

PORT TOWNSEND SCHOOL DISTRICT NO. 50

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

August 25, 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

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

02. Call to Order

- 02.01 Roll Call
- 02.02 Pledge of Allegiance

03. Agenda

03.01 Agenda Approval

04. Public Comments

05. Approval of Minutes

05.01 Minutes of the July 28, 2014 Regular Meeting

06. Consent Agenda

06.01 Consent Agenda Approval

06.02 Approval of Personnel Action

06.020 Approve medical leave for Susan Doyle, 1.0 FTE Art Teacher at Blue Heron School, for first semester and possibly second of the 2014-15 school year

06.021 Recommend Maria Briones for the 1.0 FTE Reading Specialist position at Blue Heron School, contingent upon appropriate certification, for the 2014-15 school year

06.022 Recommend Kelley Watson for the additional .2 FTE Experiential Education Coordinator at Port Townsend High School, effective the 2014-15 school year

06.023 Recommend Jean Scarborough for the .6 FTE Counselor at Grant Street Elementary, effective the 2014-15 school year

06.023 Accept resignation of Nicole Watkins, Counselor, effective the end of the 2013-14 school year

06.024 Accept resignation of Wayne Shaffer, Paraeducator, effective the end of the 2013-14 school year

06.025 Accept resignation of Kimberly Johnston, Bus Driver, effective the end of the 2013-14 school year

06.03 Approval of Financial Reports

06.030 Accounts Payable as of August 25, 2014

06.031 Payroll – July, 2014

06.04 Donations

06.040 Accept anonymous donation of \$1,000 to the High School Football Club

06.041 Accept donation of \$1,000 from Elena Spear to Blue Heron Football

07. Board Correspondence - None

07.01 Letter from T. Wexman regarding future bond

08. Reports

- 08.01 Superintendent
 - 08.010 Calendar of Events
- 08.02 Business Manager
 - 08.020 Financial Summary
 - 08.021 July Budget Status

09. Action Items

- 09.01 Approval Policy 2021 – Library Media Centers
- 09.02 Approval of Policy 2023 – Library Media Centers - Weeding
- 09.03 Approval of Policy 3521 – Library Media Replacement Fees
- 09.04 Approval of Policy 6114 - Gifts
- 09.05 Approval of Policy 6882 – Disposal of Surplus or Obsolete Library Media Materials
- 09.06 Approval of Policy 6700 - Wellness

10. Unfinished Business

11. New Business

12. Policy Review

- 12.01 Policy 5201 – Drug-free Workplace - First Review
 - 12.010 PT Current Policy
 - 12.011 Policy 5201 – WSSDA Recommendation
 - 12.012 PT Policy Revised
- 12.02 Policy 4130 – Title I Parental Involvement – Annual Review

13. Board Member Announcements/Suggestions for Future Meetings

14. Next Meeting

- 14.01 September 8, 2014, Regular Board Meeting, 1610 Blaine St., Room S-11, 6:00 p.m.

15. Executive Session – (if necessary)

16. Adjournment

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

Anne Burkart led the Pledge of Allegiance.

Agenda Approval

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

Public Comments – None

Approval of Minutes

The following minutes were brought for approval:

- June 23, 2014, Regular Meeting: Ms. Burkart moved to approve the minutes of the June 23, 2014 regular board meeting. Pam Daly seconded and the motion carried 5-0.
- June 27, 2014, Special Meeting: Ms. Burkart moved to approve the minutes of the June 27, 2014 special board meeting. Ms. Daly seconded and the motion carried 5-0.
- June 30, 2014, Special Meeting: Ms. Daly moved to approve the minutes of the June 30, 2014 special board meeting. Ms. Burkart seconded and the motion carried 5-0.
- July 14, 2014, Work/Study Meeting: Ms. Daly moved to approve the minutes of the July 14, 2014 special board meeting. Ms. Burkart seconded and the motion carried 5-0.

Consent Agenda

The donations to assist with the high school mascot change were discussed. Business Manager Sara Bonneville said accounts have been set up so how the donation money for the mascot change is used can be tracked. Jennifer James-Wilson moved to approve the consent agenda. Ms. Daly seconded and the motion carried 5-0. Included on the consent agenda were: 1) Accounts Payable for July 28, 2014; 2) Payroll for June, 2014. 3):

Hires:

Recommend Brett Navin for the position of .5 FTE Language Arts Teacher, Blue Heron School, for the 2014-15 school year
Recommend Colleen Sheahan for the position of .5 FTE School Psychologist, Blue Heron School, for the 2014-15 school year
Recommend Betsy Snyder-Johnson for the 1.0 position of Special Education Teacher (.4 FTE at Blue Heron School and .6 FTE at At High School) for the 2014-15 school year
Recommend Amy Wilson for the Title 1/LAP leave replacement 6.5 hr./day Para-educator position at Blue Heron School for the 2014-15 school year
Recommend Noa Montoya for the Blue Heron School Head Football Coach position, effective the 2014-15 school year
Recommend Brian Tracer for the Blue Heron Assistant Football Coach position, effective the 2014-15 school year
Recommend Bret Navin for the Blue Heron School Cross-Country Head Coach position, effective the 2014-15 school year.
Recommend Jamie Landry for the Blue Heron School Head

Volleyball Coach position, effective the 2014-15 school year
Recommend the following individuals for supplemental
contracts for the 2014-15 school year as per the attached
personnel action list

Retirements/Resignations: Accept resignation of Amy Tidball, Blue Heron School Head
Volleyball Coach, effective the 2014-15 school year

Donations: Accept donation of \$500 from the Quileute Tribe to assist with
High School mascot change
Accept donation of \$5,000 from the 7 Cedars Casino to assist with
High School mascot change

Board Correspondence: None

Reports

Business Manager

Sara Bonneville presented enrollment numbers, a budget status report for June, 2014, and a monthly and year-to-date financial summary for all funds. Ms. Burkart asked what is projected for an ending fund balance for fiscal year 2013-14. Ms. Bonneville said projections put the ending balance somewhere in the mid-\$300,000 range. Ms. Carlson asked if sports at Blue Heron School will again be partially funded from donations from TEAM PT. Ms. Bonneville said Athletic Director Scott Wilson is working with TEAM PT, asking for a lower amount to assist with Blue Heron sports for 2014-15.

Action Items

Approval of Resolution 14-09: Health Benefits for Certificated Administrators

Ms. Burkart moved to approve Resolution 14-09. Mr. O'Hara seconded and the motion carried 5-0.

Approval of Resolution 14-10: Health Benefits for Classified Staff

Ms. James-Wilson moved to approve Resolution 14-10. Ms. Daly seconded and the motion carried 5-0.

Approval of Resolution 14-11: Health Benefits for Classified Administrators and Unrepresented Classified Employees

Ms. Daly moved to approve Resolution 14-11. Ms. Burkart seconded and the motion carried 5-0.

Approval of Resolution 14-12: Health Benefits for Certificated Employees

Mr. O'Hara moved to approve Resolution 14-12. Ms. James-Wilson seconded and the motion carried 5-0.

Accept resignation of Scott B. Wilson, High School Boys' C Team Basketball Coach, effective the end of the 2013-14 school year

Ms. James-Wilson recused herself from voting. Ms. Burkart moved to accept the resignation of Scott B. Wilson as High School Boys' C Team Basketball Coach. Mr. O'Hara seconded and the motion carried 4-0.

Recommend Scott B. Wilson for the High School Girls' Basketball Assistant Coach position, effective the 2014-15 school year

Ms. James-Wilson again recused herself from voting. Ms. Burkart moved to accept the recommendation for Scott B. Wilson as the High School Girls' Basketball Assistant Coach position, effective the 2014-15 school year. Mr. O'Hara seconded and the motion carried 4-0.

Policy Review

Policies 2021, 2023, 3521, 6114, and 6882

Ann Healy-Raymond, Library Media Specialist for the District, said the Policy Review Committee, comprised of herself, David Engle, George Randels, Liesel Slabaugh, Kris Meyer, Jennifer James-Wilson, and Carrie Ehrhardt, has been working on a cluster of policies regarding the library/media centers. Kris Meyer explained the committee found the District's existing policies concerning library and media materials were underdeveloped and need revising; these policies are a result of those modifications. Ms. Healy-Raymond said the District also did not have a procedure for the collection, development, and surplus of library/media materials; these policies manage that in a clear and consistent manner. Fines and fees for library/media resources were discussed.

Board Chair Holley Carlson called a short recess at 6:47 p.m. The meeting was reconvened at 6:54 p.m.

Policy 6700 – Wellness and Nutrition

Ms. James-Wilson explained that the Wellness Committee, which included herself, Karen Obermeyer, Shirley Calodich, Anny Healy-Raymond, Julie Russell, Mary Sepler, Brad Taylor, and Scott R. Wilson, was tasked with the duty of reviewing the fitness section of Policy 6700, which had not been addressed when this policy was adopted three years ago. Ms. Obermeyer said the committee used the School Wellness Policy Best Practices publication issued by OSPI (Office of the Superintendent of Public Instruction) as a model for some of their changes to Policy 6700. Ms. James-Wilson noted that the High School principal may need to review the Physical Activity and Disciplinary Action paragraph. Ms. Daly said she appreciated the committee discussing the obstacles school food service staff faces with being compliant with State regulations. Discussion followed. Opportunities for physical activity for students on early release Wednesdays was discussed. This policy will be on the August 25, 2014 board meeting for approval.

Board Member Announcements/Suggestions for Future Meetings

Ms. Carlson brought up the new State training regulations for Board members. Ms. Daly said this will be discussed at the Board retreat on Monday, August 4, 2014. Topics and assignments for the retreat were discussed. Ms. Burkart will not be at the August 25, 2014 meeting.

Next Meetings: Board Retreat, August 4, 2014, 5-9 p.m., Room S-11, 1610 Blaine Street
Regular Meeting, August 25, 2014, 6:00 p.m., Room S-11, 1610 Blaine Street

Adjournment: The meeting was adjourned by consensus at 7:40 p.m.

Respectfully submitted,

David Engle, Secretary

ATTEST: _____
Holley Carlson, Board Chair

July 28, 2014

Dr. David Engle
Port Townsend School District
1610 Blaine Street
Port Townsend, WA 98368

Dear Dr. Engle,

I am writing to respectfully request a medical leave from the Port Townsend School District for the first semester of the school year (14-15), with the possibility of a full year leave, dependent on the outcome of my medical treatment this fall.

I have been in contact with Laurie McGinnis today regarding the leave. She is assisting me in the details of the process.

Thank you for your support at this challenging time in my life, and I look forward to getting my health back so I can continue to pursue my passion of fostering creativity in our young people.

Best regards,

Susan Doyle

Cc: Laurie McGinnis

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

To: Dr. David Engle, Superintendent
Laurie McGinnis, Personnel Office
From: Diane Lashinsky
Date: July 21, 2014
Re: Blue Heron Teacher – Reading Specialist

Dr. Engle:

I am pleased to recommend Maria Briones for the position of 1.0 FTE Reading Specialist at Blue Heron School. Maria's position will be effective at the start of the 2014-15 school year. She will provide reading intervention to Blue Heron students in grades 4 – 8 and teach in our new *Read 180* program. Maria will also provide leadership in literacy instructional strategies to all teachers at Blue Heron and be a member of our Title 1/LAP Literacy team.

Maria has many years of experience teaching reading and leading curriculum development within international schools in the Middle East and Eastern Europe. Her references are excellent and she is regarded as a talented professional who cares deeply about children. She earned her doctorate in Curriculum and Instruction from Arizona State University in 1997, with an emphasis in reading instruction.

Maria is scheduled to take the West-E in reading at the end of July to ensure that she meets highly qualified requirements. Her hire is conditional on her meeting HQ criteria.

Maria will be moving to Port Townsend with her son, who will be a sophomore at Port Townsend High School.

Members of the interview committee included Mary Sepler, Jason Lynch, Amy Tidball, Mary Manning, Melinda Schroeder, and me. After careful consideration, we unanimously agreed that Maria will serve Blue Heron students and staff well.

Thank you,

Dr. Diane Lashinsky
Principal, BHS

August 13, 2014

To Board;

I am recommending Kelley Watson for the .2 FTE position as experiential education coordinator at Port Townsend High School. Kelley brings a wealth of knowledge, skill and experience to this role and will be instrumental in helping develop the Maritime Discovery Schools program at the high school.

Best regards,

A handwritten signature in black ink that reads "David Engle". The script is cursive and fluid, with the first name "David" and last name "Engle" clearly legible.

David

Port Townsend School District
1610 Blaine Street
Port Townsend, WA 98368

August 14, 2014

Dear Dr. Engle,

It is with a heavy heart that I submit my resignation from Port Townsend School District effective August 14, 2014. I have accepted a position with the South Kitsap School District that is closer to my home and family. This will allow me three more hours a day to tend to their needs.

I am extremely grateful for the opportunities presented to me during my time with Grant Street Elementary. My first full year as an elementary counselor was exciting, enduring and educational. I deeply value the work that Port Townsend School District is doing with children and families. I have the highest respect for Principal Mary Sepler and her dedication, she is a magnificent leader and educator.

Thank you for the opportunities this district has presented me with. It has been an honor working with the devoted educators at Grant Street and this fabulous community. I look forward to hearing about Grant Street and all of the fabulous future endeavors they embark on.

Sincerely,

A handwritten signature in cursive script that reads "Nicole M. Watkins". The signature is written in dark ink and is positioned above the printed name.

Nicole M. Watkins

8-13-14

To Whom it May Concern,

I, Wayne Shaffer, do hereby submit my formal resignation from my position with the Port Townsend School District as of the above listed date. If there are any questions please don't hesitate to call me at [REDACTED].

Thank You,

A handwritten signature in dark ink, appearing to read 'Wayne Shaffer', followed by a long horizontal flourish.

Wayne Shaffer

Letter Of Resignation

To: Port Townsend School District #50
450 Fir Street
Port Townsend, WA 98368
August 4th, 2014

I Kimberly Johnston will not be returning to the Port Townsend School District for the 2014-2015 school year. Please acknowledge this letter as my two-week termination of employment.

Best Regards,

A handwritten signature in cursive script that reads "Kimberly Johnston". The signature is written in dark ink and is positioned above the printed name.

Kimberly Johnston



GRANT STREET ELEMENTARY

PORT TOWNSEND SCHOOL DISTRICT NO. 50

1637 Grant Street, Port Townsend, WA 98368 360. 379.4535 Mary S. Sepler, Principal

August 25, 2014

Dr. David Engle
Port Townsend School District

Dear Dr. Engle,

It is with the highest regard and professional enthusiasm that I recommend Jean Scarboro for the position of .6 School Counselor at Grant Street Elementary School.

Jean has worked with Grant Street as the educational liaison from Jumping Mouse for the past year and has successfully facilitated teacher consult groups around understanding and teaching children who have experienced trauma. She has also worked with us to understand the work and research of trauma informed schools. Jean partnered with us in collecting our first data on the members of our student population affected by Adverse Childhood Experiences and is very knowledgeable in this area. Jean has worked as a mental health counselor with children at Jumping Mouse for the past three years and has also worked at Dove House Advocacy Services. Our Grant Street community shares students and families with both of these agencies. In short, Jean knows our school and our student population and is uniquely qualified to assist us in taking our next steps toward fully supporting our students, families and teachers.

The interview committee consisted of me, Emily Gustafson our Educational Psychologist and Dawn Braden, Kindergarten teacher.

Sincerely,

Mary Sepler
Principal, Grant Street Elementary

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

As of August 25, 2014, the board, by a _____ vote, approves payments, totaling \$28,079.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9869 through 9871, totaling \$28,079.38

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
9869	BANK OF AMERICA VISA	07/31/2014	1,140.91
9870	DAKTRONICS	07/31/2014	26,906.66
9871	SAFEWAY	07/31/2014	31.81

3 Computer Check(s) For a Total of 28,079.38

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

As of August 25, 2014, the board, by a _____ vote, approves payments, totaling \$6,194.36. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 9872 through 9873, totaling \$6,194.36

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
9872	Khile, Amy Jo	08/15/2014	2,594.36
9873	NORTHWEST MARITIME CENTER	08/15/2014	3,600.00

2	Computer	Check(s) For a Total of	6,194.36
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The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 28, 2014, the board, by a _____ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$429.00. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
 Voids/Cancellations, totaling \$429.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
9867	SEATTLE SHAKESPEARE CO	07/31/2014	429.00
1	Void	Check(s) For a Total of	429.00

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

As of August 25, 2014, the board, by a _____ vote, approves payments, totaling \$2,961.06. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3190 through 3191, totaling \$2,961.06

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
3190	CDW GOVERNMENT	07/31/2014	327.22
3191	JIVE COMMUNICATIONS, INC.	07/31/2014	2,633.84

2 Computer Check(s) For a Total of 2,961.06

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

As of August 25, 2014, the board, by a _____ vote, approves payments, totaling \$50,581.53. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3192 through 3198, totaling \$50,581.53

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

Check Nbr	Vendor Name	Check Date	Check Amount
3192	CDW GOVERNMENT	08/15/2014	620.52
3193	EVERGREEN CONCRETE CUTTING INC	08/15/2014	408.75
3194	GRAINGER	08/15/2014	351.26
3195	Hanson Electric	08/15/2014	46,218.36
3196	PART WORKS INC	08/15/2014	420.91
3197	PLATT	08/15/2014	1,027.28
3198	PUGET SOUND DATA SYSTEMS INC	08/15/2014	1,534.45
7	Computer	Check(s) For a Total of	50,581.53

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

As of August 25, 2014, the board, by a _____ vote, approves payments, totaling \$99,689.95. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 57563 through 57590, totaling \$99,689.95

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
57563	BANK OF AMERICA VISA	07/31/2014	15,875.48
57564	BRODIE UPHOLSTERY	07/31/2014	713.95
57565	BUCK INSTITUTE FOR EDUCATION	07/31/2014	160.41
57566	CANON FINANCIAL SERVICES INC	07/31/2014	207.07
57567	CENTRAL KITSAP SCHOOL DISTRICT	07/31/2014	31,327.50
57568	CENTURYLINK	07/31/2014	2,032.29
57569	CENTURYLINK	07/31/2014	85.81
57570	CHEVRON	07/31/2014	170.34
57571	CHIMCAUM SCH DIST#49-CO-OP TRA	07/31/2014	24,651.33
57572	Durham, Mary E	07/31/2014	64.30
57573	ESD 114	07/31/2014	4,512.50
57574	FOLLETT LIBRARY RESOURCES	07/31/2014	62.97
57575	FUN PE GUY	07/31/2014	325.00
57576	Gitelman, Joan H	07/31/2014	235.63
57577	GREY HOUSE PUBLISHING	07/31/2014	237.50
57578	HOUGHTON MIFFLIN HARCOURT	07/31/2014	850.66
57579	KARSCHNEY, KATHRYN	07/31/2014	5,200.00
57580	KING COUNTY DIRECTORS	07/31/2014	5,538.61
57581	MSR NORTHWEST INC	07/31/2014	365.16
57582	OLYMPIC PENINSULA CONSULTANTS	07/31/2014	125.00
57583	PITNEY BOWES	07/31/2014	453.00
57584	POSTAGE BY PHONE RESERVE ACCOU	07/31/2014	1,025.00
57585	PROMEVO	07/31/2014	2,850.60
57586	RESOURCE RENEWAL INC	07/31/2014	190.00
57587	Rublaitus, Tanya K	07/31/2014	246.33
57588	TERRY'S LOCK & SAFE INC	07/31/2014	206.01
57589	WASA	07/31/2014	937.50
57590	WELCH, ANN	07/31/2014	1,040.00

28 Computer Check(s) For a Total of 99,689.95

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

As of August 25, 2014, the board, by a _____ vote, approves payments, totaling \$145,062.03. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 57591 through 57639, totaling \$145,062.03

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
57591	BAY CITY SUPPLY	08/15/2014	353.72
57592	CENEX FLEETCARD	08/15/2014	659.65
57593	CENTURYLINK	08/15/2014	1,288.92
57594	CHIMCAUM SCH DIST#49-CO-OP TRA	08/15/2014	12,078.03
57595	CITY OF PT TOWNSEND	08/15/2014	6,444.66
57596	COOPER FUEL & AUTO REPAIR	08/15/2014	1,541.82
57597	COSCO/FEDERAL FIRE SAFETY INC	08/15/2014	2,260.03
57598	DATABASE SECURE RECORDS DESTRC	08/15/2014	108.35
57599	DIGITAL INSURANCE INC	08/15/2014	500.00
57600	DM DISPOSAL CO INC	08/15/2014	1,310.68
57601	FOLLETT LIBRARY RESOURCES	08/15/2014	48.61
57602	FREDERICKSON ELECTRIC INC	08/15/2014	153.69
57603	GRAINGER	08/15/2014	54.50
57604	GREENTREE COMMUNICATIONS	08/15/2014	94.57
57605	GROVES & CO INC	08/15/2014	1,037.23
57606	HEALTH CARE AUTHORITY	08/15/2014	4,929.05
57607	HENERY HARDWARE	08/15/2014	1,815.36
57608	HOUGHTON MIFFLIN HARCOURT	08/15/2014	2,952.05
57609	JAMESTOWN NETWORKS	08/15/2014	900.00
57610	JT EDUCATIONAL CONSULTANTS INC	08/15/2014	700.00
57611	LEADER	08/15/2014	127.50
57612	LES SCHWAB	08/15/2014	7.38
57613	Manning, Jennifer Dawn	08/15/2014	340.69
57614	McGinnis, Laurie Kathleen	08/15/2014	117.50
57615	Mills, Roger Lees	08/15/2014	210.13
57616	NORTHWEST MARITIME CENTER	08/15/2014	3,000.00
57617	OLYMPIC SPRINGS	08/15/2014	53.67
57618	OLYMPIC EQUIPMENT RENTALS	08/15/2014	41.40
57619	PACIFIC OFFICE EQUIPMENT	08/15/2014	39.99
57620	PENINSULA PAINT COMPANY	08/15/2014	241.67
57621	PENINSULA FLOOR COVERINGS INC	08/15/2014	2,418.71
57622	PLATT	08/15/2014	887.68
57623	PORT TOWNSEND HONDA & MARINE	08/15/2014	78.43

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of July, 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>709,529.74</u>	Employee Gross
	<u>246,900.79</u>	Employer Contribution
	_____	Payroll Adjustment*
	<u>956,430.53</u>	Total Distribution

DIRECTORS:

_____	_____
_____	_____
_____	_____

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

To: David Engle
From: Todd Wexman
29 July 2014

I wonder.

Was District Superintendent Opstead or Board leading the way, when, in 2008, it was decided to pursue a \$32,000,000 Grant School teardown and rebuild? The community twice rejected attempts to finance the project via bond sales. Opstead quit after a seconding drubbing at the polls. The Board lived on.

Gene Laes knew better than to raise the issue during his short stay.

I find it hard to believe that either you and/or the Board would revive the project in full knowledge of what has gone before.

I've been told that city officials have asked that you postpone your ballot measure so as to better chances that a city-sponsored bond regarding Mountain View upgrades might pass

Nothing new. The City was looking out for itself back in 2008 when, under Rick Sepler's tutelage, it presented for discussion cost-conscious alternatives to the District's \$32,000,000 plan. One or another of these would have left room for the city to raise money for purposes of its own.

I wonder who, these days, is leading the way? I'd like to think it wasn't you; yet I suspect I'm wrong. A disappointment, this!

Todd Wexman

see attachments

For publication:

As an architect and teacher, I am offended by the recent decision made by those who run our school system. Their costly all-new campus a two-time loser at the polls, they now add insult to injury by way of four portable classrooms! First they wished to spend well beyond their (and our) means; now they've chosen expedience over everything else. I'd call their action "spiteful," if I didn't know that a deadly lack of imagination was to blame.

Return with me to 23 June 2008. The Board of Education had recently failed in its first attempt to finance an all-new campus. Responding to a challenge by PTSD bond committee chairman J. S. Piper, I brought an "alternative" to the BOE. In my presentation I recommended that the Mountain View campus be abandoned and the existing Grant Street complex be modestly transformed and expanded on level ground along the lines of a miniature city. Instead of the "same-old same-old," I posited the creation of an altogether innovative learning environment that, in many ways, would replicate the diversity of places and experiences in mixed-use centers; wherein a child's innate curiosity would be encouraged and rewarded. The "school as the city," I called it. I'd drawn the outlines of just such a proposal many years ago and, due to my work, received an invitation to participate in a University of Chicago Extension-sponsored discussion, carried on ABC-TV as part and parcel of Chicago's annual "Bright New City" series.

As we all know, the bond issue failed a second time. I continued to press my case. In conversation with Board chairperson Elizabeth Young, I spoke of "streets and avenues," a diversity of big and small "places" indoors and out, an open-ended and flexible plan---complexly-organized, highly evocative, and well-integrated into its natural setting. I showed her a rough drawing of what I had in mind.

1 December 2008. In a note to Ms. Young, I suggested that she "assemble an open-minded foursome to investigate the option I was promoting." In addition, I promised to talk of "a more inclusive model of space-sharing-and-action," that could bring new sources of funds into BOE coffers.

No attention was paid. The portable classrooms have been announced. The building permits are presently "in process." \$400,000 and more is about to be foolishly spent.

Now ask yourself: Is this the best we can do? I think not---yet there remains little time in which to act.

Todd Wexman
1254 31st Street
Port Townsend
370-1596

391 words

AN OPEN LETTER TO PORT TOWNSEND SCHOOL DISTRICT VOTERS

We, the persons listed below, have long supported the mission of the Port Townsend Public Schools, but question the advisability of the 35 million dollar school bond issue to be voted on Nov. 4. Given the chaos currently taking place on Wall Street and in the nation's financial institutions, we call for a TIME OUT in order to FIRST initiate and complete a comprehensive long range/ strategic planning process, much as is now taking place in the City of Port Townsend.

In a time of dwindling financial resources and in view of our diminishing K-12 school enrollments, we especially urge Port Townsend School District officials to initiate a dialogue with their counterparts in Chimacum, Quilcene, and Brinnon regarding the possibilities of greater shared services, programs and facilities, all for the goal of expanding and improving educational opportunities through economies of scale.

Respectfully submitted,

Jill Buhler, John Buhler, Gwen Howard, Ruth Lytle, Cindy McBride, Ken McBride, Jim McCarron, Noreen McCarron, Nora Porter, Anne Schneider, Richard Schneider, Brent Shirley, Jim Westall, Sheila Westerman, Joe Wheeler, Renate Wheeler

This message paid for by these persons.
81 Kala Lagoon, Port Townsend, WA 98368

385-0835

10/24 - Had
great talk w
Joe Wheeler
Former teacher, orig
Dir of Curriculum
& PT Res for
35 years.
Key point -
Consolidation creates
a critical mass
of students to
initiate creative
courses.
We like to
get together
for a free
sometimes

Leader 10/15/08

Town meeting on schools is Tuesday

The third in a series of "town meetings" to discuss facility planning for Port Townsend School District 50 is scheduled for Tuesday, Oct. 21. The session is set for 6-8:30 p.m. at Blue Heron Middle School.

The City of Port Townsend

and the school district have hosted the meetings as a way to educate the public, and hear concerns and ideas, about local school issues.

The district's immediate focus is on a \$35.6 million construction bond issue on the Nov. 4 general election ballot.

PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
August 25, 2014 – September 22, 2014

August 25	School Board Regular Meeting, 6:00 p.m. HS Back to School Day 10 am – 1:30 pm HS Freshman Parent Meeting, 4 pm HS Sports practices begin
August 26	BH Registration Day, 1-5 pm OCEAN Conferences HS Freshman Orientation, 8:30 – 11 am HS ASB Office Open HS Health Clinic Open for Sports Physicals, 9 am – 3 pm HS New Student Registration by Appointment 379-4523
August 27	OCEAN Conferences HS ASB Office Open HS New Student Registration by Appointment 379-4523 New Teacher Welcome, Fort Worden, 3:30 pm
August 28	BH Fall Sports Night, 6 pm HS New Student Registration by Appointment 379-4523 Staff Back-to-School Day and Lunch, BH
August 29	OCEAN Conferences
September 2	First Day of School OCEAN Conferences and HS Orientation September 2-4
September 4	First Day of BH Football and Volleyball All-Day Kindergarten Attends AM Only
September 5	First Day of BH Cross Country All-Day Kindergarten Attends AM Only
September 8-12 September 8	OCEAN K-8 Orientation OCEAN HS Classes Begin OCEAN Term 1 Begins All-Day and Half-Day Kindergarten Classes Begin School Board Meeting, 6 pm
September 9	Instrument Rentals, BH 3-6 pm HS Picture Make-Up Day GS PTA Meeting, 6:30 pm
September 10	2-hr. Early Release GS and BH only (Peace 4 Kids Training)
September 11	2-hr. Early Release GS and BH only (Peace 4 Kids Training)
September 12	Registration Deadline for Oct 11 SAT

September 13	ACT
September 15	OCEAN Classes Begin
September 17	2-hr. Early Release all schools
September 18	BH PTA Meeting and Welcome Back BBQ, 5 pm BH Open House/Curriculum Night, 6-7:30 pm
September 19	BH Student/Class Pictures (sports pictures after school)
September 22	School Board Meeting, 6 pm

Port Townsend School District

Monthly Financial Report to Board

August 25, 2014

➤ July 2014 Financial Reports

- Annual Average Enrollment
- Net Assets, Cash & Investments
- Revenue, Expenditure & Fund Balance
- General Fund Comparison to Prior Year

1

Financial Summary

as of: **July 31, 2014**

NET ASSETS

	<u>General Fund</u>	<u>Capital Proj Fund</u>	<u>Debt Svc Fund</u>	<u>ASB Fund</u>	<u>Vehicle Fund</u>
Total Assets	\$ 1,781,056	\$ 1,560,814	\$ 122,923	\$ 319,420	\$ 119,992
- less: Taxes Receivable	(1,481,722)	(537,501)	(3,808)	-	-
Assets Net of Taxes Due	\$ 299,334	\$ 1,023,312	\$ 119,114	\$ 319,420	\$ 119,992
Total Liabilities/Def Rev	\$ 1,513,672	\$ 537,501	\$ 3,808	\$ 17,717	\$ -
- less: Deferred Tax Revenue	(1,481,722)	(537,501)	(3,808)	-	-
Liabilities Net of Taxes Due	\$ 31,950	\$ -	\$ -	\$ 17,717	\$ -
Current Fund Balance	\$ 267,384	\$ 1,023,312	\$ 119,114	\$ 301,704	\$ 119,992

	<u>GF</u>	<u>CPF</u>	<u>DSV</u>	<u>ASB Fund</u>	<u>TVF</u>
Net Cash & Invest w/ County Treas.	\$ 234,977	\$ 1,023,312	\$ 119,114	\$ 314,806	\$ 119,992

Financial Summary

as of: **July 31, 2014**

REVENUES, EXPENDITURES &

CHANGES IN FUND BAL

	General Fund	Capital Proj Fund	Debt Svc Fund	ASB Fund	Vehicle Fund
Revenues YTD	\$ 11,979,688	\$ 1,524,140	\$ 7,248	\$ 316,012	\$ 109
Expenditures YTD	(12,330,068)	(869,995)	(60,008)	(327,088)	-
Transfers-in/<out> YTD	171,665	(231,426)	59,761	-	-
YTD Change in Fund Bal	\$ (178,714)	\$ 422,719	\$ 7,002	\$ (11,076)	\$ 109
+ Beginning Fund Balance	\$ 446,099	\$ 600,593	\$ 112,113	\$ 312,780	\$ 119,883
Current Fund Balance	267,384	1,023,312	119,114	301,704	119,992

Budgeted Expenditure Capacity:

(revised)

Total Expenditure Budget	\$ 13,775,843	\$ 1,531,054	\$ 60,761	\$ 447,848	\$ 120,000
less YTD Expend/Transf	(12,330,068)	(869,995)	(60,008)	(327,088)	-
less YTD Encumbrances	(1,173,408)	(401,190)	-	(85,933)	(118,265)
Un-Encumbered Budget	\$ 272,367	\$ 259,869	\$ 753	\$ 34,827	\$ 1,735

General Fund

Year-to-Year Comparison

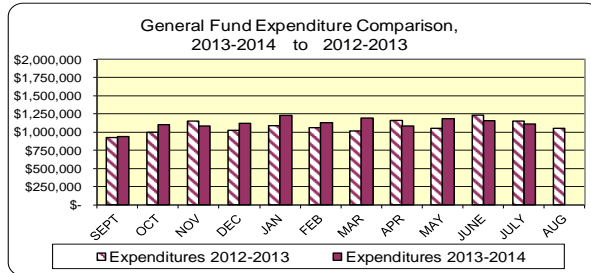
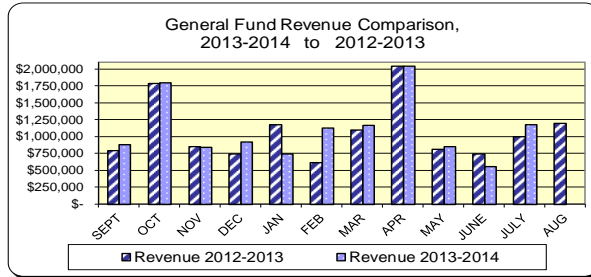
2013-2014

YEAR-to-YEAR	JULY				Variance
	2013-2014	% of Bud	2012-2013	% of Bud	
Beginning Fund Balance	\$ 446,099		\$473,458		\$ (27,360)
+ Revenues	11,979,688	88.1%	11,710,323	89.0%	269,365
+ Transfer-In from other funds	171,665	61.53%	-		171,665
Total Funds Available	\$ 12,597,452		\$ 12,183,781		\$ 413,671
Expenditures:					
Salaries & Benefits (Payroll)	\$ 9,881,779		\$ 9,619,866		261,913
Accounts Payable	2,448,289		2,267,014		181,275
Total Expenditures & Transf-out	\$ 12,330,068	89.50%	\$ 11,886,880	90.25%	\$ 443,188
Fund Balance at EOM	\$ 267,384		\$ 296,901		\$ (29,518)

2013-2014

General Fund

July 2014

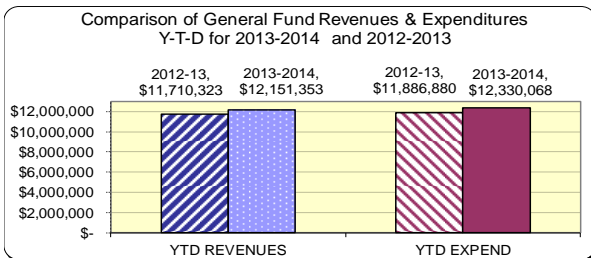
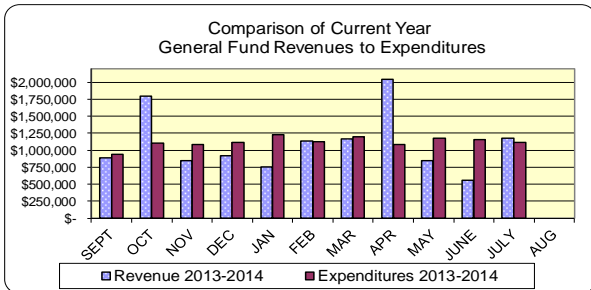


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2013-2014

General Fund

July 2014



6

Estimated Ending Fund Balance

Per 2014-2015 Budget

	2013-14 Budgeted <u>Beginning FB</u>	2013-14 Actual <u>Beginning FB</u>	2013-14 Estimated <u>Ending FB</u> (per 2014-15 Budget)
Restricted			
- c/o Restricted Revenues	\$ 20,000	\$ 18,533	\$ 6,000
- c/o Fd Svc Revenues	-	-	
Non-Spendable - Inventory	-	1,500	4,000
Committed to Other Purposes	340,000	357,594	340,000
Assigned for Contingencies	60,000	50,000	50,000
Assigned for Carryover (c/o)	-	18,472	44,000
UnAssigned	-	-	-
Ending Fund Bal est.	<u>\$ 420,000</u>	<u>\$ 446,099</u>	<u>\$ 444,000</u>
	3.1%	3.3%	--

7

Conclusion

Are there any questions?



8

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

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	3,274,113	22,202.94	3,206,605.19		67,507.81	97.94
2000 LOCAL SUPPORT NONTAX	374,575	52,940.47	381,630.36		7,055.36-	101.88
3000 STATE, GENERAL PURPOSE	6,614,371	652,606.73	5,673,596.78		940,774.22	85.78
4000 STATE, SPECIAL PURPOSE	1,883,273	204,145.46	1,498,613.21		384,659.79	79.57
5000 FEDERAL, GENERAL PURPOSE	0	.00	199,863.79		199,863.79-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,210,512	133,532.78	834,451.60		376,060.40	68.93
7000 REVENUES FR OTH SCH DIST	239,750	33,380.00	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	78,627.56	171,665.15		107,350.85	61.53
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,875,610	1,177,435.94	12,151,353.36		1,724,256.64	87.57
<u>B. EXPENDITURES</u>						
00 Regular Instruction	6,605,882	490,993.98	5,898,760.53	561,623.94	145,497.53	97.80
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,215,921	190,321.97	2,013,923.26	156,972.48	45,025.26	97.97
30 Voc. Ed Instruction	481,708	40,246.01	440,805.43	41,150.51	247.94-	100.05
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	786,726	129,850.62	678,984.40	95,182.95	12,558.65	98.40
70 Other Instructional Pgms	475,847	19,769.60	285,875.38	31,261.61	158,710.01	66.65
80 Community Services	8,130	468.72	9,878.06	323.56	2,071.62-	125.48
90 Support Services	3,200,899	241,073.42	3,001,840.65	286,893.33	87,834.98-	102.74
<u>Total EXPENDITURES</u>	13,775,113	1,112,724.32	12,330,067.71	1,173,408.38	271,636.91	98.03
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	64,711.62	178,714.35-		279,211.35-	277.83-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	420,000		446,098.50			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	520,497		267,384.15			
<u>(E + F +OR- G)</u>						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 821 Restrictd for Carryover	0		18,533.00			
G/L 828 Restricted for C/O of FS Rev	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		1,500.00			
G/L 872 Committd to Min Fnd Bal Policy	470,497		357,593.50			
G/L 875 Assigned Contingencies	50,000		50,000.00			
G/L 888 Assigned to Other Purposes	0		18,472.00			
G/L 890 Unassigned Fund Balance	0		178,714.35-			
<u>TOTAL</u>	520,497		267,384.15			

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

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	1,163,187	7,922.41	1,169,662.05		6,475.05-	100.56
2000 Local Support Nontax	79,159	5,954.55	65,209.37		13,949.63	82.38
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	13,876.96	1,524,140.42		7,474.58	99.51
 B. EXPENDITURES						
10 Sites	122,622	.00	83,117.26	39,505.11	.37-	100.00
20 Buildings	757,678	810.00	17,611.18	339,664.53	400,402.29	47.15
30 Equipment	361,485	2,961.06	24,418.97	22,020.34	315,045.69	12.85
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	3,771.06	869,994.96	401,189.98	259,869.06	83.03
 C. OTHER FIN. USES TRANS. OUT (GL 536)	338,777	78,627.56	231,426.05			
 D. OTHER FINANCING USES (GL 535)	0	.00	.00			
 E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)	338,216-	68,521.66-	422,719.41		760,935.41	224.99-
 F. TOTAL BEGINNING FUND BALANCE	480,700		600,592.88			
 G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXXX		.00			
 H. TOTAL ENDING FUND BALANCE	142,484		1,023,312.29			
(E + F +OR- G)						
<hr/>						
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 861 Restricted from Bond Proceeds	0		.00			
G/L 862 Committed from Levy Proceeds	163,719		32,032.96-			
G/L 863 Restricted from State Proceeds	289,269-		.00			
G/L 865 Restricted from Other Proceeds	228,667		1,866.00-			
G/L 870 Committed to Other Purposes	0		32,690.00			
G/L 889 Assigned to Fund Purposes	39,367		1,024,521.25			
<u>TOTAL</u>	142,484		1,023,312.29			

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

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	231.04	7,150.00		7,150.00-	0.00
2000 Local Support Nontax	100	8.01	98.43		1.57	98.43
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	239.05	67,009.33		7,148.33-	111.94
<u>B. EXPENDITURES</u>						
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	100	.00	246.75	0.00	146.75-	246.75
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>	59,861	.00	60,007.65	0.00	146.65-	100.24
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)EXPENDITURES (A-B-C-D)</u>	0	239.05	7,001.68		7,001.68	0.00
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>	104,200		119,114.25			
<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	104,200		119,114.25			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
<u>TOTAL</u>	104,200		119,114.25			

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

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	145,900	24.44	46,430.27		99,469.73	31.82
2000 Athletics	26,510	.00	49,585.92		23,075.92-	187.05
3000 Classes	11,700	.00	15,661.59		3,961.59-	133.86
4000 Clubs	195,624	4,926.31	186,654.35		8,969.65	95.41
6000 Private Moneys	12,101	.00	17,679.57		5,578.57-	146.10
Total REVENUES	391,835	4,950.75	316,011.70		75,823.30	80.65
B. EXPENDITURES						
1000 General Student Body	113,010	.00	2,809.50	0.00	110,200.50	2.49
2000 Athletics	71,993	25,002.31	94,811.55	5,678.57	28,497.12-	139.58
3000 Classes	26,820	5,356.79	20,154.26	5,081.31	1,584.43	94.09
4000 Clubs	220,974	19,329.16	188,795.77	18,214.31	13,963.92	93.68
6000 Private Moneys	15,051	.00	20,516.66	500.00	5,965.66-	139.64
Total EXPENDITURES	447,848	49,688.26	327,087.74	29,474.19	91,286.07	79.62
C. EXCESS OF REVENUES						
OVER (UNDER) EXPENDITURES (A-B)	56,013-	44,737.51-	11,076.04-		44,936.96	80.23-
D. TOTAL BEGINNING FUND BALANCE	263,000		312,779.84			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE	206,987		301,703.80			
C + D +OR- E)						
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	206,987		301,703.80			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
TOTAL	206,987		301,703.80			

90--Transportation Vehicle Fund -- for the Month of July , 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	8.13	108.66		91.34	54.33
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	85,000	.00	.00		85,000.00	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>	85,200	8.13	108.66		85,091.34	0.13
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	85,200	8.13	108.66		85,091.34	0.13
<u>D. EXPENDITURES</u>						
Type 30 Equipment	120,000	.00	.00	118,265.00	1,735.00	98.55
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>	120,000	.00	.00	118,265.00	1,735.00	98.55
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>	34,800-	8.13	108.66		34,908.66	100.31-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	119,800		119,883.01			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u>	85,000		119,991.67			
<u>(G + H +OR- I)</u>						
K. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	34,800-		119,991.67			
G/L 830 Restricted for Debt Service	0		.00			
G/L 889 Assigned to Fund Purposes	119,800		.00			
<u>TOTAL</u>	85,000		119,991.67			

INSTRUCTION

Library Media Centers

Library Media Centers support and extend the classroom program of instruction through programs of digital and information literacy. Each center shall be provided with a collection of print and non-print materials, instructional equipment and other learning resources to meet the needs of students and teachers. Print and non-print materials shall be catalogued in a manner that will enable such materials to be accessible to students and teachers throughout the school year. Each center shall be appropriately staffed to assist teachers and students in the use of the collection and digital resources as well as the production of teacher and/or student developed materials. In order to support the needs of students and teachers, and to strengthen community ties, the District Library Media Centers work in collaboration with Port Townsend Public Library and consortium members within the automated network system. Each member of the consortium sets policy related to their collection.

Materials Selection

RCW 28A.320.240

The board of directors shall provide for the operation and stocking of such libraries as the board deems necessary for the proper education of the district's students or as otherwise required by law or rule of the Washington State Superintendent of Public Instruction.

The board is legally responsible for the selection of all instructional and library materials used in the district. The Superintendent shall provide oversight of the materials selection process. As the Superintendent's designee, the Library Media Specialist leads the library collection development as set forth in the Collection Development Plan.

Reconsideration of Library Materials

The process for reconsideration of District library materials is further defined in 2021P.

Appendix B

Appendix C

Appendix D

Right to Read and Intellectual Freedom Statement

The school board subscribes in principle to the statements of policy on library philosophy as expressed in the [First Amendment](#) to the United States Constitution—"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceable to assemble, and to

petition the Government for a redress of grievances,” and as contained in the American Library Association’s [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#).

Cross References:	Policy 2020	Curriculum Selection Policy and Procedure
Legal References:	WAC 392-204	Library Media Centers
	RCW 28A.320.230	Instructional Materials – Instructional materials committee
	RCW 28A.320.240	School Library Media Programs – Stocking of libraries – Teacher-librarians
	WAC 392-204-005, 009, 020, 025, 055	Library Media Centers
Management Resources:	<i>Policy News</i> , April 2005	State Board of Education Revises Library Media Rules
	<i>Policy News</i> , October 2007	Elimination of Outdates and Obsolete Policies
	<i>Policy News</i> , April 2011	Library Media Programs Support Student Learning

Date: 11/22/04; 11/26/07; _____.

INSTRUCTION**Library Media Center - Weeding**

Weeding is the removal of materials from the library collection in a systematic, deliberate way. It is an ongoing part of collection development, a planned and thoughtful action that will ensure library materials are current, relevant, and enticing.

The Port Townsend School District will weed library materials according to the following criteria:

MUSTIE:

- M = Misleading or factually inaccurate
- U = Ugly (worn beyond mending or rebinding)
- S = Superseded by a new edition or by a much better book on the subject
- T = Trivial (of no discernible literary or scientific merit)
- I = Irrelevant to the needs and interests of the library's community
- E = Elsewhere (the material is easily obtainable from another library)

Further detail for weeding is contained in the Port Townsend School District Libraries Collection Development Procedure.

Cross References:	Policy 6882	Disposal of Surplus or Obsolete Library Materials, Print and Electronic
	6882P	Disposal of Surplus or Obsolete Library Materials, Print and Electronic Procedure
	Policy 2021	Library Media Centers
	2021P	Library Media Centers Collection Development Procedure

Date: _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

STUDENTS

Library Materials Replacement Fees

We understand the responsibility that comes with shared materials. Library materials replacement fees are assessed for lost or damaged Port Townsend School District library materials. The collection of Library Materials Replacement Fees assists the school district to maintain the library collection

Legal References

Management Resources:

Date: _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

MANAGEMENT SUPPORT

Gifts

The board recognizes that individuals and organizations in the community may wish to contribute additional supplies, materials or equipment to enhance or extend the instructional program. Any gift presented to the district will reflect and support the philosophy and programs of the district.

Any gift to the district of real property can be accepted only by board approval. Any gift to the district or to an individual school or department of money, materials or equipment having a value of \$1,000 or greater will be previewed first by the superintendent and then recommended for approval by the board.

In no event will any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the superintendent's approval and the board's authorization.

The board will not authorize gifts that carry with them unsuitable conditions or which will obligate the district to future expenditures from the general fund which are out of proportion to the value of the gift. All gifts will become district property and will be accepted without obligation relative to use and/or disposal.

The superintendent will establish criteria to be met in the acceptance of gifts to the district.

Gifts to Staff:

The board recognizes that students and/or parents may wish to express their appreciation to school staff by giving gifts. In recognition of the fact that not all families can afford to show their appreciation with expensive gifts, the board discourages the giving of all but small, inexpensive (de minimus) gifts in favor of letters or cards of appreciation.

Legal References: RCW 28A.320.030

Gifts, conveyances, etc., for
scholarship and student aid purposes,
receipt and administration

Date: 2/8/82; 1/25/99; 11/24/03; 1/24/11; _____

MANAGEMENT SUPPORTSchool Property**DISPOSAL OF SURPLUS OF OBSOLETE OR SURPLUS LIBRARY MATERIALS -
Print and Electronic.**

WAC 392-204-020 The school library media program is to include resources that promote a positive impact on student learning, such as a variety of resources for reading advocacy, student communication skills, electronic and print information, and resources that support student mastery of the essential academic learning requirements in all subject areas and the implementation of the district's school improvement plan, consistent with the goals for Washington common schools, as adopted by the state board of education.

The Board has the authority to declare library materials obsolete and/or surplus. The Superintendent shall establish procedures for the sale, trade or disposal of surplus library materials. The Board must approve of any sales where any single or collection of multiple items has a total unit value in excess of \$1,000.

If the library materials are determined to have no value as library materials or if no purchaser is found, the library materials may be recycled or destroyed.

Legal References:	RCW39.33.070	School districts and libraries - Disposal of obsolete or surplus library materials - Procedures (6881P)
	Statutory Authority	2006 c 263. WSR 06-14-009, re-codified as §392-204-020, filed 6/22/06, effective 6/22/06.
	Statutory Authority	RCW 28A.320.240. WSR 05-08-13, §180-46-020, filed 3/28/05, effective 4/28/05; WSR 92-24-025, §180-46-020, filed 11/24/92, effective 12/25/92; Order 15-75, §180-46-020, filed 12/11/75.

Date:_____

MANAGEMENT SUPPORT

Nutrition and Physical Fitness

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

The Port Townsend School District is committed to providing an environment that promotes healthful food choices in its lunch and breakfast programs while encouraging healthy choices in the school vending operations, student stores, fundraising sales, clubs, activities, organizations and any other foods available on campus both during and outside of the academic day.

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

- A. Providing highly nutritious, attractive, wholesome food to students;
- B. Providing opportunities and support for daily physical activity and being outside.
- C. Providing accurate information related to food, fitness, the environment and sustainable practices;
- D. Providing support to develop staff wellness and participation;
- E. Providing professional training around best practices in food service and PE/Fitness.
- F. Providing support and strategic planning to improve the district's ability to achieve these goals.

To create conditions that advance healthful food choices and physical activity throughout the day, the Superintendent will develop and implement a comprehensive district-wide nutrition and physical fitness program.

The superintendent shall develop and implement a comprehensive district-wide nutrition program consistent with state and federal requirements for districts offering National School Breakfast and Lunch Programs. The superintendent shall adopt and implement a comprehensive curriculum on health, fitness and nutrition consistent with the Essential Academic Learning Requirements (EALRs). The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12.

The input of staff, students, parents and public health professions in the development of the curriculum is encouraged.

Nutrition, health and fitness topics shall be integrated within the sequential comprehensive health and PE/fitness curriculum taught at every grade level, and coordinated with the district's nutrition and food services operation

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

- A. Healthy food choices are available whenever food is sold or served on district property or at district-sponsored events;
- B. Schools will regulate the sale or serving of foods or snacks high in fat, sodium or added sugars;
- C. Nutritious meals served by the district's nutrition and food services operation comply with state and federal law, and follow the nutritional guidelines set by the Healthier U.S. School Challenge; and
- D. The district will make every effort to integrate a school garden program at every school with an educational component.

Nutrition

Nutritional Standards

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

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

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

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

Food Services Program

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

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

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

Free and Reduced-Price Food Services

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

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

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

USDA Commodities

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

Waste Management

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

Physical Education

Health and Fitness Curriculum

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

Physical Education

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

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

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

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

Recess

In addition to required PE/fitness, students in grades K-8 will have the opportunity to participate in daily recess, as well as other times for physical activity. The district will provide daily recess period(s) of at least 20 minutes of unstructured, but supervised, activity or play preferably outdoors for all K-8 students.

Activity Breaks

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

Physical Activities before and After School

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

Physical Activity and Disciplinary Action

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

Waivers and Exemptions from PE/Fitness

Because healthy habit and academic achievement in school are interrelated and because Physical

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

District-Wide Culture of Wellness

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

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

Use of Facilities

School spaces and facilities are accessible to students, staff, and community members throughout the day, week, and year in accordance with the district’s Facilities use Policy. Facilities are open on weekends and during school vacations by prior arrangement with the district. These spaces and facilities are also available to community groups and organizations offering programs that promote education, physical activity and nutrition.

Safe Routes to Schools

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

Measurement of Impact

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

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

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

Cross References:	Policy 2020	Curriculum Development and Adoption of Instructional Materials
	Policy 2410	High School Graduation Requirements
	Policy 4260	Use of School Facilities
Legal References:	RCW 28A.230.040	Physical Education-Grades 1-8
	RCW 28A.230.050	Physical Education in High Schools
	RCW 28A.235.120	Meal Programs, Establishment and Operation, Personnel Agreements
	RCW 28A.235.130	Milk for children at school expense
	RCW 28A.623.020	Nonprofit program for elderly-Authorized-Restrictions
	RCW 69.04	Intrastate Commerce in Food, Drugs and Cosmetics
	RCW 69.06.010	Food and beverage services worker's permit-Filing, duration-Minimum training requirements
	RCW 69.06.020	Permit exclusive and valid throughout state-Fee
	RCW 69.06.030	Diseased persons-May not work-Employer may not hire
	RCW 69.06.050	Permit to be secured within fourteen days from time of employment
	RCW 69.06.070	Limited duty permit
	WAC 392-410-135	Physical Education-Grade school and high school requirement
	WAC 392-410-136	Physical Education Requirement-Excuse
Management Resources:	<i>Policy News</i> , Feb 2014	Healthy and Hunger-Free Kids Act of 2010
	<i>Policy News</i> , Dec 2004	Nutrition and Physical Fitness Policy
		Wellness School Assessment Tool Wellness Policy Tool

Date: 7/11/05; 11/26/07; 1/24/11; 10/24/11_____

PERSONNEL

Drug-Free Schools, Community and Workplace

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and for the students that the staff serves.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

For these purposes, the board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member’s position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

Any staff member who is taking a drug or medication whether or not prescribed by the staff member’s physician, which may adversely affect that staff member’s ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee shall be notified of the district’s policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee’s expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.

Cross References:	Policy 4215	Use of Tobacco on School Property
	Policy 5203	Staff Assistance Program
Legal References:	Policy 5280	Termination of Employment
	41 USC §§701-707	Drug Free Workplace Act of Subtitle D 1988 and as amended in 1989
	20 USC §§7101-7118	Safe and Drug-Free Schools and Communities Act
	21 USC 812	Controlled Substance Act
	21 CFR 1300.11-1300.15	
Management Resources:	RCW 69.50.435	Violations committed on school bus or in or near school grounds or school bus route stop
	<i>Policy News</i> , February 1999	Bus drivers still tested for marijuana

Date: 10/5/89; 3/21/91; 3/27/00; 4/28/03; 12/8/08.

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Drug-Free Schools, Community and Workplace

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

“Workplace” is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district which could also include work on a federal grant.

For these purposes, the board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal **and/or controlled** ~~chemical~~ substances **including marijuana (cannabis)**. ~~or opiates~~.
- B. Using, possessing, transmitting alcohol, illegal **and/or controlled** ~~chemical~~ substances, including **marijuana (cannabis) and** anabolic steroids, ~~or opiates~~ in any amount or in any manner on district property at any time or when involved in a school district activity on or off school district property. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal **and/or controlled** ~~chemical~~ substances **including marijuana (cannabis)** ~~or opiates~~ will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal **and/or controlled** ~~chemical~~ substances. ~~or opiates~~.
- D. Using, possessing or transmitting illegal **and/or controlled** ~~chemical~~ substances, **including marijuana (cannabis)**. ~~and opiates in a manner which is detrimental to the interest of the district.~~

Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner, is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor, in conjunction with the district office, then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification will be provided no later than 5 days after such conviction. The district will inform the federal granting agency within ten days of such conviction, regardless of the source of the information.

Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the

school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The district may notify law enforcement agencies regarding to a staff member's violation of this policy at the district's discretion or take other actions as it the district deems appropriate.

Cross References:	Model Policy 4215	Use of Tobacco and Nicotine Substances on School Property
	Model Policy 5203	Staff Assistance Program
	Model Policy 5280	Termination of Employment
Legal References:	RCW 69.50.435	Violations committed in or on certain public places or facilities — Additional penalty — Defenses — Construction — Definitions
	41 U.S.C. § 8103	Drug Free Workplace Requirements for Federal Grant Recipients
	21 U.S.C. § 812	Controlled Substance Act
	20 U.S.C §§ 7101-7118	Safe and Drug-Free Schools and Communities Act
	<u>41 U.S.C. § 8103</u>	<u>Drug Free Workplace Requirements for Federal Grant Recipients</u>

Management Resources:

<u>Policy & Legal News, February 2013</u>	Policy Revisions
<i>Policy News</i> , December 2011	Changes in WSSDA's <i>Policy Reference Manual</i>
<i>Policy News</i> , February 1999	Bus drivers still tested for marijuana

Adoption Date:

School District Name:

**Revised: 04.98; 12.11; 02.13
Classification: Essential**

PERSONNEL

Drug-Free Schools, Community and Workplace

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and for the students that the staff serves.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

For these purposes, the board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal *and/or controlled substances* ~~chemical substances including marijuana (cannabis). or opiates.~~
- B. Using, possessing, transmitting alcohol, illegal *and/or controlled* ~~chemical~~ substances including marijuana (cannabis) and anabolic steroids ~~or opiates~~ in any amount or in any manner on district property at any time *or when involved in a school district activity on or off school district property.* Any staff member convicted of a felony attributable to the use, possession or sale of illegal *and/or controlled* ~~chemical~~ substances *including marijuana (cannabis) or opiates* will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member’s position within the district to make or traffic alcohol, illegal *and/or controlled* ~~chemical~~ substances. ~~or opiates.~~
- D. Using, possessing or transmitting illegal *and/or controlled* ~~chemical~~ substances *including marijuana (cannabis).* ~~and opiates in a manner which is detrimental to the interest of the district.~~

Any staff member who is taking a drug or medication whether or not prescribed by the staff member’s physician, which may adversely affect that staff member’s ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor, in conjunction with the district office, then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal ~~government~~ *granting agency* within ten days of such conviction, regardless of the source of the information.

Each employee ~~will shall~~ be notified of the district’s policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved

by the board, at the employee's expense. Nothing in this policy ~~shall~~ will be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

~~Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.~~

The district may notify law enforcement agencies regarding a staff member's violation of this policy at the district's discretion or take other actions as it the district deems appropriate.

Cross References:	Policy 4215	Use of Tobacco and Nicotine Substances on School Property
	Policy 5203	Staff Assistance Program
	Policy 5280	Termination of Employment
Legal References:	41 USC §§701-707 §8103	<i>Drug Free Workplace Requirements for Federal Grant Recipients Act of Subtitle D 1988 and as amended in 1989</i>
	20 USC §§7101-7118	Safe and Drug-Free Schools and Communities Act
	21 USC 812	Controlled Substance Act
	21 CFR 1300.11-1300.15	
	RCW 69.50.435	Violations committed on school bus or in or near school grounds or school bus route stop in or on certain public places or facilities – Additional penalty – Defenses – Construction - Definitions
Management Resources:	<i>Policy News</i> , February 1999	Bus drivers still tested for marijuana
	<i>Policy News</i> , December 2011	<i>Changes in WSSDA's Policy Reference Manual</i>
	<i>Policy and Legal News</i> February 2013	<i>Policy Revisions</i>

Date: 10/5/89; 3/21/91; 3/27/00; 4/28/03; 12/8/08; _____

COMMUNITY RELATIONS

Title 1 Parent Involvement

The board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The board views the education of students as a cooperative effort among school, parents and community. The board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- A. Play an integral role in assisting their child's learning.
- B. Are encouraged to be actively involved in their child's education at school.
- C. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The board of directors adopts as part of this policy the following guidance for parent involvement. The district shall:

- A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title 1 schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- B. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performances.
- C. Build the schools' and parents' capacity for strong parental involvement.
- D. Coordinate and integrate Title 1 parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction, Preschool Youngsters, State-run preschools.
- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title 1 funds including: identifying barriers to greater participation of parents in Title 1-related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- F. Involve the parents of children served in Title 1, Part A schools in decisions about how the Title 1, Part A funds reserved for parental involvement are spent.

Legal Reference: PL 107-110, Section 1118(a)

Management Resources: *Policy News*, August 2003
Policy News, June 2005
Policy News, October 2008

No Child Left Behind Update
Title 1 Parental Involvement Policy
Family Involvement Policy

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Reinstated: 4/12/10.

Reviewed: 10/29/12; 2/11/2013

PORT TOWNSEND SCHOOL DISTRICT NO. 50