used topics such as law or medicine.

Steps to Weed the School Library Collection

Using the weeding schedule (below), determine the shelves for weeding in the current year.

Step 1

Gather the following materials on a book cart at the shelves to be analyzed:

- A computer printout of title for the section being reviewed
- A blank note pad and sticky notes (like Post-It Notes™)
- A pen and/or colored pencils
- A shelf marker
- The Guidelines for Weeding by Dewey Class chart in this document
- Supply of disposal slips (see Step 5)

Ideally, before working on a specific section, shelves should be read to ensure proper item order. You may also want to schedule volunteers to cull shabby books and extra multiple copies. This will make the process easier and more accurate and reduce the urge to reshelve misplaced items or get distracted from weeding.

Step 2

Study the area you will be weeding as a whole. Examine each item in turn, checking for physical condition, last circulation date, copyright date, and appropriateness for your collection. Allow time for breaks to stay alert. Do not do so much at one time that you lose concentration and good judgment. Refer to the Guidelines by Dewey Class below, to learn general subject considerations. Take the time to record any guideline alterations in the margins of this manual to maintain local consistency.

If you are uncertain about your decision, check the library's holdings, any union catalogs to which the library belongs, and bibliographic aids (see Bibliography).

Remember that some subjects are classified in other Dewey areas. If you are undecided about a marginal title, also check the holdings of other branches or nearby libraries. If it is readily available elsewhere, you can feel more secure about your decision to discard it.

Place a Post-it Note™ on those books needing attention or discard (marking the category of handling needed), and reshelve the books that are fine 'as is.' If you stop the work temporarily, mark the stopping point with the shelf marker and mark the last entry on the printout. As a double check, you may want to note the call number of the last book on your pad. You may also wish to make notes as you proceed for displays, booklists, or locally prepared indexes (e.g., an index to short story anthologies owned by the library, for example).

Step 3

Inventory the library's holdings. While you are weeding, take inventory. When examining a book for weeding, make a check mark with a colored pencil on the verso of its title page or in any consistent spot unlikely to be noticed and erased by patrons (for example, the upper right hand corner of the title page). Make a corresponding mark on the printout for that book next to the barcode number for that copy or in a column you have added for this purpose (see CREWing with Computers for additional information).

Do not consider books that are not physically on hand, unless you have included loaned items in your print out (in which case the books that are on loan, but not overdue, can be inventoried with other titles in the area on which you are working). If a book is not on loan and is not on the shelf, highlight that item for further searching at a later time. If the item is not checked out and cannot be located within a reasonable period of time, consider it to be lost or stolen and withdraw it from the collection. In all other cases, mark all books returned after you have weeded an area, or that are located at a later time, that lack the appropriate inventory check on their title page versos and their printout entries prior to placing them back on the open shelf. Any book still unchecked on the printout six months after that area has been inventoried may safely be presumed lost or stolen, unless you know it to be at the bindery overdue and in the process of being retrieved. To ensure an accurate collection count, mark these books 'missing' and delete the entry from the online catalog.

Step 4

Check the pulled books against any standard indexes and bibliographic resources (Core Collection) in the library's reference collection or in databases available to patrons. If you are unsure about discarding a book or replacing it if shabby, this process will alert you to an item that might be used a lot by the reference staff. If paper indexes owned by the library, like Short Story Index, will continually be directing patrons and staff to the book you are considering discarding, its inclusion in the index might suggest exemption from the general rules of weeding. If the book is physically worn, then replacement, repair, or a change to non-circulating status may be warranted. Check online databases to see if the title you are considering for discard is indexed there. Especially for poetry and literary criticism, works that are available **online** in full-text may make it easier to discard a book. However, keep in mind that even though some databases include full-text entries for poetry, short stories, etc., patrons may still want to borrow print copies of indexed material to browse and use at home. Even if the library subscribes to the electronic version of Short Story Index and the retrospective index, which includes full-text for more than 4,000 stories, consider keeping the collections that contain the original text unless the book is in such poor condition that it cannot be saved or is of minimal interest to your community.

Volunteers, interns, and clerical staff can help with this part of the weeding process. If the title is not in the index or bibliographic aid then it can continue through the discard process. If the title is included, then the librarian or a designated staff person would need to make the final decision.

In addition, standard indexes will often include lists of possible new titles to purchase. Often, these lists are available at the website of the index's publisher.

Step 5

Fill out a slip according to the way the book will be handled.

Weeding Slip

Name of book or call number: _____

- | | |
|---|---|
| <input type="checkbox"/> Mend | <input type="checkbox"/> Check Database or other locations for this title |
| <input type="checkbox"/> Promote | |
| <input type="checkbox"/> Send to _____ | |
| <input type="checkbox"/> Discard | |
| <input type="checkbox"/> Replacement, New Edition | |

Other locations of this title _____

Title/author/publisher to replace this book _____

Mending: Do the required mending or put the books aside for you or volunteer to mend. Be conservative about mending. If mending takes more than about 10 minutes, consider replacing the item with a newer copy. Be careful about mending outdated items. While a new Mylar jacket can give new life to a shabby cover, no one wants to read a book that is filled with tape and glue or with an outdated cover.

Discard: Process the discards by removing or marking through all labels or stamps identifying the library; removing copy information from the online catalog; and, tearing off book pockets, old circulation cards and barcodes, stamping an appropriate designation such as 'discard,' 'withdrawn' or 'obsolete' on the inside of the front and back covers. Put the discards aside to box for storage according to district surplus guidelines.

Remember to remove or cover any barcodes or identifying marks before disposing of any materials to prevent their being returned to the library.

Replacement: Place aside to consider if books needs replacement by a new copy, new edition, or better title on the same subject.

Based on *CREW: A Weeding Manual for Modern Libraries*. <http://www.tsl.state.tx.us/ld/pubs/crew> Texas State Library and Archives Commission.

Appendix G – 6114F

Donation of Gift(s) Report

To the Board of the Port Townsend School District:

Date of donation: _____

Name of donor: _____

Mailing address of donor: _____

Item(s) donated:

Approximate Value:

Received by: _____

Administrator (Building Principal and/or Superintendent)

INSTRUCTION**Library Media Center - Weeding**

Weeding is the removal of materials from the library collection in a systematic, deliberate way. It is an ongoing part of collection development, a planned and thoughtful action that will ensure library materials are current, relevant, and enticing.

The Port Townsend School District will weed library materials according to the following criteria:

MUSTIE:

- M = Misleading or factually inaccurate
- U = Ugly (worn beyond mending or rebinding)
- S = Superseded by a new edition or by a much better book on the subject
- T = Trivial (of no discernible literary or scientific merit)
- I = Irrelevant to the needs and interests of the library's community
- E = Elsewhere (the material is easily obtainable from another library)

Further detail for weeding is contained in the Port Townsend School District Libraries Collection Development Procedure.

Cross References:	Policy 6882	Disposal of Surplus or Obsolete Library Materials, Print and Electronic
	6882P	Disposal of Surplus or Obsolete Library Materials, Print and Electronic Procedure
	Policy 2021	Library Media Centers
	2021P	Library Media Centers Collection Development Procedure

Date: _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Schedule and Guidelines for Weeding School District Library Collections

Weeding Schedule- The year designated in the following chart is the year to examine the titles according to the criteria on the Guidelines for Weeding by Dewey Class that follows.

Call Number ending in:	Goal to meet:	year 2014	year 2015	year 2016	year 2017	year 2018	year 2019	year 2020	year 2021	year 2022	year 2023
Class 000	5yrs					Weed					Weed
Class 100	5yrs					Weed					Weed
Class 200	5yrs					Weed					Weed
Class 300	3yrs	Weed			Weed			Weed			
Class 400	4yrs	Weed				Weed				Weed	
Class 500	5yrs	Weed				Weed					Weed
Class 600	2yrs		Weed		Weed		Weed		Weed		Weed
Class 700	5yrs		Weed					Weed			
Class 800	5yrs			Weed					Weed		
Class 900	3yrs			Weed			Weed			Weed	
Class 920	3yrs			Weed			Weed			Weed	
F	5yrs	Weed					Weed				
Media- Music Compact Discs/DVDs	5yrs		weed					Weed			

Guidelines for Weeding by Dewey Class

Dewey Class	Weeding cycle/# of years without check outs/MUSTIE	Notes
004 Technology and Computers	5/2/MUSTIE	Computer works older than three years are seldom useful
150 Psychology	5/3/MUSTIE	Self-help psychology and guidance materials can be reviewed for dated concepts. Clinical, comparative and developmental psychology is good for about 5 years. Self-help fad books may be weeded after 3 years of use.
200 Religion	5/4/MUSTIE	Retain according to checkouts and curriculum use. Need to have comprehensive information on major religions including: Buddhism, Christianity, Hinduism, Islam, Judaism and Taoism. (HS) Do not order titles available in CLAN, unless frequently used curriculum tie-in
310 General Statistics	3/3/MUSTIE	Almanacs should be kept at most for three years; most current in reference and others (no more than two previous years) in circulation.
320 Political Science	3/5/MUSTIE	Information should for the most part be current; historical materials are judged more on the basis of use and curriculum tie in.
330 Economics	5/3/MUSTIE	Update items available in revised editions. Well-known local or popular authors (Warren Buffett) may be retained, but you do not need every book by this author. Weed all grubby copies.
340-610340 Law	3/3/MUSTIE	Weed materials over 3 years old, as the law changes frequently.

360 Social Services	3/3/MUSTIE	Keep only current (within 3 years) of standard text books (ACT, SAT, GED). Keep only current (within 3 years) career materials
390 Customs, Etiquette, Folklore.	3/5/MUSTIE	Keep standard works in folklore and weed according to use and must be in good condition. Etiquette: keep only basic up-to-date titles
400 Language, Dictionaries	4/MUSTIE	Weeding depends on use and condition.
500 Natural Sciences	5/3/MUSTIE	Carefully evaluate anything older than 5 years. Classics such as Darwin's "Origin of Species" should be kept but must be in good condition. Order a new copy if yours is grubby.
550 Earth Sciences	5/MUSTIE	Washington/northwest materials may be kept unless superseded by new editions. Weed grubby items. Check with Maritime collection before ordering titles already in collection.
610 Medicine	2/MUSTIE, except for inaccuracy	Anatomy and Physiology change very little, but keep only very recent editions (one reference, one older year circulating) of prescription and over-the-counter drug directories, etc. Materials on cancer, AIDS, genetics should be kept for three years. Check for curricular use.
641.5 Cookbooks	2/Shelf space and MUSTIE	Determine by use and shelf space. Replace classics such as Betty Crocker with updated editions. Check for curricular needs.
649 Child Rearing	2/2/MUSTIE	Have new theories and trends available and replace worn

		classics with newer editions. Nothing should be over 5 years.
650.14 Resume and Job Hunting	2/3/MUSTIE	Keep only current 3 years.
Rest of 600	2/See notes/MUSTIE	Discard dated materials especially in business, medicine, sex education, space technology. Gardening books may be kept for up to ten years or so but weed for condition. Keep automotive repair manuals if they are used. Refer patrons to the online Auto Repair Center.
700 The Arts	5/see notes/MUSTIE	Keep materials on the history of art, music and interior design. Replace if old or dated. Weed crafts by use.
741.5	5/3/MUSTIE	Weed by circulation. Check high use titles for condition.
770 Photography	5/MUSTIE	Weed materials on outdated equipment.
800 Literature	5/See notes/MUSTIE	Generally weed for condition not age. Copies of classic poetry, plays, short stories, etc. should be kept in good condition. Weed copies in grubby condition and reorder new copies when needed. Play anthologies, (i.e., Best Plays of 1999) and anthologies of popular genres (i.e. Anthology of romance stories) should be weeded after 4 years of no circulation.
FICTION Local Authors and Classics	5/See notes/MUSTIE	Keep local authors and classics. Update grubby copies.

		<p>Classics-Please think of the system as a whole, so if you don't have a classic author but there are plenty in the system, you do not need to have titles at your library location.</p> <p>Try to retain copies of award books and those on reading lists. (E.g. keep several copies of Tale of two cities or 1984, if they are on the high school reading lists.)</p>
Fiction and Biography	5/See notes/MUSTIE	<p>Weed duplicate fiction. You may keep 2 copies of the current year and the year's hot titles. Weed all other duplicate best sellers, unless the title is still filling holds. If a fiction book has not gone out a minimum of 7 circulations in three years, consider weeding. If a book has gone out over 25 circulations, check the physical condition for replacement.</p> <p>Weed old thrillers, older historical fiction based on circulation frequency. Weed books with dated covers.</p>
900 Geography and History	3/4/MUSTIE	<p>The history collection should contain a range of materials on all historical periods.</p> <p>Check to see if needed for curriculum, before weeding. Retain local history. Examine circulation statistics for history works you are not sure of. Please weed if not checked out in the last 4 years.</p> <p>Consider demand, accuracy of facts, and fairness of interpretation when reviewing histories. Carefully review histories of countries where major political and geographical</p>

		changes have occurred. Atlases should not be older than 5 years.
Biography	5/3/MUSTIE	Keep until demand wanes, unless outstanding in content or style and still used. Weed biographies of people no ones knows, unless for curriculum. Keep if subject has permanent interest or importance. Replace older biographies of mediocre literary value when better ones appear. Keep works about local/regional individuals.
MediaMusic Compact Discs/DVDs	5/See notes/ WORST (Worn out, Out of date, Rarely used, Supplied elsewhere (available through ILL), or Trivial and faddish.	Weed according to circulation statistics, or condition. Music CD's, which have not circulated in 4 years, are considered for withdrawal. Spoken Compact Discs Weed according to circulation statistics, or condition. DVDs Weed according to circulation statistics, or condition. Nonfiction DVDs and older feature films that have not circulated in 5 years can be weeded. Keep classics, but weed for condition and order new copies when needed based upon circulation. DVDs checked out less than 10 times in the last 2 years can be weeded. Check with teachers for curricular needs.

MUSTIE

- M= Misleading--factually inaccurate
- U= Ugly--worn beyond mending or rebinding
- S= Superseded--by a new edition of by a much better book on the subject
- T= Trivial--of no discernible literary or scientific merit
- I= Irrelevant to the needs and interests of the library's community
- E= Elsewhere--the material is easily obtainable from another library

Misleading refers to information that is factually inaccurate due to new discoveries, revisions in thought, or new information that is now accepted by professionals in the field covered by the subject. Even in fields like physics, that were once thought to be pretty settled, changes occur that radically impact the accuracy and validity of information.

Ugly, like beauty, is often in the eye of the beholder but the physical condition of the collection says a lot about the value we place on our collection. The ugly factor includes most of the elements related to the physical condition of the item—wear, damage, stains, tears, dirt—that make it less attractive to a library patron. Children’s books, cookbooks, motor repair manuals, and other ‘hands on’ materials are especially prone to ugliness. If you don’t want to touch the item without wearing gloves, neither will the patron. Or, as one librarian states about the condition of books, "If it's too dirty to read in bed, it's too dirty to be on your shelf. " Also include in this category material that is in perfect condition but covered in dust! If the item has a quarter-inch of dust on it, of course, it also probably hasn’t circulated in years. Be very cautious in repairing or rebinding items that are ugly. While a new Mylar jacket or a bit of cleaning may spruce up an item, usually it is not worth spending more than a few minutes repairing an item. Taping a small tear is worth the effort but if there will be more tape than binding after the repair is completed, discard the item. Books that smell are ugly. If the smell can be removed from an otherwise pristine book by closing it up with a bar of deodorant soap for a week, do so and keep it. Otherwise, weed.

Superseded items are those that sit on the shelf right next to newer editions or newer titles that update information. Libraries don’t need to keep more than one or two previous editions of almanacs, trivia books (Guinness Book of World Records), cookbooks, and other titles that are frequently updated. Be sure to watch for books that are still circulating but include outdated pictures, products, and ingredients. The recipes in the 1975 edition of *The Joy of Cooking* may still be accurate but the photographs and brand names on ingredients have certainly been replaced many times over in later editions.

Triviality implies that the material included in the item was popular for a brief period of time but interest has largely waned. Books are published, often seemingly overnight, when there is a new fad, or when a new celebrity hits the scene. Biographies of pop culture performers, games and consumer products, television shows, diets, and fiction series come and go very quickly. The interest may last a few years but usually fades fast. Many of the books are published in paperback to hit the market while the iron is hot, but when interest cools, library shelves are left full of books that hold little appeal for anyone. Even if a fad returns, as happened after two decades with the Teenage Mutant Ninja Turtles, the lapse between periods of intense popularity means that the books from the original fad are outdated. Trivial books can also be published immediately following a major event, such as the death of Princess Diana. For topics that have

lasting interest, better written books come out a year or so later and the ‘instant’ books that may trivialize the subject can be discarded.

Irrelevant means that the interests and needs of your community may have changed over time. Perhaps an issue, such as xeriscaping, mass transportation, or solar power, was very popular for a period of time but demand in your community has waned. Frequently, we purchase multiple copies of a book or a wide variety of books on a topic to meet intense local interest, only to have that interest dissipate after a few years. CREW doesn’t recommend that you eliminate all items on any topic from a collection; if a particular topic is no longer as relevant to the community as it was at another time, the collection may have too many items just sitting on the shelf. Even though the last use time period may not have passed, these irrelevant items are prime candidates for weeding.

Elsewhere reminds us that no library is an island! We are not alone out there in the vast information wilderness. It can be difficult to let go of items that are still in good condition even though the information covered is trivial or irrelevant. Many librarians hesitate to discard an item because ‘someone might need it someday.’ True, many of us have had the experience of discarding an item only to have someone request it the next month. However, you can feel more secure about discarding an item if the information contained within is available elsewhere. Interlibrary loan and reciprocal borrowing are ubiquitous. Also, many books are now available online through services like NetLibrary. With the exception of local history and regional documents, almost everything is available someplace else. The Internet has reliable information on many topics; prepare bookmarks and pathfinders for your patrons on frequently used topics such as law or medicine.

Date:_____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

STUDENTS

Library Materials Replacement Fees

We understand the responsibility that comes with shared materials. Library materials replacement fees are assessed for lost or damaged Port Townsend School District library materials. The collection of Library Materials Replacement Fees assists the school district to maintain the library collection

Legal References

Management Resources:

Date: _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

STUDENTS

Library Materials Replacement Fees

Check-out Period – Library materials are checked out for three weeks, except for special collections and electronic devices.

Renewals – All items (except those with holds) may be renewed a total of two times, either in PAC or by school library staff. *Extenuating circumstances require special permission.*

Overdue Material – No fines are accrued for overdue materials.

Fines for Lost Materials – After three weeks overdue, a material may be considered “lost.” Replacement fines are placed on a patron’s record when fines total over \$25, no checkouts are allowed. Students may use materials in the library media center. Families may make payments toward material replacement costs to reduce fees owed.

If attempt to recover cost of lost school-owned materials is unsuccessful, the Library Media specialist may allow a student to work off fines for District materials with service the school library. Participation in school-sponsored activities will not be withheld from students owing library fines. The Library Media Specialist and Library Assistants will work to recover school-owned materials at the end of each school year to lessen the carryover fines between schools.

Date: _____

MANAGEMENT SUPPORT

Gifts

The board recognizes that individuals and organizations in the community may wish to contribute additional supplies, materials or equipment to enhance or extend the instructional program. Any gift presented to the district will reflect and support the philosophy and programs of the district.

Any gift to the district of real property can be accepted only by board approval. Any gift to the district or to an individual school or department of money, materials or equipment having a value of \$1,000 or greater will be previewed first by the superintendent and then recommended for approval by the board.

In no event will any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the superintendent's approval and the board's authorization.

The board will not authorize gifts that carry with them unsuitable conditions or which will obligate the district to future expenditures from the general fund which are out of proportion to the value of the gift. All gifts will become district property and will be accepted without obligation relative to use and/or disposal.

The superintendent will establish criteria to be met in the acceptance of gifts to the district.

Gifts to Staff:

The board recognizes that students and/or parents may wish to express their appreciation to school staff by giving gifts. In recognition of the fact that not all families can afford to show their appreciation with expensive gifts, the board discourages the giving of all but small, inexpensive (de minimus) gifts in favor of letters or cards of appreciation.

Legal References: RCW 28A.320.030

Gifts, conveyances, etc., for
scholarship and student aid purposes,
receipt and administration

Date: 2/8/82; 1/25/99; 11/24/03; 1/24/11; _____

MANAGEMENT SUPPORT

Gifts

Gifts of equipment and materials will be reviewed in terms of the criteria listed below. For gifts valued under \$1000.00, the school principal will be responsible for selecting other appropriate staff members to assist in the review process using the criteria listed below. Materials must be referred to the superintendent's office before acceptance is granted. All gifts that become district property will be accepted without obligation relative to use and/or disposal.

Any gift presented to the district will satisfy the following criteria:

- A. The purpose or use will be consistent with philosophy and programs of the district;
- B. The district will assume only minimal financial obligation for installation, maintenance and operation;
- C. The equipment and/or materials will be free from health and/or safety hazards; and
- D. Meet acceptable use standards (ex. MUSTIE standard for library book donations).
- E. The equipment will be free from a direct or implied commercial endorsement.
- F. A "Donation of Gifts" form shall be filled out by the donor for any items donated to the school district. Forms will be submitted to the district office for processing.
- G. Materials valued over \$1,000 must be referred to the district office for preview by the superintendent. Materials valued less than \$1,000 will be referred to the building principal for preview and acceptance relative to the criteria listed above.
- H. Library materials- The Library Media Specialist will receive a written description and photographs of all items before items are brought to the Port Townsend School District libraries. Using this information and the Collection Development criteria in 2021P, the Library Media Specialist in collaboration with the building principal will determine if the items will enhance the collection and will communicate with donor regarding the status of the materials.

It is the administrative expectation that all gifts to the district/school are acknowledged.

Date: 2/8/92; 1/25/99; 11/24/03; 4/23/12; _____

Donation of Gift(s) Report

To the Board of the Port Townsend School District:

Date of donation: _____

Name of donor: _____

Mailing address of donor: _____

Item(s) donated:

Approximate Value:

Received by: _____

Administrator (Building Principal and/or Superintendent)

MANAGEMENT SUPPORTSchool Property**DISPOSAL OF SURPLUS OF OBSOLETE OR SURPLUS LIBRARY MATERIALS -
Print and Electronic.**

WAC 392-204-020 The school library media program is to include resources that promote a positive impact on student learning, such as a variety of resources for reading advocacy, student communication skills, electronic and print information, and resources that support student mastery of the essential academic learning requirements in all subject areas and the implementation of the district's school improvement plan, consistent with the goals for Washington common schools, as adopted by the state board of education.

The Board has the authority to declare library materials obsolete and/or surplus. The Superintendent shall establish procedures for the sale, trade or disposal of surplus library materials. The Board must approve of any sales where any single or collection of multiple items has a total unit value in excess of \$1,000.

If the library materials are determined to have no value as library materials or if no purchaser is found, the library materials may be recycled or destroyed.

Legal References:	RCW39.33.070	School districts and libraries - Disposal of obsolete or surplus library materials - Procedures (6881P)
	Statutory Authority	2006 c 263. WSR 06-14-009, re-codified as §392-204-020, filed 6/22/06, effective 6/22/06.
	Statutory Authority	RCW 28A.320.240. WSR 05-08-13, §180-46-020, filed 3/28/05, effective 4/28/05; WSR 92-24-025, §180-46-020, filed 11/24/92, effective 12/25/92; Order 15-75, §180-46-020, filed 12/11/75.

Date:_____

MANAGEMENT SUPPORT

Disposal of Obsolete or Surplus Library Materials – Print and Electronic

Any school district or educational service district, after complying with the requirements of RCW 28A.335.180 and any library, as defined in RCW 27.12.010., may dispose of surplus or obsolete books, periodicals, newspapers, and other library materials as follows:

(1) If the library materials, print or electronic, are estimated to have value as library materials in excess of \$1,000, they shall be sold at public auction to the person submitting the highest reasonable bid following publication of notice of the auction in a newspaper with a general circulation in the library or school district.

(2) If no reasonable bids are submitted under subsection (1)) of this section or if the library materials are estimated to have value as library materials of \$1,000 or less, the library or school district may directly negotiate the sale of the library materials to a public or private entity.

(3) If the library materials are determined to have no value as library materials or if no purchaser is found under subsection (2) of this section, the library materials may be recycled or destroyed.

These methods for disposing of surplus or obsolete library materials shall be in addition to any other method available to libraries and school districts for disposal of the property.

Legal References:	RCW 28A.900.100-28A.900.102	Purpose-Statutory References-Severability-1900 c 33
	Statutory Authority	2006 c 263. WSR 06-14-09, re-codified as §392-204-022, filed 6/22/06, effective 6/22/06.
	Statutory Authority	RCW 28A.320.240, WSR 05-08-013, §180-46-020, filed 3/28/05, effective 4/28/05; WSR 92-24-025, effective 12/25/92; Order 15- 75, §180-46-020, filed 12/11/75. 28A.320.240

Date: _____

MANAGEMENT SUPPORT

Nutrition and Physical Fitness

The School Board recognizes that healthy habits and academic achievement in school are interrelated and that healthy students are better able to learn. The board also recognizes that high-value nutrition and daily physical activity are both essential in promoting lifelong health and optimal academic performance.

~~The board further recognizes that optimal nutrition is essential for lifelong health and optimal academic performance.~~ The Port Townsend School District is committed to providing an environment that promotes healthful food choices in its lunch and breakfast programs and ~~also encourages~~ while encouraging healthy choices in the school vending operations, student stores, fundraising sales, clubs, activities, organizations and any other foods available on campus both during and outside of the academic day.

Wellness in policy and practice is implicit in the district's role in teaching habits and skills that promote healthy behaviors and that may have lifelong effects on family health, physical activity, nutrition, environmental sustainability and citizenship. Recognizing that because a significant percentage of each student's day is spent — and daily calories are consumed — at school, it is the intent of the board to encourage a culture of overall wellness by:

~~The Board recognizes the link between nutrition education, the food served in schools, physical activity, and environmental education; and that wellness is affected by all of these. The Board also recognizes the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school.~~

~~The Board recognizes that it is the district's role, as part of the larger community, to model and actively practice, through policies and procedures, the promotion of family health, physical activity, good nutrition, sustainable agriculture, and environmental stewardship. The Board also recognizes that a significant portion of student's daily calories are consumed at school. Therefore it is the policy of the Board to:~~

- A. Providing highly nutritious, attractive, wholesome food to students;
- B. Providing daily opportunities and support for physical activity, being outside and developing goals and self-assessment;
- C. Providing accurate information related to food, fitness, the environment and sustainable practices;
- D. Providing support to develop staff wellness and participation;
- E. Providing professional training around best practices;
- F. Providing support and strategic planning to improve the district's ability to achieve these goals.

To create conditions that advance healthful food choices and physical activity throughout the day, the

Superintendent will develop and implement a comprehensive district-wide nutrition and physical fitness program.

The superintendent shall develop and implement a comprehensive district-wide nutrition program consistent with state and federal requirements for districts offering National School Breakfast and Lunch Programs. The superintendent shall adopt and implement a comprehensive curriculum on health, fitness and nutrition consistent with the Essential Academic Learning Requirements (EALRs). The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12.

The input of staff, students, parents and public health professions in the development of the curriculum is encouraged.

Nutrition, health and fitness topics shall be integrated within the sequential comprehensive health and PE/fitness curriculum taught at every grade level, and coordinated with the district's nutrition and food services operation

The district will proactively encourage students to make nutritious food choices by ensuring that:

- A. Healthy food choices are available whenever food is sold or served on district property or at district-sponsored events;
- B. Schools will regulate the sale or serving of foods or snacks high in fat, sodium or added sugars;
- C. Nutritious meals served by the district's nutrition and food services operation complies with state and federal law, as well as the nutritional guidelines set by the Healthier U.S. School Challenge; and
- D. The district will make every effort to integrate a school garden program at every school with an educational component.

Nutrition

Nutritional Standards

The district provides school breakfasts and lunches that meet the nutritional standards required by state and federal school breakfast and lunch programs. As part of the National School Lunch Program, the district will also meet or exceed the USDA nutritional guidelines for all foods sold during the school day (e.g. vending machines, bake sales, school stores) as required by the Smart Snacks in Schools standards.

~~To improve upon current USDA guidelines and, the district recommends the sale and distribution of nutrient dense food at all school meals, functions and activities. Nutrient dense foods are those that provide students with calories associated with high nutrient content.~~

The district seeks to serve fresh, whole and locally grown foods and to minimize the use of highly processed foods. The use of foods containing high levels of sugars and simple carbohydrates, hydrogenated oils, and additives such as preservatives, artificial colors and flavors are discouraged and to be limited.

The superintendent shall establish rules for the sale of food during the school day that complies with the Smart Snacks in Schools guidelines, and encourages the eating of nutritious breakfasts and lunches.

Foods and beverages of minimal nutritional value, ~~as defined by the USDA, shall~~ will not be sold on school premises during regular school hours unless approved by the administration. Any food sales of an occasional nature must have the prior approval of the principal. ~~Vending machines will be limited to those items that are nutritionally healthful.~~ Only food or drink items ~~will be approved by the principal~~ will be offered in vending machines. ~~will only unless they have been by the principal.~~

Food Services Program

The district supports the philosophy of the National School Lunch and Breakfast programs and will provide wholesome and nutritious meals for its students. The Board authorizes the superintendent to administer the food services program, provided that any decision to enter into a contract with a private food service agency shall require the approval of the Board.

While welcoming donations of food, the Board recognizes the potential liability for the district; therefore the food services program shall retain the right to refuse donations of food without the approval of the superintendent. The superintendent shall establish inspection and handling procedures for food donations and determine that the provisions of all state and local laws have been met before incorporating or selling such food as part of school meals.

Desired targets and **goals** for purchasing regionally produced and/ or locally grown food **are to be developed annually** by the superintendent and the board. The Food Services Director shall report annually to the Board on the availability and cost of food available from local farmers.

Free And Reduced-Price Food Services

The district will provide free and reduced-price breakfasts, lunches and milk to students according to the terms of the National School Lunch and Breakfast Programs and the laws and rules of the state. The district ~~shall inform parents of the eligibility standards for free or reduced price meals~~ **will distribute a letter to families and a Free and Reduced Price Meal application to all families at the beginning of the school year.** ~~Reasonable efforts shall be made to~~ **The district will protect** the identity of eligible students. Parents have the right to appeal any decision regarding their application for free or reduced-price food services to the superintendent.

On test days, the district may provide free, nutritious meals to all ~~children on test days,~~ **students,** including students who do not qualify for federal school meal benefits. **However,** the district is responsible for the cost of providing such meals to students.

The Board of Directors may establish a program whereby school meals may be provided to anyone other than students of the district at the greatest price charged any student plus an amount representing the portion of the lunch cost paid for from local, state and federal assistance (cash and food).

~~Surplus~~ **USDA** Commodities

The district will use **USDA** foods ~~commodities~~ **made** available under the Federal Food ~~Commodity~~ **Distribution** Program for school menus in accordance with the district's **adopted** guidelines for salt, sugar, fat and fiber.

Waste Management

Food and container waste ~~should be addressed~~ **will be developed** as part of operations management: (compost, recycling, and disposal of plastic and paper products). Students will be provided the opportunity to participate in composting and recycling as part of the educational program.

Physical Education

Health and Fitness Curriculum

The superintendent will adopt and implement a vertically-aligned health and fitness curriculum that promotes active, lifelong habits and is consistent with Washington State's K-12 Health and Fitness Learning Standards and cognizant of the NASPE standards. The curriculum provides opportunities for developmentally appropriate instruction, taught by qualified and trained health and fitness teachers across grades K-12 and throughout the school day.

~~The superintendent shall adopt and implement a comprehensive health and fitness curriculum consistent with the EALRs. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12. Evaluation procedures will utilize classroom-based assessments or other strategies.~~

Physical Education

Physical Education focuses on teaching skills needed to develop lifelong healthy habits and physical fitness. PE classes will promote a coherent and progressive understanding of skills, practice, confidence building, self-knowledge and personal assessment from kindergarten through high school. The PE/fitness program will be designed to be meaningful and inclusive of all students, to teach cooperation, fair play and responsible participation. Elementary PE will focus on foundations skills, both social and physical, for developing an active lifestyle; middle school focuses on guided application of those skills with development of personal assessment and goal setting. The high school will cultivate the practice and habits of an active, healthy lifestyle. See Appendix A

All students in grades 1-8 are required to complete an average of 100 instructional minutes per week of physical education. **National Standards for Physical Education (NASPE) recommend 150 minutes for elementary school and 225 minutes at the middle school per week, per year. The district will strive to meet or exceed minimum standards for physical activity and/or education on a weekly basis.**

Physical Education/Fitness includes age-appropriate instruction and practice in moderate to vigorous movement comprising 50 percent of class time along with fine motor skills, progressive physical fitness, and wellness activities. High school students are required to complete .5 credits of health and 1.5 credits in PE/fitness. The district encourages all high schools to offer a variety of health and fitness classes for each grade in the high school and to develop students' preparations and expectations of an active lifestyle.

Suitable adapted physical education will be included as part of individual education plans **or accommodations will be made** for students with chronic health problems, other disabling conditions, or other special needs that preclude such students from participating in regular physical education instruction or activities.

Recess

In addition to required PE/fitness, students in grades K-8 will have the opportunity to participate in daily recess, as well as other times for physical activity. The district will provide daily recess period(s) of at least 20 minutes of unstructured, but supervised, activity or play preferably outdoors for all K-8 students.

~~In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The district shall provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play.~~

Activity Breaks

The district will encourage its classroom teachers to incorporate physical activity breaks into their instructional pattern to enhance learning (e.g. Brain Gym). Learning opportunities that incorporate whole-body and kinesthetic activities are encouraged and will be supported with training on this topic. Extended periods of sitting for 60 minutes of instruction is strongly discouraged.

Physical Activities before and After School

The district will provide for and foster adequate co-curricular physical activity programs throughout the grade levels, including interscholastic sports at the high school and middle school. It is the expectation of the school district that any organization that provides after-school childcare or enrichment program, and that uses school facilities, will also provide opportunities for daily physical activities for all its participants.

~~The district is encouraged to provide adequate co-curricular physical activity programs, including fully inclusive intramural programs and physical activity clubs; and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours.~~

Physical Activity and Disciplinary Action

Teachers, other district staff, and community members using school facilities will NOT withhold physical education class, recess or other activities as disciplinary action unless the safety of the student or others is in question. Additionally, imposing physical activity as a disciplinary consequence (e.g. push-ups and running laps) should only be considered within the parameters set by the district to include social and emotional learning guidelines.

Waivers and Exemptions from PE/Fitness

Because healthy habit and academic achievement in school are interrelated and because Physical Education/Fitness is considered key to building habits of a healthy lifestyle, waivers and exemptions from PE are discouraged. The high school principal may waive some portion of the PE/fitness graduation requirement (1.5 credits) for students in grades 9-12 who are fully participating in three sports a year, but will not receive credit toward graduation.

District-Wide Culture of Wellness

The district believes that wellness includes everyone and as such promotes overall health by encouraging:

- “active transportation” through walking or biking to school;
- healthy programs, both periodic and ongoing, to increase physical activity choices for staff;
- access to exercise equipment and facilities for all staff;
- nutrition and wellness through offering healthy food and meal choices at school;
- physical activity breaks during duty-free periods;
- partnerships with community organizations that benefit students, staff, families, and community members to participate in lifelong health and well-being.

Use of Facilities

School spaces and facilities are accessible to students, staff, and community members throughout the day, week, and year in accordance with the district’s Facilities use Policy. Facilities are open on weekends and during school vacations by prior arrangement with the district. These spaces and facilities are also available to community groups and organizations offering programs that promote education, physical activity and nutrition.

Safe Routes to Schools

The district is responsible for working with community groups, local public works, safety and police departments, transit and transportation directors, and building administrators to facilitate and promote “active transportation” such as walking or biking to school by students and staff. The district will participate in programs and activities that promote using safe routes, skills and safe practices. The district will identify safe and active routes to promote active transportation as well as promoting the Bike/Walk to School days twice yearly.

Measurement of Impact

To facilitate these goals, the Board will maintain a standing Wellness Committee whose charge will include annual review of the district’s Food Service and nutrition programs, PE and fitness programs, and other elements of this policy by:

- A. Monitoring the overall effectiveness of the policy and its procedures and practices using the **Wellness School Assessment Tool**,
- B. Monitoring compliance with state and federal regulations, standards, and best practices.
- C. Making recommendations to the Board and the superintendent for continued effective **improvement and** implementation of this policy.

The Wellness Committee will include representatives from staff, administration, parents, students, food services personnel, health care professionals, and community. The superintendent will have responsibility for evaluating the implementation of this policy.

Cross References:	Policy 2020	Curriculum Development and Adoption of Instructional Materials
	Policy 2410	High School Graduation Requirements
	Policy 4260	Use of School Facilities
Legal References:	RCW 28A.230.040	Physical Education-Grades 1-8

RCW 28A.230.050	Physical Education in High Schools
RCW 28A.235.120	Meal Programs, Establishment and Operation, Personnel Agreements
RCW 28A.235.130	Milk for children at school expense
RCW 28A.623.020	Nonprofit program for elderly-Authorized-Restrictions
RCW 69.04	Intrastate Commerce in Food, Drugs and Cosmetics
RCW 69.06.010	Food and beverage services worker's permit-Filing, duration-Minimum training requirements
RCW 69.06.020	Permit exclusive and valid throughout state-Fee
RCW 69.06.030	Diseased persons-May not work-Employer may not hire
RCW 69.06.050	Permit to be secured within fourteen days from time of employment
RCW 69.06.070	Limited duty permit
WAC 392-410-135	Physical Education-Grade school and high school requirement
WAC 392-410-136	Physical Education Requirement-Excuse

Management Resources:

<i>Policy News</i> , Feb 2014	Healthy and Hunger-Free Kids Act of 2010
<i>Policy News</i> , Dec 2004	Nutrition and Physical Fitness Policy
	Wellness School Assessment Tool
	Wellness Policy Tool

PORT TOWNSEND SCHOOL DISTRICT NO. 50

MANAGEMENT SUPPORT

Nutrition and Physical Fitness

Nutritional Content and Food Service Operations

The following guidelines shall be in effect:

- A. Only food or beverages that meet the minimal nutritional values, as defined by the Food and Nutrition Service of the U.S. Department of Agriculture may be sold or served in the school until 30 minutes after the last lunch period. Such a provision specifically precludes the sale of carbonated beverages, water-ices unless made with fruit juice, licorice, marshmallow candies, chewing gum, candies, fondant, spun candy and candy-coated popcorn.
- B. Foods that meet the minimum nutrition values include, but are not limited to, corn chips, beef jerky, popcorn, fruit, cheese & crackers, 100% fruit juices, peanuts, sunflower seeds, granola bars, low fat yogurt, pretzels, trail mix, lowfat and nonfat milk.
- C. Foods sold or served in school should assist students to comply with the dietary guidelines for Americans, by providing a variety of grains, fruits, vegetables, foods low in saturated fat, trans fat, cholesterol, sugars and salt.
- D. Apple or other fresh fruit machines are acceptable at all times.
- E. Food that is sold must meet the health department's standards in regard to storage, preparation and serving.
- F. Students and staff will have access to safe, fresh drinking water throughout the school day. Fluoridated or bottled water should be made available for purchase by staff and students.
- G. School staff should encourage non-food alternatives as student rewards.
- H. The district will develop and implement a plan to integrate local food into the meals served to our students. The plan will identify yearly, progressive benchmarks and goals to increase the use of local foods.

School Cafeterias

- A. Any student may eat in the school cafeteria or other designated place.
- B. Meal prices will be established by the superintendent and food service supervisor, with the approval of the board at the beginning of each year.
- C. Healthy option foods should be competitively priced.
- D. Meal prices will be conspicuously posted in each cafeteria or designated meal area.

Nutrition Education

Nutrition education at all levels of the district's integrated curriculum should include, but not be limited to, the following essential components designed to help students learn:

- A. Age-appropriate nutritional knowledge, including understanding the relationship of nutrition and food nutrients to physical performance and body composition; recognizing patterns of growth and development; understanding the concept of control and prevention of disease; acquiring skills to live safely and reduce health risks; understanding how environmental factors affect health; learn the benefits of healthy eating; understand essential nutrients; learn about nutritional deficiencies; understand the principles of healthy weight management; understand the use and misuse of dietary

supplements; learn safe food preparation, handling, and storage; and appreciate cultural diversity related to food and eating;

- B. Age-appropriate nutrition-related skills, including gathering and analyzing health information; using social skills to promote health and safety; understand how emotions influence decision making; analyze health and safety information and develop a health and fitness plan and a monitoring system, to plan and prepare a healthy meal, understand and use food labels, and to critically evaluate nutrition information, misinformation, and commercial food and advertising; and
- C. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.
- D. Access to an instructional food garden will be encouraged on school grounds or locally to provide students with hands-on experience in tilling, planting, growing, harvesting, preparing and consuming foods they have grown.

Nutrition and Food Services Operation

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the superintendent is responsible for:

- A. Encouraging all students to participate in the school's child nutrition meal program.
- B. Providing varied and nutritious food choices consistent with the applicable federal government Dietary Guidelines for Americans.
- C. Providing adequate time and space to eat meals in a pleasant and safe environment. Schools shall ensure:
 - 1. Seating is not overcrowded;
 - 2. Rules for safe behavior are consistently enforced;
 - 3. Appropriate supervision is provided; and
 - 4. For recess held in conjunction with the lunch period, recess should be scheduled prior to the lunch period for elementary students.

Staff Development

Ongoing in-service and professional development training opportunities for staff in the area of food nutrition will be encouraged.

Family and Community Involvement

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the school principal is responsible for ensuring:

- A. Nutrition education materials and meal menus are made available to parents;
- B. Parents are encouraged to promote their child's participation in the school meals program. If their children do not participate in the school meal program, parents should provide their children with healthy snacks/meals;
- C. Families are invited to attend exhibitions of student nutrition projects or health fairs;
- D. Nutrition education curriculum includes homework that students can do with their families (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc);

- E. School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate; and
- F. School staff consider the various cultural preferences in development of nutrition education programs and food options.

Physical Education

Health and Fitness

It is the district's position that all students have equal and equitable opportunities for physical activity and fitness education in our schools. The superintendent is encouraged to review and consider implementing physical activity and fitness education program improvements. The goals of the district are:

- A. All children, from kindergarten through grade 12, will participate in a daily, quality, standards-based physical activity/fitness education program;
- B. All schools will have certificated physical education teachers providing instruction; and
- C. All schools will have appropriate class sizes, facilities, equipment, and supplies needed to deliver quality physical education consistent with national standards.

Schools shall require students in grades one through eight to engage in physical education averaging 100 instructional minutes per week and all high school students shall complete two credit(s) of health and fitness.

Access to school sites will be provided through permitting use of facilities to community youth sports groups consistent with the district's facilities use policy, community college and municipal joint use agreements and partnerships with youth organizations so additional opportunities are available for all youth in our communities to participate in quality physical activity, fitness, sports and recreation programs.

Schools should identify safe and active routes to school and promote alternative methods for children to travel to and from school, such as walking and bicycle programs.

Schools shall prohibit the use of physical activity and withholding of physical education class and other forms of physical activity as punishment.

Family and Community Involvement

In order to promote family and community involvement in supporting and reinforcing physical education in the schools, the school principal is responsible for ensuring:

- A. Physical education activity ideas are sent home with students;
- B. Parents are encouraged to promote their child's participation in the school's physical education programs and after school activities;
- C. Families are invited to attend and participate in physical education activity programs and health fairs;
- D. Physical education curriculum includes homework that students can do with their families;
- E. School staff consider the various cultural preferences in development of physical education programs; and
- F. School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for students to participate in physical activity programs.

Advisory Committee

The District shall convene a Nutrition and Physical Activity advisory committee to assist in development of the district wide nutrition and physical fitness policy. The committee shall include food service directors and staff, parents, building level administrators, school board members, students, nutritionists, health care professionals, physical education staff, the public and interested community organizations.

Program Evaluation

A. Nutrition:

In order to evaluate the effectiveness of the school health program in promoting healthy eating and to implement program changes as necessary to increase its effectiveness, the superintendent is responsible for evaluating and assessing whether the board policy and procedure are implemented, including a periodic assessment of the school meal program with input from students, parents and staff.

B. Physical Education:

District physical activity/health and fitness programs will be monitored and assessed regularly in conjunction with other district academic and health-related programs using tools like the Physical Best Program, Healthy Kids Survey, CDC School Health Index or an OSPI approved assessment. Results of these surveys and assessments will be reported to the board, school sites, and made available to parents and community on an annual basis.

10/10/2011