

PORT TOWNSEND SCHOOL DISTRICT NO. 50
6:00 p.m. Regular School Board Meeting
August 24, 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. Recognition

- 03.01 Board
- 03.02 Superintendent

04. Approval of Minutes

- 04.01 Minutes of the July 13, 2015 Board Retreat
- 04.02 Minutes of the July 13, 2015 Budget Public Hearing
- 04.03 Minutes of the July 13, 2015 Regular Meeting

05. Public Comments

06. Consent Agenda

- 06.01 Consent Agenda Approval
- 06.02 Approval of Personnel Action
 - 06.020 Recommend Heather Sanders as 1.0 FTE Kindergarten Teacher, Grant Street Elementary, effective the 2015-16 school year
 - 06.021 Recommend Lori Watson as 1.0 FTE Third Grade Leave Replacement Teacher, Grant Street Elementary, effective the 2015-16 school year
 - 06.022 Recommend Kelly Bodkin as 1.0 FTE Special Education Teacher, Grant Street Elementary, pending approval of Washington State teacher certification, effective the 2015-16 school year
 - 06.023 Recommend Tanna Pittman as 1.0 FTE Special Education Teacher, Blue Heron School, effective the 2015-16 school year
 - 06.024 Recommend Debbie Barnes as 6.5 hr./day Special Education Para-Educator, Blue Heron School, effective the 2015-16 school year
 - 06.025 Recommend Reynelda McDonald as Blue Heron School Secretary, effective the 2015-16 school year
 - 06.026 Recommend Kimberly Montgomery as High School Registrar, effective the 2015-16 school year
 - 06.027 Recommend Michelle Peters as 6.0 hr./day Special Education Para Educator, Grant Street Elementary, effective the 2015-16 school year
 - 06.028 Recommend Nathan Sherwood as 6.0 hr./day Special Education Para Educator, Grant Street Elementary, effective the 2015-16 school year
 - 06.029 Recommend Stacey Parker as 6.0 hr./day Special Education Para Educator, Grant Street Elementary, effective the 2015-16 school year
 - 06.030 Recommend Maria Germano as 6.17 hr./day Para Educator, Blue Heron School, effective the 2015-16 school year
 - 06.031 Recommend Molly Beeman as 6.17 hr./day Para Educator, Blue Heron School, effective the 2015-16 school year

- 06.032 Recommend Wendy Wharton as 6.5 hr./day Para Educator, Blue Heron School, effective the 2015-16 school year
- 06.033 Recommend Cameron Botkin as Head Volleyball Coach, Port Townsend High School, effective the 2015-16 school year
- 06.034 Recommend employment of supplemental staff for the 2015-16 school year as per attached personnel list
- 06.035 Accept resignation of Regina Seward, High School Custodian, effective the end of the 2014-15 school year
- 06.04 Approval of Financial Reports
 - 06.040 Accounts Payable as of August 24, 2015
 - 06.041 Payroll – July, 2015

07. Board Correspondence

- 07.01 Letter from C. Grace regarding Frontier House
- 07.02 Letter from H. Carlson regarding resignation

08. Reports

- 08.01 Food Service Update – Brad Taylor
- 08.02 Frontier House Transition Update – Patrick Kane
- 08.03 Superintendent
 - 08.030 Calendar of Events
 - 08.031 Minimum Basic Education Compliance for 2015-16
- 08.04 Business Manager
 - 08.040 Budget Status Report-July 2015

09. Action Items

- 09.01 Approval of Resolution 15-05: Health Benefits for Certificated Administrators
- 09.02 Approval of Resolution 15-06: Health Benefits for Classified Staff
- 09.03 Approval of Resolution 15-07: Health Benefits for Classified Administrators and Unrepresented Classified Employees
- 09.04 Approval of Resolution 15-08: Health Benefits for Certificated Employees
- 09.05 Approval of Resolution 15-09: Cancellation of Warrants
- 09.06 Approve Policy 2022 – Electronic Resources
- 09.07 Approve Intergovernmental Cooperative Purchasing Agreement, Food Service
- 09.08 Board Officer Reorganization

10. Unfinished Business

- 10.01 Director District 1 Vacancy

11. New Business

12. Policy Review

- 12.01 Policy 6700 – Nutrition – First Review
- 12.02 Policy 3300 – Competitive Foods – First Review
- 12.03 Policy 5010 – Non-Discrimination – First Review

13. Board Member Announcements/Suggestions for Future Meetings

14. Next Meeting

- 14.01 Regular Meeting, September 14, 2015

15. Executive Session – (if necessary)

16. Adjournment

Board Vice- Chair Pam Daly called the meeting to order at 1:00 p.m. Present: Keith White, Pam Daly, Jennifer James-Wilson, and Nathanael O'Hara. Also present were Superintendent Engle, and Mitch Everton, consultant.

Superintendent Engle introduced Mr. Everton and explained the goals of the meeting today are to discuss board governance during the coming school year and create a working model around the board strategic goal areas.

Superintendent Engle showed a video regarding the Maritime Discovery Schools program, which when finalized, will be posted on the District website, and some social media, and will be shown as a short feature at the next Port Townsend Film Festival. Discussion followed.

Mr. Everton explained that he works with school districts statewide on strategic planning. Goals and outcomes for this meeting were discussed. Mr. Everton introduced the Modified Carver Board Governance Policy, which several other districts in the State are using. He proposed that the Board has four major roles: 1) Superintendent hiring, support and oversight; 2) setting policy; 3) annual budget review and approval; 4) advocating for students and their families. Discussion followed. Superintendent Engle spoke about 2013-2017 Strategic Goals for the District, which will be discussed further at the August 17, 2015 board retreat.

The following items were discussed:

- Board meeting procedures
- Board members meeting individually with the superintendent during the month
- Interacting with staff, community or students as a board member in an ethical way.
- Board self-assessment process
- Measuring student achievement after high school

Mr. Everton concluded at 2:57 p.m. and left the meeting.

A recess was called at 2:58 p.m.

The meeting was reconvened at 3:15 p.m.

The board discussed how the process suggested by Mr. Everton might be instituted in Port Townsend District, and which pieces may not work in this district. Dr. Engle suggested asking representatives from another district that has implemented this plan to come and present to the Board.

Refining the Mission Statement was discussed.

Dr. Engle suggested making administrative leadership succession a topic of discussion through next year. He reminded the board there will be two new principals for the 2015-16 school year.

The proposed bond in 2016, the repurposing of the Lincoln Building, and fiscal ending funding balance were discussed.

Adjournment

The meeting was adjourned by consensus at 4:00 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: Pam Daly, Board Vice-Chair

Board Vice-Chair Pam Daly called the hearing to order at 5:00 p.m. PRESENT: Pam Daly, Nathanael O’Hara, Jennifer James-Wilson, and Keith White. Also present were Superintendent Engle and staff.

Keith White led the Pledge of Allegiance

Proposed 2015-16 Budget

Business Manager Amy Khile said a Draft Local Budget Summary is available for public viewing at the District Office and is also posted on the website. She explained that the 2015-16 budget projects an annual average full-time equivalency (AAFTE) of 1,163 for the district. Ms. Khile explained the following:

- Revenue and expenditure projections and how those figures are calculated
- Slight increases to Employer Retirement contributions
- Grant Street will receive state funding for all-day kindergarten
- MSOC (Materials, supplies, and operation costs) increase from \$848.04 to \$1210.05 per student FTE (full-time equivalency)
- Minimal increase to CTE (Career Technical Education) MSOC
- 3% COLA (cost of living allowance) for all employees
- Small increase in ALE (alternative learning experience) and Running Start funding
- Total proposed budget for 2015-16 would be \$14,772,964, an increase of \$853,244 from 2014-15, due to the increase in State funding
- Proposed budget for debt service, capital projects, ASB (Associated Student Body), and transportation funds

The closure of the Frontier House program and changes in staffing for the 2015-16 school year were discussed.

Adjournment

The budget hearing was adjourned at 5:57 p.m. by consensus.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Pam Daly, Board Vice-Chair

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. Also present were Superintendent Engle, staff, and community members.

Keith White led the Pledge of Allegiance

Recognition
Board

Jennifer James-Wilson observed how nice the grounds on this campus look, due to the hard work of Che Taylor, new groundskeeper. Keith White mentioned the recent resurfacing of the high school gym floor. Nathanael O'Hara noted the summer programs at Grant Street Elementary offered by the YMCA. Pam Daly recognized the quality of the MDS (Maritime Discovery Schools) short video that was presented at the board retreat. Dr. Engle thanked Ms. Khile for her work on the 2015-16 budget in the midst of much uncertainty from the State legislative sessions.

Public Comments – None

Approval of Minutes

June 22, 2015 Regular Board Meeting. As no corrections or additions were needed, the minutes were approved as presented.

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) Payroll for June, 2015; 2) Accounts Payable as of July 13, 2015; 3) Recommend the following actions:

- Hire:
- Recommend Stacey Larsen as Food Services Director, effective the 2015-16 school year
 - Recommend Robert Kirk as .5 FTE OCEAN Teacher, effective the 2015-16 school year
 - Recommend Joy Wentzel as .4 FTE Library Media Specialist, Port Townsend School District, effective the 2015-16 school year
 - James Eret as High School Special Education Para Educator, effective the 2015-16 school year
 - Recommend Che Taylor as Port Townsend School District Groundskeeper, effective immediately
 - Recommend Mark Tallarico as Blue Heron Head Volleyball Coach, effective the 2015-16 school year
 - Recommend Bethany Smith as High School Cheerleader Advisor, effective the 2015-16 school year
 - Recommend Ahmad Baabahar as High School Head Girls' Soccer Coach, effective the 2015-16 school year
 - Recommend Erica Dirksen for the position of High School Assistant Girls' Basketball Coach, effective the 2015-16 school year

Recommend Ron Aguirre for the position of High School Fastpitch coach,
effective the 2015-16 school year

Board Correspondence

The Board reviewed the following correspondence:

- Letter from OSPI (Office of Superintendent of Public Instruction) regarding results of recent Washington State Patrol annual inspection of school buses.

Reports

Superintendent

Superintendent Engle reported on the following:

- He will be out of the district July 14 through August 14
- Board Retreat planned for August 17, 2015 from 10:00 a.m. – 2:00 p.m. Keith White said he will not be in attendance, and Skype was discussed as a means for him to participate.

Business Manager

Business Manager Amy Khile presented a budget status report for all funds for the month of June, 2015.

Action Items

Accept resignation of Scott B. Wilson, High School Assistant Girls' Basketball Coach, effective the end of the 2014-15 school year

Nathanael O'Hara moved to approve this resignation. Mr. White seconded. Ms. James-Wilson recused herself from the vote. The motion carried 3-0.

Recommend Scott B. Wilson as High School Head Girls' Basketball Coach, effective the 2015-16 school year

Mr. O'Hara moved to approve this recommendation. Mr. White seconded. Ms. James-Wilson recused herself from the vote. The motion carried 3-0.

Approve Resolution 15-04: Adopt the Budget for the 2015-16 school year

Ms. Daly read Resolution 15-04. Mr. O'Hara moved to approve Resolution 15-04, adopting the budget for Port Townsend School District for the 2015-16 school year. Mr. White seconded and the motion carried 3-0.

Approve Policy 2410 – High School Graduation Requirements

Mr. White moved to approve Policy 2410. Mr. O'Hara seconded and the motion carried 4-0.

Approve Policy 3210 – Non-Discrimination

Mr. White moved to approve Policy 3210. Ms. James-Wilson seconded and the motion carried 4-0.

Approve Student Insurance for 2015-16

Ms. James-Wilson moved to approve to approve the use of student insurance from Myer-Stevens Toohey and Co., Inc. for the 2015-16 school year. Mr. O'Hara seconded and the motion carried 4-0.

Approve Amendment to Superintendent Contract

Mr. White moved to approve the amendment to the Superintendent's contract that acknowledges the superintendent will receive the same 3% COLA (Cost Of Living Allowance) offered to all other district employees. Ms. James-Wilson seconded and explained that since the superintendent's contract was renewed before it was known the State would approve the 3% COLA, this amendment was necessary. The motion carried 4-0.

Unfinished Business

Director District 1 Vacancy

Dr. Engle said no valid applications had been received as yet. The vacancy has been advertised in the local papers, and is posted on the District website. Dr. Engle said applications are open until August 7. Interviews were potentially planned before the August 24, 2015 board meeting, should any applications be received by then.

New Business

Ms. James-Wilson suggested that Ms. Daly be officially appointed as Acting Board Chair until her resignation takes effect, and another board member be appointed Vice-Chair.

Ms. James-Wilson reported that the Wellness Committee is scheduled to meet on July 28, 2015 and should finish the changes to Policy 6700 so it could be reviewed at the August 24, 2015 board meeting.

Policy Review

Policy 3211 – Transgender Students

Superintendent Engle said further review of the policy may be necessary, because approval could potentially cause some facility expenditures. Ms. Daly asked if the Facility Committee might evaluate and report on what costs might be incurred. Dr. Engle said he and Mr. Taylor, Director of Support Services will report back to the Board on their findings regarding this policy.

Board Member Announcements/Suggestions for Future Meetings

Mr. White's absence at the August 17, 2015 board retreat was discussed.

Adjournment

The meeting was adjourned by consensus at 6:35 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: Pam Daly, Board Vice-Chair



GRANT STREET ELEMENTARY

PORT TOWNSEND SCHOOL DISTRICT NO. 50

1637 Grant Street, Port Townsend, WA 98368

Main Office 360.379.4535, Fax 360.379.4261 Lisa Condran, Principal

July 14, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Heather Sanders as a 1.0 FTE Kindergarten Teacher at Grant Street Elementary for the 2015-16 school year.

Heather has been a highly successful primary grades teacher and math specialist in the Quilcene School District for the past five years. Supervisors and colleagues have the highest praise for Heather's teaching abilities and dedication to students and families. Multiple references stated that Heather "puts her heart and soul into teaching" and is dedicated to promoting positive change within the school and the community at large.

During the interview, we were impressed by Heather's strong understanding of instruction, curriculum, and early childhood education. Heather has been trained in Guided Language Acquisition Design (GLAD) instructional strategies. She has very successfully implemented these practices in her classroom and is eager to share her knowledge with the staff at Grant Street Elementary.

Katie Pangelinan, Sally Shaw-Dankert, Joy Wentzel and Mary Wilson joined me on the interview committee. The entire interview team is excited to have Heather join the kindergarten team at Grant Street Elementary.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN



GRANT STREET ELEMENTARY
PORT TOWNSEND SCHOOL DISTRICT NO. 50
1637 Grant Street, Port Townsend, WA 98368
Main Office 360. 379.4535, Fax 360.379.4261 Lisa Condran, Principal

August 13, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Lori Watson as Third Grade Leave Replacement Teacher at Grant Street Elementary for the 2015-16 school year pending approval of her application for Washington State teaching certification with the Office of the Superintendent of Public Instruction.

Lori has many years of teaching elementary school in Helena, Montana. Lori has been a frequent substitute teacher at Grant Street Elementary for the last five years. She is a highly regarded and frequently requested substitute teacher.

During the interview, Lori answered our questions completely and thoughtfully. It was clear she was a knowledgeable, collaborative, and enthusiastic teacher.

Lois Polley, Allen Fox, Lisa Cartwright, and Tara Clanton joined me in interviewing Lori.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN



GRANT STREET ELEMENTARY
PORT TOWNSEND SCHOOL DISTRICT NO. 50
1637 Grant Street, Port Townsend, WA 98368
Main Office 360. 379.4535, Fax 360.379.4261 Lisa Condran, Principal

August 13, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Kelly Bodkin as 1.0 Special Education Teacher at Grant Street Elementary for the 2015-16 school year pending approval of her application for Washington State teaching certification with the Office of the Superintendent of Public Instruction.

Kelly is a truly impressive educator with six years of experience teaching young students with special needs in New York City and Ethiopia. Additionally, Kelly held a position at the Sebeta Special Needs Teacher Training College where she trained college professors on multiple aspects of special needs education. For this work she received the United States Presidential Award for Volunteer Service.

Kelly's references unanimously stated that she is passionate, intelligent educator, who will work collaboratively with a team to achieve outstanding results for students with special needs.

Susan Vokurka, Patrick Kane, Pat Range, and Tara Clanton joined me in interviewing Kelly.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN



Blue Heron School

Port Townsend School District #50



3939 San Juan Avenue * Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 * Fax# ~ 360.302.2505

Principal ~ Matthew Holshouser

Dear Dr. Engle and PTSD Board of Directors,

I hope this note finds you all well. I wanted to take a moment and highly recommend a candidate for a Special Education position here at Blue Heron School for the 2015-2016 school year.

Ms. Tanna Pittman will serve as the Special Education instructor here at Blue Heron Middle School with a focused support, instruction, and collaboration for Grades 4 and 5 students and teachers.

Ms. Pittman brings an array of talents and experiences that will be advantageous to both our students and staff here at Blue Heron Middle School. Ms. Pittman has served as a Special Education instructor in both New York City and Oak Harbor, Washington. Tanna comes to us being Washington State Special Education K-12 highly qualified and certified and bring a many talents to our learning community.

In closing, I highly recommend Ms. Tanna Pittman to the Special Education instructor position on the Blue Heron Middle School campus within the Port Townsend School District. I believe she will be a welcomed addition to the Blue Heron team as well as immediate impact upon the academic and overall success on many of our 4th and 5th grade learners.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron Middle School Principal

To: Laurie McGinnis

From: Patrick Kane

Re: Para Educator – Blue Heron



Date: 7-7-15

I recommend the following candidate, Debbie Barnes, to be hired for the 2015-16 school year as a Special Education Para Educator at Blue Heron school working with special education students. She was interviewed by Patrick Kane. Debbie worked as a substitute para-educator at the end of 2014-15 school year at Blue Heron and did a great job working with students.



Blue Heron Middle School



Port Townsend School District #50

3939 San Juan Avenue * Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 * Fax# ~ 360.302.2505

Principal ~ Matthew Holshouser

Dear Dr. Engle and PTSD Board of Directors,

I hope this note finds you all well. I would like to take this opportunity to recommend, Ms. Reynelda McDonald as our new Blue Heron Middle School secretary for the 2015-2016 school year.

Upon culminating a thoughtful candidate screening process, diligent Blue Heron team interviews with three top secretary candidates, attentive reference checks, as well as an office skills and competency assessment for each top candidate I feel strongly that Ms. Reynelda McDonald is an excellent school secretary choice and will be an asset to our Blue Heron Middle School office team and school.

Ms. McDonald brings an array of office and school experience as well as front office coordination with a Parks and Recreation city program in Alaska. She is looking to invest in the Port Townsend community and will also be a Port Townsend School District parent.

In closing, I am very pleased to recommend Ms. Reynelda McDonald for the Blue Heron Middle School secretary position.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron Middle School Principal



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

Date: July 27, 2015

Re: Hiring Recommendation

A handwritten signature in cursive script that reads "CEhrhardt".

The high school is pleased to recommend Kimberly Montgomery for the position of Registrar at PTHS. Kimberly is highly skilled and will be a good match for our school and the needs of the counseling office.

Thank you.



GRANT STREET ELEMENTARY

PORT TOWNSEND SCHOOL DISTRICT NO. 50

1637 Grant Street, Port Townsend, WA 98368

Main Office 360.379.4535, Fax 360.379.4261 Lisa Condran, Principal

July 28, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Michelle Peters as Special Education Paraeducator at Grant Street Elementary for the 2015-16 school year.

Michelle has experience working with preschool and elementary school students as a daycare provider and as an educational assistant at the Swan School. Additionally, Michelle has a master's degree in clinical psychology from California School of Professional Psychology. Michelle's references emphasized her flexibility, integrity, strong interpersonal skills, and work ethic.

Michelle also has strong Port Townsend community involvement in her roles as co-owner of William James Booksellers and as a regular food bank volunteer.

During the interview, we were impressed by Michelle's articulate and thoughtful answers to questions, as well as her calm and professional demeanor.

Susan Vokurka joined me in interviewing Michelle.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN



GRANT STREET ELEMENTARY

PORT TOWNSEND SCHOOL DISTRICT NO. 50

1637 Grant Street, Port Townsend, WA 98368

Main Office 360.379.4535, Fax 360.379.4261 Lisa Condran, Principal

July 21, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Nathan Sherwood as Special Education Preschool Paraeducator at Grant Street Elementary for the 2015-16 school year.

Nathan experience working with students in his capacity as a Substitute Paraeducator at the Grant Street Preschool and throughout Port Townsend School District. Nathan's references emphasized his calm demeanor, caring manner, teaching skills, and strength as a collaborative team member.

During the interview, we were impressed by Nathan's enthusiasm for Grant Street Preschool. Nathan has a passion for working with students, which will support Grant Street Preschool's mission of providing a quality early education experience.

Patrick Kane, Susan Vokurka, Matt Holshouser, and Mary Barnes joined me on the interview committee. Everyone is excited to have Nathan join the preschool team at Grant Street Elementary.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN



GRANT STREET ELEMENTARY
PORT TOWNSEND SCHOOL DISTRICT NO. 50
1637 Grant Street, Port Townsend, WA 98368
Main Office 360. 379.4535, Fax 360.379.4261 Lisa Condran, Principal

July 23, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Stacey Parker as Special Education Paraeducator at Grant Street Elementary for the 2015-16 school year.

Stacey has experience working with elementary special education students in Wyoming as a Substitute Paraeducator in the Rock Spring School District. Stacey's references emphasized her flexibility, teaching skills, and strength as a collaborative team member.

During the interview, we were impressed by Stacey's understanding of the characteristics needed to be successful as a one on one paraeducator for students with special needs.

Patrick Kane, Susan Vokurka, Matt Holshouser, and Mary Barnes joined me on the interview committee.

Sincerely,

Lisa Condran
Principal, Grant Street Elementary and OCEAN

Laurie McGinnis

From: ginandale@gmail.com
Sent: Tuesday, July 28, 2015 9:51 AM
To: Laurie McGinnis
Subject: Letter

To Port Townsend School District

Effective July 14th, 2015 I am resigning my position with the District. The decision to leave my job has been hard, moving on will enable me to take better care of my health.

Thank you and best regards,
Regina Seward

Sent from my iPad



Blue Heron Middle School



Port Townsend School District #50

3939 San Juan Avenue * Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 * Fax# ~ 360.302.2505

Principal ~ Matthew Holshouser

Dear Dr. Engle and PTSD Board of Directors,

I hope this note finds you all well. Please find the information below as a letter of recommendation for hire for Ms. Maria Germano to serve as a Para-educator within the Blue Heron School.

Ms. Maria Germano comes to us with an array of teaching high school science and ELA experienc



Blue Heron Middle School



Port Townsend School District #50

3939 San Juan Avenue * Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 * Fax# ~ 360.302.2505

Principal ~ Matthew Holshouser

Dear Dr. Engle and PTSD Board of Trustees,

I hope this note finds you all well. Please find the information below as a letter of recommendation for hire for Ms. Molly Beeman to serve as a Para-educator within the Blue Heron School for the 2015-2016 school year.

Ms. Molly Beeman comes to us with an array of professional experience as well as is currently completing a Master's Degree in Education. I believe that Molly's professionalism, passion for education and students, and goal of becoming a fully certified teacher make her an ideal candidate for a para-educator here at the Blue Heron School. Her communication and teamwork style will certainly be an asset to our learning community.

Thank you for your time and thoughtful consideration and we greatly look forward to welcoming Ms. Molly Beeman to our Blue Heron School team.

Please do not hesitate to inquire if you have any thoughts or questions.

Be Well,

Matthew Holshouser

Blue Heron School Principal



Blue Heron Middle School



Port Townsend School District #50

3939 San Juan Avenue * Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 * Fax# ~ 360.302.2505

Principal ~ Matthew Holshouser

Dear Dr. Engle and PTSD Board of Directors,

I hope this note finds you all well. I wanted to take a moment and highly recommend a candidate for the Title para-educator position here at Blue Heron School for the 2015-2016 school year.

Ms. Wendy Wharton will serve as the Title-I para-educator here at Blue Heron Middle School for all grade levels 4th to 8th grade.

Ms. Wharton brings an array of talents and experiences that will be advantageous to both our students and staff here at Blue Heron Middle School. Ms. Wharton has served as a para-educator here at Blue Heron Middle School in 2002 as well as has served as a literacy and math coach in Tacoma, Washington and San Diego, California in both public and private school settings.

In closing, I highly recommend Ms. Wendy Wharton to the Title I para-educator position on the Blue Heron Middle School campus within the Port Townsend School District. I believe she will be a welcomed addition to the Blue Heron team as well as immediate impact upon the academic and overall success on many of our 4th to 8th grade learners.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

Blue Heron Middle School Principal



1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal

Scott R. Wilson, Assistant Principal

District Athletic Director

To:

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

From:

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

RE: Cameron Botkin, Head Volleyball Coach

Date: July 10, 2015

Dr. Engle and Members of the School Board,

I am officially recommending Cameron Botkin for the position of Head Volleyball Coach at Port Townsend High School for the 2015 Fall Season. Cameron is currently our head middle school track coach and does a wonderful job. Our student athletes will continue to benefit from her professionalism. I am excited for our high school volleyball program and for what Cameron will do.

I look forward to a great season.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Wilson".

Scott Wilson

Cc: Lysa Falge



ATHLETICS

HOME OF THE REDHAWKS

SUPPLEMENTAL CONTRACTS FOR 2015-16

<u>NAME</u>	<u>POSITION</u>	<u>PAY PERIOD</u>
Tom Gambill	Yearbook Advisor	Sept.-June
Bethany Smith	(Fall Sports)Cheerleader Advisor	Sept.-Nov
Bethany Smith	(Winter Sports)Cheerleader Advisor	Nov.-Jan
M. Welch/J. Dow	Knowledge Bowl Co-Coach	Oct. -June
Chris Pierson	Mock Trial Coach	Dec. – Feb.
Kim Clarke	Band Director	Sept. - June
Daniel Ferland	Orchestra Director	Sept. – June
<u>FALL SPORTS</u>		
Nick Snyder	Head Football Coach	Sept.-Oct.-Nov.
Tom Webster	Assistant Football Coach	Sept.-Oct.-Nov.
Terry Khile	Assistant Football Coach	Sept.-Oct.-Nov.
Richard Hill	Assistant Football Coach	Sept.-Oct.-Nov.
Noa Montoya	Blue Heron Head Football Coach	Sept.-Oct.-Nov
Brian Tracer	Blue Heron Assistant Football Coach	Sept.-Oct.-Nov
Alice Fraser	Cross Country Coach	Sept.-Oct.-Nov.
Brett Navin	Blue Heron Cross Country Coach	Sept.-Oct.-Nov
Cameron Botkin	Volleyball Coach	Sept.-Oct.-Nov.
TBD	Assistant Volleyball Coach	Sept.-Oct.-Nov.
Ahmad Baabahar	Girls' Soccer Coach	Sept.-Oct.-Nov.
TBD	Girls' Soccer Assistant Coach	Sept.-Oct.-Nov.
Peter Braden	Girls' Swim Coach	Sept.-Oct.-Nov.
Mark Tallarico	Blue Heron Volleyball Coach	Sept.-Oct.-Nov..
Trisha Minnihan	Blue Heron Assistant Volleyball Coach	Sept.-Oct.-Nov..
Jennifer Nielsen	Theater Productions Advisor	---- -Oct.-Nov.
<u>WINTER SPORTS</u>		
Scott B. Wilson	Head Basketball Coach/Girls	Nov.-Dec.-Jan.
Erica Dirksen	Assistant Basketball Coach/Girls	Nov.-Dec.-Jan.
Tom Webster	Head Basketball Coach/Boys	Nov.-Dec.-Jan.
TBD	Assistant Basketball Coach/Boys	Nov.-Dec.-Jan.
TBD	HS C Team Boys' Bball Coach	Nov.-Dec.-Jan.
Stephen Grimm	Head Wrestling Coach	Nov.-Dec.-Jan.
Nick Snyder	Assistant Wrestling Coach	Nov.-Dec.-Jan.
Brian Tracer	Blue Heron Boys' Basketball Coach	Nov.-Dec.-Jan.
Douglas Breithaupt	Blue Heron Asst. Boys' Basketball Coach	Nov.-Dec.-Jan.
Nick Snyder	Blue Heron Wrestling Coach	Jan.-Feb.-Mar.
TBD	Blue Heron Girls' Basketball Coach	Jan.-Feb.-Mar.
Mark Tallarico	Blue Heron Assistant Girls' Bball Coach	Jan.-Feb.-Mar.
<u>SPRING SPORTS</u>		
Tom Webster	Head Baseball Coach	Mar.-Apr.-May
Rich Hill	Assistant Baseball Coach	Mar.-Apr.-May
Ron Aguirre	Fastpitch Coach	Mar.-Apr.-May
TBD	Assistant Fastpitch Coach	Mar.-Apr.-May
Ian Fraser	Head Track Coach	Mar.-Apr.-May
Alice Fraser	Assistant Track Coach	Mar.-Apr.-May
Gabe Tonan	Golf Coach	Mar.-Apr.-May
TBD	Assistant Boys' Soccer Coach	Mar.-Apr.-May
Ahmad Baabahar	Boys' Soccer Coach	Mar.-Apr.-May
Cameron Botkin	BH Track Head Coach	Mar.-Apr.-May
Brett Navin	BH Assistant Track Coach	Mar.-Apr.-May
<u>MISC STIPENDS</u>		
Allen Fox	REACH	---- -Oct.-June
Julie Russell	Blue Heron ASB Coordinator	Sept.-August
TBD	Blue Heron Yearbook Advisor	Sept.-June
TBD	BH Journalism/Photography Advisor	Sept.-June

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

As of August 24, 2015, the board, by a _____ vote, approves payments, totaling \$5,539.08. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10144 through 10150, totaling \$5,539.08

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

Check Nbr	Vendor Name	Check Date	Check Amount
10144	CENTRUM	07/15/2015	3,939.18
10145	COSTCO	07/15/2015	596.89
10146	FOOD SERVICES OF AMERICA	07/15/2015	125.43
10147	IDITAROD	07/15/2015	47.39
10148	PT MARINE SCIENCE CTR	07/15/2015	628.00
10149	SAFEWAY	07/15/2015	158.59
10150	SOS PRINTING	07/15/2015	43.60
7	Computer	Check(s) For a Total of	5,539.08

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

As of August 24, 2015, the board, by a _____ vote, approves payments, totaling \$49,099.03. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3225 through 3227, totaling \$49,099.03

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

Check Nbr	Vendor Name	Check Date	Check Amount
3225	CHIMACUM SCH DIST#49-CO-OP TRA	07/15/2015	23,048.78
3226	EPD	07/15/2015	25,718.55
3227	JIVE COMMUNICATIONS, INC.	07/15/2015	331.70
3	Computer	Check(s) For a Total of	49,099.03

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

As of August 24, 2015, the board, by a _____ vote, approves payments, totaling \$150,106.11, and voids/cancellations, totaling \$305.71. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 59223 through 59286, totaling \$150,106.11
Voids/Cancellations, totaling \$305.71

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

Check Nbr	Vendor Name	Check Date	Check Amount
59223	BAY CITY SUPPLY	07/15/2015	1,665.10
59224	Behrenfeld, Kirsten Mary	07/15/2015	304.74
59225	Behrenfeld, Timothy Jon	07/15/2015	2,654.19
59226	Bledsoe, Kirsten Katharina	07/15/2015	216.15
59227	CENEX FLEETCARD	07/15/2015	2,416.75
59228	CENTRUM	07/15/2015	8,560.82
59229	CHIMACUM SCH DIST#49-CO-OP TRA	07/15/2015	13,119.04
59230	CITY OF PT TOWNSEND	07/15/2015	5,837.97
59231	Colton, Mary K	07/15/2015	44.62
59232	COOPER FUEL & AUTO REPAIR	07/15/2015	336.09
59233	DAIRY FRESH FARMS INC	07/15/2015	330.61
59234	DATABASE SECURE RECORDS DESTRC	07/15/2015	63.87
59235	DIGITAL INSURANCE INC	07/15/2015	500.00
59236	DM DISPOSAL CO INC	07/15/2015	1,696.22
59237	E3 DIAGNOSTICS	07/15/2015	222.36
59238	Ehrhardt, Carrie L	07/15/2015	87.40
59239	ESD 114	07/15/2015	68,592.06
59240	FISHER SCIENCE EDUCATION	07/15/2015	104.55
59241	FLINN SCIENTIFIC INC	07/15/2015	729.50
59242	FOOD SERVICES OF AMERICA	07/15/2015	2,317.79
59243	FORT WORDEN STATE PARK	07/15/2015	1,345.22
59244	GREENTREE COMMUNICATIONS	07/15/2015	94.57
59245	HADLOCK BUILDING SUPPLY	07/15/2015	114.44
59246	Hageman, Brandi R	07/15/2015	57.38
59247	HENERY HARDWARE	07/15/2015	746.83
59248	HOUGHTON MIFFLIN HARCOURT	07/15/2015	1,417.12
59249	Hrenko, Darryl G	07/15/2015	500.00
59250	JAMESTOWN NETWORKS	07/15/2015	4,054.80
59251	Janssen, Lukas H	07/15/2015	1,070.10
59252	JT EDUCATIONAL CONSULTANTS INC	07/15/2015	700.00
59253	KING COUNTY DIRECTORS	07/15/2015	5,759.93

Check Nbr	Vendor Name	Check Date	Check Amount
59254	KROGER - QFC CUSTOMER CHARGES	07/15/2015	29.92
59255	LANCE, PHILIPPA	07/15/2015	3,840.00
59256	Lashinsky, Diane D	07/15/2015	636.12
59257	LEADER	07/15/2015	340.75
59258	LES SCHWAB	07/15/2015	14.76
59259	MASCO PETROLEUM	07/15/2015	2,487.97
59260	NORTH OLYMPIC SALMON COALITION	07/15/2015	153.30
59261	OFFICE DEPOT	07/15/2015	456.46
59262	OLYMPIC SPRINGS	07/15/2015	76.17
59263	OSPI	07/15/2015	80.00
59264	PACIFIC OFFICE EQUIPMENT	07/15/2015	1,242.20
59265	PEARSALL, S NEVILLE	07/15/2015	599.50
59266	PENINSULA PEST CONTROL	07/15/2015	310.65
59267	PHONAK	07/15/2015	18.25
59268	PLATT	07/15/2015	303.46
59269	ROBERT MCNEEL & ASSOC	07/15/2015	735.75
59270	SCHOLASTIC INC	07/15/2015	9,166.32
59271	Seward, Regina A	07/15/2015	2.36
59272	SHIFFLER EQUIPMENT SALES INC	07/15/2015	305.71
59273	SOUND SEWING & VACUUM	07/15/2015	1,753.87
59274	SUPPLYWORKS	07/15/2015	203.40
59275	Taylor, Brad James	07/15/2015	55.60
59276	UPS STORE	07/15/2015	152.35
59277	VERNIER SOFTWARE	07/15/2015	44.69
59278	Vokurka, Susan K	07/15/2015	171.98
59279	WANNER, GORDON	07/15/2015	16.21
59280	WASBO	07/15/2015	350.00
59281	WASH STATE FERRIES	07/15/2015	71.20
59282	Webster, William Thomas	07/15/2015	102.12
59283	Wentzel, Joy Gribko	07/15/2015	365.72
59284	Wilson, Mary Alison	07/15/2015	124.58
59285	Witheridge, Lori A	07/15/2015	59.52
59286	WSPA	07/15/2015	175.00

64 Computer Check(s) For a Total of 150,106.11

Check Nbr	Vendor Name	Check Date	Check Amount
59060	SHIFFLER EQUIPMENT SALES INC	07/15/2015	305.71
1	Void	Check(s) For a Total of	305.71

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

As of August 24, 2015, the board, by a _____ vote, approves payments, totaling \$1,688.53. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10151 through 10154, totaling \$1,688.53

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

Check Nbr	Vendor Name	Check Date	Check Amount
10151	ARBUCKLE, STEVEN R	07/31/2015	500.00
10152	BANK OF AMERICA VISA	07/31/2015	580.82
10153	NASCO	07/31/2015	187.26
10154	SOS PRINTING	07/31/2015	420.45

4 Computer Check(s) For a Total of 1,688.53

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

As of August 24, 2015, the board, by a _____ vote, approves payments, totaling \$13,613.64. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3228 through 3228, totaling \$13,613.64

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

Check Nbr	Vendor Name	Check Date	Check Amount
3228	CHIMACUM SCH DIST#49-CO-OP TRA	07/31/2015	13,613.64
1	Computer	Check(s) For a Total of	13,613.64

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

As of August 24, 2015, the board, by a _____ vote, approves payments, totaling \$108,931.86. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 59314 through 59348, totaling \$108,931.86

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

Check Nbr	Vendor Name	Check Date	Check Amount
59314	BANK OF AMERICA VISA	07/31/2015	8,496.26
59315	BAY CITY SUPPLY	07/31/2015	193.37
59316	CANON FINANCIAL SERVICES INC	07/31/2015	207.07
59317	CENTRAL KITSAP SCHOOL DISTRICT	07/31/2015	33,040.41
59318	CENTURYLINK	07/31/2015	632.73
59319	CHEVRON	07/31/2015	122.42
59320	ESD 114	07/31/2015	5,062.25
59321	FOLLETT EDUCATIONAL SERVICES	07/31/2015	1,510.54
59322	FOLLETT SCHOOL SOLUTIONS INC	07/31/2015	808.61
59323	FUN PE GUY	07/31/2015	325.00
59324	Gambill, Tom George	07/31/2015	92.00
59325	GRAINGER	07/31/2015	376.56
59326	Hageman, Brandi R	07/31/2015	283.05
59327	HEALTH CARE AUTHORITY	07/31/2015	7,325.94
59328	HOUGHTON MIFFLIN HARCOURT	07/31/2015	2,861.25
59329	INFINITE SKILLS INC	07/31/2015	949.80
59330	Janssen, Lukas H	07/31/2015	780.00
59331	JIVE COMMUNICATIONS, INC.	07/31/2015	5,488.47
59332	KING COUNTY DIRECTORS	07/31/2015	5,581.64
59333	LEADER	07/31/2015	259.84
59334	LEARNING A-Z	07/31/2015	2,615.18
59335	MECSOFT CORPORATION	07/31/2015	1,285.00
59336	MILLER, KATE	07/31/2015	765.00
59337	Moore, Bethel Ann	07/31/2015	5.50
59338	OLYMPIC PRINTER RESOURCES INC	07/31/2015	243.02
59339	OVERDRIVE INC	07/31/2015	527.10
59340	PITNEY BOWES	07/31/2015	453.00
59341	POSTAGE BY PHONE RESERVE ACCOU	07/31/2015	1,025.00
59342	PUBLIC UTILITY DISTRICT	07/31/2015	14,724.51
59343	SCHOOLWIRES INC	07/31/2015	2,335.70
59344	SOS PRINTING	07/31/2015	1,621.49
59345	TARBOO RIDGE EXTINGUISHERS	07/31/2015	456.17
59346	TIGER DIRECT INC	07/31/2015	8,403.67

Check Nbr	Vendor Name	Check Date	Check Amount
59347	WANNER, GORDON	07/31/2015	11.79
59348	WESTBAY AUTO PARTS	07/31/2015	62.52
35	Computer	Check(s) For a Total of	108,931.86

Comp Exp - July 2015

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

As of August 24, 2015, the board, by a _____ vote, approves payments, totaling \$377.67. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 201400051 through 201400052, totaling \$377.67

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

Check Nbr	Vendor Name	Check Date	Check Amount
201400051	DEPARTMENT OF REVENUE	08/03/2015	373.40
201400052	DEPARTMENT OF REVENUE	08/03/2015	4.27

2 Wire Transfer Check(s) For a Total of

377.67

+ .01 GF
377.68

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

As of August 24, 2015, the board, by a _____ vote, approves payments, totaling \$0.01. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 201400053 through 201400053, totaling \$0.01

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

Check Nbr	Vendor Name	Check Date	Check Amount
201400053	DEPARTMENT OF REVENUE	08/03/2015	0.01

1	Wire Transfer Check(s) For a Total of	0.01
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The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 24, 2015, the board, by a _____ vote, approves payments, totaling \$9,006.51. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3229 through 3230, totaling \$9,006.51

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

Check Nbr	Vendor Name	Check Date	Check Amount
3229	CHIMACUM SCH DIST#49-CO-OP TRA	08/14/2015	5,924.01
3230	GARLAND/DBS	08/14/2015	3,082.50
2	Computer	Check(s) For a Total of	9,006.51

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

As of August 24, 2015, the board, by a _____ vote, approves payments, totaling \$14,445.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10155 through 10160, totaling \$14,445.10

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

Check Nbr	Vendor Name	Check Date	Check Amount
10155	CHIMACUM SCH DIST#49-CO-OP TRA	08/14/2015	103.88
10156	Khile, Amy Jo	08/14/2015	235.00
10157	RHOADES INC	08/14/2015	150.00
10158	SCHOOL DISTRICT #50	08/14/2015	11,063.64
10159	STAR COPY AND REPRODUCTIONS	08/14/2015	101.10
10160	WALSWORTH PUBLISHING CO	08/14/2015	2,791.48
6	Computer	Check(s) For a Total of	14,445.10

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 August 24, 2015, the board, by a _____ vote, approves payments, totaling \$56,407.59. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 59349 through 59396, totaling \$56,407.59

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

Check Nbr	Vendor Name	Check Date	Check Amount
59349	CEDAR ROOT FOLK SCHOOL	08/14/2015	500.00
59350	CHIMACUM SCH DIST#49-CO-OP TRA	08/14/2015	10,823.10
59351	CHS - CENEX HARVEST STATES	08/14/2015	157.78
59352	CITY OF PT TOWNSEND	08/14/2015	8,388.41
59353	Condran, Lisa	08/14/2015	137.75
59354	DIGITAL INSURANCE INC	08/14/2015	500.00
59355	DM DISPOSAL CO INC	08/14/2015	2,702.27
59356	ESD 114	08/14/2015	2,315.89
59357	EVERTON CONSULTING GROUP	08/14/2015	970.60
59358	FOLLETT SCHOOL SOLUTIONS INC	08/14/2015	152.89
59359	GIFFORD INDUSTRIES INC	08/14/2015	6,326.36
59360	GRAINGER	08/14/2015	437.49
59361	GREENTREE COMMUNICATIONS	08/14/2015	94.57
59362	GROVES & CO INC	08/14/2015	152.60
59363	Gunn, Helen	08/14/2015	600.00
59364	HENERY HARDWARE	08/14/2015	517.61
59365	Janssen, Lukas H	08/14/2015	1,200.00
59366	JEFF CO DEPT OF PUBLIC WORKS	08/14/2015	183.29
59367	JIVE COMMUNICATIONS, INC.	08/14/2015	5,525.53
59368	JT EDUCATIONAL CONSULTANTS INC	08/14/2015	700.00
59369	Kane, Patrick J	08/14/2015	362.05
59370	KING COUNTY DIRECTORS	08/14/2015	1,936.43
59371	Larsen, Stacey C	08/14/2015	1,464.70
59372	LEADER	08/14/2015	58.00
59373	MASCO PETROLEUM	08/14/2015	1,004.17
59374	McGinnis, Laurie Kathleen	08/14/2015	115.00
59375	Miller, James Keith	08/14/2015	2,107.50
59376	Nyby, Kelly	08/14/2015	100.00
59377	OLYMPIC SPRINGS	08/14/2015	31.17
59378	OLYMPIC ART & OFFICE	08/14/2015	115.27
59379	PACIFIC OFFICE EQUIPMENT	08/14/2015	91.69
59380	PACIFIC GOLF & TURF	08/14/2015	178.09
59381	PART WORKS INC	08/14/2015	385.25

Check Nbr	Vendor Name	Check Date	Check Amount
59382	PENINSULA PEST CONTROL	08/14/2015	310.65
59383	REVOLVING FUND	08/14/2015	1,534.58
59384	Rich, Deborah E	08/14/2015	74.99
59385	SCHOLASTIC INC	08/14/2015	2.42
59386	Shively, Leslie L	08/14/2015	381.38
59387	SHRED-IT US JV LLC	08/14/2015	197.31
59388	SOS PRINTING	08/14/2015	98.19
59389	SOUND EXPERIENCE	08/14/2015	1,140.00
59390	STAPLES	08/14/2015	90.99
59391	Taylor, Che Michael	08/14/2015	1,500.00
59392	WASA	08/14/2015	190.00
59393	WASH STATE FERRIES	08/14/2015	86.60
59394	Washington Recreation and Park	08/14/2015	399.00
59395	WESTBAY AUTO PARTS	08/14/2015	20.02
59396	Young, Dawn Leslie	08/14/2015	46.00
48	Computer	Check(s) For a Total of	56,407.59

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of July, 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>712,849.53</u>	Employee Gross
	<u>245,555.16</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>958,404.69</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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

Friday, August 14, 2015

Port Townsend School Board

Superintendent David Engle

Board of Directors:

Pam Daley

Jennifer James Wilson

Nathaniel O'Hara

Keith White

I have spoken with parents and guardians of the former students of Frontier House. We are concerned that the transitional plan offered by Patrick Kane at the School Board Meeting, June 8, 2015 has not been put into place at Blue Heron School. Parents have not been contacted nor have IEP's been addressed and amended to the new school placement. Adam Marques of Jefferson Mental Health informed me of a proposition to contract two case workers to an EMD classroom to offer some continuity of services. At the time this letter is being written, he is waiting for a reply. Still, this will not be enough.

We are presenting a petition to reopen the Frontier House School for these children and for the many other kids left behind in the main stream classrooms with social, emotional and behavioral needs. The children have been making gains in their behavioral deficits caused by adverse childhood experiences (ACE) at Frontier House. They need and deserve the extra services to help them heal and become better and more responsible adults. I have spoken with an EMD classroom director on the east coast who follows a plan where there are "helpers" from "main-stream" students who come into the EMD classroom and playground as good examples and would fulfill the need of the children being exposed to positive behaviors, solid social and academic skills. To expect EMD children to complete a state assessment test is debatable; if stress triggers dangerous behaviors this could be more damaging than good. In my grandson's case he shut down in the normal chaos of a public school and was not learning in the classroom. Finding himself in the F.H. program he felt safe, connected, learned how to regulate and began to learn again – opening up and thriving in a safe environment. He is learning again with the Frontier House teams' special care.

Brad Fulkerson of the WA State Governor's Office of the Education Ombuds has informed me that the school board is its own unit and can go back to issues and make a change in a decision. I propose that the closure of the Frontier House School is placed on the August 24, 2015 board agenda to discuss keeping the school open and how to make it grow and thrive. If the children must go to neighborhood schools we must address the promises made for transition of students into neighborhood schools.

Catherine Grace
grandparent of F.H. student
379-8905

Childhood Trauma Affects



Attachment
& Trauma
Network, Inc.



(At Least 1 in 4 Students)

In Every Single Classroom... Every Day...

What Trauma is...

A psychologically distressing event outside the range of usual human experience. It involves a sense of intense fear, terror, and helplessness, and may lead to a variety of effects, depending on the child.

- Bruce Perry

Examples include child neglect, abuse, domestic violence, parental incarceration or abandonment, a family member's serious mental illness or substance abuse problem, highly conflicted divorce situations, as well as experiencing serious accidents, disasters, war, or acts of terrorism.

What Trauma Does to...*

The Body

Fight/flight/freeze reactions
Sensory/motor challenges
Unusual pain responses
Physical symptoms

Emotions

Hypervigilance
High distress
Self-regulation problems
Difficulty communicating feelings and needs
Possible dissociation

Actions

Poor impulsive control
Aggression/
dangerous actions
Oppositional behavior
Self harm
Overly compliant
Sleeping problems
Eating problems
Substance abuse

Thinking

Lack of curiosity
Learning/processing problems
Language development problems
Difficulty regulating attention
Executive functioning problems
Problems with planning and organization
Difficulty understanding cause and effect

Trauma



No Signs

Some traumatized youth show little to no signs at school but may have difficulty at home in relationships with primary caregivers.



Relationships

General mistrust of others
Clingy/overly dependent
Withdrawn
Problems with peers
Overly helpful/solicitous of attention
May lack empathy



Self Concept

Low self-esteem
Toxic shame and guilt
Grandiose ideas/bragging
May blame others or self
Body image problems
Self-sabotaging behaviors



What Trauma-Sensitive Schools Do...

Help Students

Feel safe

Get regulated

Be connected

Learn

They Benefit Everyone!

June 10, 2015

Superintendent David Engle
Port Townsend School Board of Directors
1500 Van Ness Street
Port Townsend, WA 98368

Dear David-

I want to thank you and the entire board for the time, attention and thoroughness given in regard to my resignation during the board meeting Monday night. Although my preference ultimately would have been to complete my term and continue the work I was elected to do, in lieu of other choices, I made the decision to resign. I want to ask the board to acknowledge my resignation in order to move forward for the benefit of the students in our district and our community. I believe the relationship is broken, irreparably so, therefore the work cannot continue. By resigning, I believe I did the right thing. It is crucial to set clear standards for accountability. As hard as it may be for all of us to bless and release me, I'm asking you all to bless and release me.

It's important to me that the facts are correct. In a statement that was read during the meeting, it was stated that students were present when the toast occurred. To be clear, no students were ever present during the toast. Students were on campus, but definitely not present during the toast.

I am humbled by the unexpected outpouring of community support. Honestly, I had expected the opposite. However, that hasn't made my decision (or yours I'm certain) any easier. I know first-hand how thankless and time consuming it is to be a school board member. The work is not easy or even desirable. Yet it is important work. The students and the community are counting on all of you. This experience has shown me personally just how important the work was. I can see how fostering strong relationships with students and community is critically important, a skill I was particularly good at. Think of those sweet little faces, willing to stand up and speak at the meeting, even though they are young and small and nervous. They are the reason for this work. Advocating for them is what I will miss. By resigning, I believe I did the right thing. As hard as it may feel for my supporters, I must ask them to honor my decision and to get behind the board and the new appointment.

It is my hope and belief that together we, as a school community and as a community at large, can all learn and grow from this experience. My work is not finished. My passion and commitment to the schools and kids does not waver. I never intended for any of this to happen. I never wanted my position nor my departure to be a distraction from the important work to be done in regard to students. It is time to move forward. It's what's best for kids.

You are all the heart and soul of public education governance, outstanding volunteers and champions for public education. Working together with all of you was a distinct honor.

With gratitude,

Holley Carlson

PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
August 25, 2015 – September 28, 2015

August 24	Grant Street office opens High School fall sports practices begin High School ASB office open, 10 – 1:30
August 25	High School ASB office open, 10 – 1:30 OCEAN office opens Policy Review Committee Meeting (Jennifer and Pam)
August 26	Blue Heron office opens High School office opens
August 28	Kindergarten screening
August 31	High School Back-to-School Day 10:00 - 1:30 High School Freshman parent meeting, 4:00
September 1	High School Freshman Orientation 8:30 -11:00 Blue Heron Back-to-School Day, 1 – 4:30 pm Blue Heron Fall Sports Night 5 – 6 pm
September 2 September 7-11	OCEAN Back-to-School Night, 6:30 pm OCEAN Conferences/Orientation
September 8	FIRST DAY OF SCHOOL
September 9	2-hr. Early Release, GS and BH
September 10-11	Kindergarten attends ½ day
September 10	Kindergarten Tea
September 14	OCEAN Classes begin Kindergarten first full day
September 15	High School Picture Make-up Day 8 – 11 am
September 16	2-hr. Early Release, GS and BH
September 17	Blue Heron Grades 6-8 class pictures
September 18	Blue Heron Grades 4-5 class pictures Blue Heron Student Picture Day
September 23	2-hr. Early Release, GS and BH
September 24	College Fair, High School Gym, 1-3 pm HIV/Aids Info Night for Bh and HS parents, Blue Heron, 6:00 pm

600 Minimum Basic Education Requirement Compliance
Fiscal Year: 15-16
Milestone: Requested OSPI Approval (Printed 8/4/2015)

District: Port Townsend School District
Organization Code: 16050
ESD: Olympic Educational Service District 114

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STATE BOARD OF EDUCATION

2015-2016 – Minimum Basic Education Requirement Compliance

Please Check One		
In Compliance	NOT in Compliance	
<input type="radio"/>	<input type="radio"/>	Kindergarten Minimum 180-Day School Year (RCW 28A.150.220. RCW 28A.150.203) The kindergarten program consists of no less than 180 half days or equivalent (450 hours) per school year.
<input type="radio"/>	<input type="radio"/>	Kindergarten Total Instructional Hour Offering (RCW 28A.150.220. RCW 28A.150.205. WAC 180-16-200) The district makes available to students enrolled in kindergarten at least a total instructional offering of 450 hours.
<input type="radio"/>	<input type="radio"/>	Grades 1-12 Minimum 180-Day School Year (RCW 28A.150.220. RCW 28A.150.203) The school year is accessible to all legally eligible students and consists of at least 180 school days for students in grades 1-12, inclusive of any 180-day waivers granted by the State Board of Education.
<input type="radio"/>	<input type="radio"/>	Grades 1-12 Total Instructional Hour Offering (RCW 28A.150.220(2). RCW 28A.150.205. WAC 180-16-200) The district makes available: <ul style="list-style-type: none"> a. A district-wide average of at least 1,000 instructional hours in grades 1-8 and a district-wide average of at least 1,080 instructional hours in grades 9-12, or b. A district-wide average of 1,027 hours in grades 1-12.
<i>K-12 Districts Only</i> State High School Graduation Minimum Requirements (RCW 28A.230.090, WAC 180-51-067)		
<input type="radio"/>	<input type="radio"/>	All subject areas are aligned with the state's high school learning standards and essential academic learning requirements, and at a minimum meet grades 9-10 grade level expectations. District high schools meet or exceed all state minimum graduation requirements.

If your district is NOT in compliance with any of these requirements, please explain why.

Has your district been granted a waiver of the minimum 180-day school year requirement by the State Board of Education for the 2015-16 school year? Yes No

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

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

- District-wide annual average of 1,000 instructional hours in grades 1-8 and 1,080 instructional hours in grades 9-12
- District-wide average 1,027 instructional hours in grades 1-12

CERTIFICATION OF COMPLIANCE	
<p>The following persons named below certify that the information stated herein is true and correct and that Port Townsend School District meets the basic education program requirements contained in RCW 28A.150.220 and the minimum high school graduation requirements set forth in WAC 180-51-067 for students entering the ninth grade on or after July 1, 2012.</p> <p>The undersigned further acknowledge that a copy of this document has been provided to the district's Board of Directors and that the district has maintained records in its possession supporting this certification for auditing purposes.</p>	
<p>David Engle School District Superintendent</p>	<p>8/24/15 Date (MM/DD/YY)</p>
<p>Pam Daly, Board Vice-Chair Board President or Chair</p>	<p>8/24/15 Date (MM/DD/YY)</p>

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District Graduation Credit Requirements

Districts are also asked to provide the following information about district requirements for high school graduation. Minimum state graduation requirements can be found at <http://sbe.wa.gov/GradRequirements/ClassOf2016.php>.

<i>K-12 Districts Only</i> Indicate your district's graduation requirements in the table below.	
S U B J E C T	District Graduation Credit Requirements for Class of 2016
English	4.0
Math	3.0
Social Studies	3.0
Science How many are laboratory science credits? 1	2.0
Arts	1.0
Occupational Education/CTE	2.0
Health and Fitness	2.0
World Languages	0.0
Electives	5.0
Other District Requirement for Credit (select all that apply): <input type="checkbox"/> High School and Beyond Plan <input type="checkbox"/> Culminating Project <input type="checkbox"/> Community Service <input type="checkbox"/> Computers and Digital Technology <input type="checkbox"/> Personal Finance <input checked="" type="checkbox"/> Other (specify): Careers	0.5
TOTAL	22.5
What non-credit district graduation requirements do you have? (Select all that apply.) <input checked="" type="checkbox"/> High School and Beyond Plan <input checked="" type="checkbox"/> Culminating Project <input type="checkbox"/> Community Service <input type="checkbox"/> Computers and Digital Technology <input type="checkbox"/> Personal Finance <input type="checkbox"/> Other (specify):	

Does your district award competency-based credit? No

If yes, in what subjects?

Graduation requirements effective with the **Class of 2019** can be found at
<http://sbe.wa.gov/GradRequirements/ClassOf2019.php>.

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of July, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	3,250,537	12,778.15	3,273,293.86		22,756.86-	100.70
2000 LOCAL SUPPORT NONTAX	515,455	14,476.00	384,859.29		130,595.71	74.66
3000 STATE, GENERAL PURPOSE	6,537,785	663,629.22	5,779,939.20		757,845.80	88.41
4000 STATE, SPECIAL PURPOSE	2,052,928	259,332.28	1,711,695.19		341,232.81	83.38
5000 FEDERAL, GENERAL PURPOSE	0	.00	183,734.46		183,734.46-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,278,499	87,493.17	851,774.65		426,724.35	66.62
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	13,252.81	273,382.48		5,633.52	97.98
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,919,720	1,050,961.63	12,458,679.13		1,461,040.87	89.50
B. EXPENDITURES						
00 Regular Instruction	6,516,148	525,937.83	6,033,322.19	561,508.65	78,682.84-	101.21
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,264,307	290,682.33	2,295,077.41	185,060.62	215,831.03-	109.53
30 Voc. Ed Instruction	462,023	33,639.51	432,459.72	37,614.12	8,050.84-	101.74
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	868,846	115,706.12	705,153.69	58,507.79	105,184.52	87.89
70 Other Instructional Pgms	644,673	19,082.42	273,226.85	16,406.55	355,039.60	44.93
80 Community Services	5,879	329.41	10,387.61	334.50	4,843.11-	182.38
90 Support Services	3,193,844	231,187.49	2,917,768.56	393,633.20	117,557.76-	103.68
<u>Total EXPENDITURES</u>	13,955,720	1,216,565.11	12,667,396.03	1,253,065.43	35,258.54	99.75
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-	165,603.48-	208,716.90-		172,716.90-	479.77
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> <u>(E+F + OR - G)</u>	408,000		209,022.54			

20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of July, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	1,168,739	4,399.74	1,170,026.44		1,287.44-	100.11
2000 Local Support Nontax	365,376	353.27	67,955.59		297,420.41	18.60
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	1,534,115	4,753.01	1,237,982.03		296,132.97	80.70
B. EXPENDITURES						
10 Sites	200,000	36,662.42	57,952.43	6,386.36	135,661.21	32.17
20 Buildings	1,198,500	25,718.55	182,188.97	15,510.24	1,000,800.79	16.50
30 Equipment	0	331.70	32,114.36	7,121.57	39,235.93-	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	1,398,500	62,712.67	272,255.76	29,018.17	1,097,226.07	21.54
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	338,739	13,252.81	333,105.28			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	203,124-	71,212.47-	632,620.99		835,744.99	411.45-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	304,060		588,228.84			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	100,936		1,220,849.83			

30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of July, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	49.47	3,267.44		3,267.44-	0.00
2000 Local Support Nontax	100	16.20	130.93		30.93-	130.93
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	59,722.20		.80	100.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,823	65.67	63,120.57		3,297.57-	105.51
B. EXPENDITURES						
Matured Bond Expenditures	46,800	.00	46,800.00	0.00	.00	100.00
Interest On Bonds	12,923	.00	12,922.80	0.00	.20	100.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	1,000	.00	116.91	0.00	883.09	11.69
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	59,839.71	0.00	883.29	98.55
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)						
	900-	65.67	3,280.86		4,180.86	464.54-
F. TOTAL BEGINNING FUND BALANCE						
	118,000		119,825.30			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	117,100		123,106.16			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	117,100		123,106.16			
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		123,106.16			

40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of July, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	166,250	63.86	29,954.83		136,295.17	18.02
2000 Athletics	45,500	.00	30,904.39		14,595.61	67.92
3000 Classes	14,800	.00	16,444.15		1,644.15-	111.11
4000 Clubs	132,950	3,058.19	128,073.99		4,876.01	96.33
6000 Private Moneys	12,200	.00	17,816.33		5,616.33-	146.04
<u>Total REVENUES</u>	371,700	3,122.05	223,193.69		148,506.31	60.05
B. EXPENDITURES						
1000 General Student Body	95,937	125.43	7,073.91	926.50	87,936.59	8.34
2000 Athletics	83,427	43.60	89,699.96	3,345.00	9,617.96-	111.53
3000 Classes	32,460	5,039.89	18,245.12	1,911.30	12,303.58	62.10
4000 Clubs	154,463	2,002.27	124,768.36	21,139.29	8,555.35	94.46
6000 Private Moneys	23,681	133.00	18,168.03	800.00	4,712.97	80.10
<u>Total EXPENDITURES</u>	389,968	7,344.19	257,955.38	28,122.09	103,890.53	73.36
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	18,268-	4,222.14-	34,761.69-		16,493.69-	90.29
D. TOTAL BEGINNING FUND BALANCE						
	212,713		351,904.05			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)						
	194,445		317,142.36			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	194,445		317,142.36			
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		317,142.36			

90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PORT TOWNSEND SCHOOL DISTRICT School District for the Month of July, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	11.95	114.76		14.76-	114.76
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>11.95</u>	<u>114.76</u>		<u>85,240.24</u>	<u>0.13</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>11.95</u>	<u>114.76</u>		<u>85,240.24</u>	<u>0.13</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	173,500	.00	117,948.69	0.00	55,551.31	67.98
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>0.00</u>	<u>55,551.31</u>	<u>67.98</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>11.95</u>	<u>117,833.93-</u>		<u>29,688.93-</u>	<u>33.68</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>XXXXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>2,055</u>		<u>90,682.63</u>			
<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		90,682.63			
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>90,682.63</u>			

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

R E S O L U T I O N 15-05

WHEREAS, the Superintendent is recommending a health benefit allowance of seven hundred eighty dollars (\$780.00) plus sixty-five dollars and twenty-five cents (\$65.25) to the health care authority for future retirement medical benefits and authorized dental and medical premiums for the district certificated administrators effective September 1, 2015;

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

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

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

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at a regular meeting held August 24, 2015.

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

Pam Daly, Board Vice-Chair

Jennifer James-Wilson

Nathanael O'Hara

Keith White

ATTEST:

David Engle
Secretary to the Board

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

RESOLUTION 15-06

WHEREAS, the Superintendent is recommending a health benefit allowance of seven hundred eighty dollars (\$780.00) plus sixty five dollars and twenty five cents (\$65.25) to the health care authority for future retirement medical benefits and authorized dental and medical premiums for the district classified staff effective September 1, 2015;

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

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

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

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at a regular meeting held August 24, 2015.

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

Pam Daly, Board Vice-Chair

Keith White

Jennifer James-Wilson

Nathanael O'Hara

ATTEST:

Dr. David Engle
Secretary to the Board

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

RESOLUTION 15-07

WHEREAS, the Superintendent is recommending a health benefit allowance of seven hundred eighty dollars (\$780.00) plus sixty five dollars and twenty five cents (\$65.25) to the health care authority for future retirement medical benefits and authorized dental and medical premiums for the unrepresented classified and administrative staff effective September 1, 2015;

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

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

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

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at a regular meeting held August 24, 2015.

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

Pam Daly, Board Vice-Chair

Keith White

Jennifer James-Wilson

Nathanael O'Hara

ATTEST:

Dr. David Engle
Secretary to the Board

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

RESOLUTION 15-08

WHEREAS, the Superintendent is recommending a health benefit allowance of seven hundred eighty dollars (\$780.00) plus sixty five dollars and twenty five cents (\$65.25) to the health care authority for future retirement medical benefits and authorized dental and medical premiums for the district certificated staff effective September 1, 2015;

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

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

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

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at a regular meeting held August 24, 2015.

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

Pam Daly, Board Vice-Chair

Keith White

Jennifer James-Wilson

Nathanael O'Hara

ATTEST:

Dr. David Engle
Secretary to the Board

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

RESOLUTION 15-09

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

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

<u>Warrant #</u>	<u>Date of Issue</u>	<u>Amount</u>
9795 ASB	5/15/2014	161.00

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

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at an open public meeting held August 24, 2015.

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

Pam Daly, Board Vice-Chair

Nathanael O'Hara

Jennifer James-Wilson

Keith White

ATTEST:

Dr. David Engle
Secretary to the Board

INSTRUCTION

Electronic Resources-Educational Technology

The Port Townsend School District board of directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient and safe users of information, media and technology to succeed in a digital world.

Therefore, the Port Townsend School District will use ~~electronic resources~~ **educational technology** as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

~~CIPA UPDATE: To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.~~

The Port Townsend School District Board of Directors believes that learning will be transformed in schools when technology and other tools serve the individual learner in their everyday learning experiences. All learners (students and teachers) will have the tools, experience and creative frameworks necessary for authentic learning within a community context.

The board directs the superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Cross References:	Policy 2020	Curriculum Development and Adoption of Instructional Materials
	Policy 2025	Copyright Compliance
	Policy 3207	Harassment, Intimidation and Bullying
	Policy 3231	Student Records
	Policy 4040	Public Access to District Records
	Policy 5281	Disciplinary Action and Discharge
Legal Reference:	18 U.S.C. §§ 2510-2522	Electronic Communication Privacy Act
	Pub. L. No. 110-385	Protecting Children in the 21 st Century Act
Management	Policy News Feb. 2012	Policy News
Resources:	Policy News, June 2008	Electronic Resources
	<i>Policy News</i> , June 2001	Congress Requires Internet Blocking at School
	<i>Policy News</i> , August 1998	Permission required to review email

Date: 10/24/94; 5/13/96; 5/8/00; 11/22/04; 8/9/10; 6/25/12; _____

INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

Pursuant to RCW Chapter 28A and RCW Chapter 39.34 and other provisions of the law, the **South Kitsap School District** and **Port Townsend School District**, hereby agree to cooperative governmental purchasing upon the following terms and conditions:

1. South Kitsap School District of Port Orchard, Washington, in contracting for the purchase of dairy products under South Kitsap School District Bid Contract # B002-1314, agrees to extend said contract to Port Townsend School District of Port Townsend, Washington, to the extent permitted by law and agreed upon by all parties.
2. Each school district individually accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the districts in question. Purchases made under this agreement shall be initiated by a purchase order or credit card directly from each individual school district and directed to the awarded contractor/vendor or other party contracting to furnish specified dairy products.
3. South Kitsap School District accepts no responsibility for the performance of any purchasing contract by the vendor, and accepts no responsibility for the payment of the dairy products purchased by Port Townsend School District.
4. This agreement shall continue in force for the life of the contract for dairy products.

SOUTH KITSAP SCHOOL DISTRICT

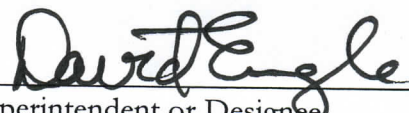
2689 Hoover Avenue SE
Port Orchard, WA 98366

Chief Financial and Operations Officer

Date

PORT TOWNSEND SCHOOL DISTRICT

1610 Blaine Street
Port Townsend, WA 98368



Superintendent or Designee

8/20/15

Date

Instructions:

Sign 2 copies and return both with original signatures to:

Jane Hassilev
Purchasing Technician
South Kitsap School District
Port Orchard, WA 98366

An original copy will be returned to you upon the signature of the South Kitsap School District's Chief Financial and Operations Officer.

MANAGEMENT SUPPORT

Nutrition and Physical Fitness

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

The Port Townsend School District is committed to providing an environment that promotes ~~healthful food choices in its lunch and breakfast programs while encouraging healthy~~ **healthful food** choices ~~in the school vending operations, student stores, fundraising sales, clubs, activities, organizations and any other foods available on campus both during and outside of the academic day.~~ **throughout its food services operations as well as on school campus. Guidelines for food sold or served outside of the food service program are addressed in Policy 3300.**

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

- A. Providing highly nutritious, attractive, wholesome food to students ***in an enjoyable environment***
- B. Providing opportunities and support for daily physical activity and being outside.
- C. Providing accurate ***behavior-focused*** information related to food, fitness, the environment and sustainable practices;
- D. Providing support to develop staff wellness and participation;
- E. Providing professional ~~training around best practices in food service and PE/Fitness.~~ ***development for food services directors, managers and staff, and PE/fitness staff***
- F. Strive to make the cafeteria a pleasant environment for meals with adequate space and time for all students to eat***
- F.G.*** Providing support and strategic planning to improve the district's ability to achieve these goals.

To create conditions that advance healthful food choices and physical activity throughout the day, the Superintendent will develop and implement a comprehensive district-wide nutrition and physical fitness program. ***Enable students, through a comprehensive curriculum, to acquire the knowledge and skills necessary to make healthy lifestyle choices***

Nutrition Education (cross reference Policy 2020)

~~The superintendent shall develop and implement a comprehensive district-wide nutrition program consistent with state and federal requirements for districts offering National School Breakfast and Lunch Programs.~~ The superintendent shall adopt and implement a comprehensive curriculum on health, fitness

and nutrition consistent with the Essential Academic Learning Requirements (EALRs). The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12.

~~The input of staff, students, parents and public health professions in the development of the curriculum is encouraged.~~ ***The curriculum will support students and align with the district’s goals to positively influence students’ understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.*** Nutrition, health and fitness topics shall be integrated within the sequential comprehensive health and PE/fitness curriculum taught at every grade level, and coordinated with the district’s nutrition and food services operation

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

~~A. Healthy food choices are available whenever food is sold or served on district property or at district-sponsored events;~~

~~B. Schools will regulate the sale or serving of foods or snacks high in fat, sodium or added sugars;~~

~~C. Nutritious meals served by the district’s nutrition and food services operation comply with state and federal law, and follow the nutritional guidelines set by the Healthier U.S. School Challenge; and~~

The school district will encourage and support healthy eating by students and staff by engaging in nutrition promotion that:

- ***Encourages and models for students healthy eating and regular physical activity.***
- ***Integrates into other areas of the curriculum such as math, science, language arts, social sciences, and elective subjects where appropriate and provides eating experiences, farm visits, garden activities, and cooking classes.***
- ***Provides enjoyable, developmentally appropriate, culturally relevant, and includes periodic participatory activities, such as contests, promotions, taste testing, and field trips to include farms and gardens.***
- ***The district will make every effort to integrate a school garden program at every school with an educational component.***

~~D. The district will make every effort to integrate a school garden program at every school with an educational component.~~

- ***The school district will train staff in nutrition and health education and implement the principles of health curriculum in all grades.***

Nutrition
Nutritional Standards
Nutrition

USDA Child Nutrition Programs and School Meals

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

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

~~The superintendent will establish rules for the sale of food during the school day that complies with the Smart Snacks in Schools guidelines, and encourages the eating of nutritious breakfasts and lunches. Foods and beverages of minimal nutritional value will not be sold on school premises during regular school hours unless approved by the administration.~~

~~Any food sales of an occasional nature must have the prior approval of the principal. Only food or drink items approved by the principal will be offered in vending machines.~~

~~*The superintendent shall develop and implement a comprehensive district-wide nutrition program consistent with state and federal requirements for districts offering National School Breakfast and Lunch Programs. Nutritional Standards: <http://www.fns.usda.gov/school-meals/healthy-hunger-free-kids-act>*~~

Food Services Program

The district supports the philosophy of the National School Lunch and Breakfast programs and will provide wholesome and nutritious meals for its students *at all PTSD 50 schools*. The Board authorizes the superintendent to administer the food services program, provided that any decision to enter into a contract with a private food service agency shall require the approval of the Board.

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

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

Free and Reduced Price Food Services

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

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

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

~~USDA Commodities~~

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

~~Waste Management~~

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

- The district provides school breakfasts and lunches at all PTSD50 schools. The standards for these meals will meet and exceed the nutritional standards required by state and federal school breakfast and lunch programs. Meals offered are nutrient-dense and include whole grains, fruits, and vegetables.***
- As part of the National School Lunch Program, the district will provide free and reduced-price breakfasts, lunches, and milk to students according to the terms of the National School Lunch and Breakfast Programs and the laws and rules of the state. The district will distribute a letter to families and a Free and Reduced Price Meal application to all families at the beginning of the school year. The application is also available on the school website. The district will protect the identity of the eligible students. Parents have the right to appeal any decision regarding their application for free or reduced-price food services to the superintendent.***
- On test days, the district may provide free, nutritious meals to all students, including students who do not qualify for federal school meal benefits. However, the district is responsible for the cost of providing such meals to students.***
- The Board of Directors may establish a program whereby school meals may be provided to anyone other than students of the district at the greatest price charged any student plus an amount representing the portion of the lunch cost paid for from local, state, and federal assistance (cash and food).***
- The district will use USDA foods made available under the Federal Food Distribution Program for school menus in accordance with the district's adopted guidelines for smart snack guidelines.***
- Nutrition information: The district shall make available upon request to parents and students a list of detailed nutrition information (e.g. calories, saturated fat, sugar) on all foods and beverages sold at school.***
- Competitive foods are not sold during lunch periods***
- Healthy food choices are available whenever food is sold or served on district property or at district-sponsored events. (Cross reference Policy 3000)***
- Only fat-free and low-fat unflavored milk will be available daily for purchase with breakfast and lunch programs. One day per week low-fat, flavored milk may be available for purchase.***

~~Competitive Foods~~

- Competitive foods are not sold during lunch periods***
- Healthy food choices are available whenever food is sold or served on district property or at district-sponsored events (Cross reference Policy 3000)***

Waste Management

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

Meal Schedules

Schools that schedule recess before lunch report that students eat more fruits and vegetables, drink more milk, waste less food and are better behaved on the playground, in the lunch room, and in classrooms

- ***Schools will be encouraged to schedule recess before the lunch period (Grades K-8).***
- ***Students will be provided adequate time to eat, at least 20 minutes to eat lunch after obtaining food.***

Donations

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

Farm to School

The district seeks to serve fresh, whole, and locally-grown foods. The school district supports the integration of a Farm to School program into the school food program and the curricular and co-curricular activities as appropriate to facilitate the nutritional and educational goals of the school district. The school district, to the extent possible, will buy and feature farm fresh foods, incorporate a nutrition education curriculum, and provide students with experiential learning opportunities. The school district will support the sustainability of a farm to School program through activities including, but not limited to, fundraising, solicitation of community donations, use of existing resources, and allocation of school district funds.

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

Staff Development

The district shall ensure that professional development is provided for food service directors, managers, and staff.

No Punishment or Reward

Schools will not use food or beverages as rewards for academic performance or good behavior, and will not withhold food (including food served through school meals) or beverages as a punishment except in the following circumstances:

- ***If an individual student's Individualized Education Plan (IEP) recommends the use of food for behavior modification, a teacher may use food as a reward for that student.***
- ***Food will be used as a last alternative for behavioral modification as part of an IEP, and teachers***

should minimize classroom use and provide healthy food when available.

Access to Drinking Water

Students and staff will have access to free, safe, and fresh drinking water where meals are served and throughout the school day.

Physical Education

Health and Fitness Curriculum

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

Physical Education

Physical Education focuses on teaching skills needed to develop lifelong healthy habits and physical fitness. PE classes will promote a coherent and progressive understanding of skills, practice, confidence building, self-knowledge, and personal assessment from kindergarten through high school. The PE/fitness program will be designed to be meaningful and inclusive of all students, to teach cooperation, fair play, and responsible participation. Elementary PE will focus on foundations skills, both social and physical, for developing an active lifestyle; middle school focuses on guided application of those skills with development of personal assessment and goal setting. The high school will cultivate the practice and habits of an active, healthy lifestyle. (See Appendix A, 6700)

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

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

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

Recess

~~In addition to required PE/fitness, students in grades K-8 will have the opportunity to participate in daily recess, as well as other times for physical activity. The district will provide daily recess period(s) of at~~

least 20 minutes of unstructured, but supervised, activity or play preferably outdoors for all K-8 students.

Activity Breaks

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

Physical Activities before and After School

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

Physical Activity and Disciplinary Action

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

Waivers and Exemptions from PE/Fitness

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

District-Wide Culture of Wellness

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

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

Use of Facilities

School spaces and facilities are accessible to students, staff, and community members throughout the day, week, and year in accordance with the district’s Facilities use Policy. Facilities are open on

weekends and during school vacations by prior arrangement with the district. These spaces and facilities are also available to community groups and organizations offering programs that promote education, physical activity and nutrition.

Safe Routes to Schools

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

Measurement of Impact

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

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

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

Cross References:	Policy 2020	Curriculum Development and Adoption of Instructional Materials
	Policy 2410	High School Graduation Requirements
	Policy 4260	Use of School Facilities
	Policy 3300	District Nutrition Standards Competitive Foods
Legal References:	RCW 28A.230.040	Physical Education-Grades 1-8
	RCW 28A.230.050	Physical Education in High Schools
	RCW 28A.235.120	Meal Programs, Establishment and Operation, Personnel Agreements
	RCW 28A.235.130	Milk for children at school expense
	RCW 28A.623.020	Nonprofit program for elderly-Authorized-Restrictions
	RCW 69.04	Intrastate Commerce in Food, Drugs and Cosmetics
	RCW 69.06.010	Food and beverage services worker’s permit-Filing, duration-Minimum training requirements
	RCW 69.06.020	Permit exclusive and valid throughout state-Fee
	RCW 69.06.030	Diseased persons-May not work-Employer may not hire
	RCW 69.06.050	Permit to be secured within fourteen days from time of employment
	RCW 69.06.070	Limited duty permit
	WAC 392-410-135	Physical Education-Grade school and high school requirement
	WAC 392-410-136	Physical Education Requirement-Excuse

Management Resources: *Policy News*, Feb 2014 Healthy and Hunger-Free Kids Act of 2010
 Policy News, Dec 2004 Nutrition and Physical Fitness Policy

Wellness School Assessment Tool
Wellness Policy Tool

Date: 7/11/05; 11/26/07; 1/24/11; 10/24/11; 8/25/14

PORT TOWNSEND SCHOOL DISTRICT NO. 50

STUDENTS

District Nutrition Standards – Competitive Foods

The district recognizes that optimal nutrition is essential for lifelong health and optimal academic performance. The Port Townsend School District is committed to providing an environment that promotes healthful food choices throughout its food service operations, as well as food served outside of these operations. Since July 1, 2014, the Smart Snack Standards apply to all snack foods and beverages sold to children at school during the school day.

Additionally, the district is committed to providing healthful food choices when food is available in vending, fundraising sales, clubs, and any school-sponsored activities on school campus outside of the school day. The district is committed to modeling healthful nutrition behaviors in its classrooms. In addition, nutritious foods and foods with calories that are associated with high nutrient content will be made available for all school functions and activities where food is sold.

The Smart Snack Standards do not apply to foods or beverages that individual students bring from home for individual consumption. In an effort to support the consumption of high-value foods at school, the district has adopted the Smart Snack Standards as guidelines for foods sold outside of the school day. Smart Snack Standards apply to all snack foods and beverages sold to children at school during the school day.

Nutritious and nutrient-rich foods items should:

- Be a whole-grain rich product, meaning it includes 50% or more whole grains by weight or have whole grain as the first ingredient; or
- Have as the first ingredient a fruit, vegetable, dairy product, or protein food (meat, beans, poultry, etc.); or
- Be a combination food with at least ¼ cup fruit and/or vegetable. Combination foods means product that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein, or grains. Examples of such foods include yogurt and fruit, cheese and crackers, hummus and vegetables, fruit cobbler with whole grain rich crust, etc.

Fruits, vegetables, whole grains, combination products, fat-free and low-fat milk and milk products, lactose-free and soy beverages should meet these specific nutrient guidelines:

- Under 200 calories per unit/package
- Less than 35% total calories from fat per item packaged or served. Exemptions include: reduced fat cheese, nuts and seeds and nut/seed butters, dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat, seafood with no added fat, and part-skim mozzarella.
- Less than 10% from saturated fat per item packaged or served. Exemptions include: reduced fat cheese, part-skim mozzarella, nuts, seeds, and nut/seed butters, dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat.
- Foods with zero grams trans-fat as packaged or served (0.5 grams)
- Snack foods should have less than 200 mg. sodium per item packaged or served. Entrees may have 480 mg. sodium per portion packaged or served.

- Less than 35% of calories from total sugars. Exceptions include: dried or dehydrated fruits or vegetables (no added nutritive sweeteners), dried fruits with nutritive sweeteners for processing and/or palatability (e.g. dried cranberries, tart cherries, and blueberries), exempt dried fruit with only nuts/seeds (no added nutritive sweeteners or fat)

Beverages

The standards for beverages vary by grade level, types of beverages and portion size. All students and staff will have access to free, safe, and fresh drinking water throughout the school day. All students may have access to water, carbonated or non-carbonated, in any size. All students may have access to juice: 100% fruit and/or vegetable juice, 100% juice diluted with water (carbonated or non-carbonated) – no added sweeteners. Maximum serving sizes: 8 fluid ounces in elementary school, 12 fluid ounces in middle and high schools.

High School Exceptions

- Calorie-free beverages may be available to high school students only. A maximum serving size of 20 fluid ounces.
- Calorie-free flavored water, with or without carbonation.
- Other calorie-free beverages with less than 5 calories per 8 fluid ounces, or up to 10 calories per 20 fluid ounces
- Lower-calorie beverages may be available to high school students with a maximum serving size of 12 fluid ounces, and up to 60 calories per 12 fluid ounces, or up to 40 calories per 8 fluid ounces.
- No caffeine restriction for high school students. Sales of coffee drinks using a single shot (1 ounce) and 2% milk or less are allowed

Beverages served during the school day to students younger than 9th grade must be caffeine-free with the exception of trace amounts of naturally occurring caffeine. No energy drinks will be sold at schools

Fundraisers, Bake Sales and Concessions Occurring Outside of the School Day

Club, student stores sales, concession stands, and any school-sponsored activities or fundraising efforts occurring outside the school day but for the benefit of school activities are encouraged to support the school district's effort to providing an environment that promotes healthful food choices by:

- More than 50% of foods available for fundraising activities must meet the Smart Snack Guidelines.
- Healthier and non-food items should be priced lower than less healthy foods when possible
- The sale of non-food items should be considered for fundraising
- Schools may identify the particular needs of their student body and may have the flexibility to set a certain number of fundraisers than can sell foods or beverages that do not meet the nutrition standards.

School and Class Celebrations and Food in the Classroom

The school board recognizes that class parties are a tradition in public education. As we model healthy eating for students, parents are strongly encouraged to provide party snack items that are consistent with the nutritional goals of this policy and are served after the lunch hour whenever possible. School staff and parents are also encouraged to recognize and celebrate students by

methods that do not involve food. The district recognizes that normal eating includes access to nutrient-dense food, as well as having access to “sometimes foods”. Celebrations that involve food during the school day will be limited to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet the snack standards. The district will disseminate a list of healthy party ideas to parents and teachers.

Cross References:

Legal References:

Management
Resources:

Date: _____

PERSONNEL

Nondiscrimination and Affirmative Action

1. Nondiscrimination

The district ~~shall~~ **will** provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity ~~shall~~ **will** be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression of identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. ~~Further, the district will provide equal access and opportunity to meet to the Boy Scouts of America and other designated youth groups.~~

The superintendent ~~board shall~~ **will** designate a staff member to serve as ~~affirmative action/ Title IX~~ the compliance officer.

2. Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action ~~shall~~ **will** include a review of programs, the setting of goals, and the implementation of corrective employment procedures to increase the ratio of aged, ~~handicapped~~ **persons with disabilities**, ethnic minorities, women, and Vietnam and more recent military action veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent ~~shall~~ **will** develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and ~~shall~~ **will** ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups--aged, ~~handicapped~~ **persons with disabilities**, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, ~~shall~~ **will** be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

3. Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions ~~shall~~ **will** prevail:

- A. No qualified person with disabilities ~~shall~~ **will** solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her

opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.

B. The district ~~shall~~ **will** make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:

1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.

C. The district ~~shall~~ **will** not make use of any employment test or criteria that screens out persons with disabilities unless:

1. The test or criteria is clearly and specifically job-related; and
2. Alternative tests or criteria that do not screen out persons with disabilities are available.

D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.

E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

4. Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of that participation in ~~a~~ a uniformed service. This includes initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References:	Policy 2030	Service Animals in Schools
	Policy 5270	Resolution of Staff Complaints
	Policy 5407	Military Leave
Legal References:	RCW 28A.400.310	Law against discrimination applicable to district's employment practices
	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination – Scope – Sexual harassment

	policies
RCW 28A.642	Discrimination prohibition
RCW 49.60	Discrimination – Human rights commission
RCW 49.60.030	Freedom from discrimination – Declaration of civil rights
RCW 49.60.180	Unfair practices of employer defined
RCW 49.60.400	Affirmative action – Discrimination, preferential treatment prohibited.
RCW 73.16	Veterans and veterans’ affairs – Employment and Reemployment
WAC 392-190	School personnel–Employment Discrimination –Equal Education Opportunity- Unlawful Discrimination Prohibited
WAC 392-190-0592	Public school employment – Affirmative action program
42 USC 2000e1 – 2000e10	Title VII of the Civil Rights Act of 1964
20 USC § 1681 - 1688	Title IX Educational Amendments of 1972
42 USC 12101 - 12213	Americans with Disabilities Act
8 USC 1324	(IRCA) Immigration Reform and Control Act of 1986
38 USC §§ 4301-4333	Uniformed Services Employment and Reemployment Rights Act
29 USC 794	Vocational Rehabilitation Act of 1973
34 CFR § 104	Nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance
38 USC 4212	<i>Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)</i>

Management Resources: *Policy News, Dec 2014*
Policy News, June 2013
Policy News June 2011
Policy News, February 2011 Nondiscrimination
Policy News, August 2007 Washington’s Law Against Discrimination
Policy News, June 2001 State Updates Military Leave Rights
~~*OSPI Memo 035-11M*~~ ~~Equity and Civil Rights~~

Date: 12/12/85; 9/20/90; 1/8/96; 3/27/00; 6/4/01; 4/28/03; 10/22/07; 12/8/08; 8/8/11; 12/10/12_____.

PORT TOWNSEND SCHOOL DISTRICT NO. 50