

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**  
**6:00 p.m. Regular School Board Meeting**  
**July 13, 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**

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

**02. Call to Order**

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- 02.01 Roll Call
- 02.02 Pledge of Allegiance

**03. Recognition**

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- 03.01 Board
- 03.02 Superintendent

**04. Approval of Minutes**

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- 04.01 Minutes of the June 22, 2015 Regular Business Meeting

**05. Public Comments**

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**06. Consent Agenda**

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- 06.01 Consent Agenda Approval
- 06.02 Approval of Personnel Action
  - 06.020 Recommend Stacey Larsen as Food Services Director, effective the 2015-16 school year
  - 06.021 Recommend Robert Kirk as .5 FTE OCEAN Teacher, effective the 2015-16 school year
  - 06.022 Recommend Joy Wentzel as .4 FTE Library Media Specialist, Port Townsend School District, effective the 2015-16 school year
  - 06.023 Recommend James Eret as High School Special Education Para Educator, effective the 2015-16 school year
  - 06.024 Recommend Che Taylor as Port Townsend School District Groundskeeper, effective immediately
  - 06.025 Recommend Mark Tallarico as Blue Heron Head Volleyball Coach, effective the 2015-16 school year
  - 06.026 Recommend Bethany Smith as High School Cheerleader Advisor, effective the 2015-16 school year
  - 06.026 Recommend Ahmad Baabahar as High School Head Girls' Soccer Coach, effective the 2015-16 school year
  - 06.027 Recommend Erica Dirksen for the position of High School Assistant Girls' Basketball Coach, effective the 2015-16 school year
  - 06.028 Recommend Ron Aguirre for the position of High School Fastpitch coach, effective the 2015-16 school year
- 06.03 Approval of Financial Reports
  - 06.030 Accounts Payable as of July 13, 2015
  - 06.031 Payroll – June, 2015

**07. Board Correspondence**

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- 07.01 Letter from OSPI regarding results of Washington State Patrol annual inspection of buses

**08. Reports**

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- 08.01 Superintendent
  - 08.010 Calendar of Events
- 08.02 Business Manager
  - 08.020 Budget Status Report-June 2015

**09. Action Items**

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- 09.01 Accept resignation of Scott B. Wilson, High School Assistant Girls' Basketball Coach, effective the end of the 2014-15 school year
- 09.02 Recommend Scott B. Wilson as High School Head Girls' Basketball Coach, effective the 2015-16 school year
- 09.03 Approve Resolution 15-04: Adopt the Budget for the 2015-16 school year including:
  - 09.030 General Fund – \$14,715,437
  - 09.031 Transportation Vehicle Fund – 250,000
  - 09.032 Capital Projects Fund – 1,538,710
  - 09.033 Debt Service Fund – 60,693
  - 09.034 Associated Student Body Fund – 405,050
- 09.04 Approve Policy 2410 – High School Graduation Requirements
- 09.05 Approve Policy 3210 – Nondiscrimination
- 09.06 Approve Student Insurance for 2015-16
- 09.07 Approve Amendment to Superintendent Contract

**10. Unfinished Business**

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- 10.01 Director District 1 Vacancy

**11. New Business**

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**12. Policy Review**

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- 12.01 Policy 3211 – Transgender Students – Second Review

**13. Board Member Announcements/Suggestions for Future Meetings**

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**14. Next Meeting**

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- 14.01 Board Retreat, August 17, 2015, 10:00 a.m. – 2:00 p.m., 1610 Blaine St., Room S-11

**15. Executive Session – (if necessary)**

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**16. Adjournment**

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Regular Board Meeting

June 22, 2015

Page 1 of 4

Board Vice-Chair Pam Daly called the meeting to order at 6:00 p.m.

PRESENT: Pam Daly, Jennifer James-Wilson, Keith White. Excused: Nathanael O'Hara. Also present were Superintendent Engle, staff, and community members.

Keith White led the Pledge of Allegiance

#### Approval of Agenda

Mr. White moved to approve the agenda. Jennifer James-Wilson seconded and the motion carried 3-0.

#### Recognition

##### Superintendent

Superintendent Engle presented a retirement recognition to Ruth Ellen Larkin.

#### Public Comments

George Oswald, Executive Board Member of the Port Townsend Education Association (PTEA), and teacher at Blue Heron School, spoke about what action the PTEA might consider if the Washington Education Association (WEA) calls for a strike or walk-out in the fall of 2015. He presented a letter to the board which is attached to these minutes.

#### Approval of Minutes

The following minutes were brought for approval:

- May 26, 2015 Regular Board Meeting. Jennifer James-Wilson moved to approve the minutes. Keith White seconded and the motion carried 3-0.
- June 8, 2015 Work/Study Meeting. Mr. White moved to approve the minutes. Ms. James-Wilson seconded and the motion carried 3-0.
- June 10, 2015 Special Meeting. Ms. James-Wilson moved to approve the minutes. Mr. White seconded and the motion carried 3-0.

#### Consent Agenda

Ms. James-Wilson moved to approve the consent agenda. Mr. White seconded and the motion carried 3-0. Included on the consent agenda were the following items: 1) Payroll for May, 2015; 2) Accounts Payable as of June 22, 2015; 3) Recommend the following actions:

- Hire:
- Recommend Matthew Holshouser as Principal, Blue Heron School, effective the 2015-16 school year
  - Recommend Debbie Rich, Mary Barnes and John Burke as the 2015 Special Education Extended School Year Teachers
  - Recommend Gail Gronwall as Blue Heron Special Education Life Skills Teacher, effective the 2015-16 school year
  - Recommend Shannon Grewell, Samantha Massie, Susan Volkurka, Alice Fraser and Melissa Love as the 2015 Special Education Extended School Year Para Educators
  - Recommend Lori Witheridge as 4 Hr./Day LAP Para Educator at Grant Street Elementary, effective the 2015-16 school year

- Retirements/Resignations:
- Recommend the employment of classified staff for the 2015-16 school year as per attached personnel list
  - Recommend Samantha Massie as High School ASB Secretary, effective the 2015-16 school year
  - Accept resignation of Debbie Rich, Blue Heron Special Education Teacher, effective the end of the 2014-15 school year.
  - Accept resignation of Kathryn Hund, Grant Street Special Education Teacher, effective the end of the 2014-15 school year
  - Accept resignation of Kathy Cavette, High School ASB Secretary, effective the end of the 2014-15 school year
  - Accept resignation of Ellen Larkin, Blue Heron Para Educator, effective the end of the 2014-15 school year
  - Accept resignation of Madeleine Saenz, Blue Heron Para Educator, effective the end of the 2014-15 school year
  - Accept resignation of Rita Polk, Food Service Assistant, effective the end of the 2014-15 school year
  - Accept resignation of Kirsten Hammer, High School Cheerleader Advisor, effective the end of the 2014-15 school year
  - Accept resignation of Jeanne McNulty-King, High School Head Girls' Basketball Coach, effective the end of the 2014-15 school year
  - Accept resignation of Colin Foden, High School Head Girls' Soccer Coach, effective the end of the 2014-15 school year
  - Accept resignation of Tom Gambill, High School Assistant Girls' Soccer Coach, effective the end of the 2014-15 school year
  - Accept resignation of Jamie Montague as Blue Heron Head Volleyball Coach, effective the end of the 2014-15 school year

#### Board Correspondence

The Board reviewed the following correspondence:

- Email from Tom Thiersch regarding bond proposal
- Email from Mitchell Poling regarding the Lincoln Building

#### Reports

##### Food Service Update – Brad Taylor

Superintendent Engle explained that Mr. Taylor is sick and was unable to attend the meeting tonight. This report will be tabled to a later meeting.

##### Title IX Equity and Sports Update – Scott R. Wilson

Scott R. Wilson reported on student sports participation at the High School for the 2014-15 school year. Mr. Wilson spoke about the formation of the 1A division in the Olympic League in the 2014-15 school year, and reported on the success of the High School teams and athletes. Mr. Wilson said that Port Townsend High School is in compliance with the Title IX Equity rules.

##### YMCA Presentation

Kyle Cronk, CEO of Olympic Peninsula YMCA, reported on activities and programs offered by the YMCA in Port Townsend, including licensed school-age childcare, summer meals, and health and well-being programs. Mr. Cronk explained current plans to improve and build a new YMCA facility. He explained the feasibility process that was conducted and presented the site plans and funding models.



Dr. Engle explained that the District will be involved with this project because the District owns the Mountain View property. Discussion followed.

Wellness Committee Update

Ms. James-Wilson explained some of the work of the Wellness Committee and Policy 6700. She explained the committee looked at recommending more time for students to eat, and the importance of having a designated eating area, and for all food served in the District to have a high nutritive value, including concession sales.

Superintendent

Facilities Committee Update

Dr. Engle explained some of the work the Facilities and Long-Range Planning Committee has done this year, and said the committee would be submitting their goals to the Board in the coming year. He also said the Board would be seeing more updates that will become increasingly specific through next year.

Business Manager

Business Manager Amy Khile reported on the following:

- Budget status, enrollment numbers, and financial summary for April and May, 2015.
- Anticipated \$400,000 ending fund balance for 2014-15.

Action Items

Approval of Meal Prices for 2015-16

Ms. James-Wilson moved to approve the meal prices with no change for 2015-16. Mr. White seconded and the motion carried 3-0.

Curriculum Adoption

Ms. James-Wilson moved to adopt the following curriculum:

Forensic Science, An Introduction, 3<sup>rd</sup> Edition, Pearson, Inc, 2016(Grades 11,12)

My World History, Pearson, Inc., 2012(Grades 6,7)

American History, Pearson, Inc., 2016(Grade 8)

The DBQ Project: U.S. and World DBQ, Teacher Materials

Mr. White seconded. Ms. James-Wilson asked about the price for purchase. Dr. Engle explained that this action item to approve the curriculum, the process of how to purchase will be worked out with building administrators. Motion carried 3-0.

Annual Review of Policy 2170 – Career and Technical Education

Superintendent Engle reported that some of the CTE class offerings are changing to align with STEM requirements. The board reviewed this policy as required annually.

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

This action was tabled as Ms. James-Wilson recused herself, so there was not a quorum to vote.

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

This action was tabled as Ms. James-Wilson recused herself, so there was not a quorum to vote.

New Business

Director District 1 Vacancy

Superintendent Engle reviewed Policy 1115, Board of Directors Vacancy, which requires the vacancy to be filled within 90 days of a resignation. The Board directed Dr. Engle to post an announcement to seek applicants. Dr. Engle explained that because this vacancy occurred after the filling deadline for the November 2015 election, the person appointed will serve out the remainder of Ms. Carlson's term, which expires in November 2017.

Policy Review

Policy 2410 – High School Graduation Requirements – First Review

Carrie Ehrhardt, High School Principal, explained that the policy revision will remove outdated requirements, and implement the new 24-credit requirement for the class of 2019 and Smarter Balanced assessments. Ms. Ehrhardt explained the Personal Pathway avenue to fulfilling some of the graduation requirements. Student fines in relation to graduation were discussed.

Policy 3210 – Nondiscrimination – First Review

It was noted that the last sentence in Paragraph 2 should read: "...prompt and effective steps *reasonably* calculated. ...", and a sentence was missing from this paragraph.

Policy 3211 – Transgender Students – First Review

Changes to locker and restroom facilities were discussed.

The regular meeting was adjourned at 7:50 p.m. to an executive session.

Executive Session

The executive session was called to order at 7:50 for approximately 30 minutes to discuss the annual performance review of the superintendent. The executive session was extended for another 30 minutes at 8:20 p.m. The executive session was adjourned at 8:50 p.m. The regular meeting was reconvened at 8:50 p.m.

Action Item

Renew Superintendent Contract

Ms. James-Wilson said the board had reviewed the superintendent's contract in executive session. She moved to extend his contract through June 30, 2016 with 10 days paid vacation added to his contract. Mr. White seconded and the motion carried 3-0.

Adjournment

The meeting was adjourned by consensus at 8:55 p.m.

Respectfully submitted,

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David Engle, Secretary

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ATTEST: Pam Daly, Acting Board Chair

# PORT TOWNSEND SCHOOL DISTRICT

*"Discover the Power of Learning"*

**Superintendent**  
Dr. David Engle

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

1610 Blaine Street  
Port Townsend, Washington 98368

**Board of Directors**

Pam Daly  
Jennifer James-Wilson  
Nathanael O'Hara  
Keith White

July 2, 2015

Dear President Pam Daly,

I am recommending that we offer the Director of Food Services position to Stacey Larsen. After interviewing two very strong candidates for this position, it was the decision of the interview team that we offer this position to Ms. Larsen.

Stacey Larsen brings a valuable understanding of schools and nutrition to her work. Additionally, Ms. Larsen has previously worked with many of our students and their families over the past few years in her work with the YMCA at Blue Heron. I am excited about Stacey's ability to work inter-generationally (she is currently providing nutrition to our community's senior citizens, for instance) and to continue our initiative to improve the quality of our meals program across the district.

Sincerely yours,

*David Engle*

David Engle



An Equal Opportunity/Affirmative Action Employer



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

June 22, 2015

Dear Dr. Engle,

Please accept this letter as recommendation for Robert Kirk as a .5 FTE OCEAN Teacher at Grant Street Elementary for the 2015-16 school year.

Robert has been teaching math and science for eight years at the middle school, high school, and college levels. He is currently employed part-time as an Environmental Science Instructor at Northwest Indian College, Muckleshoot Campus. Kendra Aguilar, his current supervisor at Northwest Indian College, has the highest praise regarding Robert in regards to his teaching skills, science expertise, and strength as a collaborative team member. All of Robert's references emphasized his ability to form outstanding relationships with students and families, as well as his skills as a math and science teacher.

Robert holds a master's degree in science education and is highly qualified in the areas of Elementary, K-8, middle level math, and middle level science. Additionally, Robert has a variety of experience with project based learning including topics in environmental science and engineering.

During the interview, the team was impressed by his thoughtful answers and his emphasis on the importance of building relationships with students, parents and colleagues. The team unanimously felt Robert would be a wonderful addition to the OCEAN program.

Liz Quayle, Daniel Molotsky, Jessica Wedmore, and Mielissa Love joined me on the interview committee.

Sincerely,

Lisa Condran  
Principal, Grant Street Elementary and OCEAN

# PORT TOWNSEND SCHOOL DISTRICT

*"Discover the Power of Learning"*

**Superintendent**  
Dr. David Engle

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

1610 Blaine Street  
Port Townsend, Washington 98368

**Board of Directors**

Jennifer James-Wilson  
Pam Daly  
Nathanael O'Hara  
Keith White

June 23, 2015

Dear Board of Directors,

I am writing this letter recommending the hiring of Joy Wentzel as a .4 FTE Library Media Specialist. Joy is an experienced Port Townsend School District teacher with a professional goal of becoming a school library media specialist. Joy's strong elementary and middle school background will serve her well in this new role. Also, I know that Joy is completing a certification program that will support her qualifications to take on this expanded school role in the future.

Certainly, we are embarked in the direction of improving and expanding our library services to serve our teachers in their efforts to design rich instructional projects with community partners. This direction requires that we put support people like Joy into place so that our teachers and students find success in this new instructional model.

Best regards,


*David Engle*

David Engle



To: Laurie McGinnis

From: Patrick Kane

Re: Para Educator – High School 

Date: 6-26-15

I recommend the following candidate, James Eret, to be hired for the 2015-16 school year as a Special Education Para Educator at the high school working with the students in Betsy Snyder- Johnson's classroom. Mr. Eret was interviewed by phone on Wednesday, June 24, 2015 by myself, Scott Wilson and Jan Boutilier.

# PORT TOWNSEND SCHOOL DISTRICT

*"Discover the Power of Learning"*

## Superintendent

David Engle

360 / 379-4501

FAX: 360 / 385-3617

[www.ptschools.org](http://www.ptschools.org)

1610 Blaine St  
Port Townsend, Washington 98368

## Board of Directors

Pam Daly

Nathanael O'Hara

Keith White

Jennifer James Wilson

July 2, 2015

Laurie McGinnis

Human Resource Director

I am writing to endorse the hiring of Che Taylor to the position of Groundskeeper. I feel he will make a good addition to our maintenance staff. His energy will have our grounds looking good by the time school starts.



Brad Taylor

Director of Support Service



An Equal Opportunity/Affirmative Action Employer

Dear Laurie,

I am writing to apply for the Blue Heron Head Volleyball Coach position this coming fall. I have experience coaching at Blue Heron and I teach volleyball in my PE classes. I would demonstrate good sportsmanship and encourage students to work together to accomplish team goals while maintaining discipline according to school policy. I have a current first aid/CPR card on file.

Thank you for your consideration.

Sincerely,

Mark Tallarico

OKAY to Hire  
- Scott  
Scott  
4/17/15





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: Bethany Smith

Date: June 24, 2015

Dr. Engle and Members of the School Board,

I am officially recommending Bethany Smith for the position of Cheerleader Advisor. After conducting an interview with Bethany and Athletic Coordinator Lysa Falge, the choice is easy. Bethany has experience as a cheerleader coach and is a strong advocate for kids. Her experience will be helpful as our cheerleaders lost a strong and wonderful coach in Kirsten Hammer who left the position for family reasons.

Bethany will be a wonderful addition to our school and will be a vital part of our efforts to create a Culture of Excellence at Port Townsend High School. I look forward to Bethany Smith's work and am excited for our students who will be participating in cheer.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Wilson", with a long horizontal flourish extending to the right.

Scott Wilson

Cc: Lysa Falge



ATHLETICS



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: GIRLS SOCCER

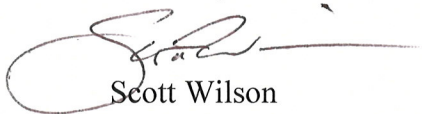
Date: June 22, 2015

Dr. Engle and Members of the School Board,

I am officially recommending Ahmad Baabahar for the position of head girls' soccer coach at Port Townsend High School for the 2015 Fall Season. Ahmad is currently our boys' soccer coach and is active in our efforts to change the culture of our athletics department.

I look forward to a great season.

Sincerely,



Scott Wilson

Cc: Lysa Falge



ATHLETICS

HOME OF THE REDHAWKS



1500 Van Ness, Port Townsend, WA 98368

Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal

Scott Wilson, Assistant Principal  
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: Erica Dirksen; Assistant Girls Basketball

Date: June 26, 2015

Dr. Engle and Members of the School Board,

After interviewing the candidate and discussing her qualifications with her references, I am officially recommending Erica Dirksen for the position of Assistant Girls' Basketball coach for the 2015/16 school year.

Erica has a strong background in physical fitness, a love of sports—particularly basketball—and has a solid rapport with young people. I am excited to have a female coach of her caliber on our coaching staff. She will serve as an excellent mentor and role model for our athletes.

Sincerely,

A handwritten signature in black ink that reads "Scott Wilson".

Scott Wilson

Cc: Lysa Falge



ATHLETICS



1500 Van Ness, Port Townsend, WA 98368  
Phone: 360.379.4520 Fax: 360.379.4505

Carrie Ehrhardt, Principal      Scott Wilson, Assistant Principal  
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: Ron Aguirre: High School Fast-Pitch/Softball

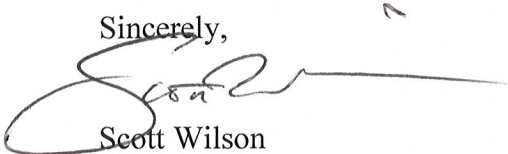
Date: June 26, 2015

Dr. Engle and Members of the School Board,

After reviewing his qualifications, checking with references, interviewing the candidate and discussing his qualifications with the interview committee, I am officially recommending Ron Aguirre as head Fast-pitch/Softball coach for the 2015/16 school year.

Ron has solid experience with coaching fast-pitch/softball and a solid track record of working with kids. He also serves as a juvenile rehabilitation specialist and maintains a professional work ethic while working with young people. He will be a valuable asset to our athletic programs at Port Townsend.

Sincerely,



Scott Wilson

Cc: Lysa Falge



ATHLETICS

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

As of July 13, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$14,543.69. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 10134 through 10143, totaling \$14,543.69

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

Check Nbr	Vendor Name	Check Date	Check Amount
10134	BANK OF AMERICA VISA	06/30/2015	9,543.80
10135	KITSAP PENINSULA SOCCER REF	06/30/2015	1,811.41
10136	NATIONAL ACHIEVER SERVICES	06/30/2015	156.96
10137	Nielsen, Jennifer Marie	06/30/2015	316.00
10138	PETALS FLOWERS	06/30/2015	150.00
10139	Russell, Alysa	06/30/2015	52.08
10140	Russell, Julie Ann	06/30/2015	70.32
10141	SOS PRINTING	06/30/2015	407.12
10142	WIAA	06/30/2015	60.00
10143	YMCA CAMP SEYMOUR	06/30/2015	1,976.00
10	Computer	Check(s) For a Total of	14,543.69

# Comp Tax

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

As of July 13, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,019.31. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:  
Wire Transfer Payments 201400045 through 201400046, totaling \$2,019.31

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

Check Nbr	Vendor Name	Check Date	Check Amount
201400045	DEPARTMENT OF REVENUE	07/01/2015	1,372.56
201400046	DEPARTMENT OF REVENUE	07/01/2015	646.75

2	Wire Transfer Check(s) For a Total of	2,019.31
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+ .03 Corr  
2,019.34



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

As of July 13, 2015, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$126,026.87. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 59167 through 59222, totaling \$126,026.87

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
59167	ADMIRAL SHIP SUPPLY	06/30/2015	3.71
59168	BANK OF AMERICA VISA	06/30/2015	14,660.05
59169	Bartl, Michele	06/30/2015	113.23
59170	BAY CITY SUPPLY	06/30/2015	143.77
59171	Behrenfeld, Timothy Jon	06/30/2015	1,129.68
59172	BOLD TRANSITIONS LLC/J HORNING	06/30/2015	8,115.00
59173	BUENO SYSTEMS INC	06/30/2015	3,000.00
59174	BUTLER, ROBERTA L	06/30/2015	3,225.00
59175	CANON FINANCIAL SERVICES INC	06/30/2015	207.07
59176	CENTURYLINK	06/30/2015	619.84
59177	CLARK SECURITY PRODUCTS INC	06/30/2015	72.31
59178	COAST ARTILLERY MUSEUM	06/30/2015	136.00
59179	Doray Fink, Lisa	06/30/2015	225.00
59180	EDENSAW WOODS	06/30/2015	235.44
59181	Engle, David S	06/30/2015	118.45
59182	ESD 114	06/30/2015	9,253.71
59183	FOLLETT EDUCATIONAL SERVICES	06/30/2015	934.95
59184	Hill, Sabrina	06/30/2015	200.00
59185	HOUGHTON MIFFLIN HARCOURT	06/30/2015	1,165.48
59186	JW PEPPER & SON INC	06/30/2015	275.79
59187	KING COUNTY DIRECTORS	06/30/2015	1,543.06
59188	KROGER - QFC CUSTOMER CHARGES	06/30/2015	97.64
59189	Kruse, Jennifer Kathleen	06/30/2015	219.40
59190	LAKESHORE MATERIALS CO	06/30/2015	157.12
59191	Lowrie, Vickie Clarice	06/30/2015	41.96
59192	MCDONALD, MARGIE	06/30/2015	630.00
59193	McGinnis, Laurie Kathleen	06/30/2015	57.50
59194	McMather, Gina	06/30/2015	165.56
59195	Miller, James Keith	06/30/2015	132.94
59196	MT TOWNSEND CREAMERY	06/30/2015	210.91
59197	MUSIC & ARTS CENTER	06/30/2015	33.26
59198	NCTM	06/30/2015	87.00
59199	NORTH OLYMPIC MUSIC EDUCATORS	06/30/2015	45.00

Check Nbr	Vendor Name	Check Date	Check Amount
59200	NORTHWEST MARITIME CENTER	06/30/2015	1,046.42
59201	OLYMPIC PENINSULA CONSULTANTS	06/30/2015	50.00
59202	PANE D/AMORE	06/30/2015	232.06
59203	PART WORKS INC	06/30/2015	15.88
59204	PENINSULA PEST CONTROL	06/30/2015	337.90
59205	PENINSULA COLLEGE	06/30/2015	45,686.88
59206	PLATT	06/30/2015	149.96
59207	POSTAGE BY PHONE RESERVE ACCOU	06/30/2015	1,025.00
59208	PROJECT LEAD THE WAY INC	06/30/2015	750.00
59209	PUBLIC UTILITY DISTRICT	06/30/2015	17,365.69
59210	RAINBOW RESOURCE CENTER	06/30/2015	1,002.58
59211	RENAISSANCE LEARNING INC	06/30/2015	3,883.68
59212	REVOLVING FUND	06/30/2015	1,420.75
59213	SHAUGHNESSY MARINA DBA	06/30/2015	880.00
59214	Smith, Kristin F	06/30/2015	50.00
59215	Stankus, Jennifer K	06/30/2015	57.50
59216	STATE AUDITOR	06/30/2015	3,056.70
59217	SUPPLYWORKS	06/30/2015	592.23
59218	TIGER DIRECT INC	06/30/2015	68.69
59219	Wedmore, Jessica Robyn	06/30/2015	225.00
59220	WESTBAY AUTO PARTS	06/30/2015	5.28
59221	Wilson, Scott Randall	06/30/2015	100.84
59222	YMCA CAMP SEYMOUR	06/30/2015	768.00

56 Computer Check(s) For a Total of 126,026.87



PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of June, 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>669,849.01</u>	Employee Gross
	<u>245,055.04</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>914,904.05</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

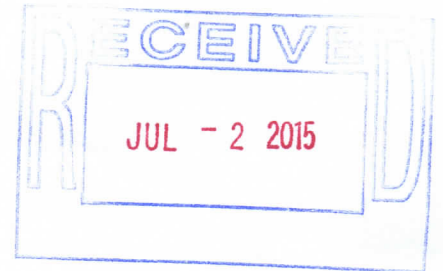
\*Provision is made for the adjusting of employee and employer benefits as necessary.



# SUPERINTENDENT OF PUBLIC INSTRUCTION

**Randy I. Dorn** Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

June 30, 2015



Mr. David Engles  
Superintendent  
Port Townsend School District 050  
1610 Blaine Street  
Port Townsend, WA 98368

Dear Mr. Engles:

After reviewing the results of the recent Washington State Patrol annual inspection, we recognize that your school district has again completed the inspection of school buses with exceptional results. For the past two years, the results in your district have been outstanding.

We congratulate you, your administration, and the staff of the Chimacum/Port Townsend Cooperative for these outstanding school bus inspection results. We look forward to your continuing support of student transportation safety.

Keep up the good work.

Sincerely,

A handwritten signature in black ink that reads "Randy Dorn".

Randy I. Dorn  
State Superintendent  
of Public Instruction

A handwritten signature in black ink that reads "John R. Batiste".

CHIEF JOHN R. BATISTE  
Washington State Patrol

RD/JRB:kmk

c: Tracie Twitchell, Transportation Director

PORT TOWNSEND SCHOOL DISTRICT NO 50  
CALENDAR OF EVENTS  
July 13, 2015 – August 24, 2015

July 13	Board Retreat, 1-4 p.m., Room S-11 Budget Hearing, 5:00 p.m., Room S-11 Work/Study Meeting, 6:00 p.m.
July 28	Policy Review Committee Meeting, 3:30 p.m., Room S-11 (Jennifer, Pam)
August 10	Wellness Committee Meeting, 3:30 p.m., Room S-11 (Jennifer, Pam)
August 20	East Jefferson Partnership, Port Townsend, 6:00 p.m.
August 24	Regular Board Meeting, 6:00 p.m, Room S-11

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

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	3,250,537	19,369.36	3,260,515.71		9,978.71-	100.31
2000 LOCAL SUPPORT NONTAX	515,455	26,970.49	370,383.29		145,071.71	71.86
3000 STATE, GENERAL PURPOSE	6,537,785	234,303.74	5,116,309.98		1,421,475.02	78.26
4000 STATE, SPECIAL PURPOSE	2,052,928	101,551.83	1,452,362.91		600,565.09	70.75
5000 FEDERAL, GENERAL PURPOSE	0	151,264.90	183,734.46		183,734.46-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,278,499	93,108.83	764,281.48		514,217.52	59.78
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	5,500	.00	.00		5,500.00	0.00
9000 OTHER FINANCING SOURCES	279,016	99,229.00	260,129.67		18,886.33	93.23
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,919,720	725,798.15	11,407,717.50		2,512,002.50	81.95
<b>B. EXPENDITURES</b>						
00 Regular Instruction	6,516,148	557,564.84	5,507,384.36	959,392.35	49,371.29	99.24
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,264,307	187,713.05	2,004,395.08	386,756.23	126,844.31-	105.60
30 Voc. Ed Instruction	462,023	37,541.88	397,801.23	65,286.13	1,064.36-	100.23
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	868,846	78,255.74	590,466.55	114,546.23	163,833.22	81.14
70 Other Instructional Pgms	644,673	25,817.82	254,144.43	36,573.42	353,955.15	45.10
80 Community Services	5,879	329.23	10,058.20	668.66	4,847.86-	182.46
90 Support Services	3,193,844	250,275.46	2,686,581.07	564,155.17	56,892.24-	101.78
<u>Total EXPENDITURES</u>	13,955,720	1,137,498.02	11,450,830.92	2,127,378.19	377,510.89	97.29
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-	411,699.87-	43,113.42-		7,113.42-	19.76
F. <u>TOTAL BEGINNING FUND BALANCE</u>	444,000		417,739.44			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	408,000		374,626.02			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	7,029.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	1,930.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	2,973.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	340,000	.00
G/L 872 Committd to Econmc Stabilizatn	0	297,367.44
G/L 875 Assigned Contingencies	50,000	50,000.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	58,440.00
G/L 890 Unassigned Fund Balance	18,000	43,113.42-
<u>TOTAL</u>	408,000	374,626.02

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

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	1,168,739	6,007.79	1,165,626.70		3,112.30	99.73
2000 Local Support Nontax	365,376	11,014.97	67,602.32		297,773.68	18.50
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>	<u>1,534,115</u>	<u>17,022.76</u>	<u>1,233,229.02</u>		<u>300,885.98</u>	<u>80.39</u>
<b>B. EXPENDITURES</b>						
10 Sites	200,000	.00	21,290.01	23,048.78	155,661.21	22.17
20 Buildings	1,198,500	.00	156,470.42	41,228.79	1,000,800.79	16.50
30 Equipment	0	2,903.76	31,782.66	7,431.57	39,214.23-	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>	<u>1,398,500</u>	<u>2,903.76</u>	<u>209,543.09</u>	<u>71,709.14</u>	<u>1,117,247.77</u>	<u>20.11</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	338,739	99,229.00	319,852.47			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	203,124-	85,110.00-	703,833.46		906,957.46	446.50-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	304,060		588,228.84			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	100,936		1,292,062.30			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	30,333	1,338,838.53
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 866 Restrictd from Impact Proceeds	0	.00
G/L 867 Restricted from Mitigation Fees	0	.00
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	84,602.23-
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	100,936	1,292,062.30

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

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	389.05	3,217.97		3,217.97-	0.00
2000 Local Support Nontax	100	14.06	114.73		14.73-	114.73
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	59,723	.00	59,722.20		.80	100.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,823	403.11	63,054.90		3,231.90-	105.40
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	46,800	.00	46,800.00	0.00	.00	100.00
Interest On Bonds	12,923	6,000.75	12,982.80	0.00	59.80-	100.46
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	1,000	.00	56.91	0.00	943.09	5.69
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	60,723	6,000.75	59,839.71	0.00	883.29	98.55
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	0	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXPENDITURES (A-B-C-D)</b>	900-	5,597.64-	3,215.19		4,115.19	457.24-
<b>F. TOTAL BEGINNING FUND BALANCE</b>	118,000		119,825.30			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	XXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	117,100		123,040.49			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	117,100		123,040.49			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	117,100		123,040.49			



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

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	166,250	132.69	29,890.97		136,359.03	17.98
2000 Athletics	45,500	150.00	30,904.39		14,595.61	67.92
3000 Classes	14,800	1,509.00	16,444.15		1,644.15-	111.11
4000 Clubs	132,950	9,021.80	125,015.80		7,934.20	94.03
6000 Private Moneys	12,200	.00	17,816.33		5,616.33-	146.04
<u>Total REVENUES</u>	371,700	10,813.49	220,071.64		151,628.36	59.21
<b>B. EXPENDITURES</b>						
1000 General Student Body	95,937	.00	6,948.48	1,100.90	87,887.62	8.39
2000 Athletics	83,427	17,247.64	89,656.36	1,383.00	7,612.36-	109.12
3000 Classes	32,460	3,996.76	13,205.23	6,971.65	12,283.12	62.16
4000 Clubs	154,463	9,676.48	122,766.09	16,627.86	15,069.05	90.24
6000 Private Moneys	23,681	200.00	18,035.03	853.00	4,792.97	79.76
<u>Total EXPENDITURES</u>	389,968	31,120.88	250,611.19	26,936.41	112,420.40	71.17
<b>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)</b>						
	18,268-	20,307.39-	30,539.55-		12,271.55-	67.18
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	212,713		351,904.05			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE (C+D + OR - E)</b>						
	194,445		321,364.50			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	194,445		321,364.50			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	194,445		321,364.50			

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

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

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	100	10.40	102.81		2.81-	102.81
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	85,255	.00	.00		85,255.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	<u>85,355</u>	<u>10.40</u>	<u>102.81</u>		<u>85,252.19</u>	<u>0.12</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>85,355</u>	<u>10.40</u>	<u>102.81</u>		<u>85,252.19</u>	<u>0.12</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	173,500	.00	117,948.69	0.00	55,551.31	67.98
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>173,500</u>	<u>.00</u>	<u>117,948.69</u>	<u>0.00</u>	<u>55,551.31</u>	<u>67.98</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER)EXP/OTH FIN USES(C-D-E-F)</u>	<u>88,145-</u>	<u>10.40</u>	<u>117,845.88-</u>		<u>29,700.88-</u>	<u>33.70</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>90,200</u>		<u>208,516.56</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>2,055</u>		<u>90,670.68</u>			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	2,055		90,670.68			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>2,055</u>		<u>90,670.68</u>			

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

**RESOLUTION 15-04**

BE IT RESOLVED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Port Townsend, Washington, that following a public hearing the Board of Directors determined appropriations for expenditures and other financing uses for the fiscal year beginning September 1, 2015 and ending August 31, 2016 to be for the:

General Fund	\$14,715,437
Capital Projects Fund	1,538,710
Debt Service Fund	60,693
ASB Fund	405,050
Transportation Vehicle Fund	250,000

BE IT RESOLVED that the Board of Directors and officers of said school district are fully cognizant of the provisions of WAC 392-123-070 which state, "Directors, officers, or employees who knowingly or negligently violate or participate in the violation of this section by the incurring of expenditures in excess of any appropriation(s) shall be held civilly liable, jointly and severally for such expenditures in excess of such appropriation(s) including consequential damages following there from, for each violation. If, as a result of any civil or criminal action, violation is found to have been done knowingly, such director, officer, or employee who is found to have participated in such breach shall immediately forfeit his office or employment and the judgment in any action shall so provide."

DATED THIS 13TH DAY OF JULY, 2015

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

\_\_\_\_\_  
Pam Daly, Board Vice-Chair

\_\_\_\_\_  
Jennifer James-Wilson

\_\_\_\_\_  
Nathanael O'Hara

\_\_\_\_\_  
Keith White

ATTEST: \_\_\_\_\_  
David Engle, Secretary to the Board

**INSTRUCTION**

High School Graduation Requirements

- A. The board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation as established by the district. Only one diploma shall be awarded with no distinctions being made between the various programs of instruction that may have been pursued.

The board shall establish graduation requirements, which as a minimum, satisfy those established by the State Board of Education:

**CREDIT REQUIREMENTS**

<b>Class of:</b>	<b>2015-2018</b>	<b>2019* and beyond</b>
English (reading, writing and communications)	4	4
Mathematics	3	3
Science (including 1 lab credit)	2	3 (2 must be lab)
Social Studies	3	3
Arts	1	2 (1 may be Personal Pathway)
Health and Fitness (one class must include training in cardiopulmonary resuscitation (CPR) and use of automatic external defibrillators (AED))	2	2
Careers	.5	.5
Occupational Education	2	.5
Electives	5.0	4
Foreign Language or Personal Pathway		2
<b>Total State and District Required Credits:</b>	<b>22.5</b>	<b>24</b>

The Board will approve additional graduation requirements as recommended by the superintendent.

- A. In addition to the minimum credit requirements, to earn a diploma each student must:
1. Pass the reading and writing portions of the statewide assessment or a state-approved alternative. Students in the classes of 2015, 2016, 2017, and 2018 must pass one of the following comprehensive English Language Arts (ELA) exit exams: reading and writing portions of the statewide assessment or new ELA exit exam (administered beginning spring 2015) or new 11<sup>th</sup> Grade Smarter Balanced Comprehensive ELA Test (administered beginning spring 2015). Students in the class of 2019 and beyond must pass the 11<sup>th</sup> Grade Smarter Balanced Comprehensive ELA Test.
  2. Complete a High School and Beyond Plan: Within the first year of high school enrollment, each student shall develop a plan for satisfying the state and district high school graduation requirements and for their first year after high school completion. The plan should be developed in collaboration with the student, parent, and district staff. The plan should include how the student will satisfy the district's academic credit requirements, preparation for successfully completing the statewide assessment, a description of the student's culminating project, and the student's goals for the year following graduation. Each student plan should be reviewed annually at the beginning

of the school year to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan.

3. Complete a Culminating Project: During the course of their high school career each student shall complete a culminating project. The project shall demonstrate the student's ability to think analytically, logically, and creatively and to integrate experience and knowledge to form reasoned judgments and solve problems. The project will also have a connection to the world of work in that it will demonstrate that the student understands the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.

4. Complete math requirements: Students in the classes of 2015-18 must pass one end of course assessment (Algebra I or Geometry) or an integrated math equivalent; or, beginning spring 2015, New Algebra/Integrated Math 1 EOC Exit Exam or New Geometry Integrated Math 2 EOC Exit Exam or New 11<sup>th</sup> Grade Smarter Balanced Comprehensive Math Test, or a state-approved alternative. Students in the class of 2019 and beyond must pass the 11<sup>th</sup> Grade Smarter Balanced comprehensive Math Test.

5. Complete science requirements: Students in the classes of 2015, 2016, 2017, and 2018 must pass the biology end-of-course assessment or a state-approved alternative. Students in the Class of 2019 and beyond must pass the Next Generation Science Assessment.

B. Students in the class of 2015 and beyond must complete mathematics courses in the following progressive sequence:

Algebra 1, Geometry and Algebra II

In lieu of a third credit of mathematics, students may also satisfy the mathematics requirements by earning equivalency-based credit in career and technical education (CTE) mathematics courses. These credits must be recorded using the equivalent academic high school department designation. Students may choose an alternative mathematics course, providing the parent/guardian agrees that the third credit mathematics elective is supportive of the student's educational and career goals. Before approval of the alternative third mathematics credit a meeting will be held with the student, the parent/guardian and the school staff to discuss the student's High School and Beyond Plan and the mathematics requirements for post-secondary and career choices.

The district will obtain a signed consent from the parent for the student to enroll in the alternative third credit of mathematics. The consent form will confirm the meeting, that the parent understands the impact of the selection of the student's educational and employment options, and that the alternative is more appropriate for the needs of the student.

Students may also satisfy the mathematics requirements by earning equivalency based credit in career and technical education mathematics courses. Those credits must be recorded using the equivalent academic high school department designation.

C. A student will receive a certificate of academic achievement only if they earn the appropriate number of credits required by the district, complete a culminating project, complete the high school and beyond plan; and meet the reading, writing, science, and math standards on the high school statewide assessment, or appropriate alternative assessment.

Students qualifying for special education services will earn a certificate of individual achievement as determined by their individual education plan.

- D. High school credit will be awarded for successful completion of a specified unit of study. In this district, successful completion of a specified unit of study means:
1. Earning a passing grade according to the district's grading policy; and/or
  2. Demonstrating proficiency/mastery of content standards as determined by the district; and/or
  3. Successfully completing an established number of hours of planned instructional activities to be determined by the district.

The district will establish a process for determining proficiency/mastery for credit-bearing courses of study.

- E. The superintendent shall develop procedures for implementing this policy which include:
1. Establishment of the process and assessment criteria for the high school culminating project requirements; and determination of the education plan process for identifying competencies.
  2. Establishing the process for completion of the High School and Beyond Plan.
  3. Recommending course and credit requirements, which satisfy the State Board of Education requirements and recognize the expectations of the citizens of the district.
  4. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement including a process for determining the credits the district will recognize for courses taken through another program recognized by the state (another public school district, an approved private school) or those courses taken by students moving into the state from another state or country. Decisions regarding the recognition of credits earned before enrolling in the district will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the superintendent within fifteen school days.
  5. Making graduation requirements available in writing to students, parents and members of the public.
  6. Providing for a waiver of graduation requirements for an individual student when permitted. All state graduation requirements must be satisfied unless a waiver is permitted by law.
  7. Granting credit for learning experiences conducted away from school, including National Guard high school career training.
  8. Granting credit for correspondence, vocational-technical institutes and/or college courses for college or university course work the district has agreed to accept for high school credit. State law requires that the district award one high school credit for every five quarter hour credits or three semester hour credits successfully earned through a college or university, except for community college high school

completion programs where the district awards the diploma; tenth and eleventh grade students and their parents shall be notified annually of the Running Start program. Port Townsend School District accepts transfer high school credit from accredited institutions only.

9. Granting credit for work experience.
10. Granting credit bases upon competence training, in lieu of enrollment.
11. Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade.
12. Counseling of students to know what is expected of them in order to graduate.
13. Preparing a list of all graduating students for the information of the board and release to the public.
14. Preparing suitable diplomas and final transcripts for graduating seniors.
15. Planning and executing graduation ceremonies.
16. Developing student learning plans for students who are not successful on one or more components of the statewide assessment.

In the event that minimum test requirements are adopted by the board, a student who possesses a disability shall satisfy those competency requirements which are incorporated into the Individualized Education Plan (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

A student shall be issued a diploma after completing the district's requirements for graduation. In lieu of the certificate of academic achievement, special education students may earn a certificate of individual achievement. A student shall also be advised that he/she may receive a final transcript.

However, a student's diploma or transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed \$100, the student or his/her parents shall have the right to an appeal using the same process as used for short-term suspensions as defined in Policy 3200: Student Rights and Responsibilities. When damages are in excess of \$100, the appeal process for long-term suspensions as defined in Policy 3200: Student Rights and Responsibilities will apply.

Graduation requirements in effect when a student first enrolls in high school will be in effect until the student graduates, unless such period is in excess of ten years.

In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion will be regarded as a school suspension. In such instances, the diploma will be granted.

Cross References:	Policy 3110 Policy 3200 Policy 3520 Policy 3433	Qualifications of Attendance and Placement Students Rights and Responsibilities Student Fees, Fines and Charges Early Defibrillation Program
Legal References:	RCW 28A.230.090	High school graduation requirements or equivalencies – Reevaluation of graduation requirements – Review and authorization of

		proposed changes - Credit for courses taken before attending high school – Postsecondary credit equivalencies
	RCW 28A.230.120	High school diplomas – Issuance – Options to receive final transcripts – Notice
	RCW 28A.600.300-400	Running start program - Definition
	RCW 28A.635.060	Defacing or injuring school property – Liability of pupil, parent or guardian – Withholding grades, diploma, or transcripts – Suspension and restitution – Voluntary work program as alternative – Rights protected
	RCW 28A.655.061	High School assessment system-Certificate of academic achievement-Exemptions-Options to retake high school assessment-Objective alternative assessment-Student learning plans
	RCW 28A.655.068	Statewide high school assessment in science
	WAC 392-410	Courses of studies and equivalencies
	WAC 180-51	High school graduation requirements
	WAC 392-348	Secondary Education
	WAC 392-121-182	Alternative Learning Experience Requirements
	WAC 392-169	Special service programs – running start program
Management Resources:	<i>Policy News</i> , April 1999	Variations complicate college credit equivalencies
	<i>Policy News</i> , December 2000	2004 High School Graduation Requirements Adopted
	<i>Policy News</i> , February 2004	High School Graduation Requirements
	<i>Policy News</i> , October 2004	Graduation Requirements: High School and Beyond Plans
	<i>Policy News</i> , August 2007	Graduation Requirements Modified by Legislature
	<i>Policy News</i> , February 2009	High School Graduation Requirements
	<i>Policy News</i> , April 2009	High School Graduation Requirements
	<i>Policy News</i> , June 2010	High School Proficiency Examination
	<i>Policy News</i> , October 2011	Policy manual revisions
	<i>Policy News</i> , April 2012	State Board of Education revises credit requirements for graduation
	<i>Policy News</i> , September 2013	One health class required for graduation must now include instruction in CPR and use of AED
	<i>Policy News</i> December 2014	

**Date as Policy 2330: 1/14/98; 4/21/91.**

**Date: 11/8/95; 3/24/97; 3/25/02; 11/22/04; 9/24/07; 6/8/09; 8/9/10; 5/27/14\_\_\_\_\_**



## **STUDENTS**

### Nondiscrimination

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boys Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent, or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence, and remedy its effects.

The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and the 3) the names and contact information of the district's Section 504 and Title IX compliance officers.

The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedures.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating and discrimination complaints communicated to the district.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

Cross References:	Policy 2020	Curriculum Development and Adoption of Instructional Materials
	Policy 2030	Service Animals in Schools
	Policy 2140	Guidance and Counseling
	Policy 2150	Co-Curricular Program
	Policy 2151	Interscholastic Activities
	Policy 3211	Transgender Students

Legal References:	Policy 4260	Use of School Facilities
	RCW 28A.640	Sexual Equality
	RCW 28A.642	Discrimination prohibition
	RCW 49.60	Discrimination - Human Rights Commission
	20 U.S.C. 7905	Boy Scouts of American Equal Access Act
	42 U.S.C.§§ 12101-12213	Americans with Disabilities Act
	WAC 392-190-020	Training-Staff responsibilities-Bias awareness
	WAC 392-190-060	Compliance-School district designation of responsible employee – Notification
	WAC 392-400-215	Student Rights
Management Resources:	Policy News, April 2013	
	Policy News, Dec 2012	
	Policy News, June 2011	
	Policy News, August 2007	

**Date: 12/12/85; 1/19/89; 12/20/99; 10/28/02; 5/23/05; 11/26/07; 8/8/11\_\_\_\_\_**

# PORT TOWNSEND SCHOOL DISTRICT

*"Discover the Power of Learning"*

**Superintendent**  
David Engle

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

1610 Blaine Street  
Port Townsend, Washington 98368

**Board of Directors**  
Keith White  
Nathanael O'Hara  
Jennifer James Wilson  
Pam Daly

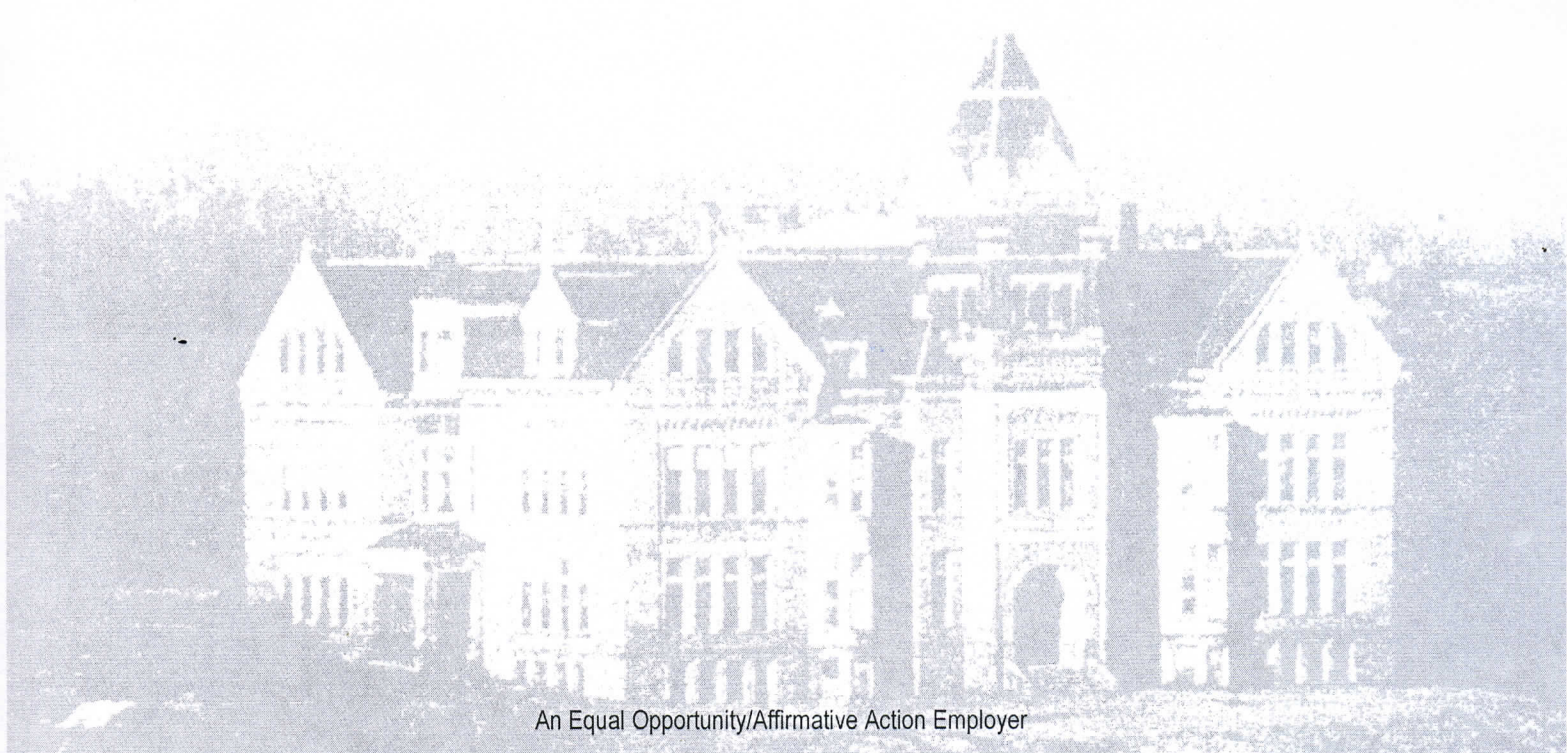
July 13, 2015

To: School Board

From: Amy Khile, Business Manager *AK*

RE: Student Insurance

After discussing student insurance options with our Risk Pool, I recommend the District continue to utilize Myer-Stevens Toohey & Co., Inc. They will provide the 2015-2016 Voluntary Participation Student Accident/Health Insurance.



An Equal Opportunity/Affirmative Action Employer

**PORT TOWNSEND SCHOOL DISTRICT**

**ADDENDUM TO THE SUPERINTENDENT'S CONTRACT**

**EFFECTIVE JULY 1, 2015**

WHEREAS, the Superintendent has faithfully served his three-year contract, the District has extended his contract for another year, through June 30, 2016; and

WHEREAS, the State's 2015-17 biennium budget gives all staff a 3% COLA (Cost of Living Allowance), the Board acknowledges that the Superintendent will receive the same increase in salary, as of July 1, 2015.

By: \_\_\_\_\_  
David Engle, Superintendent

Accepted by Board action on July 13, 2015

By the Board of Directors of Port Townsend School District

By: \_\_\_\_\_  
Pam Daly, Acting Board Chair

**STUDENTS**

Transgender Students

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression. To that end, the board recognizes the importance of an inclusive approach toward transgender students with regard to official records, confidential health and education information, communication, restroom and locker room accessibility, sports and physical education, dress codes and other school activities, in order to provide these students with an equal opportunity for learning and achievement. This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying and discrimination.

Cross References:	Policy 2145	Suicide Prevention
	Policy 3207	Prohibition of Harrassment, Intimidation, and Bullying
	Policy 3210	Nondiscrimination
	Policy 3231	Student Records
Legal References:	RCW 28A.642	Discrimination prohibition
	RCW 49.60	Discrimination - Human Rights Commission
	20 U.S.C. 1231g, 34 C.F.R. Part99	Family Education Rights and Privacy Act
Management Resources:	Policy News, Dec 2014	
	Prohibiting Discrimination in Washington Public Schools-OSPI Guidelines for school districts to implement Chapters 28A.640 and 28A.642	
	RCW and Chapter 392-190	
	WAC (Feb 2012)	

**Date:** \_\_\_\_\_