

PORT TOWNSEND SCHOOL DISTRICT NO. 50

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

February 23, 2015

"Discover the Power of Learning"

Mission:

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

01. Location/Time

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

02. Call to Order

02.01 Roll Call
02.02 Pledge of Allegiance

03. Agenda

03.01 Agenda Approval

04. Shining Star Awards

05. Public Comments

06. Approval of Minutes

06.01 Minutes of the January 26, 2015 Regular Business Meeting
06.02 Minutes of the February 9, 2015 Work/Study Meeting

07. Consent Agenda

07.01 Consent Agenda Approval

07.02 Approval of Personnel Action
07.020 Recommend Robert Cantley for the position of Assistant Boys' Soccer Coach, Port Townsend High School, effective the 2014-15 school year

07.03 Approval of Financial Reports
07.030 Accounts Payable as of February 23, 2015
07.031 Payroll – January, 2015

07.04 Donations
07.040 Accept donation of \$1,000 from Steve Moore to Food Service to assist in upgrading kitchen equipment in the District

08. Board Correspondence - None

09. Reports

09.01 High School ASB Report
09.02 Superintendent
09.020 Calendar of Events

- 09.021 College Bound Scholarship Update
- 09.0210 Letter from College Bound

- 09.03 Business Manager
- 09.030 Financial Summary
- 09.031 January Budget Status

10. Action Items

- 10.01 Approval of Policy 1400 – Meeting Conduct, Order of Business and Quorum
- 10.02 Approval of Policy 2145 – Suicide Prevention

11. Unfinished Business

- 11.01 Discuss March 23, 2015 Meeting
- 11.02 Board Self-Assessment Results

12. New Business

- 12.01 WSSDA Regional Meeting Calendar

13. Policy Review

14. Board Member Announcements/Suggestions for Future Meetings

15. Next Meeting

- 15.01 March 9, 2015, Work/Study Meeting, 6:00 p.m., 1610 Blaine Street, Room S-11

16. Executive Session – (if necessary)

17. Adjournment

Board Chair Holley Carlson called the meeting to order at 6:00 p.m. Present: Holley Carlson, Pam Daly, Jennifer James-Wilson, Keith White, Nathanael O'Hara. Also present were representatives from the High School ASB (Associated Student Body), Superintendent Engle, staff, and community members.

Keith White led the Pledge of Allegiance.

Approval of Agenda

Jennifer James-Wilson moved to approve the agenda. Pam Daly seconded and the motion carried 5-0.

Recognition – School Board Appreciation Month

Superintendent Engle read a proclamation from Governor Inslee in honor of School Board Appreciation Month and presented each board member with a certificate of recognition for their service.

Board Chair Carlson called a short recess for a reception honoring the board at 6:06 p.m. The meeting was reconvened at 6:16 p.m.

Public Comments – None

Approval of Minutes

The following minutes were brought for approval:

- December 8, 2014, Regular Board Meeting. Ms. James-Wilson moved to approve the minutes. Nathanael O'Hara seconded and the motion carried 5-0.
- January 12, 2015, Board Retreat. Ms. Daly moved to approve the minutes. Mr. White seconded and the motion carried 5-0.
- January 12, 2015, Work/Study Meeting. Ms. James-Wilson moved to approve the minutes. Mr. O'Hara seconded and the motion carried 5-0.

Consent Agenda

Superintendent Engle spoke about the resignations of Grant Street Principal Mary Sepler and Ruth Baldwin, Learning Support Services Office Coordinator; thanking them for their service to the District. Ms. James-Wilson moved to approve the consent agenda. Mr. White seconded and the motion carried 5-0. Included on the consent agenda were the following items: 1) Accounts Payable for January 26, 2015; 2) Payroll for December, 2014; 3) Recommend the following actions:

Hire:	Tom Hill as Grant Street Special Education paraeducator, one year only, effective January 12, 2015
	Ahmad Baabahr as Head Boys' Soccer Coach, Port Townsend High School, effective the 2014-15 school year
	Walker Wilson as Blue Heron School Girls' Head Basketball Coach, effective 2014-15 school year
	Mark Tallarico as Blue Heron School Girls' Assistant Basketball Coach, effective the 2014-15 school year
	Nick Snyder as Blue Heron School Head Wrestling Coach, effective the 2014-15 school year

- Retirement/Resignations:
- Accept resignation of Mary Sepler, Grant Street Elementary and OCEAN Program Principal, effective the end of the 2014-15 school year
 - Accept resignation of Ruth Baldwin, Learning Support Services Office Coordinator, effective the end of the 2014-15 school year
 - Accept resignation of Gordon Barnett, Blue Heron Assistant Girls' Basketball Coach, effective the 2014-15 school year
 - Accept resignation of Amy Tidball as Highly Capable/REACH Coordinator for the Port Townsend School District effective December 31, 2014
- Donation:
- \$504.50 from Randall Maag to the High School Girls' Basketball Team
 - \$500 from the Daniel and Nancy Cole Trust to the High School Library
 - \$600 from the Merck Foundation for a Kindergarten scholarship

Board Correspondence – None

Reports

Ms. Daly moved to amend the agenda to move the Approval of ASB Culinary Arts Club before the Superintendent's report. Mr. O'Hara seconded, and the board affirmed.

Colin Coker, ASB Representative, reported on the formation of the Culinary Arts Club, which eventually hopes to do some catering and sale of food items as fundraisers, dependent upon approval of health permits. Business Manager Sara Bonneville explained some of the requirements for approval of new ASB clubs. Discussion followed. Approval was postponed until the arrival of Jennifer Kruse, who will be the advisor to this club.

Colin Coker and Shae Shoop, ASB Representatives, also discussed High School dances scheduled for the rest of the year.

Superintendent

Superintendent Engle discussed the following:

- Invitation extended by the principals for board members to visit buildings. Prior notice of a visit would be appreciated, but not mandatory.
- Presentation on Maritime Discovery Schools at a Small Schools Conference in Yakima on March 23, 2015. He will be attending with Sarah Rubenstein and Jennifer James-Wilson.
- Two assessment models for standardized testing, PARCC (Partnership for Assessment of Readiness for College and Careers), which at present has 11 states participating, and Smarter Balanced Assessment Consortium (SBAC), which has 18 states participating, including Washington. Some states have withdrawn from any group, and plan to develop their own assessment tests, which will make score comparisons across the country difficult.
- College Bound Scholarships, which began in 2007, offers tuition assistance for qualifying students. Students who qualify for free or reduced lunch can sign up in 7th and 8th grade, and if they complete the requirements, and still qualify for the free/reduced lunch program when they graduate, they could

receive a significant reduction in college tuition at many colleges in the U.S. Blue Heron School has submitted all 8th grade student names for consideration.

- Board and District goals that were discussed at the Board Retreat on January 12, 2015.

Action Item

Approval of ASB Culinary Arts Club

Jennifer Kruse, High School Culinary Arts Teacher, explained that approval of a commercial kitchen permit for the kitchen in the classroom has not been completed as yet. In order to cook and sell food to students and the community, this permit process must be completed, which should be some time this spring. The club is also working with Hope Borsato, Director of Kitchen Operations. Ms. James-Wilson moved to approve the ASB Culinary Arts Club. Mr. White seconded and the motion carried 5-0.

Reports

Business Manager

Sara Bonneville reported on the following:

- Enrollment numbers for January, 2015
- December, 2014 budget status report
- Financial summary for all funds
- ASB funds analysis for all buildings
- Current year staffing update
- Possible open positions for 2015-16

The bus barn remodel and fuel costs were also discussed.

Policy Review

Policy 1400: It was decided to strike “unless the district does not have a website or employs fewer than ten full-time equivalent employees” from paragraph 2 and 6.

Policy 1420: It was decided to strike the above referenced sentence from paragraph 1.

Policy 1805: No changes

Policy 4020: Attorney-client and licensed psychologist privileged communication was discussed.

Board Member Announcements/Suggestions for Future Meetings

Mr. White will not be in attendance at the February 9, 2015 meeting. A Board retreat was scheduled for August 17, 2015, from 10 a.m. – 4:00 p.m. Ms. Carlson mentioned the OPEPO students will perform “The Jungle Book” on Friday, January 30, 2015, 7:00 p.m. and Saturday, January 31, 1:00 p.m. in the High School library. Ms. Carlson and Ms. James-Wilson will be attending the East Jefferson Education Partnership meeting with Superintendent Engle on Tuesday, January 27, 2015, 6:00 p.m. at the Chimacum High School library.

Adjournment: The meeting was adjourned by consensus at 8:27 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Holley Carlson, Board Chair

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

Pam Daly led the Pledge of Allegiance.

Agenda Approval

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

Shining Star Awards

Superintendent Engle presented Shining Star Awards to the following people:

- Jack and Carolyn Guiher for inviting Grant Street pre-school students to their farm every fall.
- Kathryn Hund, Grant Street Special Education teacher, for her outstanding work with special education students.

Public Comments – None

Board Correspondence: The Board reviewed an email from Sonia Story regarding wi-fi and cell phone radiation exposure in the District.

Reports

Superintendent

Superintendent Engle reported on the following:

- WSSDA (Washington State School Directors' Association) board self-assessment. WSSDA will send him results as soon as all board members have completed.
- He will be attending the WASA (Washington Association of School Administrators) Small Schools Conference, March 23-24, 2015. Jennifer James-Wilson and Sarah Rubenstein, Maritime Schools Director, will be presenting on the Maritime Discovery Schools Initiative.
- He will be attending the Future Ready Summit in Vancouver, Washington on February 17 and 18, 2015. This conference focuses on how districts transition to digital learning. Ann Healy-Raymond, Library Media Specialist for the District, and Jennifer James-Wilson will also attend.
- State officials will be in the district the next few weeks regarding the Consolidated Program Review recently completed, and conducting an audit which will include the Title I Program.
- The upcoming WSSDA Legislative Conference, March 1-2, 2015, which Pam Daly and Keith White will attend.

Facilities and Capital Projects Report

Sara Bonneville, Director of Finance and Business Operations, gave a report on projects accomplished from the Capital Projects Levy passed in 2012, including a new phone system, and carpeting, lighting, and roofing improvements. Discussion followed.

Action Items

Approval of High School Orchestra Trip to Gresham, Oregon on March 5-7, 2015

Daniel Ferland, Orchestra Instructor, explained plans for the High School Orchestra to attend and participate in the Northwest Orchestra Festival, March 5-7, 2015. Mr. Ferland also extended an invitation to the Board to attend the Blue Heron and High School Orchestra concert on Tuesday, March 10, 2015 at 7:00 p.m. at the High School. Jennifer James-Wilson moved to approve the High School Orchestra trip to Gresham, Oregon on March 5-7, 2015. Ms. Daly seconded and the motion carried 4-0.

Approval of Policy 1400 – Meeting Conduct

Adding a paragraph with the actual language from RCW 28A.343.390: Quorum-Failure to Attend Meetings to the policy was considered. Discussion followed. Ms. James-Wilson moved to postpone approval of Policy 1400 until additions can be made. Ms. Daly seconded and the motion carried 4-0.

Approval of Policy 1420 – Proposed Agenda

Ms. James-Wilson suggested inserting a comma after “proposed agenda” and “meeting” in the second sentence. Ms. Daly moved to approve Policy 1420 with those corrections. Mr. O’Hara seconded and the motion carried 4-0.

Approval of Policy 1805 – Open Government Meetings

Ms. James-Wilson moved to approve Policy 1805. Mr. O’Hara seconded and the motion carried 4-0.

Approval of Policy 4020 – Confidential Communications

Ms. Daly moved to approve Policy 4020. Mr. O’Hara seconded and the motion carried 4-0.

Approve Recommendation from Facilities Committee to Award Required Study and Survey to Erickson, McGovern, Architects

Dr. Engle said a grant from OSPI will be used to pay for this report, and this firm has agreed to complete the study and survey for the amount of that grant. The last study and survey done for the District was completed in 2007. Mr. O’Hara moved to approve the recommendation from the Facilities Committee to award the study and survey to Erickson, McGovern, Architects. Ms. James-Wilson seconded and the motion carried 4-0.

Policy Review

Policy 2145 – Suicide Prevention

Dr. Engle explained the requirements in this policy will be accomplished with additional staff trainings, possibly through webinars and other electronic resources.

Board Member Announcements/Suggestions for Future Meetings

Ms. James-Wilson suggested a review of the District’s immunization policies; perhaps beginning with a work session, in light of the recent measles outbreak nationwide.

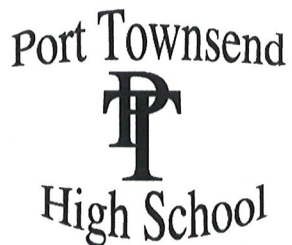
Executive Session

The regular meeting was adjourned at 7:22 p.m. to an executive session for approximately 15 minutes to discuss the performance of a public employee. The executive session was adjourned at 7:36 p.m. and the regular meeting was reconvened. The regular meeting was adjourned by consensus at 7:36 p.m.

Respectfully Submitted,

David Engle, Secretary

ATTEST: _____
Holley Carlson, Board Chair



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: Robert Cantley, Assistant Soccer Coach

Date: January 19, 2015

Dr. Engle and Members of the School Board,

After discussing the position with the head soccer coach, I recommend **Robert Cantley** for the position of **Assistant Boys' Soccer Coach** at Port Townsend High School.

Robert's knowledge of the game and energy will be a valuable addition to our soccer program at Port Townsend High School. He will compliment the skills and coaching ability of our new head coach. I look forward to his influence upon our Culture of Excellence in Port Townsend Athletics.

I look forward to a great season.

Sincerely,

Scott Wilson

Cc: Lysa Falge



ATHLETICS

HOME OF THE REDHAWKS

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 February 23, 2015, the board, by a _____ vote, approves payments, totaling \$9,493.91. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9995 through 10007, totaling \$9,493.91

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

Check Nbr	Vendor Name	Check Date	Check Amount
9995	BANK OF AMERICA VISA	01/30/2015	1,192.80
9996	DAIRY FRESH FARMS INC	01/30/2015	12.44
9997	ESD 114	01/30/2015	1,089.00
9998	Foster, Robert	01/30/2015	187.07
9999	Kienle, Michelle Joan	01/30/2015	112.67
10000	MUSIC THEATRE INTERNATNL	01/30/2015	2,785.00
10001	Nielsen, Jennifer Marie	01/30/2015	400.00
10002	OLYMPIC PENINSULA BOARD OF OFF	01/30/2015	1,507.60
10003	SAFEWAY	01/30/2015	452.71
10004	SEQUIM AQUATIC REC CENTER	01/30/2015	1,334.40
10005	STORM PRESENTATIONS	01/30/2015	185.34
10006	WASBO	01/30/2015	200.00
10007	Webster, William Thomas	01/30/2015	34.88

13 Computer Check(s) For a Total of 9,493.91

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 February 23, 2015, the board, by a _____ vote, approves payments, totaling \$2,766.71. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10008 through 10019, totaling \$2,766.71

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

Check Nbr	Vendor Name	Check Date	Check Amount
10008	BURLINGTON-EDISON HIGH SCHOOL	02/14/2015	45.00
10009	Chaffee, Annette	02/14/2015	72.00
10010	COSTCO	02/14/2015	167.61
10011	HENERY HARDWARE	02/14/2015	166.83
10012	LAKES HIGH SCHOOL	02/14/2015	60.00
10013	N OLYMPIC BASKETBALL OFFICIALS	02/14/2015	827.16
10014	OLYMPIC PENINSULA BOARD OF OFF	02/14/2015	642.00
10015	RAINIER HIGH SCHOOL	02/14/2015	195.00
10016	Rolland, Seth	02/14/2015	72.00
10017	SAFEWAY	02/14/2015	296.95
10018	SEQUIM HIGH SCHOOL	02/14/2015	47.16
10019	WIANT PRODUCTIONS	02/14/2015	175.00
12	Computer	Check(s) For a Total of	2,766.71

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 February 23, 2015, the board, by a _____ vote, approves payments, totaling \$39,560.73. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3220 through 3221, totaling \$39,560.73

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
3220	BERESFORD COMPANY (CHAS. H.) I	02/13/2015	1,544.64
3221	KING COUNTY DIRECTORS	02/13/2015	38,016.09
2	Computer	Check(s) For a Total of	39,560.73

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 February 23, 2015, the board, by a _____ vote, approves payments, totaling \$160,302.83. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 58460 through 58538, totaling \$160,302.83

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
58460	A+ EQUIPMENT RENTALS	02/13/2015	43.60
58461	AASA MEMBERSHIP	02/13/2015	441.00
58462	ALDEN ASSOCIATES INC	02/13/2015	1,793.98
58463	AMSAN OLYMPIC SUPPLY	02/13/2015	1,317.32
58464	BAY CITY SUPPLY	02/13/2015	4,767.05
58465	Behrenfeld, Timothy Jon	02/13/2015	612.27
58466	Boutilier, Janet Klockers	02/13/2015	63.25
58467	BUTLER, ROBERTA L	02/13/2015	4,215.00
58468	CAMBIUM LEARNING INC	02/13/2015	1,132.45
58469	CENEX FLEETCARD	02/13/2015	1,681.02
58470	CENTRAL KITSAP SCHOOL DISTRICT	02/13/2015	33,040.42
58471	CHIMACUM SCHOOL DISTRICT #49	02/13/2015	480.00
58472	CHIMACUM SCH DIST#49-CO-OP TRA	02/13/2015	16,807.08
58473	CITY OF PT TOWNSEND	02/13/2015	4,810.96
58474	DAIRY FRESH FARMS INC	02/13/2015	2,027.58
58475	DATABASE SECURE RECORDS DESTRC	02/13/2015	44.48
58476	DIGITAL INSURANCE INC	02/13/2015	1,000.00
58477	DM DISPOSAL CO INC	02/13/2015	4,717.70
58478	EDENSAW WOODS	02/13/2015	538.37
58479	Ehrhardt, Carrie L	02/13/2015	130.85
58480	Engle, David S	02/13/2015	56.35
58481	ESD 114	02/13/2015	2,931.60
58482	FOOD SERVICES OF AMERICA	02/13/2015	9,289.28
58483	Goff, Robert Galen	02/13/2015	17.71
58484	GREENTREE COMMUNICATIONS	02/13/2015	94.57
58485	Guthrie, James F	02/13/2015	750.00
58486	HADLOCK BUILDING SUPPLY	02/13/2015	76.58
58487	Healy-Raymond, Ann Elizabeth	02/13/2015	100.33
58488	HENERY HARDWARE	02/13/2015	415.76
58489	JAMESTOWN NETWORKS	02/13/2015	900.00
58490	JIVE COMMUNICATIONS, INC.	02/13/2015	5,575.09
58491	JT EDUCATIONAL CONSULTANTS INC	02/13/2015	700.00
58492	JW PEPPER & SON INC	02/13/2015	462.96

Check Nbr	Vendor Name	Check Date	Check Amount
58493	Kane, Patrick J	02/13/2015	52.90
58494	Kasperson, Cara Marie	02/13/2015	488.62
58495	KING COUNTY DIRECTORS	02/13/2015	493.94
58496	KROGER - QFC CUSTOMER CHARGES	02/13/2015	341.96
58497	Kruse, Jennifer Kathleen	02/13/2015	178.29
58498	LANCE, PHILIPPA	02/13/2015	6,690.00
58499	Laughbon, Christina J	02/13/2015	207.63
58500	LES SCHWAB	02/13/2015	55.05
58501	Manning, Jennifer Dawn	02/13/2015	302.16
58502	Manning, Mary L	02/13/2015	372.18
58503	MASCO PETROLEUM	02/13/2015	2,943.79
58504	MASTER CLEANERS	02/13/2015	298.65
58505	McGinnis, Laurie Kathleen	02/13/2015	57.50
58506	MICRO COMPUTER SYSTEMS INC	02/13/2015	4,918.34
58507	MILLER, KATE	02/13/2015	1,005.89
58508	Mills, Roger Lees	02/13/2015	275.00
58509	MOUNTAIN PROPANE	02/13/2015	163.51
58510	NCS PEARSON INC	02/13/2015	88.02
58511	NOTEFLIGHT	02/13/2015	390.00
58512	OFFICE DEPOT	02/13/2015	602.33
58513	Olsen, Lisa M	02/13/2015	162.45
58514	OLYMPIC PRINTER RESOURCES INC	02/13/2015	235.44
58515	OLYMPIC SPRINGS	02/13/2015	49.52
58516	OLYMPIC COLLEGE	02/13/2015	1,189.50
58517	OLYMPIC PENINSULA CONSULTANTS	02/13/2015	75.00
58518	OSPI	02/13/2015	929.53
58519	PACIFIC OFFICE EQUIPMENT	02/13/2015	2,412.74
58520	PANE D/AMORE	02/13/2015	166.00
58521	PBS ENGINEERING & ENVIRON INC	02/13/2015	3,041.11
58522	PLATT	02/13/2015	142.57
58523	Pongrey, Melinda May	02/13/2015	165.08
58524	REVOLVING FUND	02/13/2015	1,156.77
58525	Rubenstein, Sarah Margaret	02/13/2015	24.96
58526	Rublaitus, Tanya K	02/13/2015	100.17
58527	SOS PRINTING	02/13/2015	1,179.71
58528	STAR COPY AND REPRODUCTIONS	02/13/2015	62.76
58529	Thielk, Edward David	02/13/2015	48.88
58530	TIGER DIRECT INC	02/13/2015	20,699.00
58531	VANBEUZEKOM, ERIC MILES	02/13/2015	500.00
58532	WASH STATE FERRIES	02/13/2015	636.25
58533	Watson, Kelley	02/13/2015	223.53
58534	Wilson, Amy Marie	02/13/2015	226.44
58535	Wilson, Scott Randall	02/13/2015	40.83
58536	Witheridge, Lori A	02/13/2015	32.78
58537	WSSDA	02/13/2015	5,831.99
58538	Zamberlin, Nancy J	02/13/2015	9.45

79 Computer Check(s) For a Total of 160,302.83

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 February 23, 2015, the board, by a _____ vote, approves payments, totaling \$81,969.35. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 58408 through 58459, totaling \$81,969.35

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
58408	ADA Badminton and Tennis	01/30/2015	70.00
58409	ALDEN ASSOCIATES INC	01/30/2015	55.07
58410	BANK OF AMERICA VISA	01/30/2015	4,200.61
58411	Bonneville, Sara L	01/30/2015	52.90
58412	CANON FINANCIAL SERVICES INC	01/30/2015	207.07
58413	Chao, Jeanne	01/30/2015	15.03
58414	Cronin, Jennifer M	01/30/2015	14.28
58415	EDENSAW WOODS	01/30/2015	189.93
58416	Ehrhardt, Carrie L	01/30/2015	22.40
58417	ESD 114	01/30/2015	22,037.96
58418	FLINN SCIENTIFIC INC	01/30/2015	1,136.12
58419	FOOD CO-OP	01/30/2015	34.87
58420	FREDERICKSON ELECTRIC INC	01/30/2015	25.77
58421	Gitelman, Joan H	01/30/2015	5.92
58422	Halton, Sara C	01/30/2015	225.00
58423	HARCOURT OUTLINES INC	01/30/2015	130.96
58424	JEFF COUNTY PUBLIC HEALTH	01/30/2015	721.00
58425	JEFFERSON COUNTY LIBRARY	01/30/2015	4,300.00
58426	JW PEPPER & SON INC	01/30/2015	145.76
58427	KARSCHNEY CONSULTING	01/30/2015	3,900.00
58428	KING COUNTY DIRECTORS	01/30/2015	1,075.67
58429	KINKADE, GEORGIA	01/30/2015	1,964.68
58430	KROGER - QFC CUSTOMER CHARGES	01/30/2015	141.78
58431	Lashinsky, Diane D	01/30/2015	153.83
58432	LEARNING THINGS LLC	01/30/2015	597.85
58433	LES SCHWAB	01/30/2015	415.75
58434	Manning, Jennifer Dawn	01/30/2015	27.82
58435	MILLER, KATE	01/30/2015	354.11
58436	MINNIHAN, SHANNON DEE	01/30/2015	6.05
58437	Morris, Linda Elaine	01/30/2015	165.79
58438	MUSIC & ARTS CENTER	01/30/2015	27.24
58439	Nielsen, Jennifer Marie	01/30/2015	442.33
58440	PITNEY BOWES	01/30/2015	453.00

Check Nbr	Vendor Name	Check Date	Check Amount
58441	PLATT	01/30/2015	145.42
58442	POLLACK, JORDAN D	01/30/2015	174.00
58443	POSTAGE BY PHONE RESERVE ACCOU	01/30/2015	1,025.00
58444	PUBLIC UTILITY DISTRICT	01/30/2015	28,267.12
58445	Rich, Deborah E	01/30/2015	99.07
58446	Rublaitus, Tanya K	01/30/2015	48.89
58447	SAFEWAY	01/30/2015	43.64
58448	SCHETKY NORTHWEST SALES INC	01/30/2015	681.13
58449	SCHOLASTIC BOOK FAIRS	01/30/2015	3,499.72
58450	SOS PRINTING	01/30/2015	321.55
58451	SOUND EXPERIENCE	01/30/2015	1,140.00
58452	Stankus, Jennifer K	01/30/2015	10.00
58453	STATE AUDITOR	01/30/2015	167.40
58454	Taylor, Brad James	01/30/2015	61.53
58455	TIGER DIRECT INC	01/30/2015	2,529.40
58456	Watson, Kelley	01/30/2015	154.77
58457	WESTERN WASHINGTON UNIVERSITY	01/30/2015	110.00
58458	Wilson, Scott Randall	01/30/2015	95.57
58459	ZEE MEDICAL	01/30/2015	78.59
52	Computer	Check(s) For a Total of	81,969.35

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of January, 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>650,448.17</u>	Employee Gross
	<u>245,544.87</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>895,993.04</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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

Donation of Gift(s) Report

To the Board of the Port Townsend School District:

Date of donation: 2-9-2015

Name of donor: Steve Moore

Mailing address of donor: 2904 Jaclman St.
P.T. WA 98368

Item(s) donated:

Approximate Value:

Cash donation to Food Service
to help upgrade kitchen
equipment

\$1000

Received by: Mary Colton

David Engle

Administrator (Building Principal and/or Superintendent)

8/25/14

PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
February 24, 2015 – March 23, 2015

February 24	Policy Review Committee, 3:30 p.m. (Jennifer, Pam)
February 25	Grades 6-12 Band Concert, 7 p.m. High School Early Release, all schools
February 26	Blue Heron Parent Forum (Smarter Balanced testing discussion) 6:00 p.m.
February 27	Grant Street PTA Family Dance of the Decades, 6:00 p.m.
March 3	Read Across America Day
March 4	2 Hr. Early Release, all schools Facilities Committee, 3:30 p.m. (Nathanael, Jennifer)
March 5	Finance Committee, 3:30 p.m. (Nathanael, Keith)
March 6-7	HS Orchestra to Northwest Orchestra Fest, Gresham, Oregon OCEAN Play, 7:00 p.m., YMCA Gym, Mountain View
March 9	School Board Work/Study Meeting, 6:00 p.m.
March 10	BH and HS Orchestra Concert, 7:00 p.m. Grant Street PTA Meeting, 6:00 p.m.
March 11	2 Hr. Early Release, all schools BH and HS Orchestra State Music Adjudication, Port Angeles Wellness Committee, 3:30 p.m. (Jennifer, Pam)
March 12	5 th Grade Human Growth and Development Parent Night, 7:30, BH Tech Committee, 3:30 p.m.
March 13	OCEAN Play, 7:00 p.m., YMCA Gym at Mountain View
March 14	SAT OCEAN Play, 7:00 p.m., YMCA Gym at Mountain View
March 18	2 Hr. Early Release, all schools 4 th Grade Music Concert, BH, 6:30 p.m.
March 19	Instructional Materials Committee, 3:30 p.m. (Holley, Keith)
March 21	HS Tolo Dance, 8-11 p.m.
March 23	School Board Regular Meeting, 6:00 p.m.
March 23-27	GS and BH Book Fair GS/BH Parent/Teacher Conferences, 3 Hr. Early Release, 2 Hr. March 25

JAY INSLEE
Governor



STATE OF WASHINGTON
Office of the Governor

February 13, 2015

Dear Superintendent:

I am pleased to inform you that your district is one of the top-performing districts in the state in terms of signups for the College Bound Scholarship program.

As you may know, the 2013-14 state average for College Bound Scholarship sign-ups was 89 percent, an impressive number and one that we are very proud of. Your district's performance was exemplary, exceeding the state average.

College Bound, now in its eighth year, continues to encourage students to dream big and pursue a college education. The early commitment of state dollars provides an opportunity and pathway for Washington students who might not have otherwise considered a postsecondary education.

Students in your district have greater opportunities because of your efforts and leadership. I want to commend you, your district team, your district partners, and the hard working teachers, counselors, and building staff who have contributed to your success.

Your commitment to your students and to the College Bound Scholarship program is of great service to the students, parents, and community you serve.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jay Inslee".

Jay Inslee
Governor

Port Townsend School District

Monthly Financial Report to Board

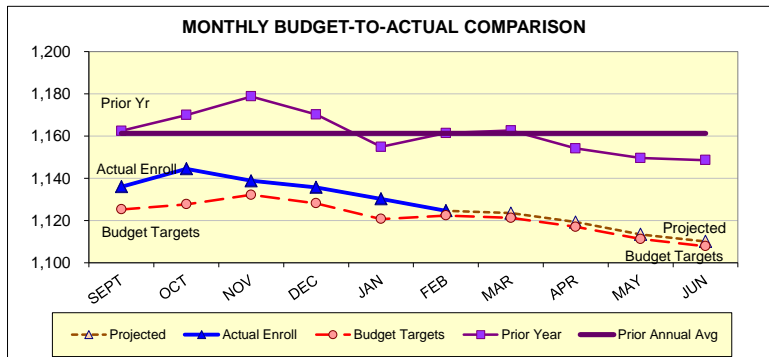
February 23, 2015

- February & YTD Enrollment
- January 2015 Financial Reports
 - Financial Summary - Net Assets
 - Revenue, Expenditure & Fund Balance
 - General Fund Comparison to Prior Year

Enrollment

February 2015

AAFTE w/out Running Start		
Prior Year	14-15 Budget	14-15 Projected
1,161	1,121	1,128



Enrollment

February 2015

Current Month	Current Month Actual		Budget Target	FTE Variance
	Head Ct	FTE*	FTE*	from Target
Grades K-3	328	290.5	287.0	3.5
Grades 4-8	435	433.8	439.0	(5.2)
Grades 9-12	418	400.3	406.1	(5.8)
	1,181	1,124.6	1,132.2	(7.5)
Running Start	16	27.1	n/a	n/a
Totals	1,197	1,151.7	1,132.2	(7.5)

Projected Annual Average	Projected thru YE		Budget	AAFTE Variance
	Head Ct	AAFTE*	AAFTE*	from Budget
K-12	n/a	1,127.6	1,121.0	6.6
Running Start	n/a	26.1	30.0	(3.9)

Current Month FTE is (5.60) - (Decrease) from prior month of 99.73% of projected Annual Average

* FTE - Full Time Enrollment

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

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Financial Summary

2014-2015

as of: **January 31, 2015**

NET ASSETS	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Total Assets	\$ 3,666,585	\$ 2,116,869	\$ 123,178	\$ 377,403	\$ 90,620
- less: Taxes Receivable	(3,405,400)	(1,196,526)	(1,690)	-	-
Assets Net of Taxes Due	\$ 261,185	\$ 920,343	\$ 121,488	\$ 377,403	\$ 90,620
Total Liabilities/Def Rev	\$ 3,450,889	\$ 1,196,526	\$ 1,690	\$ 16,932	\$ -
- less: Deferred Tax Revenue	(3,405,400)	(1,196,526)	(1,690)	-	-
Liabilities Net of Taxes Due	\$ 45,489	\$ -	\$ -	\$ 16,932	\$ -
Net Assets (Fund Balance)	\$ 215,696	\$ 920,343	\$ 121,488	\$ 360,472	\$ 90,620

Net Cash & Investments	GF	CPF	DSV	ASB Fund	TVF
Prior Month End	\$ 402,631	\$ 917,023	\$ 121,321	\$ 377,396	\$ 90,612
net change	(185,868)	3,320	168	(15,868)	8
January 31, 2015	\$ 216,764	\$ 920,343	\$ 121,488	\$ 361,528	\$ 90,620

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Financial Operations

2014-2015

as of: **January 31, 2015**

REVENUES, EXPENDITURES & CHANGES IN FUND BAL

	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Revenues YTD	\$ 5,366,608	\$ 546,755	\$ 1,695	\$ 149,286	\$ 52
Expenditures YTD	(5,568,652)	(160,858)	(53,814)	(140,718)	(117,949)
Transfers-in/<out> YTD	-	(53,782)	53,782	-	-
YTD Change in Fund Bal	\$ (202,044)	\$ 332,114	\$ 1,663	\$ 8,568	\$ (117,897)
+ Beginning Fund Balance	417,739	588,229	119,825	351,904	208,517
Current Fund Balance	\$ 215,696	\$ 920,343	\$ 121,488	\$ 360,472	\$ 90,620

Budgeted Expenditure Capacity:

(revised budget)

Total Expenditure Budget	\$ 13,955,720	\$ 1,398,500	\$ 60,723	\$ 389,968	\$ 173,500
Un-Encumbered Budget *	\$ 1,065,717	\$ 1,186,959	\$ 6,909	\$ 216,039	\$ 54,461

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General Fund

2014-2015

Year-to-Year Comparison

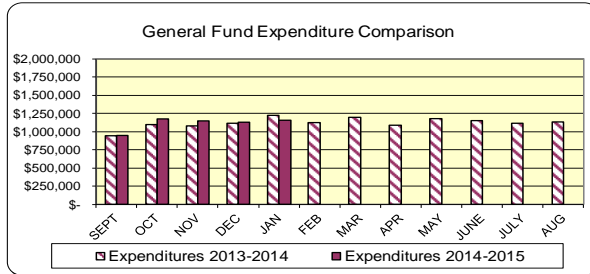
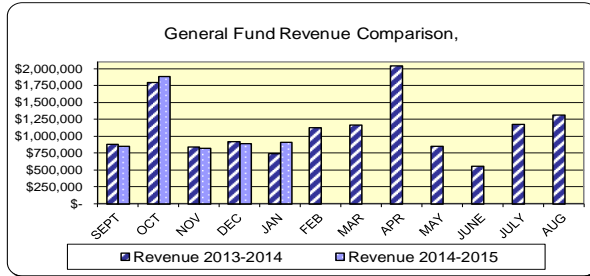
YEAR-to-YEAR	January				Variance
	2014-2015	% of Bud	2013-2014	% of Bud	
Beginning Fund Balance	\$ 417,739		\$446,099		\$ (28,360)
+ Revenues	5,366,608	39.3%	5,207,407	38.3%	159,201
+ Transfer-In from other funds	-	0.0%	-	0.0%	-
Total Funds Available	\$ 5,784,348		\$ 5,653,506		\$ 130,842
Expenditures:					
Salaries & Benefits (Payroll)	\$ 4,487,636		\$ 4,452,349		35,287
Accounts Payable	1,081,016		1,017,869		63,147
Total Expenditures & Transf-out	\$ 5,568,652	39.9%	\$ 5,470,218	39.7%	\$ 98,434
Fund Balance at EOM	\$ 215,696		\$ 183,288		\$ 32,408

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2014-2015

General Fund

January 2015

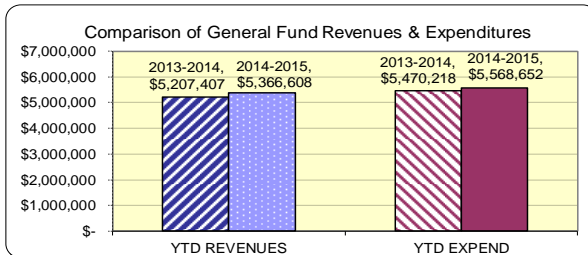
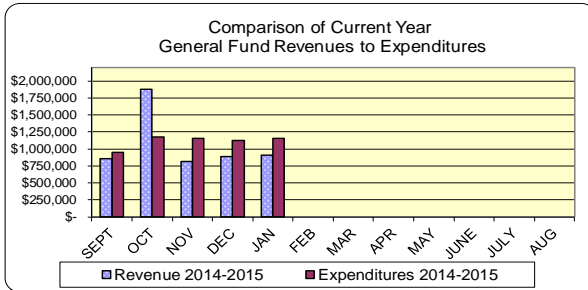


7

2014-2015

General Fund

January 2015



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Conclusion

Are there any questions?



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

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	3,250,537	9,568.15	1,397,018.73		1,853,518.27	42.98
2000 LOCAL SUPPORT NONTAX	515,455	21,059.80	134,401.10		381,053.90	26.07
3000 STATE, GENERAL PURPOSE	6,563,110	644,357.67	2,777,524.28		3,785,585.72	42.32
4000 STATE, SPECIAL PURPOSE	2,033,103	164,383.34	748,187.60		1,284,915.40	36.80
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,278,499	71,040.07	309,476.51		969,022.49	24.21
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	279,016	.00	.00		279,016.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,919,720	910,409.03	5,366,608.22		8,553,111.78	38.55
<u>B. EXPENDITURES</u>						
00 Regular Instruction	6,558,512	581,451.88	2,805,492.09	3,354,368.46	398,651.45	93.92
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,263,372	168,471.99	859,462.33	1,419,142.44	15,232.77	100.67
30 Voc. Ed Instruction	459,996	36,145.84	205,885.29	230,192.66	23,918.05	94.80
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	868,846	61,502.02	283,191.00	349,874.64	235,780.36	72.86
70 Other Instructional Pgms	605,939	35,331.83	125,668.84	105,869.38	374,400.78	38.21
80 Community Services	6,211	676.70	2,416.72	2,345.86	1,448.42	76.68
90 Support Services	3,192,844	275,462.27	1,286,535.61	1,859,557.47	46,750.92	98.54
<u>Total EXPENDITURES</u>	13,955,720	1,159,042.53	5,568,651.88	7,321,350.91	1,065,717.21	92.36
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-	248,633.50-	202,043.66-		166,043.66-	461.23
F. <u>TOTAL BEGINNING FUND BALANCE</u>	444,000		417,739.44			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	408,000		215,695.78			
<u>(E + F +OR- G)</u>						
<hr/>						
I. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 821 Restrictd for Carryover	0		7,029.00			
G/L 828 Restricted for C/O of FS Rev	0		1,930.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		2,973.00			
G/L 870 Committed to Other Purposes	340,000		.00			
G/L 872 Committd to Min Fnd Bal Policy	0		297,367.44			
G/L 875 Assigned Contingencies	50,000		50,000.00			
G/L 888 Assigned to Other Purposes	0		58,440.00			
G/L 890 Unassigned Fund Balance	18,000		202,043.66-			
<u>TOTAL</u>	408,000		215,695.78			

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

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	1,168,739	3,252.29	511,336.61		657,402.39	43.75
2000 Local Support Nontax	365,376	5,957.61	35,418.13		329,957.87	9.69
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	9,209.90	546,754.74		987,360.26	35.64
<u>B. EXPENDITURES</u>						
10 Sites	200,000	.00	15,665.15	0.00	184,334.85	7.83
20 Buildings	1,198,500	4,518.21	116,514.29	43,561.50	1,038,424.21	13.36
30 Equipment	0	246.60	28,678.90	7,121.57	35,800.47-	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	1,398,500	4,764.81	160,858.34	50,683.07	1,186,958.59	15.13
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	338,739	.00	53,782.05			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	203,124-	4,445.09	332,114.35		535,238.35	263.50-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	304,060		588,228.84			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	100,936		920,343.19			
<u>(E + F +OR- G)</u>						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 861 Restricted from Bond Proceeds	0		.00			
G/L 862 Committed from Levy Proceeds	30,333		733,233.19			
G/L 869 Restricted fr Undistr Proceeds	0		.00			
G/L 870 Committed to Other Purposes	0		37,826.00			
G/L 889 Assigned to Fund Purposes	70,603		149,284.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	100,936		920,343.19			

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

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	189.37	1,648.21		1,648.21-	0.00
2000 Local Support Nontax	100	10.05	46.49		53.51	46.49
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	59,723	.00	53,782.05		5,940.95	90.05
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,823	199.42	55,476.75		4,346.25	92.73
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	46,800	.00	46,800.00	0.00	.00	100.00
Interest On Bonds	12,923	.00	6,982.05	0.00	5,940.95	54.03
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	1,000	31.91	31.91	0.00	968.09	3.19
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	31.91	53,813.96	0.00	6,909.04	88.62
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	900-	167.51	1,662.79		2,562.79	284.75-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	118,000		119,825.30			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	117,100		121,488.09			
<u>(E + F +OR- G)</u>						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 830 Restricted for Debt Service	117,100		121,488.09			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	117,100		121,488.09			

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

<u>A. REVENUES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 General Student Body	166,250	3,375.21	24,984.88		141,265.12	15.03
2000 Athletics	45,500	1,669.00	15,921.39		29,578.61	34.99
3000 Classes	14,800	1,225.13	8,620.15		6,179.85	58.24
4000 Clubs	132,950	8,761.64	84,394.05		48,555.95	63.48
6000 Private Moneys	12,200	1,480.00	15,365.73		3,165.73-	125.95
<u>Total REVENUES</u>	371,700	16,510.98	149,286.20		222,413.80	40.16
<u>B. EXPENDITURES</u>						
1000 General Student Body	95,937	1,264.31	6,657.75	2,894.31	86,384.94	9.96
2000 Athletics	83,427	4,209.05	42,163.01	2,020.51	39,243.48	52.96
3000 Classes	32,460	623.92	2,201.32	2,006.60	28,252.08	12.96
4000 Clubs	154,463	16,230.77	76,625.35	26,289.36	51,548.29	66.63
6000 Private Moneys	23,681	240.80	13,071.03	0.00	10,609.97	55.20
<u>Total EXPENDITURES</u>	389,968	22,568.85	140,718.46	33,210.78	216,038.76	44.60
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	18,268-	6,057.87-	8,567.74		26,835.74	146.90-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	212,713		351,904.05			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	194,445		360,471.79			
<u>C + D +OR- E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	194,445		360,471.79			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	194,445		360,471.79			

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

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	7.58	52.06		47.94	52.06
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	85,255	.00	.00		85,255.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	85,355	7.58	52.06		85,302.94	0.06
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	85,355	7.58	52.06		85,302.94	0.06
<u>D. EXPENDITURES</u>						
Type 30 Equipment	173,500	.00	117,948.69	1,090.00	54,461.31	68.61
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	173,500	.00	117,948.69	1,090.00	54,461.31	68.61
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (C-D-E-F)</u>	88,145-	7.58	117,896.63-		29,751.63-	33.75
H. <u>TOTAL BEGINNING FUND BALANCE</u>	90,200		208,516.56			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u>	2,055		90,619.93			
<u>(G + H +OR- I)</u>						
<hr/>						
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	2,055		90,619.93			
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>	2,055		90,619.93			

BOARD OF DIRECTORS

Meeting Conduct, Order of Business and Quorum

Board meetings will be scheduled in compliance with the law and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

Regular Meetings

Regular meetings shall be held at 6:00 p.m. on the 2nd and 4th Monday of each month in the Gael Stuart Board Room (S-11) or at other times and places as determined by the presiding officer or by majority vote of the board. An agenda of business to be transacted must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting.

If regular meetings are to be held at places other than the Gael Stuart Board Room (S-11) or are adjourned to times other than a regular meeting time, notice shall be made in the same manner as provided for special meetings. All regular meetings of the board shall be held within the district boundaries. When a regular meeting date falls on a legal holiday, the meeting shall be held on the next business day.

The first regular meeting of the month shall be a Work/Study session. The second regular meeting of the month shall be a Business session. In months where only one regular meeting takes place, the regular meeting shall be a Business session.

Executive session may be held at any time deemed necessary during the conduct of any board meeting; however, except in unusual situations, executive sessions shall be scheduled in advance only as a part of Business sessions.

Special Meetings

A special meeting may be called by the chair or at the request of a majority of the board members. Written notice of the special meeting, stating the time, place and purpose of the meeting, will be delivered to each board member. Such notice shall also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally or by mail, facsimile or electronic mail. The notice must be posted on the district's website.

The district must also prominently display the notice at the main entrance of the district's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

The written notice requirement will be deemed waived if a member:

1. Submits a written waiver of notice to the board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes.

Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

Public Notice

Public notice shall be properly given for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the Gael Stuart Board Room (S-11).

All meetings shall be open to the public with the exception of executive sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, shall be the office of the board. The district's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum

Three board members shall be considered as constituting a quorum for the transaction of business.

Meeting Conduct and Order of Business

All board meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order (Revised) as a guide, except when such rules are superseded by board bylaws or policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent or a board member and must be approved by majority vote of the board members present. The Pledge of Allegiance will be made prior to review of Board Correspondence at the first meeting of each month. At a special meeting final action may be taken only on that business contained in the notice of the special meeting.

Board members are not required to be physically present to attend a board meeting. Any or all board members may attend a board meeting and vote via any communication platform - including videoconference or teleconference—that provides, at a minimum, simultaneous aural communication between those present, provided: 1) the meeting is properly noticed with any required passwords or authorization codes; 2) the meeting is accessible to the public; 3) the meeting accommodates any member of the public who wishes to participate and 4) the communication platform is generally known and accessible to the public.

As specified in RCW 28A.343.390: "A majority of all members of the board of directors shall constitute a quorum. Absence of any board member from four consecutive regular meetings of the board, unless on account of sickness or authorized by resolution of the board, shall be sufficient cause for the remaining members of the board to declare by resolution that such board member position is vacated. In addition, vacancies shall occur as provided in RCW 42.12.010."

The board shall establish its regular order of business, but may elect to change the order by a majority vote of the members.

All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by a member of the board. All votes will be approved by majority of those present and voting, unless otherwise required by law. No action shall be taken by secret ballot at any meeting required to be open to the public.

An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.

During board meetings, board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow board members.

Public Comment

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period at the beginning of the meeting during which visitors may present to the board. If possible, such presentations should be scheduled in advance.

The board will also allow individuals to express an opinion prior to board action on agenda items that the board determines require, or will benefit from, public comment. Written and oral comment will be accepted by the board before the adoption or amendment of policies not expressly, or by implication, authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools, or will promote the effective, efficient, or safe management and operation of the district. Individuals wishing to be heard by the board will first be recognized by the chair.

Individuals, after identifying themselves, will proceed to make comments within the time limits established by the board. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. The chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The board as a whole has the final decision in determining the appropriateness of all such rulings.

Cross References:	Policy 1220 Policy 1410 Policy 1420	Board Officers and Duties of Board Members Executive or Closed Sessions Proposed Agenda and Consent Agenda
Legal References:	RCW 28A.320.040 RCW 28A.330.020 RCW 28A.330.070 RCW 28A.343.370 RCW 28A.343.380 RCW 28A.343.390 RCW 42.30.030 RCW 42.30.050 RCW 42.30.060 RCW 42.30.070 RCW 42.30.080 Ch. 42 USC 12101-12213	Directors-Bylaws for board and school government Certain board elections, manner and vote required-selection of personnel, manner Office of board – Records available for public inspection Directors – Filling vacancies Directors – Meetings Quorum – Failure to attend meetings Meetings declared open and public Interruptions-Procedure Ordinances, rules, resolutions, regulations, etc., adopted at public meetings –Notice-Secret voting prohibited Times and places for meetings-emergencies-exception Special Meetings Americans with Disabilities Act
<i>Management Resources:</i>	2014 – June Policy and Legal News Issue 2013-April Issue	

2012-June Issue

Date: 1/29/79; 1/18/90; 1/19/98; 6/4/01; 3/8/04; 9/24/07; 3/8/10; 10/11/10; 2/13/2012; 8/27/12; _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

INSTRUCTION

Suicide Prevention

The Port Townsend School District Board of Directors recognizes that suicide is a leading cause of death among youth and that suicidal indicators such as substance abuse and violence are complex issues that should be taken seriously. While district staff may recognize potentially suicidal youth and the district can make an initial risk assessment, the district cannot provide in-depth mental health counseling. Instead, the board directs district staff to refer students who exhibit suicidal behaviors to an appropriate service for further assessment and counseling.

District staff who have knowledge of a suicide threat must take the proper steps to support the student and to report this information to the building principal or designee who will, in turn, notify the appropriate school officials, the student's family, and appropriate resource services.

The board also recognizes the need for youth suicide prevention procedures. The district will adopt and, at the beginning of each school year, provide to all district staff, including substitute and regular bus drivers, a plan for recognizing, screening, referring, and responding to students in emotional or behavioral distress. At a minimum, the plan will:

- Identify training opportunities for staff on recognizing, screening and referral of students in emotional or behavioral distress, including those who exhibit indicators of substance abuse, violence or suicide;
- Describe how to utilize the expertise of district staff trained in recognition, screening, and referral;
- Provide guidelines, based on staff expertise, for responding to suspicions, concerns or warning signs of emotional or behavioral distress;
- Address development of partnerships with community organizations and agencies for referral of students to support services, to include development of at least one memorandum of understanding between the district and one such entity;
- Contain procedures for communication with parents;
- Describe how staff should respond to a crisis situation where a student is in imminent danger to himself or herself or others;
- Describe how the district will provide support to students and staff after an incident of violence or student suicide.

The superintendent will develop and implement the plan and a staff training schedule to achieve the board's goals and objectives.

Cross References:

Policy 3207

Harassment, Intimidation and Bullying

Policy 2140

Guidance and Counseling

Policy 3211

Transgender Students

Legal References:

RCW 28A.410.043

School Counselor Certification

	RCW 28A.320.127	Plan for recognition, screening, and response to emotional or behavioral distress in students
	RCW 28A.401.226	Washington professional educator standards board – Training program on youth suicide screening – Certificates for school nurses, social workers, psychologists and counselors – Adoption of standards
	RCW 28A.320.1271	Model school district plan for recognition, initial screening, and response to emotional or behavioral distress in students
Management Resources	Policy News, April 2011	Youth Suicide Awareness and Prevention Plans
	Policy News, December 2014	

8/8/11;_____



Regional Meetings

Regional Meetings were established in 2000 by WSSDA's Board of Directors to improve opportunities for dialogue, networking and sharing information with fellow school directors from around your region. These meetings increase WSSDA's ability to deliver comprehensive, accurate and timely information on education issues to its members.

Staff Contacts

- **Terri Eixenberger**
Executive Assistant
360.252.3002

2015 Spring Regional Meetings

Date	DA	District	Location	Register
Saturday, March 28	4	North Kitsap	District Administration	Register
Monday, March 30	3	Peninsula	District Administration	Register
Tuesday, March 31	5	Hoquiam	Hoquiam High School	Register
Wednesday, April 1	6	Ridgefield	Ridgefield High School	Register
Thursday, April 2	9	West Valley	West Valley High School	Register
Tuesday, April 14	8	Wapato	Wapato High School	Register
Wednesday, April 29	2	Tahoma	Tahoma Jr. High School	Register
Thursday, April 30	1	Monroe	Monroe High School	Register
Tuesday, May 5	7	Quincy	District Transportation Bldg	Register
Wednesday, May 6	10	Freeman	Freeman K-8	Register
Thursday, May 7	11	Walla Walla	District Administration	Register

If your district is interested in hosting a future WSSDA Regional Meeting, please contact your Board of Directors Representative from your district area or Terri Eixenberger at 360.252.3002.