

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**  
**6:00 p.m. Regular Board Meeting**  
**October 27, 2014**  
***"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. Administration of the Oath of Office for Keith White**

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**04. Recognitions**

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04.01 Shining Star Award  
04.02 Recognition of Anne Burkart

**05. Agenda**

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05.01 Agenda Approval

**06. Public Comments**

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**07. Correspondence – None**

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**08. Approval of Minutes**

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08.01 Minutes of the September 22, 2014 Regular Meeting  
08.02 Minutes of the October 13, 2014 Special Meeting  
08.03 Minutes of the October 13, 2014 Work/Study Meeting

**09. Consent Agenda**

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09.01 Consent Agenda Approval

09.02 Approval of Personnel Action

09.020 Recommend Melinda Pongrey for the 1.0 FTE 7<sup>th</sup>/8<sup>th</sup> Grade Math Teacher position at Blue Heron School, effective October 6, 2014

09.021 Recommend Amy Wilson for the 1.0 FTE 4<sup>th</sup> Grade Teacher position, one year only, at Blue Heron School, effective October 6, 2014

09.022 Recommend Dana Nelson for the 1.0 FTE Leave Replacement Art position at Blue Heron School, first semester, effective October 13, 2014

09.023 Recommend Margaret Hubbell for the 6 Hr./Day Paraeducator position at Grant Street Elementary, effective September 29, 2014

09.024 Recommend Melissa Love, 6 Hr./Day Grant Street Elementary Paraeducator, to 6.17 Hr./Day Paraeducator, Blue Heron School, effective October 13, 2014

- 09.025 Recommend Madeleine Saenz for the position of 6.5 Hr./Day Title 1/LAP Paraeducator at Blue Heron School, effective October 20, 2014
- 09.026 Recommend Hope Borsato for the position of Director of Kitchen Operations with the Port Townsend School District, effective October 20, 2014
- 09.027 Recommend Brian Tracer as Blue Heron Head Boys' Basketball Coach, effective the 2014-15 season
- 09.028 Accept resignation of Cameron Jones, Blue Heron School Head Track Coach, effective immediately
- 09.029 Accept resignation of Matthew Krynski, High School Assistant Wrestling Coach, effective immediately
  
- 09.04 Approval of Financial Reports
  - 09.040 Accounts Payable as of October 27, 2014
  - 09.041 Payroll – September, 2014
- 09.05 Donations
  - 09.050 Accept donation from the Jamestown S'Klallam Tribe of \$25,000 to assist with mascot changes at Port Townsend High School
  - 09.051 Accept donation from the Kiwanis Club of Port Townsend for Kindergarten tuition at Grant Street Elementary
- 09.06 Surplus
  - Approve surplus of Bus 12875

## **10. Reports**

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- 10.01 Jefferson County Health Department – Karen Obermeyer
- 10.02 Grant Street Assessment Report – Principal Sepler
  - 10.020 Grant Street School Improvement Plan Presentation
  - 10.021 Grant Street School Improvement Plan
- 10.03 Superintendent
  - 10.030 Calendar of Events
- 10.04 Business Manager
  - 10.040 13-14 Year End Report
  - 10.041 13-14 Final Budget Status Report
  - 10.042 Financial Summary
  - 10.043 September Budget Status

## **11. Action Items**

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- 11.01 Approval of Resolution 14-16, Levy Rollback
- 11.02 Recommend Walker Wilson for the 6.17 Hr./Day Paraeducator, one year only, Blue Heron School, effective October 23, 2014
- 11.03 Recommend Walker Wilson as High School Assistant Boys' Basketball Coach, effective the 2014-15 season

## **12. Unfinished Business**

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## **13. New Business**

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## **14. Policy Review**

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## **15. Board Member Announcements/Suggestions for Future Meetings**

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## **16. Next Meeting**

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- 16.01 November 10, 2014, Work/Study Meeting, 1610 Blaine St., Room S-11, 6:00 p.m.

## **17. Executive Session – (if necessary)**

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## **18. Adjournment**

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Board Chair Holley Carlson called the meeting to order at 6:00 p.m. Present: Pam Daly, Anne Burkart, Nathanael O'Hara, Jennifer James-Wilson, Holley Carlson, and ASB (Associated Student Body) representative Shae Shoop. Excused: Superintendent Engle. Also present were staff and community members.

Nathanael O'Hara led the Pledge of Allegiance

#### Approval of Agenda

Pam Daly moved to approve the agenda, amending it to remove the Superintendent's report as Dr. Engle is absent. Anne Burkart seconded and the motion was carried 5-0.

#### Public Hearing for a Budget Revision to the Transportation Vehicle Fund

Ms. Carlson opened the public hearing. Director of Finance Sara Bonneville explained the bus expected to be delivered in fiscal year 2013-14 has been delayed and will not be delivered until October, 2014. This delay necessitates a revision to the 2014-15 budget to reflect both the increased fund balance and an increased capacity for expenditure for the 2014-15 fiscal year. Bus depreciation and efficiency of new buses was discussed.

#### Public Comments for Budget Hearing

Rita Beebe asked for clarification of the purpose of the budget revision. Ms. Bonneville explained.

#### Approval of Minutes

The following minutes were brought for approval:

- August 11, 2014, Board Retreat. Ms. Burkart moved to approve the minutes. Mr. O'Hara seconded and the motion carried 5-0.
- August 25, 2014, Regular Board Meeting. Ms. Daly moved to approve the minutes. Ms. James-Wilson seconded and the motion carried 4-0. Ms. Burkart recused herself as she was not in attendance at this meeting.
- September 8, 2014, Work/Study Meeting. Mr. O'Hara moved to approve the minutes. Ms. Burkart seconded and the motion carried 5-0.

#### Approval of Consent Agenda

Ms. Burkart moved to approve the consent agenda. Ms. Daly seconded. Ms. Burkart asked about the \$80,000 payment to KCDA (King County Directors Association). Ms. Bonneville explained this payment was for flooring and carpet at Port Townsend High School. Ms. James-Wilson acknowledged the resignation of Karlana Black, High School Attendance Secretary, and expressed appreciation for Ms. Black's years of service. The motion carried 5-0. Included on the Consent Agenda were: 1) Approval of Accounts Payable as of September 22, 2014; 2) Payroll for August, 2014; 3)

Hires:

Lysa Falge as Assistant Athletic Director, Port Townsend School District, 2014-15 school year  
Rita Polk as 4.0 hrs./day Bus Driver and 2.75 hrs./day Food Service Assistant, 2014-15 school year  
James Scherer as 2.25 hrs./day Permanent Substitute Bus Driver, 2014-15 school year  
David Dickson as 4.0 hrs./day Bus Driver 2014-15 school year

Alice Fraser for 6.5 hr./day Para-educator position at Blue Heron School, effective the 2014-15 school year  
Joy Wentzel for additional .5 FTE Kindergarten Teacher Position at Grant Street Elementary, effective the 2014-15 school year

Resignations/Retirements

Accept resignation of Harvey Olson, Bus Driver, effective the end of the 2013-14 school year  
Accept resignation of Ted Dunham, Bus Driver, effective the end of the 2013-14 school year  
Accept resignation of Karlena Black, High School Attendance Secretary, effective January 26, 2015

Donations

Accept donation from AAUW (American Association of University Women) of \$2,550 for Alek's Internet Math subscriptions at Grant Street Elementary

Correspondence – None

Reports

ReCyclery Update – Kees Kolff

Kees Kolff reported that 30 additional bikes, obtained from a grant, are being used in three PE classes of 7<sup>th</sup> graders at Blue Heron School for a five-session bike safety class. In the spring of 2015, more classes will be held for 5<sup>th</sup> and 6<sup>th</sup> graders.

High School Assessment Report – Principal Ehrhardt

Principal Ehrhardt reported on Port Townsend High School students' assessment scores for 2013-14 in reading, writing, science and math, noting that PTHS scores in all subjects were above the State average. Ms. James-Wilson asked why the science scores went up significantly. Ms. Ehrhardt explained that staff teaching science courses participated in increased training, which helped improve student scores. Discussion followed.

Business Manager

Business Manager Sara Bonneville presented an August, 2014 budget status report, and a financial summary for all funds. She explained that the minimum fund balance likely will be lower than projected this year, in part because of staffing an additional 4<sup>th</sup> grade class at Blue Heron School. Principal Lashinsky said the goal is to have this class start by October 1, 2014. Ms. Bonneville also reported that student enrollment numbers from September were slightly above projections.

Action Items

Approval of Basic Education Compliance for 2014-15: Ms. Burkart moved to approve the Basic Education Compliance for 2014-15. Ms. Daly seconded and the motion carried 5-0.

Approval of Resolution 14-14 – Budget Revision for Transportation Vehicle Fund

Ms. Daly moved to approve Resolution 14-14. Mr. O'Hara seconded and the motion carried 5-0.



Appoint Facilities and Long-range Planning Steering Committee: This was tabled due the absence of Superintendent Engle.

Unfinished Business

Director District 5 vacancy: Currently no applications have been received for this vacancy. Procedures if no applications are received by the deadline, September 30, 2014 were discussed.

New Business

The bomb threat reported at Blue Heron School today, Monday 22, 2014 was discussed. Principal Lashinsky reported on the process to inform parents of the threat.

Policy Review

Review of Policy 2161 – Special Education and Related Services for Eligible Students

Superintendent Engle had requested this be postponed until further review by administration could be finished.

Board Member Announcements/Suggestions for Future Meetings

- Ms. James-Wilson reminded everyone of students' participation at the Writers in Schools presentation at Benaroy Hall in Seattle on September 23, 2014.
- Ms. Carlson reported that she had talked with Principal Ehrhardt about attending ASB meetings. Principal Ehrhardt suggested that it might be a good idea to wait for a few weeks so the ASB is fully organized for the new school year. The board asked that a report from an ASB representative be placed on the agenda each month at the regular board meeting.
- Topics for the East Jefferson Educational Partnership meeting on October 1, 2014 were discussed.
- Board meeting procedure and protocol were discussed.

Next Meeting: Work/Study Meeting, October 13, 2014, 1610 Blaine St., Room S-11, 6 p.m.

Adjournment: The meeting was adjourned by consensus at 8:53 p.m.

Respectfully submitted,

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David Engle, Secretary

ATTEST: \_\_\_\_\_  
Holley Carlson, Board Chair

Board Chair Holley Carlson called the meeting to order at 2:00 p.m. Present: Holley Carlson, Pam Daly, Nathanael O'Hara, and Anne Burkart. Absent: Jennifer James-Wilson. Also present were Superintendent Engle, staff, and community members.

Agenda Approval

It was noted the time under Location/Time should read 2:00 p.m., not 4:00 p.m. Pam Daly moved to approve the agenda as amended. Anne Burkart seconded and the motion carried 4-0.

Interviews

The board conducted a phone interview with Keith White at 2:05 p.m.

Board Chair Holley Carlson called a recess at 2:33 p.m. The meeting was reconvened at 2:38 p.m.

The board interviewed Jeannie Ramsey at 2:38 p.m.

The special meeting was adjourned at 3:09 to an executive session.

Executive Session

The executive session was convened at 3:09 p.m. to discuss personnel qualifications for approximately 20 minutes.

The executive session was adjourned at 3:34 p.m.

The special meeting was reconvened at 3:35 p.m.

Action Items

Anne Burkart nominated Keith White to fill the Director District 5 vacancy. Pam Daly seconded. Discussion followed. The vote was by roll call:

Anne Burkart: aye

Pam Daly: aye

Nathanael O'Hara: aye

Holley Carlson: aye

The motion carried 4-0.

Adjournment

The special meeting was adjourned by consensus at 3:40 p.m.

Respectfully submitted,

\_\_\_\_\_  
David Engle, Secretary

ATTEST: \_\_\_\_\_  
Holley Carlson, Board Chair

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

Pam Daly led the Pledge of Allegiance.

#### Agenda Approval

Ms. Daly moved to approve the agenda. Anne Burkart seconded and the motion carried 5-0.

#### Shining Star Award

Superintendent Engle presented a Shining Star Award to High School Special Education teacher Rene Olson, recognizing her students' success in meeting standard on the State End of Course math assessment test.

#### Student Recognition

Superintendent Engle recognized Port Townsend High School student Ryan Clarke, one of 16,000 students nationwide who qualified as a National Merit Scholarship semi-finalist. Rose Ridder and Andrew Anthony were recognized as National Merit Scholarship commended students.

#### Correspondence

The board reviewed the following correspondence:

- Email from Tom Thiersch regarding student fees
- Email from Tom Thiersch regarding board member vacancies
- Email from Blue Heron regarding student fees
- Email from Transportation Supervisor Tracie Twitchell regarding bus idling times

#### Action Items

##### Approval of Resolution 14-15, Instructional Materials Committee Curriculum Review

Board Chair Carlson read Resolution 14-15. Ms. Burkart moved to approve Resolution 14-15. Nathanael O'Hara seconded. Superintendent Engle explained that new curriculum is a crucial in the effort to improve District assessment scores. The motion carried 5-0.

##### Appoint Facilities and Long-Range Planning Steering Committee

Superintendent Engle reviewed the list of proposed members. Ms. James-Wilson said her name should appear on the list. It was noted Mark Welch's name was misspelled. Ms. Daly moved to approve the Facilities and Long-Range Planning Steering Committee as corrected, to include the following members: Micaela Colley, Keith Darrock, David Engle, Stacey Hoskins, Rick Jahnke, Jennifer James-Wilson, David King, Peter Leach, Nathanael O'Hara, Michelle Sandoval, Rick Sepler, Jim Sherwood, Dr. Sara Schmidt, Brad Taylor, Samantha Thomas, and Mark Welch. Ms. Burkart seconded and the motion carried 5-0.

#### New Business:

Ms. Carlson announced that the board had met in a special meeting that afternoon at 2:00 p.m. The two applicants for the Director District 5 vacancy, Keith White and Jeannie Ramsey, had been interviewed. After meeting in executive session to discuss personnel qualifications, the special meeting had been reconvened and Keith White was chosen to fill the vacancy. Ms. Burkart said both candidates were well qualified, and the Board appreciated their willingness to serve. Ms. Carlson reported that Mr. White has accepted the position, and will be sworn in at the October 27, 2014 board meeting.

ASB (Associated Student Body) representative Shae Shoop said the ASB is working on homecoming plans. The homecoming game will be on Friday, October 24 against Chimacum. The homecoming dance will be Saturday, October 25 from 8-11 p.m. High school student Colin Coker will also be an ASB representative at board

meetings. Ms. Carlson said she plans on ASB meetings once a month. Shay Shoop said the meetings are held on Tuesdays at 7:00 a.m. in the High School library.

Board Member Announcements/Suggestions for Future Meetings

Board member assignments to district committees and possible changes after Mr. White joins the board were discussed.

Mr. O'Hara said he attends the monthly Maritime Discovery Schools Advisory committee meetings, and would like to share information from those sessions at a future board meeting.

Superintendent Engle reported that a 4<sup>th</sup> grade, math, and art teacher have been hired at Blue Heron.

Executive Session

The open meeting was adjourned at 6:40 p.m. for approximately 20 minutes to review performance of a public employee. The executive session was adjourned at 7:00 p.m. The open meeting was reconvened at 7:00 p.m.

Next Meeting

Regular Board Meeting, October 27, 2014, 1610 Blaine St., Room S-11, 6:00 p.m.

Adjournment

The meeting was adjourned by consensus at 7:00 p.m.

# 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](http://www.ptschools.org/blueheron)

To: Dr. David Engle, Superintendent  
Laurie McGinnis, Personnel Office  
From: Diane Lashinsky  
Date: October 3, 2014  
Re: 1.0 FTE Middle School Math Teacher

Dr. Engle:

I am pleased to recommend Melinda Pongrey for the position of 7<sup>th</sup>/8<sup>th</sup> grade Math and Algebra Teacher at Blue Heron School. Melinda's position will be effective on Monday, October 6, and she will assume full responsibility of her classes no later than October 13.

Melinda worked at Blue Heron last year as an Intervention specialist. She is licensed and highly qualified in K-8 elementary as well as Middle level mathematics. She is also pending her science endorsement. Melinda will work with the current substitute teacher to ensure a smooth transition for our students. She will also work with our middle school math teacher and the high school math team to ensure that our students are adequately prepared for high school and Smarter Balanced high stakes testing.

Melinda is a long-time resident in Port Townsend and has a deep passion for children, learning, and mathematics. We are very happy to have Melinda join our Blue Heron School faculty.

Thank you,

Dr. Diane Lashinsky  
Principal, BHS

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

To: Dr. David Engle, Superintendent  
Laurie McGinnis, Personnel Office  
From: Diane Lashinsky  
Date: October 3, 2014  
Re: 1.0 FTE 4<sup>th</sup> Grade Teacher – one year position

Dr. Engle:

I am pleased to recommend Amy Wilson for the position of 4<sup>th</sup> Grade Teacher at Blue Heron School. Amy's position will be effective on Monday, October 6, with the planned opening of the new 4<sup>th</sup> grade classroom on October 8.

Amy has 6-years of experience as an elementary classroom teacher and has recently taken and passed the two required NES (National Evaluator Series) Elementary exams in Language Arts/Social Studies and Math/Science. With your approval, Amy has applied for a transitional certificate, which is valid for 2 years while she completes requirements to reinstate her Elementary K-8 certificate.

Currently, Amy has been working as an Instructional Assistant in 4<sup>th</sup> grade and as part of our Read 180 team, during which she has already forged relationships with the 4<sup>th</sup> grade teacher team and with our students. The interview team included all current 4<sup>th</sup> grade teachers as well as our Special Education teacher. We are delighted that Amy is joining our Blue Heron School faculty.

Thank you,

Dr. Diane Lashinsky  
Principal, BHS



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

To: Dr. David Engle, Superintendent  
Laurie McGinnis, Personnel Office  
From: Diane Lashinsky  
Date: October 8, 2014  
Re: Middle School Visual Arts Teacher – leave replacement

Dr. Engle:

I am pleased to recommend Dana Nelson for the position of Middle School Art Teacher at Blue Heron School. Dana's position will be effective on Monday, October 13, 2014.

Dana is a long-time resident in Port Townsend and has many connections with our students, families, and the art community. She is committed to working collaboratively with the elementary and high school Visual Arts teachers to deliver a high quality program for all students in grades 6-8.

Dana's interview team included Jennifer Manning, Amy Tidball, and myself. We unanimously agreed that Dana possesses the qualifications and passion for this position. We are very happy to have Dana join our Blue Heron School faculty.

Thank you,

Dr. Diane Lashinsky  
Principal, BHS

To: Laurie McGinnis, Director of Human Resources  
From: Patrick Kane, Director of Special Services *P Kane*  
Date: 9-24-14  
Re: Hire for Para-Ed for Pre-school

I am recommending to the PTSD Board of Directors to approve the hiring of Margaret (Maggie) Hubbell for Para-Educator at the Pre-school. She comes to the PTSD with an extensive background in working with children from ages 2 through 14 years of age who were diagnosed or identified with handicapping conditions.

The interviewing team, Mary Sepler, principal, Mary Barnes, Pre-School instructor and Patrick Kane, Director of Special Services, interviewed four candidates on September 24, 2014.



To: Laurie McGinnes, Director of Personnel

From: Patrick Kane, Director of Special Services

RE: Melissa Love

Date: 10-16-14



Melissa Love is being reassigned to work at Blue Heron School. She had been working at Grant St as a para-educator and she elected to take a position at Blue Heron that opened up in the past few weeks. She will be working as a para-educator with a special needs student, 1:1, and this assignment is for one year only.

*Start 10/13/14*

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To: Dr. David Engle, Superintendent  
Laurie McGinnis, Personnel Office  
From: Diane Lashinsky  
Date: October 15, 2014  
Re: Blue Heron 1.0 Title 1/LAP Paraeducator – 1 year Leave Replacement

Dr. Engle:

I am pleased to recommend Madeleine Saenz for the position of Title 1/LAP Paraeducator at Blue Heron School. Madeleine's position will be effective on October 20. She will work 6.5 hours each day, serving students who need additional learning support in reading and math. Madeleine will work under the teacher supervision of Blue Heron's Reading Specialist and myself.

Madeleine has prior experience at Blue Heron as an Instructional Assistant in Special Education (contracted with Chimacum), working with students with significant disabilities. She was very successful working with students and was a positive member of the instructional team. We anticipate she will do well in her new position.

Members of the hiring team included Debbie Rich, Maria Briones, Shannon Grewell, and myself.

Thank you,

Dr. Diane Lashinsky  
Principal, BHS

# PORT TOWNSEND SCHOOL DISTRICT

*"Discover the Power of Learning"*

**Superintendent**  
Dr. David Engle

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

1610 Blaine Street  
Port Townsend, Washington 98368

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

Laurie McGinnis, Director  
Human Resources  
Port Townsend School District

Dear Laurie,

I'm recommending that we offer Hope Borsato the position of Director of Kitchen Operations with the district. Hope comes to us with the experience, knowledge and leadership skills necessary to this position. I think she will do a fine job at providing ideas and leadership for the future of our food services.

Best regards,

*David Engle*

David Engle



To whom It May Concern,

This letter is to inform you that, unfortunately, I will not be able to coach the middle school or high school track teams this upcoming season. I am currently completing my undergraduate degree and these next couple semesters are going to be extraordinarily busy. Additionally, not only will I be working full time, but I will also be doing an internship. Because of this, I would not be able to provide the athletes the time, energy, and attention they deserve.

I really love coaching the kids here and it is a task I will greatly miss. It has been a pleasure working for Scott and coaching with Dusty, Ian, and Brett. I will definitely make it out to the meets this year, and if you need any help with running them, I would be glad to help.

I hope this notice gives you enough time to find a replacement. If you need anything else from me, please let me know.

Regards,  
Cameron Jones

 9/28/14

To Whom It May Concern:

PLEASE ACCEPT THIS LETTER AS MY NOTICE  
OF RESIGNATION ~~FOR~~ THE POSITION AS ASSISTANT WRESTLING  
COACH FOR PORT TOWNSEND HIGH SCHOOL WRESTLING TEAM.  
IT HAS BEEN MY PLEASURE + HONOR TO BE A PART OF  
THIS PROGRAM OVER THE PAST YEARS -  
Thankyou,

MATTHEW KEYSINSKI



## Laurie McGinnis

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**From:** Scott Wilson  
**Sent:** Tuesday, October 21, 2014 10:58 PM  
**To:** Laurie McGinnis; Vickie Lowrie  
**Cc:** Lysa Falge  
**Subject:** Boys Basketball at BLUE HERON  
**Attachments:** Brian Tracer midde school BB coach.doc

Laurie and Vickie,

Here is the official recommendation for Brian Tracer. He will be the head boys basketball coach at Blue Heron this year.

*Scott*

**Scott R. Wilson**  
**Assistant Principal, Port Townsend High School**  
**Athletic Director, Port Townsend Schools**



**Redhawk PRIDE!**

*Persistence, Responsibility, Integrity, Determination, Excellence*



ASB 14/15

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 October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,367.91. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 9894 through 9903, totaling \$7,367.91

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

Check Nbr	Vendor Name	Check Date	Check Amount
9894	AWSP	09/30/2014	75.00
9895	BANK OF AMERICA VISA	09/30/2014	1,471.31
9896	DAIRY FRESH FARMS INC	09/30/2014	149.81
9897	JL DESIGN ENTERPRISES, INC.	09/30/2014	4,857.29
9898	OLYMPIC LEAGUE	09/30/2014	300.00
9899	Port Angeles High School	09/30/2014	120.00
9900	SAFEWAY	09/30/2014	180.10
9901	SPORT WIDE	09/30/2014	24.00
9902	TAHOMA XC RUNNING CLUB	09/30/2014	125.00
9903	THE STATION SIGNS & PRINTING	09/30/2014	65.40
10	Computer	Check(s) For a Total of	7,367.91

ASB 13/14

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

As of October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$972.25. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 9893 through 9893, totaling \$972.25

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

Check Nbr	Vendor Name	Check Date	Check Amount
9893	BANK OF AMERICA VISA	09/29/2014	972.25
1	Computer	Check(s) For a Total of	972.25



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 October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,415.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:  
Warrant Numbers 9904 through 9916, totaling \$4,415.30

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

Check Nbr	Vendor Name	Check Date	Check Amount
9904	AWSP	10/15/2014	65.00
9905	CHEER ZONE	10/15/2014	641.24
9906	COSTCO	10/15/2014	842.64
9907	DAIRY FRESH FARMS INC	10/15/2014	74.77
9908	DL LOGOS	10/15/2014	383.84
9909	HENERY HARDWARE	10/15/2014	73.42
9910	MGHS CROSS COUNTRY	10/15/2014	200.00
9911	PENINSULA BOTTLING CO INC	10/15/2014	681.84
9912	PLAIN GAMES INC	10/15/2014	399.00
9913	Russell, Julie Ann	10/15/2014	96.32
9914	SAFEWAY	10/15/2014	177.82
9915	THE STATION SIGNS & PRINTING	10/15/2014	54.50
9916	VARSITY CHEER FASHION	10/15/2014	724.91

13 Computer Check(s) For a Total of 4,415.30

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 October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,963.62. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

Wire Transfer Payments 201400007 through 201400009, totaling \$4,963.62

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

Check Nbr	Vendor Name	Check Date	Check Amount
201400007	DEPARTMENT OF REVENUE	10/02/2014	4,493.84
201400008	DEPARTMENT OF REVENUE	10/02/2014	360.46
201400009	DEPARTMENT OF REVENUE	10/02/2014	109.32

3	Wire Transfer Check(s) For a Total of	4,963.62
---	---------------------------------------	----------

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 October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling ???????????????. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:

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

Check Nbr	Vendor Name	Check Date	Check Amount
201400010	DEPARTMENT OF REVENUE	10/02/2014	<i>GF Correction</i> -0.01
1	Wire Transfer Check(s) For a Total of		-0.01

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 October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,736.42. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3208 through 3208, totaling \$7,736.42

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

Check Nbr	Vendor Name	Check Date	Check Amount
3208	BERESFORD COMPANY (CHAS. H.) I	10/15/2014	7,736.42
1	Computer	Check(s) For a Total of	7,736.42



*CP 2013/14*

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

As of October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$71,593.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3205 through 3205, totaling \$71,593.75

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

Check Nbr	Vendor Name	Check Date	Check Amount
	3205 KING COUNTY DIRECTORS	09/29/2014	71,593.75
1	Computer	Check(s) For a Total of	71,593.75

CP 14/15

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 October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,271.63. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:  
Warrant Numbers 3206 through 3207, totaling \$4,271.63

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

Check Nbr	Vendor Name	Check Date	Check Amount
3206	BANK OF AMERICA VISA	09/30/2014	1,254.65
3207	PUGET SOUND DATA SYSTEMS INC	09/30/2014	3,016.98
2	Computer	Check(s) For a Total of	4,271.63

GF2 13/14

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

As of October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$450.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 57852 through 57852, totaling \$450.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
57852	BANK OF AMERICA VISA	09/29/2014	450.00
1	Computer	Check(s) For a Total of	450.00



GF 14/15

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 October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$62,717.14. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 57809 through 57851, totaling \$62,717.14

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

Check Nbr	Vendor Name	Check Date	Check Amount
57809	ALL CITY AUTOBODY & TOWING	09/30/2014	120.99
57810	ATS INC	09/30/2014	937.40
57811	BANK OF AMERICA VISA	09/30/2014	13,379.20
57812	CANON FINANCIAL SERVICES INC	09/30/2014	207.07
57813	CENTER FOR SOCIAL COMPETENCE	09/30/2014	4,760.00
57814	DATAMATION SYSTEMS INC	09/30/2014	4,650.00
57815	DEMCO	09/30/2014	88.66
57816	DEPARTMENT OF LICENSING	09/30/2014	156.00
57817	DIGITAL INSURANCE INC	09/30/2014	500.00
57818	ESD 114	09/30/2014	4,130.21
57819	Falge, Lysa Marie	09/30/2014	34.72
57820	FOOD CO-OP	09/30/2014	105.76
57821	GERALDI, KRISTA	09/30/2014	150.00
57822	GREY HOUSE PUBLISHING	09/30/2014	265.50
57823	HEART STARTS SAFETY TRAINING	09/30/2014	80.00
57824	HORTON, VICKI	09/30/2014	250.00
57825	KING COUNTY DIRECTORS	09/30/2014	129.77
57826	KROGER - QFC CUSTOMER CHARGES	09/30/2014	14.24
57827	Kruse, Jennifer Kathleen	09/30/2014	449.39
57828	Meier, Karmen J	09/30/2014	14.53
57829	MILLER, KATE	09/30/2014	371.28
57830	Morris, Linda Elaine	09/30/2014	34.74
57831	MOUNTAIN PROPANE	09/30/2014	924.17
57832	NCS PEARSON INC	09/30/2014	3,581.52
57833	OFFICE DEPOT	09/30/2014	127.47
57834	PERMA-BOUND	09/30/2014	1,220.09
57835	PLATT	09/30/2014	319.57
57836	POSTAGE BY PHONE RESERVE ACCOU	09/30/2014	1,025.00
57837	PRO-ED	09/30/2014	244.09
57838	PUBLIC UTILITY DISTRICT	09/30/2014	10,974.53
57839	Rublaitus, Tanya K	09/30/2014	59.20
57840	SAMUEL FRENCH INC	09/30/2014	700.00
57841	Sather, Marcus Jon	09/30/2014	56.00



Check Nbr	Vendor Name	Check Date	Check Amount
57842	Stankus, Jennifer K	09/30/2014	106.40
57843	VALLEY ATHLETICS	09/30/2014	99.19
57844	WA-ACTE	09/30/2014	520.00
57845	WASHINGTON LIBRARY MEDIA ASSOC	09/30/2014	20.00
57846	Watson, Kelley	09/30/2014	543.03
57847	Wilson, Scott Randall	09/30/2014	100.80
57848	Witheridge, Lori A	09/30/2014	5.88
57849	WSIPC	09/30/2014	10,245.74
57850	WSPA	09/30/2014	375.00
57851	WSSDA ANNUAL CONFERENCE 2014	09/30/2014	640.00
43	Computer	Check(s) For a Total of	62,717.14

GF 13/14

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

As of October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$25,290.44. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 57791 through 57808, totaling \$25,290.44

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

Check Nbr	Vendor Name	Check Date	Check Amount
57791	Baldwin, Ruth Ellen	09/29/2014	56.00
57792	BANK OF AMERICA VISA	09/29/2014	7,699.62
57793	Behrenfeld, Timothy Jon	09/29/2014	698.22
57794	CARLEX COMPANY	09/29/2014	128.32
57795	CHIMCAUM SCH DIST#49-CO-OP TRA	09/29/2014	5,620.29
57796	COSCO/FEDERAL FIRE SAFETY INC	09/29/2014	2,260.03
57797	DM DISPOSAL CO INC	09/29/2014	370.39
57798	ESD 114	09/29/2014	768.75
57799	FC ORGANIZATIONAL PRODUCTS	09/29/2014	17.95
57800	IXL LEARNING INC	09/29/2014	3,500.00
57801	MCGRAW-HILL SCHOOL EDUCATION	09/29/2014	586.19
57802	MIDORI FARM	09/29/2014	205.00
57803	Morris, Linda Elaine	09/29/2014	64.84
57804	PROJECT LEAD THE WAY INC	09/29/2014	654.00
57805	REVOLVING FUND	09/29/2014	400.00
57806	RONDEAU, PAMELA D	09/29/2014	60.84
57807	ROSE THEATRE	09/29/2014	300.00
57808	SAN JOSE STATE UNIVERSITY	09/29/2014	1,900.00
18	Computer	Check(s) For a Total of	25,290.44

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 October 27, 2014, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$128,394.09. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:  
Warrant Numbers 57853 through 57925, totaling \$128,394.09

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

Check Nbr	Vendor Name	Check Date	Check Amount
57853	ACP DIRECT	10/15/2014	2,137.49
57854	ADVANCED CLASSROOM TECH	10/15/2014	1,799.48
57855	Bonneville, Sara L	10/15/2014	105.00
57856	CENEX FLEETCARD	10/15/2014	1,687.12
57857	CHIMCAUM SCH DIST#49-CO-OP TRA	10/15/2014	14,048.49
57858	CITY OF PT TOWNSEND	10/15/2014	6,840.85
57859	CLARK SECURITY PRODUCTS INC	10/15/2014	202.45
57860	Colton, Mary K	10/15/2014	30.80
57861	COON PLUMBING	10/15/2014	523.20
57862	COOPER FUEL & AUTO REPAIR	10/15/2014	733.98
57863	COSTCO	10/15/2014	139.90
57864	DAIRY FRESH FARMS INC	10/15/2014	2,064.85
57865	DATABASE SECURE RECORDS DESTRC	10/15/2014	63.87
57866	DIMENSIONAL COMMUNICATIONS INC	10/15/2014	277.95
57867	DL LOGOS	10/15/2014	75.00
57868	DM DISPOSAL CO INC	10/15/2014	5,258.52
57869	Dow, Julianne Michelle	10/15/2014	215.00
57870	DRAMATISTS PLAY SERVICE	10/15/2014	778.65
57871	Ehrhardt, Carrie L	10/15/2014	32.17
57872	Engle, David S	10/15/2014	54.88
57873	ESD 114	10/15/2014	13,102.53
57874	Falge, Lysa Marie	10/15/2014	54.52
57875	FOOD CO-OP	10/15/2014	289.78
57876	FOOD SERVICES OF AMERICA	10/15/2014	19,241.55
57877	Gambill, Tom George	10/15/2014	72.63
57878	GRAINGER	10/15/2014	146.65
57879	GREENTREE COMMUNICATIONS	10/15/2014	94.57
57880	GREY HOUSE PUBLISHING	10/15/2014	265.50
57881	GROVES & CO INC	10/15/2014	52.13
57882	HADLOCK BUILDING SUPPLY	10/15/2014	80.86
57883	Haveron, Steve J	10/15/2014	92.76
57884	HENERY HARDWARE	10/15/2014	819.62
57885	JAMESTOWN NETWORKS	10/15/2014	900.00



Check Nbr	Vendor Name	Check Date	Check Amount
57886	JT EDUCATIONAL CONSULTANTS	10/15/2014	700.00
57887	KARSCHNEY CONSULTING	10/15/2014	3,900.00
57888	KING COUNTY DIRECTORS	10/15/2014	6,728.68
57889	KROGER - QFC CUSTOMER CHARGES	10/15/2014	147.87
57890	Kruse, Jennifer Kathleen	10/15/2014	186.89
57891	LANCE, PHILIPPA	10/15/2014	7,155.00
57892	LEADER	10/15/2014	369.75
57893	MASCO PETROLEUM	10/15/2014	6,378.16
57894	MICRO K12	10/15/2014	999.52
57895	MILLER, KATE	10/15/2014	498.10
57896	Mills, Roger Lees	10/15/2014	79.66
57897	Minnihan, Shannon Dee	10/15/2014	16.13
57898	Nielsen, Jennifer Marie	10/15/2014	366.72
57899	NORTHWEST MARITIME CENTER	10/15/2014	875.00
57900	OFFICE DEPOT	10/15/2014	309.55
57901	OLYMPIC PRINTER RESOURCES INC	10/15/2014	1,663.12
57902	OLYMPIC SPRINGS	10/15/2014	49.52
57903	ONE CALL NOW	10/15/2014	1,198.84
57904	PACIFIC OFFICE EQUIPMENT	10/15/2014	2,199.93
57905	PLATT	10/15/2014	218.80
57906	PORTER FOSTER RORICK LLP	10/15/2014	6,250.00
57907	PRINTERY INC	10/15/2014	207.72
57908	PT MARINE SCIENCE CTR	10/15/2014	1,065.00
57909	RENAISSANCE LEARNING INC	10/15/2014	3,604.64
57910	Rublaitus, Tanya K	10/15/2014	238.21
57911	SEATTLE TIMES	10/15/2014	242.00
57912	SECURITY BENEFIT	10/15/2014	90.00
57913	SOS PRINTING	10/15/2014	320.47
57914	SOUND PUBLISHING INC	10/15/2014	239.75
57915	Teaching Strategies	10/15/2014	2,494.67
57916	TROXELL COMMUNICATIONS	10/15/2014	457.80
57917	UPS STORE	10/15/2014	19.45
57918	VALLEY ATHLETICS	10/15/2014	735.75
57919	VANBEUZEKOM, ERIC MILES	10/15/2014	1,000.00
57920	WASH STATE FERRIES	10/15/2014	454.20
57921	Webster, William Thomas	10/15/2014	33.15
57922	WELCH, ANN	10/15/2014	2,060.00
57923	WESTBAY AUTO PARTS	10/15/2014	513.94
57924	WHATCOM COMMUNITY COLLEGE	10/15/2014	1,718.35
57925	WSASP	10/15/2014	325.00

73 Computer Check(s) For a Total of 128,394.09

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of September, 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>633,130.22</u>	Employee Gross
	<u>240,816.82</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>873,947.04</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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

# Donation of Gift(s) Report

To the Board of the Port Townsend School District:

Date of donation: October 14, 2014

Name of donor: Jamestown S'Klallam Tribe

Mailing address of donor: 1033 Old Blyn Highway  
Sequim, WA 98382

Item(s) donated:

Approximate Value:

\$25,000 cash donation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received by: *Dawn Young*

*David Engle*

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: Port Townsend

Name of donor: Kiwanis Club of Port Townsend

Mailing address of donor: PO Box 489  
Port Townsend, WA 98368

Item(s) donated:

Approximate Value:

\$600

Kindergarten tuition

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received by: Dawn Young

\_\_\_\_\_

Administrator (Building Principal and/or Superintendent)

8/25/14

# PORT TOWNSEND SCHOOL DISTRICT

*"Discover the Power of Learning"*

**Superintendent**  
Dr. David Engle

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

1610 Blaine Street  
Port Townsend, Washington 98368

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

To: School Board Members  
From: Tracie Twitchell Transportation  
Date: October 10, 2014  
RE: Surplus State Bus Number 12875

We have a 1990 school bus, State Bus Number 12875, VIN number 1T7B4G877L1105787 that is off depreciation. The cost to maintain this bus is expensive, exceeds the value of the bus and there is no revenue being generated from the bus.

I would like to surplus the bus for scrap. Scrap value is estimated at a 1000.00 -1200.00 dollars.

Thank you



# Jefferson County School Based Health Centers 2013-2014 Participation Report

## Background:

School-Based Health Centers (SBHCs) were established during the 2008-2009 school year to address a need for adolescent primary and mental health care in East Jefferson County. Currently there are SBHCs in Port Townsend High School (PTHS) and Chimacum High School (CHS) providing students with two days<sup>[1]</sup> of medical and two days<sup>[2]</sup> of mental health care per week. Medical services are provided by Advanced Registered Nurse Practitioners (ARNP) for medical services. Mental health services are delivered by counselors under a contract with Jefferson Mental Health Services.

Medical services are funded by Jefferson County Public Health and Jefferson Healthcare. Mental health services are funded by the Jefferson County Mental Health/Chemical Dependency sales tax. Services are available regardless of insurance or ability to pay – about 4 in 10 students at CHS and PTHS are low-income (see Free and Reduced Lunch rates table). Services focus on preventative services including immunizations, tobacco cessation, nutrition, eating and weight concerns, reproductive health care, physicals, and mental health counseling. Visits for injuries, illness, and infection are also common throughout the year.

Free and Reduced Lunch Rates	
May 2013	%
Chimacum School District	51
Chimacum Creek Primary	61
Chimacum Elementary	59
Chimacum Middle	47
<b>Chimacum High School</b>	<b>42</b>
Port Townsend School District	44
Grant Street Elementary	47
Blue Heron Middle School	51
<b>Port Townsend High School</b>	<b>37</b>

## Evaluation Methods:

For every medical visit, data on student concerns, clinician addressed topics, and referrals were recorded by the SBHC nurse practitioner. Additional demographic and health care access data were collected at each client's first visit by the AmeriCorps member serving in the SBHCs.

Data in this report were collected from August 2013 through June 2014.

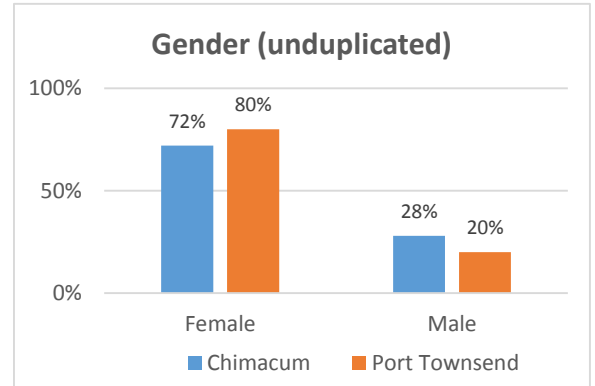
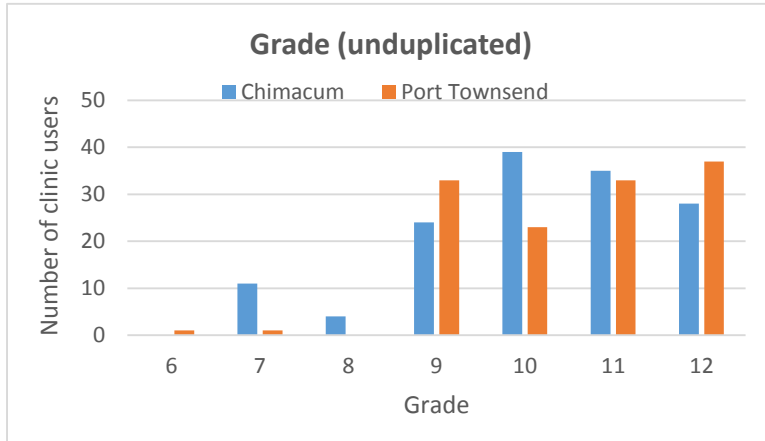
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<sup>[1]</sup> 8 hours PTHS, 12 hours CHS

<sup>[2]</sup> 10 hours PTHS, 10 hours CHS

## SBHC Demographics

The majority of students using the SBHC in Chimacum are 10<sup>th</sup> and 11<sup>th</sup> graders; 12<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders at Port Townsend. Most clinic users are female.

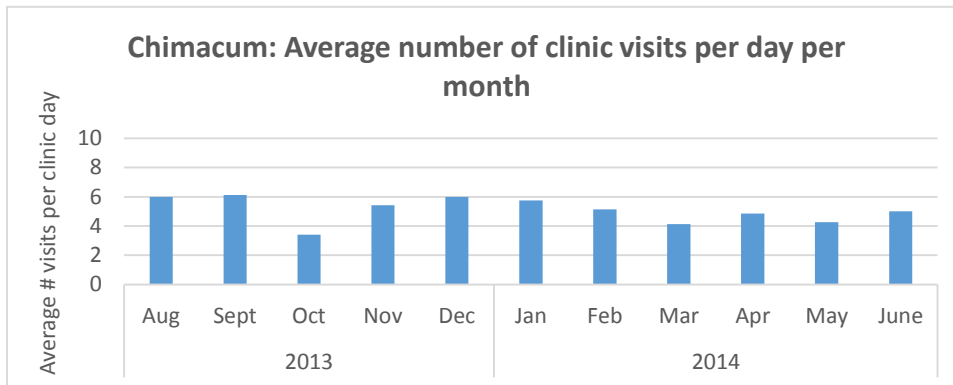
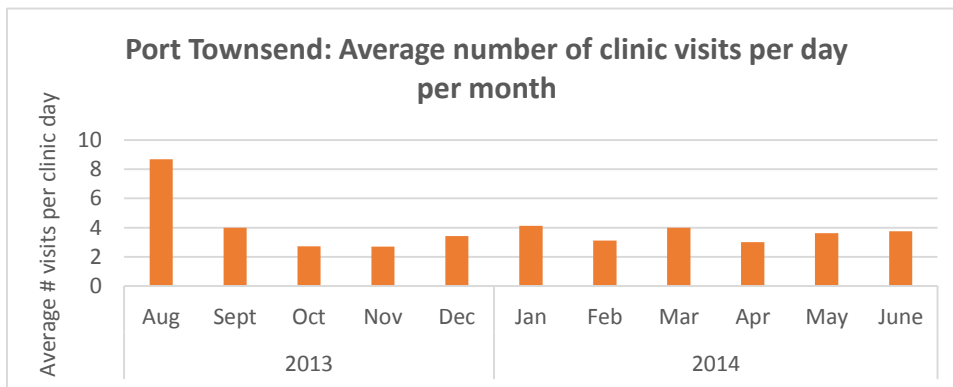


## SBHC Clinic Usage

**PTHS**  
**Total visits: 288**  
**Total # of clients: 130**  
**Total # clinic days: 79**

**CHS**  
**Total Visits: 361**  
**Total # of clients: 143**  
**Total # clinic days: 73**

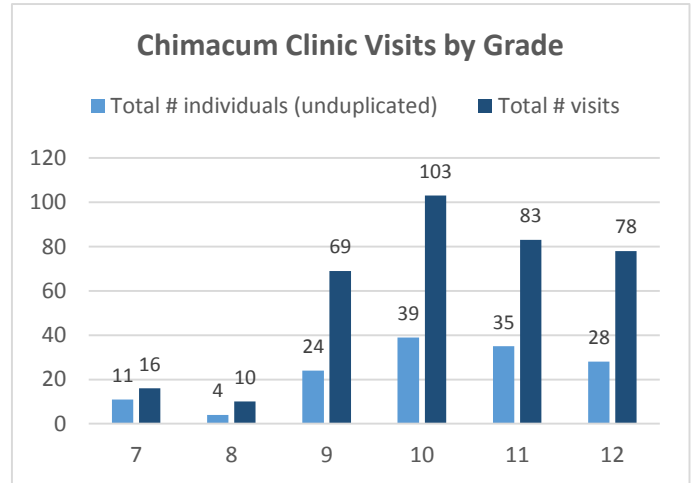
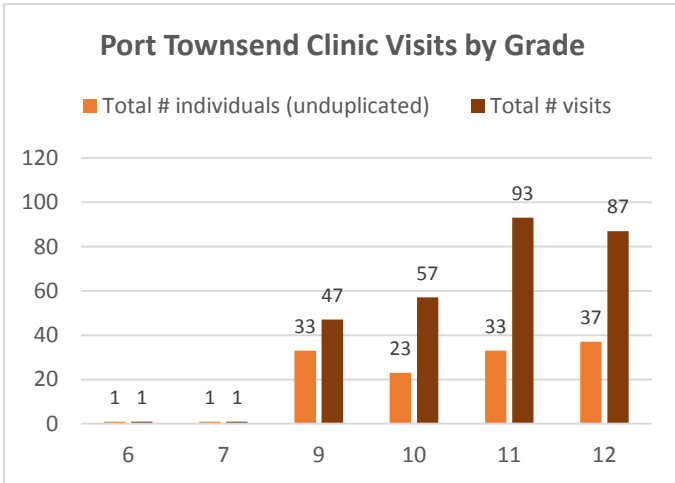
Based on enrollment numbers (grades 9-12 only), **39% of CHS students** and **29% of PTHS students** utilized SBHC physical health services during the 2013-2014 school year.



**OVERALL AVERAGES:**  
 PT: 26 visits per month;  
 4 visits per clinic day  
  
 CH: 33 visits per month;  
 6 visits per clinic day

At Port Townsend, 12<sup>th</sup> graders had the greatest number of clinic users, 11th graders had the greatest number of total visits. On average, clinic users made 2.2 visits during the year.

At Chimacum, 10th graders had the greatest number of clinic users and total visits. On average, clinic users made 2.5 visits during the year.



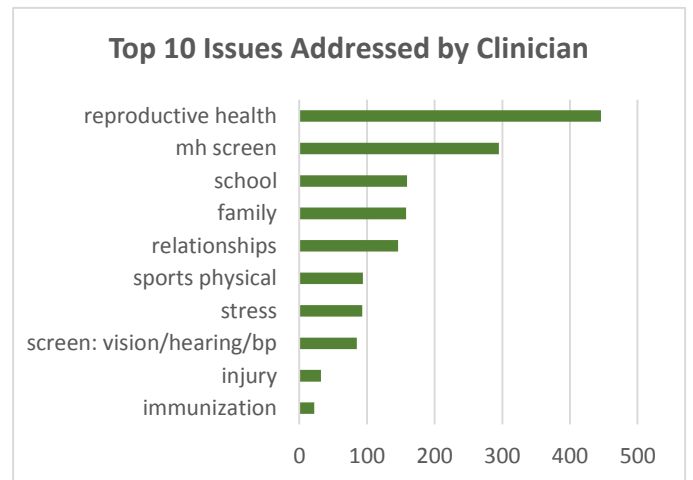
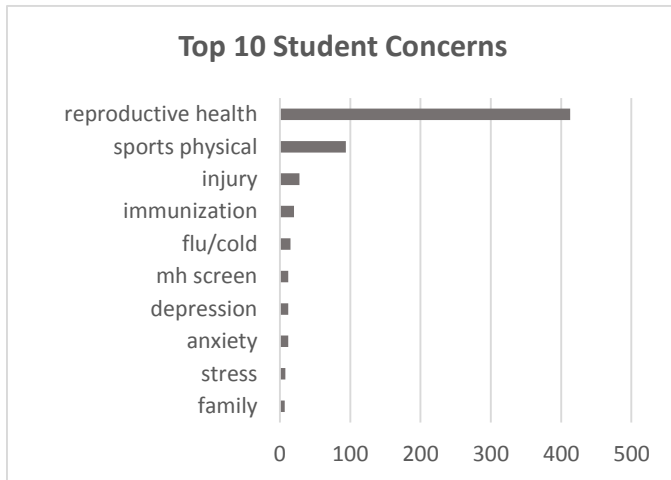
Chimacum saw students in **grades 7 through 12** while Port Townsend saw students in **grades 9 through 12** and only one student each from grades 6 and 7.

The elementary, middle, and high school share a campus in Chimacum likely explaining the higher use by younger students.

## SBHC Visit Reasons

Top five clinic visit issues by category:

BEHAVIORAL HEALTH		PHYSICAL HEALTH		HEALTH EDUCATION
Student concern	Clinician addressed	Student concern	Clinician addressed	Clinician addressed
anxiety	mh screen	reproductive health	reproductive health	pregnancy
depression	school	sports physical	sports physical	tobacco
mh screen	family	injury	screen: vision/hearing/blood pressure	injury prevention
stress	relationships	immunization	injury	substance use
family	stress	flu/cold	immunization	nutrition/exercise



The vast majority of visits are for reproductive health which may include STI screening, pregnancy test, birth control, emergency contraception, and education on risky sexual behavior and harm reduction techniques. Likely due in part to the SBHCs, Jefferson County has one of the **lowest teen pregnancy rates in Washington State** (Source: WA State Dept of Health, 2012 Vital Statistics. <http://www.doh.wa.gov/DataandStatisticalReports/VitalStatisticsData/AbortionPregnancyData/AbortionPregnancyTablesbyYear.aspx>.)

Student athletes are required to get a sports physical every two years. Both SBHCs provide this service which is also available to Quilcene students. Before fall sports begin in August, both clinics open to give students convenient and inexpensive access to sports physicals.

According to data from the 2012 Healthy Youth Survey (HYS), Jefferson County youth have higher rates than state average for **current and lifetime alcohol use** as well as binge drinking for 10<sup>th</sup> and 12<sup>th</sup> graders. They also report higher rates of **current cigarette smoking, marijuana use, and substance use at school**. 10<sup>th</sup> graders report higher than state average for illegal drug use.

Further, Jefferson County youth perceive that access to cigarettes, alcohol and marijuana is not very difficult and that most adults do not think youth drinking and smoking marijuana is “very wrong” (Source: 2012 HYS).

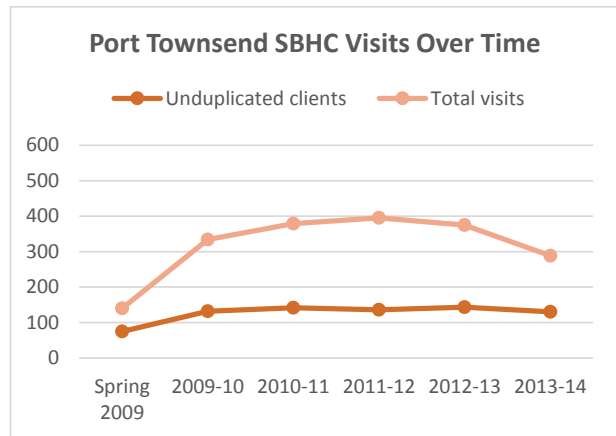
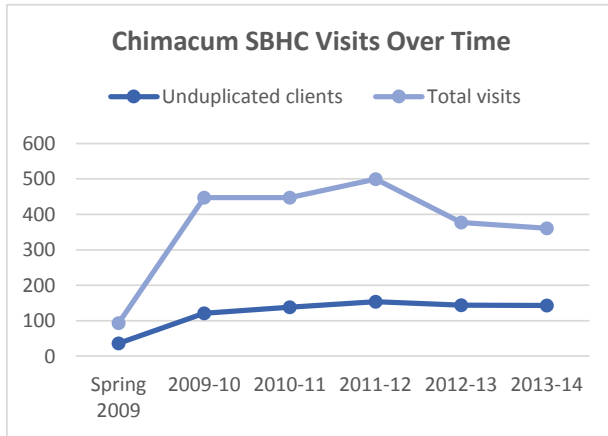
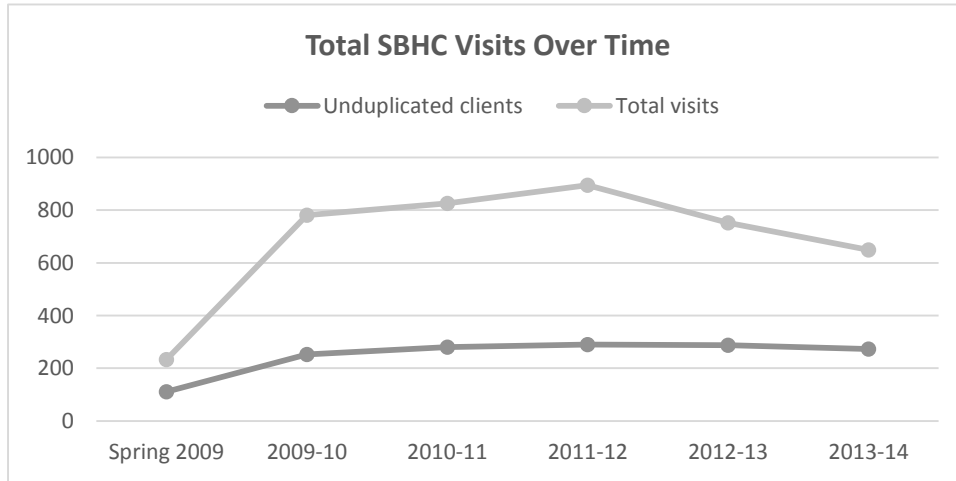
A third of 10<sup>th</sup> graders and 12<sup>th</sup> graders in Jefferson County reported experiencing **depressive feelings** in the past year. One in 4 10<sup>th</sup> graders and 1 in 5 12<sup>th</sup> graders reported having **seriously considered suicide** in the past year (Source: 2012 HYS).

**SBHC clinicians regularly address all of these issues with students, working to educate and empower our youth to make healthier choices!**

## SBHC Referrals

Referrals for students are made on a consistent and ongoing basis to a variety of providers and organizations in the area. Common referrals from the SBHCs are for mental health services (in-patient, out-patient or to the SBHC MH counselor), dental services (including the Smile Mobile), insurance plans (Apple Health and Take Charge), additional medical or public health services, school counselor, chemical dependency programs, emergency housing and food, and juvenile services.

## SBHC Clinic Usage Over Time

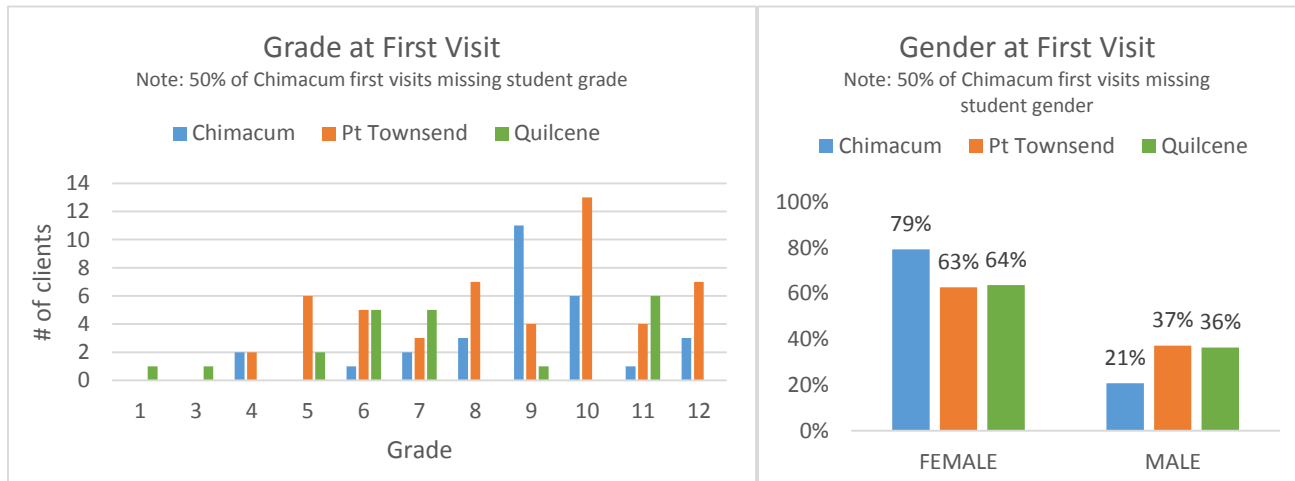


The total number of clients in 2013-14 is about the same as previous years, but total visits decreased indicating fewer visits per client or a decrease in “frequent clinic users.”

# SBHC Mental Health

## Demographics

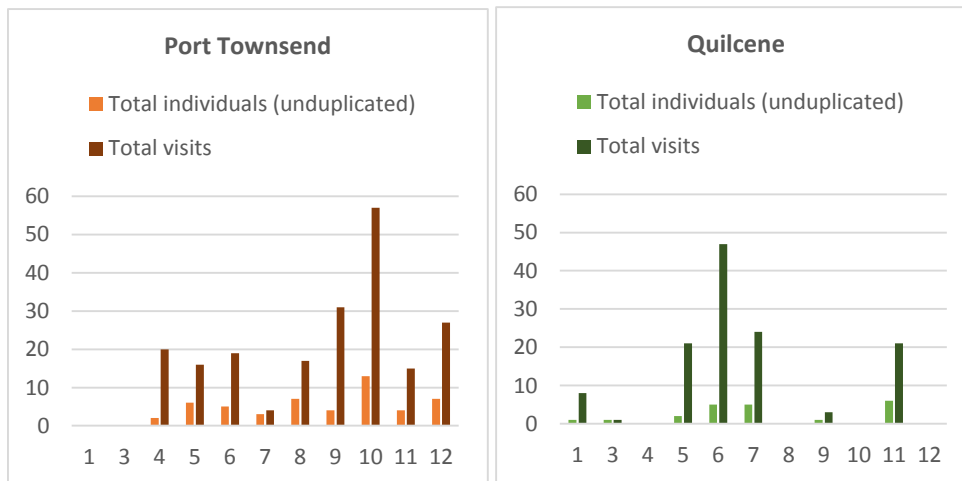
The majority of students using MH services at Chimacum (for whom grade is known) are in 9<sup>th</sup> grade, at Port Townsend the majority are in 10<sup>th</sup> grade and the majority at Quilcene are in 11<sup>th</sup> grade. At all three schools, the majority are female. Note: Race and living situation are not collected at MH visits.



### Unduplicated (# individual clients) and Total MH Visits by Grade:

Note: Chimacum not presented due to missing grade data for 50% of clients.

Analysis of visits by grade for total visits compared to first visit strongly identifies 10<sup>th</sup> graders as both the majority of clinic users and the majority of clinic visits at Port Townsend however for Quilcene, while the majority of clinic users were 11<sup>th</sup> graders, the majority of visits were by 6<sup>th</sup> graders.



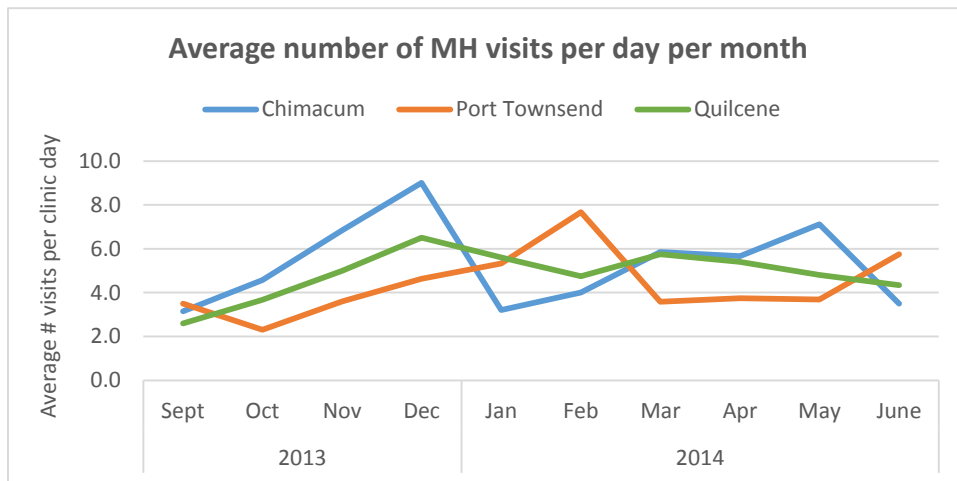
## Visits

Chimacum had the highest number of MH visits and clients and the highest average visits per day. Port Townsend had the highest range in number of MH visits per client and the highest number of days when MH services were

available. Quilcene had the highest average number of MH visits per client. Eight to nine percent of students in grades 9-12 at all three schools used the SBHC MH services.

<p><b>Chimacum</b>                  Total visits: 350                  Total # of clients: 58                  Av visits/client: 6.0                  Range: 1 to 23                  Total days: 67                  Av visits/day: 5.2</p>	<p><b>Pt Townsend</b>                  Total visits: 282                  Total # of clients: 51                  Av visits/client: 5.5                  Range: 1 to 36                  Total days: 72                  Av visits/day: 3.9</p>	<p><b>Quilcene</b>                  Total visits: 244                  Total # of clients: 24                  Av visits/client: 10.2                  Range: 1 to 27                  Total days: 51                  Av visits/day: 4.8</p>	<p>Based on enrollment:  <b>9% of Chimacum*</b>,  <b>9% of Pt Townsend, and</b>  <b>8% of Quilcene</b> 9-12<sup>th</sup> grade students utilized SBHC mental health services during the 2013-2014 school year.                  *estimate, grade missing for half of MH clients.</p>
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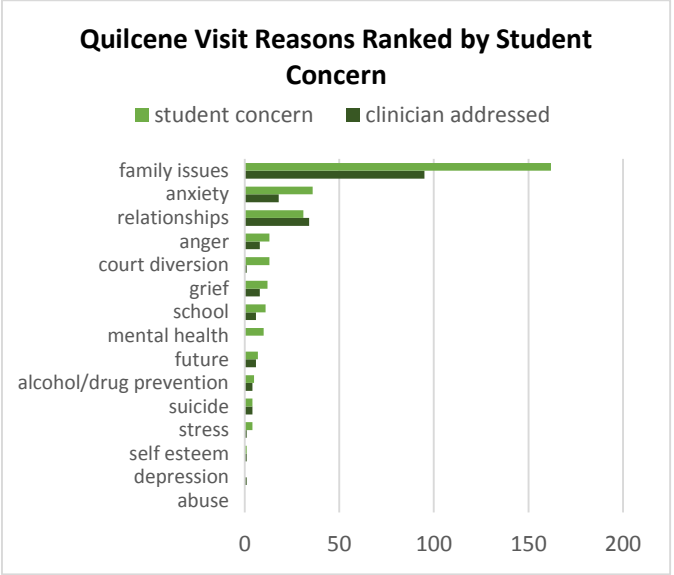
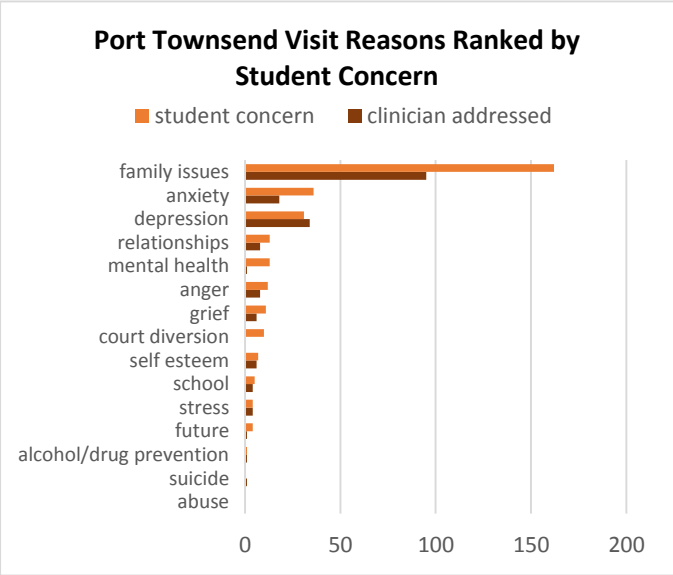
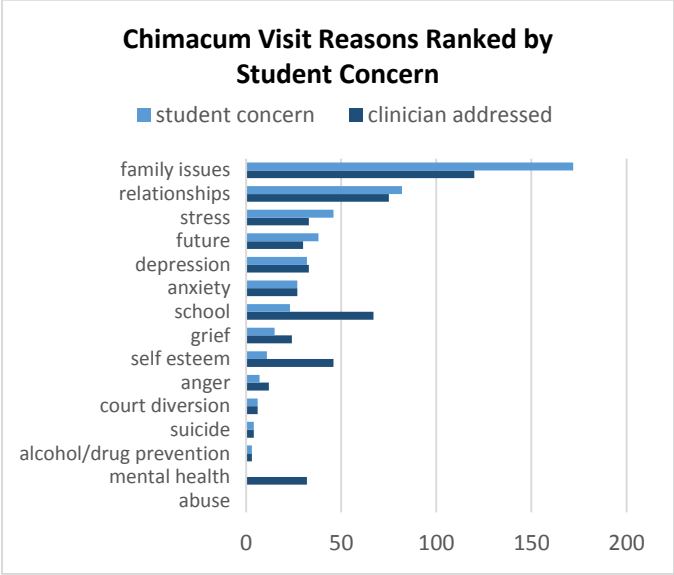
The highest average MH visits per clinic day were in December for Chimacum and Quilcene, February for Port Townsend. Quilcene had the most consistent average number of MH visits per month (range: 2.6 to 6.5), Chimacum had the highest variation (range: 3.1 to 9.0)



**Top Reasons for SBHC MH Visits:**

	Chimacum	Port Townsend	Quilcene
<b>Student Concern</b>	Family	Family	Family
	Relationships	Anxiety	Anxiety
	Stress	Depression	Relationships
	Future	Mental health	Anger
	Depression	Relationships	Court diversion
% of total	77%	83%	95%
<b>Clinician Issue Addressed</b>	Family	Family	Family
	Relationships	Depression	Anxiety
	School	Anxiety	Relationships
	Self esteem	Anger	Grief
	Depression Stress (tie)	Relationships	Stress
% of total	70%	87%	94%

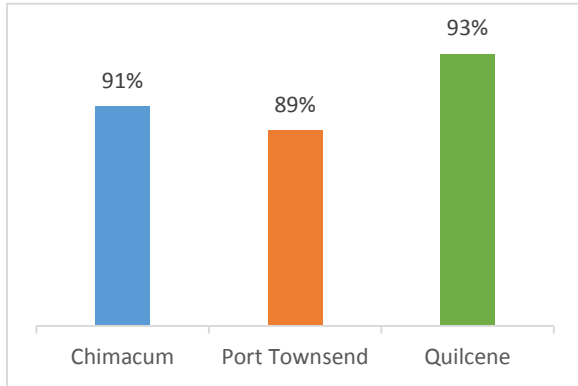




At all three schools, the top student concern and issue addressed by clinicians was **family**. At all three schools, more students identified family than clinicians reported addressing it thereby indicating that other issues needed to be addressed by the clinician.

At Chimacum, **relationships** were the second most frequent issue identified by both students and clinicians. At Port Townsend and Quilcene, **anxiety** was the second most frequent issue identified by students but the second most frequent issue addressed by clinicians at Port Townsend was depression and at Quilcene was relationships.

### Visit Type: Individual Therapy



The service provided for the vast majority of visits is individual therapy – 91% at Chimacum, 89% at Pt Townsend and 93% at Quilcene – the remaining visits are for crisis intervention or contact/work with other agencies, family, or school staff.

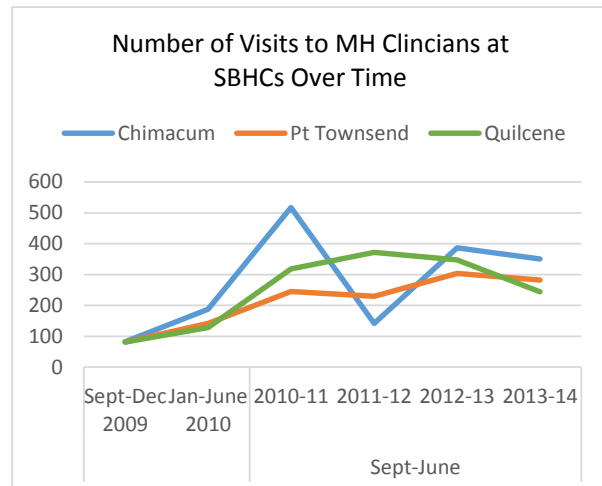
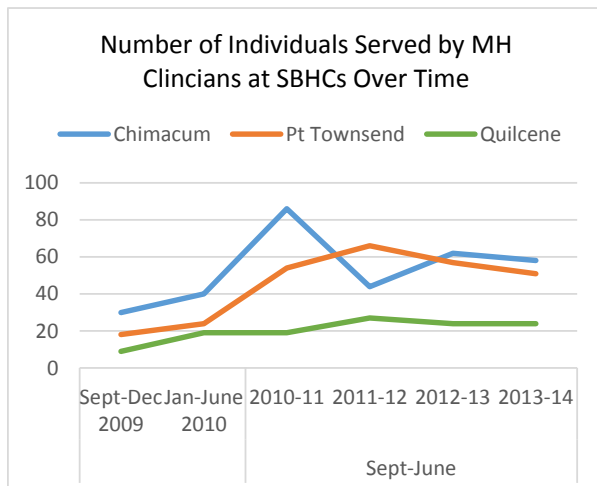
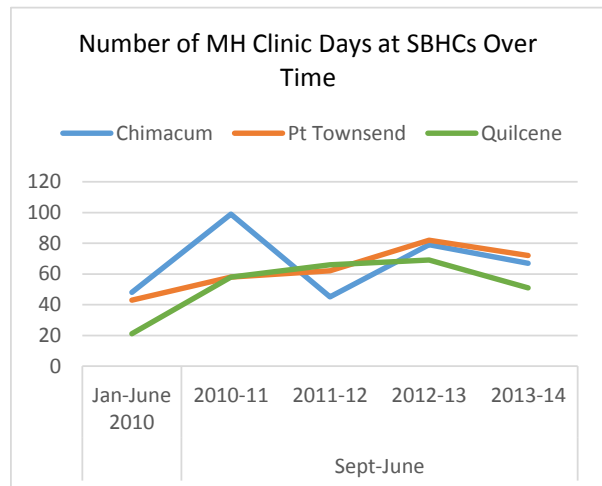
### Referrals

The most common referrals from the SBHC MH clinicians are for outpatient mental health services and for medical services at the SBHC.

### SBHC Mental Health Visits Over Time

The trend over time for SBHC MH services is difficult to interpret due to changes in days and hours MH clinicians are available. In 2013-14, the number of MH clinic days at all 3 schools was down compared to 2012-13. In Chimacum and Port Townsend, the total number of individuals using the SBHC was down slightly but similar in Quilcene. Total visits were down slightly in Chimacum and Port Townsend and down sharply in Quilcene.

Note: The spike in 2010-11 in Chimacum resulted from increased MH services in May/June 2011 to help students cope after the suicide of a classmate.



# Grant Street School

School Improvement

October 27, 2014

Mary Sepler, Principal

# Present Population

○ Kindergarten	74 Students
○ First Grade	83 Students
○ Second Grade	71 Students
○ Third Grade	85 Students
○ Fourth Grade	10 Students
○ Fifth Grade	9 Students
○ Total in Grades K-5	332 Students

# Configurations

- Three full day kindergartens with half day options
- Four 1-2 grade combination classes
- One first grade
- One second grade
- Three third grades
- OPEPO grades 1-5



# Special Education

- Kindergarten 7
- First grade 11
- Second grade 8
- Third grade 14
- Fourth grade 1
- Fifth grade 1
  
- In the referral process: 4

# Math Data/ MSP Grade 3

Year	% Overall Meeting Standard	% Non Low Income Meeting Standard	% Low Income Meeting Standard
2009-10	41%	68%	25%
2010-11	59%	64%	56%
2011-12	62%	80%	48%
2012-13	56%	72%	43%
2013-14	66.7%	79.6%	50%

# Math Work

- Using data to address group and individual instructional needs
  - Flex Math
  - AAUW / Grade 3
- Grade Level Math Teams
  - JUMP pilot grades 3-5
  - Data Director Assessments and Interventions
  - Metria Pilot

# Reading/ MSP Grade 3

Year	% Overall Meeting Standard	% Non Low Income Meeting Standard	% Low Income Meeting Standard
2009-10	71%	88%	64%
2010-11	76%	85%	69%
2011-12	72%	85%	62%
2012-13	67%	86%	51%
2013-14	87.5%	94.4%	78.6%

# Literacy Work

- New Primary Writing Assessment
  - Process for developing student success criteria and self-assessment structures for units of study
  - Implementation phase
  - Expectations
- Optimizing Early Intervention Efforts
  - Revised CARE Team process
  - Prime Time Program
  - AAUW K Tutoring Program
  - Read to Rover
  - After School Reading Tutoring
  - B-3 and Preschool Interventions

# School-Wide A.C.E. Study

- Peace4Kids, Tiered Intervention
- Jumping Mouse Partnership
  - Increased dialogue between teachers and therapists
  - Learning/Support Groups
- Baseline Data/ A.C.E. Survey
- Parent and Family Supports
  - Behavior Specialist, Counselor, Educational Psychologist, CARE, PTA and Jumping Mouse



# Maritime Framework

- The Garden Classroom, Place Based Learning
  - Where does our food come from?
  - What is our responsibility to our garden and the natural world?
  - Chores integrated with the garden experience.



# Maritime Framework

- Project and Place Based Learning
  - Grade level projects
  - Model lessons through Maritime Discovery School
  - Active Community Partnerships
    - AAUW, Grant Street PTA, OPEPO Parents Assoc., PTEF, YMCA, Jefferson County Rec, Jumping Mouse, Fort Worden, Department of Fish and Wildlife, The CoLab, Kiwanis, Jefferson County Juvenile Services, NW Salmon Coalition, City of Port Townsend Pool and Library, Head Start, Backpacks for Kids, Rotary, Tumbl Trak, Master Gardeners, Smart Heart, Head Start, Twisters, Read to Rover, The Adventuress and many other generous local businesses and services!

# Thank you.

- Grant Street Building Leadership Team Members:
  - Lisa Cartwright
  - Bonnie Stenehjem
  - Cheryl Garnett
  - Dawn Braden
  - Jason Lynch
  - Allen Fox
  - Mary Sepler

# Grant Street Elementary 2014-15 School Improvement Plan DRAFT

## Statement of Need

Grant Street School is targeting an increase in overall demonstrated student achievement in math. Present Data: 66.7% of last year’s third graders met the math standard as measured by the MSP. Last year’s testing demonstrated reversal of a decreasing trend in the achievement of low income 3<sup>rd</sup> graders versus non-low income third graders. As a school, we will need to be as responsive to individual instructional needs in math as we are in the area of reading. This requires the development of a flexible instructional grouping model in which use of ongoing formative assessment informs our instruction and student groupings. We also recognize the need to grow our “math culture” and to communicate the importance and excitement around this subject area to all students and families.

Year	% All 3 <sup>rd</sup> Grade Students at Standard	Non Low Income	Low Income
2009-10	41%	68%	25%
2010-11	59%	64%	56%
2011-12	62%	80%	48%
2012-13	56%	72%	43%
2013-14	66.7%	79.6%	50%

**Goal: All students at Grant Street will demonstrate higher math achievement. Success levels of 75% of our students meeting standard MBA or higher per grade level are targeted for all MBA tests .**

1. Grade level teams and OPEPO will continue to build analytical skills with data by using the data debriefing protocol and designing changes in instruction, student instructional groupings, instructional strategies and/or instructional materials to address identified areas for student growth. A professional development model of flexible groupings for math will be established in our school by October 1<sup>st</sup>. Our math coach, Lisa Cartwright, will facilitate data driven discussions and provide model lessons. Our Educational Psychologist, Emily Gustafson, will provide support for specific instructional interventions and data collection. The AAUW math program will be integrated into this effort.

2. Grade level teams and OPEPO will pilot the Metria system for collection and analysis of math data. This will create a system for data analysis of a flexible instructional grouping model. Formative assessment data is used to determine instructional entry points for each student.

3. Grade level teams and OPEPO will continue to develop year long curriculum maps that delineate CCSS topics and learning targets along with resources and discuss/adapt these plans as needed for communication and planning. These maps will align each grade level CCSS math standard with pre and post unit assessments, formative measures for tracking student progress, the instructional curriculum, and supplemental experiences designed to fill curricular gaps.

4. Working with knowledge of the Common Core Math Standards, the MBA assessment data, check-ups and content of the Investigations curriculum, K-3 grade level teams will identify highly effective instructional materials to commonly use for grade level math instruction. These materials will be aligned with the curriculum maps and be evaluated for effectiveness based on student data and classroom evidence.

5. Knowing our 3-5<sup>th</sup> graders will be taking the Smarter Balanced Assessment online this year for the first time, we must prepare them for this experience so they may feel confident in demonstrating skills in the new technology format. This includes instruction on the chrome books and keyboarding instruction as well as ample time to participate in the practice tests available for Smarter Balanced. We will also investigate taking the MBA online in order to prepare them further for online assessment.

**Statement of Need:**

On the 2014 MSP testing, 87.5 % of our third grade readers met or exceeded the standards. The percentage passing meeting or exceeding the standard in our low-income population was 78.6%. This is significant progress in closing the gap between the two income populations. We recognize continued individualized instruction and assessment in reading and writing will continue to inform our program and progress in this area. The writing to respond element of the DRA assessment in second grade and higher continues to limit the number of students ready to demonstrate mastery at the benchmark reading level. Our new writing assessment will assist us in more intentional skill building for non-fiction responses.

**Goals: All students at Grant Street will demonstrate higher reading and writing achievement. Success levels of 80% or higher in reading per grade level are targeted for all DRA testing windows.**

Grade Level	% meeting DRA target as of June 2014	% Meeting MSP Standard in Reading Writing	
K	78%	NA	NA
1	64%	NA	NA
2	74%	NA	NA
3	71%	87.5%	NA
4	89%	81.8%	63.6%
5	100%	100%	NA

- 1) Improving writing assessment K-5. Implementation of new model.
  1. The Grant Street Literacy team researched, developed and presented a draft school-wide writing assessment plan that will be implemented in the fall of 2014. The plan highly supports the CCSS and includes student self- assessment as well as pre and post classroom based assessment for units of study. All teachers of writing will collaborate with grade level teams to implement the new assessment plan school wide.



2) Optimizing early intervention efforts within our school and with our community partners:

1. With the support of Emily Gustafson, School Psychologist, Jean Scarboro, School Counselor, and Mary Sepler, Principal, Grant Street will implement a new “Student of Concern” process. Our goal is to move the interventions and data collection that were previously in the CARE team agenda to the team meeting structure thereby bringing interventions to struggling learners in a more timely manner and increasing the use of all general education building resources at hand. By the time a student of concern is brought to the CARE team level it will be because we have exhausted general education building resources in our building and require input from outside resources either medical, mental health or special education. It is our intention this new structure will bring about more interventions more quickly and reduce the number of students brought to the CARE team level.
2. In cooperation with the City of Port Townsend Library, Grant Street will facilitate the “Prime Time” early literacy program in which families are given support, resources and instruction on how to foster early literacy skills at home, targeting families with PK and kindergarten aged children. Grant Street will also collaborate with Head Start on this project in order to include this high-risk student population.
3. In cooperation with AAUW, Grant Street will continue the Kindergarten after school tutoring program for children and parents to foster literacy support for parents and to promote foundational reading and writing skills in children. The reading specialist and grade level team will support this program by consulting with the volunteers to support and train as needed. Jason Lynch, Reading Specialist, will organize the program and pair volunteers with students. Blue folder data will be analyzed and will be shared with the AAUW volunteer base preserving confidentiality but sharing successes.
4. In cooperation with the Read to Rover program, Grant Street will continue tutoring for select first grade students on a weekly basis.
5. With the support of the Literacy Council and community volunteers, the after school tutoring program for students in grades 2-5 will support young readers in building reading fluency and comprehension skills. The reading specialist will support the tutors with ongoing feedback and training as needed. Jason Lynch, Reading Specialist, will coordinate this program and we had volunteers each Tuesday and Thursday afternoon in the library throughout the year working with individual third grade students.
6. The PTSD’s Birth to Three and Preschool Programs will collaborate with local agencies, health care providers and parents to support children and families in meeting early childhood developmental milestones. Increased effort will be made for Child find activities through a visible presence at the Grant Street Open House and other school wide events.

## **Statement of Need:**

Grant Street School has a significant number of students who have had “Adverse Childhood Experiences” (A.C.E.) that have affected, or continue to affect, their ability to learn to their full potential on a consistent basis. Present Data: Based on recent DSHS data, Jefferson County has 32% of the adult population between the ages of 18-44 that have experienced significant trauma and thus, toxic stress in their lives. This adult population is the parenting population to our students. Research demonstrates the cyclical nature of complex trauma and toxic stress. Our school ACE data collected through teacher survey in June 2014 demonstrates that 38% of our population has experienced the loss of a biological parent. Jumping Mouse Counseling Center serves a significant number of students in our school. Recent data from Jumping Mouse families demonstrates that 67.50% of 40 families reporting have been affected by drugs or alcohol and 72.09% of 43 families reporting have witnessed or experienced domestic violence.

## **Goal:**

1. Increase understanding of the needs of children with A.C.E. and increase our knowledge of successful instructional techniques. Our school counselor, Jean Scarboro, will conduct teacher support/training groups on an ongoing basis in which teachers can discuss challenging situations and receive support through discussion and resources.
2. Adopt the *Peace4Kids* curriculum. The newly formed Behavior Specialist position will support our work. Joan Gitelman, as our new specialist traveled to Denver in early July to train in Peace4Kids modules 1 and 2 and formed an initial professional relationship with the author. Our entire certificated staff trained with Dr. Sara Salmon in September of this year and selected leaders of this effort will attend additional training in December. Ongoing support will be available through a building Social Emotional team.
3. Tiered intervention structures for social-emotional learning will be developed and implemented school wide by October 1, 2014.
4. Continued collaboration with Jumping Mouse Counseling Center will help to identify support structures for students, families and teachers in regard to our work with children affected by ACE.

## **Statement of Need:**

The Port Townsend School District is implementing a Maritime Framework vision. To implement this vision, the Grant Street faculty will continue to deepen our common understanding of place-based learning and further develop units of instruction that connect between grade levels and integrate the common core standards in their design.

## **Goal:**

1. Grade level teams will work with our new Garden Coordinator, Kate Miller, to establish an integrated garden curriculum in which a project-based approach is used to assist our students in gaining understanding of our food production, wellness and the responsibility we share as a school for our garden classroom. The garden classroom will be enhanced to serve as an instructional space for a variety of disciplines including art, science, math and language arts.
2. Identify existing place-based elements of instruction and expand upon them to more fully engage our students' sense of place and this community and their responsibility to it. Support grade level teams in their learning and design of place-based curriculum.

PORT TOWNSEND SCHOOL DISTRICT NO 50  
CALENDAR OF EVENTS  
October 27, 2014 – November 24, 2014

October 27	Regular Board Meeting, 6:00 p.m.
October 29	2 Hr. Early Release, all schools
October 30	Blue Heron Hearing/Vision Re-screening
October 31	BH End of Term 1 National College Fair, Seattle Convention Center, 9-noon
November 1	National College Fair, Seattle Convention Center, noon – 4 p.m. GS Halloween Carnival, 12-3 p.m.
November 4	Election Day GS PTA Meeting 6:30 p.m.
November 6	Finance Committee Meeting, 3:30 p.m. Room S-11 (Nathanael)
November 7	HS Play, Auditorium, 7 p.m.
November 8	HS Play, Auditorium, 7 p.m.
November 10	Work/Study Board Meeting, 6 p.m.
November 11	NO SCHOOL, Veterans' Day
November 12	2 Hr. Early Release, all schools
November 13	BH Parent Forum, 6 – 7:30 p.m. HS Winter Sports Coaches' meeting, HS Library, 5 p.m. HS Winter Sports Parent Meeting, HS Library, 6 p.m. GS Vision/Hearing Re-screening Tech Committee Meeting, CoLab, 3:30 p.m.
November 14	HS Play, Auditorium, 7 p.m.
November 15	HS Play, Auditorium, 7 p.m.
November 16	HS Play, Auditorium, 2:30 p.m.
November 17-21	BH and GS Book Fair
November 17-18	GS/BH Parent/Teacher Conferences, 3 Hr. Early Release GS and BH only
November 19	GS/BH Parent/Teacher Conferences, 2-Hr. Early Release, all schools
November 20-21	Parent/Teacher Conferences, all schools, 3 Hr. Early Release
November 20	IMC Meeting 3:30 p.m., Room S-11(Holley and Pam)
November 21	HS Play, Auditorium, 7 p.m.
November 22	HS Play, Auditorium, 7 p.m.
November 24	School Board Regular Meeting, 6 p.m.

# 2013-2014

Fiscal Year End  
August 31, 2014  
Financial Report to Board

for the  
Port Townsend School District

presented October 27, 2014

1

## Fiscal Year End August 31, 2014 Financial Report to Board

- 2013-2014 Operations
  - Financial Summary - Assets, Liabilities & Fund Balance
  - Financial Operations – Revenues & Expenditures
  - General Fund
    - Comparison to Prior Year
    - Budget-to-Actual
    - Fund Graphs
- Fund Balance Detail at August 31, 2014
  - All Funds - Fund Balance Detail

2

# Financial Summary

**2013-2014**

as of: **August 31, 2014 - Year End Final**

<b>NET ASSETS</b>	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund	(memo bal)
Cash on Hand & in Bank	\$ 9,065	\$ -	\$ -	\$ 9,336	\$ -	\$ 18,402
Net Cash & Invest w/ County Treas	163,557	820,367	119,825	327,054	208,517	1,639,320
Due from Other Funds	71,309	-	-	31,043	-	102,352
YE Accrued Receivable	290,559	-	-	-	-	290,559
Inventory & Pre-paid	2,973	-	-	-	-	2,973
Taxes & Other Receivable	1,470,838	531,097	2,465	-	-	2,004,401
<b>Total Assets</b>	<b>\$ 2,008,302</b>	<b>\$ 1,351,465</b>	<b>\$ 122,290</b>	<b>\$ 367,434</b>	<b>\$ 208,517</b>	
Payables & Deposits	\$ 101,312	\$ 160,233	\$ -	\$ 3,495	\$ -	\$ 265,040
Due to Other Funds	18,412	71,905.6	-	12,034.8	-	102,352
Deferred Revenue - Taxes & A/R	1,470,838	531,097	2,465	-	-	2,004,401
<b>Total Liabilities/Def Rev</b>	<b>\$ 1,590,562</b>	<b>\$ 763,236</b>	<b>\$ 2,465</b>	<b>\$ 15,530</b>	<b>\$ -</b>	
<b>Net Assets (Fund Balance)</b>	<b>\$ 417,739</b>	<b>\$ 588,229</b>	<b>\$ 119,825</b>	<b>\$ 351,904</b>	<b>\$ 208,517</b>	

3

# Financial Operations

**2013-2014**

Port Townsend School District

as of: **August 31, 2014 - Year End Final**

## REVENUES, EXPENDITURES &

<b>CHANGES IN FUND BAL</b>	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund	(memo bal)
Revenues YTD	\$ 13,230,012	\$ 1,533,374	\$ 7,984	\$ 355,073	\$ 88,634	15,215,076
Expenditures YTD	(13,500,913)	(1,243,435)	(60,033)	(315,949)	-	(15,120,329)
Transfers-in/<out> YTD	242,542	(302,303)	59,761	-	-	0
YTD Change in Fund Bal	\$ (28,359)	\$ (12,364)	\$ 7,713	\$ 39,124	\$ 88,634	
+ Beginning Fund Balance	\$ 446,099	\$ 600,593	\$ 112,113	\$ 312,780	\$ 119,883	
<b>Current Fund Balance</b>	<b>417,739</b>	<b>588,229</b>	<b>119,825</b>	<b>351,904</b>	<b>208,517</b>	

4



# General Fund

## Year-to-Year Comparison

**2013-2014**

YEAR-to-YEAR	Preliminary August				Variance
	2013-2014	% of Bud	2012-2013	% of Bud	
Beginning Fund Balance	\$ 446,099		\$473,458		\$ (27,360)
+ Revenues	13,230,012	97.3%	12,814,544	97.4%	415,468
+ Transfer-In from other funds	242,542	86.93%	98,273		144,269
<b>Total Funds Available</b>	<b>\$ 13,918,652</b>		<b>\$ 13,386,275</b>		<b>\$ 532,377</b>
Expenditures:					
Salaries & Benefits (Payroll)	\$ 10,784,296		\$ 10,475,832		308,464
Accounts Payable	2,716,617		2,464,345		252,272
<b>Total Expenditures &amp; Transf-out</b>	<b>\$ 13,500,913</b>	<b>98.00%</b>	<b>\$ 12,940,177</b>	<b>98.24%</b>	<b>\$ 560,736</b>
<b>Fund Balance at EOM</b>	<b>\$ 417,739</b>		<b>\$ 446,098</b>		<b>\$ (28,359)</b>

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# General Fund Expenditures

## Budget-to-Actual Comparison

**2013-2014**

EXPENDITURES by OBJECT	Year End August 31, 2014				Variance Bud-Actual
	Budget	% of Bud	Actual	% of Total	
2 Certificated Salaries	5,440,782	39.5%	5,597,950	41.5%	(157,168)
3 Classified Salaries	2,167,954	15.7%	2,257,575	16.7%	(89,621)
4 Employee Benefits	2,893,739	21.0%	2,890,700	21.4%	3,039
				79.6%	
5 Supplies & Materials	1,006,294	7.3%	938,407	7.0%	67,887
7 Services	1,940,735	14.1%	1,785,759	13.2%	154,976
8 Travel	13,544	0.1%	30,522	0.2%	(16,978)
9 Capital Outlay	12,795	0.1%	-	0.0%	12,795
Capacity Budget	300,000	2.2%	n/a		n/a
<b>Total Expenditures by Object</b>	<b>\$ 13,775,843</b>	<b>100.0%</b>	<b>\$ 13,500,913</b>	<b>179.6%</b>	<b>\$ (25,070)</b>

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# General Fund Expenditures

**2013-2014**

## Budget-to-Actual Comparison

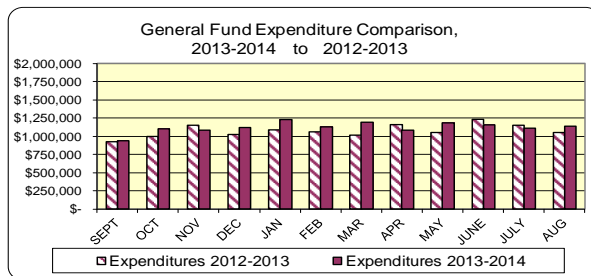
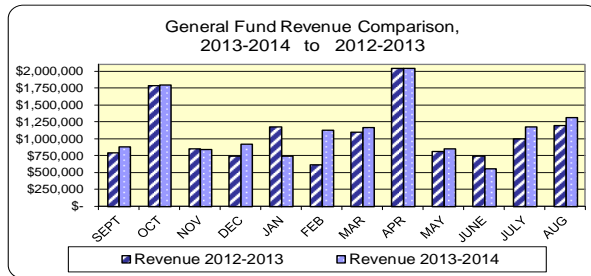
EXPENDITURES by ACTIVITY	Year End August 31, 2014				
	Budget	% of Bud	Actual	% of Total	Variance Bud-Actual
10 Administrative	\$ 612,965	4.4%	\$ 616,330	4.6%	\$ (3,365)
20 Instruction	10,173,696	73.9%	10,209,852	75.6%	(36,156)
30 Instructional Support	61,185	0.4%	218,779	1.6%	(157,594)
40 School Food Service	397,904	2.9%	404,079	3.0%	(6,175)
50 Pupil transportation	447,300	3.2%	429,893	3.2%	17,407
60 Maintenance & Operation	1,345,987	9.8%	1,354,626	10.0%	(8,639)
70 Other Services	433,006	3.1%	264,691	2.0%	168,315
90 Public Activities	3,800	0.0%	2,663	0.0%	1,137
Capacity	300,000	2.2%	n/a		n/a
<b>Total Expenditures by Activity</b>	<b>\$ 13,775,843</b>	<b>100.0%</b>	<b>\$ 13,500,913</b>	<b>100.0%</b>	<b>\$ (25,070)</b>

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## 2013-2014

### General Fund

Final 8/31/2014

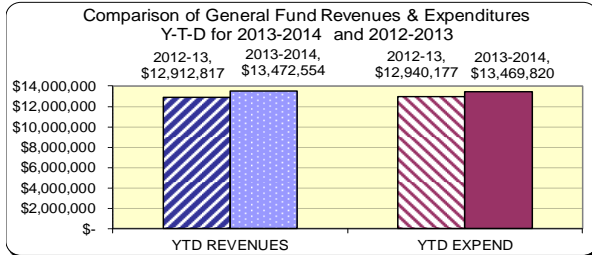
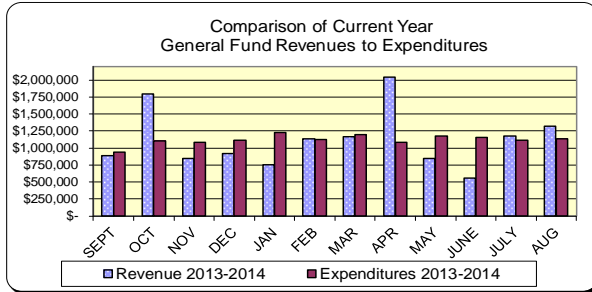


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# 2013-2014

Final 8/31/2014

## General Fund



# Fund Balance Detail



# Fund Balance

## Five Fund Balance Classifications \*

- ❖ **Restricted** – externally imposed by grantors, contributors, laws or regulations of other governments
- ❖ **Nonspendable** – in non-spendable form (e.g. inventory)
- ❖ **Committed** – imposed by resolution of the school board
- ❖ **Assigned** – constrained by intent to be used for specific purposes, but not Restricted or Committed; authority can rest with senior administration.
- ❖ **Unassigned** – residual fund balance.

*\* per GASB pronouncement #54*

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## Minimum Fund Balance Policy Commitment

- PTSD Board Policy #6022
- Provides District the ability to promote the orderly development and implementation of the Board's goals and objectives.
- Includes Fund Balance that is not otherwise Restricted, e.g.:
  - Committed to Minimum Fund Balance Policy
  - Non-Spendable (e.g. Inventory/Prepaid Expenditures)
  - Assigned to Contingencies
  - Assigned to Other Purposes (e.g. Schools Carryover)
  - Unassigned

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# Fund Balance

## Ending Fund Balances for Fiscal Year 2013-2014

as of: **August 31, 2014**

	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Transp Vehicle Fund
<b>FUND BALANCE DETAIL</b>					
810 Restricted for Other Items	-	-	-	-	-
819 Restricted to Fund Purposes				351,904	90,252
821 Restricted for C/O of Restricted Rev.	7,029				
828 Restricted for C/O of Fd Svc Rev.	1,930				
830 Restricted for Debt Service			119,825		
840 Non-spendable FB - Inventory/Prepays	2,973				
862 Committed from Levy Proceeds		382,755			
870 Committed to Other Purposes (Debt Svc)		37,826			
872 Committed to Min. Fund Balance Policy	297,367				
875 Assigned to Contingencies	50,000				
888 Assigned to Other Purposes (carryover)	58,440				
889 Assigned to Fund Purposes		167,648			118,265
890 Unassigned Fund Balance	-				
	<b>\$ 417,739</b>	<b>\$ 588,229</b>	<b>\$ 119,825</b>	<b>\$ 351,904</b>	<b>\$ 208,517</b>

## 2014-2015 General Fund Beginning Fund Balance

	per 2014-2015 Budget Estimate	per 2013-2014 Actual EFB
Restricted for Carryover of Restricted Revenue	\$ 6,000	\$ 7,029
Restricted for Carryover of Fd Svc Revenue	-	1,930
Non-spendable/Inventory	4,000	2,973
Committed to Fund Balance Policy *	340,000	297,367
Assigned to Contingencies *	50,000	50,000
Assigned for Other (Schools Carryover) *	44,000	58,440
Unassigned Fund Balance *	-	-
<b>Total Beginning Fund Balance</b>	<b>\$ 444,000</b>	<b>\$ 417,739</b>

\* Total Un-Restricted

3.09% \$ 408,780

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***Any questions on  
2013-2014 Year End  
Financial Reports?***

**Thank You**

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**10--General Fund -- FUND BALANCE -- SPI ACCOUNTS - Revised**  
**for the Month of August , 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	3,274,113	24,142.58	3,230,747.77		43,365.23	98.68
2000 LOCAL SUPPORT NONTAX	370,958	136,431.03	518,061.39		147,103.39-	139.65
3000 STATE, GENERAL PURPOSE	6,614,371	652,606.73	6,326,203.51		288,167.49	95.64
4000 STATE, SPECIAL PURPOSE	1,883,273	264,875.18	1,763,488.39		119,784.61	93.64
5000 FEDERAL, GENERAL PURPOSE	0	.00	199,863.79		199,863.79-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,214,859	172,267.90	1,006,719.50		208,139.50	82.87
7000 REVENUES FR OTH SCH DIST	239,750	.00	184,927.28		54,822.72	77.13
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	279,016	70,877.14	242,542.29		36,473.71	86.93
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,876,340	1,321,200.56	13,472,553.92		403,786.08	97.09
<u>B. EXPENDITURES</u>						
00 Regular Instruction	6,512,892	604,318.33	6,503,078.86	0.00	9,813.14	99.85
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,201,048	144,112.10	2,158,035.36	0.00	43,012.64	98.05
30 Voc. Ed Instruction	481,708	46,553.16	487,358.59	0.00	5,650.59-	101.17
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	786,726	68,514.35	747,498.75	0.00	39,227.25	95.01
70 Other Instructional Pgms	554,343	64,384.35	350,259.73	0.00	204,083.27	63.18
80 Community Services	8,130	2,177.17	12,055.23	0.00	3,925.23-	148.28
90 Support Services	3,230,996	240,785.81	3,242,626.46	0.00	11,630.46-	100.36
<u>Total EXPENDITURES</u>	13,775,843	1,170,845.27	13,500,912.98	0.00	274,930.02	98.00
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>	100,497	150,355.29	28,359.06-		128,856.06-	128.22-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	420,000		446,098.50			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	520,497		417,739.44			
<u>(E + F +OR- G)</u>						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 821 Restrictd for Carryover	0		7,029.00			
G/L 828 Restricted for C/O of FS Rev	0		1,930.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		2,973.00			
G/L 872 Committd to Min Fnd Bal Policy	470,497		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	0		.00			
<u>TOTAL</u>	520,497		417,739.44			

**20--Capital Projects -- FUND BALANCE -- SPI ACCOUNTS -- Revised**  
**for the Month of August , 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	1,163,187	8,945.68	1,178,607.73		15,420.73-	101.33
2000 Local Support Nontax	79,159	287.57	65,496.94		13,662.06	82.74
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	289,269	.00	289,269.00		.00	100.00
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>	1,531,615	9,233.25	1,533,373.67		1,758.67-	100.11
<u>B. EXPENDITURES</u>						
10 Sites	122,622	33,880.24	116,997.50	0.00	5,624.50	95.41
20 Buildings	757,678	248,645.50	266,256.68	0.00	491,421.32	35.14
30 Equipment	361,485	90,913.82	115,332.79	0.00	246,152.21	31.91
40 Energy	289,269	.00	744,847.55	0.00	455,578.55-	257.49
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>	1,531,054	373,439.56	1,243,434.52	0.00	287,619.48	81.21
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	338,777	70,877.14	302,303.19			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	338,216-	435,083.45-	12,364.04-		325,851.96	96.34-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	480,700		600,592.88			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	142,484		588,228.84			
<u>(E + F +OR- G)</u>						
<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	163,719		382,754.92			
G/L 863 Restricted from State Proceeds	289,269-		.00			
G/L 865 Restricted from Other Proceeds	228,667		.00			
G/L 870 Committed to Other Purposes	0		37,826.00 (Committed to Debt Svc)			
G/L 889 Assigned to Fund Purposes	39,367		167,647.92 (Assigned to Encumbrances)			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	142,484		588,228.84			

**30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised**  
**for the Month of August , 2014**

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	726.46	7,876.46		7,876.46-	0.00
2000 Local Support Nontax	100	9.59	108.02		8.02-	108.02
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	59,761	.00	59,760.90		.10	100.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,861	736.05	67,745.38		7,884.38-	113.17
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	44,800	.00	44,800.00	0.00	.00	100.00
Interest On Bonds	14,961	.00	14,960.90	0.00	.10	100.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	1,000	25.00	271.75	0.00	728.25	27.18
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>	60,761	25.00	60,032.65	0.00	728.35	98.80
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) EXPENDITURES (A-B-C-D)</u>	900-	711.05	7,712.73		8,612.73	
956.97-						
F. <u>TOTAL BEGINNING FUND BALANCE</u>	104,200		112,112.57			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	103,300		119,825.30			
<u>(E+F + OR - G)</u>						
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	103,300		119,825.30			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	103,300		119,825.30			

**40--Associated Student Body Fund -- FUND BALANCE -- SPI ACCOUNTS -- Revised**  
**for the Month of August , 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	145,900	6,909.60	53,339.87		92,560.13	36.56
2000 Athletics	26,510	19,076.00	68,661.92		42,151.92-	259.00
3000 Classes	11,700	500.00	16,161.59		4,461.59-	138.13
4000 Clubs	195,624	12,575.69	199,230.04		3,606.04-	101.84
6000 Private Moneys	12,101	.00	17,679.57		5,578.57-	146.10
<u>Total REVENUES</u>	391,835	39,061.29	355,072.99		36,762.01	90.62
<u>B. EXPENDITURES</u>						
1000 General Student Body	113,010	.00	2,809.50	0.00	110,200.50	2.49
2000 Athletics	71,993	19,226.60-	75,584.95	0.00	3,591.95-	104.99
3000 Classes	26,820	5,890.26	26,044.52	0.00	775.48	97.11
4000 Clubs	220,974	1,804.63	190,600.40	0.00	30,373.60	86.25
6000 Private Moneys	15,051	392.75	20,909.41	0.00	5,858.41-	138.92
<u>Total EXPENDITURES</u>	447,848	11,138.96-	315,948.78	0.00	131,899.22	70.55
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u>	<u>(A-B)</u>	56,013-	50,200.25	39,124.21	95,137.21	169.85-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	263,000		312,779.84			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	206,987		351,904.05			
<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	206,987		351,904.05			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	206,987		351,904.05			

**90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised**  
**for the Month of August , 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	.00	.00		.00	0.00
2000 Local Nontax	200	9.66	118.32		81.68	59.16
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	85,000	88,515.23	88,515.23		3,515.23-	104.14
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>85,200</u>	<u>88,524.89</u>	<u>88,633.55</u>		<u>3,433.55-</u>	<u>104.03</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>85,200</u>	<u>88,524.89</u>	<u>88,633.55</u>		<u>3,433.55-</u>	<u>104.03</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	120,000	.00	.00	0.00	120,000.00	0.00
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>120,000</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>120,000.00</u>	<u>0.00</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</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (C-D-E-F)</u>	<u>34,800-</u>	<u>88,524.89</u>	<u>88,633.55</u>		<u>123,433.55</u>	<u>354.69-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>119,800</u>		<u>119,883.01</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE</u>	<u>85,000</u>		<u>208,516.56</u>			
<u>(G + H +OR- I)</u>						
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	34,800-		90,251.56			
G/L 889 Assigned to Fund Purposes	119,800		118,265.00	Assigned for Encumbrances		
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	<u>85,000</u>		<u>208,516.56</u>			



# Port Townsend School District

## Monthly Financial Report to Board

October 27, 2014

- 2014-15 Enrollment
- Levy Authority
- September 2014 Financial Reports
  - Financial Summary - Net Assets
  - Revenue, Expenditure & Fund Balance
  - General Fund Comparison to Prior Year

# Enrollment

October 2014

2014-2015 October	Current Month Actual		Budget Month Target		FTE Variance from Target
	Head Ct	FTE*	Head Ct	FTE*	
Grades K-3	333	292.5	327	288.9	3.6
Grades 4-8	438	436.8	437	434.9	1.9
Grades 9-12	438	416.2	418	401.4	14.8
	1,209	1,145.5	1,182	1,125.3	20.2
Running Start	15	27.1	n/a	n/a	n/a
October Totals	1,224	<b>1,172.6</b>	1,182	<b>1,125.3</b>	<b>20.2</b>

Projected Y.E. Annual Average	Projected thru YE		2014-2015 Budget		AAFTE Variance from Budget
	Head Ct	AAFTE*	Head Ct	AAFTE*	
K-12	n/a	1,138.9	1,182	<b>1,121.0</b>	17.9
Running Start	n/a	<b>28.3</b>	9	<b>30.0</b>	(1.7)

Current Month FTE is 4.50 + (Increase) over prior month  
100.6% of projected Annual Average

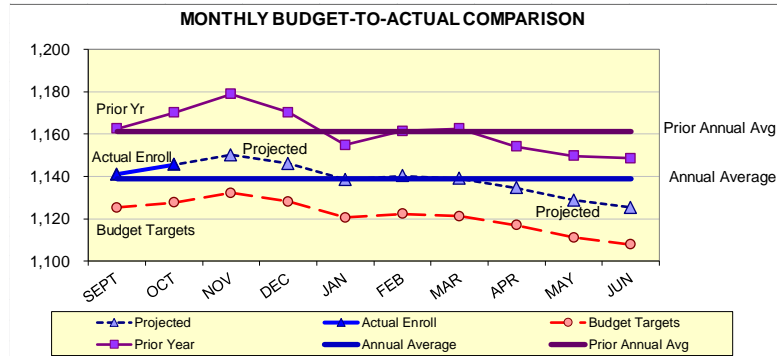
\* FTE - Full Time Enrollment

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

# Enrollment

**2014-2015**

AAFTE w/out Running Start		
Prior Year	14-15 Budget	14-15 Projected
1,161	1,121	1,138



# Levy Authority - for 2015 Assessment

➤ Levy Assessment limited by RCW 84.52.0531 and WAC 392-139

Report F-780	Superintendent of Public Instruction	15-Oct-14
		03:20 PM
2015 LEVY AUTHORITY AND ESTIMATED LOCAL EFFORT ASSISTANCE (LEA) PAYABLE		
Page 1 of 4	16050	Port Townsend School District
SUMMARY		
A. 2015 Levy Base (Sch. I, Line I)		\$11,896,618
B. 2015 Levy Authority Percentage [Prior Year %]		28.00%
C. Levy Authority Before Transfers [A * B]		\$3,331,053
D. Nonhigh and Interdistrict Transfers [Sch. IV, Line E]		\$3,999
E. Levy Authority After Transfers [C + D]		\$3,335,052
F. Maximum 2015 Local Effort Assistance [Sch. II, Line G]		\$3,335,052
G. 2015 Levy Authority [E - F]		\$0

- Voter Approved \$3,487,078 “rolled-back” to \$3,335,052
  - District had anticipated probable roll-back
  - District used estimate of \$3,310,640 for budgeting



# Financial Summary

**2014-2015**

as of: **September 30, 2014**

<b>NET ASSETS</b>	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
<b>Total Assets</b>	\$ 1,755,237	\$ 1,198,797	\$ 122,299	\$ 385,481	\$ 208,526
- less: Taxes Receivable	(1,385,347)	(503,683)	(2,432)	-	-
<b>Assets Net of Taxes Due</b>	<b>\$ 369,890</b>	<b>\$ 695,114</b>	<b>\$ 119,867</b>	<b>\$ 385,481</b>	<b>\$ 208,526</b>
<b>Total Liabilities/Def Rev</b>	\$ 1,431,378	\$ 575,698	\$ 2,432	\$ 12,441	\$ -
- less: Deferred Tax Revenue	(1,385,347)	(503,683)	(2,432)	-	-
<b>Liabilities Net of Taxes Due</b>	<b>\$ 46,031</b>	<b>\$ 72,015</b>	<b>\$ -</b>	<b>\$ 12,441</b>	<b>\$ -</b>
<b>Net Assets (Fund Balance)</b>	<b>\$ 323,859</b>	<b>\$ 623,099</b>	<b>\$ 119,867</b>	<b>\$ 373,039</b>	<b>\$ 208,526</b>

<b>Net Cash &amp; Investments</b>	GF	CPF	DSV	ASB Fund	TVF
September 30, 2014	\$ 22,755	\$ 695,114	\$ 119,867	\$ 354,437	\$ 208,526
Prior Month End	\$ 172,622	\$ 820,367	\$ 119,825	\$ 336,391	\$ 208,517

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# Financial Operations

**2014-2015**

as of: **September 30, 2014**

<b>REVENUES, EXPENDITURES &amp; CHANGES IN FUND BAL</b>	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Revenues YTD	\$ 855,606	\$ 39,251	\$ 42	\$ 35,689	\$ 9
Expenditures YTD	(949,487)	(4,381)	-	(14,553)	-
Transfers-in/<out> YTD	-	-	-	-	-
YTD Change in Fund Bal	\$ (93,880)	\$ 34,870	\$ 42	\$ 21,135	\$ 9
+ Beginning Fund Balance	417,739	588,229	119,825	351,904	208,517
<b>Current Fund Balance</b>	<b>\$ 323,859</b>	<b>\$ 623,099</b>	<b>\$ 119,867</b>	<b>\$ 373,039</b>	<b>\$ 208,526</b>

<b>Budgeted Expenditure Capacity:</b>	<i>(revised budget)</i>				
Total Expenditure Budget	\$ 13,955,720	\$ 1,398,500	\$ 60,723	\$ 389,968	\$ 173,500
less YTD Expend/Transf	(949,487)	(4,381)	-	(14,553)	-
less YTD Encumbrances	(10,247,985)	(146,002)	-	(59,226)	(118,265)
<b>Un-Encumbered Budget *</b>	<b>\$ 2,758,248</b>	<b>\$ 1,248,117</b>	<b>\$ 60,723</b>	<b>\$ 316,188</b>	<b>\$ 55,235</b>

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

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# General Fund

## Year-to-Year Comparison

**2014-2015**

YEAR-to-YEAR	September				Variance
	2014-2015	% of <i>Bud</i>	2013-2014	% of <i>Bud</i>	
Beginning Fund Balance	\$ 417,739		\$446,099		\$ (28,360)
+ Revenues	855,606	6.3%	885,461	6.5%	(29,855)
+ Transfer-In from other funds	-	0.0%	-	0.0%	-
<b>Total Funds Available</b>	<b>\$ 1,273,346</b>		<b>\$ 1,331,560</b>		<b>\$ (58,214)</b>
Expenditures:					
Salaries & Benefits (Payroll)	\$ 852,897		\$ 867,035		(14,138)
Accounts Payable	96,589		73,927		22,662
<b>Total Expenditures &amp; Transf-out</b>	<b>\$ 949,487</b>	6.8%	<b>\$ 940,962</b>	6.83%	<b>\$ 8,525</b>
<b>Fund Balance at EOM</b>	<b>\$ 323,859</b>		<b>\$ 390,598</b>		<b>\$ (66,739)</b>

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# Conclusion

*Are there any questions?*



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**10--General Fund -- for the Month of September , 2014**

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	3,250,537	74,847.99	74,847.99		3,175,689.01	2.30
2000 LOCAL SUPPORT NONTAX	515,455	45,053.22	45,053.22		470,401.78	8.74
3000 STATE, GENERAL PURPOSE	6,563,664	590,723.31	590,723.31		5,972,940.69	9.00
4000 STATE, SPECIAL PURPOSE	2,032,549	144,981.92	144,981.92		1,887,567.08	7.13
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,278,499	.00	.00		1,278,499.00	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	279,016	.00	.00		279,016.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,919,720	855,606.44	855,606.44		13,064,113.56	6.15
<b>B. EXPENDITURES</b>						
00 Regular Instruction	6,586,592	504,534.95	504,534.95	5,018,190.61	1,063,866.44	83.85
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,238,651	153,904.36	153,904.36	1,745,029.06	339,717.58	84.82
30 Voc. Ed Instruction	465,957	38,207.43	38,207.43	365,229.37	62,520.20	86.58
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	799,337	49,599.86	49,599.86	519,214.03	230,523.11	71.16
70 Other Instructional Pgms	668,241	10,367.11	10,367.11	109,618.76	548,255.13	17.96
80 Community Services	7,724	366.38	366.38	3,666.10	3,691.52	52.21
90 Support Services	3,189,218	192,506.71	192,506.71	2,487,036.90	509,674.39	84.02
<u>Total EXPENDITURES</u>	13,955,720	949,486.80	949,486.80	10,247,984.83	2,758,248.37	80.24
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-	93,880.36-	93,880.36-		57,880.36-	160.78
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		323,859.08			
<u>(E + F +OR- G)</u>						
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted For Other Items	0		.00			
G/L 821 Restrictd for Carryover	0		7,029.00			
G/L 828 Restricted for C/O of FS Rev	0		1,930.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		2,973.00			
G/L 870 Committed to Other Purposes	340,000		.00			
G/L 872 Committd to Min Fnd Bal Policy	0		297,367.44			
G/L 875 Assigned Contingencies	50,000		50,000.00			
G/L 888 Assigned to Other Purposes	0		58,440.00			
G/L 890 Unassigned Fund Balance	18,000		93,880.36-			
<u>TOTAL</u>	408,000		323,859.08			

**20--Capital Projects -- for the Month of September , 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	27,414.04	27,414.04		1,141,324.96	2.35
2000 Local Support Nontax	365,376	11,837.22	11,837.22		353,538.78	3.24
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	39,251.26	39,251.26		1,494,863.74	2.56
<u>B. EXPENDITURES</u>						
10 Sites	200,000	.00	.00	0.00	200,000.00	0.00
20 Buildings	1,198,500	.00	.00	123,642.56	1,074,857.44	10.32
30 Equipment	0	4,380.95	4,380.95	22,359.71	26,740.66-	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	1,398,500	4,380.95	4,380.95	146,002.27	1,248,116.78	10.75
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	338,739	.00	.00			
<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-	34,870.31	34,870.31		237,994.31	117.17-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	304,060		588,228.84			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E + F +OR- G)</u>	100,936		623,099.15			
<hr/>						
<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		405,788.01			
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		179,485.14			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	100,936		623,099.15			

**30--Debt Service Fund -- for the Month of September , 2014**

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	33.12	33.12		33.12-	0.00
2000 Local Support Nontax	100	9.06	9.06		90.94	9.06
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	.00		59,723.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	59,823	42.18	42.18		59,780.82	0.07
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	46,800	.00	.00	0.00	46,800.00	0.00
Interest On Bonds	12,923	.00	.00	0.00	12,923.00	0.00
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	.00	.00	0.00	60,723.00	0.00
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)EXPENDITURES (A-B-C-D)</u>	900-	42.18	42.18		942.18	104.69-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	118,000		119,825.30			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	117,100		119,867.48			
<u>(E + F +OR- G)</u>						
<hr/>						
I. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	117,100		119,867.48			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	117,100		119,867.48			

**40--Associated Student Body Fund -- for the Month of September , 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	8,885.29	8,885.29		157,364.71	5.34
2000 Athletics	45,500	5,764.87	5,764.87		39,735.13	12.67
3000 Classes	14,800	4,922.00	4,922.00		9,878.00	33.26
4000 Clubs	132,950	15,500.73	15,500.73		117,449.27	11.66
6000 Private Moneys	12,200	616.00	616.00		11,584.00	5.05
<u>Total REVENUES</u>	371,700	35,688.89	35,688.89		336,011.11	9.60
<u>B. EXPENDITURES</u>						
1000 General Student Body	128,480	319.46	319.46	9,794.52	118,366.02	7.87
2000 Athletics	65,900	7,703.67	7,703.67	19,190.22	39,006.11	40.81
3000 Classes	32,460	.00	.00	1,200.00	31,260.00	3.70
4000 Clubs	144,163	6,530.32	6,530.32	29,041.37	108,591.31	24.67
6000 Private Moneys	18,965	.00	.00	0.00	18,965.00	0.00
<u>Total EXPENDITURES</u>	389,968	14,553.45	14,553.45	59,226.11	316,188.44	18.92
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u>	<u>(A-B)</u>	18,268-	21,135.44	21,135.44	39,403.44	215.70-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	212,713		351,904.05			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	194,445		373,039.49			
<u>C + D +OR- E)</u>						

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<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	373,039.49
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	194,445	373,039.49

**90--Transportation Vehicle Fund -- for the Month of September , 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	9.12	9.12		90.88	9.12
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	9.12	9.12		85,345.88	0.01
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	85,355	9.12	9.12		85,345.88	0.01
<u>D. EXPENDITURES</u>						
Type 30 Equipment	173,500	.00	.00	118,265.00	55,235.00	68.16
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	.00	118,265.00	55,235.00	68.16
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-	9.12	9.12		88,154.12	100.01-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	90,200		208,516.56			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u>	2,055		208,525.68			
<u>(G + H +OR- I)</u>						
<hr/>						
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	2,055		90,260.68			
G/L 889 Assigned to Fund Purposes	0		118,265.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	2,055		208,525.68			

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

**RESOLUTION 14-16**

A RESOLUTION of the Board of Directors of the Port Townsend School District No. 50, Jefferson County, Washington to reduce the calendar year 2015 General Fund Educational Programs Levy.

WHEREAS, on February 8, 2011, the voters of Port Townsend School District No. 50, Jefferson County, Washington, passed a General Fund Educational Programs Levy in the amount of \$3,487,078 for the calendar year 2015, and;

WHEREAS, any calendar year General Fund Levy cannot exceed the limitations imposed by RCW 84.52.0531, and any amount of such excess levy authorized by the voters must be reduced in accordance with WAC 392-139, and;

WHEREAS, the Levy Authority calculations for 2015 provided by the Office of the Superintendent of Public Instruction reflect a maximum levy assessment for calendar year 2015 at \$3,335,052.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Port Townsend School District No. 50 hereby reduces the Levy amount for calendar year 2015 by \$152,026, and directs the Jefferson County Board of Commissioners and the Jefferson County Auditor to certify the 2015 General Fund Levy at \$3,335,052.

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at an open public meeting held this 27<sup>th</sup> day of October, 2014.

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

\_\_\_\_\_  
Holley Carlson, Board Chair

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

\_\_\_\_\_  
Pam Daly

\_\_\_\_\_  
Anne Burkart

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

ATTEST: \_\_\_\_\_  
David Engle  
Secretary



To: Laurie McGinnes, Director of Personnel

From: Patrick Kane, Director of Special Services 

RE: Walker Wilson

Date: 10-21-14

Walker Wilson was interviewed for the para-educator 1:1 position at BH on Monday, Oct 20. The team agreed that Walker was the best candidate for the position. This is a one year only position. Walker will start on Thursday, Oct 23.



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

Scott Wilson, Athletic Director, Port Townsend Schools  
Assistant Principal, PTHS

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: Walker Wilson; Assistant Boys' Basketball Coach, PTHS

Date: October 21, 2014

Dr. Engle and Members of the School Board,

After reviewing his application and conducting the subsequent interview, I, Scott Wilson, recommend Walker Wilson for the position of assistant (Junior Varsity) Basketball coach at Port Townsend High School.

Walker has spent numerous volunteer hours as a coach in our system and has a solid understanding of the sport and how to teach kids. He is a character-based coach with great energy who will serve as an outstanding role model for our young athletes. I am excited to have Walker on board with the PTHS coaching staff.

Sincerely,

Scott Wilson



ATHLETICS

**GO REDHAWKS!**