

PORT TOWNSEND SCHOOL DISTRICT NO. 50

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

April 27, 2015

"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 March 23, 2015 Regular Business Meeting
05.02 Minutes of the April 13, 2015 Work/Study Meeting

06. Consent Agenda

06.01 Consent Agenda Approval

06.02 Approval of Personnel Action

- 06.020 Accept resignation of Sara Bonneville, Director of Finance and Business Operations, effective May 8, 2015
- 06.021 Accept resignation of Diane Lashinsky, Principal of Blue Heron, effective the end of the 2014-15 school year
- 06.022 Accept resignation of Rita Polk, 4 hrs./day Bus Driver, effective April 7, 2015
- 06.023 Accept resignation of Dan Spegal, Seasonal Grounds/Floater, effective June 1, 2015
- 06.024 Accept resignation of Tom Hill, Grant Street Elementary Para-educator, as of March 27, 2015
- 06.025 Recommend Amy Khile as Director of Finance and Business Operations, effective May 18, 2015
- 06.026 Recommend Ann McMahon as 1.0 FTE Speech/Language Pathologist, leave replacement at Grant Street Elementary, effective April 6, 2015
- 06.027 Recommend Amy Wilson for the 1.0 FTE 5th Grade Teacher, one year position, Blue Heron School, effective the 2015-16 school year
- 06.028 Recommend Rochelle Raines as 3.75 hrs./day Bus Driver, effective April 7, 2015
- 06.029 Recommend Dane Locklear for the position of Registrar/Counseling Office Secretary at Port Townsend High School, effective the 2015-16 school year

06.03 Approval of Financial Reports

- 06.030 Accounts Payable as of April 27, 2015
- 06.031 Payroll – March, 2015

06.04 Donations

- 06.040 Accept donation from David Miller of a wooden boat, trailer and equipment, valued at \$1,450, to the Maritime Studies class at Port Townsend High School
- 06.041 Accept donation from Marta Stock of fine woodworking magazines and books, power and hand tools, lumber, and equipment, valued at \$3000, to the Maritime Studies class at Port Townsend High School

07. Board Correspondence

- 07.01 Letter from Citizens for Local Foods endorsing changes in Food Service menus

08. Reports

- 08.01 ASB Report
- 08.02 ReCyclery Update and National Bike Month Events – Kees Kolff
- 08.03 Math Recommendations – Dave Thielk, Lisa Cartwright
- 08.04 Superintendent
 - 08.040 Calendar of Events
- 08.05 Business Manager
 - 08.050 Financial Summary
 - 08.051 March Budget Status
 - 08.052 2015-16 Budget Development

09. Action Items

- 09.01 Approval of Visit History Trip 2017
- 09.02 Approval of Policy 4215 – Use of Tobacco and Nicotine Products and Delivery Devices
- 09.03 Approval of Policy 5011 – Sexual Harassment
- 09.04 Curriculum Adoption
 - 09.040 World History: Patterns of Interaction, Houghton Mifflin Harcourt Publishing, 2012

10. Unfinished Business

11. New Business

12. Policy Review

- 12.01 Policy 2418 – Waiver of High School Graduation Credits – First Review
 - 12.010 Form 2418F

13. Board Member Announcements/Suggestions for Future Meetings

14. Next Meeting

- 14.01 May 11, 2015, Work/Study Meeting, 6:00 p.m., 1610 Blaine Street, Room S-11

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, Keith White, and Nathanael O'Hara. Excused: Holley Carlson and Superintendent David Engle. Also present were staff and community members.

Keith White led the Pledge of Allegiance.

Orchestra Director Daniel Ferland introduced several members of the high school orchestra, who played excerpts from musical numbers they performed at a recent competition in Gresham, Oregon.

Approval of Agenda

Ms. Daly said it had been requested Principal Ehrhardt's presentation be moved to 09.01 on the agenda. Jennifer James-Wilson moved to approve the agenda with that amendment. Keith White seconded and the motion carried 4-0.

Recognition

Ms. James-Wilson said the orchestra concert on March 10, 2015 was excellent. She also wished to acknowledge the passing of Leslie Schroeder, former 4-5 grade teacher in the District.

Public Comments

- Sonia Story spoke about the dangers of wireless radiation from electronic wireless devices in the District, and asked if this subject could be considered at a future board work/study meeting.
- Mia Frederickson spoke in support of the music programs at both the High School and Blue Heron, and hopes that any scheduling changes at Blue Heron for the 2015-16 school will not affect students' ability to choose both technology and music classes.
- Kimberly Montgomery also expressed concern regarding scheduling changes and availability of music classes at Blue Heron
- Frank DePalma spoke in support of keeping both music and technology classes at Blue Heron.
- Germaine Arthur also voiced support of maintaining a robust music program in the District.

Approval of Minutes

The following minutes were brought for approval:

- February 23, 2015, Regular Board Meeting. Nathanael O'Hara moved to approve the minutes. Mr. White seconded and the motion carried 4-0.
- March 9, 2015, Board Retreat. Mr. White moved to approve the minutes. Mr. O'Hara seconded and the motion carried 4-0.
- March 9, 2015, Work/Study Meeting. Mr. White moved to approve the minutes. Mr. O'Hara seconded and the motion carried 4-0.

Consent Agenda

Ms. James-Wilson moved to approve the consent agenda. Mr. White seconded and the motion carried 4-0. Included on the consent agenda were the following items: 1) Accounts Payable for March 23, 2015; 2) Payroll for February, 2015; 3) Recommend the following actions:

- Hire:** Jeanette Parker as Learning Support Services Secretary, effective the 2015-16 school year
Cameron Botkin as Blue Heron Track Coach, effective the 2014-15 school year
Alice Fraser as High School Assistant Track Coach, effective the 2014-15 season
- Retirement/Resignation:** Accept resignation/retirement of Linda Morris, Grant Street Elementary Teacher, effective the end of the 2014-15 school year
Accept resignation of Maggie Hubbell, Grant Street Elementary Para-educator, effective march 13, 2015
- Leave:** Approve Tanya Rublaitus, High School Teacher, leave of absence for the 2015-16 school year
Approve Jean Scarboro, School Counselor, Grant Street Elementary, leave of absence for the 2015-16 school year

Board Correspondence – None

Reports

Core 24 for the Class of 2019 – Principal Ehrhardt

Principal Ehrhardt explained how the High School will meet the new State requirements that require the graduating class of 2019 to earn 24 credits for graduation. Port Townsend High School currently requires 22.5 credits to graduate. Ms. Ehrhardt said students in the class of 2019 may choose a Personalized Pathway as they enter high school, which allows for the substitution of up to 3 credits from this Pathway in place of another state requirement. Introducing these new requirements to 8th graders so students have more time to plan was discussed.

ASB Report – None

Blue Heron Building Report – Brad Taylor, Director of Maintenance and Facilities

Mr. Taylor explained that because state matching funds were used when Blue Heron School was built, this assessment is an annual requirement for the Board to review.

National Core Arts Standards – Daniel Ferland, Orchestra Director

Mr. Ferland gave details about the national standards that are being proposed for arts education, similar to the Common Core academic standards. A short video was shown describing how learning to play a musical instrument affects brain activity.

Business Manager

Business Manager Sara Bonneville presented enrollment numbers for March, 2015, a February, 2015 budget status report, and a financial summary for all funds.

Action Items

Approval of Policy 3207 – Prohibition of Harassment, Intimidation and Bullying

It was noted that in the last sentence of Paragraph 2 on Page 2, "IPE" should read "IEP." Ms. James-Wilson moved to approve Policy 3207 with that correction. Mr. White seconded and the motion carried 4-0.

Policy Review

Policy 5011 – Sexual Harassment

It was noted WSSDA (Washington State School Directors' Association) is recommending this policy be moved from the 6000 Management Support series to the 5000 Personnel series. Discussion followed.

Board Member Announcements/Suggestions for Future Meetings

- Ms. James-Wilson may not be able to attend the WSSDA Spring Regional Meeting on March 28, 2015
- Mr. White will be attending a meeting in Sequim on March 31, 2015 for new board members.
- State elected officials' financial affairs statement (Form F1) is due by April 15.

Next Meeting: April 13, 2015, Work/Study Meeting, 6:00 p.m., 1610 Blaine Street, Room S-11

Adjournment: The meeting was adjourned by consensus at 7:45 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Pam Daly, Board Vice-Chair

Work/Study Meeting

April 13, 2015

Page 1 of 2

Board Vice-Chair Pam Daly called the meeting to order at 6:00 p.m. Present: Pam Daly, Nathanael O'Hara, Jennifer James-Wilson, Keith White. Excused: Holley Carlson. Also present were Superintendent Engle, staff, and community members. ASB Representative Colin Coker led the Pledge of Allegiance.

Agenda Approval

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

Recognition

Board: Mr. O'Hara recognized the success of the Port Townsend Robotics Team 4918 at recent competitions. The team has been invited to the World Robotics Championship in St. Louis, Missouri the end of April. Mr. O'Hara mentioned the Missoula Children's Theater performance on April 17 at 7:00 p.m. and April 18 at 3:00 p.m. at Blue Heron School.

Superintendent

Superintendent Engle presented Shining Star awards to Roger Mills and Jennifer Manning, Blue Heron science teachers, and Reed Aubin, community member, for their efforts with a year-long science project for students about salmon habitat restoration.

Public Comments - None

Board Correspondence

The board reviewed the following correspondence:

- Email from L. Wright regarding music classes at Blue Heron
- Email from M. Frederickson regarding music classes at Blue Heron
- Email from K. Kolff regarding Blue Heron bike shelter and bike education training at Blue Heron
- Email from S. Story following up on wi-fi and cell phone radiation issue
- Letter from High School GSA (Gay-Straight Alliance) regarding gowns worn at graduation

Reports

High School ASB Report

Shae Shoop said the ASB is working on a fundraiser with The Car Wash for the benefit of Dove House, and helping the sophomore class organize their Tolo Dance.

Visit History Trip 2015

Gina McMather and Tom Gambill, High School teachers who organized and chaperoned the trip, explained that the group visited London, Paris, and surrounding areas March 26 through April 4, 2015. Students Sam Meier and Declan Goldenbogen said they thought the trip was a great experience; Declan wished there had been more time at the London Museum. Mr. Gambill will be at the April 27, 2015 board meeting to explain and seek approval for the Visit History trip to Greece in 2017. No trip is planned for 2016.

Next Generation Science Standards

Lois Sherwood, High School Science Teacher, guided board members and Superintendent Engle through an exercise to explain and become familiar with the Next Generation Science Standards and what Port Townsend School District is doing to meet the new science standards. Discussion followed.

Work/Study Meeting

April 13, 2015

Page 2 of 2

Superintendent

Superintendent Engle reported on the following:

- Rose Ridder selected as a Washington Scholar winner
- Port Townsend Robotics Team 4918 going to national competition in St. Louis, Missouri
- Port Townsend High School receiving a Washington Achievement Award for Reading Improvement, 2014

Curriculum Review

Superintendent Engle presented the textbooks World History: Patterns of Interaction, for review. The Instructional Materials Committee has evaluated these textbooks and recommends they be included in the High School History curriculum. The books are available for public review at the District Office, and will be on the April 27, 2015 meeting agenda for board approval. Digital instructional materials were discussed.

Unfinished Business

Ms. James-Wilson brought up the discussion from Ms. Story about wi-fi and cellular radiation. The Board instructed Dr. Engle to draft a letter thanking Ms. Story for the information she has brought to the board, but the subject will not be placed on a future agenda.

Ms. James-Wilson spoke about the letter from the GSA (Gay-Straight Alliance) in the board packet. Dr. Engle said in researching the issue, the color of graduation gowns worn is not board policy, but is a procedure at the high school, so can be changed at that level.

Mr. O'Hara spoke about scheduling at the middle school, and the possibility of changing from 7 to 6 periods.

Board Chair Holley Carlson joined the meeting at 8:10 p.m.

New Business

Ms. Daly and Mr. White will attend the East Jefferson Education Partnership meeting in Brinnon on April 30, 2015.

Policy Review

Policy 4215 – Use of Tobacco and Nicotine Products and Delivery Devices

Nicotine replacement therapy was discussed.

Policy 5011 – Sexual Harassment

The Board recommended changing the “shall” to “will” in the last paragraph and ending the sentence in the third paragraph after “adult-to-adult”, which would remove reference to gender.

Executive Session

The work/study meeting was adjourned at 8:28 p.m. for approximately ten minutes to an executive session to discuss performance of a public employee. The executive session was adjourned at 8:38 p.m. The work/study meeting was reconvened and adjourned by consensus at 8:38 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Pam Daly, Board Vice-Chair

Sara L Bonneville
1240 W Sims Way, #57
Port Townsend, WA 98368

Superintendent David Engle
Port Townsend School District
1610 Blaine Street
Port Townsend, WA 98368

March 25, 2015

Dr. Engle

I would like to inform you that I am resigning from my position as Director of Finance and Business Operations for the Port Townsend School District, effective May 8, 2015. My actual last day of work for the district would be May 1, 2015.

Thank you for the opportunities for professional and personal development that you have provided. I have enjoyed working for the district and appreciate the support provided me during my tenure. Please let me know what I can do to assist during the transition.

Sincerely,



Sara L. Bonneville

Cc: Laurie McGinnis

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

April 8, 2015

Dear Dr. Engle:

This letter is to inform you of my decision to resign as Principal of Blue Heron School, effective June 30, 2015. I do not intend to seek renewal of my contract.

Thank you for the opportunity to serve the students and families of Port Townsend School District for the past three years.

Warm regards,

A handwritten signature in cursive script that reads "Diane Lashinsky".

Diane Lashinsky, Ed.D.

Cc: Laurie, McGinnis, Human Resources

PORT TOWNSEND SCHOOL DISTRICT

"Discover the Power of Learning"

Superintendent
Dr. David Engle

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

1610 Blaine Street
Port Townsend, Washington 98368

Board of Directors
Holley Carlson
Jennifer James-Wilson
Pam Daly
Nathanael O'Hara
Keith White

April 20, 2015

To the Port Townsend School District Board of Directors:


I am recommending that you approve the hiring of Amy Khile as our new Business Manager. With the departure of Sara Bonneville, it is of the utmost importance that we replace her immediately.

Amy is a highly qualified candidate and brings to her work an understanding of our district's direction and priorities that will serve us well in the future. Thank you for your support with this very important position.

Best regards,



David Engle
Superintendent

To: Laurie McGinnis
From: Patrick Kane 
Re: SLP – maternity leave replacement
Date: 3-19-15

Two candidates were interviewed for a maternity leave replacement SLP position at Grant Street Elementary School. Mary Sepler, Patrick Kane and Sara Halton were on the interview team. Ann Mc Mahon was selected to fill the position. She will start April 6, 2015.

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: April 14, 2015
Re: 1.0 FTE 5th Grade Teacher – one year position

Dr. Engle:

I am pleased to recommend Amy Wilson for the position of 5th Grade Teacher at Blue Heron School. Amy's position will be effective at the beginning of the 2015-16 school year. This is a one-year position due to the large enrollment of 5th grade students next year, sometimes referred to as a "bubble class".

During this past year, Amy has been a 4th grade teacher at Blue Heron. She was hired in October, in response to increased student enrollment, and has done an excellent job to create positive culture among all the students and families who transitioned to the new, additional classroom after the start of the school year. Her teaching skills are excellent and she collaborates well with the 4th grade teacher team. Amy participates in every opportunity to improve her skills as a teacher and adult learner, including working with our elementary math coach and in MDS professional development. I appreciate her contributions to our school and her growth mindset in working with children and adults.

Amy has 7-years of experience as an elementary classroom teacher and has passed the two required NES (National Evaluator Series) Elementary exams in Language Arts/Social Studies and Math/Science. She holds a WA State teacher transitional certificate, which is valid for 2 years while she completes requirements to reinstate her Elementary K-8 certificate.

Amy was hired through the internal candidate process and meets all requirements for this elementary teacher position, including being highly qualified. We are delighted that Amy is continuing as a member of our Blue Heron School faculty.

Thank you,

A handwritten signature in black ink that reads "Diane Lashinsky". The signature is written in a cursive style and includes a long, sweeping underline.

Dr. Diane Lashinsky
Principal, BHS

PORT TOWNSEND SCHOOL DISTRICT
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Superintendent
Dr. David Engle

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1610 Blaine Street
Port Townsend, Washington 98368

Board of Directors
Holley Carlson
Jennifer James-Wilson
Pam Daly
Nathanael O'Hara
Keith White

To: 2014/2015 Board Members
From: Tracie Twitchell Transportation Director
Date: April 6, 2015
RE: Resignation from Route 200

The following driver have resigned from Route 200 in Port Townsend School District.

1. Rita Polk

Resignation from Route 200 Port Townsend School District is effective April 7, 2015.



Al Pata Palk
resine from Port Townsend
route 200 as of 4-7-15

Pata Palk

PORT TOWNSEND SCHOOL DISTRICT

"Discover the Power of Learning"

Superintendent

Dr. 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

Jennifer James-Wilson

Pam Daly

Nathanael O'Hara

To: 2014/2015 Board Members

From: Tracie Twitchell Transportation Director

Date: April 6, 2015

RE: Recommendations for Hire

I recommend the following school bus drivers for hire effective April 7, 2015.

1. Rochelle Raines (Route 200)



Laurie McGinnis

From: Tom Hill
Sent: Tuesday, March 24, 2015 11:52 AM
To: Laurie McGinnis
Subject: Letter of resignation

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Laurie, I need to notify you of my intent to leave my position as a para pro with the Port Townsend School District as of March 27th. I need to move to Arizona to take care of family. It has been my pleasure to have worked with such a wonderful staff. All will be missed along with the great kids of Port Townsend.

Sincerely;

Tom Hill

To Whom It May Concern: I am resigning my position at Pt Townsend School district 50.
My date that I am leaving is June 19th 2015.

Sincerely Daniel Spegal.

(ps)

Daniel R Spegal



1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal Scott R. Wilson, Assistant Principal

To: District Office

From: Carrie Ehrhardt, Principal

Date: April 20, 2015

Re: Hiring Recommendation for Registrar/Counseling Office Secretary

I am pleased to recommend Dane Fisher Locklear for the position of Registrar/Counseling Office Secretary at Port Townsend High School. Dane has experience working in a professional setting as a research assistant where she handled many large projects and responsibilities. During her interview Dane's personal and professional strengths became clear. We are confident that she will be an excellent addition to the office team.

Participants on the interview committee were counselors Jennifer Stankus and Marcus Sather, secretaries Lisa Anderson and Jan Boutilier, and myself.

Thank you.

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 April 27, 2015, the board, by a _____ vote, approves payments, totaling \$14,231.14. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10039 through 10049, totaling \$14,231.14

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
10039	BANK OF AMERICA VISA	03/31/2015	2,641.30
10040	BELLEVUE HIGH SCHOOL	03/31/2015	120.00
10041	Coker, Liz	03/31/2015	123.71
10042	DAIRY FRESH FARMS INC	03/31/2015	104.56
10043	Falge, Lysa Marie	03/31/2015	89.80
10044	FORT WORDEN STATE PARK	03/31/2015	166.00
10045	NORTH KITSAP HIGH SCHOOL	03/31/2015	140.00
10046	PROSTOCK ATHLETICS	03/31/2015	10,295.05
10047	SAFEWAY	03/31/2015	59.92
10048	SEHOME HIGH SCHOOL	03/31/2015	140.00
10049	STORM PRESENTATIONS	03/31/2015	350.80
11	Computer	Check(s) For a Total of	14,231.14

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 April 27, 2015, the board, by a _____ vote, approves payments, totaling \$7,033.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10050 through 10060, totaling \$7,033.10

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

Check Nbr	Vendor Name	Check Date	Check Amount
10050	Coker, Liz	04/15/2015	170.29
10051	HENERY HARDWARE	04/15/2015	22.13
10052	NORTHWEST MARITIME CENTER	04/15/2015	4,672.00
10053	PACIFIC OFFICE EQUIPMENT	04/15/2015	259.20
10054	SAFEWAY	04/15/2015	89.13
10055	SLAGLE, NINA	04/15/2015	250.00
10056	SOS PRINTING	04/15/2015	54.28
10057	THE CARWASH INC	04/15/2015	675.00
10058	Watson, Kelley	04/15/2015	91.07
10059	Wiant, Peter	04/15/2015	350.00
10060	YMCA	04/15/2015	400.00
11	Computer	Check(s) For a Total of	7,033.10

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

As of April 27, 2015, the board, by a _____ vote, approves payments, totaling ??????????????. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

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

Check Nbr	Vendor Name	Check Date	Check Amount
201400035	DEPARTMENT OF REVENUE	04/06/2015	-0.04
1	Wire Transfer Check(s) For a Total of		-0.04

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 April 27, 2015, the board, by a _____ vote, approves payments, totaling \$5,913.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 201400033 through 201400034, totaling \$5,913.79

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
201400033	DEPARTMENT OF REVENUE	04/06/2015	4,926.44
201400034	DEPARTMENT OF REVENUE	04/06/2015	987.35

2 Wire Transfer Check(s) For a Total of 5,913.79

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 April 27, 2015, the board, by a _____ vote, approves payments, totaling \$200.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3223 through 3223, totaling \$200.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
3223	Hanson Electric	03/31/2015	200.00
1	Computer	Check(s) For a Total of	200.00

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 April 27, 2015, the board, by a _____ vote, approves payments, totaling \$132,490.98. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:

Warrant Numbers 58721 through 58770, totaling \$132,490.98

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
58721	A+ EQUIPMENT RENTALS	03/31/2015	164.32
58722	ACP DIRECT	03/31/2015	808.78
58723	ALDEN ASSOCIATES INC	03/31/2015	1,793.98
58724	ARROW LUMBER & HARDWARE	03/31/2015	228.71
58725	BANK OF AMERICA VISA	03/31/2015	16,358.09
58726	Behrenfeld, Timothy Jon	03/31/2015	386.54
58727	CANON FINANCIAL SERVICES INC	03/31/2015	207.07
58728	CAROLINA BIOLOGICAL SPLY	03/31/2015	600.30
58729	CDW GOVERNMENT	03/31/2015	7.38
58730	CENTURYLINK	03/31/2015	514.68
58731	Chambers, Luci J	03/31/2015	57.50
58732	Chao, Jeanne	03/31/2015	30.00
58733	Colton, Mary K	03/31/2015	8.00
58734	Ehrhardt, Carrie L	03/31/2015	21.85
58735	ELECTRONIX EXPRESS RSR ELEC IN	03/31/2015	50.60
58736	ESD 114	03/31/2015	3,486.25
58737	FOOD CO-OP	03/31/2015	93.91
58738	FORT WORDEN STATE PARK	03/31/2015	166.00
58739	FREDERICKSON ELECTRIC INC	03/31/2015	4,720.56
58740	Gitelman, Joan H	03/31/2015	152.63
58741	Goff, Robert Galen	03/31/2015	15.18
58742	HEALTH CARE AUTHORITY	03/31/2015	317.83
58743	HIGGINS, ANGELINE	03/31/2015	50.00
58744	JW PEPPER & SON INC	03/31/2015	47.97
58745	KING COUNTY DIRECTORS	03/31/2015	1,490.69
58746	Kruse, Jennifer Kathleen	03/31/2015	41.07
58747	LES SCHWAB	03/31/2015	55.05
58748	MCKINSTRY LOCKBOX	03/31/2015	406.57
58749	McMather, Gina	03/31/2015	198.97
58750	MUSEUM OF SCIENCE	03/31/2015	43.94
58751	NORTHWEST MARITIME CENTER	03/31/2015	875.00
58752	PENINSULA COLLEGE	03/31/2015	48,427.53
58753	PHONAK	03/31/2015	2,585.07

Check Nbr	Vendor Name	Check Date	Check Amount
58754	Pongrey, Melinda May	03/31/2015	290.00
58755	POSTAGE BY PHONE RESERVE ACCOU	03/31/2015	1,025.00
58756	PUBLIC UTILITY DISTRICT	03/31/2015	24,884.65
58757	Quayle, Darlene E	03/31/2015	511.58
58758	Rehab Seminars	03/31/2015	225.00
58759	Rublaitus, Tanya K	03/31/2015	104.35
58760	SERVPRO OF CLALLAM AND JEFFERS	03/31/2015	2,359.45
58761	SHAUGHNESSY MARINA DBA	03/31/2015	231.00
58762	STATE AUDITOR	03/31/2015	6,157.70
58763	Sweeney, Richard D	03/31/2015	140.00
58764	Taylor, Brad James	03/31/2015	106.37
58765	TIGER DIRECT INC	03/31/2015	10,239.00
58766	TRI DIM FILTER CORPORATION	03/31/2015	792.58
58767	UNIVERSITY OF TORONTO PRESS	03/31/2015	141.08
58768	UPS STORE	03/31/2015	11.89
58769	Watson, Kelley	03/31/2015	741.55
58770	Wilson, Scott Randall	03/31/2015	117.76
50	Computer	Check(s) For a Total of	132,490.98

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 April 27, 2015, the board, by a _____ vote, approves payments, totaling \$139,581.18. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 58771 through 58835, totaling \$139,581.18

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
58771	BAY CITY SUPPLY	04/15/2015	730.54
58772	Bonneville, Sara L	04/15/2015	53.48
58773	BUREAU OF EDUCATION & RESEARCH	04/15/2015	778.00
58774	BUTLER, ROBERTA L	04/15/2015	4,320.00
58775	CENEX FLEETCARD	04/15/2015	2,752.13
58776	CHIMACUM SCH DIST#49-CO-OP TRA	04/15/2015	13,070.51
58777	CITY OF PT TOWNSEND	04/15/2015	5,100.43
58778	Colton, Mary K	04/15/2015	44.73
58779	COOPER FUEL & AUTO REPAIR	04/15/2015	6,381.79
58780	DAIRY FRESH FARMS INC	04/15/2015	1,684.88
58781	DATABASE SECURE RECORDS DESTRC	04/15/2015	22.24
58782	DIGITAL INSURANCE INC	04/15/2015	500.00
58783	DM DISPOSAL CO INC	04/15/2015	5,145.88
58784	Ehrhardt, Carrie L	04/15/2015	64.40
58785	Engle, David S	04/15/2015	263.00
58786	ESD 114	04/15/2015	31,857.36
58787	FOOD CO-OP	04/15/2015	61.73
58788	FOOD SERVICES OF AMERICA	04/15/2015	8,947.77
58789	FREDERICKSON ELECTRIC INC	04/15/2015	3,425.41
58790	GRAINGER	04/15/2015	1,528.27
58791	GREENTREE COMMUNICATIONS	04/15/2015	94.57
58792	Guthrie, James F	04/15/2015	500.00
58793	Hanson Electric	04/15/2015	3,769.56
58794	HENERY HARDWARE	04/15/2015	631.10
58795	JEFF CO DEPT OF PUBLIC WORKS	04/15/2015	101.86
58796	JIVE COMMUNICATIONS, INC.	04/15/2015	5,456.14
58797	JT EDUCATIONAL CONSULTANTS INC	04/15/2015	700.00
58798	JW PEPPER & SON INC	04/15/2015	156.11
58799	Kane, Patrick J	04/15/2015	52.90
58800	KING COUNTY DIRECTORS	04/15/2015	2,298.90
58801	KROGER - QFC CUSTOMER CHARGES	04/15/2015	44.99
58802	Kruse, Jennifer Kathleen	04/15/2015	117.49
58803	LANCE, PHILIPPA	04/15/2015	7,680.00

Check Nbr	Vendor Name	Check Date	Check Amount
58804	LEADER	04/15/2015	26.75
58805	LES SCHWAB	04/15/2015	1,380.89
58806	MAIL PLUS	04/15/2015	48.11
58807	Marmol, Darlene	04/15/2015	156.62
58808	MASCO PETROLEUM	04/15/2015	3,747.12
58809	MILLER, KATE	04/15/2015	580.72
58810	Mills, Roger Lees	04/15/2015	12.13
58811	MINNIHAN, SHANNON DEE	04/15/2015	56.94
58812	Network for Excellence in WA S	04/15/2015	250.00
58813	NORTHWEST MARITIME CENTER	04/15/2015	1,928.00
58814	OLYMPIC SPRINGS	04/15/2015	79.52
58815	OLYMPIC EQUIPMENT RENTALS	04/15/2015	21.47
58816	OSPI	04/15/2015	1,008.02
58817	PACIFIC OFFICE EQUIPMENT	04/15/2015	2,332.57
58818	PANE D/AMORE	04/15/2015	151.00
58819	PBS ENGINEERING & ENVIRON INC	04/15/2015	190.00
58820	PENINSULA PEST CONTROL	04/15/2015	310.65
58821	Performance Systems Integratio	04/15/2015	414.20
58822	PHONAK	04/15/2015	24.91
58823	PLATT	04/15/2015	1,724.37
58824	PORTER FOSTER RORICK LLP	04/15/2015	8,820.00
58825	RED LION HOTEL	04/15/2015	1,764.00
58826	SAFEWAY	04/15/2015	14.98
58827	SCHOLASTIC BOOK FAIRS	04/15/2015	1,752.90
58828	SEATTLE MARINE & FISHING SUPPL	04/15/2015	107.56
58829	SIMPLOT PARTNERS	04/15/2015	485.65
58830	SOS PRINTING	04/15/2015	1,108.10
58831	Taylor, Brad James	04/15/2015	42.43
58832	WALA	04/15/2015	415.00
58833	WASH STATE FERRIES	04/15/2015	781.40
58834	Watson, Kelley	04/15/2015	9.00
58835	YMCA YOUTH & GOVERNMENT	04/15/2015	1,500.00

65 Computer Check(s) For a Total of 139,581.18

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of March, 2015

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>658,712.33</u>	Employee Gross
	<u>244,925.55</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>903,637.88</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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

Donation of Gift(s) Report

To the Board of the Port Townsend School District:

Date of donation: 4/16/15

Name of donor: MARTA. STOCK.

Mailing address of donor: 628 MADISON ST.

PORT TOWNSEND, WA 98368

Donated in memory of Lew Stock

Item(s) donated:

Approximate Value:

Fine Woodworking MAGAZINES & Books

\$ 200

POWER TOOLS: Cordless Drill, Biscuit Joiner, Router (w/ table), Belt Sander.

\$ 650

HAND TOOLS: Planes, Hand Saws, Marking gauge, Chisels, Draw knife, Wrenches,

\$ 850

LUMBER: Boat grade Lumber.

\$ 475

SHOP ITEMS: Clamps, Saw Horses, Fasteners, Vise, Handmade Storage Cabinet. Epoxy, tool Boxes.

\$ 825

Received by: *Kelley Watson*
Kelley Watson

Chubardt 4-21-15

total = \$ 3,000

Administrator (Building Principal and/or Superintendent)

Donation of Gift(s) Report

To the Board of the Port Townsend School District:

Date of donation: 4/20/15

Name of donor: David Miller

Mailing address of donor: 301 Old Oak Bay
Port Ludlow, WA 98365

Item(s) donated:

Approximate Value:

Soil Vessel

500 \$

Trailer

600 \$

Equipment

350 \$

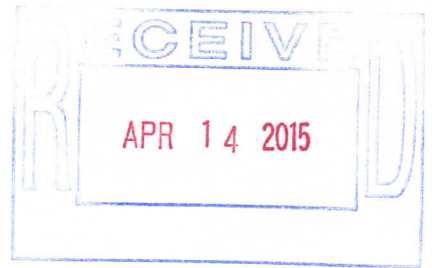
total = 1450 \$

Received by: Kelley Watson
Kelley Watson

C. Ehrhardt 4-21-15

Administrator (Building Principal and/or Superintendent)

8/25/14



Date: April 10, 2015
From: Citizens for Local Foods
To: Port Townsend School Board
Re: Support for the new lunch program

We want to endorse your new program at the PT schools to provide healthy, seasonal, and locally grown lunches to our students. Bravo to the staff that is making this change! Citizens for Local Food is urging the School Board to commit the resources necessary to assure long term success of the program. Kids need high quality food for their growing bodies and brains. We must all throw our weight behind this effort.

The program is visionary in many ways: it puts locally grown produce on the student's plates in ways that reshape the institutional food system, support local farmers, cultivate healthy eating habits, and taste great. And for it to succeed the School Board needs to really support the effort: hire a Food Service Director trained in nutrition and/or culinary skills, partner with local chefs, gleaners, and volunteers, commit to purchasing from local farms, assure continuity of community food programs, begin recycling in the school kitchens, and purchase food products that meet the school district's wellness policies.

Students have a requirement for volunteer service and, with the School Board's approval, could plug into the system. They could be pruning the school orchards, gleaning for food service, organizing a kitchen recycling program, or even learning the ropes of planning and producing healthy meals.

What does the school district need? More parent volunteering? PTSA involvement? Community Partnership? A grant writer? Fired up, passionate and curious students? Wholesale farm contracts? Make a wish list and ask the community!

We are excited to see the shifts made towards a more sustainable and healthy school lunch program, and urge the School Board to do everything they can to help it be successful.

Sincerely,

Citizens for Local Food (12020.org/citizens-for-local-food/)

Janet Welch, Linda Davis, Heather Graham, Dana Ecelberger, Randy Rosens, Dan and Lys Burden, Dan Brant, Mara Dotson, Judy Alexander, Diane Johnson, Ph.D., Sidonie Wilson, Julia B. Cochrane, Deanna Pumplin, Kellen Lynch, Crystie and Keith Kissler, Kathie Meyer, John Rush, Tia Hopkins, Richard Doherty M.D., Ellen O'Shea, Jennie Watkins R.N., Nala Walla, Jill Turnbull, Kate Dean, Lisa Crosby, Roger and Sandy Short, Steve Baker, Jeannette Martins, and Catherine Durkin.

*Janet
on behalf of
all who wanted
to sign). 385-6709*

Blue Heron Bike Shelter - a community-wide effort!

Good for students, parents and the environment.

Want to get students to bike more to school in order to stay fit, do better academically, save money, and help keep cars off the road? Cover their bikes!

Join us for ribbon-cutting on Friday, May 1st at 2:30 at Blue Heron to inaugurate a bike shelter being built and supported by dozens of people and businesses in Jefferson County. It will be a great kick-off for May as National Bike Month and get us ready for bike to school day on May 6, bike to work day on May 15, and bike for health and sustainability everyday.

This project is part of the ReCyclery's ***STEP ON IT! campaign to promote biking and walking, especially to school.*** Ongoing partners include The Printery, the Leader, the PDN, Jefferson HealthCare, PT and Chimacum Schools, Clif Bar, Gooding O'Hara & Mackey, PT and Sunrise Rotary Clubs, and Jef. Co. Public Health. For the Blue Heron bike shelter we received a \$2,500 grant through WSU from an Oregon State University obesity prevention project called GROW HKC (Healthy Kids and Communities). Additional support with over \$10,000 in labor and/or materials is from:

Terrapin Architects,
Quadra and B2 Engineering,
Blue Heron Construction,
Moving Earth excavation,
City of Port Townsend,
Carl's Building Supply,
Cotton Redi Mix concrete,
ABC concrete pumpers,
Taylor Metal Products,
Hope Roofing,
Edensaw,
Peninsula Paint Center,
Henery's Hardware,
Charles Landau, formerly of Timbercraft fame, and
A+ Rentals.

Students are providing handprints in the footings and painting decorative panels in 6th grade art. Metal posts, timbers, and roofing all go up in the last week of April. In early summer we hope to build a smaller structure at Chimacum Primary School. All this to promote the ReCyclery mission of "***promoting bicycle use for a healthier and more sustainable community.***"

Contact Kees Kolff for more info and/or if you want to get involved.

206-295-2275

kkolff@olympus.net

MAY IS BIKE MONTH

THE  PRESENTS:

STEP ON IT!
Join the campaign
to promote biking
and walking!



Bike Shelter Dedication

Friday MAY 18TH, 2:30PM

A Celebration and Bkathon Kick-off at Blue Heron

Bkathon for Bike Shelters

MAY 18TH - MAY 6TH

Help raise funds to support bike shelters at PT and Chismont schools. Get forms at the ReCyclery

Dust Off Your Bike Day

Saturday MAY 2ND

Bike-commuter clinic at the Co-op 2:30-3:30p
& 20% Off Commuter Accessories at the ReCyclery

Bike to School Day

Wednesday MAY 6TH

Celebrate success and end of Bkathon

Bike to Work Day

Friday MAY 15TH

Free air at the ReCyclery, Oil/Flac bike wash,
and a big enthusiastic high five!

Bike to Work Week

MAY 11TH - 15TH

Join the Port Townsend Commute Challenge

Rhody Parade

Saturday MAY 16TH

Join the ReCyclery & ride in the parade for bike pride!

Birthday Party

Saturday MAY 30TH, 5PM

Celebrate another year with food and drinks.
Big party and small annual meeting

More details at www.ptrecyclery.org or 360.643.1755

Photo: Photos by Tracy Mader. ReCyclery, Oil/Flac, Bike Wash, and Big High Five by Jeff D. Photo: Photos by Jeff D.

It's time for the First Annual ReCyclery Bike/Walk-A-Thon!

May 1st through May 6th, 2015

First Name: _____ Last Name: _____

I plan to bike/walk at least _____ hours to help support school Biking and Pedestrian safety classes

Dear Potential Sponsor,

I am participating in the **ReCyclery** Bike/Walk-A-Thon. All proceeds will help fund PE classes in Chimacum and Port Townsend that encourage safe biking and walking, and more of it. You can sponsor me for an amount per hour or just name an amount that you are willing to contribute. You can pay now or after I return to tell you how many hours I biked/walked. Make checks out to **The ReCyclery**. All contributions are tax-deductible.

Thank you!

Name of Sponsor	Pledge/Hr. (Ex: \$5)	Maximum Pledge	Amount Collected	Sponsor Phone/ E-mail
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Participants, when you have finished, please complete this section:

I completed _____ hours of biking/walking.

To reach our goal, we hope that each participant finds at least ten sponsors.

Please bring this form to your school with contributions collected on May 6, National Bike/Walk to School Day.

First Annual ReCyclery Bike/Walk-A-Thon!

May 1st through May 6th, 2015

Our bike/walk-a-thon is a fun and healthy activity for students, with all participants striving to achieve their personal best distance. Students set realistic goals based on age and development. Awards will be given for exceptional participation.

Our goal is to help raise at least \$1,000 to help fund Bicycle and Pedestrian Safety Education classes in both school districts. We hope that each family will participate to the best of its ability. Thank you very much for your participation!

Rules

1. Students may start collecting pledges as soon as they receive the pledge sheet. **Reminder: Pledge sheets need to be returned to your school by May 6.**
2. Pledges may be made by anyone. However, participants may not ask for pledges from any school staff members. **Each sponsor making a pledge should write his/her own name and pledge or donation.** Students may collect pledges in advance but must keep donations until all are collected.
3. During the bike/walk-a-thon event, all biking and walking activities can count towards your hours. We encourage all family members to get involved.
4. Upon completion of the bike/walk-a-thon, a parent or guardian should check the pledge sheet of younger students before they collect outstanding pledges.

Please return pledge sheets with the money to your school by Wednesday, May 6.

For questions or concerns, **contact Kees Kolff**, kkolff@olympus.net, 206-295-2275

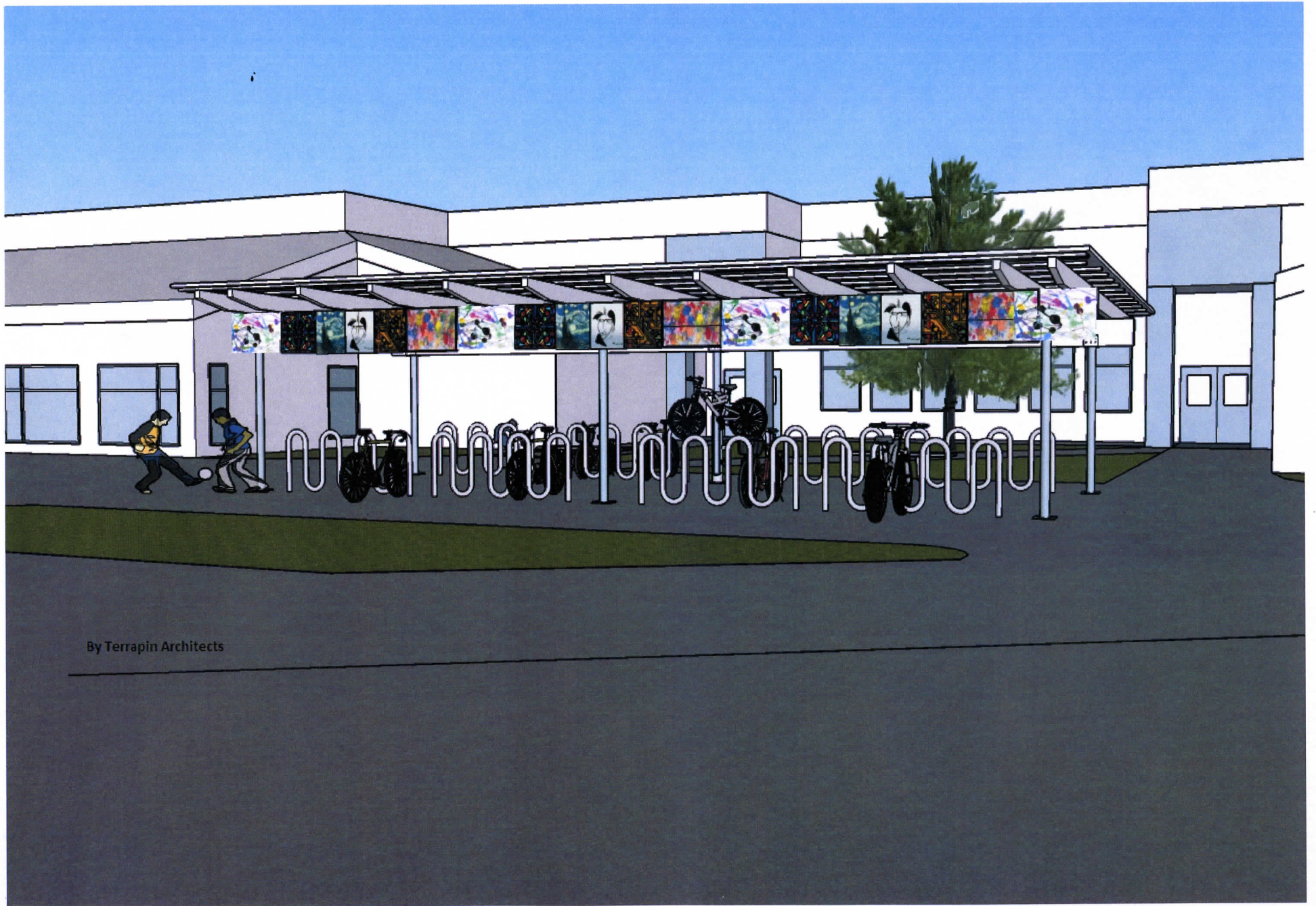
This event is brought to you by Jefferson County ReCyclery, with a mission to
"promote bicycle use for a healthier and more sustainable community".

www.ptrecyclery.org

and the

STEP ON IT! campaign to promote biking and walking, especially to school.

Step on it partners include both Chimacum and Port Townsend School Districts, Jefferson Healthcare, Jefferson County Public Health, The Printery, The Leader, The PDN, Carl's Building Supply, Sunrise and Port Townsend Rotary Clubs, Clif Bar, New Belgium Brewing, and UGN.



By Terrapin Architects





Mathematics in Port Townsend School District

A report to the School Board
April 27, 2015

A story problem? Or, two?

Take a minute to reflect on the two
problems on the handout.

With someone sitting near you, talk about
the skills and thinking necessary to
address each problem.

CCSS – Two Components

- The Eight Mathematical Practices
- The Content Standards
 - Knowledge and procedural standards
 - Understanding standards

Eight Mathematical Practices

1. Make sense of problems and persevere in solving them.
2. Reason abstractly and quantitatively.
3. Construct viable arguments and critique the reasoning of others.
4. Model with mathematics.
5. Use appropriate tools strategically.
6. Attend to precision.
7. Look for and make use of structure.
8. Look for and express regularity in repeated reasoning.

The Content Standards

Include

- Procedures, facts and fluency standards
- Conceptual knowledge and understanding

What the writers of CCSS say:

Learning math is not about learning the rules:

- The Standards for Mathematical Content are a balanced combination of procedure and understanding.

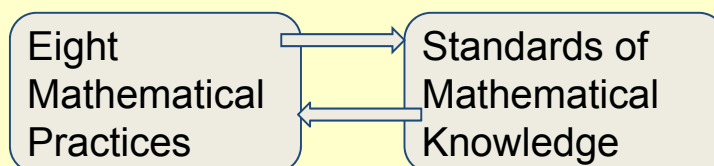
What the writers of CCSS say:

- Students need to be flexible and fluent in math applications
 - Consider similar or simpler problems to solve a more difficult problem
 - Know when to deviate from a procedure when the context calls for it
 - Represent problems coherently – translate from words into mathematical representations
 - Justify conclusions with mathematics
 - Apply the mathematics to practical situations,
 - Use technology mindfully
 - Explain the mathematics accurately to others

What the writers of CCSS say:

Connecting thinking to procedures

- Teachers need to actively and intentionally connect mathematics content to mathematical processes through high quality instruction.



Three Components of Teaching and Learning

- Instruction
- Instructional materials / content source
- Assessment

K-5 Mathematics

Grant Street Elementary
Blue Heron School

Where are we in this process?

- varying levels of comfort with teaching mathematics
- used many different resources over the years (changing standards)
- experienced users of traditional instructional strategies – teachers branching into new strategies
- need/want materials to help guide instruction
- developing an understanding of the need to change instructional strategies

Opportunities await...

- deeper understanding of CCSSM, levels of cognitive demand, new assessments, use of data to inform instruction
- Embrace, understand, and apply the *Standards for Mathematical Practice* in classrooms
- help teachers process the qualitative shift in teaching practice that's being demanded

The road ahead...

- support teachers as they retain/modify teaching practices already in place
- design/tweak structures that promote support for all students (intervention/enrichment)
- base our decisions on equity for all students, research, and best practice

Math Workshop Model/Philosophy

- Student Thinking Routine
 - Strategies for mental mathematics
 - Develops number fluency
- Mini (Concept) Lesson
 - Whole group
 - Teacher models thinking out loud
- Student Work Time
 - Differentiated work
 - "Catch and Release"
- Reflection - whole group discourse
- Interesting note: Literacy Workshop

- strengthen language and understanding around a common instructional model
- keep a focus on K-5 alignment of practices
- look ahead to a data-driven K-5 pilot of instructional materials

A shift to an Instructional Model...

- elevates/puts the emphasis on student thinking and discourse
- models teacher thinking out loud (mini-lesson)
- supports the idea of differentiated work materials for students
- provides a lens for teachers to best determine uses for instructional materials
- coordinates with MDS – teacher workshop in May

While in the process... 😊

- Two buildings, two cultures, various needs for different grade levels
- Many resources in use – *Investigations, Engage NY, Eureka Math, JUMP...*
- Use of technology in math instruction

Goal: A common instructional model to unify the process.

The *Shift* - Guiding Questions

- How do we balance concept/skill development with opportunities for student thinking?
- How do we insure that instructional materials support a model that maximizes student thinking?
- How do we support teachers as they process through this shift in pedagogy?

Evaluating 6 – 12 Instructional Materials

The 6 - 12 team looked for:

- The degree of topical alignment
- How well materials integrated procedures, thinking, and the Eight Mathematical Practices.

Evaluating Holt – Topical Alignment

- 1. Complete Alignment**
- 2. Instructional Support Required**
- 3. Organizational Challenges**
- 4. No Alignment**

Evaluating Holt – Performance and Cognitive Demand

- Students should be able to complete 4 kinds/levels of tasks.
 - Claim 1 Concepts and procedural tasks
 - Claim 2 Problem solving tasks
 - Claim 3 Communicating reasoning tasks
 - Claim 4 Modeling tasks

Claim 1- Concepts & Procedures

- Students can explain and apply mathematical concepts and interpret and carry out mathematical procedures with precision and fluency.
 - This claim addresses procedural skills and the conceptual understanding on which developing skills depend.
 - This relates to the structural nature of mathematics.

Claim 2 - Problem Solving

- Students can solve a range of complex well-posed problems, making productive use of **knowledge** and **problem solving strategies**.
 - These problems require students to construct **their own solution** pathway.
 - Students will need to select appropriate **conceptual** and **physical** tools to use.

Claim 3 - Communicating Reasoning

- Students can construct viable arguments to support their own reasoning and to critique the reasoning of others.

Claim 4 - Modeling and Data Analysis

- Students can analyze complex, real-world scenarios and can construct and use mathematical models to interpret and solve problems.
 - Modeling links classroom mathematics and statistics to everyday life, work and decision-making.
 - Students use modeling and data analysis to choose and use appropriate mathematics and statistics to analyze and understand situations, to make predictions.

6 - 12 Mathematics

Blue Heron
Port Townsend High School

Technology

- We have increased our access to computers significantly in the past two years. Students have more access to web based content, mathematics software, and graphing calculators. At the high school, all three of the full time mathematics classrooms have Smart Boards and Student Response Systems.

Cognitive Demand

- Very few high quality tasks are evident which get at Claim 3 and Claim 4.
- This is true in both the text as well as the student tasks.
- There is a lack of inquiry, argument construction, critiquing of reasoning, or any opportunities for students to analyze regularity in mathematical structures, or even their own reasoning around mathematics.
- When tasks do address modeling, the text scaffolds to encourage the student to “proceduralize” the tasks.

Organization

- In Holt, the placement and sequencing of content makes comparing big ideas difficult.
- Often, topics and concepts that should be addressed together are widely separated in the text, with no overt connections made by the authors.

Grain Size

- In Grades 6 - 12, Holt instructional materials emphasize small grain size tasks and procedural strategies for mastery

The Mathematical Practices

- The Eight Mathematical Practices are not supported adequately in the instructional materials.

Alignment

When looking at alignment with specific algebra and geometry standards, we found that for most standards:

- Additional (focused) instructional support is required
- Organizational issues interfere with alignment.
- Topical alignment does not exist, particularly in the middle school.

Teacher Preparation Time

- Teacher prep time is significantly increased for those teachers who are attempting to deliver aligned content.
- Teachers are spending more time developing day to day instructional materials and, as a result, there is less time for differentiation and enrichment.

Recommendations

- First things first
 - Implement a systems level program improvement process for K-12 mathematics.

Recommendations – Short Term

- Implement high quality supplemental materials that provide access to larger grain size, non-routine tasks.
- Implement professional development to support the use of complex, larger grain tasks in grades 6 - 12 classrooms.
- Align classroom assessments to Common Core.
- Conduct a K-12 mathematics program review – including instructional materials

Recommendations – Longer Term

- Implement a best practice instructional model for mathematics.
- Create classroom workstations that include age appropriate graphing software, statistical software, drawing/measuring geometry software, spreadsheet/data software, and mathematics publishing software.

Recommendations – Longer Term

- Develop a student-centered digital data system that
 - Includes student CCSS assessment data by standard
 - Includes classroom performance tasks, test scores and other student work
 - Is accessible by all teachers
 - Follows the student over the years they are at PTSD

Do You Have Questions

Port Townsend School District Grade 6-12

Mathematics Instructional Materials Audit

April 2015

Dave Thielk

Findings (6-12):

1. We have increased our access to computers significantly in the past two years. Students have more access to web based content, mathematics software, and graphing calculators. At the high school, all three of the full time mathematics classrooms have Smart Boards and Student Response Systems.
2. We are not using Smart Board technology and Student Response systems at the high school at full potential.
3. District adopted instructional materials do not support student proficiency in the Eight Mathematical Practices. This is particularly true up through Algebra 1. Because the instructional materials do not support the Eight Mathematical Practices, student learning is almost entirely dependent on the quality of instruction in the classroom.
4. Sixth, 7th, and 8th content alignment is poor. With respect to Common Core State Standards (CCSS), the content in Course 2 (normally designed for 7th grade) is more aligned with 6th grade standards. The content in Course 3 is somewhat more aligned with 7th grade standards.
5. The district adopted instructional materials don't support the rigor and cognitive demand expected in CCSS. The lack of rigor and cognitive demand is more of a problem in the younger grades, and less of a problem Geometry and Algebra 2.
6. Teacher prep time is significantly increased for those teachers who are attempting to deliver aligned content with rigor. Writing good classroom tasks or finding them can be time and labor intensive and, as a result, there is less time for differentiation and enrichment.
7. In Grades 6 - 12, Holt instructional materials have an abundance of small grain size tasks and a scarcity of richer, more open ended tasks. There are very few high quality tasks are evident which get at Claim 3 (communicate reasoning) and Claim 4 (modeling with mathematics).
8. In the instructional materials, the mathematics content is often addressed with short definitions rather than with conceptual development. Procedural mathematics is emphasized. There is a lack of inquiry, argument construction, critiquing of reasoning, or any opportunities for students to analyze regularity in

mathematical structures, or even their own reasoning around mathematics. When tasks do address modeling, the text scaffolds to encourage the student to “proceduralize” completing tasks.

9. The CCSS expects students to make comparisons, to see similarities and differences, and to develop both “big picture” and detail levels of understanding. In Holt, the placement and sequencing of content does not encourage large or holistic understandings. Often, topics and concepts that should be addressed together (so students can compare and contrast) are widely separated in the text, with no overt connections made by the authors. This is also complicated by the small grain size and reductionist approach by the authors. This is less true for geometry topics than for algebra topics.
10. At the high school level, there are both algebra and geometry standards that are not addressed at all in Holt. Geometry has fewer gaps than Algebra 1.
11. For IEP students, Holt does provide a large selection of tasks suitable for IEP students. Holt is preferred by special education teachers over Saxon, the current district adopted text.
12. Saxon, adopted by the school district to support special education students, is fragmented and very far from supporting the dimensionality of the CCSS.
13. AP Statistics has been offered for two years at the high school. AP Statistics instructional materials are high quality and addressing a content need that is included in Common Core, and also exceeds it. However, small enrollment numbers may result in AP Statistics not being offered next year.
14. Our current alternative to Algebra 2 (Applied Math) does not have adequate instructional support materials by any measure. The high school intends to transition to “Bridges to College” next year. These materials were developed by the Southern Regional Education Board, supported by OSPI and are designed to provide seniors with high school math content that will help them with work and college readiness.

Recommendations (6-12):

1. Short Term: Implement a systems level program improvement process for K-12 mathematics.
2. Short Term: Implement supplemental materials that provide teacher and student access to larger grain size, non-routine tasks. Ideally, these materials would also come with some instructional or implementation support and/or professional development.

3. Short Term: Implement professional development to help teachers make better use of complex, larger grain tasks in grades 6 - 12 classrooms. The primary emphasis here should be elevating teacher skill sets related to conceptual scaffolding and questioning strategies.
4. Short term: Implement professional development for teachers that integrates the use of Smart Board and Student Response technology and other methods of collecting real-time student learning data with best practice strategies.
5. Short term: Align assessments to Common Core.
6. Shorter term: Conduct a broad K 12 Mathematics Program Review (instruction, assessment, content materials).
7. Longer term: Implement a best practice instructional model for mathematics.
8. Longer Term: Create classroom workstations that include graphing software, statistical software, drawing/measuring geometry software, spreadsheet/data software, and mathematics publishing software.
9. Long Termer: Develop student-centered data bases that are organized by standards, and integrate assignments, assessment scores and/or student work in a central, digital location. These data should include procedural proficiency, conceptual understanding, and ability to use Mathematical Practices.

**Port Townsend School District
Math Placement and Acceleration Process**

DRAFTED April 16, 2015

Port Townsend School District supports all students to learn grade-level math standards as demonstrated by procedural fluency, deep conceptual understanding, and math practices. We recognize that some students may learn math more quickly and would like to challenge themselves to take Algebra 1 by the end of the 8th grade. With this in mind, a vertical team of math teachers and administrators developed the following process to make advancement possible for any student. Taking Algebra 1 in 8th grade correlates strongly with students who go to college and/or for students to be able to study Calculus by the time they finish high school. The following chart outlines the process for most math students. Please see your school counselor or administrator to talk about your specific student if you have questions.

Students who transfer from other districts will be enrolled in their grade level math unless they demonstrate the same criteria for a higher level math class as Port Townsend School District students.

4 th grade	Grade-level Math	Enrichment and Success Groups for advanced students
5 th grade	Grade-level Math	Enrichment and Success Groups for advanced students
	<u>End of year</u> – all 5 th grade students take a District-created Performance Task and Procedural Fluency assessment, based on 6 th /7 th grade CCSS Standards and Math Practices.	
	<u>Criteria for student recommendation to take a Compacted Math 6/7 Class as a 6th grader.</u>	
	<ul style="list-style-type: none"> ▪ Performance during 5th grade as indicated on report cards and classroom assessments ▪ End-of-year Performance Task and Procedural Fluency results ▪ STAR assessments – scaled score criteria cut scores ▪ Parent input ▪ SBAC Interim Assessment results (if/when these become available) 	

	<u>Typical Progression</u>		<u>Advanced Progression</u>
6 th grade	Math 6 *	OR	Compacted Math 6/7
7 th grade	Math 7		Math 8
8 th grade	Math 8		Algebra 1
9 th grade	Algebra 1		Geometry
10 th grade	Geometry		Algebra 2
11 th grade	Algebra 2 or equivalent		Pre-Calculus or math elective
12 th grade	Math elective		Calculus or math elective

* Students enrolled in Math 6 may be recommended to advance to Math 8 using the following criteria:

- Performance during Math 6 as indicated on report card grades and classroom assessments
- District-created Performance Task and Procedural Fluency assessment, based end-of-year Math 7 standards
- STAR assessments – scaled score criteria cut scores
- Parent input
- SBAC Interim Assessment results (if/when these become available)

PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
April 27, 2015 – May 27, 2015

April 27-May 1	Smarter Balanced Testing at High School
April 28	Policy Review Committee Meeting, 3:30 p.m.(Jennifer and Pam)
April 29	Facilities Committee Meeting, 3:30 p.m. (Nathanael and Jennifer)
April 30	East Jefferson Partnership, 6:00 p.m., Brinnon (Keith and Pam) Instructional Materials Committee Meeting, 3:30 p.m. (Holley and Keith)
May 2	High School Play, 7:00 p.m., Auditorium
May 4-8	Teacher Appreciation Week
May 6	National Bike/Walk to School Day NO EARLY RELEASE
May 7	Finance Committee Meeting, 3:30 p.m. (Nathanael and Keith)
May 9	7/8 Band in Sequim Irrigation Festival High School Play, 7:00 p.m., Auditorium
May 10	High School Play, 2:30, Auditorium
May 11	School Board Work/Study Meeting, 6:00 p.m.
May 12	PTA meeting, Grant Street, 6:00 p.m.
May 13	2 Hr. Early Release, all schools Facilities Committee Meeting, 3:30 p.m. (Nathanael and Jennifer)
May 14	5 th Grade Band in Rhody Pet Parade Tech Committee Meeting, 3:30 p.m.
May 15	2/hr. Early Release, all schools 6 th Grade Band in Rhody Kiddie's Parade High School Play, 7:00 p.m., Auditorium
May 16	7/8 Grade and High School Band in Rhody Parade High School Play, 7:00 p.m., Auditorium
May 19	High School Senior Portfolio Presentations 7/8 Grade Band/Orchestra Concert, 6:00 p.m., Blue Heron
May 20	2/hr. Early Release, all schools High School Senior Portfolio Presentations 5/6 Grade Band/Orchestra Concert, 5:30 p.m., Blue Heron Wellness Committee Meeting, 3:30 p.m. (Jennifer and Pam)

May 21 Instructional Materials Committee Meeting, 3:30 p.m. (Holley and Keith)

May 22 No School, Snow Make-up Day not used

May 25 Memorial Day, No School

May 26 School Board Regular Meeting, 6:00 p.m.

Port Townsend School District

Monthly Financial Report to Board

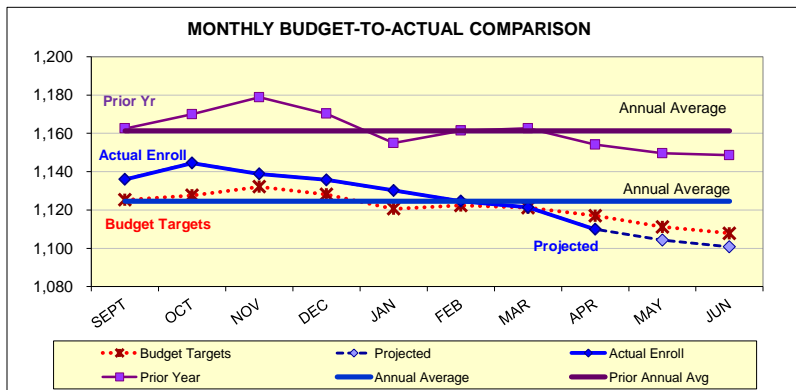
April 27, 2015

- YTD Enrollment as of April 1, 2015
- March Month End Financial Reports
 - Financial Summary - Net Assets
 - Revenue, Expenditure & Fund Balance
 - General Fund Revenue & Expenditure Comparison to Prior Year
- Status of Audits & Reviews
- Report on NWMC Donations for MDS Development

Enrollment

April 2015

AAFTE w/out Running Start		
Prior Year	14-15 Budget	14-15 Projected
1,161	1,121	1,125



Enrollment

April 2015

Current Month	Current Month Actual		Budget Target	FTE Variance
	Head Ct	FTE*	FTE*	from Target
Grades K-3	320	283.0	292.0	(9.0)
Grades 4-8	430	428.8	433.0	(4.2)
Grades 9-12	420	398.1	392.0	6.1
	1,170	1,109.9	1,117.0	(7.1)
Running Start	17	26.4	n/a	n/a
Totals	1,187	1,136.3	1,117.0	(7.1)

Current Month FTE is (11.44) - (Decrease) from prior month

Projected Annual Average	Projected thru YE		Budget	AAFTE Variance
	Head Ct	AAFTE**	AAFTE**	from Budget
K-12	n/a	1,124.6	1,121.0	3.6
Running Start	n/a	26.1	30.0	(3.9)

Current Month FTE is 98.69% of projected Annual Average

* FTE - Full Time Enrollment ** AAFTE, Annual Average Full Time Enrollment (FTE)

3

Financial Summary

2014-2015

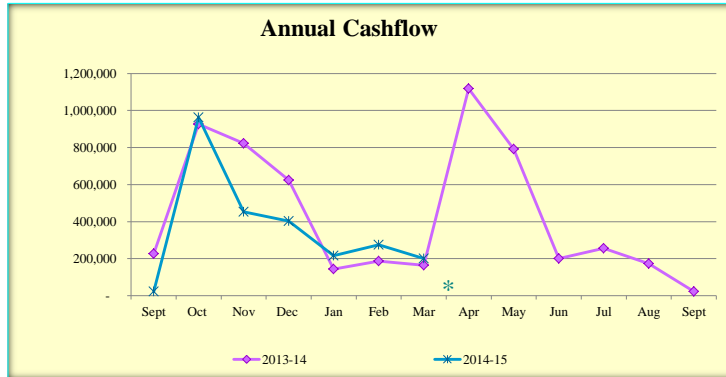
as of: **March 31, 2015**

NET ASSETS	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Total Assets	\$ 3,329,232	\$ 1,929,242	\$ 123,178	\$ 381,159	\$ 90,639
- less: Taxes Receivable	(3,078,782)	(1,082,019)	(1,391)	-	-
Assets Net of Taxes Due	\$ 250,450	\$ 847,223	\$ 121,787	\$ 381,159	\$ 90,639
Total Liabilities/Def Rev	\$ 3,127,917	\$ 1,086,901	\$ 1,391	\$ 18,886	\$ -
- less: Deferred Tax Revenue	(3,078,782)	(1,082,019)	(1,391)	-	-
Liabilities Net of Taxes Due	\$ 49,135	\$ 4,882	\$ -	\$ 18,886	\$ -
Net Assets (Fund Balance)	\$ 201,315	\$ 842,341	\$ 121,787	\$ 362,273	\$ 90,639

Net Cash & Investments	GF	CPF	DSV	ASB Fund	TVF
Prior Month End	\$ 274,337	\$ 762,972	\$ 121,589	\$ 369,219	\$ 90,639
March 31, 2015	\$ 200,086	\$ 847,223	\$ 121,787	\$ 365,284	\$ 90,639
net change	(74,251)	84,251	198	(3,935)	9

4

Annual Cash Flow



* Note: as of the April 15, 2015, Cash & Investments with the County Treasurer, net of Outstanding Warrants, totaled **\$47,620**

5

Financial Operations

2014-2015

as of: **March 31, 2015**

REVENUES, EXPENDITURES &

CHANGES IN FUND BAL

	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Revenues YTD	\$ 7,514,738	\$ 675,434	\$ 2,019	\$ 185,118	\$ 71
Expenditures YTD	(7,892,063)	(206,639)	(53,839)	(174,749)	(117,949)
Transfers-in/<out> YTD	160,901	(214,683)	53,782	-	-
YTD Change in Fund Bal	\$ (216,424)	\$ 254,112	\$ 1,962	\$ 10,369	\$ (117,878)
+ Beginning Fund Balance	417,739	588,229	119,825	351,904	208,517
Current Fund Balance	\$ 201,315	\$ 842,341	\$ 121,787	\$ 362,273	\$ 90,639

Budgeted Expenditure Capacity:

	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Total Expenditure Budget	\$ 13,955,720	\$ 1,398,500	\$ 60,723	\$ 389,968	\$ 173,500
less YTD Expend/Transf	(7,892,063)	(206,639)	(53,839)	(174,749)	(117,949)
less YTD Encumbrances	(5,331,444)	(22,632)	-	(55,348)	(1,090)
Un-Encumbered Budget *	\$ 732,213	\$ 1,169,229	\$ 6,884	\$ 159,871	\$ 54,461

6

General Fund

Year-to-Year Comparison

2014-2015

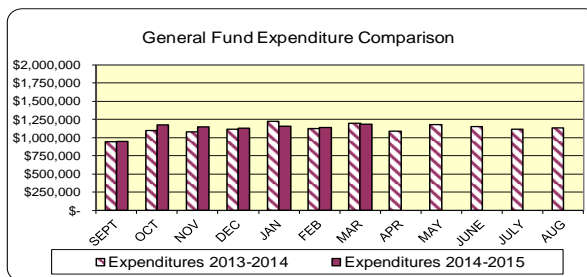
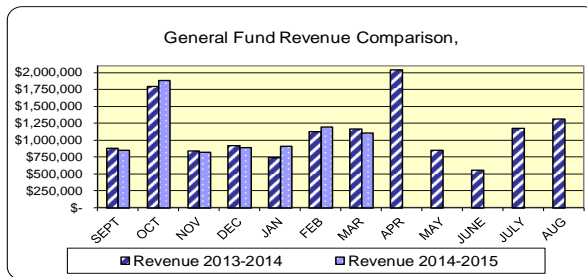
YEAR-to-YEAR	March				Variance
	2014-2015	% of Bud	2013-2014	% of Bud	
Beginning Fund Balance	\$ 417,739		\$446,099		\$ (28,360)
+ Revenues	7,514,738	55.1%	7,419,376	54.6%	95,362
+ Transfer-In from other funds	160,901	57.7%	93,038	33.3%	67,863
Total Funds Available	\$ 8,093,378		\$ 7,958,513		\$ 134,865
Expenditures:					
Salaries & Benefits (Payroll)	\$ 6,295,478		\$ 6,242,535		52,943
Accounts Payable	1,596,585		1,549,954		46,631
Total Expenditures & Transf-out	\$ 7,892,063	56.6%	\$ 7,792,489	56.6%	\$ 99,574
Fund Balance at EOM	\$ 201,315		\$ 166,024		\$ 35,291

7

2014-2015

General Fund

March 2015

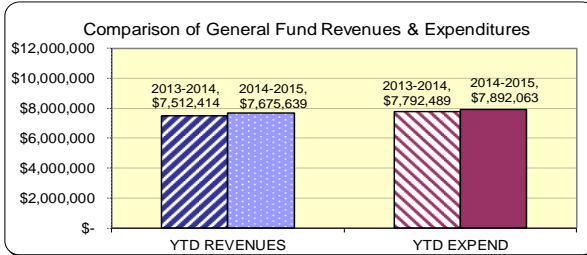
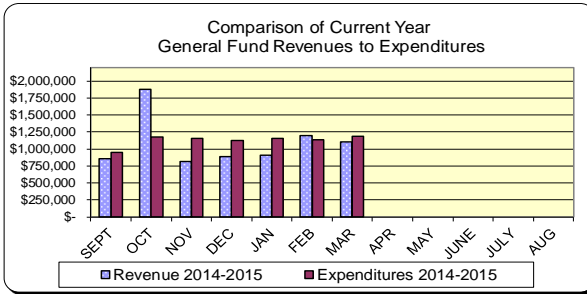


8

2014-2015

General Fund

March 2015



9

Are there any questions about the Monthly Financial Reports?



10

Status of Audits and Reviews

Audits & Reviews during 2014-15 School Year

- RAS (Risk Assessment Survey) on Facility Management
 - District received 105 out of 100 points (discount rate!)
- A.L.E. (Alternative Learning) Audit (OSPI)
 - No Issues found – final report not yet issued
- Consolidated Program Review (OSPI)
 - Substantially completed – report not yet issued
- Annual Financial Audit (SAO)
 - Substantially completed – report not yet issued
- DRS Attestation Audit (SAO)
 - In Process

OSPI Publications

- ✓ District Allocation of State Resources Portal Page

- <http://www.k12.wa.us/SAFS/INS/2776/Portal.asp>

District Level Reported Staffing and Salary Information							
Select a school district using dropdown list:							
Port Townsend School District - 16050							
District Name		Port Townsend School District		District No.		16050	
School Enrollment Information							
Total Enrollment (FTE)	1,093	CTE (FTE)	90	Skills Center (FTE)	-		
Highly Capable	24	LAP	52	Transitional Bilingual (FTE)	11		
School Level Staffing							
Staffing	State Allocation	Actual Staff FTE	Students per Actual FTE	State Funded Base Salaries	Actual Base Salaries	Actual Total Salary	Cost per student
Classroom Teachers	4180	5150	2122	\$ 2,280,989	\$ 2,870,400	\$ 3,076,620	\$ 2,750.12
Librarian	130	880	1,366.25	\$ 71,363	\$ 51,340	\$ 54,057	\$ 49.42
Counselor	2.07	2.75	397.45	\$ 10,583	\$ 93,051	\$ 98,945	\$ 95.42
Health and Social Services	0.26	-	-	\$ 14,089	\$ -	\$ -	\$ -
Teaching Assistance	178	183	596.62	\$ 56,644	\$ 47,389	\$ 12,963	\$ 48.46
Office Support	5.04	7.27	93.24	\$ 80,683	\$ 245,540	\$ 272,204	\$ 249.12
Custodians	4.90	9.97	93.78	\$ 18,674	\$ 219,662	\$ 232,296	\$ 184.19
Student and Staff Security	0.20	-	-	\$ 6,570	\$ -	\$ -	\$ -
Parent Involvement Coordinator	0.11	See Note 1 Below	-	\$ 3,370	\$ -	\$ -	\$ -
Principal	3.03	3.90	287.62	\$ 175,954	\$ 330,073	\$ 346,957	\$ 317.07

OSPI Publications

✓ School District Financial Health Indicators

- OSPI SAFS web page: <http://www.k12.wa.us/safs/>

Port Townsend				
Financial Indicators:	2010-11	2011-12	2012-13	2013-14
Fund Balance to Revenue Ratio:				
"Unrestricted" Fund Balance divided by	255,099	444,084	426,066	405,807
Total Revenues and Other Financing Sources	13,062,587	12,862,274	12,912,817	13,472,554
45% Ratio	1.95%	3.45%	3.30%	3.01%
Score	1	2	2	2
Expenditure to Revenue Ratio:				
Total Expenditures divided by	13,386,765	12,737,721	12,940,177	13,500,913
Total Revenues and Other Financing Sources	13,062,587	12,862,274	12,912,817	13,472,554
40% Ratio	102.48%	99.03%	100.21%	100.21%
Score	2	4	3	3
Days Cash on Hand				
15% Days Cash on Hand	12.74	16.97	15.88	12.19
Score	0	0	0	0
Weighted Scores				
Fund Balance to Revenue Ratio	0.45	0.9	0.9	0.9
Expenditure to Revenue Ratio	0.8	1.6	1.2	1.2
Days Cash on Hand	0	0	0	0
Total Profile Score	1.25	2.5	2.1	2.1

Financial Warning

13

*Are there any questions about Audits
and State Reported Information?*



14

Maritime Discovery - Program Development

Transactions thru NWMC

Maritime Discovery Schools - Fundraising Initiative

Accounting of Funds Raised and Disbursed by NW Maritime Center
for the Maritime Discovery Schools framework development

	2013 Jan-Dec	2014 Jan-Dec	Total
Donations Revenue recorded by NWMC			
from Individuals - per financial stmts	32,800.00	40,164.50	72,964.50
from Foundations - per financial stmts	<u>100,000.00</u>	<u>221,100.00</u>	<u>321,100.00</u>
Total Revenue Recorded	132,800.00	261,264.50	394,064.50
Less: Pledges Receivable at 12/31/2014			<u>(234,374.65)</u>
Estimated Cash Receipts thru 12/31/2014			159,689.85

15

Maritime Discovery - Program Development

Transactions thru NWMC

Maritime Discovery Schools - Fundraising Initiative

	2013 Jan-Dec	2014 Jan-Dec	Total
Estimated Cash Receipts thru 12/31/2014			159,689.85
Expenditures by NWMC			
- Reimb to PTSD	-	96,589.39	96,589.39
- indirects to NWMC *	-	1,144.66	1,144.66
- direct exp to NWMC	48,366.95	18,129.67	66,496.62
- Other	75.18	428.26	503.44
	<u>48,442.13</u>	<u>116,291.98</u>	<u>164,734.11</u>
Less: Accounts Payable at 12/31/2014			<u>(32,973.52)</u>
Estimated Cash Disbursements thru 12/31/2014			131,760.59
Net Cash Available at 12/31/2014 (calculated)			27,929.26

(per Balance Sheet, \$27,924.76, difference of \$4.50 ??)

16

Maritime Discovery - Program Development

Transactions Pending thru NWMC

Maritime Discovery Schools - Fundraising Initiative

Note: 2015 Transactions & Pending

Cash Received January-February 2015		??	
Reimbursement paid to PTSD 2/2015 for Sept-Nov 2014		(32,973.52)	rec'd 2/2015
Payables due			
to PTSD for Dec 2014 - Feb 2015		(30,435.86)	
to PTSD for Mar 2015 - Aug 2015 - (est \$60,000)		t/b/d	
to NWMC indirects on 2013-14 payments to PTSD (\$73,696.17)		3,684.81	*
to NWMC indirects on 2015 payment to PTSD (\$32,973.52)		1,648.68	*
to NWMC indirects on A/P to PTSD (\$30,435.86)		1,521.79	*
to NWMC indirects on future payments to PTSD		t/b/d	*

* Indirects -- NWMC can take a payment for Indirect costs in the amount of 5% of claims paid to PTSD;
NWMC has only taken indirects on the first payment made to PTSD; indirects on all subsequent

17

Conclusion

Are there any questions?



18

10--General Fund -- for the Month of March , 2015

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	3,250,537	227,075.43	1,726,791.43		1,523,745.57	53.12
2000 LOCAL SUPPORT NONTAX	515,455	43,328.39	239,327.91		276,127.09	46.43
3000 STATE, GENERAL PURPOSE	6,537,785	596,045.80	3,934,910.12		2,602,874.88	60.19
4000 STATE, SPECIAL PURPOSE	2,052,928	163,686.94	1,079,453.18		973,474.82	52.58
5000 FEDERAL, GENERAL PURPOSE	0	.00	32,425.37		32,425.37-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,278,499	80,289.57	501,830.10		776,668.90	39.25
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	5,500	.00	.00		5,500.00	0.00
9000 OTHER FINANCING SOURCES	279,016	.00	160,900.67		118,115.33	57.67
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,919,720	1,110,426.13	7,675,638.78		6,244,081.22	55.14
B. EXPENDITURES						
00 Regular Instruction	6,516,148	560,873.32	3,904,518.08	2,383,880.33	227,749.59	96.50
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,264,307	203,992.57	1,278,415.23	1,071,484.54	85,592.77-	103.78
30 Voc. Ed Instruction	462,023	44,799.37	286,938.25	167,062.43	8,022.32	98.26
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	868,846	56,968.55	395,046.24	248,460.54	225,339.22	74.06
70 Other Instructional Pgms	644,673	32,850.55	173,699.10	96,257.98	374,715.92	41.88
80 Community Services	5,879	4,595.55	7,919.34	1,674.56	3,714.90-	163.19
90 Support Services	3,193,844	281,238.89	1,845,526.76	1,362,624.05	14,306.81-	100.45
<u>Total EXPENDITURES</u>	13,955,720	1,185,318.80	7,892,063.00	5,331,444.43	732,212.57	94.75
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	36,000-	74,892.67-	216,424.22-		180,424.22-	501.18
F. <u>TOTAL BEGINNING FUND BALANCE</u>	444,000		417,739.44			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	408,000		201,315.22			
<u>(E + F +OR- G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 821 Restrictd for Carryover	0	7,029.00
G/L 828 Restricted for C/O of FS Rev	0	1,930.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	2,973.00
G/L 870 Committed to Other Purposes	340,000	.00
G/L 872 Committd to Min Fnd Bal Policy	0	297,367.44
G/L 875 Assigned Contingencies	50,000	50,000.00
G/L 888 Assigned to Other Purposes	0	58,440.00
G/L 890 Unassigned Fund Balance	18,000	216,424.22-
<u>TOTAL</u>	408,000	201,315.22

20--Capital Projects -- for the Month of March , 2015

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	1,168,739	79,619.10	628,065.23		540,673.77	53.74
2000 Local Support Nontax	365,376	5,970.14	47,368.59		318,007.41	12.96
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	1,534,115	85,589.24	675,433.82		858,681.18	44.03
B. EXPENDITURES						
10 Sites	200,000	.00	21,290.01	0.00	178,709.99	10.65
20 Buildings	1,198,500	1,138.15	156,470.42	15,510.24	1,026,519.34	14.35
30 Equipment	0	200.00	28,878.90	7,121.57	36,000.47-	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	1,398,500	1,338.15	206,639.33	22,631.81	1,169,228.86	16.39
C. OTHER FIN. USES TRANS. OUT (GL 536)	338,739	.00	214,682.72			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	203,124-	84,251.09	254,111.77		457,235.77	225.10-
F. TOTAL BEGINNING FUND BALANCE	304,060		588,228.84			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE	100,936		842,340.61			
(E + F +OR- G)						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00	
G/L 835 Restrictd For Arbitrage Rebate	0	.00	
G/L 861 Restricted from Bond Proceeds	0	.00	
G/L 862 Committed from Levy Proceeds	30,333		804,180.82
G/L 863 Restricted from State Proceeds	0	.00	
G/L 864 Restricted from Fed Proceeds	0	.00	
G/L 865 Restricted from Other Proceeds	0	.00	
G/L 870 Committed to Other Purposes	0		37,826.00
G/L 889 Assigned to Fund Purposes	70,603		333.79
G/L 890 Unassigned Fund Balance	0	.00	
TOTAL	100,936		842,340.61

30--Debt Service Fund -- for the Month of March , 2015

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	186.21	1,947.04		1,947.04-	0.00
2000 Local Support Nontax	100	11.92	71.57		28.43	71.57
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	59,723	.00	53,782.05		5,940.95	90.05
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,823	198.13	55,800.66		4,022.34	93.28
B. EXPENDITURES						
Matured Bond Expenditures	46,800	.00	46,800.00	0.00	.00	100.00
Interest On Bonds	12,923	.00	6,982.05	0.00	5,940.95	54.03
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	1,000	.00	56.91	0.00	943.09	5.69
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	60,723	.00	53,838.96	0.00	6,884.04	88.66
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
<u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	900-	198.13	1,961.70		2,861.70	317.97-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	118,000		119,825.30			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	117,100		121,787.00			
<u>(E + F +OR- G)</u>						
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	117,100		121,787.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	117,100		121,787.00			

40--Associated Student Body Fund -- for the Month of March , 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	166,250	319.16	29,334.00		136,916.00	17.64
2000 Athletics	45,500	5,425.00	29,866.39		15,633.61	65.64
3000 Classes	14,800	475.00	11,367.15		3,432.85	76.81
4000 Clubs	132,950	11,835.12	98,752.73		34,197.27	74.28
6000 Private Moneys	12,200	331.60	15,797.33		3,597.33-	129.49
<u>Total REVENUES</u>	371,700	18,385.88	185,117.60		186,582.40	49.80
B. EXPENDITURES						
1000 General Student Body	95,937	5.39	6,948.48	2,608.97	86,379.55	9.96
2000 Athletics	83,427	14,476.80	63,385.84	9,506.51	10,534.65	87.37
3000 Classes	32,460	206.00	2,555.62	7,577.31	22,327.07	31.22
4000 Clubs	154,463	9,356.22	88,787.71	34,702.58	30,972.71	79.95
6000 Private Moneys	23,681	.00	13,071.03	953.00	9,656.97	59.22
<u>Total EXPENDITURES</u>	389,968	24,044.41	174,748.68	55,348.37	159,870.95	59.00
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	18,268-	5,658.53-	10,368.92		28,636.92	156.76-
D. TOTAL BEGINNING FUND BALANCE						
	212,713		351,904.05			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C + D +OR- E)						
	194,445		362,272.97			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	194,445		362,272.97			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	194,445		362,272.97			

90--Transportation Vehicle Fund -- for the Month of March , 2015

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	8.88	70.76		29.24	70.76
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	85,255	.00	.00		85,255.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	<u>85,355</u>	<u>8.88</u>	<u>70.76</u>		<u>85,284.24</u>	<u>0.08</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>85,355</u>	<u>8.88</u>	<u>70.76</u>		<u>85,284.24</u>	<u>0.08</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	173,500	.00	117,948.69	1,090.00	54,461.31	68.61
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>173,500</u>	<u>.00</u>	<u>117,948.69</u>	<u>1,090.00</u>	<u>54,461.31</u>	<u>68.61</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>88,145-</u>	<u>8.88</u>	<u>117,877.93-</u>		<u>29,732.93-</u>	<u>33.73</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>90,200</u>		<u>208,516.56</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G + H +OR- I)</u>	<u>2,055</u>		<u>90,638.63</u>			
<hr/>						
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	2,055		90,638.63			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>2,055</u>		<u>90,638.63</u>			

**2015-2016 BUDGET DEVELOPMENT
REPORT TO THE BOARD
April 27, 2015**

**Enrollment & Revenue Projections
Preliminary Expenditures for 2015-2016**



AGENDA

1st Report to the Board on 2015-2016 Budget

1. Enrollment Projections
2. What We Know (& Don't Know) from the State
3. Preliminary Revenue projections
4. Draft of Expenditures
5. Questions





ENROLLMENT PROJECTIONS

- **Enrollment Projection process**

- Uses Cohort Projection Model
- Statistical Averages prior years movement of students from one grade to the next
 - (% of once grade that proceeds to then next ea year)
- Based on prior years history and current information from principals and community
 - Population movements and housing issues
 - Other changes and developments within the community

3

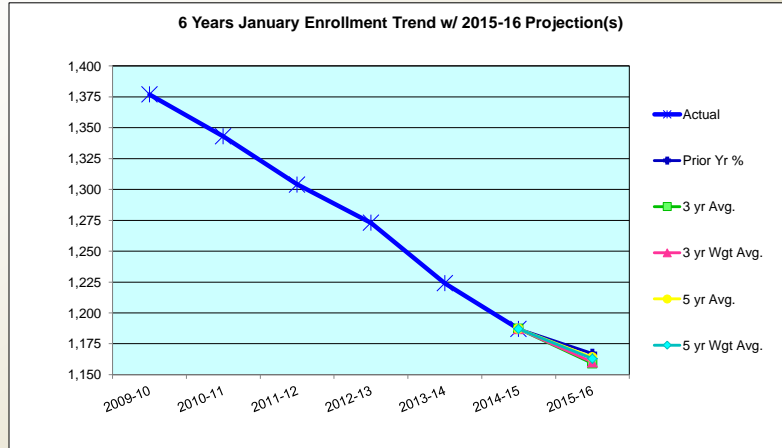


Enrollment History

2015-16 PTSD COHORT ENROLLMENT PROJECTION HEADCOUNT PROJECTION (WITHOUT RUNNING START)						
Headcount	2010-11	2011-12	2012-13	2013-14	2014-15	Est for 15-16
	January	January	January	Feb 2014	January	5 yr Wqt Avg.
Kindergarten*	99	86	82	77	76	78
Grade 1	84	93	83	79	84	76
Grade 2	94	82	106	91	74	87
Grade 3	89	93	80	108	93	75
Grade 4	69	84	90	79	111	92
Grade 5	95	79	78	90	83	112
Grade 6	112	99	85	77	88	84
Grade 7	100	120	86	85	77	86
Grade 8	99	107	117	90	79	77
Grade 9	122	109	115	117	98	84
Grade 10	127	120	110	112	120	98
Grade 11	107	115	116	98	97	109
Grade 12	146	117	125	121	107	105



Enrollment Trends Budget vs Actual



5



Enrollment Projections – by Grade

Grades	<u>2014-15 Budget</u>		<i>2014-15 Projected AAFTE</i>	<u>2015-2016 Budget</u>		Variance Budget to Budget AAFTE
	HEADCOUNT	AAFTE		HEADCOUNT	AAFTE	
K-3	328	289	287.7	316	277.0	(12)
+ FDK				n/a	38.0	38
4-8	436	434	432.4	451	449	15
9-12	418	398	404.5	395	379	(19)
(sub-total) w/out FDK	1,182.0	1,121.0	1,124.6	1,162	1,143.0	22
+ Running Start	9	30	26.1	15	25	(5)
TOTAL w/ Running Start	1,191	1,151	1,150.7	1,177	1,168.0	17

6



Enrollment Projections – by School

Schools	<u>2014-15 Budget</u>		<u>2015-2016 Budget</u>		Variance Budget to Budget AAFTE
	HEADCOUNT	AAFTE	HEADCOUNT	AAFTE	
Grant St (w/OPEPO)	337	298	323	285.0	(13)
+ FDK			n/a	38.0	38
Blue Heron	387	386	405	404	18
PT High School	390	373	368	356	(17)
OCEAN	68	64	66	60	(4)
(sub-total) w/out FDK	1,182.0	1,121.0	1,162	1,143.0	22
+ Running Start	9	30	15	25	(5)
TOTAL w/ Running Start	1,191	1,151	1,177	1,168.0	17

7



REVENUE PROJECTIONS



- ***How do we project revenue for budget?***
 - Project State Revenues
 - Follow Legislative budget process for basic education and categorical program funding
 - Estimate Federal Revenues
 - Gather data on federal grants, free & reduced meals, etc.
 - Estimate Projected Tax Collections
 - Estimate Other Revenues
 - Food services (lunchroom) sales, tuitions, fines & fees, interest, etc.
 - Payments from other districts for special education services, etc.

8



Revenue Projections

- ***State Budgets ... What Do We Know***

- House & Senate Budget proposal congruencies:
 - Same increases to Employer Retirement contributions
 - Grant Street would receive FDK funding under both
 - MSOC (Materials Supplies & Op Costs) increase from \$848.04 –to- \$1210.05 per FTE ... + \$362
 - Minimal increase to CTE MSOC ... + \$14



Revenue Projections

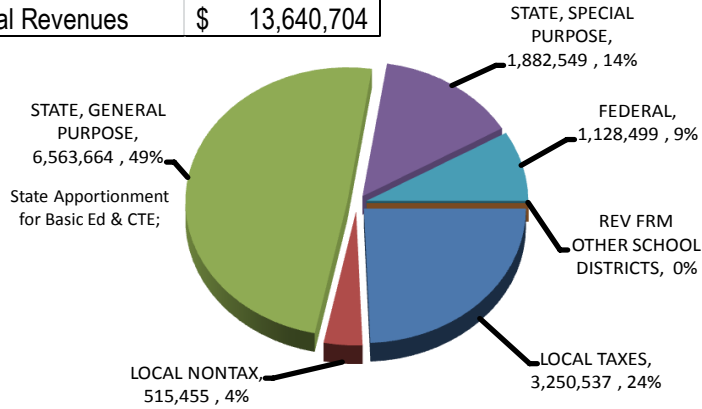
- ***State Budgets ... What We Don't Know***

- House & Senate Budget proposal differences:
 - COLA proposals: 3% and 1.8%
 - K-4 Class size & High Poverty Class size
 - ALE & Running Start rates: \$122 difference
 - Use most conservative of the two proposals
- Federal Entitlement Grants
 - Estimate using proportionate enrollment changes
- Tax Levies
 - Estimate Levy Lid using state format and estimates



Current 2014-2015 Budget General Fund Revenues

Operating Revenue	\$ 13,340,704
Plus Capacity	300,000
Total Revenues	\$ 13,640,704



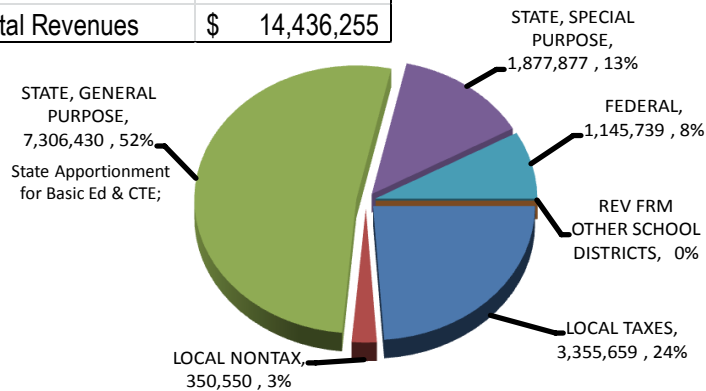
11



2015-2016 Prelim General Fund Revenues

Where does the money come from?

Operating Revenue	\$ 14,036,255
Plus Capacity	400,000
Total Revenues	\$ 14,436,255



12



GENERAL FUND Revenues Preliminary Comparison

	2015-16 <u>Prelim</u>	2014-15 <u>Budget</u>	<u>Variance</u>
Local Taxes	\$ 3,355,659	\$ 3,250,537	\$ 105,122
Local Non-Tax	350,550	515,455	(164,905)
State General Purpose	7,306,430	6,563,664	742,766
State Special Purpose	1,877,877	1,882,549	(4,672)
Federal	1,145,739	1,128,499	17,240
Other Revenues	-	-	-
Capacity	400,000	300,000	100,000
Total Revenues	\$ 14,436,255	\$ 13,640,704	\$ 795,551
Other Sources - Transfers			
From CPF	279,016	279,016	-
Total Revenue & Other Sources	\$ 14,715,271	\$ 13,919,720	\$ 795,551

13



GENERAL FUND EXPENDITURES

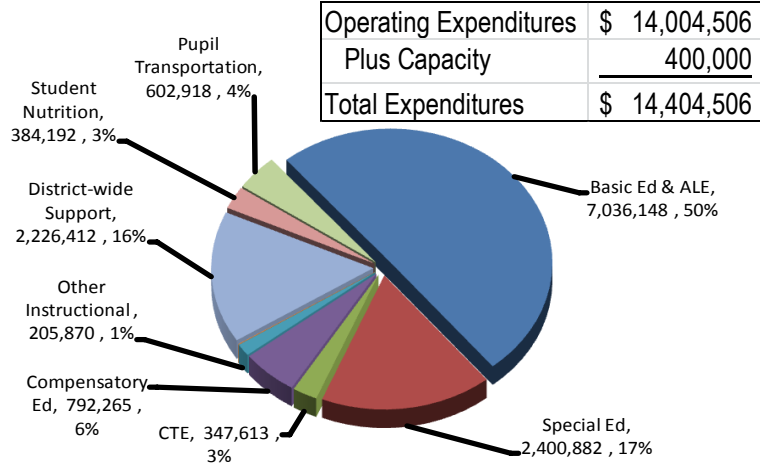
- ***How are expenditures estimated?***
 - Staffing dollars
 - FTE/Hours for Basic Ed, District Support & Categorical programs are estimated based on projected enrollment & district need
 - Dollars are estimated by HR, and exported into budget system
 - Non-Staffing dollars
 - Discretionary budget allocated on per-pupil basis for schools; school principals determine how budget is distributed;
 - District-wide support services are provided with approximately the same Discretionary budget as prior year;
 - Grant and Categorical programs are budgeted by Program Managers based on estimated resources.

14



2015-2016 Preliminary General Fund Expenditures

Where does the money go?



15



GENERAL FUND Expenditures Preliminary Comparison

<u>BUDGET BY OBJECT</u>	<u>2015-2016 Budget</u>	<u>2014-15 Budget</u>	<u>Variance</u>
Staffing	\$ 11.18 M	\$ 10.54 M	\$ 0.64 M
Non-Staffing	2.89 M	3.09 M	(0.20) M
Capacity	0.40 M	0.30 M	0.10 M
Total Expenditures	\$ 14.47 M	\$ 13.93 M	\$ 0.54 M
Certificated Staff FTE	86.500 FTE	82.200 FTE	4.300 FTE
Classified Staff FTE	53.100 FTE	52.615 FTE	0.485 FTE

16



2015-2016 Prelim General Fund Budget Reconciliation

	<u>2015-2016</u>	<u>2014-15</u>	<u>Variance</u>
Revenues	\$ 14,436,255	\$ 13,640,704	\$ 795,551
Transfers-In	<u>279,016</u>	<u>279,016</u>	<u>-</u>
	\$ 14,715,271	\$ 13,919,720	\$ 795,551
Operating Expenditures	<u>14,470,786</u>	<u>13,955,720</u>	<u>515,066</u>
Net Increase/<Decrease>	\$ 244,485	\$ (36,000)	\$ 280,485
Beginning Fund Bal (Est.)	<u>408,000</u>	<u>444,000</u>	<u>(36,000)</u>
Ending Fund Bal est.	<u>\$ 652,485</u>	<u>\$ 408,000</u>	<u>\$ 244,485</u>
	4.6%	3.1%	



17



OTHER FUNDS 2015-2016 BUDGETS


ASB Budget: ASB budgets have been completed by all three schools; some corrections are still pending.

Capital, Debt Service & Transportation Vehicle Fund Budgets are in process

PTSD -- 2015-2016 ASB BUDGET SUMMARY

	GRANT STREET	BLUE HERON	PT HIGH SCHOOL	DISTRICT RESERVE	TOTAL BUDGET
Beginning Cash (Fund) Balance	\$ 2,882	\$ 54,695	\$ 150,328	\$ -	\$ 207,905
Revenues					
1xxx General ASB	382	4,250	32,200	100,000	136,832
2xxx ASB Athletics	-	6,000	40,500		46,500
3xxx ASB Classes	3,000	1,600	5,500		10,100
4xxx ASB Clubs	-	14,050	105,550		119,600
6xxx Non-ASB Private FundRaising	2,000	800	3,800		6,600
	5,382	26,700	187,550	100,000	319,632
Expenditures					
1xxx General ASB	(400)	(2,500)	(4,200)	(100,000)	(107,100)
2xxx ASB Athletics	-	(3,000)	(70,900)		(73,900)
3xxx ASB Classes	(3,100)	(6,600)	(5,700)		(15,400)
4xxx ASB Clubs	-	(10,250)	(116,700)		(126,950)
6xxx Non-ASB Private FundRaising	(2,000)	(900)	(2,800)		(5,700)
	(5,500)	(23,250)	(200,300)	(100,000)	(329,050)
Transfers					
1xxx General ASB	-	-	(27,000)		(27,000)
2xxx ASB Athletics	-	-	22,000		22,000
3xxx ASB Classes	-	5,000	-		5,000
4xxx ASB Clubs	-	(5,000)	5,000		-
6xxx Non-ASB Private FundRaising	-	-	-		-
	-	-	-	-	-
Ending Cash (Fund) Balance	\$ 2,764	\$ 58,145	\$ 137,578	\$ -	\$ 198,487

On-going Variables



- ✓ 2014-2015 Actual Ending Fund Balances
- ✓ September 2015 Actual Student Enrollment
- ✓ 2015-2016 Special Needs Student Counts

20



Are there any Questions???



21

**Port Townsend School District -- STUDENT TRAVEL
STUDENT TRAVEL AUTHORIZATION - TRANSPORTATION REQUEST**

DUE TO PRINCIPAL AT LEAST 7 DAYS IN ADVANCE OF TRIP
(30 DAYS IN ADVANCE OF OVERNIGHT TRIP, TO ENSURE BOARD APPROVAL)

Field Trip ASB Activity Other _____

Submitted by: Tom Gambill / GINA McMath Date of Request: 4/23/15
(teacher/advisor/coach)

For Class/Student Group: VISIT HISTORY CLUB
(include grade level)

Date(s) of trip(s): APRIL 1-9, 2017* Departure time: TBD am/pm

Destination(s): ATHENS, GREECE Return time: TBD am/pm

Address _____ City/State _____ Zip Code _____ Contact name/Phone _____

of Students: TBD # of Adults: At least 2
Funding Source: Student Fundraisers
Description w/ club + parents support
Charge to: N/A
Account Code

Estimated Costs of Trip/Activity:
Transport: \$ — Subs: \$ —
Other: \$ — (description of other costs)

FIELD TRIPS: *District Policy/Procedure #3220P: "Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom."*

Reason for trip (List educational purpose of the trip, objectives/activities planned):
this is the annual PTHS Visit History Trip to Europe, which began in 2002!

How will students be transported?: District Bus District Van Other plane, boat

Yes / No -- Substitute(s) required? Yes _____ How many? _____

Yes / No -- Sample itinerary and parent permission slip attached?

Yes / No -- Food Services notified?

DISTRICT TRANSPORTATION REQUEST: Bus Transport _____ estimated # District Van _____ estimated #

of Student in Wheelchairs: _____ *Ferry Required -- Yes / No Which Terminal? _____

Other Information: _____

*WSDOT requests notification 72 hours in advance of all school travel by ferry - bus, van, or walk-on; must include estimated number of students under 90 lbs.)

Building Approval:
C. G. G. hardt 4/23/15
(Principal) (Date)

District Approval (out-of-state &/or overnight trips)
David Engle 4/23/15
(Superintendent/Designee) (Date)

Distribution -- Signed/Approved Copies to : Requester, Building Secretary, District Office



passports

educational group travel

Tom Gambill

[Group Organizer home](#) [My Profile](#) [Log Out](#)

Tour Length 9 Days

Departing April 1, 2017

From Seattle, WA

Countdown 708 Days

Grecian Odyssey

"How do I enroll participants on this tour?"

- Give out your **Tour ID**: PTHS2017
- [E-mail enrollment instructions to a potential participant](#)
- [Get more enrollment guides](#)

Photo Slideshow

GROUP ORGANIZER

- [Current Tours](#)
- [Archived Tours](#)
- [Contact passports](#)
- [Request Materials](#)

GROUP

- [Announcements](#)
- [Messageboard](#)
- [Photo Gallery](#)
- [Photo Slideshow](#)
- [Special Requests](#)

TOUR DETAILS

Overview

- [Detail](#)
- [Itinerary PDF](#)
- [Itinerary PDF \(Full\)](#)
- [Field Trip Options](#)
- [Pricing](#)
- [Pricing \(Group Organizer version\)](#)

DOCUMENTS

- [Index](#)

Group Organizer Resources Overview

DAYS 1-2: Arrival

DAY 3: Athens City Sightseeing

DAY 4: Excursion to Delphi

DAY 5: Athens

DAY 6: Saronic Gulf Cruise

DAY 7: Excursion to the Peloponnesus

DAY 8: Athens, Dora Stratou Performance

DAY 9: Departure

Includes

Services of a specially-trained **passports** courier throughout.

[Click to view all inclusions](#)

Meals and Overnights

Accommodations in centrally-located three-star or four-star hotels.

Breakfasts and dinners included throughout.

**exceptions noted below*

Athens

Lunch in Delphi on Day 4.
Lunch on board during the Saronic Gulf cruise on Day 6.
Lunch during the excursion on Day 7.

Transit Summary

Round-trip transportation on scheduled airline.

Airport arrival transfer on Days 1-2.

Saronic Gulf Cruise to Aegina, Poros and Hydra (Full-day) on Day 6.

Airport departure transfer on Day 9.

Review [Day-by-day](#) for detailed inclusions.

Participant Cost Breakdown

Itinerary	Grecian Odyssey
Departing	April 1, 2017
Departure City	Seattle, WA
Rooming	Triples
Program Cost	\$4,245
	- \$250 <i>Early Enrollment Discount</i> for enrollments before December 1, 2015
Total Cost	\$3,995
Estimated Monthly Payment	\$184
	<i>*Total Cost includes discounts which expire as listed. Program Cost includes Estimated Airline fees** of \$729 and weekend fees of \$80. Program Cost is valid for those who enroll and pay in full before December 12, 2016. Estimated monthly payment is for enrollments before May 15, 2015 after \$495 deposit.</i>
Available Add-ons	Double rooms: \$280 per person - 7 @ \$40 per night (mandatory for adults 24 years and older)
<i>not included in price</i>	

TravelPak benefits package includes life, health, and accident insurance, and trip interruption coverage and is included in the Program Cost of your trip. There is no fee for this benefit. Upgraded TravelPak+Plus cancellation insurance is optional. See page 11 of Passports' Enrollment Guide for details.

**Includes taxes and fuel charges and is subject to change. Does not include any applicable baggage-handling fees imposed by the airline.

Grecian Odyssey

Departs: ~~March 24, 2016~~ **APR. 1 '17**

APR. 1 '17



Internal Transit

Airport arrival transfer on Days 1-2. Saronic Gulf Cruise to Aegina, Poros and Hydra on Day 6. Airport departure transfer on Day 9.

Days 1-2: Arrival Athens

Day 3: Athens

Half-day city sightseeing: Local Guide, Acropolis, Parthenon, Acropolis Museum

Day 4: Athens

Excursion to Delphi: Guided tour of the Archaeological site in Delphi, Archaeological Museum

Day 5: Athens

Excursion to Cape Sounion: Guided visit of the Temple of Poseidon, Countryside dinner

Day 6: Athens

Saronic Gulf Cruise to Aegina, Poros and Hydra

Day 7: Athens

Excursion to the Peloponnesus: Corinth Canal, Ancient Corinth, Guided tour of Mycenae, Guided tour of Epidaurus

Day 8: Athens

Dora Stratou dance performance

Day 9: Departure

new sheets are coming in the mail

E-Z Pay

Opt for automatic monthly payments:

- reduce enrollment deposit to \$95
- extend final payment deadline to 30 days prior to departure

passports.com/ezpay

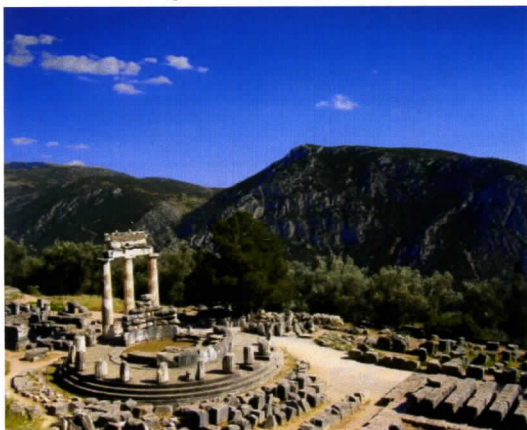
TravelPak+Plus

Available for \$249

Cancel for one of 17 covered reasons and receive 100% of your money back

Cancel for any other reason and get 75% of your money back, up to 2 days prior to departure!

passports.com/travelpak





Grecian Odyssey

Group Organizer: Mr. Tom Gambill

Tour Includes

Departure Date

March 24, 2016

Overnights

Athens 7

Accommodations

Accommodations in centrally-located three-star or four-star hotels. Rooming on a triple basis. Double rooms: \$280 per person.

Transportation

Round-trip transportation on scheduled airline.

Meals

All breakfasts. Three lunches. All dinners. Countryside dinner on Day 5.

Guides

Services of a specially-trained **passports** courier throughout.

Included Travel Insurance

The benefits package conveys high-option life, health, and accident insurance, baggage loss and delay, trip delay and trip interruption coverage.

Investment

Tour Cost	\$4573
	-\$150 <i>until May 15, 2015</i>
Total	\$4423

Tour cost includes applicable weekend fees and estimated airline taxes and fees of \$729. Final payment is due 12/5/2015 or, with E-Z Pay, 2/23/2016. Tour cost is based on a combined enrollment of 15 participants. Departure from Seattle, WA.

Enroll Today!

- 1** Visit our website
secure.passports.com
- 2** Enter Tour ID
TGAMBILL2016-2

PTHS 'Visit History' Field Trip for 2017

(pending school board approval)

Passports "Grecian Odyssey"

Tour to Greece

TOUR OBJECTIVES

- Curricular connection to Social Studies courses, esp. World History & Art:

Students learn history not two-dimensionally from books and pictures but by experiencing the geography, the art and architecture, and landscapes first-hand.

Students directly experience another culture: its language, food, manners, religious and artistic heritage, etc. Prior to departure, students will learn some travel phrases and all will have an opportunity to try out their language skills.

Students gain a richer appreciation of our shared past with Europe and a new perspective for understanding both our own culture and global contemporary events.

Students taking the field trip may substitute their travel experience and accompanying journal entries for the Modern History international novel reading assignment. This journal will provide the springboard for their semester research paper.

- Life experience:

Students learn practical travel skills organizing their travel needs and preparing themselves mentally to make the most of their learning opportunity.

Students learn travel techniques and manners. They develop consideration for others and individual responsibility in traveling within a group of their peers.

Students build confidence and gain self-sufficiency skills toward establishing an independent life by operating in a new environment under guidance. The group travel arrangements, the knowledge and experience of teacher and courier and the companionship of their peers support the student in this travel adventure.

Gambill note: I won't take any student in whom I don't have complete confidence regarding integrity, responsibility and good judgment. Should a student fail to use good judgment and disregard the travel guidelines, that student will be sent home at his or her own expense.

2017 Visit History

Apr. 23, 2015

To Whom it May Concern,

Our daughter / son _____ will be traveling to Athens, Greece for 9 days. He / She will be flying from Seattle to Athens, April 1, 2017, participating in the Passport Company's custom tour to Greece and will be returning to Seatac airport in the United States on April 9. He / She will be accompanied by Port Townsend High School teacher Tom Gambill.

Should there be any question concerning their travel plans, you may contact me at tgambill@ptschools.org or mirkwood85@gmail.com

Signatures of Parent(s) or Legal Guardian(s):

Date

_____/_____/_____
Signature / Relationship

_____/_____/_____
Signature / Relationship

Washington State
Jefferson County
Notarized before _____
Notary Public on _____
Port Townsend, Washington, USA

Port Townsend School District
MEDICAL/DENTAL CONSENT FORM

Name of Student: _____ Birth date _____

Home Address: _____ Home phone _____

Name of Parent or Guardian student lives with: _____

Phone where Parent or Guardian may be reached: _____

Should your student become ill or injured while he/she is on a field trip, the parent or guardian will be notified as soon as possible. However, there may be instances when neither parent nor guardian can be reached. In case of emergency, who should be contacted for providing information, care and/or transportation for your student in the event you, the parent or guardian, cannot be reached~

Name of emergency contact: _____ Phone _____

Student's Physician: _____ Phone _____

Student's Dentist: _____ Phone _____

Insurance Company: Policy # _____

In the event of a serious injury or illness requiring immediate medical/dental attention, your signature is authorization for the chaperoning staff or Passports courier to obtain emergency care at the nearest medical/dental facility.

Date _____ Signature: _____

Relationship to Student _____

* * * * *

HEALTH INFORMATION: Please check or circle the appropriate answer for your student.

Allergies:	Yes	No	Medication:
Asthma:	Yes	No	Medication:
hEpilepsy:	Yes	No	Medication:
Diabetes:	Yes	No	Medication:
Other:	Yes	No	Medication:
Other:	Yes	No	Medication:

Special Instructions: _____

Group Organizer Cost Breakdown

Itinerary	Grecian Odyssey
Departing	April 1, 2017
Departure City	Seattle, WA
Rooming	Triples
Program Cost	15-19 payees \$4,525 20-24 payees \$4,415 25-29 payees \$4,305 30-34 payees \$4,275 35-39 payees \$4,245 <i>*primary bracket</i>
	<i>-\$250 Early Enrollment Discount for enrollments before December 1, 2015</i>
Total Cost	\$3,995
Estimated Monthly Payment	\$184

Total Cost includes discounts which expire as listed. Program Cost includes Estimated Airline fees of \$729 and weekend fees of \$80. Program Cost is valid for those who enroll and pay in full before December 12, 2016. Estimated monthly payment is for enrollments before May 15, 2015 after \$495 deposit.*

Available Add-ons Double rooms: \$280 per person - 7 @ \$40 per night (mandatory for adults 24 years and older)
not included in price

TravelPak benefits package includes life, health, and accident insurance, and trip interruption coverage and is included in the Program Cost of your trip. There is no fee for this benefit. Upgraded TravelPak+Plus cancellation insurance is optional. See page 11 of Passports' Enrollment Guide for details.

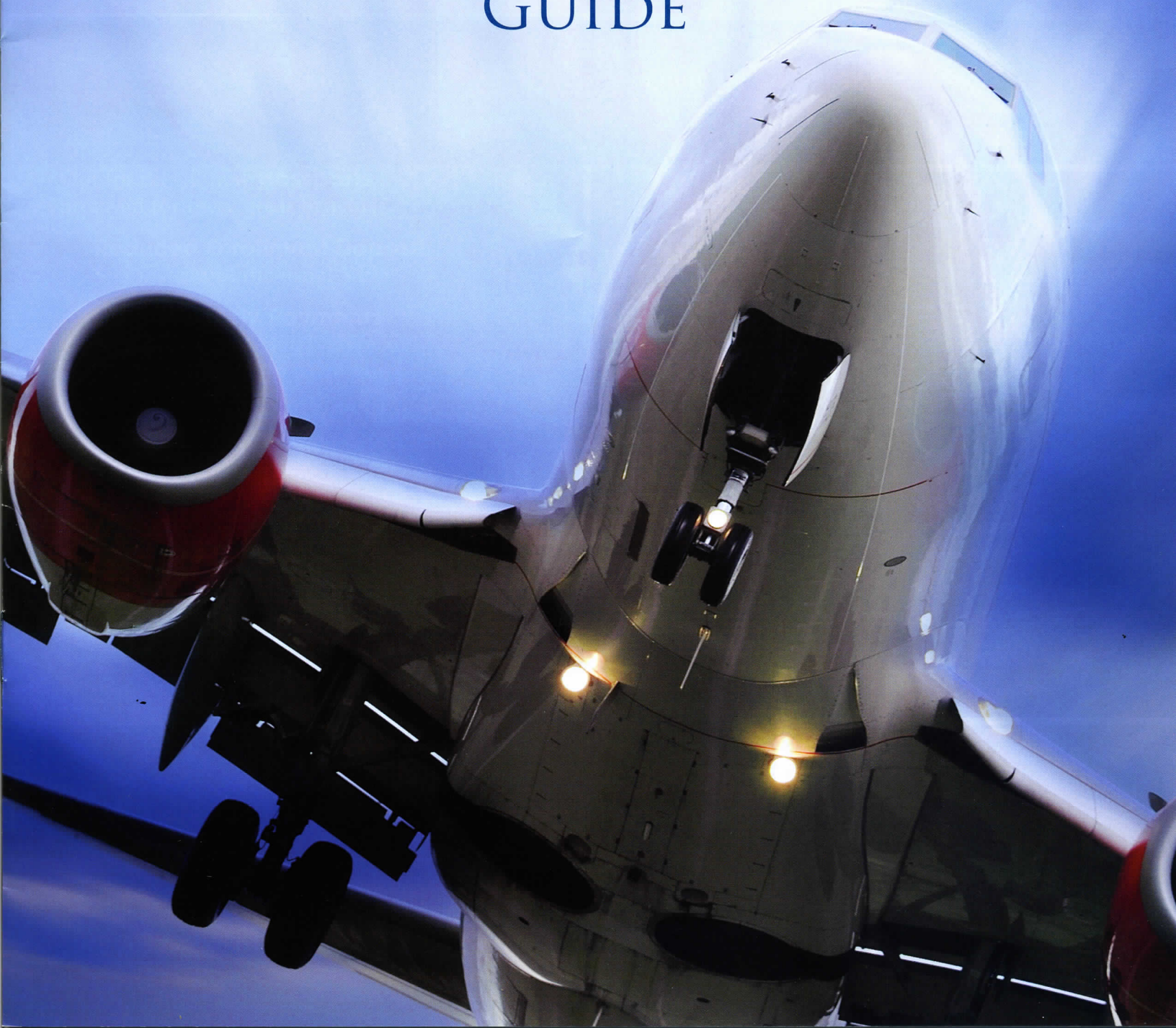
Program Cost is based on a combined enrollment of 35 or more paying participants.

For a land-only price for your tour, please deduct \$580 from the prices quoted. (Airline fees and weekend supplement are not applicable.)

**Includes taxes and fuel charges and is subject to change. Does not include any applicable baggage-handling fees imposed by the airline.

passports

ENROLLMENT GUIDE





Travel, in the younger sort, is a part of education.

— Sir Francis Bacon

Inside

- 4 Choose Your Payment Plan
- 5 Enrollment Application
- 6 Release & Agreement
- 7 Terms & Conditions
- 9 Peace of Mind
- 10 TravelPak™
Travel Insurance
(no extra charge!)
- 11 TravelPak+Plus™
Cancellation Coverage
- 12 How to Enroll

Congratulations on choosing **passports** as your travel sponsor!

The people behind **passports** have been responsible, directly or indirectly, for the successful overseas travel of hundreds of thousands of American high school students, college students, and adults since the mid-nineteen-sixties.

The fundamental premise has remained unchanged over all these years: *travel to foreign lands is an education in itself, making the world a safer place, and making people happier with their lives than they would have been otherwise.*

We look forward to providing you with an enjoyable educational travel experience!



Dr. Gilbert Scott Markle

passports is led by student travel industry veteran, Gil Markle. Dr. Markle is regarded as one of the pioneers in the field of U.S. student travel. In 1965, he created ALSG (the American Leadership Study Groups). Dr. Markle later created **passports** in 1992, based in Spencer, MA. The company is operated by a team of dedicated travel professionals — all of them known for many years to traveling teachers across the United States.

Standard passports Tours Include

Full-time, specially-trained tour director

Three and four-star, high-quality hotels,
located in the center of the cities you visit

Ample, three-course meals in a variety of local
restaurants, allowing travelers to experience
authentic cuisine

Preferential flight routings

Complimentary overseas medical insurance

The experience of a lifetime!



E-Z Pay

Lower monthly payments, the E-Z way!

Opt for the all-new **passports** E-Z Pay billing
program for these great benefits:

Reduced Enrollment Deposit

\$95 instead of the usual \$495

Lower Monthly Payments

Extended 30-day final payment
deadline allows longer to pay

Automatic Checking Withdrawals

Save time, never miss a payment



Contests for 2016

Win a \$500 Amazon gift card, and more!

Check out this year's traveler contests:

Student Photo Contest

Student Video Contest

My passports Drawstring

Instagram Your Meal

For detailed information, visit
passports.com/contests

Choose your payment plan:

**E-Z Pay
Plan**

OR

**Convenience
Billing**

\$95 deposit

**30-day final payment
deadline**

lower monthly payments

Online Application

Log on to **secure.passports.com**.

Enter your Tour ID, provided by your group organizer.

Complete the application, and choose E-Z Pay as your payment option. Follow the online instructions.

Then, sit back and relax! The rest of your payments will be automatically withdrawn from your checking account on a monthly basis.

\$495 deposit

**110-day final payment
deadline**

**pay when you choose, as long
as you pay in full by the final
payment deadline**

Online Application

Enter your Tour ID at **secure.passports.com**, and complete the application. Select pay by credit card as your payment option.

Credit card payments may only be made with online applications, and a \$25 service fee will apply. Note: subsequent payments cannot be made by credit card.

Paper Application

Complete and sign the enrollment application on the facing page. Mail the application and a check for your initial deposit to the **passports** office.

enroll online at
secure.passports.com

Student Adult

For online enrollment go to secure.passports.com

PERSONAL DATA

All information **must match your passport** (check your passport!) — fees will apply for name changes. Do not use nicknames. Please print clearly. Your passport **must be valid** for at least 6 months after you return.

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____
Do not abbreviate city.

HOME TELEPHONE (_____) _____ ALTERNATE PHONE (_____) _____

PARTICIPANT EMAIL _____ PARENT/GUARDIAN EMAIL _____

BIRTHDATE _____ GENDER MALE FEMALE

ADULT TRAVELERS Please select rooming preference:

- I will purchase double room accommodations. ROOMMATE NAME _____
 Bill me for single room accommodations.

CITIZEN OF (COUNTRY) _____

PASSPORT # _____ DATE OF ISSUE _____ COUNTRY OF ISSUE _____

If you do not have your passport, please leave this section blank and provide us with the information once you receive your passport. Travelers are solely responsible for obtaining all proper travel documents, visas and passports. See Release & Agreement, paragraph #20.

PARENT/GUARDIAN'S NAME _____ TELEPHONE (_____) _____
If 21 or older, please indicate next of kin.

EMERGENCY CONTACT _____ TELEPHONE (_____) _____
Name and telephone of person not traveling with you.

TOUR GROUP DATA

TEACHER/GROUP ORGANIZER _____

DEPARTURE DATE _____

DEPARTURE CITY _____
Leave departure city blank if traveler is purchasing land only package.

Special terms apply for the following options.

- Check here if your U.S. departure city is different from that of the group.
 Check here for land arrangements only (you will arrange your own air transportation).
 Check here if you will travel on different dates from the group. Please complete the **Special Travel Arrangements Form** online. Contact **passports** for assistance.

FINANCIAL DATA

A \$495 Deposit, plus optional TravelPak+Plus™ trip cancellation insurance (if chosen) must accompany this form.

- I/we accept TravelPak+Plus™ trip cancellation insurance (add \$249).
 I/we decline TravelPak+Plus™ trip cancellation insurance.
 I enrolled online and paid the deposit online.
 I have traveled with **passports** previously.

Make checks payable to:

passports Student Depository Account

See 2015-2016 Terms & Conditions for credit card payment details, payment guidelines, and information concerning the "Early Bird" price guarantee.

Total enclosed:

\$ _____

Do not send cash.

MEDICAL / HEALTH DATA

Please send a confidential letter to **passports** concerning any medical condition(s) which could affect your travel.

SIGNATURES

PLEASE SIGN HERE

I (we), the undersigned, have read and fully understand the **passports 2015-2016 Terms & Conditions** and **passports 2015-2016 Release & Agreement** including the sections concerning airline fee adjustments, itinerary changes, payment terms, code of conduct and cancellations/refunds, and I (we) agree to accept these conditions.

APPLICANT SIGNATURE _____ DATE _____

PARENT OR GUARDIAN SIGNATURE if applicant is under 21 _____ DATE _____

Complete and sign form; give it to your group leader with your deposit (deposit may also be paid online).

FOR OFFICE USE ONLY:

TID # _____

PROCESSED BY _____ DATE _____

SID# _____

CHECKED BY _____ DATE _____

I am an applicant for a tour with Passports, Inc., d/b/a Passports, and acknowledge and agree to the following conditions binding upon myself, and upon my parents or guardians if I am a minor, and upon Passports, Inc. ("Passports").

1. Responsibility. Passports is responsible only for the acts or omissions of its employees. Each tour begins with the takeoff of the first international flight and ends upon completion of the return flight to the U.S. (with the exception of land-only arrangements, which starts at the first hotel and ends with completion of services at the last hotel).
2. Passports cannot be responsible for events beyond its control, including, without limitation, acts of God, war, strikes or government restrictions, or for any other circumstances of *force majeure*; nor, in the absence of its own negligence, for personal injury, accidents, death, property damage or loss, delay or inconvenience caused by persons not controlled by Passports, including, without limitation, airlines, bus companies, railways, hotels, restaurants, taxis, group leaders, or any other agency, company or individual.
3. Passports is not responsible for loss of a government-issued passport, travel documents or airline tickets, loss or damage to luggage or any other personal belongings, or for consequential damages in any event. I understand the airlines' diverse policies concerning lost air tickets, and I accept financial responsibility for replacement of my ticket should it become lost. It is also my responsibility to pursue any refund directly from the airline.
4. Passports reserves the right to cancel any participant at any time for reasons which appear to be valid in its sole judgment. Passports shall have the right, without refund, to send home (on notice to parent or guardian for minors) at his/her own expense, and without escort, any student or adult who does not adhere to Passports' Code of Conduct, or who infringes upon others' enjoyment of the tour. I agree to release Passports, its agents and employees, my local school and school district, and the group leader from all claims arising out of such events, acts, or omissions.
5. I understand that if I am expelled from school, or if I am under other disciplinary measures instituted by my teacher, school or other authorities, or if I fail to meet the requirements for this tour as set forth by my teacher, school, school administrators or others, I could be declared ineligible to participate in the tour. My application may be cancelled, and I will be subject to the cancellation/refund policy published in the Terms & Conditions. I agree to comply with all instructions of my group organizer.
6. Passports is not responsible for me when I am absent from Passports scheduled activities. I understand I will be required to pay for any damage or injury, whether accidental or willful, caused by me while on a Passports tour. If by my acts or omissions I cause or threaten to cause damage of any kind whatsoever to third parties, I accept full responsibility. Further, in the event of such damage or loss, I agree to indemnify and hold Passports harmless from any and all actions taken by third parties for said damages and loss.
7. If I become ill, injured or incapacitated during my tour, Passports will do whatever it deems necessary to preserve my health and safety including, without limitation, obtaining medical treatment for me at my expense, and/or transporting me at my own or my parents' expense back to my home for medical reasons. I agree to pay or reimburse any extra expenses incurred on my behalf by my group leader or other group members for medical or other reasons. I also understand that emergency medical insurance is complimentary as part of my selected program.
8. Any photographs, films or videotapes taken of me while participating in a Passports tour and/or any of my comments or statements may be freely used in Passports' published materials, without compensation and without liability.
9. If I wish to withdraw from a Passports tour, I must do so individually in writing. Any refund to which I may be entitled is given by the "2015-2016 Terms & Conditions" appearing in the Passports catalog, and elsewhere. No exceptions to the Terms & Conditions will be made.
10. Program Tuition prices are based on exchange rates, airfares and tariffs in effect as of August 1, 2014, and are subject to change due to inflation, fuel surcharges or currency fluctuations and I understand and agree that adjustments to these fees may be made from time to time, and I agree to pay the adjusted fee. I understand that adjustments will not be made after I have paid in full. All prices are quoted in U.S. dollars. Participants meeting "Early Bird" price guarantee deadlines are protected against increases in the Program Tuition price except for the aforementioned reasons or other considerations of *force majeure*. I understand that payment of airline-imposed fees such as fuel surcharges and/or currency surcharges as determined by unexpected currency fluctuations are solely my responsibility.
11. If I fail to meet payment deadlines for any reason, I will be assessed the Late-Payment Surcharge in the amount of \$75 as described in the Terms & Conditions, and I agree in advance to pay the \$75 Late-Payment Surcharge. No exceptions will be made. I understand that assessment of the Late-Payment Surcharge is not grounds for cancellation without penalty. The standard refund policy applies.
12. Passports reserves the right to discontinue a tour due to low enrollment or other reasons, and/or make certain changes in departure dates, cities, the order of an itinerary, activities, hotels, group leader assignments, airlines, determination of flight routings, services, fees or other itinerary modifications as may be required, in its sole discretion. Such changes are not grounds for withdrawal with a full refund, or for refunds after the tour. If tour features are unavailable for any reason, substitutions will be made whenever possible.
13. Published catalog itineraries are based on a minimum enrollment of 35 full-paying participants. Customized tours are based on specific enrollment numbers as determined by the group organizer and/or Passports. If any tour cannot operate due to low enrollment, Passports may offer the main group organizer a choice of the following alternatives: 1) An alternate, comparable tour as determined by Passports (utilizing public rail, bus, subway transportation, etc. when use of a private motorcoach is not justified). Participants are responsible for all costs associated with the program change. 2) Operating the original tour provided all group members pay a "Small Group Supplement" which shall apply to all group members regardless of enrollment status; 3) Deferring travel to a later date, with no provision either for interim refunds, or penalties; 4) Cancellation with special refund: if any individual or group wishes to withdraw from the tour due to such changes, withdrawal must be made in writing to Passports within seven (7) days of tour change notification. A refund of all payments minus the TravelPak+Plus™ insurance cost (if any) and a \$225 administrative processing fee per traveler, will be paid to the individual traveler. I understand that these changes are not grounds for cancellation without penalty, or for refunds after the tour. I understand that my group organizer is authorized to choose alternatives on behalf of the entire group.
14. Passports reserves the right to change departure dates within the same weekend (or the nearest weekend for winter and spring departures); and within 10 days for summer departures. If such a change results in departure date moving from mid-week to a weekend, Passports will absorb the Weekend Travel Fee on the group's behalf. If such a change results in a Travel Season change (see below), all group members must pay the Program Tuition fee for the new season. Custom tour members agree in advance to travel on an alternate tour chosen by their group organizer, or pay a higher price bracket as previously agreed upon by the group organizer, if there is insufficient enrollment. I understand that these changes are not grounds for cancellation without penalty, or for refunds after the tour.
15. Passports and the airlines reserve the right to substitute airlines, to make changes in equipment, the itinerary, departure and arrival dates, times or cities, or to alter the itinerary, and I agree to accept any such changes. No refunds will be made under these circumstances, and Passports will attempt to provide comparable services or accommodations. Single plane service, specific airlines and/or schedules are not guaranteed. Airlines liability for loss or damage to baggage is limited. Due to airline, train and coach restrictions, luggage is limited to one suitcase, and one small carry-on bag per person. Airlines accept no liability for fragile or perishable articles. Higher limits of liability may be obtained from the airlines by paying the charge contained in the carriers' tariffs, or optional baggage protection insurance can be purchased. Passports is not responsible for airline-imposed checked baggage fees. I understand that the airlines liability for death/injury is limited by their tariffs and/or the Warsaw Convention.
16. Holidays, special sporting, religious, political or other conditions beyond Passports' control may produce the unavailability of centrally-located hotel accommodations or scheduled services. In such cases, Passports reserves the right to provide alternate accommodations and/or services, or to charge a supplement. Specific hotel properties or locations may be requested but are not guaranteed.
17. The published itineraries are sample descriptions only. Actual program itineraries may vary in certain respects. Flight information, hotel assignments and day-by-day itineraries will be available approximately one week prior to departure.
18. If my tour is being sponsored by my school, school board, school district, individual school administrator, or local municipality, I will be notified of this fact in writing. Otherwise, I understand that my tour is not officially sponsored, contracted, paid for, or regulated by any of these groups or individuals, even though my school may, as a convenience, allow the use of school premises for planning the tour. I hereby and expressly waive all claims against any such groups or individuals which might arise out of the tour, or relate to it in any manner, including changes in school/school board administrative policies concerning "school" travel trips.
19. I understand Passports reserves the right to select a qualified replacement for my group organizer if he or she is unwilling or unable to accompany the group, for any reason. Such changes do not constitute grounds for cancellation without penalty. The standard refund policy applies.
20. I am responsible for obtaining and carrying a current passport with an expiration date not less than six months after my return date, and any necessary visas for the countries I am to visit. My inability to obtain such documents shall not constitute grounds for cancellation without penalty. The standard refund policy applies. Passports will not be held responsible if I am unable to obtain the necessary travel documents for participation in the program. I understand that I must allow Passports a minimum of 30 days notice for any documents from the company that may be required to obtain a visa.
21. Definition of Travel Seasons. Program Tuition prices are determined by the season in which travel occurs. Travel seasons are as follows: Nov 1 - Dec 15, Dec 16 - Dec 28, Dec 29 - Feb 28, Mar 1 - Mar 20, Mar 21 - May 14, May 15 - Oct 31.
22. Weekend vs. Midweek Departures. Published Program Tuition prices are based on mid-week departures. Participants traveling on a weekend (Fri, Sat, Sun) will be charged a supplement as follows: \$40 in each direction (for departures thru May 14); \$50 in each direction (for departures May 15 through August 31).
23. Program Tuition prices do not include estimated Airline Fees imposed by the airline industry, fuel surcharges imposed by airlines or cruise companies, any special airport security fees, or any new taxes not in existence as of August 1, 2014, TravelPak+Plus™, or currency surcharges, or other optional charges. Re-estimates of applicable Airline Fees may be provided by Passports from time to time and I agree to pay the adjusted fee. I understand that adjustments will not be made after I have paid in full.
24. Participants are subject in all other respects to the "2015-2016 Terms & Conditions" which appear in the Enrollment Guide, and elsewhere. In signing this Release & Agreement, I acknowledge and agree to these Terms & Conditions, and understand that they may supersede those in previous Passports publications in certain respects. All program applications are subject to acceptance by Passports headquarters in Spencer, Massachusetts.
25. I understand that this Agreement is expressly between me and Passports, and that it cannot be modified by a third party, including my group organizer, school, or school board. I understand that Passports is not responsible for third party errors, and that Passports strictly adheres to published policies, including those published in the Terms & Conditions. No exceptions will be made to this Agreement or to the Terms & Conditions. Any modification or extension of this Agreement by Passports must be made in writing by an officer of Passports.
26. In the event any part of this contract is found to be legally void or unenforceable, then such part will be stricken but the rest of this document will be given full force and effect.
27. Arbitration: I agree that any dispute concerning, relating, or referring to this contract, the brochure, or any other literature concerning my trip, or the trip itself shall be resolved exclusively by binding arbitration in Worcester, Massachusetts, according to the then existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive (but not procedural) Massachusetts law.

By submitting a signed application and deposit, the applicant agrees to the following terms and conditions.

“How do I sign up?”

Reservations, Deposits and Payments: To reserve a space on a tour, ask your group organizer for your group's Tour ID. Sign on to secure.passports.com, and enter your Tour ID. After filling out the application form, you will be asked whether you would like to include TravelPak+Plus™ (\$249) in your overall tour cost (see page 11 of your Enrollment Guide).

There are three deposit/payment options:

E-Z Pay Automatic Payment Plan: Pay \$95* deposit with the E-Z Pay payment plan (automatic withdrawals from your checking account).

Enroll by Credit Card: Pay \$495* by credit card (credit cards may be used with online enrollment only). A \$25 service fee applies. Please note subsequent payments cannot be made by credit card.

Traditional Enrollment: Pay \$495* by check via postal mail. Make check payable to **passports Student Depository Account**. Be sure to include your signed, paper application. Note: a \$45 processing fee will be charged for any check returned by your bank for any reason.

*Add \$249 to the above amounts if opting for the TravelPak+Plus™ trip cancellation insurance.

Please do not send cash at any time. Allow 7 business days for processing of your application.

Late enrollment: Travelers enrolling within 110 days of departure must apply with full payment, including the \$75 Late-Payment Surcharge. Additional airfare supplements may apply to late applicants. Late applicants may be placed on a waitlist pending space availability, and, if not accepted onto the tour, will receive a full, 100% refund.

“I'd like to make convenient monthly payments, and not worry about late fees.”

“Convenience Billing” and “E-Z Pay” Payment Programs: Upon acceptance, travelers will be enrolled in **passports'** traditional “Convenience Billing” program, and will be billed monthly sums which calculate their trips being paid in full by the 110-days-before-departure Final Payment Deadline, eliminating Late-Payment Surcharges. Payment of monthly “Convenience” payments is optional, but travelers must pay in full 110 days prior to departure to avoid the \$75 Late-Payment Surcharge. Travelers may instead opt for the E-Z Pay automatic withdrawal payment plan, which will extend their final payment deadline to 30 days prior to departure. E-Z Pay monthly payments are withdrawn from the traveler's bank account, on a date specified by the user. E-Z Pay users who “opt-in” at initial enrollment pay a trip deposit of \$95 – not the usual \$495. Existing travelers can “opt-in” to the E-Z Pay program up until 200 days prior to departure. E-Z Pay users can opt out of the program in writing, at any time, for any reason. If a traveler chooses to opt out of the E-Z Pay program at any time, the final payment deadline reverts to 110 days prior to departure.

“When must I be paid in full?”

To guarantee the published Program Tuition price against the \$75 Late-Payment Surcharge, payment in full must be postmarked 110 days prior to departure. E-Z- Pay users must be paid in full 30 days prior to departure. Participants are solely responsible for qualifying for deadlines, and will not necessarily receive an invoice in the mail prior to their individual deadline dates. Guarantee of the Program Tuition against late payment does not exempt travelers from surcharges unrelated to the Program Tuition, such as, but not limited to, fuel or currency surcharges. For non-E-Z- Pay participants, if full payment is not received 90 days before departure, the traveler will be cancelled from the tour with resulting cancellation penalties. (See below.) Also, see reinstatement policy, below.

“How do I know my money's safe?”

passports Student Depository Account: Client payments will be escrowed in the **passports** Student Depository Account. The account is maintained at the SpencerBank, and bears the bank I.D. #1023906233. Withdrawals from this account prior to the return of the tour will be limited to direct costs on behalf of the traveling group, such as airfares and land deposits, client refunds, service fees, TravelPak+Plus™ insurance payments, and administrative expenses; provided, however, that the total of such administrative expenses attributable to any one client or client group shall not exceed (a) aggregate client revenue(s) minus sums required to operate the tour(s), or (b) the total of cancellation penalties which would be withheld by **passports** in the event of Elective Cancellation/Withdrawal of the client or client group, *whichever is less*.

passports' CST# is 2067919-40.

“I don't want to, but I'm cancelling!”

Elective Cancellation/Withdrawal: Individuals may withdraw from the tour at any time, but must do so in writing. Telephone cancellations will not be accepted. Notification by postal mail, fax and/or email is acceptable, and must bear a clear date of submission or a postal service postmark. The main group organizer may cancel any participant's position on the tour, in writing, for any reason.

Refunds: Refunds are based on the date of withdrawal, as determined by the date of the withdrawal letter as described above. Persons cancelling will receive a full refund less the cancellation fees listed below, and the nonrefundable items described in the section below. Allow a minimum of 30 days for processing. No exceptions will be made.

Refund policy: Withdrawal...

160 days or more before departure: refund less \$395

130-159 days before departure: refund less \$595

110-129 days before departure: refund less \$845

80-109 days before departure: refund less \$1,095

30-79 days before departure: refund less \$1,345

29 days or less before departure: no refund

In addition, airline tickets and penalties, trip cancellation fees, a \$225 service fee, insurance fees, and applicable late, reinstatement, deferment fees, special arrangement fees, and optional excursions are non-refundable. Substantial payments and deposits are made on travelers' behalf to airlines, hotels, bus companies and overseas suppliers well in advance of departure, and are mostly non-refundable. Therefore, full refunds are not available from **passports**.

TravelPak+Plus™ 100% trip cancellation insurance and 75% cancel-for-any-reason coverage available for \$249. See page 11 for details.

Reinstatement: Cancelled participants may reinstate, if space is available, by sending the full payment due plus a \$225 Reinstatement Fee. Additional airfare supplements may apply. Reinstatements are not accepted within 30 days of departure.

Trip Deferment: Upon written notification postmarked no later than 110 days before departure, travelers may apply all sums paid, minus a \$225 Administrative Service Fee, toward travel at a later date, with no provision for interim refunds.

Note: deferment terms and conditions are given by the company document found at passports.com/docs

“I can't go, but he (she) can!”

Substitutions: Persons wishing to withdraw may substitute another person at least 110 days before departure. Notification of cancellation with substitution must be made in writing to **passports**. The withdrawn participant will receive a refund of all sums paid, less the TravelPak+Plus™ insurance cost (if any), a \$225 service fee, and any airline penalties. Substitutes are not eligible for any price guarantees given to the cancellee, and are therefore subject to prices in effect at the time of substitution. If **passports** cannot accept a substitute, for any reason, the original participant must abide by the published refund policy.

"I think I'll stay on after the group comes back..."

Delayed Return Flights and Travel Extensions: If an individual desires to travel on different dates from those of the main group, whether for an early departure from the U.S. or a late return from the tour, that individual must contact **passports**. Such changes may only be made 110 days or more before departure and fees may apply.

Published Program Tuition fees are based on special group contract rates. Individuals departing from alternate U.S. cities are not able to take advantage of these special rates, and are therefore subject to a \$225 Administrative Service Fee in addition to the Program Tuition from their individual city. **passports** cannot guarantee specific flights, airlines, air routings or connections with the main group. Participants who depart from an alternate departure city will be required to provide their own airport transfers. Participants who wish to fly with the main group must arrange their own transportation to and from the main group's airport. Requests for alternate U.S. departure cities will not be accepted less than 110 days before departure.

"Extra days" are available, if indicated on the printed catalog itinerary, at a cost of \$200 per day, per person. The entire group must participate. Extra days may not be selected by individual participants. Extra days include hotel accommodations, continental breakfast, dinner, and airport transfers. Services of a full-time courier are included on extra days for groups of ten (10) or more. Requests for extra days must be made in writing at least 110 days before departure by the main group organizer. Extra days cannot be added to the middle of a standard "catalog" itinerary.

Note: the cost of extra days for "Destination", "Twin Cities" or "Triple Cities" programs is \$150 per person, per day, including breakfast only.

"Land Only" participants who wish to purchase their own airline tickets will be billed the Program Tuition price from New York City for the appropriate season minus \$250 for European destinations. (For non-European destinations, contact **passports**.) Airline fees and weekend airfare supplements will not apply. Internal flights while overseas, if included in itinerary, will be provided. Individuals traveling on a customized program must ask their group organizer to contact **passports** for the "land only" price for their program.

Participants switching from the group flight routing to their own transportation or vice-versa will be billed \$225 for each change. All such changes must be requested in writing, and cannot be honored if received within 110 days of departure. Additional airfare costs may apply, and the individual traveler is responsible for payment of additional airfare costs.

Optional excursions are available as noted in the published program itineraries, and must be purchased 30 days or more before departure. Once paid, optional excursions, extra days and special travel arrangements are nonrefundable.

Airport information: Kennedy and LaGuardia airports are used interchangeably for "New York" departures; as are Dulles and Reagan National Airport for "Washington" departures.

"I'd like to know about rooming fees."

Program Tuition prices listed in the catalog are based on triple student rates, with roommates assigned at the discretion of **passports**. Group organizers, adults or students may be subject to obligatory double or single rooms. **passports** will provide one obligatory double room, per gender, per motorcoach, for participants under 24 who must be roomed in double accommodations due to odd rooming configurations. Adults 24 years of age or older will be billed for obligatory room accommodations.

Adults who request single accommodations are required to pay for that service, and will be billed accordingly. Individuals will be notified by **passports** and are obliged to pay the cost of any rooming fees as shown below. Final rooming configurations are determined approximately 30 days prior to departure. "Home-town" groups will room together whenever possible, but should be prepared to share rooms with members of other "home-town" groups if necessary. Rooming configurations may vary from hotel to hotel.

Double rooms: Adults 24 years of age or older who are not leading a group are subject to a mandatory \$40 per-person per-night charge, for European tours, in addition to the basic published tour cost. For non-European tours,

contact **passports** for double room fees. This additional mandatory charge guarantees double room accommodations at hotels. Travelers sharing a double room with the group organizer must pay their portion of the double room supplement. The double room guarantee is not refundable in the unlikely event that all group members receive complimentary double room accommodations by default during the tour.

Shipboard double room accommodations are available at \$80 per person, per night (inside cabin) for European cruises (for outside cabin double room fees, contact **passports**). Shipboard double room fees for non-European cruises are available upon request, subject to availability.

Single rooms: Single room accommodations at hotels, if available, are at a charge of \$85 per night. For non-European tours, contact **passports**. Shipboard single room rates are available upon request, subject to availability.

"Let's have the fine print: what's included?"

Program Tuition Includes: Round-trip air transportation on major scheduled airlines. (The airlines involved are not responsible for any acts, omissions or events while you are on board the aircraft.) Triple rooms in Three Star or Four Star hotels. Private baths guaranteed. Ground transportation by private motorcoach, second-class rail service, steamship or ferry. (Air-conditioned hotels and motorcoach provided where available.) Continental breakfasts and dinners daily except as noted in itinerary. (Dinners not included on "Destination", "Twin Cities" and "Triple Cities" programs.) Lunches included only where noted specifically in itinerary. Sightseeing as indicated in itineraries, subject to restrictions beyond **passports'** control such as seasonality, closing times, holidays, special events, strikes, traffic conditions or inclement weather. Services of a specially-trained **passports** courier/representative unless otherwise noted. Port taxes, all tips and gratuities except those for courier, long-distance coach driver and cruise personnel (see below). Complimentary TravelPak™ post-departure emergency medical, baggage, and trip delay travel insurance.

"What's not included?"

Program Tuition Does Not Include: U.S. passport fees, visa fees, border fees, foreign airport arrival/departure taxes (foreign arrival/departure taxes will be pre-billed to clients whenever possible, as a convenience), domestic airport taxes or customs hall charges, airline-imposed fees, fuel surcharges, weekend (Fri, Sat and Sun) air travel surcharges, special airport security fees, any applicable currency surcharges, late payment fees, portage, tips for courier, cruise personnel and long-distance bus drivers, baggage fees, overnight lodging and transportation and other expenses related to airline rescheduling or delays or redefinition of travel seasons, personal expenses, gifts, laundry, valet service and unscheduled activities.

Entrance fees, beverages, lunches, optional excursions or field trips, guided shore excursions on cruises, transportation to/from dinners, theater performances and tours are included only when specified in the itinerary.

TravelPak+Plus™ trip cancellation insurance is optional.

"What else do I need to know?"

passports programs are designed with teenage students in mind. Most tours involve a lot of walking. Porterage is not included. Traveling with **passports** is not recommended for individuals who have difficulty walking, climbing stairs, carrying baggage, or otherwise requiring special assistance. Special meals and special medical supervision cannot be provided. **passports** programs are educational in nature. Groups consisting mainly of adults may wish to consider paying a supplement to guarantee a modified, "all-adult" program.

The traveler's name must match his/her passport for correct issuance of airline tickets. If a name must be changed or corrected after the published final payment deadline for the tour, an airline-imposed name change fee may apply along with a \$225 service fee.

For additional information, please see the Release & Agreement appearing on the reverse side of your application. Your Agreement and the above Terms cannot be modified except in writing by an officer of **passports**. No verbal modification shall have any validity.

Peace of Mind

passports has been a prominent, respected company in the educational travel industry since 1992.

While on tour, participants are supported by our 24-7 Operations Hotline and a personal Tour Director.

passports has demonstrated over the years that the safety and security of our travelers is our number one priority. All hotels are centrally located. All firms providing the transportation utilized during the tours have been reliably working with **passports** for many years.

Peace of mind — just one more thing included on your **passports** tour.



TravelPak+Plus™ Cancellation Plan

Protect your travel investment!

Signing up for this cancellation benefits package is highly recommended. You can cancel for 17 covered reasons and receive 100% of your money back, or cancel for any other reason and get 75% of your money back, up to 2 days prior to departure!

Turn to page 11 for more information.

Code of Conduct

Given the large amount of time, money and effort you have invested in your trip, we at **passports** want you to have the best possible experience.

Compliance with the **passports** Code of Conduct by all travelers helps ensure that this once-in-a-lifetime opportunity is enjoyed by all!

Find the Code of Conduct at passports.com/code-of-conduct



TravelPak™

Complimentary Medical, Baggage & Trip Delay Insurance

Post-departure travel coverage (see documentation).

TRIP INTERRUPTION	\$1,000	If the student needs to interrupt their trip or return home early for a covered reason, the plan will pay for their unused, non-refundable land or cruise arrangements, plus the additional transportation costs to return home or rejoin their trip.
TRIP DELAY	\$1,000	Provides reimbursement for reasonable accommodations, local transportation and meals if a trip is delayed 5 hours or more for a covered reason.
MISSED CRUISE CONNECTION	\$1,000	Includes reimbursement for unused, non-refundable expenses and additional costs such as accommodations, transportation and meals to rejoin the trip if a covered delay causes a connection to be missed by 3 hours or more.
BAGGAGE & PERSONAL EFFECTS	\$1,500	It's any traveler's nightmare. They arrive at their destination, but their baggage was lost, stolen or damaged. The plan will reimburse the student to replace or repair their lost or damaged luggage and personal articles.
BAGGAGE DELAY	\$250	If while on the trip, the student's baggage is delayed 12 hours or more, we will reimburse them for the purchase of necessary additional clothing and personal articles.
EMERGENCY MEDICAL EXPENSES	\$50,000	If the student has a serious illness or injury while on their covered trip, the last thing to worry about is how they are going to pay the bill. The plan provides primary coverage reimbursement of their medical expenses, allowing them to receive the treatment they need in an emergency.
EMERGENCY MEDICAL EVACUATION	\$250,000	Provides coverage for emergency medical evacuation, if necessary, to the nearest qualified medical facility.
24 HOUR AD&D	\$25,000	Provides coverage for emergency medical evacuation, if necessary, to the nearest qualified medical facility.
Travel Assistance & Concierge Services*		Includes a wide range of services available before and during trips through a 24/7 toll free number, such as: <ul style="list-style-type: none">Medical Services: • Medical Assistance, Consultation & Monitoring • Emergency Medical Payments • Prescription Assistance • Nurse Assist HelplineTravel Assistance: • 24 Hour Legal Assistance • Language Interpretation Services • Emergency Cash Transfer • Travel Document & Ticket ReplacementConcierge Services: • Information Services for Destination • Recommendations & Reservations • Assistance with the Return of Lost or Delayed Baggage

*Assistance services provided by Travelex's designated provider.

TravelPak™ is provided by Travelex Insurance Services as the 360° Student Group Travel Protection Plan (Basic Plan, SGSB 0911, Location 21-0169). This is a partial description of benefits. For full details on terms, conditions, limitations and exclusions of the insurance plan, please refer to the Description of Coverage and/or Group Certificate/Individual Policy. Travel Insurance is underwritten by Stonebridge Casualty Insurance Company a Transamerica company, Columbus, Ohio; NAIC #10952.

Easy claims handling, less time and hassle to receive reimbursement for eligible losses, before any other collectible insurance.

Complete details available at www.passports.com/travelpak

medical, baggage and trip delay insurance
included with your tour

TravelPak+PLUS™

\$249 Trip Cancellation Insurance

100% trip cancellation AND 75% cancel-for-any-reason coverage

100% Coverage for 17 Cancellation Reasons:

Coverage is provided for the following unforeseeable events or their consequences which occur while coverage is in effect under this Policy if there is a change in plans by you, a Family Member traveling with you, or Traveling Companion:

1. Sickness, injury or death of you, your Family Member, Traveling Companion, or Business Partner. The Sickness must commence while coverage is in effect, require the examination of a Physician, in person, at the time of Trip Cancellation or Trip Interruption and, in the written opinion of the treating Physician, be so disabling as to prevent you from taking or continuing your Covered Trip;
2. Common Carrier delays resulting from inclement weather, or mechanical breakdown or organized labor strikes that affect public transportation;
3. arrangements cancelled by an airline, cruise line, motor coach company, or tour operator, resulting from inclement weather, mechanical breakdown or organized labor strikes that affect public transportation;
4. arrangements cancelled by a tour operator, cruise line, airline, rental car company, hotel, condominium, railroad, motor coach company, or other supplier of travel services, resulting from Financial Insolvency;
5. being directly involved in a documented traffic accident while en route to departure;
6. being hijacked, quarantined, required to serve on a jury, or required by a court order to appear as a witness in a legal action, provided you, Family Member traveling with you or a Traveling Companion is not 1) a party to the legal action, or 2) appearing as a law enforcement officer;
7. your Home made uninhabitable by fire, flood, volcano, earthquake, hurricane or other natural disaster;
8. your destination made uninhabitable by fire, flood, volcano, earthquake, hurricane or other natural disaster;
9. mandatory evacuation ordered by local authorities at your destination due to hurricane or other natural disaster;
10. being called into active military service to provide aid or relief in the event of a natural disaster;
11. a documented theft of passports or visas;
12. a Terrorist Act which occurs in your departure city or in a city which is a scheduled destination for your Covered Trip provided the Terrorist Act occurs within 30 days of the Scheduled Departure Date for your Covered Trip;

13. a cancellation of your Covered Trip if your arrival on the Covered Trip is delayed and causes you to lose 50% or more the scheduled Covered Trip duration due to the reasons covered under the Covered Trip Delay Benefit;

14. a transfer of employment of 250 miles or more;

15. your involuntary termination of employment or layoff and was not under your control. You must have been continuously employed with the same employer for 1 year prior to the termination or layoff. This provision is not applicable to temporary employment, independent contractors or self-employed persons;

16. your host at destination is hospitalized or dies;

17. your parent receives from an employer, with whom your parent is employed on the effective date of Trip Cancellation coverage, notice of job termination.

75% Coverage for Any Other Cancellation Reason:

If you cancel your Covered Trip for any reason not otherwise covered by this plan, we will reimburse you for 75% of the prepaid, forfeited, nonrefundable Payments or Deposits you paid for your Trip provided:

1. the payment for this plan is received (or, if mailed, postmarked) within 21 days of the date your initial deposit / payment for your Covered Trip is received; and
2. you insure 100% of all prepaid Covered Trip costs that are subject to cancellation penalties or restrictions; and also insure within 21 days of the payment for those arrangements the cost of any subsequent arrangements added to your Covered Trip; and
3. you cancel your Covered Trip 2 days or more before your scheduled Covered Trip departure date.

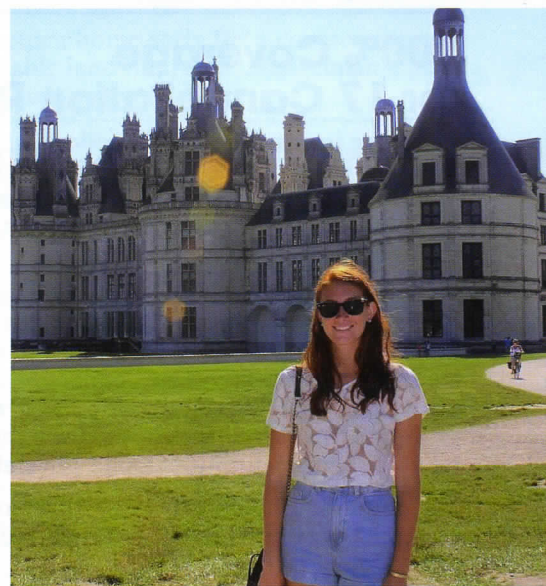
Complete details available at
www.passports.com/travelpak.

TravelPak+Plus™ is provided by Travelex Insurance Services as the 360° Student Group Travel Protection Plan (Deluxe Plan, SGSD 0911, Location 21-0169). This is a partial description of benefits. For full details on terms, conditions, limitations and exclusions of the insurance plan, please refer to the Description of Coverage and/or Group Certificate/Individual Policy. Travel Insurance is underwritten by Stonebridge Casualty Insurance Company a Transamerica company, Columbus, Ohio; NAIC #10952.

opt for TravelPak+Plus™
cancellation coverage

passports

educational group travel



How to Enroll

On board? Then it's time to enroll!

Signing up for your tour is easy.
Just follow these steps:

- 1 Log on to secure.passports.com.
- 2 Enter your Tour ID provided by your group organizer (see right).
- 3 Complete the application, and choose your payment method.

For more information on payment options, turn to page 4.

OR

Complete the paper application on page 5 and mail it in to our office!

Bavaria!
Group Organizer: Ms. Meaghan Cayer

Tour Includes

Departure Date
June 26, 2016

Overnights
Rothenburg ob der Tauber 1 • Munich 2 • Innsbruck 1 • Lucerne 2 • Heidelberg 1

Accommodations
Accommodations in centrally-located three-star or four-star hotels. Rooming on a triple basis. Double rooms: \$280 per person.

Transportation
Round-trip transportation on scheduled airline. Deluxe touring motorcoach.

Meals
All breakfasts. One lunch. All dinners. Special arrangements as noted.

Guides
Services of a specially-trained passports courier throughout. Special arrangements as noted.

Included Travel Insurance
The benefits package conveys high-option life, health, and accident insurance, baggage loss and delay, trip delay and trip interruption coverage.

Investment

Tour Cost	\$4253
	-\$250 until December 1, 2014
Total	\$4003

Tour Cost includes \$95 Membership Fee, applicable weekend fees and airlines fee of \$720. Airline fees are estimated and could change. Final payment is due 3/8/2016 or 5/27/2016 with E-Z Pay. Tour cost is based on a minimum of 25 participants. Departure from Boston, MA.

Enroll Today!

- 1 Visit our website, secure.passports.com
- 2 Enter Tour ID **MCAVER2016**

passports.com

passports.com

389 Main Street, Spencer MA 800.332.7277

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passports

educational group travel

Tom Gambill

[Group Organizer home](#) [My Profile](#) [Log Out](#)
Tour Length 9 Days **Departing April 1, 2017** **From Seattle, WA** **Countdown 708 Days**

Grecian Odyssey

"How do I enroll participants on this tour?"

- Give out your **Tour ID**: PTHS2017
- [E-mail enrollment instructions to a potential participant](#)
- [Get more enrollment guides](#)

Photo Slideshow

GROUP ORGANIZER

- [Current Tours](#)
- [Archived Tours](#)
- [Contact passports](#)
- [Request Materials](#)

GROUP

- [Announcements](#)
- [Messageboard](#)
- [Photo Gallery](#)
- [Photo Slideshow](#)
- [Special Requests](#)

TOUR DETAILS

- [Overview](#)
- [Detail](#)
- [Itinerary PDF](#)
- [Itinerary PDF \(Full\)](#)
- [Field Trip Options](#)
- [Pricing](#)
- [Pricing \(Group Organizer version\)](#)

DOCUMENTS

- [Index](#)

Day-by-day

DAYS 1-2: Arrival

A dream comes true as your wide-bodied jet thunders off the airstrip, Europe-bound. Time for a meal, a movie and a nap. It gets light again, first off the left-hand side of the airplane, then everywhere. It's morning, and Greece!

Arrive at your hotel, unpack, relax and get ready to explore! Stroll in the lively *Plaka* district or ride the steep funicular railway up Mt. Lycabettus for a fabulous view of the city.

DAY 3: Athens City Sightseeing

Enjoy a coach tour of Athens, old and new.

See modern Athens, with the Greek Parliament, the 1896 Olympic Stadium, the *Plaka* district and Syntagma Square, where you may see the picturesque Evzones goose-stepping their way through the Changing of the Guard ceremony at the Tomb of the Unknown Soldier.

Local Guide

A half-day local guide, well-educated and specially-trained on the history and culture of Athens, will accompany your group.

Acropolis

Visit the Acropolis and its awesome monuments built by Pericles during Athens' Golden Age in the 5th century BC. On that hill, the goddess Athena reigned supreme. You'll see the *Propylaea*, the Temple of Athena Nike and the *Erechtheion* with the Kore Porch, famous for its Caryatid columns.

Parthenon

Of course you'll visit the centerpiece of the Acropolis, the ageless Parthenon (whose architects skillfully avoided straight lines of any length).

Acropolis Museum

You will visit the New Acropolis Museum, built in the hope that it will one day house the superb and much disputed Parthenon Marbles that were moved to England in the 19th century by Lord Elgin. Known since then as the Elgin Marbles, they are the creation of the famous sculptor Phidias (490-430 BC).

Free time in Athens

This afternoon is free to plan as you wish.

You may want to stroll to Hadrian's Arch, built by the Roman Emperor in AD

Meals

Dinner

Overnight

Athens

Highlights

Half-day city sightseeing in Athens

Services of a specially-trained half-day local guide in Athens
 Visit to the Acropolis
 Visit to the Parthenon
 Visit to the Acropolis Museum

Meals

Breakfast
 Dinner

Overnight

Athens

131, and to the colossal ruins of the Temple of Olympian Zeus, the largest temple in Greece, which dates back to the 6th century BC.

DAY 4: Excursion to Delphi

Enjoy an excursion to the ancient city of Delphi. The road to Delphi bypasses some of ancient Greece's most famous sites, such as Thebes, where Oedipus slew his father and married his mother after solving the Sphinx' riddle, Livadia, which was thought in antiquity to be the entrance to the underworld, and the double-peaked bastion of 3,000-foot Mt. Parnassos, which abruptly surges upwards from the plain. Often covered with snow or shrouded in clouds, the mountain was believed to be the home of Apollo and of the nine Muses.

On the other side of the Arahova Pass, the road descends through terraces flanked with almond trees to Delphi, where Pythian predictions exercised a powerful influence for ten centuries!

Guided tour of the Archaeological site in Delphi

Visit the Temple of Apollo, the foreboding Sanctuary of Earth and the Sacred Way lined with the treasures of the ancient Greek cities.

Archaeological Museum

Visit the Archaeological Museum to see the celebrated bronze statue of the *Delphic Charioteer*.

Highlights

Full-day coach excursion to Delphi

Guided tour of the archaeological site in Delphi, including the Temple of Apollo, the Sanctuary of Earth and the Sacred Way

Visit to the Archaeological Museum

Lunch in Delphi

Meals

Breakfast

Lunch in Delphi

Dinner

Overnight

Athens

DAY 5: Athens

This morning is free to plan as you wish.

Consider a visit to the National Archaeological Museum, a "must see" for its death masks and larger-than-life Poseidon. The museum displays an impressive and thorough overview of Greek art through the centuries. Beginning with early Cycladic figurines and continuing through the Greek Bronze Age, the exhibits end with the glories of Hellenistic period bronzes and a collection of busts of Roman emperors. The highlights of the exhibition include the numerous gold artifacts found at Mycenae, the elegant Archaic *kouroi* statues, and the many examples of fine Classical sculpture.

Meals

Breakfast

Dinner

Overnight

Athens

DAY 6: Saronic Gulf Cruise

Enjoy a cruise around the Saronic Gulf.

The first stop is on the lovely isle of Aegina, where the first Greek coins were produced. In the 5th century BC, Aeginians challenged Athens in war and in games, with Aeginian sprinters often zooming past the competition. From the astonishingly blue sea, narrow alleys that wind past whitewashed houses lead up to Aegina's mountainous interior, bedecked with ancient temples. The most famous is the Doric Temple of Athena Aphaea, reached by following coastal roads that afford gorgeous views of the rocky shore.

The next port of call is Poros. In the 4th-century BC, the great orator Demosthenes (who worked on his diction by speaking with marbles in his mouth) sought refuge here from his Macedonian enemies. He ended up committing suicide and the temple where he stayed now lies in ruins. However, Poros' fame endures, its memorable sights enhanced by red-roofed villages and windmill-dotted lemon groves. As time allows, hire a cab to go visit the Monastery of Panagia. Or, head for Lemonodassos and its taverna to sip freshly-squeezed lemonade while viewing the windmills and the 30,000 lemon trees that peer onto the sea.

On the island of Hydra, your last stop, the former mansions of sea captains rise above the town's quaint harbor, now an artists' colony. Relax at a waterfront café or meander through narrow streets lined with galleries and shops full of fine gold jewelry and ceramics.

Highlights

Full-day Saronic Gulf cruise, including stops on the islands of Aegina, Poros and Hydra

Lunch during the Saronic Gulf cruise

Meals

Breakfast

Lunch on board during the Saronic Gulf cruise

Dinner

Overnight

Athens

DAY 7: Excursion to the Peloponnesus

Today's excursion takes you to the Peloponnesian peninsula.

Corinth Canal

Marvel at the colossal Corinth Canal, approx four miles long and seventy feet, which was first begun in AD 66 by the Roman Emperor Nero, but not built until the 1880s.

Ancient Corinth

You will visit the ruins of Ancient Corinth, the largest Roman city in Greece in its heyday, with a population that reached as high as 750,000, and a reputation for immorality that incurred the wrath of Paul the Apostle when he arrived, back in AD 51. Ruins include the splendid columns of the Temple of Apollo and the Agora with the *bema* (platform) where Paul was dragged in front of the Proconsul by Jewish priests who accused him of sacrilege.

Guided tour of Mycenae

Visit Mycenae, the oldest place on the European continent. Legend has it that it was founded by Perseus himself. In fact, Mycenae's origins and decline have long beguiled historians. Add your speculations to theirs at the well-preserved and extensive ruins, which include in particular the famed Lion's Gate, the Treasury of Atreus, the Tombs of *Agamemnon* and *Klytemnestra*, and the Circle Grave.

Guided tour of Epidaurus

Visit the open-air theater, which is almost 2,500 years old and perhaps the finest of all the ancient Greek monuments of its kind. Listen to the sound of your voice here; hear it as never before. You will also visit the Asklepeion, or Sanctuary of Asklepios, the most celebrated healing center in antiquity.

Highlights**Full-day excursion to the Peloponnesus**

Sightseeing stop at the Corinth Canal

Visit to the ruins of Ancient Corinth

Guided tour of the archaeological site of Mycenae, including the Tombs and the Treasury of Atreus

Guided tour of the archaeological site of Epidaurus (with the Theater and the Sanctuary of Asklepios)

Lunch during the excursion

Meals

Breakfast

Lunch during the excursion

Dinner

Overnight

Athens

DAY 8: Athens, Dora Stratou Performance

Enjoy some free time in Athens today.

You may choose an in-depth tour of the *Ancient Agora*, the open "place of assembly" where ancient Greek men would come to hear announcements by the king or were assigned military duty.

You may return to the foot of the Acropolis for a visit to the Theater of Dionysos, which dates back to the 6th century BC.

Dora Stratou dance performance

This evening, enjoy an open-air performance by the Dora Stratou Greek Dance Ensemble. Several regions of Greece are represented at each performance with authentic costumes, instruments, songs and dances (available in summer only).

Highlights**Dora Stratou Greek Dance Ensemble performance****Meals**

Breakfast

Dinner

Overnight

Athens

DAY 9: Departure

It's the birthplace of Western Civilization that glides by under the right wing of your jet airplane as you head for home. Arrive home later today, eager to share your adventures with family and friends.

Meals

Breakfast

Overnight

Home

COMMUNITY RELATIONS

Use of Tobacco and Nicotine Products and Delivery Devices

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community have an obligation as role models to refrain from use of tobacco products and delivery devices on school property and at school activities at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices or, chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances, and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors, and community members will be prohibited on school district property and at school activities. Possession by or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum, or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross Reference:	Policy 3200 Policy 3416 Policy 5201	Student Rights and Responsibilities Medication at School Drug-Free Schools, Community and Workplace
Legal References:	Policy 5280 RCW 28A.210.310 RCW 28A.210.260 RCW 28A.210.270 RCW 70.155.080	Termination of Employment Prohibition on use of tobacco products on school property Public and private schools-Administration of medication-conditions Public and private schools-Administration of Medication-Immunity from liability-Discontinuance, procedure. Purchasing, obtaining or possessing tobacco by persons under 18 – Civil infraction Electronic Cigarettes
Management Resources	Policy and Legal News, February 2014 <i>Policy News</i> , October 2010 <i>Policy News</i> , Dec 2010	Use of Tobacco and Nicotine Substances policy updated to address vapor devices Electronic Cigarettes Addressing the use of “Electronic” Cigarettes

Date: 4/20/89; 12/20/99; 1/13/03; 11/24/03; 1/23/06; 1/24/11; 4/27/15

PERSONNEL

SEXUAL HARASSMENT

The district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult-to-student, student-to-adult, student-to-student, adult-to-adult.

The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent will develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and

education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. The policy and procedure will be reproduced in each student, staff, volunteer, and parent handbook.

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross References:	Policy 3200	Student Rights and Responsibilities
	Policy 3207	Prohibition of Harassment, Intimidation and Bullying
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3421	Child Abuse and Neglect
	Policy 5010	Nondiscrimination and Affirmative Action
	Policy 5281	Disciplinary Action and Discharge
Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination – Scope – Sexual harassment policies
	WAC 392-190-058	Sexual harassment
	Policy News	
Management Resources		October 2010 December 2014

Date: 6/17/93; 1/25/99; 2/12/01; 11/24/03; 1/24/11; 4/27/15

PORT TOWNSEND SCHOOL DISTRICT NO. 50

INSTRUCTION

Waiver of High School Graduation Credits

The board seeks to provide all students with the opportunity to complete graduation requirements without discrimination and without disparate impact on groups of students. In so doing, the board acknowledges that unusual circumstances may result in a student’s inability to earn all twenty-four credits required for high school graduation. Unusual circumstances may include, but are not limited to:

- A. Homelessness
- B. A health condition resulting in an inability to attend class
- C. Limited English proficiency
- D. Disability, regardless of whether the student has an individualized education program or a plan under Section 504 of the Federal Rehabilitation Act of 1973
- E. Denial of an opportunity to retake classes or enroll in remedial classes free of charge during the first four years of high school
- F. Transfer during the last two years of high school from a school with different graduation requirements
- G. Other circumstances (e.g., emergency, natural disaster, trauma, personal or family crisis) that directly compromised a student’s ability to learn

The board delegates to the superintendent or his/her designee discretion to grant a waiver of a maximum of two elective credits required for graduation. A student’s parent/guardian or an adult student must file the Port Townsend School District Application for Waiver of High School Graduation Credits (Form 2418F) with the superintendent’s office no later than thirty days prior to the student’s scheduled graduation date. In order to graduate, students granted a waiver must earn seventeen required subject credits (four English, three Math, three Science, three Social Studies, two Health and Fitness, one Arts, one Career and Technical Education) which may be by satisfactory demonstration of competence as provided by WAC 180-51-050.

Cross References	2410	High School Graduation Requirements
Legal References:	RCW 28A.345.080	Model policy and procedure for granting waivers of credit for high school graduation
	WAC 180-51-068	State subject and credit requirements for high school graduation – Students entering ninth grade on or after July 1, 2015
	WAC 180-51-050	High school credit – Definition
Management Resource:	Policy News April 2015	

Date: _____

Port Townsend School District

Waiver of High School Graduation Credits

Application for waiver of up to two elective high school graduation credits based on unusual circumstances

Instructions:

Please review the district's Policy and Procedure 2418 prior to completing this form. This form must be completed, signed and provided to the Superintendent's office no later than thirty business days prior to high school graduation for the year the waiver is requested.

Providing the completed form does not automatically guarantee a waiver will be granted. Once the application is submitted, the Superintendent or designee will respond to the request within ten business days with his or her decision.

Please attach any and all materials and/or documentation that would establish the existence of the unusual circumstances justifying a waiver (e.g., physician's letter). Please attach additional pages if necessary to the narrative section.

Parents or adult students with limited English proficiency may request that this application and/or the policy and procedure be provided in a language that they understand.

Student Identification (required)	
Name of person completing this form:	
Relationship to student:	
Address of person completing this form:	
Daytime phone number:	
Student's Name:	
Student's ID Number/Date of Birth:	
Expected year of graduation:	
Basis for Waiver Request (required) (check all that apply):	
<input type="checkbox"/> Disability (regardless of whether student has an IEP or Section 504 plan)	
<input type="checkbox"/> Health condition resulting in student's inability to attend class	
<input type="checkbox"/> Homelessness	

Limited English proficiency

No opportunity to retake classes or enroll in remedial classes free of charge during the first four years of high school

Transfer during the last two years of high school from a school with different graduation requirements

Other circumstances (e.g., emergency, natural disaster, trauma, personal or family crisis) that directly compromised the student's ability to learn

Narrative: (required)

Signature and Authorization: (required)

I am requesting that the Superintendent or designee waive up to two elective credits required for _____ high school graduation in _____ due to the unusual circumstances indicated above.

I hereby authorize the Superintendent or designee to contact, consult and/or confer with any individual referenced in this application who would have knowledge of the unusual circumstances, except for those subject to a duty of confidentiality.

I hereby certify that the information provided on this application is true and accurate to the best of my knowledge.

Signature of parent or adult student

Date