

PORT TOWNSEND SCHOOL DISTRICT NO. 50

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

January 26, 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. Recognition – School Board Appreciation

- 04.01 Proclamation
- 04.02 Reception

05. Public Comments

06. Approval of Minutes

- 06.01 Minutes of the December 8, 2014 Regular Business Meeting
- 06.02 Minutes of the January 12, 2015 Board Retreat
- 06.03 Minutes of the January 12, 2015 Work/Study Meeting

07. Consent Agenda

- 07.01 Consent Agenda Approval
- 07.02 Approval of Personnel Action
 - 07.020 Accept resignation of Mary Sepler, Grant Street Elementary and OCEAN Program Principal, effective the end of the 2014-15 school year
 - 07.021 Accept resignation of Ruth Baldwin, Learning Support Services Office Coordinator, effective the end of the 2014-15 school year
 - 07.022 Accept resignation of Gordon Barnett, Blue Heron Assistant Girls' Basketball Coach, effective the 2014-15 school year
 - 07.023 Accept resignation of Amy Tidball as Highly Capable/REACH Coordinator for the Port Townsend School District effective December 31, 2014
 - 07.024 Recommend Tom Hill as Grant Street Special Education Paraeducator, one year only, effective January 12, 2015
 - 07.025 Recommend Ahmad Baabahar for the position of Head Boys' Soccer Coach, Port Townsend High School, effective the 2014-15 school year
 - 07.026 Recommend Walker Wilson as Blue Heron School Girls' Head Basketball Coach, effective the 2014-15 school year

- 07.027 Recommend Mark Tallarico as Blue Heron School Girls' Assistant Basketball Coach, effective the 2014-15 school year
- 07.028 Recommend Nick Snyder as Blue Heron School Head Wrestling Coach, effective the 2014-15 school year

07.03 Approval of Financial Reports

- 07.030 Accounts Payable as of January 26, 2015
- 07.031 Payroll – December, 2014

07.04 Donations

- 07.040 Accept donation of \$504.50 from Randall Maag to the High School Girls' Basketball Club
- 07.041 Accept donation of \$500 from Daniel and Nancy Cole Trust to the High School Library.
- 07.042 Accept donation of \$600 from the Merck Foundation for a Kindergarten scholarship.

08. Board Correspondence - None

09. Reports

09.01 Superintendent

- 09.010 Calendar of Events
- 09.011 January Board Retreat Follow-Up

09.02 Business Manager

- 09.020 Financial Summary
- 09.021 December Budget Status
- 09.022 Staffing Update

10. Action Items

- 10.01 Approval of ASB Culinary Arts Club

11. Unfinished Business

12. New Business

13. Policy Review

- 13.01 Policy 1400 – Meeting Conduct, Order of Business and Quorum – 2nd Review
 - 13.010 RCW 42.30.080
- 13.02 Policy 1420 – Proposed Agenda and Consent Agenda – 2nd Review
- 13.03 Policy 1805 – Open Government Trainings – 2nd Review
- 13.04 Policy 4020 – Confidential Communications – First Review – 2nd Review

14. Board Member Announcements/Suggestions for Future Meetings

15. Next Meeting

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

16. Executive Session – (if necessary)

17. Adjournment

The State of Washington



Proclamation

WHEREAS, the mission of Washington's public school system is to assure that all students achieve at high levels and possess the knowledge and skills to be responsible citizens and enjoy productive and satisfying lives; and

WHEREAS, Washington's 295 locally elected school boards are the core of the public education governance system in our state; and

WHEREAS, the districts they lead serve more than one million students, have a combined annual budget of nearly \$12 billion and employ well over 100,000 people; and

WHEREAS, school directors play a crucial role in promoting student learning and achievement by creating a vision, establishing policies and budgets, and setting clear standards of accountability for all involved; and

WHEREAS, school directors are directly accountable to the citizens in their districts, serving as a vital link between members of the community and their schools; and

WHEREAS, school directors provide a passionate voice of advocacy for public schools and the welfare of school children; and

WHEREAS, it is appropriate to recognize school directors as outstanding volunteers and champions for public education;

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim January 2015 as

School Board Recognition Month

in Washington, and I urge all people in our state to join me in this special observance.

Signed this 18th day of December, 2014

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

Governor Jay Inslee



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

Superintendent Engle led the Pledge of Allegiance.

Awards and Recognitions – Superintendent Engle

Dr. Engle presented a shining star award to Susan O'Brien for her work at the high school student health clinic, and recognized Karlana Black, who is retiring as Attendance Secretary at the High School, for her years of service to the district.

Holley Carlson called a short recess at 6:05 for a reception in Ms. Black's honor.

The meeting was reconvened at 6:15 p.m.

Agenda Approval

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

Reorganization of Board

Superintendent Engle called for nominations for Board Chair. Ms. James-Wilson nominated Holley Carlson for a second term as board chair. Pam Daly seconded, and the vote was as follows:

Jennifer James-Wilson:	Aye
Nathanael O'Hara	Aye
Holley Carlson	Aye
Keith White	Aye
Pam Daly	Aye

Board Chair Carlson called for nominations for Vice-Chair. Jennifer James-Wilson nominated Pam Daly to serve as Board Vice-Chair. Mr. White seconded and the motion carried 5-0. Other assignments are as follows:

- Accounts Payable review: Nathanael O'Hara to continue
- Legislative Representative: Pam Daly and Keith White
- Media Relations: Nathanael O'Hara and Jennifer James-Wilson

Public Comments:

Kelli Parcher reported on the Peace4Kids curriculum adopted by the district this year and said some grant money was obtained to provide staff with training for Modules 2 and 3 of that program.

Correspondence

The board reviewed a letter from Port Townsend Music Boosters regarding music classes at Blue Heron.

Approval of Minutes:

The following minutes were brought for approval:

- November 24, 2014, Regular Board Meeting. Ms. Daly moved to approve the minutes. Mr. White seconded and the motion carried 5-0.

Consent Agenda

Ms. James-Wilson moved to approve the consent agenda. Mr. O'Hara seconded and the motion carried 5-0. Included on the Consent Agenda were: 1) Approval of Accounts Payable as of December 8, 2014; 2) Payroll for November, 2014; 3)

Hires: Jessica Winsheimer as 6 hr./day Grant Street Elementary Secretary, effective January 7, 2015
Ian Fraser as High School Track Coach, effective the 2014-15 school year

Reports

Blue Heron Assessment Report – Principal Lashinsky

Principal Lashinsky reported on Blue Heron School student assessment scores for 2013-14 in reading, writing, science, and math. She also reported on goals for improving student learning at Blue Heron, and staff members Maria Briones, Kirsten Bledsoe, Lisa Cartwright, and Leslie Shively explained some of the programs and strategies that are being used to reach those goals. Discussion followed.

Board Chair Carlson called a short recess at 8:30 p.m. The meeting was reconvened at 8:38 p.m.

Superintendent

Dr. Engle reported on the following:

- Invitation to Port Townsend School District from WALA (Washington Association for Learning Alternatives) to present at their annual conference March 5-7, 2015
- Upcoming sports events at Port Townsend High School
- Board resolution supporting levy was discussed

Business Manager

Business Manager Sara Bonneville presented a November, 2014 budget status report, and a financial summary for all funds. She also discussed the district's minimum fund balance, as required annually by Policy 6022.

New Business

Legislative Priorities

WSSDA (Washington State School Directors' Association) legislative priorities were discussed, including:

- Equalization of professional days offered teachers throughout all districts
- Federal forest funds

WSSDA Do's and Don'ts of School Elections

This document from the WSSDA annual conference the board recently attended was discussed, including data on how election results differ depending on when elections are held, use of public office or agency facilities in campaigns, and exceptions to those restrictions. The board agreed a resolution should be drafted for possible approval at the January 12, 2015 meeting to support the levy. By drafting such a resolution, it gives board members more flexibility when speaking in public about the levy.

Board Member Announcements/Suggestions for Future Meetings

The board retreat on January 12, 2015 was discussed. The upcoming City bond was also discussed. Ms. Carlson said she is unable to attend the Instructional Materials Committee meeting on Thursday, December 18, 2014; Mr. White agreed to attend.

Next Meeting

Board Retreat, January 12, 2015, 1610 Blaine St., Room S-11, 4:00 p.m.

Work/Study meeting, January 12, 2015, 1610 Blaine St., Room S-11, 6:00 p.m.

Adjournment: The meeting was adjourned by consensus at 10:00 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Holley Carlson, Board Chair

Board Chair Holley Carlson called the meeting to order at 4:02 p.m. Present: Keith White, Pam Daly, Jennifer James-Wilson, Holley Carlson, and Nathanael O'Hara. Also present were Superintendent Engle, staff, and community members.

Agenda Approval

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

Superintendent Mid-Year Evaluation

Proposed Washington State standards for superintendent evaluation were discussed. Attributes of modern educational leaders were discussed, and the board participated in an activity to evaluate Dr. Engle's performance in relation to those attributes. Discussion followed. Professional development for staff and the Maritime Discovery Schools initiative were reviewed.

The District website was discussed.

Board Evaluation Process

WSSDA's (Washington State School Directors' Association) online evaluation was explored. Each board member will complete before the next board meeting on January 26, 2015.

Strategic Planning Update

Dr. Engle suggested putting a plan in place to accomplish each goal referenced in the current strategic plan. It was agreed to work on implementing projects with a timeline around each strategic goal at the August board retreat.

MDS Update – Satterberg Foundation Grant

Superintendent Engle said approval of this grant requires a third-party review.

Dr. Engle said he has been in contact with a group called Encore.org, which helps the older population in an area assist and become involved in their community, including schools.

Technology Update

Superintendent Engle spoke about the deployment of Chromebooks to students. Because assessment testing this year will be done entirely online, with a few exceptions, it was necessary for the District to provide devices that will support that testing. Chromebooks were chosen because they are simple to use, secure, affordable, and have a long battery life. Funds for these devices came from the capital projects levy.

Reports

Superintendent Engle reported on the following:

- NCLB Status. Port Townsend District is in Step 2 of improvement because 100% of students did not meet standard on assessment tests, so money must be reserved from the District's Title I budget.
- Capital Projects. New carpet has been installed in the hallway at Grant Street Elementary. Lighting projects are upcoming.

- Principal Succession at Grant Street. He attended a staff meeting at Grant Street, and asked what kind of attributes the staff would like to see in a new principal. Advertisement for the position should go out in mid-February.
- Long-Range Planning. He has met with each building staff to gather input, which will be shared with the Facilities and Long-Range Planning Committee. That committee will then create a recommendation to the Board, sometime in August, 2015.
- Lincoln Building Update. A group called Westcom Capital recently contacted the District and may be interested in the Lincoln Building to construct affordable senior housing; a proposal will be forthcoming.
- Math Vertical Teaming Report. Grades 6-12 math teachers have met and are developing a recommendation for new curriculum which will be presented to the Instructional Materials Committee, which will then submit a recommendation to the Board.

Experiential Learning

This activity was postponed to a later date due to the time.

Adjournment

The meeting was adjourned by consensus at 6:00 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: Holley Carlson, Board Chair

Board Chair Holley Carlson called the meeting to order at 6:05 p.m. Present: Holley Carlson, Pam Daly, Nathanael O'Hara, Keith White, and Jennifer James-Wilson. Also present were Superintendent Engle, staff, and community members.

ASB Representative Colin Coker led the Pledge of Allegiance.

Agenda Approval

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

Shining Star Awards

Superintendent Engle presented Shining Star Awards to the following people:

- Phil Pilgrim for his volunteer and mentoring efforts in the engineering and robotics class at the high school.
- Chris Montgomery, Custodian at the Blue Heron, for his outstanding work preparing the high school campus for events.

Public Comments

- Lois Sherwood, High School Science Teacher, and members of the High School Students for Sustainability Club, Jack Pokorny, Steve Riepe, and Andrew Anthony, spoke about recycling on all campuses. They asked for the Board's support in encouraging and improving recycling efforts in the District. Jack Pokorny said the club plans to visit a sustainable school cafeteria in Olympia later this year. Ms. James-Wilson invited the group to the Wellness Committee meeting on Thursday, January 14, 2015 at 3:30 p.m. in Room S-11. Discussion followed.
- Anne Burkart spoke in support of the upcoming Education Program and Operations Levy.

Board Correspondence - None

Reports

High School ASB Report

ASB Representatives Colin Coker and Shae Shoop reported that the junior class is working on the Winter Fest Dance being held on Saturday, January 24, 2015. A committee is also working on activities to recognize Martin Luther, Jr. Day on Monday, January 19. The senior class is holding fundraisers for Senior Prom, which will be held at the USO building at Fort Worden on May 30, 2015. Ms. James-Wilson invited ASB representatives to the Wellness Committee meeting on Wednesday, January 14, 2015 in Room S-11 at 3:30. The Wellness Committee will be discussing food sold as concessions as part of their work in revising Policy 6700 to comply with new state standards.

Maritime Discovery Schools Committee

Sarah Rubenstein, MDS (Maritime Discovery Schools) Director introduced Katy Karschney, instructional coach, who comes to the District monthly to work with instructional staff to implement the MDS initiative. Ms. Rubenstein spoke about the MDS Purpose Statement and how it aligns with district and board goals. Discussion followed.

Ms. Carlson welcomed local Boy Scout Troop 1477 attending the meeting as part of their Citizenship merit badge requirements.

Ms. Carlson called a short recess at 7:00 p.m. The meeting was reconvened at 7:09 p.m.

Superintendent

Superintendent Engle reported on the following:

- He will be out of the district January 14-22.
- Purchase of student outreach membership to FIREFilms (Future in Review)
- New requirements for E-rate
- The first District Annual Report is being mailed to families this month, and appears on the website
- Levy Fact Sheet is also on the website

Action Items

Approval of Resolution 15-01, Support of Levy Resolution 14-17

Ms. Carlson read Resolution 15-01. Ms. James-Wilson moved to approve Resolution 15-01. Mr. O'Hara seconded and the motion carried 5-0.

Policy Review

Superintendent Engle reviewed Policies 1400, 1420, 1805, and 4020. In conjunction with Policy 4020, Confidential Communications, more staff training is planned. The Board asked for clarification of the last paragraph on Page 1 of Policy 1420. Dr. Engle said staff will contact WSSDA (Washington State School Directors' Association) for further explanation. These policies will be on the January 26, 2015 board meeting for second review.

Board Member Announcements/Suggestions for Future Meetings

The protocol and the spirit of the public comment period at board meetings were discussed.

Executive Session

Ms. Carlson adjourned the work/study meeting at 7:55 p.m. to executive session for approximately 15 minutes to review job performance of a district employee. The executive session was adjourned at 8:16 p.m. The work/study meeting was reconvened at 8:16 p.m.

Adjournment

The meeting was adjourned by consensus at 8:16 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Holley Carlson, Board Chair



GRANT STREET ELEMENTARY
PORT TOWNSEND SCHOOL DISTRICT NO. 50
1637 Grant Street, Port Townsend, WA 98368
Main Office 360.379.4535, Fax 360.379.4261 Mary S. Sepler, Principal

January 7, 2015

Dear Dr. Engle,

I am writing to notify you that I am resigning from my position as Principal of Grant Street Elementary School and the OCEAN Program at the end of this academic year.

The Port Townsend School District has offered me many opportunities to grow personally and professionally and for that I will always be grateful. The professional relationships here that inspire me and push me to try harder will always serve as reminders to bring my best for the sake of our students.

The Port Townsend School District is on an exciting and innovative course. I wish you and the district much success in the coming years. My pride in having been part of this place is deep and I will always rejoice in its successes.

If I can be of any assistance during the transition to new leadership please do not hesitate to ask.

Sincerely,

Mary Sepler
Principal, Grant Street Elementary and OCEAN

To: Laurie McGinnis

From: Patrick Kane *P Kane*

Re: New Hire

Date: 1-9-15

Two candidates were interviewed for a one year only para-educator position at Grant Street Elementary School. Pat Range and Shelly Kienle were on the interview team. Tom Hill was selected to fill the position. He will start full time on January 12, 2015.

PORT TOWNSEND SCHOOL DISTRICT

"Discover the Power of Learning"

Superintendent
Dr. David Engle

360 / 379-4501
FAX: 801 / 851-5230
www.ptschools.org

1610 Blaine Street
Port Townsend, Washington 98368

Board of Directors
Anne Burkart
Holley Carlson
Nathanael O'Hara
Jennifer James Wilson
Pam Daly

January 15, 2015

Port Townsend School District
Attn: Human Resources Office

Re: My Retirement!

Dear Friends,

This is to formally let you know that my last work day for the school district will be June 30, 2015. My official retirement date is July 1, 2015.

It's hard to believe it's been 8 years! It seems like only yesterday I walked through the doors of the Lincoln Building without a clue. Thanks for all the assistance and friendship through the years.

Sincerely,



Ruth Baldwin
Learning Support Services Office Coordinator

cc: Patrick Kane

Laurie McGinnis

From: Gordon Barnett <geb@cablespeed.com>
Sent: Monday, December 08, 2014 2:41 PM
To: Laurie McGinnis
Subject: Resignation

I resign my position as girl's assistant basketball coach. I will be in Mexico the majority of the season.

Gordon E. Barnett



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: Ahmad Baabahar, Soccer Coach

Date: December 19, 2014

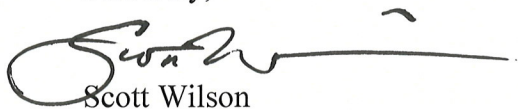
Dr. Engle and Members of the School Board,

After interviewing him and evaluating his file, I recommend **Ahmad Baabahar** for the position of **Head Boys' Soccer Coach** at Port Townsend High School.

Besides the knowledge of the sport and the ability to teach the necessary skills, Mr. Baabahar maintains an appropriate philosophy to help our student-athletes represent the best of their abilities for Port Townsend Schools. Additionally, he is student-centered and understands the importance of our adherence to Culture of Excellence in Port Townsend Athletics.

I look forward to a great season and a new beginning for our boys' soccer program.

Sincerely,



Scott Wilson

Cc: Lysa Falge



ATHLETICS

HOME OF THE REDHAWKS

BLUE HERON SCHOOL

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

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

RE: Walker Wilson; Middle School Girls' Basketball Coach

Date: January 5, 2015

Dr. Engle and Members of the School Board,

After discussing the position with him, I, Scott Wilson, recommend Walker Wilson for the position of Head Middle School Basketball coach at Blue Heron Middle School.

Walker is currently a coach within our high school basketball system. I am happy to see that he wants to share his enthusiasm for the sport--and for his willingness to grow professionally—as a middle school coach. This is a win-win situation for everyone.

Sincerely,

Scott Wilson

Cc: Lysa Falge

January 6, 2015

To Whom It May Concern,

I, Amy Tidball, hereby resign from the Highly Capable/REACH Coordinator Position for Port Townsend School District for the 2014-2015 school year.

Respectfully,

Amy Tidball
5th Grade Teacher
Blue Heron School

BLUE HERON SCHOOL

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

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

RE: Mark Tallarico; Middle School Girls' Basketball Coach

Date: January 8, 2015

Dr. Engle and Members of the School Board,

After discussing the position with him, I, Scott Wilson, recommend Mark Tallarico for the position of Assistant (7th grade) Middle School Basketball coach at Blue Heron Middle School.

Mark's current position as a PE teacher at Blue Heron will directly benefit the students in the basketball program. This is a great opportunity for both Mark and the students at Blue Heron.

Sincerely,

Scott Wilson

Cc: Lysa Falge

BLUE HERON SCHOOL

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

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

RE: Nick Snyder; Middle School Wrestling Coach

Date: January 14, 2015

Dr. Engle and Members of the School Board,

After discussing the position with him, I, Lysa Falge, recommend Nick Snyder for the position of Middle School Wrestling coach at Blue Heron Middle School.

Nick's interest in this position is related to his current position as the Assistant Wrestling coach at the Port Townsend High School. Nick desires to see the athletic programs grow in the Middle School and would like a hand in the process. This is a great opportunity for both Nick, the students at Blue Heron, and the growth of athletics in our schools.

Sincerely,

Lysa Falge

Cc: Scott Wilson

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling \$48,861.20. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9956 through 9970, totaling \$48,861.20

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
9956	ASB IMPREST FUND	12/15/2014	2,885.00
9957	BOOST PROMOTIONAL GROUP INC	12/15/2014	156.19
9958	CHEER ZONE	12/15/2014	179.80
9959	COSTCO	12/15/2014	296.00
9960	DL LOGOS	12/15/2014	475.69
9961	Fraser, Alice K	12/15/2014	82.79
9962	GOOD SPORTS	12/15/2014	357.52
9963	Hammer, Kirsten	12/15/2014	112.20
9964	NORTH OLYMPIC FOOTBALL OFFICIA	12/15/2014	911.12
9965	PASSPORTS	12/15/2014	32,028.00
9966	PORT TOWNSEND FOOD BANK	12/15/2014	5,805.23
9967	SAFEWAY	12/15/2014	225.63
9968	SOS PRINTING	12/15/2014	2,275.92
9969	SUPLAY.COM	12/15/2014	795.61
9970	WIAA	12/15/2014	2,274.50

15 Computer Check(s) For a Total of 48,861.20

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling \$2,622.86. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9971 through 9977, totaling \$2,622.86

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

Check Nbr	Vendor Name	Check Date	Check Amount
9971	GOOD SPORTS	12/31/2014	110.09
9972	GTM SPORTSWEAR	12/31/2014	175.49
9973	Khile, Amy Jo	12/31/2014	175.30
9974	PENINSULA AWARDS & TROPHIES	12/31/2014	245.12
9975	PIZZA FACTORY	12/31/2014	137.02
9976	SAFEWAY	12/31/2014	229.84
9977	THE ASHLAND HOSTEL	12/31/2014	1,550.00
7	Computer	Check(s) For a Total of	2,622.86

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling \$3,658.88. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9978 through 9978, totaling \$3,658.88

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
9978	BANK OF AMERICA VISA	01/07/2015	3,658.88
1	Computer	Check(s) For a Total of	3,658.88

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling \$18,885.73. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9979 through 9994, totaling \$18,885.73

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
9979	COSTCO	01/15/2015	117.41
9980	DAIRY FRESH FARMS INC	01/15/2015	18.48
9981	ELMA WRESTLING CLUB	01/15/2015	30.00
9982	FORKS HIGH SCHOOL	01/15/2015	60.00
9983	GOOD SPORTS	01/15/2015	15.26
9984	H2O GRAPHICS	01/15/2015	59.73
9985	HENERY HARDWARE	01/15/2015	53.51
9986	JEFF COUNTY PUBLIC HEALTH	01/15/2015	149.00
9987	KELSO HIGH SCHOOL	01/15/2015	108.00
9988	LEADER	01/15/2015	225.00
9989	NATIONAL ACHIEVER SERVICES	01/15/2015	388.59
9990	SAFEWAY	01/15/2015	231.56
9991	SQUALICUM HIGH SCHOOL	01/15/2015	200.00
9992	SUPLAY.COM	01/15/2015	9,686.62
9993	THE STATION SIGNS & PRINTING	01/15/2015	739.02
9994	WALSWORTH PUBLISHING CO	01/15/2015	6,803.55

16 Computer Check(s) For a Total of 18,885.73

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling ??????????????. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
201400023	DEPARTMENT OF REVENUE	12/31/2014	-0.02
1	Wire Transfer Check(s) For a Total of		-0.02

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling \$12,057.87. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:
Wire Transfer Payments 201400020 through 201400022, totaling \$12,057.87

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

Check Nbr	Vendor Name	Check Date	Check Amount
201400020	DEPARTMENT OF REVENUE	01/05/2015	10,611.71
201400021	DEPARTMENT OF REVENUE	01/05/2015	321.16
201400022	DEPARTMENT OF REVENUE	01/05/2015	1,125.00
3	Wire Transfer Check(s) For a Total of		12,057.87

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

As of January 26, 2015, the board, by a _____ vote, approves payments, totaling \$20,794.43. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3216 through 3217, totaling \$20,794.43

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
3216	CHIMACUM SCH DIST#49-CO-OP TRA	12/15/2014	15,665.15
3217	Hanson Electric	12/15/2014	5,129.28
2	Computer	Check(s) For a Total of	20,794.43

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling \$4,764.81. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3218 through 3219, totaling \$4,764.81

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
3218	FREDERICKSON ELECTRIC INC	01/15/2015	4,518.21
3219	Hanson Electric	01/15/2015	246.60
2	Computer	Check(s) For a Total of	4,764.81

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling \$155,609.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 58156 through 58246, totaling \$155,609.75

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
58156	5TH AVENUE THEATRE	12/15/2014	100.00
58157	A+ EQUIPMENT RENTALS	12/15/2014	15.26
58158	Agnew, Angela	12/15/2014	253.02
58159	AMSAN OLYMPIC SUPPLY	12/15/2014	1,804.52
58160	ARROW LUMBER & HARDWARE	12/15/2014	401.57
58161	ASCD	12/15/2014	89.00
58162	ATS INC	12/15/2014	937.40
58163	B & H PHOTO VIDEO	12/15/2014	2,356.69
58164	BAY CITY SUPPLY	12/15/2014	82.93
58165	Behrenfeld, Timothy Jon	12/15/2014	583.04
58166	BIG GAME ATHLETIC	12/15/2014	3,203.55
58167	Bonneville, Sara L	12/15/2014	50.96
58168	BUENO SYSTEMS INC	12/15/2014	709.21
58169	BUTLER, ROBERTA L	12/15/2014	3,270.00
58170	Cartwright, Lisa K	12/15/2014	109.76
58171	CENEX FLEETCARD	12/15/2014	3,446.77
58172	CHIMACUM SCH DIST#49-CO-OP TRA	12/15/2014	11,665.97
58173	CITY OF PT TOWNSEND	12/15/2014	4,810.48
58174	PAUL M CREECH PIANOS LLC	12/15/2014	250.00
58175	DAIRY FRESH FARMS INC	12/15/2014	1,571.12
58176	DATABASE SECURE RECORDS DESTRC	12/15/2014	86.11
58177	DATAMATION SYSTEMS INC	12/15/2014	4,725.93
58178	DM DISPOSAL CO INC	12/15/2014	4,650.78
58179	DORAN, KELLY	12/15/2014	500.00
58180	EDCLUB INC	12/15/2014	258.30
58181	EDENSAW WOODS	12/15/2014	287.66
58182	Ehrhardt, Carrie L	12/15/2014	21.28
58183	Engle, David S	12/15/2014	425.96
58184	ESD 114	12/15/2014	12,723.10
58185	FOOD SERVICES OF AMERICA	12/15/2014	5,280.74
58186	Gambill, Tom George	12/15/2014	142.68
58187	GRAINGER	12/15/2014	5,355.31
58188	GREENTREE COMMUNICATIONS	12/15/2014	94.57

Check Nbr	Vendor Name	Check Date	Check Amount
58189	Gustafson, Emily A	12/15/2014	160.50
58190	Halton, Sara C	12/15/2014	55.25
58191	HENERY HARDWARE	12/15/2014	1,011.26
58192	INTERACT	12/15/2014	134.23
58193	INTERNATIONAL READING ASSN	12/15/2014	99.00
58194	James-Wilson, Jennifer	12/15/2014	88.37
58195	JAMESTOWN NETWORKS	12/15/2014	900.00
58196	JIVE COMMUNICATIONS, INC.	12/15/2014	5,480.36
58197	JT EDUCATIONAL CONSULTANTS	12/15/2014	700.00
58198	Kane, Patrick J	12/15/2014	51.52
58199	KARSCHNEY CONSULTING	12/15/2014	3,900.00
58200	KING COUNTY DIRECTORS	12/15/2014	1,463.41
58201	KROGER - QFC CUSTOMER CHARGES	12/15/2014	168.29
58202	LANCE, PHILIPPA	12/15/2014	5,415.00
58203	LEADER	12/15/2014	183.25
58204	Manning, Jennifer Dawn	12/15/2014	138.49
58205	MASCO PETROLEUM	12/15/2014	2,996.44
58206	MICRO COMPUTER SYSTEMS INC	12/15/2014	7,637.49
58207	MICRO K12	12/15/2014	7,246.46
58208	Miller, James Keith	12/15/2014	90.72
58209	MILLER, KATE	12/15/2014	605.71
58210	MOUNTAIN PROPANE	12/15/2014	166.63
58211	MUSIC & ARTS CENTER	12/15/2014	394.86
58212	NCS PEARSON INC	12/15/2014	317.74
58213	Nielsen, Jennifer Marie	12/15/2014	291.56
58214	OLYMPIC SPRINGS	12/15/2014	57.02
58215	PACIFIC OFFICE EQUIPMENT	12/15/2014	2,217.02
58216	PART WORKS INC	12/15/2014	220.53
58217	PENINSULA PEST CONTROL	12/15/2014	872.00
58218	PITSCO	12/15/2014	63.17
58219	PLATT	12/15/2014	708.04
58220	PNW FIRST	12/15/2014	2,000.00
58221	PORT TOWNSEND MUFFLER	12/15/2014	27.20
58222	PORTER FOSTER RORICK LLP	12/15/2014	1,423.00
58223	PRINTERY INC	12/15/2014	497.98
58224	PROJECT LEAD THE WAY INC	12/15/2014	696.51
58225	RONDEAU, PAMELA D	12/15/2014	27.00
58226	Rubenstein, Sarah Margaret	12/15/2014	414.26
58227	Rublaitus, Tanya K	12/15/2014	39.20
58228	SAFEWAY	12/15/2014	43.96
58229	Sather, Marcus Jon	12/15/2014	80.01
58230	SAXTON BRADLEY INC	12/15/2014	15,162.00
58231	SCHOLASTIC BOOK FAIRS	12/15/2014	3,667.79
58232	SECURITY BENEFIT	12/15/2014	90.00
58233	SOS PRINTING	12/15/2014	30.89
58234	SPECIFICATION SALES INC	12/15/2014	112.27
58235	Taylor, Brad James	12/15/2014	122.08
58236	TIGER DIRECT INC	12/15/2014	14,528.50
58237	VANBEUZEKOM, ERIC MILES	12/15/2014	500.00
58238	VERNIER SOFTWARE	12/15/2014	425.77

Check Nbr	Vendor Name	Check Date	Check Amount
58239	WASH STATE FERRIES	12/15/2014	167.50
58240	WASWUG ANNUAL CONFERENCE	12/15/2014	250.00
58241	Watson, Kelley	12/15/2014	347.72
58242	Webster, William Thomas	12/15/2014	37.36
58243	WIANT PRODUCTIONS	12/15/2014	250.00
58244	Wilson, Scott Randall	12/15/2014	115.56
58245	Witheridge, Lori A	12/15/2014	25.20
58246	WMEA	12/15/2014	430.00
91	Computer	Check(s) For a Total of	155,609.75

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling \$37,916.47. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 58276 through 58302, totaling \$37,916.47

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
58276	Bonneville, Sara L	12/31/2014	63.28
58277	Borsato, Hope	12/31/2014	96.82
58278	BUTLER, ROBERTA L	12/31/2014	1,965.00
58279	CEREBELLUM CORPORATION	12/31/2014	50.40
58280	Clanton, Tara	12/31/2014	149.00
58281	ESD 114	12/31/2014	2,627.25
58282	FREESTYLE PHOTOGRAPHIC SUPPLIE	12/31/2014	91.97
58283	GRAINGER	12/31/2014	910.17
58284	Hageman, Brandi R	12/31/2014	48.16
58285	HOUGHTON MIFFLIN HARCOURT	12/31/2014	1,400.00
58286	Kane, Patrick J	12/31/2014	18.91
58287	KING COUNTY DIRECTORS	12/31/2014	3,426.49
58288	KROGER - QFC CUSTOMER CHARGES	12/31/2014	77.04
58289	MAKERBOT	12/31/2014	362.42
58290	NORTHWEST MARITIME CENTER	12/31/2014	875.00
58291	OSPI	12/31/2014	1,615.94
58292	PEARSON ASSESSMENTS	12/31/2014	82.84
58293	PLATT	12/31/2014	162.27
58294	POSTAGE BY PHONE RESERVE ACCOU	12/31/2014	1,025.00
58295	Rich, Deborah E	12/31/2014	31.37
58296	SAFEWAY	12/31/2014	3.59
58297	SOS PRINTING	12/31/2014	77.34
58298	TIGER DIRECT INC	12/31/2014	20,699.00
58299	VERNIER SOFTWARE	12/31/2014	1,637.70
58300	WESTBAY AUTO PARTS	12/31/2014	293.05
58301	Wilson, Scott Randall	12/31/2014	39.20
58302	Zamberlin, Nancy J	12/31/2014	87.26

27 Computer Check(s) For a Total of 37,916.47

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling \$29,620.15. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 58303 through 58309, totaling \$29,620.15

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

Check Nbr	Vendor Name	Check Date	Check Amount
58303	DIGITAL INSURANCE INC	12/31/2014	500.00
58304	FOOD CO-OP	12/31/2014	56.67
58305	Kruse, Lance	12/31/2014	1,000.00
58306	PUBLIC UTILITY DISTRICT	12/31/2014	26,123.44
58307	Rublaitus, Tanya K	12/31/2014	57.77
58308	Urner, Libby	12/31/2014	1,873.27
58309	Zamberlin, Nancy J	12/31/2014	9.00
7	Computer	Check(s) For a Total of	29,620.15

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling \$8,549.62. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 58310 through 58310, totaling \$8,549.62

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

Check Nbr	Vendor Name	Check Date	Check Amount
58310	BANK OF AMERICA VISA	01/07/2015	8,549.62
1	Computer	Check(s) For a Total of	8,549.62

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 January 26, 2015, the board, by a _____ vote, approves payments, totaling \$154,742.60. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 58311 through 58378, totaling \$154,742.60

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
58311	A+ EQUIPMENT RENTALS	01/15/2015	895.97
58312	ADVANCED CLASSROOM TECH	01/15/2015	4,039.28
58313	AMSAN OLYMPIC SUPPLY	01/15/2015	1,111.96
58314	ARROW LUMBER & HARDWARE	01/15/2015	29.65
58315	BADGE BOYS AWARDS & ENGRAVING	01/15/2015	26.00
58316	BAY CITY SUPPLY	01/15/2015	7,381.86
58317	Behrenfeld, Kirsten Mary	01/15/2015	71.68
58318	CANON FINANCIAL SERVICES INC	01/15/2015	207.07
58319	CENEX FLEETCARD	01/15/2015	1,853.38
58320	CENTURYLINK	01/15/2015	8,961.99
58321	CHIMACUM SCH DIST#49-CO-OP TRA	01/15/2015	13,976.07
58322	CITY OF PT TOWNSEND	01/15/2015	4,650.96
58323	Colton, Mary K	01/15/2015	43.57
58324	COOPER FUEL & AUTO REPAIR	01/15/2015	3,218.33
58325	DAIRY FRESH FARMS INC	01/15/2015	930.65
58326	DEMCO	01/15/2015	267.39
58327	DM DISPOSAL CO INC	01/15/2015	4,717.70
58328	Dow, Julianne Michelle	01/15/2015	13.09
58329	Engle, David S	01/15/2015	11.20
58330	ESD 114	01/15/2015	2,345.28
58331	FEDERAL WAGE/LABOR LAW INSTITU	01/15/2015	269.40
58332	FOOD SERVICES OF AMERICA	01/15/2015	6,615.23
58333	GOLDBERG, ROBERT D	01/15/2015	340.00
58334	GRAINGER	01/15/2015	1,191.03
58335	GREENTREE COMMUNICATIONS	01/15/2015	94.57
58336	Gustafson, Emily A	01/15/2015	109.35
58337	HADLOCK BUILDING SUPPLY	01/15/2015	7.61
58338	HENERY HARDWARE	01/15/2015	594.11
58339	JAMESTOWN NETWORKS	01/15/2015	900.00
58340	JIVE COMMUNICATIONS, INC.	01/15/2015	5,786.87
58341	JT EDUCATIONAL CONSULTANTS	01/15/2015	700.00
58342	JW PEPPER & SON INC	01/15/2015	71.95
58343	Kane, Patrick J	01/15/2015	156.70

Check Nbr	Vendor Name	Check Date	Check Amount
58344	KING COUNTY DIRECTORS	01/15/2015	1,700.77
58345	KROGER - QFC CUSTOMER CHARGES	01/15/2015	93.61
58346	Kruse, Jennifer Kathleen	01/15/2015	130.94
58347	LANCE, PHILIPPA	01/15/2015	4,830.00
58348	LEADER	01/15/2015	84.25
58349	LES SCHWAB	01/15/2015	168.68
58350	MASCO PETROLEUM	01/15/2015	2,799.07
58351	MCDONALD, MARGIE	01/15/2015	630.00
58352	McGinnis, Laurie Kathleen	01/15/2015	57.50
58353	MILLER, KATE	01/15/2015	56.44
58354	MUSIC & ARTS CENTER	01/15/2015	503.26
58355	NATIONAL GEOGRAPHIC SCHOOL PUB	01/15/2015	322.91
58356	OLYMPIC SPRINGS	01/15/2015	42.02
58357	OLYMPIC ART & OFFICE	01/15/2015	30.29
58358	OSPI	01/15/2015	1,272.41
58359	PACIFIC OFFICE EQUIPMENT	01/15/2015	1,797.61
58360	PART WORKS INC	01/15/2015	156.87
58361	Pavoni-Anderson, Lisa Marya	01/15/2015	319.60
58362	PENINSULA PEST CONTROL	01/15/2015	621.30
58363	PENINSULA COLLEGE	01/15/2015	42,775.48
58364	PENINSULA BACKFLOW TESTING	01/15/2015	479.60
58365	PLATT	01/15/2015	664.04
58366	PORTER FOSTER RORICK LLP	01/15/2015	1,790.00
58367	PRINTERY INC	01/15/2015	73.08
58368	RED DOG FARM	01/15/2015	886.00
58369	SEATTLE ARTS & LECTURES	01/15/2015	11,309.52
58370	SOUND EXPERIENCE	01/15/2015	1,140.00
58371	TACOMA COMM COLLEGE	01/15/2015	606.54
58372	TIGER DIRECT INC	01/15/2015	6,632.91
58373	TIME FOR KIDS	01/15/2015	111.50
58374	WALA	01/15/2015	50.00
58375	WASH STATE FERRIES	01/15/2015	260.95
58376	Watson, Kelley	01/15/2015	583.42
58377	WESTBAY AUTO PARTS	01/15/2015	120.95
58378	Young, Dawn Leslie	01/15/2015	51.18
68	Computer	Check(s) For a Total of	154,742.60

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of December, 2014

We, the undersigned, do hereby certify that the foregoing payroll is just, true and correct; that the persons whose names appear hereon actually performed services as stated for the time shown, and that the amounts are actually due and unpaid,

Clerk of District

Approved gross in the sum of	\$ <u>659,225.77</u>	Employee Gross
	<u>245,717.94</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>904,943.71</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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

REPORT OF MONETARY DONATIONS

To the Board of the Port Townsend School District:

Date of donation 1/13/15

Name of donor Randall Maag

Address of donor 1007 Rosecrans St.
Port Townsend

Purpose of donation:

Girls Basketball Club ^{Amount:} \$504⁵⁰

Received by K Cavetta

Building Administrator

Donation of Gift(s) Report

To the Board of the Port Townsend School District:

Date of donation: 11-10-2014

Name of donor: Daniel M. and Nancy E. Cole Revocable Trust

Mailing address of donor: 2295 Gateway Oaks Dr. Suite 135
Sacramento, CA 95833-4210

Item(s) donated:

Approximate Value:

Cash for decorative fireplace
in HS Library

\$ 500.00

Received by: _____

Calhardt

Administrator (Building Principal and/or Superintendent)

8/25/14

Donation of Gift(s) Report

To the Board of the Port Townsend School District:

Date of donation: 12-8-14

Name of donor: Merck Foundation

Mailing address of donor: 300 Brickstone Sq. 601
Andover, MA 01810

Item(s) donated:

Approximate Value:

\$600

K Scholarship

Received by: Dawn Young

Administrator (Building Principal and/or Superintendent)

8/25/14

PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
January 26, 2015 – February 23, 2015

January 26	School Board Regular Meeting, 6:00 p.m.
January 27	East Jefferson Partnership, 6:00 p.m., Chimacum HS Library (Holley, Jennifer) Policy Review Committee, 3:30, Room S-11 (Jennifer)
January 28	2 Hr. Early Release, all schools
January 29	Finance Committee, 3:30 p.m., Room S-11 (Nathanael, Keith)
January 31	BH Solo/Ensemble Orchestra performance, Port Angeles HS Winterfest Dance, 8-11 p.m., HS Gym
February 4	2 Hr. Early Release, all schools Facilities Committee, 3:30 p.m., Room S-11 (Nathanael, Jennifer)
February 6	GS Science Fair, 6 p.m. 8 th Grade Trip to State Capitol
February 9	School Board Work/Study Meeting, 6:00 p.m.
February 11	2 Hr. Early Release, all schools Wellness Committee, 3:30 p.m., Room S-11 (Jennifer, Pam)
February 12	Tech Committee, 3:30 p.m., CoLab
February 13	Emergency Make-up Day, school in session
February 16	Presidents' Day, no school
February 18	2 Hr. Early Release, all schools Facilities Committee, 3:30 p.m., Room S-11 (Nathanael, Jennifer)
February 19	BH Parent Forum, 6-7:30 p.m. IMC Meeting, 3:30 p.m., Room S-11 (Holley, Pam)
February 23	School Board Regular Meeting, 6:00 p.m.

Port Townsend School District

Monthly Financial Report to Board

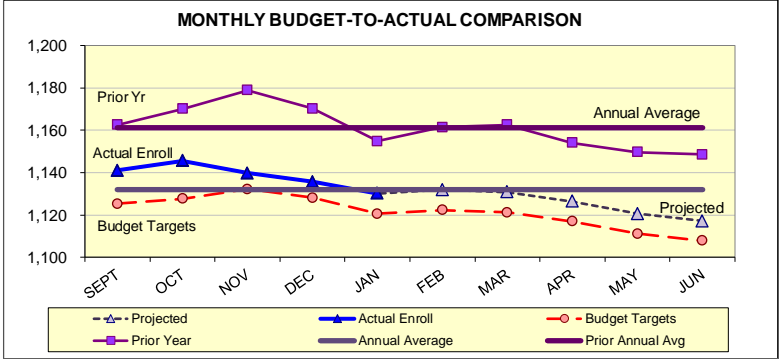
January 26, 2015

- January & YTD Enrollment
- December 2014 Financial Reports
 - Financial Summary - Net Assets
 - Revenue, Expenditure & Fund Balance
 - General Fund Comparison to Prior Year
- Review of ASB Fund Balance

Enrollment

January 2015

AAFTE w/out Running Start		
Prior Year	14-15 Budget	14-15 Projected
1,161	1,121	1,132



Enrollment

January 2015

Current Month	Current Month Actual		Budget Target	FTE Variance
	Head Ct	FTE*	FTE*	from Target
Grades K-3	327	288.0	287.0	1.1
Grades 4-8	438	436.8	439.0	(2.2)
Grades 9-12	422	405.4	406.1	(0.7)
	1,187	1,130.2	1,132.2	(1.9)
Running Start	16	24.8	n/a	n/a
Totals	1,203	1,155.0	1,132.2	(1.9)

Projected Annual Average	Projected thru YE		Budget	AAFTE Variance
	Head Ct	AAFTE*	AAFTE*	from Budget
K-12	n/a	1,131.9	1,121.0	10.9
Running Start	n/a	26.2	30.0	(3.8)

Current Month FTE is (9.58) - (Decrease) from November of projected Annual Average 99.85%

* FTE - Full Time Enrollment

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

3

Financial Summary

2014-2015

as of: **December 31, 2014**

NET ASSETS	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Total Assets	\$ 571,238	\$ 939,744	\$ 123,200	\$ 377,554	\$ 90,612
- less: Taxes Receivable	(73,081)	(22,721)	(1,879)	-	-
Assets Net of Taxes Due	\$ 498,158	\$ 917,023	\$ 121,321	\$ 377,554	\$ 90,612
Total Liabilities/Def Rev	\$ 106,909	\$ 23,846	\$ 1,879	\$ 11,024	\$ -
- less: Deferred Tax Revenue	(73,081)	(22,721)	(1,879)	-	-
Liabilities Net of Taxes Due	\$ 33,829	\$ 1,125	\$ -	\$ 11,024	\$ -
Net Assets (Fund Balance)	\$ 464,329	\$ 915,898	\$ 121,321	\$ 366,530	\$ 90,612

Net Cash & Investments	GF	CPF	DSV	ASB Fund	TVF
Prior Month End	\$ 453,489	\$ 908,411	\$ 119,896	\$ 385,527	\$ 90,590
	(50,857)	8,612	1,425	(8,131)	23
December 31, 2014	\$ 402,631	\$ 917,023	\$ 121,321	\$ 377,396	\$ 90,612

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Financial Operations

2014-2015

as of: **December 31, 2014**

REVENUES, EXPENDITURES &

CHANGES IN FUND BAL

	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Revenues YTD	\$ 4,456,199	\$ 537,545	\$ 1,495	\$ 132,775	\$ 44
Expenditures YTD	(4,409,609)	(156,094)	(53,782)	(118,150)	(117,949)
Transfers-in/<out> YTD	-	(53,782)	53,782	-	-
YTD Change in Fund Bal	\$ 46,590	\$ 327,669	\$ 1,495	\$ 14,626	\$ (117,904)
+ Beginning Fund Balance	417,739	588,229	119,825	351,904	208,517
Current Fund Balance	\$ 464,329	\$ 915,898	\$ 121,321	\$ 366,530	\$ 90,612

Budgeted Expenditure Capacity:

(revised budget)

Total Expenditure Budget	\$ 13,955,720	\$ 1,398,500	\$ 60,723	\$ 389,968	\$ 173,500
less YTD Expend/Transf	(4,409,609)	(156,094)	(53,782)	(118,150)	(117,949)
less YTD Encumbrances	(8,291,100)	(55,491)	-	(55,670)	(1,090)
Un-Encumbered Budget *	\$ 1,255,010	\$ 1,186,915	\$ 6,941	\$ 216,148	\$ 54,461

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

5

General Fund

2014-2015

Year-to-Year Comparison

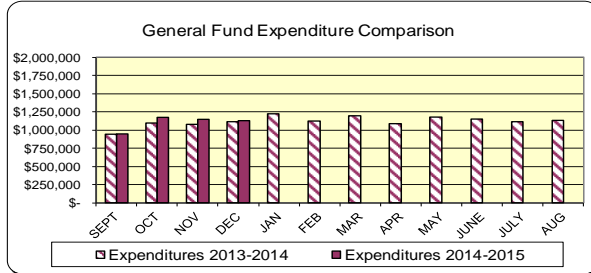
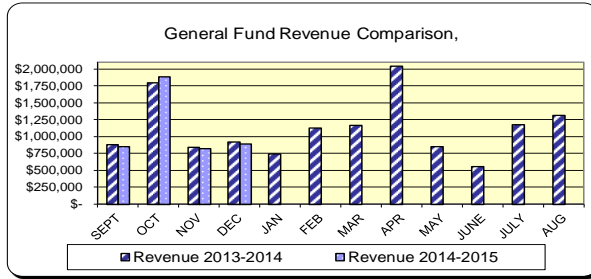
YEAR-to-YEAR	December				Variance
	2014-2015	% of Bud	2013-2014	% of Bud	
Beginning Fund Balance	\$ 417,739		\$446,099		\$ (28,360)
+ Revenues	4,456,199	32.7%	4,454,142	32.8%	2,057
+ Transfer-In from other funds	-	0.0%	-	0.0%	-
Total Funds Available	\$ 4,873,939		\$ 4,900,241		\$ (26,302)
Expenditures:					
Salaries & Benefits (Payroll)	\$ 3,591,643		\$ 3,580,546		11,097
Accounts Payable	817,966		659,485		158,481
Total Expenditures & Transf-out	\$ 4,409,609	31.6%	\$ 4,240,031	30.8%	\$ 169,578
Fund Balance at EOM	\$ 464,329		\$ 660,210		\$ (195,881)

6

2014-2015

General Fund

December 2014

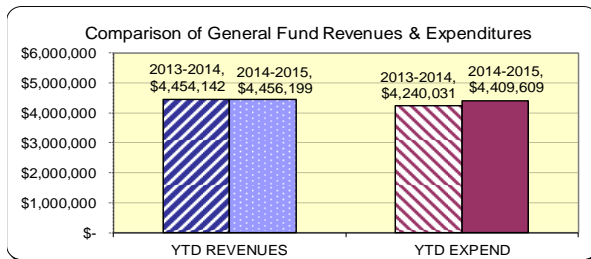
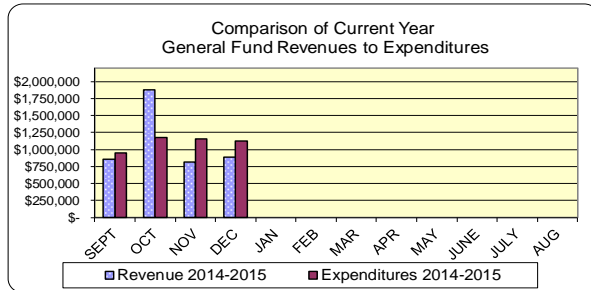


7

2014-2015

General Fund

December 2014



8

*Are there any questions about the
December financial information?*

*Any questions about the District
Budget Status Report(s)?*



9

ASB

“CARS” – Cultural, Athletic,
Recreational &/or Social

“The Associated Student Body Fund (ASB) ... is partly financed from establishing and collecting fees ... [for] attendance at any optional, noncredit, extracurricular event of the district.

“ ... the ASB Fund is under the control, supervision, and approval of the board of directors, and the school district legally owns the resources accounted for in the ASB Fund.

“One of the stated purposes of the rules and regulations promulgated by OSPI is to encourage the supervised self-government of associated student bodies. The board of directors should develop policies and procedures to promote this goal.

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ASB

“CARS” – Cultural, Athletic,
Recreational &/or Social

“Except for nonassociated private money and moneys held in trust, the financial resources of the ASB fund are for the extracurricular benefit of the students. Their involvement in decision-making processes is an integral part of associated student body government.

“The students must have adult supervision to properly administer the associated student body programs, but that supervision must not exclude the students from participation in determining the uses of associated student body resources.

“In addition, subject to board policy, the board of directors may permit students to conduct fund-raising activities and solicitation of donations in their private capacities.

11

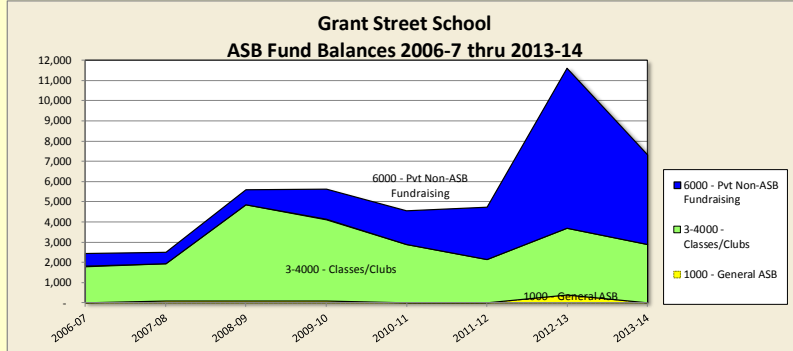
ASB -- Fund Balance Analysis

ASSOCIATED STUDENT BODY FUND As Budgeted for 2014-2015 SUMMARY & COMPARISON

	Prior Year Actual <u>2011-12</u>	Prior Year Actual <u>2012-2013</u>	2013-2014 Adopted <u>Budget</u>	2014-2015 Adopted <u>Budget</u>
BEGINNING FUND BALANCE				
TOTAL BEGINNING FUND BALANCE	\$ 340,466	\$ 341,275	\$ 263,000	\$ 212,713
EXCESS OF REVENUES & OTHER SOURCES				
OVER/(UNDER) EXPENDITURES & OTHER USES	\$ 809	\$ (28,495)	\$ (56,013)	\$ (18,268)
ENDING FUND BALANCE				
TOTAL ENDING FUND BALANCE	\$ 341,275	\$ 312,780	\$ 206,987	\$ 194,445
	-	-	-	-

12

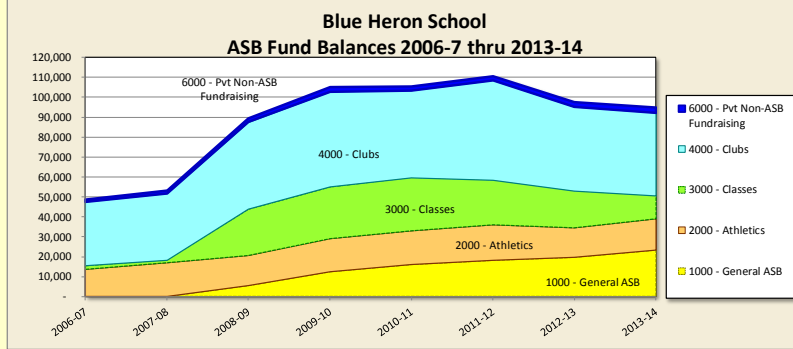
Grant Street ASB FB - By Activity Type



Grant Street	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
1000 - General ASB	-	100	100	100	-	-	383	69
3-4000 - Classes/Clubs	1,801	1,828	4,759	4,025	2,895	2,139	3,319	2,827
6000 - Pvt Non-ASB Fundraising	631	583	737	1,498	1,659	2,596	7,909	4,442
	2,432	2,511	5,596	5,623	4,554	4,735	11,611	7,338

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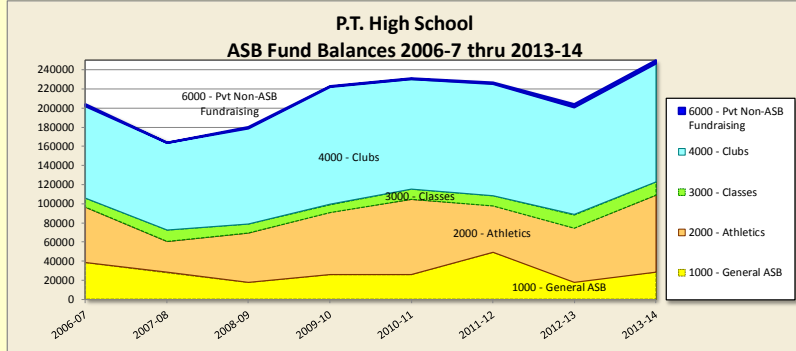
Blue Heron ASB FB - By Activity Type



Blue Heron	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
1000 - General ASB	-	-	5,438	12,385	16,035	18,228	19,730	23,269
2000 - Athletics	13,755	17,066	15,240	16,549	16,890	17,609	14,853	15,719
3000 - Classes	1,631	1,314	23,179	26,175	26,884	22,661	18,478	11,660
4000 - Clubs	32,192	33,317	43,663	47,737	43,646	50,061	42,229	41,638
6000 - Pvt Non-ASB Fundraising	1,161	1,508	2,013	2,404	1,828	1,999	2,209	2,536
	48,739	53,206	89,533	105,249	105,283	110,558	97,499	94,823

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High School ASB FB - By Activity Type

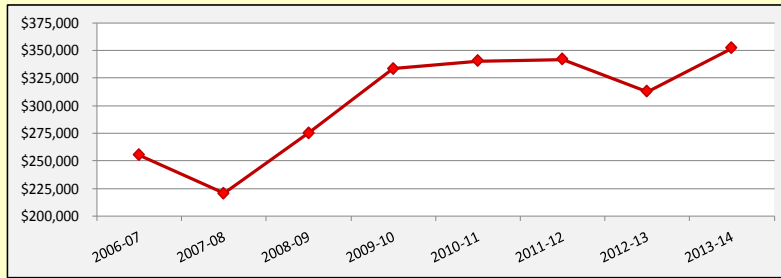


High School	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
1000 - General ASB	38,460	28,152	17,531	26,062	25,661	49,225	18,747	28,275
2000 - Athletics	58,195	32,645	52,003	64,982	79,158	48,769	56,087	80,644
3000 - Classes	9,214	11,975	9,359	8,313	10,476	10,383	13,745	14,068
4000 - Clubs	96,312	90,790	99,969	122,590	114,676	116,996	111,973	123,730
6000 - Pvt Non-ASB Fundraising	1,738	1,346	1,246	662	755	1,048	3,117	3,027
	203,919	164,908	180,107	222,610	230,726	226,420	203,670	249,743

ASB -- Combined District-wide Fund Balance

ASB FUND BALANCE COMPARISON -- Y.E. 2006-07 thru 2013-14

2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
\$ 255,091	\$ 220,624	\$ 275,236	\$ 333,482	\$ 340,562	\$ 341,713	\$ 312,780	\$ 351,904



Conclusion

Are there any questions?



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

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	3,250,537	20,161.25	1,387,450.58		1,863,086.42	42.68
2000 LOCAL SUPPORT NONTAX	515,455	26,093.57	113,341.30		402,113.70	21.99
3000 STATE, GENERAL PURPOSE	6,563,664	590,723.06	2,133,166.61		4,430,497.39	32.50
4000 STATE, SPECIAL PURPOSE	2,032,549	161,688.70	583,804.26		1,448,744.74	28.72
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,278,499	93,755.11	238,436.44		1,040,062.56	18.65
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	892,421.69	4,456,199.19		9,463,520.81	32.01
B. EXPENDITURES						
00 Regular Instruction	6,566,049	579,404.35	2,224,040.21	3,834,954.75	507,054.04	92.28
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,238,651	178,101.90	690,990.34	1,573,972.30	26,311.64-	101.18
30 Voc. Ed Instruction	467,697	45,053.42	169,739.45	266,147.85	31,809.70	93.20
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	833,085	58,420.89	221,688.98	402,339.60	209,056.42	74.91
70 Other Instructional Pgms	651,183	25,477.14	90,337.01	127,830.80	433,015.19	33.50
80 Community Services	6,211	329.53	1,740.02	2,682.99	1,787.99	71.21
90 Support Services	3,192,844	243,755.54	1,011,073.34	2,083,172.13	98,598.53	96.91
<u>Total EXPENDITURES</u>	13,955,720	1,130,542.77	4,409,609.35	8,291,100.42	1,255,010.23	91.01
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	36,000-	238,121.08-	46,589.84		82,589.84	229.42-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	444,000		417,739.44			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	408,000		464,329.28			
<u>(E + F +OR- G)</u>						
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 821 Restrictd for Carryover	0		7,029.00			
G/L 828 Restricted for C/O of FS Rev	0		1,930.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		2,973.00			
G/L 872 Committd to Min Fnd Bal Policy	340,000		297,367.44			
G/L 875 Assigned Contingencies	50,000		50,000.00			
G/L 888 Assigned to Other Purposes	0		58,440.00			
G/L 890 Unassigned Fund Balance	18,000		46,589.84			
<u>TOTAL</u>	408,000		464,329.28			

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

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	1,168,739	6,595.89	508,084.32		660,654.68	43.47
2000 Local Support Nontax	365,376	5,948.58	29,460.52		335,915.48	8.06
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	12,544.47	537,544.84		996,570.16	35.04
<u>B. EXPENDITURES</u>						
10 Sites	200,000	15,665.15	15,665.15	0.00	184,334.85	7.83
20 Buildings	1,198,500	.00	111,996.08	48,079.71	1,038,424.21	13.36
30 Equipment	0	5,129.28	28,432.30	7,411.77	35,844.07-	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	1,398,500	20,794.43	156,093.53	55,491.48	1,186,914.99	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 OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	203,124-	8,249.96-	327,669.26		530,793.26	261.31-
<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 (E + F +OR- G)</u>	100,936		915,898.10			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 861 Restricted from Bond Proceeds	0		.00			
G/L 862 Committed from Levy Proceeds	30,333		734,745.71			
G/L 863 Restricted from State Proceeds	0		.00			
G/L 864 Restricted from Fed Proceeds	0		.00			
G/L 865 Restricted from Other Proceeds	0		.00			
G/L 870 Committed to Other Purposes	0		37,826.00			
G/L 889 Assigned to Fund Purposes	70,603		143,326.39			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	100,936		915,898.10			

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

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	1,240.67	1,458.84		1,458.84-	0.00
2000 Local Support Nontax	100	8.70	36.44		63.56	36.44
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	1,249.37	55,277.33		4,545.67	92.40
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	46,800	46,800.00	46,800.00	0.00	.00	100.00
Interest On Bonds	12,923	6,982.05	6,982.05	0.00	5,940.95	54.03
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	1,000	.00	.00	0.00	1,000.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	60,723	53,782.05	53,782.05	0.00	6,940.95	88.57
 <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-	52,532.68-	1,495.28		2,395.28	266.14-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>						
	118,000		119,825.30			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>						
	XXXXXXXXXX		.00			
 <u>H. TOTAL ENDING FUND BALANCE</u>						
<u>(E + F +OR- G)</u>	117,100		121,320.58			
 <u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	117,100		121,320.58			
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		121,320.58			

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

<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	3,165.18	21,609.67		144,640.33	13.00
2000 Athletics	45,500	808.61	14,252.39		31,247.61	31.32
3000 Classes	14,800	243.00	7,395.02		7,404.98	49.97
4000 Clubs	132,950	33,659.10	75,632.41		57,317.59	56.89
6000 Private Moneys	12,200	5,429.22	13,885.73		1,685.73-	113.82
<u>Total REVENUES</u>	371,700	43,305.11	132,775.22		238,924.78	35.72
<u>B. EXPENDITURES</u>						
1000 General Student Body	128,480	452.26	5,393.44	4,112.42	118,974.14	7.40
2000 Athletics	65,900	12,383.26	37,953.96	13,744.45	14,201.59	78.45
3000 Classes	32,460	.00	1,577.40	1,553.06	29,329.54	9.64
4000 Clubs	144,163	36,425.87	60,394.58	36,019.60	47,748.82	66.88
6000 Private Moneys	18,965	12,290.23	12,830.23	240.80	5,893.97	68.92
<u>Total EXPENDITURES</u>	389,968	61,551.62	118,149.61	55,670.33	216,148.06	44.57
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	18,268-	18,246.51-	14,625.61		32,893.61	180.06-
<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		366,529.66			
<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		366,529.66			
G/L 840 Nonspnd FB - Invent/Prepd Itms	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		366,529.66			

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

	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	6.56	44.48		55.52	44.48
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	6.56	44.48		85,310.52	0.05
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	85,355	6.56	44.48		85,310.52	0.05
<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-	6.56	117,904.21-		29,759.21-	33.76
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> <u>(G + H +OR- I)</u>	2,055		90,612.35			
<hr/>						
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	2,055		90,612.35			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	2,055		90,612.35			

ASB Approval 9/18/14 reflected in minutes

ESTABLISHING A CLUB

Request for approval of a new ASB club or activity

Name of Club or Activity requested ~~Redhawk Cafe~~ Culinary Arts

Describe proposed activities and goals of club: To improve cooking and share our culinary magic with students at PTHS.

Describe how money will be raised to fund activities: We plan to start a cafe that sells food and drinks that are not produced by the school cafeteria.

Funds raised will be used to purchase food, take trips and possibly compete at culinary functions.

Name of proposed advisor in charge of activities Jennifer Kruse

Budget capacity requested: _____

Submitted by Kanya Villanueva Signature 9.3-14 Date

Principal C. Gluehard Signature

Primary Advisor Jennifer Kruse Signature

ASB A. Richerf President

Jennifer K. Rublands

Proposal for Port Townsend High School Culinary Club September, 2014

Article 1:

Our club name will be Port Townsend High School Culinary Arts Club and Red Hawk Café

Article 2:

The culinary club will be open to 3rd and 5th period culinary arts students.

Article 3:

Section 1: The PTHS culinary arts club is established for the purpose of expanding our cooking experience, as well as being able to share our culinary food with the rest of the school.

Section 2: Members of the culinary club will participate with at least one activity that will provide and promote our food to the community.

Article 4:

Section 1: The club will function as a recognized Associated Student Body Club with all rights and responsibilities associated with such membership.

Section 2: Club officers will be President, Vice-president, Treasurer, Secretary, and Representative. In its first year, officers will be elected at the first meeting of culinary club and will be voted on by the members of the club. All officers shall serve until their successors are elected.

Section 3: Candidates for office will be nominated and seconded by club members (to include self-nominations) for each position, in the order of: President, Vice –President, Treasurer, Secretary, and Representative/ PR person. Each candidate will speak to the membership as to his/her qualifications, commitment, and vision for the club. Election will be decided by secret ballot, monitored by the faculty advisor.

Section 4: The group will meet at least once a week, before or during school times as established by the participants, at PTHS. Additional Executive Board meetings may be held, as determined by Club Officers.

Article 5:

Section 1: The president will supervise over the work and activities of the culinary club. He/she will also be present at all meetings.

Section 2: The Vice President will, in the absence of the president, will do the duties of the president and have the same authority as the president.

Section 3: The secretary will keep accurate recordings of the meetings and, by keeping all documents associated with the club in an organized and neat fashion, will pass on the records of his works to the president.

Section 4: The treasurer will share the responsibility of keeping track of funds associated with the club, and deposit them in the A.S.B. account for this club. They will keep records and documentation of all club activities receiving or acquiring withdraw of funds. They will also make requests for funds from the A.S.B. office, with approval from the officers and membership.

Section 5: Executive Board. The above named officers shall make up the executive board of the PTHS culinary arts club. This body has the power to meet to set direction and activities for the club. If vacancies, other than the presidency, occur between regularly scheduled election dates, this body will elect a qualified member of the club to fill the office for the unexpired term.

Article 6: Amendments

Changes to these by-laws may be made by a majority vote of the executive board, agreement of the club advisor, and a majority vote of the membership at a club meeting when it is announced that by-laws amendments will occur.

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, unless the district does not have a website or employs fewer than ten full-time equivalent employees.***

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*** by a majority of the board members. Written notice of the special meeting, stating the time, place and purpose of the meeting, ~~shall~~ ***will*** be delivered to each board member. ~~not less than twenty four (24) hours prior to the time of the meeting.~~ Such notice shall also be delivered ~~not less than twenty four (24) hours prior to the meeting~~ 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 unless the district 1) does not have a website; 2) employs fewer than ten full-time equivalent employees; or 3) does not have an employee whose job description or employment contract provides a duty to maintain or update the 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.

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.343.390 RCW 42.30 RCW 28A.343.370 RCW 28A.320.040 RCW 28A.330.020 RCW 42.30.030 RCW 42.30.050 RCW 42.30.060 RCW 42.30.070 RCW 42.30.080 RCW 28A.343.380 RCW 28A.343.390 RCW 28A.330.070	Directors – Quorum - Failure to attend meetings may result in vacation of office Open Public Meetings Act Directors - Filling vacancies Directors – Bylaws Bylaws for board and school government Certain board elections, manner and vote required- selection of personnel, manner Meetings declared open and public Interruptions - Procedure Open Public Meetings – Voting by secret ballot prohibited Ordinances, rules, resolutions, regulations, etc., adopted at public meetings – Notice-Secret voting prohibited Times and places for meetings – emergencies – exception Special Meetings Directors – Meetings Quorum – Failure to attend meetings Office of board - Records available for public inspection

Ch. 42 USC 12101- Americans with Disabilities Act
12213
Management Resources: **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



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[RCWs](#) > [Title 42](#) > [Chapter 42.30](#) > [Section 42.30.080](#)

[42.30.077](#) << [42.30.080](#) >> [42.30.090](#)

RCW 42.30.080 Special meetings.

(1) A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body. Written notice shall be deemed waived in the following circumstances:

(a) A member submits a written waiver of notice with the clerk or secretary of the governing body at or prior to the time the meeting convenes. A written waiver may be given by telegram, fax, or electronic mail; or

(b) A member is actually present at the time the meeting convenes.

(2) Notice of a special meeting called under subsection (1) of this section shall be:

(a) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the governing body a written request to be notified of such special meeting or of all special meetings;

(b) Posted on the agency's web site. An agency is not required to post a special meeting notice on its web site if it (i) does not have a web site; (ii) employs fewer than ten full-time equivalent employees; or (iii) does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the web site; and

(c) Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location.

Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.

(3) The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body.

(4) The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

[2012 c 188 § 1; 2005 c 273 § 1; 1971 ex.s. c 250 § 8.]

BOARD OF DIRECTORS

Proposed Agenda and Consent Agenda

The board secretary shall be responsible for preparing the proposed agenda for each meeting, in accordance ~~with~~ **consultation** with the Chair. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be ~~delivered~~ **provided** to each board member at least two (2) working days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting. ***The proposed agenda for regular and special meetings will be posted to the district website not less than twenty-four (24) hours prior to the start time of the meeting, unless the district does not have a website or has fewer than ten full-time equivalent employees.***

At a special meeting, final action may be taken only on that business contained in the original notice of the special meeting and agenda.

Consent Agenda

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).

Any item which appears on the consent agenda may be removed from the consent agenda ***on request*** by a member of the board and ***placed on the regular agenda***. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Cross Reference:	Policy 6215	Voucher Certification and Approval
	<i>Policy 6020</i>	<i>System of Funds and Accounts</i>
	<i>Policy 1400</i>	<i>Meeting Conduct, Order of Business and Quorum</i>

<i>Legal References:</i>	<i>RCW 42.30.080</i>	<i>Special Meetings</i>
	<i>SHB 2015</i>	

<i>Management Resources:</i>	<i>2014-June Policy and Legal News Issue</i>
	<i>2012-June Issue</i>

Date: 1/29/79; 1/18/90; 1/19/98; 3/8/04; 3/8/10; _____

BOARD OF DIRECTORS

Open Government Trainings

The board recognizes the value of meaningful, informed public participation in district deliberations and the need to conduct its affairs in a transparent manner. All board directors will participate in trainings regarding: 1) the Open Public Meetings Act; 2) the Public Records Act; and 3) Public Records Retention, within ninety (90) days of taking the oath of office following election or appointment. After the initial trainings, board directors will participate in refresher trainings on these subjects every four years that they hold office in order to remain current with new developments in open government law.

Board directors will document their completion of required trainings. The Superintendent or designee will file and maintain the documentation in the district.

Legal References:

*RCW 28A.343.360
RCW 40

RCW 40.14

RCW 42.30
RCW 42.56
RCW 42.56.580*

*Oath of Office
Public Documents, Records,
and Publications
Preservation and Destruction
of Public Records
Open Public Meetings Act
Public Records Act
Public Records Officers*

Management Resources:

*2014-June Policy and Legal
News Issue
Attorney General's Model
Rules for compliance with the
Public Records Act.
Attorney General's Open
Government Trainings Act
FAQs*

Date: _____

COMMUNITY RELATIONS

Confidential Communications

The board recognizes that school staff must exercise a delicate balance regarding the treatment of information that was revealed in confidence. A staff member may, in his/her professional judgment, treat information received from a student as confidential while at other times decide to disclose what was learned to the school administration, law enforcement officers (including child protective services), the county health department, other staff members or the student's parents. The staff member should advise the student regarding the limitations and restrictions regarding confidentiality. The student should be encouraged to reveal confidences to his/her parents. If the staff member intends to disclose the confidence, the student should be informed prior to such action.

The following guidelines are established to assist staff members in making appropriate decisions regarding confidential information and/or communications:

- A. Information contained in the student's cumulative record folder is confidential and is only accessible through the custodian of student records. Information secured through the authorization of the records custodian ~~shall~~ **will** remain confidential and be used only for the purpose ~~that it is~~ **for which** access was granted.
- B. While certain professionals may have a ~~legal~~ **unique** confidential relationship ~~as in attorney-client communications~~ **(e.g. attorney-client privileged communications and licensed psychologists)**, school staff members including counselors, ~~(except licensed psychologists)~~ do not possess a confidentiality privilege.
- C. A staff member is expected to reveal information given by a student when there is a reasonable likelihood that a crime has or will be committed, (e.g., child abuse, sale of drugs, suicidal ideation).
- D. A staff member shall exercise professional judgment regarding the sharing of student disclosed information when there is reasonable likelihood that the student's welfare may be endangered.
- E. ***If district officials determine there is a specific threat to the health or safety of a student or any other individual, it may disclose otherwise confidential student information to appropriate parties, as allowed by the Family Education Rights and Privacy Act (FERPA).***
- E-F. A staff member is encouraged to assist the student by offering suggestions regarding the availability of community services to assist a student in dealing with personal matters, (e.g. substance abuse, mental illness, sexually-transmitted diseases, pregnancy). The staff member should encourage the student to discuss such matters with his/her parents. Staff members are encouraged to discuss problems of this nature with the school principal prior to making contact with others.

Cross References: Policy ~~2167~~ **2121** ~~Drug and Alcohol Use/Abuse~~-Substance Abuse Program
 Policy 2140 Guidance and Counseling
 Policy 3231 Student Records
 Policy 4040 Public Access to District Records
 Policy 5260 **Personnel Records**

Legal References: RCW 26.44.030

WAC 426-100-071

Reports - Duty and authority to make – *Duty of receiving agency – Duty to notify – Case planning and consultation – Penalty for unauthorized exchange of information – Filing dependency petitions – Investigations – Interviews of children – Records – Risk assessment process*
~~Responsibility for reporting to and cooperating with the local health department~~

Date: 12/20/99; 1/13/03; 1/23/06; _____.

PORT TOWNSEND SCHOOL DISTRICT NO. 50