PORT TOWNSEND SCHOOL DISTRICT NO. 50
Regular School Board Meeting, 6:00 p.m.
April 27, 2015
“Discover the Power of Learning”

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

01. Location/Time

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

02. Call to Order

02.01 Roll Call
02.02 Pledge of Allegiance

03. Agenda

03.01 Agenda Approval

04. Public Comments

05. Approval of Minutes

05.01 Minutes of the March 23, 2015 Regular Business Meeting
05.02 Minutes of the April 13, 2015 Work/Study Meeting

06. Consent Agenda

06.01 Consent Agenda Approval

06.02 Approval of Personnel Action

06.020 Accept resignation of Sara Bonneville, Director of Finance and Business Operations, effective May 8, 2015
06.021 Accept resignation of Diane Lashinsky, Principal of Blue Heron, effective the end of the 2014-15 school year
06.022 Accept resignation of Rita Polk, 4 hrs./day Bus Driver, effective April 7, 2015
06.023 Accept resignation of Dan Spegal, Seasonal Grounds/Floater, effective June 1, 2015
06.024 Accept resignation of Tom Hill, Grant Street Elementary Para-educator, as of March 27, 2015
06.025 Recommend Amy Khile as Director of Finance and Business Operations, effective May 18, 2015
06.026 Recommend Ann McMahon as 1.0 FTE Speech/Language Pathologist, leave replacement at Grant Street Elementary, effective April 6, 2015
06.027 Recommend Amy Wilson for the 1.0 FTE 5th Grade Teacher, one year position, Blue Heron School, effective the 2015-16 school year
06.028 Recommend Rochelle Raines as 3.75 hrs./day Bus Driver, effective April 7, 2015
06.029 Recommend Dane Locklear for the position of Registrar/Counseling Office Secretary at Port Townsend High School, effective the 2015-16 school year

06.03 Approval of Financial Reports

06.030 Accounts Payable as of April 27, 2015
06.031 Payroll – March, 2015

06.04 Donations
06.040 Accept donation from David Miller of a wooden boat, trailer and equipment, valued at $1,450, to the Maritime Studies class at Port Townsend High School
06.041 Accept donation from Marta Stock of fine woodworking magazines and books, power and hand tools, lumber, and equipment, valued at $3000, to the Maritime Studies class at Port Townsend High School

07. Board Correspondence
07.01 Letter from Citizens for Local Foods endorsing changes in Food Service menus

08. Reports
08.01 ASB Report
08.02 ReCyclery Update and National Bike Month Events – Kees Kolff
08.03 Math Recommendations – Dave Thielk, Lisa Cartwright
08.04 Superintendent
  08.040 Calendar of Events
08.05 Business Manager
  08.050 Financial Summary
  08.051 March Budget Status
  08.052 2015-16 Budget Development

09. Action Items
09.01 Approval of Visit History Trip 2017
09.02 Approval of Policy 4215 – Use of Tobacco and Nicotine Products and Delivery Devices
09.03 Approval of Policy 5011 – Sexual Harassment
09.04 Curriculum Adoption

10. Unfinished Business

11. New Business

12. Policy Review
12.01 Policy 2418 – Waiver of High School Graduation Credits – First Review
  12.010 Form 2418F

13. Board Member Announcements/Suggestions for Future Meetings

14. Next Meeting
14.01 May 11, 2015, Work/Study Meeting, 6:00 p.m., 1610 Blaine Street, Room S-11

15 Executive Session – (if necessary)

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

Keith White led the Pledge of Allegiance.

Orchestra Director Daniel Ferland introduced several members of the high school orchestra, who played excerpts from musical numbers they performed at a recent competition in Gresham, Oregon.

Approval of Agenda
Ms. Daly said it had been requested Principal Ehrhardt’s presentation be moved to 09.01 on the agenda. Jennifer James-Wilson moved to approve the agenda with that amendment. Keith White seconded and the motion carried 4-0.

Recognition
Ms. James-Wilson said the orchestra concert on March 10, 2015 was excellent. She also wished to acknowledge the passing of Leslie Schroeder, former 4-5 grade teacher in the District.

Public Comments
- Sonia Story spoke about the dangers of wireless radiation from electronic wireless devices in the District, and asked if this subject could be considered at a future board work/study meeting.
- Mia Frederickson spoke in support of the music programs at both the High School and Blue Heron, and hopes that any scheduling changes at Blue Heron for the 2015-16 school will not affect students’ ability to choose both technology and music classes.
- Kimberly Montgomery also expressed concern regarding scheduling changes and availability of music classes at Blue Heron
- Frank DePalma spoke in support of keeping both music and technology classes at Blue Heron.
- Germaine Arthur also voiced support of maintaining a robust music program in the District.

Approval of Minutes
The following minutes were brought for approval:
- February 23, 2015, Regular Board Meeting. Nathanael O’Hara moved to approve the minutes. Mr. White seconded and the motion carried 4-0.
- March 9, 2015, Board Retreat. Mr. White moved to approve the minutes. Mr. O’Hara seconded and the motion carried 4-0.
- March 9, 2015, Work/Study Meeting. Mr. White moved to approve the minutes. Mr. O’Hara seconded and the motion carried 4-0.

Consent Agenda
Ms. James-Wilson moved to approve the consent agenda. Mr. White seconded and the motion carried 4-0. Included on the consent agenda were the following items: 1) Accounts Payable for March 23, 2015; 2) Payroll for February, 2015; 3) Recommend the following actions:
Hire:

Jeanette Parker as Learning Support Services Secretary, effective the 2015-16 school year
Cameron Botkin as Blue Heron Track Coach, effective the 2014-15 school year
Alice Fraser as High School Assistant Track Coach, effective the 2014-15 season

Retirement/Resignation:

Accept resignation/retirement of Linda Morris, Grant Street Elementary Teacher, effective the end of the 2014-15 school year
Accept resignation of Maggie Hubbell, Grant Street Elementary Para-educator, effective March 13, 2015

Leave:

Approve Tanya Rublaitus, High School Teacher, leave of absence for the 2015-16 school year
Approve Jean Scarboro, School Counselor, Grant Street Elementary, leave of absence for the 2015-16 school year

Board Correspondence – None

Reports
Core 24 for the Class of 2019 – Principal Ehrhardt
Principal Ehrhardt explained how the High School will meet the new State requirements that require the graduating class of 2019 to earn 24 credits for graduation. Port Townsend High School currently requires 22.5 credits to graduate. Ms. Ehrhardt said students in the class of 2019 may choose a Personalized Pathway as they enter high school, which allows for the substitution of up to 3 credits from this Pathway in place of another state requirement. Introducing these new requirements to 8th graders so students have more time to plan was discussed.

ASB Report – None

Blue Heron Building Report – Brad Taylor, Director of Maintenance and Facilities
Mr. Taylor explained that because state matching funds were used when Blue Heron School was built, this assessment is an annual requirement for the Board to review.

National Core Arts Standards – Daniel Ferland, Orchestra Director
Mr. Ferland gave details about the national standards that are being proposed for arts education, similar to the Common Core academic standards. A short video was shown describing how learning to play a musical instrument affects brain activity.

Business Manager
Business Manager Sara Bonneville presented enrollment numbers for March, 2015, a February, 2015 budget status report, and a financial summary for all funds.

Action Items
Approval of Policy 3207 – Prohibition of Harassment, Intimidation and Bullying
It was noted that in the last sentence of Paragraph 2 on Page 2, “IPE” should read “IEP.” Ms. James-Wilson moved to approve Policy 3207 with that correction. Mr. White seconded and the motion carried 4-0.

Policy Review
Policy 5011 – Sexual Harassment
It was noted WSSDA (Washington State School Directors’ Association) is recommending this policy be moved from the 6000 Management Support series to the 5000 Personnel series. Discussion followed.

Board Member Announcements/Suggestions for Future Meetings
• Ms. James-Wilson may not be able to attend the WSSDA Spring Regional Meeting on March 28, 2015
• Mr. White will be attending a meeting in Sequim on March 31, 2015 for new board members.
• State elected officials’ financial affairs statement (Form F1) is due by April 15.

Next Meeting: April 13, 2015, Work/Study Meeting, 6:00 p.m., 1610 Blaine Street, Room S-11

Adjournment: The meeting was adjourned by consensus at 7:45 p.m.

Respectfully submitted,

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

ASB Representative Colin Coker led the Pledge of Allegiance.

Agenda Approval
Keith White moved to approve the agenda. Nathanael O’Hara seconded and the motion carried 4-0.

Recognition
Mr. O’Hara recognized the success of the Port Townsend Robotics Team 4918 at recent competitions. The team has been invited to the World Robotics Championship in St. Louis, Missouri the end of April. Mr. O’Hara mentioned the Missoula Children’s Theater performance on April 17 at 7:00 p.m. and April 18 at 3:00 p.m. at Blue Heron School.

Superintendent
Superintendent Engle presented Shining Star awards to Roger Mills and Jennifer Manning, Blue Heron science teachers, and Reed Aubin, community member, for their efforts with a year-long science project for students about salmon habitat restoration.

Public Comments - None

Board Correspondence
The board reviewed the following correspondence:
- Email from L. Wright regarding music classes at Blue Heron
- Email from M. Frederickson regarding music classes at Blue Heron
- Email from K. Kolff regarding Blue Heron bike shelter and bike education training at Blue Heron
- Email from S. Story following up on wi-fi and cell phone radiation issue
- Letter from High School GSA (Gay-Straight Alliance) regarding gowns worn at graduation

Reports
High School ASB Report
Shae Shoop said the ASB is working on a fundraiser with The Car Wash for the benefit of Dove House, and helping the sophomore class organize their Tolo Dance.

Visit History Trip 2015
Gina McMather and Tom Gambill, High School teachers who organized and chaperoned the trip, explained that the group visited London, Paris, and surrounding areas March 26 through April 4, 2015. Students Sam Meier and Declan Goldenbogen said they thought the trip was a great experience; Declan wished there had been more time at the London Museum. Mr. Gambill will be at the April 27, 2015 board meeting to explain and seek approval for the Visit History trip to Greece in 2017. No trip is planned for 2016.

Next Generation Science Standards
Lois Sherwood, High School Science Teacher, guided board members and Superintendent Engle through an exercise to explain and become familiar with the Next Generation Science Standards and what Port Townsend School District is doing to meet the new science standards. Discussion followed.
Superintendent
Superintendent Engle reported on the following:
- Rose Ridder selected as a Washington Scholar winner
- Port Townsend Robotics Team 4918 going to national competition in St. Louis, Missouri
- Port Townsend High School receiving a Washington Achievement Award for Reading Improvement, 2014

Curriculum Review
Superintendent Engle presented the textbooks *World History: Patterns of Interaction*, for review. The Instructional Materials Committee has evaluated these textbooks and recommends they be included in the High School History curriculum. The books are available for public review at the District Office, and will be on the April 27, 2015 meeting agenda for board approval. Digital instructional materials were discussed.

Unfinished Business
Ms. James-Wilson brought up the discussion from Ms. Story about wi-fi and cellular radiation. The Board instructed Dr. Engle to draft a letter thanking Ms. Story for the information she has brought to the board, but the subject will not be placed on a future agenda.
Ms. James-Wilson spoke about the letter from the GSA (Gay-Straight Alliance) in the board packet. Dr. Engle said in researching the issue, the color of graduation gowns worn is not board policy, but is a procedure at the high school, so can be changed at that level.
Mr. O’Hara spoke about scheduling at the middle school, and the possibility of changing from 7 to 6 periods.

Board Chair Holley Carlson joined the meeting at 8:10 p.m.

New Business
Ms. Daly and Mr. White will attend the East Jefferson Education Partnership meeting in Brinnon on April 30, 2015.

Policy Review
Policy 4215 – Use of Tobacco and Nicotine Products and Delivery Devices
Nicotine replacement therapy was discussed.
Policy 5011 – Sexual Harassment
The Board recommended changing the “shall” to “will” in the last paragraph and ending the sentence in the third paragraph after “adult-to-adult”, which would remove reference to gender.

Executive Session
The work/study meeting was adjourned at 8:28 p.m. for approximately ten minutes to an executive session to discuss performance of a public employee. The executive session was adjourned at 8:38 p.m. The work/study meeting was reconvened and adjourned by consensus at 8:38 p.m.

Respectfully submitted,

__________________________             ATTEST:________________________
David Engle, Secretary                  Pam Daly, Board Vice-Chair
Sara L Bonneville  
1240 W Sims Way, #57  
Port Townsend, WA 98368

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

March 25, 2015

Dr. Engle

I would like to inform you that I am resigning from my position as Director of Finance and Business Operations for the Port Townsend School District, effective May 8, 2015. My actual last day of work for the district would be May 1, 2015.

Thank you for the opportunities for professional and personal development that you have provided. I have enjoyed working for the district and appreciate the support provided me during my tenure. Please let me know what I can do to assist during the transition.

Sincerely,

Sara L. Bonneville

Cc: Laurie McGinnis
April 8, 2015

Dear Dr. Engle:

This letter is to inform you of my decision to resign as Principal of Blue Heron School, effective June 30, 2015. I do not intend to seek renewal of my contract. Thank you for the opportunity to serve the students and families of Port Townsend School District for the past three years.

Warm regards,

Diane Lashinsky, Ed.D.

Cc: Laurie, McGinnis, Human Resources
April 20, 2015

To the Port Townsend School District Board of Directors:

I am recommending that you approve the hiring of Amy Khile as our new Business Manager. With the departure of Sara Bonneville, it is of the utmost importance that we replace her immediately.

Amy is a highly qualified candidate and brings to her work an understanding of our district’s direction and priorities that will serve us well in the future. Thank you for your support with this very important position.

Best regards,

[Signature]

David Engle
Superintendent
To: Laurie McGinnis
From: Patrick Kane
Re: SLP – maternity leave replacement
Date: 3-19-15

Two candidates were interviewed for a maternity leave replacement SLP position at Grant Street Elementary School. Mary Sepler, Patrick Kane and Sara Halton were on the interview team. Ann McMahon was selected to fill the position. She will start April 6, 2015.
To: Dr. David Engle, Superintendent  
   Laurie McGinnis, Personnel Office  
From: Diane Lashinsky  
Date: April 14, 2015  
Re: 1.0 FTE 5th Grade Teacher – one year position  

Dr. Engle:

I am pleased to recommend Amy Wilson for the position of 5th Grade Teacher at Blue Heron School. Amy’s position will be effective at the beginning of the 2015-16 school year. This is a one-year position due to the large enrollment of 5th grade students next year, sometimes referred to as a “bubble class”.

During this past year, Amy has been a 4th grade teacher at Blue Heron. She was hired in October, in response to increased student enrollment, and has done an excellent job to create positive culture among all the students and families who transitioned to the new, additional classroom after the start of the school year. Her teaching skills are excellent and she collaborates well with the 4th grade teacher team. Amy participates in every opportunity to improve her skills as a teacher and adult learner, including working with our elementary math coach and in MDS professional development. I appreciate her contributions to our school and her growth mindset in working with children and adults.

Amy has 7-years of experience as an elementary classroom teacher and has passed the two required NES (National Evaluator Series) Elementary exams in Language Arts/Social Studies and Math/Science. She holds a WA State teacher transitional certificate, which is valid for 2 years while she completes requirements to reinstate her Elementary K-8 certificate.

Amy was hired through the internal candidate process and meets all requirements for this elementary teacher position, including being highly qualified. We are delighted that Amy is continuing as a member of our Blue Heron School faculty.

Thank you,

[Signature]

Dr. Diane Lashinsky  
Principal, BHS
To: 2014/2015 Board Members  
From: Tracie Twitchell Transportation Director  
Date: April 6, 2015  
RE: Resignation from Route 200  

The following driver have resigned from Route 200 in Port Townsend School District.  

1. Rita Polk  

Resignation from Route 200 Port Townsend School District is effective April 7, 2015.
Pete Palke

resine from Port Townsend
route 200 as of 4-7-15

Pete Palke
To: 2014/2015 Board Members

From: Tracie Twitchell Transportation Director

Date: April 6, 2015

RE: Recommendations for Hire

I recommend the following school bus drivers for hire effective April 7, 2015.

1. Rochelle Raines (Route 200)
Hi Laurie, I need to notify you of my intent to leave my position as a para pro with the Port Townsend School District as of March 27th. I need to move to Arizona to take care of family. It has been my pleasure to have worked with such a wonderful staff. All will be missed along with the great kids of Port Townsend.

Sincerely;

Tom Hill
To Whom It May Concern: I am resigning my position at Pt Townsend School district 50. My date that I am leaving is June 30th 2015.

Sincerely Daniel Spegal.

(PS)

[Signature]

Daniel R. Spegal
To: District Office  
From: Carrie Ehrhardt, Principal  
Date: April 20, 2015  
Re: Hiring Recommendation for Registrar/Counseling Office Secretary

I am pleased to recommend Dane Fisher Locklear for the position of Registrar/Counseling Office Secretary at Port Townsend High School. Dane has experience working in a professional setting as a research assistant where she handled many large projects and responsibilities. During her interview Dane’s personal and professional strengths became clear. We are confident that she will be an excellent addition to the office team.

Participants on the interview committee were counselors Jennifer Stankus and Marcus Sather, secretaries Lisa Anderson and Jan Boutilier, and myself.

Thank you.
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 April 27, 2015, the board, by a __________________________ vote, approves payments, totaling $14,231.14. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10039 through 10049, totaling $14,231.14

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11 Computer Check(s) For a Total of 14,231.14
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As of April 27, 2015, the board, by a __________________________ vote, approves payments, totaling $7,033.10. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
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As of April 27, 2015, the board, by a __________________________ vote, approves payments, totaling ??????????????. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:

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As of April 27, 2015, the board, by a __________________________ vote, approves payments, totaling $5,913.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:
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2 Wire Transfer Check(s) For a Total of 5,913.79
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As of April 27, 2015, the board, by a __________________________ vote, approves payments, totaling $200.00. The payments are further identified in this document.

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3223 Hanson Electric 03/31/2015 200.00

1 Computer Check(s) For a Total of 200.00
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As of April 27, 2015, the board, by a __________________________ vote, approves payments, totaling $132,490.98. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 58721 through 58770, totaling $132,490.98

Secretary __________________________  Board Member __________________________
Board Member __________________________  Board Member __________________________
Board Member __________________________  Board Member __________________________

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58722  ACP DIRECT                          03/31/2015  808.78
58723  ALDEN ASSOCIATES INC                03/31/2015  1,793.98
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58725  BANK OF AMERICA VISA               03/31/2015  16,358.09
58726  Behrenfeld, Timothy Jon             03/31/2015  386.54
58727  CANON FINANCIAL SERVICES INC        03/31/2015  207.07
58728  CAROLINA BIOLOGICAL SPLY            03/31/2015  600.30
58729  CDW GOVERNMENT                      03/31/2015  7.38
58730  CENTURYLINK                         03/31/2015  514.68
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58732  Chao, Jeanne                        03/31/2015  30.00
58733  Colton, Mary K                      03/31/2015  8.00
58734  Ehrhardt, Carrie L                  03/31/2015  21.85
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58736  ESD 114                             03/31/2015  3,486.25
58737  FOOD CO-OP                          03/31/2015  93.91
58738  FORT WORDEN STATE PARK              03/31/2015  166.00
58739  FREDERICKSON ELECTRIC INC           03/31/2015  4,720.56
58740  Gitelman, Joan H                    03/31/2015  152.63
58741  Goff, Robert Galen                  03/31/2015  15.18
58742  HEALTH CARE AUTHORITY               03/31/2015  317.83
58743  HIGGINS, ANGELINE                   03/31/2015  50.00
58744  JW PEPPER & SON INC                 03/31/2015  47.97
58745  KING COUNTY DIRECTORS               03/31/2015  1,490.69
58746  Kruse, Jennifer Kathleen            03/31/2015  41.07
58747  LES SCHWAB                          03/31/2015  55.05
58748  MCKINSTRY LOCKBOX                   03/31/2015  406.57
58749  McMather, Gina                      03/31/2015  198.97
58750  MUSEUM OF SCIENCE                   03/31/2015  43.94
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50  Computer  

Check(s) For a Total of 132,490.98
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 April 27, 2015, the board, by a __________________________ vote, approves payments, totaling $139,581.18. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 58771 through 58835, totaling $139,581.18

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65 Computer Check(s) For a Total of 139,581.18
PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of __________ March, 2015

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

________________________________________________________________________
Clerk of District

Approved gross in the sum of $ 658,712.33 Employee Gross

244,925.55 Employer Contribution

Payroll Adjustment*

903,637.88 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: 4/10/15

Name of donor: Maerin Stock

Mailing address of donor: 628 Madison St.

Donated in memory of Low Stock

Port Townsend, WA 98368

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<td>Hand tools: Planes, Hammers, Hacksaw, Chisels, Deans Knife, Wrenches</td>
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<td>Shop items: Clamps, Saw Hoaxes, Fretwrench, Vice, Hammer, Storage Container, Epoxy, Tool Box</td>
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Received by: Kelley Watson

Schwabert 4-21-15

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: __4/20/15____________________

Name of donor: __David Miller__________________

Mailing address of donor: 301 Old Oak Brgy
Pooles Luplow, WA 98365

Item(s) donated:                                Approximate Value:

__________________________                      ________________________

Mail Vessel                              500.00$

__________________________                      ________________________

Trailer                                  600.00$

__________________________                      ________________________

Eqpirit                                  350.00$

__________________________________________

Total = 1450$

Received by: ________________________________
Kelley Watson

C.Erichardt 4-21-15

Administrator (Building Principal and/or Superintendent)

8/25/14
Date: April 10, 2015
From: Citizens for Local Foods
To: Port Townsend School Board
Re: Support for the new lunch program

We want to endorse your new program at the PT schools to provide healthy, seasonal, and locally
grown lunches to our students. Bravo to the staff that is making this change! Citizens for Local
Food is urging the School Board to commit the resources necessary to assure long term success
of the program. Kids need high quality food for their growing bodies and brains. We must all
throw our weight behind this effort.

The program is visionary in many ways: it puts locally grown produce on the student’s plates in
ways that reshape the institutional food system, support local farmers, cultivate healthy eating
habits, and taste great. And for it to succeed the School Board needs to really support the effort:
hire a Food Service Director trained in nutrition and/or culinary skills, partner with local chefs,
gleaners, and volunteers, commit to purchasing from local farms, assure continuity of
community food programs, begin recycling in the school kitchens, and purchase food products
that meet the school district's wellness policies.

Students have a requirement for volunteer service and, with the School Board's approval, could
plug into the system. They could be pruning the school orchards, gleaning for food service,
organizing a kitchen recycling program, or even learning the ropes of planning and producing
healthy meals.

What does the school district need? More parent volunteering? PTSA involvement? Community
Partnership? A grant writer? Fired up, passionate and curious students? Wholesale farm
contracts? Make a wish list and ask the community!

We are excited to see the shifts made towards a more sustainable and healthy school lunch
program, and urge the School Board to do everything they can to help it be successful.

Sincerely,
Citizens for Local Food (12020.org/citizens-for-local-food/)
Janet Welch, Linda Davis, Heather Graham, Dana Ecelberger, Randy Rosens, Dan and Lys
Burden, Dan Brant, Mara Dotson, Judy Alexander, Diane Johnson, Ph.D., Sidonie Wilson, Julia
B. Cochrane, Deanna Pumplin, Kellen Lynch, Crystie and Keith Kissler, Kathie Meyer, John
Rush, Tia Hopkins, Richard Doherty M.D., Ellen O'Shea, Jennie Watkins R.N., Nala Walla, Jill
Turnbull, Kate Dean, Lisa Crosby, Roger and Sandy Short, Steve Baker, Jeannette Martins, and
Catherine Durkin.

[Signature]

(On behalf of all who wanted to sign.) 3/5-6/7/09
Blue Heron Bike Shelter - a community-wide effort!
Good for students, parents and the environment.
Want to get students to bike more to school in order to stay fit, do better academically, save money, and help keep cars off the road? Cover their bikes!

Join us for ribbon-cutting on Friday, May 1st at 2:30 at Blue Heron to inaugurate a bike shelter being built and supported by dozens of people and businesses in Jefferson County. It will be a great kick-off for May as National Bike Month and get us ready for bike to school day on May 6, bike to work day on May 15, and bike for health and sustainability everyday.

This project is part of the ReCyclery’s STEP ON IT! campaign to promote biking and walking, especially to school. Ongoing partners include The Printery, the Leader, the PDN, Jefferson HealthCare, PT and Chimacum Schools, Clif Bar, Gooding O’Hara & Mackey, PT and Sunrise Rotary Clubs, and Jef. Co. Public Health. For the Blue Heron bike shelter we received a $2,500 grant through WSU from an Oregon State University obesity prevention project called GROW HKC (Healthy Kids and Communities). Additional support with over $10,000 in labor and/or materials is from:
Terrapin Architects,
Quadra and B2 Engineering,
Blue Heron Construction,
Moving Earth excavation,
City of Port Townsend,
Carl’s Building Supply,
Cotton Redi Mix concrete,
ABC concrete pumpers,
Taylor Metal Products,
Hope Roofing,
Edensaw,
Peninsula Paint Center,
Henery’s Hardware,
Charles Landau, formerly of Timbercraft fame, and
A+ Rentals.

Students are providing handprints in the footings and painting decorative panels in 6th grade art. Metal posts, timbers, and roofing all go up in the last week of April. In early summer we hope to build a smaller structure at Chimacum Primary School. All this to promote the ReCyclery mission of "promoting bicycle use for a healthier and more sustainable community."
Contact Kees Kolff for more info and/or if you want to get involved.
206-295-2275
kkolff@olympus.net
MAY IS BIKE MONTH

THE Recyclery PRESENTS:

STEP ON IT!
Join the campaign to promote biking and walking!

Bike Shelter Dedication
Friday MAY 19TH, 2030PM
A Celebration and Kick-off at Blue Heron

Bikathon for Bike Shelters
MAY 1ST - MAY 6TH
Help raise funds to support bike shelters at SF2 and Chimacum schools. Get forms at the Recyclery

Dust Off Your Bike Day
Saturday MAY 2ND
Bike-commuter Picnic at the Co-op 2:30-3:30 & 20% OFF Commuter Accessories at the Recyclery

Bike to Work Day
Friday MAY 19TH
Free air at the Recyclery. Climb bike wash, and a big enthusiastic high five!

Bike to Work Week
MAY 19TH - 25TH
Join the Port Townsend Commute Challenge

Rhody Parade
Saturday MAY 30TH
Join the Recyclery in the parade for bike pride!

Birthday Party
Saturday MAY 30TH, 5PM
Celebrate another year with food and drinks, big party and small casual meeting.

More details at www.ptrecyclery.org or 360.643.1755
It’s time for the First Annual ReCyclery Bike/Walk-A-Thon!
May 1\textsuperscript{st} through May 6\textsuperscript{th}, 2015

First Name: ___________________________________ Last Name: ___________________________________
I plan to bike/walk at least ________ hours to help support school Biking and Pedestrian safety classes.

Dear Potential Sponsor,

I am participating in the \textbf{ReCyclery} Bike/Walk-A-Thon. All proceeds will help fund PE classes in Chimacum and Port Townsend that encourage safe biking and walking, and more of it. You can sponsor me for an amount per hour or just name an amount that you are willing to contribute. You can pay now or after I return to tell you how many hours I biked/walked. Make checks out to \textbf{The ReCyclery}. All contributions are tax-deductible.

Thank you!

<table>
<thead>
<tr>
<th>Name of Sponsor</th>
<th>Pledge/Hr. (Ex: $5)</th>
<th>Maximum Pledge</th>
<th>Amount Collected</th>
<th>Sponsor Phone/ E-mail</th>
</tr>
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<tbody>
<tr>
<td>1</td>
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<td>16</td>
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</tbody>
</table>

\textbf{Participants, when you have finished, please complete this section:}

I completed ___________ hours of biking/walking.

To reach our goal, we hope that each participant finds at least ten sponsors.

Please bring this form to your school with contributions collected on May 6, National Bike/Walk to School Day.
First Annual ReCycler
Bike/Walk-A-Thon!
May 1st through May 6th, 2015

Our bike/walk-a-thon is a fun and healthy activity for students, with all participants striving to achieve their personal best distance. Students set realistic goals based on age and development. Awards will be given for exceptional participation.

Our goal is to help raise at least $1,000 to help fund Bicycle and Pedestrian Safety Education classes in both school districts. We hope that each family will participate to the best of its ability. Thank you very much for your participation!

Rules

1. Students may start collecting pledges as soon as they receive the pledge sheet. Reminder: Pledge sheets need to be returned to your school by May 6.

2. Pledges may be made by anyone. However, participants may not ask for pledges from any school staff members. Each sponsor making a pledge should write his/her own name and pledge or donation. Students may collect pledges in advance but must keep donations until all are collected.

3. During the bike/walk-a-thon event, all biking and walking activities can count towards your hours. We encourage all family members to get involved.

4. Upon completion of the bike/walk-a-thon, a parent or guardian should check the pledge sheet of younger students before they collect outstanding pledges.

Please return pledge sheets with the money to your school by Wednesday, May 6.

For questions or concerns, contact Kees Kolff, kkolff@olympus.net, 206-295-2275

This event is brought to you by Jefferson County ReCyclery, with a mission to

"promote bicycle use for a healthier and more sustainable community”.

www.ptrecyclery.org

and the

STEP ON IT! campaign to promote biking and walking, especially to school.

Step on it partners include both Chimacum and Port Townsend School Districts, Jefferson Healthcare, Jefferson County Public Health, The Printery, The Leader, The PDN, Carl’s Building Supply, Sunrise and Port Townsend Rotary Clubs, Clif Bar, New Belgium Brewing, and UGN.
Mathematics in Port Townsend School District

A report to the School Board
April 27, 2015

A story problem? Or, two?

Take a minute to reflect on the two problems on the handout.
With someone sitting near you, talk about the skills and thinking necessary to address each problem.
CCSS – Two Components

• The Eight Mathematical Practices
• The Content Standards
  – Knowledge and procedural standards
  – Understanding standards

Eight Mathematical Practices

1. Make sense of problems and persevere in solving them.
2. Reason abstractly and quantitatively.
3. Construct viable arguments and critique the reasoning of others.
4. Model with mathematics.
5. Use appropriate tools strategically.
6. Attend to precision.
7. Look for and make use of structure.
8. Look for and express regularity in repeated reasoning.
The Content Standards

Include

– Procedures, facts and fluency standards
– Conceptual knowledge and understanding

What the writers of CCSS say:

Learning math is not about learning the rules:

• The Standards for Mathematical Content are a balanced combination of procedure and understanding.
What the writers of CCSS say:

• Students need to be flexible and fluent in math applications
  – Consider similar or simpler problems to solve a more difficult problem
  – Know when to deviate from a procedure when the context calls for it
  – Represent problems coherently – translate from words into mathematical representations
  – Justify conclusions with mathematics
  – Apply the mathematics to practical situations,
  – Use technology mindfully
  – Explain the mathematics accurately to others

What the writers of CCSS say:

Connecting thinking to procedures

• Teachers need to actively and intentionally connect mathematics content to mathematical processes through high quality instruction.

Eight Mathematical Practices  Standards of Mathematical Knowledge
Three Components of Teaching and Learning

- Instruction
- Instructional materials / content source
- Assessment

K-5 Mathematics

Grant Street Elementary
Blue Heron School
Where are we in this process?

- varying levels of comfort with teaching mathematics
- used many different resources over the years (changing standards)
- experienced users of traditional instructional strategies – teachers branching into new strategies
- need/want materials to help guide instruction
- developing an understanding of the need to change instructional strategies

Opportunities await...

- deeper understanding of CCSSM, levels of cognitive demand, new assessments, use of data to inform instruction
- Embrace, understand, and apply the *Standards for Mathematical Practice* in classrooms
- help teachers process the qualitative shift in teaching practice that’s being demanded
The road ahead...

- support teachers as they retain/modify teaching practices already in place
- design/tweak structures that promote support for all students (intervention/enrichment)
- base our decisions on equity for all students, research, and best practice

Math Workshop Model/Philosophy

- **Student Thinking Routine**
  - Strategies for mental mathematics
  - Develops number fluency
- **Mini (Concept) Lesson**
  - Whole group
  - Teacher models thinking out loud
- **Student Work Time**
  - Differentiated work
  - “Catch and Release”
- **Reflection - whole group discourse**
- **Interesting note: Literacy Workshop**
• strengthen language and understanding around a common instructional model
• keep a focus on K-5 alignment of practices
• look ahead to a data-driven K-5 pilot of instructional materials

A shift to an Instructional Model...
• elevates/puts the emphasis on student thinking and discourse
• models teacher thinking out loud (mini-lesson)
• supports the idea of differentiated work materials for students
• provides a lens for teachers to best determine uses for instructional materials
• coordinates with MDS – teacher workshop in May
While in the process... 😊

- Two buildings, two cultures, various needs for different grade levels
- Many resources in use – *Investigations, Engage NY, Eureka Math, JUMP*...
- Use of technology in math instruction

Goal: A common instructional model to unify the process.

The *Shift* - Guiding Questions

- How do we balance concept/skill development with opportunities for student thinking?
- How do we insure that instructional materials support a model that maximizes student thinking?
- How do we support teachers as they process through this shift in pedagogy?
Evaluating 6 – 12 Instructional Materials

The 6 - 12 team looked for:

- The degree of topical alignment
- How well materials integrated procedures, thinking, and the Eight Mathematical Practices.

Evaluating Holt – Topical Alignment

1. Complete Alignment
2. Instructional Support Required
3. Organizational Challenges
4. No Alignment
Evaluating Holt – Performance and Cognitive Demand

• Students should be able to complete 4 kinds/levels of tasks.
  – Claim 1 Concepts and procedural tasks
  – Claim 2 Problem solving tasks
  – Claim 3 Communicating reasoning tasks
  – Claim 4 Modeling tasks

Claim 1- Concepts & Procedures

• Students can explain and apply mathematical concepts and interpret and carry out mathematical procedures with precision and fluency.
  • This claim addresses procedural skills and the conceptual understanding on which developing skills depend.
  • This relates to the structural nature of mathematics.
Claim 2 - Problem Solving

• Students can solve a range of complex well-posed problems, making productive use of knowledge and problem solving strategies.
  • These problems require students to construct their own solution pathway.
  • Students will need to select appropriate conceptual and physical tools to use.

Claim 3 - Communicating Reasoning

• Students can construct viable arguments to support their own reasoning and to critique the reasoning of others.
Claim 4 - Modeling and Data Analysis

• Students can analyze complex, real-world scenarios and can construct and use mathematical models to interpret and solve problems.
• Modeling links classroom mathematics and statistics to everyday life, work and decision-making.
• Students use modeling and data analysis to choose and use appropriate mathematics and statistics to analyze and understand situations, to make predictions.

6 - 12 Mathematics

Blue Heron
Port Townsend High School
Technology

• We have increased our access to computers significantly in the past two years. Students have more access to web based content, mathematics software, and graphing calculators. At the high school, all three of the full time mathematics classrooms have Smart Boards and Student Response Systems.

Cognitive Demand

• Very few high quality tasks are evident which get at Claim 3 and Claim 4.
• This is true in both the text as well as the student tasks.
• There is a lack of inquiry, argument construction, critiquing of reasoning, or any opportunities for students to analyze regularity in mathematical structures, or even their own reasoning around mathematics.
• When tasks do address modeling, the text scaffolds to encourage the student to “proceduralize” the tasks.
Organization

- In Holt, the placement and sequencing of content makes comparing big ideas difficult.
- Often, topics and concepts that should be addressed together are widely separated in the text, with no overt connections made by the authors.

Grain Size

- In Grades 6 - 12, Holt instructional materials emphasize small grain size tasks and procedural strategies for mastery
The Mathematical Practices

• The Eight Mathematical Practices are not supported adequately in the instructional materials.

Alignment

When looking at alignment with specific algebra and geometry standards, we found that for most standards:

• Additional (focused) instructional support is required
• Organizational issues interfere with alignment.
• Topical alignment does not exist, particularly in the middle school.
Teacher Preparation Time

• Teacher prep time is significantly increased for those teachers who are attempting to deliver aligned content.
• Teachers are spending more time developing day to day instructional materials and, as a result, there is less time for differentiation and enrichment.

Recommendations

• First things first
  – Implement a systems level program improvement process for K-12 mathematics.
Recommendations – Short Term

• Implement high quality supplemental materials that provide access to larger grain size, non-routine tasks.
• Implement professional development to support the use of complex, larger grain tasks in grades 6 - 12 classrooms.
• Align classroom assessments to Common Core.
• Conduct a K-12 mathematics program review – including instructional materials

Recommendations – Longer Term

• Implement a best practice instructional model for mathematics.
• Create classroom workstations that include age appropriate graphing software, statistical software, drawing/measuring geometry software, spreadsheet/data software, and mathematics publishing software.
Recommendations – Longer Term

• Develop a student-centered digital data system that
  – Includes student CCSS assessment data by standard
  – Includes classroom performance tasks, test scores and other student work
  – Is accessible by all teachers
  – Follows the student over the years they are at PTSD

Do You Have Questions
Port Townsend School District Grade 6-12

Mathematics Instructional Materials Audit
April 2015
Dave Thielk

Findings (6-12):

1. We have increased our access to computers significantly in the past two years. Students have more access to web based content, mathematics software, and graphing calculators. At the high school, all three of the full time mathematics classrooms have Smart Boards and Student Response Systems.

2. We are not using Smart Board technology and Student Response systems at the high school at full potential.

3. District adopted instructional materials do not support student proficiency in the Eight Mathematical Practices. This is particularly true up through Algebra 1. Because the instructional materials do not support the Eight Mathematical Practices, student learning is almost entirely dependent on the quality of instruction in the classroom.

4. Sixth, 7th, and 8th content alignment is poor. With respect to Common Core State Standards (CCSS), the content in Course 2 (normally designed for 7th grade) is more aligned with 6th grade standards. The content in Course 3 is somewhat more aligned with 7th grade standards.

5. The district adopted instructional materials don’t support the rigor and cognitive demand expected in CCSS. The lack of rigor and cognitive demand is more of a problem in the younger grades, and less of a problem Geometry and Algebra 2.

6. Teacher prep time is significantly increased for those teachers who are attempting to deliver aligned content with rigor. Writing good classroom tasks or finding them can be time and labor intensive and, as a result, there is less time for differentiation and enrichment.

7. In Grades 6 - 12, Holt instructional materials have an abundance of small grain size tasks and a scarcity of richer, more open ended tasks. There are very few high quality tasks are evident which get at Claim 3 (communicate reasoning) and Claim 4 (modeling with mathematics).

8. In the instructional materials, the mathematics content is often addressed with short definitions rather than with conceptual development. Procedural mathematics is emphasized. There is a lack of inquiry, argument construction, critiquing of reasoning, or any opportunities for students to analyze regularity in
mathematical structures, or even their own reasoning around mathematics. When tasks do address modeling, the text scaffolds to encourage the student to “proceduralize” completing tasks.

9. The CCSS expects students to make comparisons, to see similarities and differences, and to develop both “big picture” and detail levels of understanding. In Holt, the placement and sequencing of content does not encourage large or holistic understandings. Often, topics and concepts that should be addressed together (so students can compare and contrast) are widely separated in the text, with no overt connections made by the authors. This is also complicated by the small grain size and reductionist approach by the authors. This is less true for geometry topics than for algebra topics.

10. At the high school level, there are both algebra and geometry standards that are not addressed at all in Holt. Geometry has fewer gaps than Algebra 1.

11. For IEP students, Holt does provide a large selection of tasks suitable for IEP students. Holt is preferred by special education teachers over Saxon, the current districted adopted text.

12. Saxon, adopted by the school district to support special educations students, is fragmented and very far from supporting the dimensionality of the CCSS.

13. AP Statistics has been offered for two years at the high school. AP Statistics instructional materials are high quality and addressing a content need that is included in Common Core, and also exceeds it. However, small enrollment numbers may result in AP Statistics not being offered next year.

14. Our current alternative to Algebra 2 (Applied Math) does not have adequate instructional support materials by any measure. The high school intends to transition to “Bridges to College” next year. These materials were developed by the Southern Regional Education Board, supported by OSPI and are designed to provide seniors with high school math content that will help them with work and college readiness.

Recommendations (6-12):

1. Short Term: Implement a systems level program improvement process for K-12 mathematics.

2. Short Term: Implement supplemental materials that provide teacher and student access to larger grain size, non-routine tasks. Ideally, these material would also come with some instructional or implementation support and/or professional development.
3. **Short Term**: Implement professional development to help teachers make better use of complex, larger grain tasks in grades 6 - 12 classrooms. The primary emphasis here should be elevating teacher skill sets related to conceptual scaffolding and questioning strategies.

4. **Short term**: Implement professional development for teachers that integrates the use of Smart Board and Student Response technology and other methods of collecting real-time student learning data with best practice strategies.

5. **Short term**: Align assessments to Common Core.

6. **Shorter term**: Conduct a broad K 12 Mathematics Program Review (instruction, assessment, content materials).

7. **Longer term**: Implement a best practice instructional model for mathematics.

8. **Longer Term**: Create classroom workstations that include graphing software, statistical software, drawing/measuring geometry software, spreadsheet/data software, and mathematics publishing software.

9. **Long Termer**: Develop student-centered data bases that are organized by standards, and integrate assignments, assessment scores and/or student work in a central, digital location. These data should include procedural proficiency, conceptual understanding, and ability to use Mathematical Practices.
Port Townsend School District supports all students to learn grade-level math standards as demonstrated by procedural fluency, deep conceptual understanding, and math practices. We recognize that some students may learn math more quickly and would like to challenge themselves to take Algebra 1 by the end of the 8th grade. With this in mind, a vertical team of math teachers and administrators developed the following process to make advancement possible for any student. Taking Algebra 1 in 8th grade correlates strongly with students who go to college and/or for students to be able to study Calculus by the time they finish high school. The following chart outlines the process for most math students. Please see your school counselor or administrator to talk about your specific student if you have questions.

Students who transfer from other districts will be enrolled in their grade level math unless they demonstrate the same criteria for a higher level math class as Port Townsend School District students.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Math Course</th>
<th>Notes</th>
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<tbody>
<tr>
<td>4th</td>
<td>Grade-level Math</td>
<td>Enrichment and Success Groups for advanced students</td>
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<tr>
<td>5th</td>
<td>Grade-level Math</td>
<td>Enrichment and Success Groups for advanced students</td>
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<tr>
<td></td>
<td><strong>End of year</strong> – all 5th grade students take a District-created Performance Task and Procedural Fluency assessment, based on 6th/7th grade CCSS Standards and Math Practices.</td>
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<td></td>
<td><strong>Criteria for student recommendation to take a Compacted Math 6/7 Class as a 6th grader.</strong></td>
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<tr>
<td></td>
<td>▪ Performance during 5th grade as indicated on report cards and classroom assessments</td>
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<td>▪ End-of-year Performance Task and Procedural Fluency results</td>
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<td>▪ STAR assessments – scaled score criteria cut scores</td>
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<td>▪ Parent input</td>
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<td>▪ SBAC Interim Assessment results (if/when these become available)</td>
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**Typical Progression**

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<thead>
<tr>
<th>Grade</th>
<th>Course</th>
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<tbody>
<tr>
<td>6th</td>
<td>Math 6 * OR Compacted Math 6/7</td>
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<tr>
<td>7th</td>
<td>Math 7</td>
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<tr>
<td>8th</td>
<td>Math 8</td>
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<tr>
<td>9th</td>
<td>Algebra 1</td>
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<tr>
<td>10th</td>
<td>Geometry</td>
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<tr>
<td>11th</td>
<td>Algebra 2 or equivalent</td>
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<tr>
<td>12th</td>
<td>Math elective</td>
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**Advanced Progression**

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<thead>
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<th>Grade</th>
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<td>Math 6 *</td>
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<tr>
<td>7th</td>
<td>Math 8</td>
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<tr>
<td>8th</td>
<td>Algebra 1</td>
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<tr>
<td>9th</td>
<td>Geometry</td>
</tr>
<tr>
<td>10th</td>
<td>Algebra 2</td>
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<tr>
<td>11th</td>
<td>Pre-Calculus or math elective</td>
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<tr>
<td>12th</td>
<td>Calculus or math elective</td>
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</tbody>
</table>

* Students enrolled in Math 6 may be recommended to advance to Math 8 using the following criteria:
  ▪ Performance during Math 6 as indicated on report card grades and classroom assessments
  ▪ District-created Performance Task and Procedural Fluency assessment, based end-of-year Math 7 standards
  ▪ STAR assessments – scaled score criteria cut scores
  ▪ Parent input
  ▪ SBAC Interim Assessment results (if/when these become available)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>April 27-May 1</td>
<td>Smarter Balance Testing at High School</td>
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<tr>
<td>April 28</td>
<td>Policy Review Committee Meeting, 3:30 p.m. (Jennifer and Pam)</td>
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<tr>
<td>April 29</td>
<td>Facilities Committee Meeting, 3:30 p.m. (Nathanael and Jennifer)</td>
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<td>April 30</td>
<td>East Jefferson Partnership, 6:00 p.m., Brinnon (Keith and Pam)</td>
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<td>Instructional Materials Committee Meeting, 3:30 p.m. (Holley and Keith)</td>
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<td>May 2</td>
<td>High School Play, 7:00 p.m., Auditorium</td>
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<td>May 4-8</td>
<td>Teacher Appreciation Week</td>
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<td>May 6</td>
<td>National Bike/Walk to School Day</td>
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<td>NO EARLY RELEASE</td>
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<td>May 7</td>
<td>Finance Committee Meeting, 3:30 p.m. (Nathanael and Keith)</td>
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<td>May 9</td>
<td>7/8 Band in Sequim Irrigation Festival</td>
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<td>High School Play, 7:00 p.m., Auditorium</td>
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<td>May 10</td>
<td>High School Play, 2:30, Auditorium</td>
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<td>May 11</td>
<td>School Board Work/Study Meeting, 6:00 p.m.</td>
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<tr>
<td>May 12</td>
<td>PTA meeting, Grant Street, 6:00 p.m.</td>
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<td>2 Hr. Early Release, all schools</td>
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<td>Facilities Committee Meeting, 3:30 p.m. (Nathanael and Jennifer)</td>
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<tr>
<td>May 14</td>
<td>5th Grade Band in Rhody Pet Parade</td>
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<td>Tech Committee Meeting, 3:30 p.m.</td>
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<td>May 15</td>
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<tr>
<td></td>
<td>6th Grade Band in Rhody Kiddie’s Parade</td>
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<tr>
<td></td>
<td>High School Play, 7:00 p.m., Auditorium</td>
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<tr>
<td>May 16</td>
<td>7/8 Grade and High School Band in Rhody Parade</td>
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<tr>
<td></td>
<td>High School Play, 7:00 p.m., Auditorium</td>
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<tr>
<td>May 19</td>
<td>High School Senior Portfolio Presentations</td>
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<td>7/8 Grade Band/Orchestra Concert, 6:00 p.m., Blue Heron</td>
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<tr>
<td>May 20</td>
<td>2/hr. Early Release, all schools</td>
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<tr>
<td></td>
<td>High School Senior Portfolio Presentations</td>
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<td></td>
<td>5/6 Grade Band/Orchestra Concert, 5:30 p.m., Blue Heron</td>
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<tr>
<td></td>
<td>Wellness Committee Meeting, 3:30 p.m. (Jennifer and Pam)</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>May 21</td>
<td>Instructional Materials Committee Meeting, 3:30 p.m. (Holley and Keith)</td>
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<tr>
<td>May 22</td>
<td>No School, Snow Make-up Day not used</td>
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<tr>
<td>May 25</td>
<td>Memorial Day, No School</td>
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<tr>
<td>May 26</td>
<td>School Board Regular Meeting, 6:00 p.m.</td>
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Port Townsend School District

Monthly Financial Report to Board

April 27, 2015

- YTD Enrollment as of April 1, 2015
- March Month End Financial Reports
  - Financial Summary - Net Assets
  - Revenue, Expenditure & Fund Balance
  - General Fund Revenue & Expenditure Comparison to Prior Year
- Status of Audits & Reviews
- Report on NWMC Donations for MDS Development

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**Enrollment**

**April 2015**

<table>
<thead>
<tr>
<th>AAFTE w/out Running Start</th>
<th>Prior Year</th>
<th>14-15 Budget</th>
<th>14-15 Projected</th>
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<td></td>
<td>1,161</td>
<td>1,121</td>
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</tbody>
</table>

**MONTHLY BUDGET-TO-ACTUAL COMPARISON**

- Prior Year
- Actual Enroll
- Budget Targets
- Projected
- Annual Average

---
Enrollment

April 2015

Current Month

<table>
<thead>
<tr>
<th>Grades K-3</th>
<th>Current Month Actual</th>
<th>Budget Target</th>
<th>FTE Variance from Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Ct</td>
<td>FTE*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>320</td>
<td>283.0</td>
<td>292.0</td>
<td>(9.0)</td>
</tr>
<tr>
<td>Grades 4-8</td>
<td>430</td>
<td>428.8</td>
<td>433.0</td>
</tr>
<tr>
<td>Grades 9-12</td>
<td>420</td>
<td>398.1</td>
<td>392.0</td>
</tr>
<tr>
<td>Running Start</td>
<td>1,170</td>
<td>1,109.9</td>
<td>1,117.0</td>
</tr>
<tr>
<td>Totals</td>
<td>1,187</td>
<td>1,136.3</td>
<td>1,117.0</td>
</tr>
</tbody>
</table>

Current Month FTE is (11.44) - (Decrease) from prior month

Projected Annual Average

<table>
<thead>
<tr>
<th>Grades K-12</th>
<th>Projected thru YE</th>
<th>Budget</th>
<th>AAFTE Variance from Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Ct</td>
<td>AAFTE**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>n/a</td>
<td>1,124.6</td>
<td>1,121.0</td>
<td>3.6</td>
</tr>
<tr>
<td>Running Start</td>
<td>n/a</td>
<td>26.1</td>
<td>30.0</td>
</tr>
</tbody>
</table>

Current Month FTE is 96.69% of projected Annual Average

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

Financial Summary

2014-2015

as of: March 31, 2015

NET ASSETS

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Capital Proj Fund</th>
<th>Debt Svc Fund</th>
<th>ASB Fund</th>
<th>Vehicle Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Assets</td>
<td>$3,329,232</td>
<td>$1,929,242</td>
<td>$123,178</td>
<td>$381,159</td>
</tr>
<tr>
<td>- less: Taxes Receivable</td>
<td>(3,078,782)</td>
<td>(1,082,019)</td>
<td>(1,391)</td>
<td>-</td>
</tr>
<tr>
<td>Assets Net of Taxes Due</td>
<td>$250,450</td>
<td>$847,223</td>
<td>$121,787</td>
<td>$381,159</td>
</tr>
</tbody>
</table>

Total Liabilities/Def Rev

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Capital Proj Fund</th>
<th>Debt Svc Fund</th>
<th>ASB Fund</th>
<th>Vehicle Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Liabilities/Def Rev</td>
<td>$3,127,917</td>
<td>$1,086,901</td>
<td>$1,391</td>
<td>$18,886</td>
</tr>
<tr>
<td>- less: Deferred Tax Revenue</td>
<td>(3,078,782)</td>
<td>(1,082,019)</td>
<td>(1,391)</td>
<td>-</td>
</tr>
<tr>
<td>Liabilities Net of Taxes Due</td>
<td>$49,135</td>
<td>$4,882</td>
<td>-</td>
<td>$18,886</td>
</tr>
</tbody>
</table>

Net Assets (Fund Balance)

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Capital Proj Fund</th>
<th>Debt Svc Fund</th>
<th>ASB Fund</th>
<th>Vehicle Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Assets (Fund Balance)</td>
<td>$201,315</td>
<td>$842,341</td>
<td>$121,787</td>
<td>$362,273</td>
</tr>
</tbody>
</table>

Net Cash & Investments

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Capital Proj Fund</th>
<th>Debt Svc Fund</th>
<th>ASB Fund</th>
<th>Vehicle Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Month End</td>
<td>$274,337</td>
<td>$762,972</td>
<td>$121,589</td>
<td>$389,219</td>
</tr>
<tr>
<td>March 31, 2015</td>
<td>$200,086</td>
<td>$847,223</td>
<td>$121,787</td>
<td>$365,284</td>
</tr>
<tr>
<td>net change</td>
<td>(74,251)</td>
<td>84,251</td>
<td>198</td>
<td>(3,935)</td>
</tr>
</tbody>
</table>
* Note: as of the April 15, 2015, Cash & Investments with the County Treasurer, net of Outstanding Warrants, totaled $47,620
### General Fund 2014-2015

#### Year-to-Year Comparison

<table>
<thead>
<tr>
<th>YEAR-TO-YEAR</th>
<th>2014-2015</th>
<th>% of Bud</th>
<th>2013-2014</th>
<th>% of Bud</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>$417,739</td>
<td></td>
<td>$446,099</td>
<td></td>
<td>$(28,360)</td>
</tr>
<tr>
<td>+ Revenues</td>
<td>$7,514,738</td>
<td>55.1%</td>
<td>$7,419,376</td>
<td>54.6%</td>
<td>95,362</td>
</tr>
<tr>
<td>+ Transfer-In from other funds</td>
<td>160,901</td>
<td>57.7%</td>
<td>93,038</td>
<td>33.3%</td>
<td>67,863</td>
</tr>
<tr>
<td><strong>Total Funds Available</strong></td>
<td>$8,093,378</td>
<td></td>
<td>$7,958,513</td>
<td></td>
<td>$134,865</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits (Payroll)</td>
<td>$6,295,478</td>
<td></td>
<td>$6,242,535</td>
<td></td>
<td>52,943</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>1,596,585</td>
<td></td>
<td>1,549,954</td>
<td></td>
<td>46,631</td>
</tr>
<tr>
<td><strong>Total Expenditures &amp; Transf-out</strong></td>
<td>$7,892,063</td>
<td>56.6%</td>
<td>$7,792,489</td>
<td>56.6%</td>
<td>99,574</td>
</tr>
<tr>
<td><strong>Fund Balance at EOM</strong></td>
<td>$201,315</td>
<td></td>
<td>$166,024</td>
<td></td>
<td>$35,291</td>
</tr>
</tbody>
</table>

#### March 2015

- **General Fund Revenue Comparison**
  - Revenue 2013-2014
  - Revenue 2014-2015

- **General Fund Expenditure Comparison**
  - Expenditures 2013-2014
  - Expenditures 2014-2015
2014-2015
General Fund

March 2015

Comparison of Current Year General Fund Revenues to Expenditures

Comparison of General Fund Revenues & Expenditures

Are there any questions about the Monthly Financial Reports?
Audits & Reviews during 2014-15 School Year

- RAS (Risk Assessment Survey) on Facility Management
  - District received 105 out of 100 points (discount rate!)
  - No Issues found – final report not yet issued
- Consolidated Program Review (OSPI)
  - Substantially completed – report not yet issued
- Annual Financial Audit (SAO)
  - Substantially completed – report not yet issued
- DRS Attestation Audit (SAO)
  - In Process

District Allocation of State Resources Portal Page
- [http://www.k12.wa.us/SAFS/INS/2776/Portal.asp](http://www.k12.wa.us/SAFS/INS/2776/Portal.asp)
School District Financial Health Indicators

- OSPI SAFS web page: http://www.k12.wa.us/safs/

<table>
<thead>
<tr>
<th>Financial Indicators:</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
<th>2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance to Revenue Ratio:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;Unrestricted&quot; Fund Balance divided by</td>
<td>255,099</td>
<td>444,084</td>
<td>426,066</td>
<td>405,807</td>
</tr>
<tr>
<td>Total Revenues and Other Financing Sources</td>
<td>13,062,587</td>
<td>12,862,274</td>
<td>12,912,817</td>
<td>14,472,554</td>
</tr>
<tr>
<td>Ratio 45%</td>
<td>1.95%</td>
<td>3.45%</td>
<td>3.30%</td>
<td>3.01%</td>
</tr>
<tr>
<td>Score</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Expenditure to Revenue Ratio:

| Total Expenditures divided by | 13,386,765 | 12,737,721 | 12,940,177 | 13,500,913 |
| Total Revenues and Other Financing Sources | 13,062,587 | 12,862,274 | 12,912,817 | 13,472,554 |
| Ratio 40% | 102.48% | 99.03% | 100.21% | 100.21% |
| Score | 2 | 4 | 3 | 3 |

Days Cash on Hand

| Days Cash on Hand | 12.74 | 16.97 | 15.88 | 12.19 |
| Score | 0 | 0 | 0 | 0 |

Weighted Scores

| Fund Balance to Revenue Ratio | 0.45 | 0.9 | 0.9 | 0.9 |
| Expenditure to Revenue Ratio | 0.8 | 1.6 | 1.2 | 1.2 |
| Days Cash on Hand | 0 | 0 | 0 | 0 |

Total Profile Score 1.25 2.5 2.1 2.1

Financial Warning

Are there any questions about Audits and State Reported Information?
### Maritime Discovery Schools - Fundraising Initiative

Accounting of Funds Raised and Disbursed by NW Maritime Center for the Maritime Discovery Schools framework development

<table>
<thead>
<tr>
<th></th>
<th>Jan-Dec</th>
<th>Jan-Dec</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2013</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2014</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue Recorded</strong></td>
<td>132,800.00</td>
<td>261,264.50</td>
<td>394,064.50</td>
</tr>
</tbody>
</table>

Less: Pledges Receivable at 12/31/2014 (234,374.65)

Estimated Cash Receipts thru 12/31/2014 159,689.85

---

### Maritime Discovery Schools - Fundraising Initiative

**Transactions thru NWMC**

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-Dec</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan-Dec</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Cash Receipts thru 12/31/2014</td>
<td>159,689.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Expenditures by NWMC

- Reimb to PTSD - 96,589.39 96,589.39
- Indirects to NWMC * - 1,144.66 1,144.66
- Direct exp to NWMC 48,366.95 18,129.67 66,496.62
- Other 75.18 428.26 503.44

Add: 48,442.13 116,291.98 164,734.11

Less: Accounts Payable at 12/31/2014 (32,973.52)

Estimated Cash Disbursements thru 12/31/2014 131,760.59

Net Cash Available at 12/31/2014 (calculated) 27,929.26

(per Balance Sheet, $27,924.76, difference of $4.50 ??)
Maritime Discovery Schools - Fundraising Initiative

Note: 2015 Transactions & Pending

Cash Received January-February 2015 ??
Reimbursement paid to PTSD 2/2015 for Sept-Nov 2014 (32,973.52) rec'd 2/2015

Payables due
- to PTSD for Dec 2014 - Feb 2015 (30,435.86)
- to PTSD for Mar 2015 - Aug 2015 - (est $60,000) t/b/d
- to NWMC indirects on 2013-14 payments to PTSD ($73,696.17) 3,684.81 *
- to NWMC indirects on 2015 payment to PTSD ($32,973.52) 1,648.68 *
- to NWMC indirects on A/P to PTSD ($30,435.86) 1,521.79 *
- to NWMC indirects on future payments to PTSD t/b/d *

* Indirects -- NWMC can take a payment for Indirect costs in the amount of 5% of claims paid to PTSD; NWMC has only taken indirects on the first payment made to PTSD; indirects on all subsequent

Conclusion
Are there any questions?
### 10. General Fund -- for the Month of March, 2015

<table>
<thead>
<tr>
<th>A. REVENUES/OTHER FIN. SOURCES</th>
<th>ANNUAL BUDGET</th>
<th>ACTUAL FOR MONTH</th>
<th>ACTUAL FOR YEAR</th>
<th>ENCUMBRANCES</th>
<th>BALANCE</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 LOCAL TAXES</td>
<td>3,250,537</td>
<td>227,075.43</td>
<td>1,726,791.43</td>
<td>1,523,745.57</td>
<td>53.12</td>
<td></td>
</tr>
<tr>
<td>2000 LOCAL SUPPORT MONTAX</td>
<td>515,455</td>
<td>43,328.39</td>
<td>239,327.91</td>
<td>276,127.09</td>
<td>46.43</td>
<td></td>
</tr>
<tr>
<td>3000 STATE, GENERAL PURPOSE</td>
<td>6,537,785</td>
<td>596,045.80</td>
<td>3,934,910.12</td>
<td>2,602,874.88</td>
<td>60.19</td>
<td></td>
</tr>
<tr>
<td>4000 STATE, SPECIAL PURPOSE</td>
<td>2,052,928</td>
<td>163,686.94</td>
<td>1,079,453.18</td>
<td>973,474.82</td>
<td>52.58</td>
<td></td>
</tr>
<tr>
<td>5000 FEDERAL, GENERAL PURPOSE</td>
<td>0</td>
<td>0</td>
<td>32,425.37</td>
<td>32,425.37</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6000 FEDERAL, SPECIAL PURPOSE</td>
<td>1,278,499</td>
<td>80,289.57</td>
<td>501,830.10</td>
<td>776,668.90</td>
<td>39.25</td>
<td></td>
</tr>
<tr>
<td>7000 REVENUES FR OTH SCH DIST</td>
<td>5,500</td>
<td>0</td>
<td>0</td>
<td>5,500.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>8000 OTHER FINANCING SOURCES</td>
<td>279,016</td>
<td>0</td>
<td>160,900.67</td>
<td>118,115.33</td>
<td>57.67</td>
<td></td>
</tr>
<tr>
<td>Total REVENUES/OTHER FIN. SOURCES</td>
<td>13,919,720</td>
<td>1,110,426.13</td>
<td>7,675,638.78</td>
<td>6,244,081.22</td>
<td>55.14</td>
<td></td>
</tr>
</tbody>
</table>

| B. EXPENDITURES |
|-----------------|---------------|-----------------|----------------|--------------|---------|---------|
| 00 Regular Instruction | 6,516,148    | 560,873.32       | 3,904,518.08   | 2,383,880.33 | 227,749.59 | 96.50   |
| 10 Federal Stimulus            | 2,264,307    | 203,992.57       | 1,278,415.23   | 1,071,484.54 | 85,592.77 | 103.78  |
| 20 Special Ed Instruction      | 462,023      | 44,799.37        | 286,938.25     | 167,062.43   | 8,022.32 | 98.26   |
| 30 Voc. Ed Instruction         | 5,879        | 4,595.55         | 7,919.34       | 1,674.56     | 3,714.90 | 74.06   |
| 50+60 Compensatory Ed Instruct. | 868,846      | 56,968.55        | 395,046.24     | 250,460.54   | 225,339.22 | 74.06   |
| 70 Other Instructional Pyms    | 644,673      | 32,850.55        | 173,699.10     | 96,257.98    | 374,159.92 | 41.88   |
| 80 Community Services          | 3,193,844    | 281,238.89       | 1,845,526.76   | 1,362,624.05 | 14,306.81 | 100.45  |
| Total EXPENDITURES             | 13,955,720   | 1,185,318.80     | 7,892,063.00   | 5,331,444.43 | 732,212.57 | 94.75   |

| C. OTHER FIN. USES TRANS. OUT (GL 536) | 0 | .00 | .00 |
| 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) | 36,000-        | 74,892.67-      | 216,424.22-  | 180,424.22- | 501.18  |

| F. TOTAL BEGINNING FUND BALANCE | 444,000 | 417,739.44 |

| G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-) |
|-----------------------------------------|------------|
| XXXXXXXXXXX                             | .00        |

| H. TOTAL ENDING FUND BALANCE |
|-----------------------------|------------|
| (E + F +OR- G)              | 408,000    | 201,315.22 |

<table>
<thead>
<tr>
<th>I. ENDING FUND BALANCE ACCOUNTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>G/L 810 Restricted For Other Items</td>
</tr>
<tr>
<td>G/L 821 Restricted for Carryover</td>
</tr>
<tr>
<td>G/L 828 Restricted for C/O of FS Rev</td>
</tr>
<tr>
<td>G/L 840 Nonspd FB - Invent/Prepd Itms</td>
</tr>
<tr>
<td>G/L 870 Committed to Other Purposes</td>
</tr>
<tr>
<td>G/L 872 Committd to Min Fnd Bal Policy</td>
</tr>
<tr>
<td>G/L 875 Assigned Contingencies</td>
</tr>
<tr>
<td>G/L 888 Assigned to Other Purposes</td>
</tr>
<tr>
<td>G/L 890 Unassigned Fund Balance</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>
## Capital Projects -- for the Month of March, 2015

### A. REVENUES/OTHER FIN. SOURCES

<table>
<thead>
<tr>
<th>Code</th>
<th>Annual Budget</th>
<th>Actual For Month</th>
<th>Actual For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>1,168,739</td>
<td>79,619.10</td>
<td>628,065.23</td>
<td>540,673.77</td>
<td>53.74</td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>365,376</td>
<td>5,970.14</td>
<td>47,368.59</td>
<td>318,007.41</td>
<td>12.96</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>4000</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>7000</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>8000</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>9000</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,534,115</strong></td>
<td><strong>85,589.24</strong></td>
<td><strong>675,433.82</strong></td>
<td><strong>858,681.18</strong></td>
<td><strong>44.03</strong></td>
<td></td>
</tr>
</tbody>
</table>

### B. EXPENDITURES

<table>
<thead>
<tr>
<th>Code</th>
<th>Annual Budget</th>
<th>Actual For Month</th>
<th>Actual For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Sites</td>
<td>200,000</td>
<td>21,290.01</td>
<td>0.00</td>
<td>178,709.99</td>
<td>10.65</td>
<td></td>
</tr>
<tr>
<td>20 Buildings</td>
<td>1,198,500</td>
<td>1,138.15</td>
<td>156,470.42</td>
<td>1,026,519.34</td>
<td>14.35</td>
<td></td>
</tr>
<tr>
<td>30 Equipment</td>
<td>0</td>
<td>28,878.90</td>
<td>7,121.57</td>
<td>36,000.47</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>40 Energy</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>50 Sales &amp; Lease Expenditure</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>60 Bond Issuance Expenditure</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>90 Debt</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,398,500</strong></td>
<td><strong>1,338.15</strong></td>
<td><strong>206,639.33</strong></td>
<td><strong>22,631.81</strong></td>
<td><strong>1,169,228.86</strong></td>
<td><strong>16.39</strong></td>
</tr>
</tbody>
</table>

### C. OTHER FIN. USES TRANS. OUT (GL 536)

- 338,739
- 214,682.72

### D. OTHER FINANCING USES (GL 535)

- 0
- 0.00

### E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)

- 203,124
- 84,251.09
- 254,111.77
- 457,235.77
- 225.10

### F. TOTAL BEGINNING FUND BALANCE

- 304,060
- 588,228.84

### G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)

- XXXXXXXX
- 0.00

### H. TOTAL ENDING FUND BALANCE

- 100,936
- 842,340.61

### I. ENDING FUND BALANCE ACCOUNTS:

- G/L 810 Restricted For Other Items | 0 | 0.00 |
- G/L 835 Restricted For Arbitrage Rebate | 0 | 0.00 |
- G/L 861 Restricted from Bond Proceeds | 0 | 0.00 |
- G/L 862 Committed from Levy Proceeds | 30,333 | 804,180.82 |
- G/L 863 Restricted from State Proceeds | 0 | 0.00 |
- G/L 864 Restricted from Fed Proceeds | 0 | 0.00 |
- G/L 865 Restricted from Other Proceeds | 0 | 0.00 |
- G/L 870 Committed to Other Purposes | 0 | 37,826.00 |
- G/L 889 Assigned to Fund Purposes | 70,603 | 333.79 |
- G/L 890 Unassigned Fund Balance | 0 | 0.00 |

**TOTAL**

- 100,936
- 842,340.61
### Debt Service Fund -- for the Month of March, 2015

#### A. REVENUES/OTHER FIN. SOURCES

<table>
<thead>
<tr>
<th>Source</th>
<th>ANNUAL</th>
<th>ACTUAL FOR MONTH</th>
<th>ACTUAL FOR YEAR</th>
<th>ENCUMBRANCES</th>
<th>BALANCE</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Local Taxes</td>
<td>0</td>
<td>186.21</td>
<td>1,947.04</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 Local Support NonTax</td>
<td>100</td>
<td>11.92</td>
<td>71.57</td>
<td>28.43</td>
<td>71.57</td>
<td></td>
</tr>
<tr>
<td>3000 State, General Purpose</td>
<td>0</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5000 Federal, General Purpose</td>
<td>0</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6000 Federal, Special Purpose</td>
<td>0</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>0.00</td>
</tr>
<tr>
<td>9000 Other Financing Sources</td>
<td>59,723</td>
<td>.00</td>
<td>53,782.05</td>
<td>5,940.95</td>
<td>90.05</td>
<td></td>
</tr>
</tbody>
</table>

**Total REVENUES/OTHER FIN. SOURCES**  
59,823     198.13  55,800.66  4,022.34  93.28

#### B. EXPENDITURES

- Matured Bond Expenditures: 46,800, .00, 46,800.00, .00, .00, 100.00
- Interest On Bonds: 12,923, .00, 6,982.05, 0.00, 5,940.95, 5403
- Interfund Loan Interest: 0, .00, .00, 0.00, .00, 0.00
- Bond Transfer Fees: 1,000, .00, 56.91, 0.00, 943.09, 5.69
- Arbitrage Rebate: 0, .00, .00, 0.00, .00, 0.00
- Underwriter's Fees: 0, .00, .00, 0.00, .00, 0.00

**Total EXPENDITURES**  
60,723     .00  53,838.96  0.00  6,884.04  88.66

#### C. OTHER FIN. USES TRANS. OUT (GL 536)  
0     .00  .00

#### D. OTHER FINANCING USES (GL 535)  
0     .00  .00

#### E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXPENDITURES  
(A-B-C-D)  
900- 198.13  1,961.70  2,861.70  317.97-

#### F. TOTAL BEGINNING FUND BALANCE  
118,000  119,825.30

#### G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)  
XXXXXXXXX     .00

#### H. TOTAL ENDING FUND BALANCE  
117,100  121,787.00

#### I. ENDING FUND BALANCE ACCOUNTS:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>G/L 810 Restricted for Other Items</td>
<td>0</td>
</tr>
<tr>
<td>G/L 830 Restricted for Debt Service</td>
<td>117,100</td>
</tr>
<tr>
<td>G/L 835 Restricted For Arbitrage Rebate</td>
<td>0</td>
</tr>
<tr>
<td>G/L 870 Committed to Other Purposes</td>
<td>0</td>
</tr>
<tr>
<td>G/L 889 Assigned to Fund Purposes</td>
<td>0</td>
</tr>
<tr>
<td>G/L 890 Unassigned Fund Balance</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL**  
117,100  121,787.00
## Associated Student Body Fund -- for the Month of March, 2015

### A. REVENUES

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>For Month</th>
<th>For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 General Student Body</td>
<td>166,250</td>
<td>319.16</td>
<td>29,334.00</td>
<td></td>
<td>136,916.00</td>
<td>17.64</td>
</tr>
<tr>
<td>2000 Athletics</td>
<td>45,500</td>
<td>5,425.00</td>
<td>29,866.39</td>
<td></td>
<td>15,633.61</td>
<td>65.64</td>
</tr>
<tr>
<td>3000 Classes</td>
<td>14,800</td>
<td>475.00</td>
<td>11,367.15</td>
<td></td>
<td>3,432.85</td>
<td>76.81</td>
</tr>
<tr>
<td>4000 Clubs</td>
<td>132,950</td>
<td>11,835.12</td>
<td>98,752.73</td>
<td></td>
<td>34,197.27</td>
<td>74.28</td>
</tr>
<tr>
<td>6000 Private Moneys</td>
<td>12,200</td>
<td>331.60</td>
<td>15,797.33</td>
<td></td>
<td>3,597.33-</td>
<td>129.49</td>
</tr>
</tbody>
</table>

**Total REVENUES**

<table>
<thead>
<tr>
<th>Budget</th>
<th>For Month</th>
<th>For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>371,700</td>
<td>18,385.88</td>
<td>185,117.60</td>
<td></td>
<td>186,582.40</td>
<td>49.80</td>
</tr>
</tbody>
</table>

### B. EXPENDITURES

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>For Month</th>
<th>For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 General Student Body</td>
<td>95,937</td>
<td>5.39</td>
<td>6,948.48</td>
<td>2,608.97</td>
<td>86,379.55</td>
<td>9.96</td>
</tr>
<tr>
<td>2000 Athletics</td>
<td>83,427</td>
<td>14,476.80</td>
<td>63,385.84</td>
<td>9,506.51</td>
<td>10,534.65</td>
<td>87.37</td>
</tr>
<tr>
<td>3000 Classes</td>
<td>32,460</td>
<td>206.00</td>
<td>2,555.62</td>
<td>7,577.31</td>
<td>22,327.07</td>
<td>31.22</td>
</tr>
<tr>
<td>4000 Clubs</td>
<td>154,463</td>
<td>9,356.22</td>
<td>88,787.71</td>
<td>34,702.58</td>
<td>30,972.71</td>
<td>79.95</td>
</tr>
<tr>
<td>6000 Private Moneys</td>
<td>23,681</td>
<td>.00</td>
<td>13,071.03</td>
<td>953.00</td>
<td>9,656.97</td>
<td>59.22</td>
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</table>

**Total EXPENDITURES**

<table>
<thead>
<tr>
<th>Budget</th>
<th>For Month</th>
<th>For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>389,968</td>
<td>24,044.41</td>
<td>174,748.68</td>
<td>55,348.37</td>
<td>159,870.95</td>
<td>59.00</td>
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</tbody>
</table>

### C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>For Month</th>
<th>For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 General Student Body</td>
<td>18,268-</td>
<td>5,658.53-</td>
<td>10,368.92</td>
<td></td>
<td>28,636.92</td>
<td>156.76-</td>
</tr>
</tbody>
</table>

### D. TOTAL BEGINNING FUND BALANCE

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>For Month</th>
<th>For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>212,713</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>351,904.05</td>
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</tr>
</tbody>
</table>

### E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>For Month</th>
<th>For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXXX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>.00</td>
<td></td>
</tr>
</tbody>
</table>

### F. TOTAL ENDING FUND BALANCE

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>For Month</th>
<th>For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>194,445</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>362,272.97</td>
<td></td>
</tr>
</tbody>
</table>

### G. ENDING FUND BALANCE ACCOUNTS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>For Month</th>
<th>For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>G/L 810 Restricted for Other Items</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>G/L 819 Restricted for Fund Purposes</td>
<td>194,445</td>
<td>362,272.97</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>G/L 840 Nonspnd FB - Invent/Prepd Items</td>
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<td></td>
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<td>.00</td>
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</tr>
<tr>
<td>G/L 850 Restricted for Uninsured Risks</td>
<td>0</td>
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<td></td>
<td></td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>G/L 870 Committed to Other Purposes</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>G/L 889 Assigned to Fund Purposes</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>G/L 890 Unassigned Fund Balance</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>.00</td>
<td></td>
</tr>
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</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Budget</th>
<th>For Month</th>
<th>For Year</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>194,445</td>
<td></td>
<td></td>
<td></td>
<td>362,272.97</td>
<td></td>
</tr>
</tbody>
</table>
90.--Transportation Vehicle Fund -- for the Month of March, 2015

<table>
<thead>
<tr>
<th></th>
<th>ANNUAL BUDGET</th>
<th>ACTUAL FOR MONTH</th>
<th>ACTUAL FOR YEAR</th>
<th>ENCUMBRANCES</th>
<th>BALANCE</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Local Taxes</td>
<td>0</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2000 Local Nontax</td>
<td>100</td>
<td>8.88</td>
<td>70.76</td>
<td>29.24</td>
<td>70.76</td>
<td></td>
</tr>
<tr>
<td>3000 State, General Purpose</td>
<td>0</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4000 State, Special Purpose</td>
<td>85,255</td>
<td>.00</td>
<td>.00</td>
<td>85,255.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>5000 Federal, General Purpose</td>
<td>0</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>8000 Other Agencies and Associates</td>
<td>0</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>9000 Other Financing Sources</td>
<td>0</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>A. TOTAL REV/OTHER FIN. SOURCES</strong></td>
<td><strong>85,355</strong></td>
<td><strong>8.88</strong></td>
<td><strong>70.76</strong></td>
<td><strong>85,284.24</strong></td>
<td><strong>0.08</strong></td>
<td></td>
</tr>
<tr>
<td><strong>B. 9900 TRANSFERS IN FROM GF</strong></td>
<td><strong>0</strong></td>
<td><strong>.00</strong></td>
<td><strong>.00</strong></td>
<td><strong>.00</strong></td>
<td><strong>0.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>C. Total REV./OTHER FIN. SOURCES</strong></td>
<td><strong>85,355</strong></td>
<td><strong>8.88</strong></td>
<td><strong>70.76</strong></td>
<td><strong>85,284.24</strong></td>
<td><strong>0.08</strong></td>
<td></td>
</tr>
<tr>
<td><strong>D. EXPENDITURES</strong></td>
<td><strong>173,500</strong></td>
<td><strong>.00</strong></td>
<td><strong>117,948.69</strong></td>
<td><strong>1,090.00</strong></td>
<td><strong>54,461.31</strong></td>
<td><strong>68.61</strong></td>
</tr>
<tr>
<td>Type 30 Equipment</td>
<td>173,000</td>
<td>.00</td>
<td>117,948.69</td>
<td>1,090.00</td>
<td>54,461.31</td>
<td>68.61</td>
</tr>
<tr>
<td>Type 60 Bond Levy Issuance</td>
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<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Type 90 Debt</td>
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<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total EXPENDITURES</strong></td>
<td><strong>173,500</strong></td>
<td><strong>.00</strong></td>
<td><strong>117,948.69</strong></td>
<td><strong>1,090.00</strong></td>
<td><strong>54,461.31</strong></td>
<td><strong>68.61</strong></td>
</tr>
<tr>
<td><strong>E. OTHER FIN. USES TRANS. OUT (GL 536)</strong></td>
<td><strong>0</strong></td>
<td><strong>.00</strong></td>
<td><strong>.00</strong></td>
<td><strong>.00</strong></td>
<td><strong>0.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>F. OTHER FINANCING USES (GL 535)</strong></td>
<td><strong>0</strong></td>
<td><strong>.00</strong></td>
<td><strong>.00</strong></td>
<td><strong>.00</strong></td>
<td><strong>0.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER)EXP/OTH FIN USES (C-D-E-F)</strong></td>
<td><strong>88,145</strong></td>
<td><strong>8.88</strong></td>
<td><strong>117,877.93</strong></td>
<td><strong>29,732.93</strong></td>
<td><strong>33.73</strong></td>
<td></td>
</tr>
<tr>
<td><strong>H. TOTAL BEGINNING FUND BALANCE</strong></td>
<td><strong>90,200</strong></td>
<td></td>
<td></td>
<td></td>
<td>208,516.56</td>
<td></td>
</tr>
<tr>
<td><strong>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</strong></td>
<td>XXXXXXXXX</td>
<td></td>
<td></td>
<td>.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>J. TOTAL ENDING FUND BALANCE</strong></td>
<td><strong>2,055</strong></td>
<td></td>
<td></td>
<td></td>
<td>90,638.63</td>
<td></td>
</tr>
</tbody>
</table>

K. ENDING FUND BALANCE ACCOUNTS:

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>G/L 810 Restricted For Other Items</td>
<td>0</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G/L 819 Restricted for Fund Purposes</td>
<td>2,055</td>
<td>90,638.63</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G/L 830 Restricted for Debt Service</td>
<td>0</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>G/L 835 Restricted For Arbitrage Rebate</td>
<td>0</td>
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<td>G/L 850 Restricted for Uninsured Risks</td>
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<td><strong>TOTAL</strong></td>
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<td></td>
<td></td>
<td>90,638.63</td>
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Enrollment & Revenue Projections
Preliminary Expenditures for 2015-2016

AGENDA

1st Report to the Board on 2015-2016 Budget

1. Enrollment Projections
2. What We Know (& Don’t Know) from the State
3. Preliminary Revenue projections
4. Draft of Expenditures
5. Questions
### Enrollment Projection Process

- Uses Cohort Projection Model
- Statistical Averages prior years movement of students from one grade to the next
  - (% of once grade that proceeds to then next ea year)
- Based on prior years history and current information from principals and community
  - Population movements and housing issues
  - Other changes and developments within the community

### Enrollment History

#### 2015-16 PTSD Cohort Enrollment Projection

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>January</td>
<td>January</td>
<td>January</td>
<td>Feb 2014</td>
<td>January</td>
<td>5 yr Wgt Avg.</td>
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<td>Kindergarten*</td>
<td>99</td>
<td>86</td>
<td>82</td>
<td>77</td>
<td>76</td>
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<tr>
<td>Grade 1</td>
<td>84</td>
<td>93</td>
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<td>Grade 2</td>
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<td>Grade 4</td>
<td>69</td>
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<td>90</td>
<td>79</td>
<td>111</td>
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<td>95</td>
<td>79</td>
<td>78</td>
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<td>77</td>
<td>86</td>
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<td>Grade 8</td>
<td>99</td>
<td>107</td>
<td>117</td>
<td>90</td>
<td>79</td>
<td>77</td>
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<td>Grade 9</td>
<td>122</td>
<td>109</td>
<td>115</td>
<td>117</td>
<td>98</td>
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<td>Grade 10</td>
<td>127</td>
<td>120</td>
<td>110</td>
<td>112</td>
<td>120</td>
<td>98</td>
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<tr>
<td>Grade 11</td>
<td>107</td>
<td>115</td>
<td>116</td>
<td>98</td>
<td>97</td>
<td>109</td>
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<td>Grade 12</td>
<td>146</td>
<td>117</td>
<td>125</td>
<td>121</td>
<td>107</td>
<td>105</td>
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</table>
Enrollment Trends
Budget vs Actual

6 Years January Enrollment Trend w/ 2015-16 Projection(s)

Enrollment Projections – by Grade

<table>
<thead>
<tr>
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<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HEADCOUNT</td>
<td>AAFTE</td>
<td>HEADCOUNT</td>
<td>AAFTE</td>
</tr>
<tr>
<td>K-3</td>
<td>328</td>
<td>289</td>
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<tr>
<td>+ FDK</td>
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<td>38.0</td>
<td>n/a</td>
<td>38.0</td>
</tr>
<tr>
<td>4-8</td>
<td>436</td>
<td>434</td>
<td>432.4</td>
<td>451</td>
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<tr>
<td></td>
<td>418</td>
<td>398</td>
<td>404.5</td>
<td>395</td>
</tr>
<tr>
<td>9-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(sub-total)</td>
<td>1,182.0</td>
<td>1,121.0</td>
<td>1,124.6</td>
<td>1,162</td>
</tr>
<tr>
<td>w/out FDK</td>
<td></td>
<td></td>
<td>1,143.0</td>
<td>1,143.0</td>
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<tr>
<td>+ Running Start</td>
<td>9</td>
<td>30</td>
<td>26.1</td>
<td>15</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,191</td>
<td>1,151</td>
<td>1,150.7</td>
<td>1,177</td>
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<tr>
<td>w/ Running Start</td>
<td></td>
<td></td>
<td>1,168.0</td>
<td>1,168.0</td>
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4/23/2015
Enrollment Projections – by School

<table>
<thead>
<tr>
<th>Schools</th>
<th>2014-15 Budget</th>
<th>2015-2016 Budget</th>
<th>Variance Budget to Budget AAFTE</th>
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<tr>
<td>Grant St (w/OPEPO)</td>
<td>337 298</td>
<td>323 285.0</td>
<td>(13)</td>
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<tr>
<td>+ FDK</td>
<td>n/a 38.0</td>
<td>38</td>
<td>38</td>
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<tr>
<td>Blue Heron</td>
<td>387 386</td>
<td>405 404</td>
<td>18</td>
</tr>
<tr>
<td>PT High School</td>
<td>390 373</td>
<td>368 356</td>
<td>(17)</td>
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<tr>
<td>OCEAN</td>
<td>68 64</td>
<td>66 60</td>
<td>(4)</td>
</tr>
<tr>
<td>(sub-total) w/out FDK</td>
<td>1,182.0 1,121.0</td>
<td>1,162 1,143.0</td>
<td>22</td>
</tr>
<tr>
<td>+ Running Start</td>
<td>9 30</td>
<td>15 25</td>
<td>(5)</td>
</tr>
<tr>
<td>TOTAL w/ Running Start</td>
<td>1,191 1,151</td>
<td>1,177 1,168.0</td>
<td>17</td>
</tr>
</tbody>
</table>

2014-15 Budget 2015-2016 Budget Variance

REVENUE PROJECTIONS

• **How do we project revenue for budget?**
  – Project State Revenues
    • Follow Legislative budget process for basic education and categorical program funding
  – Estimate Federal Revenues
    • Gather data on federal grants, free & reduced meals, etc.
  – Estimate Projected Tax Collections
  – Estimate Other Revenues
    • Food services (lunchroom) sales, tuitions, fines & fees, interest, etc.
    • Payments from other districts for special education services, etc.
Revenue Projections

• State Budgets ... What Do We Know
  – House & Senate Budget proposal congruencies:
    • Same increases to Employer Retirement contributions
    • Grant Street would receive FDK funding under both
    • MSOC (Materials Supplies & Op Costs) increase from $848.04 to $1210.05 per FTE + $362
    • Minimal increase to CTE MSOC + $14

Revenue Projections

• State Budgets ... What We Don’t Know
  – House & Senate Budget proposal differences:
    • COLA proposals: 3% and 1.8%
    • K-4 Class size & High Poverty Class size
    • ALE & Running Start rates: $122 difference
    • Use most conservative of the two proposals
  – Federal Entitlement Grants
    • Estimate using proportionate enrollment changes
  – Tax Levies
    • Estimate Levy Lid using state format and estimates
Current 2014-2015 Budget
General Fund Revenues

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenue</td>
<td>$13,340,704</td>
<td>24%</td>
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<tr>
<td>Plus Capacity</td>
<td>$300,000</td>
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<tr>
<td>Total Revenues</td>
<td>$13,640,704</td>
<td>24%</td>
</tr>
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</table>

2015-2016 Prelim General Fund Revenues

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Amount</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Operating Revenue</td>
<td>$14,036,255</td>
<td>30%</td>
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<tr>
<td>Plus Capacity</td>
<td>$400,000</td>
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<tr>
<td>Total Revenues</td>
<td>$14,436,255</td>
<td>30%</td>
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### GENERAL FUND Revenues

#### Preliminary Comparison

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<tr>
<th></th>
<th>2015-16 Prelim</th>
<th>2014-15 Budget</th>
<th>Variance</th>
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</thead>
<tbody>
<tr>
<td>Local Taxes</td>
<td>$3,355,659</td>
<td>$3,250,537</td>
<td>$105,122</td>
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<tr>
<td>Local Non-Tax</td>
<td>350,550</td>
<td>515,455</td>
<td>(164,905)</td>
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<tr>
<td>State General Purpose</td>
<td>7,306,430</td>
<td>6,563,664</td>
<td>742,766</td>
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<tr>
<td>State Special Purpose</td>
<td>1,877,877</td>
<td>1,882,549</td>
<td>(4,672)</td>
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<td>Federal</td>
<td>1,145,739</td>
<td>1,128,499</td>
<td>17,240</td>
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<tr>
<td>Other Revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Capacity</td>
<td>400,000</td>
<td>300,000</td>
<td>100,000</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$14,436,255</strong></td>
<td><strong>$13,640,704</strong></td>
<td><strong>$795,551</strong></td>
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<tr>
<td>Other Sources - Transfers</td>
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<tr>
<td>From CPF</td>
<td>279,016</td>
<td>279,016</td>
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<tr>
<td><strong>Total Revenue &amp; Other Sources</strong></td>
<td><strong>$14,715,271</strong></td>
<td><strong>$13,919,720</strong></td>
<td><strong>$795,551</strong></td>
</tr>
</tbody>
</table>

### GENERAL FUND EXPENDITURES

**How are expenditures estimated?**

- **Staffing dollars**
  - FTE/Hours for Basic Ed, District Support & Categorical programs are estimated based on projected enrollment & district need
  - Dollars are estimated by HR, and exported into budget system

- **Non-Staffing dollars**
  - Discretionary budget allocated on per-pupil basis for schools; school principals determine how budget is distributed;
  - District-wide support services are provided with approximately the same Discretionary budget as prior year;
  - Grant and Categorical programs are budgeted by Program Managers based on estimated resources.
2015-2016 Preliminary General Fund Expenditures

Where does the money go?

- Operating Expenditures: $14,004,506
  - Plus Capacity: $400,000
  - Total Expenditures: $14,404,506

---

GENERAL FUND Expenditures Preliminary Comparison

<table>
<thead>
<tr>
<th>BUDGET BY OBJECT</th>
<th>2015-2016 Budget</th>
<th>2014-15 Budget</th>
<th>Variance</th>
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<tbody>
<tr>
<td>Staffing</td>
<td>$11.18 M</td>
<td>$10.54 M</td>
<td>$0.64 M</td>
</tr>
<tr>
<td>Non-Staffing</td>
<td>2.89 M</td>
<td>3.09 M</td>
<td>(0.20) M</td>
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<tr>
<td>Capacity</td>
<td>0.40 M</td>
<td>0.30 M</td>
<td>0.10 M</td>
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<td>Total Expenditures</td>
<td>$14.47 M</td>
<td>$13.93 M</td>
<td>$0.54 M</td>
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</table>

Certificated Staff FTE: 86.500 FTE (2015-2016) vs. 82.200 FTE (2014-15), Variance: 4.300 FTE

Classified Staff FTE: 53.100 FTE (2015-2016) vs. 52.615 FTE (2014-15), Variance: 0.485 FTE
### 2015-2016 Prelim General Fund Budget Reconciliation

<table>
<thead>
<tr>
<th></th>
<th>2015-2016</th>
<th>2014-15</th>
<th>Variance</th>
</tr>
</thead>
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<tr>
<td>Revenues</td>
<td>$14,436,255</td>
<td>$13,640,704</td>
<td>$795,551</td>
</tr>
<tr>
<td>Transfers-In</td>
<td>279,016</td>
<td>279,016</td>
<td>-</td>
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<tr>
<td></td>
<td>$14,715,271</td>
<td>$13,919,720</td>
<td>$795,551</td>
</tr>
<tr>
<td>Operating Expenditures</td>
<td>14,470,786</td>
<td>13,955,720</td>
<td>515,066</td>
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<td>Net Increase/&lt;Decrease&gt;</td>
<td>$244,485</td>
<td>$(36,000)</td>
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<td>Beginning Fund Bal (Est.)</td>
<td>408,000</td>
<td>444,000</td>
<td>$(36,000)</td>
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<tr>
<td>Ending Fund Bal est.</td>
<td>$652,485</td>
<td>$408,000</td>
<td>$244,485</td>
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<tr>
<td></td>
<td>4.6%</td>
<td>3.1%</td>
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### Other Funds

**2015-2016 Budgets**

ASB Budget: ASB budgets have been completed by all three schools; some corrections are still pending.

Capital, Debt Service & Transportation Vehicle Fund Budgets are in process.
## PTSD -- 2015-2016 ASB BUDGET SUMMARY

<table>
<thead>
<tr>
<th></th>
<th>GRANT STREET</th>
<th>BLUE HERON</th>
<th>PT HIGH SCHOOL</th>
<th>DISTRICT RESERVE</th>
<th>TOTAL BUDGET</th>
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<td>$2,882</td>
<td>$54,695</td>
<td>$150,328</td>
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### Revenues

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<th>BLUE HERON</th>
<th>PT HIGH SCHOOL</th>
<th>DISTRICT RESERVE</th>
<th>TOTAL BUDGET</th>
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<tr>
<td>1xxx General ASB</td>
<td>882</td>
<td>4,550</td>
<td>32,200</td>
<td>100,000</td>
<td>136,832</td>
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<td>2xxx ASB Athletics</td>
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<td>6,000</td>
<td>40,500</td>
<td>101,000</td>
<td>147,500</td>
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<tr>
<td>3xxx ASB Classes</td>
<td>3,000</td>
<td>1,600</td>
<td>5,580</td>
<td>102,000</td>
<td>112,180</td>
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<tr>
<td>4xxx ASB Clubs</td>
<td>-</td>
<td>34,050</td>
<td>105,500</td>
<td>110,550</td>
<td>249,050</td>
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<tr>
<td>6xxx Non-ASB Private Fundraising</td>
<td>2,000</td>
<td>500</td>
<td>3,800</td>
<td>100,000</td>
<td>100,800</td>
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</table>

<table>
<thead>
<tr>
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<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$22,282</td>
<td>$26,700</td>
<td>$147,550</td>
<td>$100,000</td>
<td>$319,632</td>
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### Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>GRANT STREET</th>
<th>BLUE HERON</th>
<th>PT HIGH SCHOOL</th>
<th>DISTRICT RESERVE</th>
<th>TOTAL BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xxx General ASB</td>
<td>-</td>
<td>(400)</td>
<td>(2,500)</td>
<td>(4,200)</td>
<td>(107,100)</td>
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<tr>
<td>2xxx ASB Athletics</td>
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<td>(3,000)</td>
<td>(70,500)</td>
<td>(73,500)</td>
<td>(147,150)</td>
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<td>3xxx ASB Classes</td>
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<td>(6,600)</td>
<td>(3,570)</td>
<td>(15,400)</td>
<td>(22,670)</td>
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<td>4xxx ASB Clubs</td>
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<td>(10,250)</td>
<td>(126,700)</td>
<td>(126,500)</td>
<td>(263,400)</td>
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<td>6xxx Non-ASB Private Fundraising</td>
<td>(2,000)</td>
<td>(900)</td>
<td>(2,800)</td>
<td>(100,000)</td>
<td>(105,800)</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>(5,550)</td>
<td>(23,250)</td>
<td>(200,300)</td>
<td>(100,000)</td>
<td>(329,850)</td>
</tr>
</tbody>
</table>

### Transfers

<table>
<thead>
<tr>
<th>Category</th>
<th>GRANT STREET</th>
<th>BLUE HERON</th>
<th>PT HIGH SCHOOL</th>
<th>DISTRICT RESERVE</th>
<th>TOTAL BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xxx General ASB</td>
<td>-</td>
<td>-</td>
<td>(27,000)</td>
<td>(27,000)</td>
<td>(27,000)</td>
</tr>
<tr>
<td>2xxx ASB Athletics</td>
<td>-</td>
<td>-</td>
<td>22,000</td>
<td>22,000</td>
<td>22,000</td>
</tr>
<tr>
<td>3xxx ASB Classes</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>4xxx ASB Clubs</td>
<td>-</td>
<td>(5,000)</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6xxx Non-ASB Private Fundraising</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Total Transfers</strong></td>
<td>(5,550)</td>
<td>(23,250)</td>
<td>(200,300)</td>
<td>(100,000)</td>
<td>(329,850)</td>
</tr>
</tbody>
</table>

### Ending Cash (Fund) Balance

<table>
<thead>
<tr>
<th></th>
<th>GRANT STREET</th>
<th>BLUE HERON</th>
<th>PT HIGH SCHOOL</th>
<th>DISTRICT RESERVE</th>
<th>TOTAL BUDGET</th>
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</thead>
<tbody>
<tr>
<td><strong>Ending Cash (Fund) Balance</strong></td>
<td>$2,764</td>
<td>$58,145</td>
<td>$137,578</td>
<td>$-</td>
<td>$198,487</td>
</tr>
</tbody>
</table>

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**On-going Variables**

- ✓ 2014-2015 Actual Ending Fund Balances
- ✓ September 2015 Actual Student Enrollment
- ✓ 2015-2016 Special Needs Student Counts
Are there any Questions???
Port Townsend School District -- STUDENT TRAVEL
STUDENT TRAVEL AUTHORIZATION - TRANSPORTATION REQUEST

DUE TO PRINCIPAL AT LEAST 7 DAYS IN ADVANCE OF TRIP
(30 DAYS IN ADVANCE OF OVERNIGHT TRIP, TO ENSURE BOARD APPROVAL)

<table>
<thead>
<tr>
<th>Field Trip</th>
<th>☐ ASB Activity</th>
<th>☐ Other __________</th>
</tr>
</thead>
</table>

Submitted by:  
Tom Campbell, Gina McNaught  
[teacher/advisor/coach]  
Date of Request: 4/23/15

For Class/Student Group:  
Visit History CLUB
(include grade level)

Date(s) of trip(s): APRIL 1-9, 2017  
Departure time: TBD am/pm

Destination(s): ATHENS, GREECE  
Return time: TBD am/pm

Address
City/State  
Zip Code  
Contact name/Phone

# of Students: TBD  
# of Adults: At least 2

Funding Source:  
Student Fundraisers

Description  
[club + parents support]

Charge to:  
[account code]

Estimated Costs of Trip/Activity:

Transport: $______  
Subs: $______

Other: $______  
(description of other costs)

FIELD TRIPS:

District Policy/Procedure #3220P: "Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom."

Reason for trip (List educational purpose of the trip, objectives/activities planned):

This is the annual PTHS Visit History Trip to Europe, which began in 2002.

How will students be transported?:  
☐ District Bus  
☐ District Van  
☐ Other: Plane/Boat

Yes ☐ / No ☐ -- Substitute(s) required?  Yes _____ How many? _______

Yes ☐ / No ☐ -- Sample itinerary and parent permission slip attached?

Yes ☐ / No ☐ -- Food Services notified?

DISTRICT TRANSPORTATION REQUEST:

☐ Bus Transport  
estimated #

☐ District Van  
estimated #

# of Student in Wheelchairs: ________  
*Ferry Required -- Yes ☐ / No ☐

Other Information:  

*(WSDOT requests notification 72 hours in advance of all school travel by ferry - bus, van, or walk-on; must include estimated number of students under 90 lbs.)

Building Approval:

C. Hambrecht  4/23/15  
[Principal]

District Approval (out-of-state &/or overnight trips)

David Evers  4/23/15  
(Superintendent/Designee)

Distribution -- Signed/Approved Copies to:  
☐ Requester,  
☐ Building Secretary,  
☐ District Office
Grecian Odyssey

"How do I enroll participants on this tour?"
- Give out your Tour ID: PTHS2017
- E-mail enrollment instructions to a potential participant
- Get more enrollment guides

Group Organizer Resources
Overview

DAYS 1-2: Arrival

DAY 3: Athens City Sightseeing

DAY 4: Excursion to Delphi

DAY 5: Athens

DAY 6: Saronic Gulf Cruise

DAY 7: Excursion to the Peloponnesus

DAY 8: Athens, Dora Stratou Performance

DAY 9: Departure

Includes
Services of a specially-trained passports courier throughout.

Meals and Overnights
Accommodations in centrally-located three-star or four-star hotels.
Breakfasts and dinners included throughout.
*Exceptions noted below

Athens
Lunch in Delphi on Day 4.
Lunch on board during the Saronic Gulf cruise on Day 6.
Lunch during the excursion on Day 7.

Transit Summary
Round-trip transportation on scheduled airline.

Airport arrival transfer on Days 1-2.

Saronic Gulf Cruise to Aegina, Poros and Hydra (Full-day) on Day 6.

Airport departure transfer on Day 9.

Review Day-by-day for detailed inclusions.
Participant Cost Breakdown

Itinerary        Grecian Odyssey  
Departing       April 1, 2017  
Departure City  Seattle, WA  
Rooming         Triples  
Program Cost    $4,245  

-$250 *Early Enrollment Discount for enrollments before December 1, 2015*

Total Cost      $3,995  
Estimated Monthly Payment $184  

*Total Cost includes discounts which expire as listed. Program Cost includes Estimated Airline fees** of $729 and weekend fees of $80. Program Cost is valid for those who enroll and pay in full before December 12, 2016. Estimated monthly payment is for enrollments before May 15, 2015 after $495 deposit.

Available Add-ons  

Double rooms: $280 per person - 7 @ $40 per night (mandatory for adults 24 years and older)

**Available Add-ons not included in price**

TravelPak benefits package includes life, health, and accident insurance, and trip interruption coverage and is included in the Program Cost of your trip. There is no fee for this benefit. Upgraded TravelPak+Plus cancellation insurance is optional. See page 11 of Passports' Enrollment Guide for details.

**Includes taxes and fuel charges and is subject to change. Does not include any applicable baggage-handling fees imposed by the airline.**
Internal Transit
Airport arrival transfer on Days 1-2. Saronic Gulf Cruise to Aegina, Poros and Hydra on Day 6. Airport departure transfer on Day 9.

Days 1-2: Arrival Athens

Day 3: Athens
Half-day city sightseeing: Local Guide, Acropolis, Parthenon, Acropolis Museum

Day 4: Athens
Excursion to Delphi: Guided tour of the Archaeological site in Delphi, Archaeological Museum

Day 5: Athens
Excursion to Cape Sounion: Guided visit of the Temple of Poseidon, Countryside dinner

Day 6: Athens
Saronic Gulf Cruise to Aegina, Poros and Hydra

Day 7: Athens
Excursion to the Peloponnesus: Corinth Canal, Ancient Corinth, Guided tour of Mycenae, Guided tour of Epidaurus

Day 8: Athens
Dora Stratou dance performance

Day 9: Departure

E-Z Pay
Opt for automatic monthly payments:
• reduce enrollment deposit to $95
• extend final payment deadline to 30 days prior to departure
passports.com/ezpay

TravelPak+Plus
Available for $249
Cancel for one of 17 covered reasons and receive 100% of your money back
Cancel for any other reason and get 75% of your money back, up to 2 days prior to departure!
passports.com/travelpak
Grecian Odyssey
Group Organizer: Mr. Tom Gambill

Tour Includes

Departure Date
March 24, 2016

Overnights
Athens 7

Accommodations
Accommodations in centrally-located three-star or four-star hotels. Rooming on a triple basis. Double rooms: $280 per person.

Transportation
Round-trip transportation on scheduled airline.

Meals
All breakfasts. Three lunches. All dinners. Countryside dinner on Day 5.

Guides
Services of a specially-trained passports courier throughout.

Included Travel Insurance
The benefits package conveys high-option life, health, and accident insurance, baggage loss and delay, trip delay and trip interruption coverage.

Investment

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Tour Cost</td>
<td>$4573</td>
</tr>
<tr>
<td>$150</td>
<td>until May 15, 2015</td>
</tr>
<tr>
<td>Total</td>
<td>$4423</td>
</tr>
</tbody>
</table>

Tour cost includes applicable weekend fees and estimated airline taxes and fees of $729. Final payment is due 12/5/2015 or, with E-Z Pay, 2/23/2016. Tour cost is based on a combined enrollment of 15 participants. Departure from Seattle, WA.

Enroll Today!

1. Visit our website
   secure.passports.com

2. Enter Tour ID
   TGAMBILL2016-2

389 Main St., Spencer, MA 800.332.7277
**PTHS Visit History Field Trip for 2017**
*(pending school board approval)*

**Passports "Grecian Odyssey"**
Tour to Greece

**TOUR OBJECTIVES**
- Curricular connection to Social Studies courses, esp. World History & Art:
  - Students learn history not two-dimensionally from books and pictures but by experiencing the geography, the art and architecture, and landscapes first-hand.
  - Students directly experience another culture: its language, food, manners, religious and artistic heritage, etc. Prior to departure, students will learn some travel phrases and all will have an opportunity to try out their language skills.
  - Students gain a richer appreciation of our shared past with Europe and a new perspective for understanding both our own culture and global contemporary events.
  - Students taking the field trip may substitute their travel experience and accompanying journal entries for the Modern History international novel reading assignment. This journal will provide the springboard for their semester research paper.
- Life experience:
  - Students learn practical travel skills organizing their travel needs and preparing themselves mentally to make the most of their learning opportunity.
  - Students learn travel techniques and manners. They develop consideration for others and individual responsibility in traveling within a group of their peers.
  - Students build confidence and gain self-sufficiency skills toward establishing an independent life by operating in a new environment under guidance. The group travel arrangements, the knowledge and experience of teacher and courier and the companionship of their peers support the student in this travel adventure.

Gambill note: I won't take any student in whom I don't have complete confidence regarding integrity, responsibility and good judgment. Should a student fail to use good judgment and disregard the travel guidelines, that student will be sent home at his or her own expense.
2017 Visit History

Apr. 23, 2015

To Whom it May Concern,

Our daughter / son ____________________________ will be traveling to Athens, Greece for 9 days. He / She will be flying from Seattle to Athens, April 1, 2017, participating in the Passport Company's custom tour to Greece and will be returning to Seatac airport in the United States on April 9. He / She will be accompanied by Port Townsend High School teacher Tom Gambill.

Should there be any question concerning their travel plans, you may contact me at tgambill@ptschools.org or mirkwood85@gmail.com

Signatures of Parent(s) or Legal Guardian(s):  

___________________________  __________/________/______
Signature / Relationship

___________________________  __________/________/______
Signature / Relationship

Washington State
Jefferson County
Notarized before ____________________________
Notary Public on ____________________________
Port Townsend, Washington, USA
Port Townsend School District
MEDICAL/DENTAL CONSENT FORM

Name of Student: ___________________________  Birth date ________

Home Address: ____________________________  Home phone ________

Name of Parent or Guardian student lives with: _______________________________________

Phone where Parent or Guardian may be reached: ______________________________________

Should your student become ill or injured while he/she is on a field trip, the parent or guardian will be notified as soon as possible. However, there may be instances when neither parent nor guardian can be reached. In case of emergency, who should be contacted for providing information, care and/or transportation for your student in the event you, the parent or guardian, cannot be reached—

Name of emergency contact: ______________________  Phone ________

Student's Physician: _________________________  Phone ________

Student's Dentist: ___________________________  Phone ________

Insurance Company: Policy #_____________________

In the event of a serious injury or illness requiring immediate medical/dental attention, your signature is authorization for the chaperoning staff or Passports courier to obtain emergency care at the nearest medical/dental facility.

Date ________.  Signature: ______________________________________

Relationship to Student________________________

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

HEALTH INFORMATION: Please check or circle the appropriate answer for your student.

Allergies:  Yes  No  Medication:

Asthma:    Yes  No  Medication:

Epilepsy:  Yes  No  Medication:

Diabetes:  Yes  No  Medication:

Other:     Yes  No  Medication:

Other:     Yes  No  Medication:

Special Instructions: ____________________________________________
Group Organizer Cost Breakdown

Itinerary  Grecian Odyssey
Departing  April 1, 2017
Departure City  Seattle, WA
Rooming  Triples
Program Cost  15-19 payees $4,525
               20-24 payees $4,415
               25-29 payees $4,305
               30-34 payees $4,275
               35-39 payees $4,245 *primary bracket
               $250 Early Enrollment Discount for enrollments before December 1, 2015
Total Cost  $3,995
Estimated Monthly Payment  $184

*Total Cost includes discounts which expire as listed. Program Cost includes
Estimated Airline fees ** of $729 and weekend fees of $80. Program Cost is valid for
those who enroll and pay in full before December 12, 2016. Estimated monthly
payment is for enrollments before May 15, 2015 after $495 deposit.

Available Add-ons
not included in price
Double rooms: $280 per person - 7 @ $40 per night (mandatory for adults 24 years
and older)

TravelPak benefits package includes life, health, and accident insurance, and trip interruption coverage and is included in the Program Cost of your trip. There is no fee for this benefit. Upgraded TravelPak+Plus cancellation insurance is optional. See page 11 of Passports' Enrollment Guide for details.

Program Cost is based on a combined enrollment of 35 or more paying participants.

For a land-only price for your tour, please deduct $580 from the prices quoted. (Airline fees and weekend supplement are not applicable.)

**Includes taxes and fuel charges and is subject to change. Does not include any applicable baggage-handling fees imposed by the airline.
Travel, in the younger sort, is a part of education.
— Sir Francis Bacon

Congratulations on choosing passports as your travel sponsor!

The people behind passports have been responsible, directly or indirectly, for the successful overseas travel of hundreds of thousands of American high school students, college students, and adults since the mid-nineteen-sixties.

The fundamental premise has remained unchanged over all these years: travel to foreign lands is an education in itself, making the world a safer place, and making people happier with their lives than they would have been otherwise.

We look forward to providing you with an enjoyable educational travel experience!

Dr. Gilbert Scott Markle
passports is led by student travel industry veteran, Gil Markle. Dr. Markle is regarded as one of the pioneers in the field of U.S. student travel. In 1965, he created ALSG (the American Leadership Study Groups). Dr. Markle later created passports in 1992, based in Spencer, MA. The company is operated by a team of dedicated travel professionals — all of them known for many years to traveling teachers across the United States.
Standard passports Tours Include

Full-time, specially-trained tour director
Three and four-star, high-quality hotels, located in the center of the cities you visit
Ample, three-course meals in a variety of local restaurants, allowing travelers to experience authentic cuisine
Preferential flight routings
Complimentary overseas medical insurance
The experience of a lifetime!

E-Z Pay

Lower monthly payments, the E-Z way!
Opt for the all-new passports E-Z Pay billing program for these great benefits:

Reduced Enrollment Deposit
$95 instead of the usual $495

Lower Monthly Payments
Extended 30-day final payment deadline allows longer to pay

Automatic Checking Withdrawals
Save time, never miss a payment

Contests for 2016

Win a $500 Amazon gift card, and more!
Check out this year's traveler contests:

Student Photo Contest
Student Video Contest
My passports Drawstring
Instagram Your Meal

For detailed information, visit passports.com/contests
Choose your payment plan:

**E-Z Pay Plan**

- $95 deposit
- 30-day final payment deadline
- lower monthly payments

**Convenience Billing**

- $495 deposit
- 110-day final payment deadline
- pay when you choose, as long as you pay in full by the final payment deadline

**Online Application**

Log on to [secure.passports.com](http://secure.passports.com).

Enter your Tour ID, provided by your group organizer.

Complete the application, and choose E-Z Pay as your payment option. Follow the online instructions.

Then, sit back and relax! The rest of your payments will be automatically withdrawn from your checking account on a monthly basis.

**Online Application**

Enter your Tour ID at [secure.passports.com](http://secure.passports.com), and complete the application. Select pay by credit card as your payment option.

Credit card payments may only be made with online applications, and a $25 service fee will apply. Note: subsequent payments cannot be made by credit card.

**Paper Application**

Complete and sign the enrollment application on the facing page. Mail the application and a check for your initial deposit to the passports office.

enroll online at [secure.passports.com](http://secure.passports.com)
PERSONAL DATA

For online enrollment go to secure.passports.com

All information must match your passport (check your passport) — fees will apply for name changes. Do not use nicknames. Please print clearly.
Your passport must be valid for at least 6 months after you return.

LAST NAME
FIRST NAME
MIDDLE NAME
ADDRESS
CITY

Do not abbreviate city.

HOME TELEPHONE ( )

PARTICIPANT EMAIL

BIRTHDATE

ADULT TRAVELERS: Please select rooming preference:
[ ] I will purchase double room accommodations. ROOMMATE NAME
[ ] Bill me for single room accommodations.

CITIZEN OF (COUNTRY)

PASSPORT #

DATE OF ISSUE

COUNTRY OF ISSUE

If you do not have your passport, please leave this section blank and provide us with the information once you receive your passport.

Travelers are solely responsible for obtaining all proper travel documents, visas and passports. See Release & Agreement, paragraph #20.

PARENT/GUARDIAN’S NAME

If 21 or older, please indicate next of kin.

EMERGENCY CONTACT

Name and telephone of person not traveling with you.

TOUR GROUP DATA

TEACHER/GROUP ORGANIZER

DEPARTURE DATE

DEPARTURE CITY

Leave departure city blank if traveler is purchasing land only package.

[ ] Check here if your U.S. departure city is different from that of the group.
[ ] Check here for land arrangements only (you will arrange your own air transportation).
[ ] Check here if you will travel on different dates from the group. Please complete the Special Travel Arrangements Form online. Contact passports for assistance.

FINANCIAL DATA

A $495 Deposit, plus optional TravelPak+Plus™ trip cancellation insurance (if chosen) must accompany this form.

[ ] I/we accept TravelPak+Plus™ trip cancellation insurance (add $249).
[ ] I/we decline TravelPak+Plus™ trip cancellation insurance.

I enrolled online and paid the deposit online.
I have traveled with passports previously.

Make checks payable to:

passports Student Depository Account

See 2015-2016 Terms & Conditions for credit card payment details, payment guidelines, and information concerning the "Early Bird" price guarantee.

Total enclosed: $ __________________

Do not send cash.

MEDICAL / HEALTH DATA

Please send a confidential letter to passports concerning any medical condition(s) which could affect your travel.

SIGNATURES

PLEASE SIGN HERE

I (we), the undersigned, have read and fully understand the passports 2015-2016 Terms & Conditions and passports 2015-2016 Release & Agreement including the sections concerning airline fee adjustments, itinerary changes, payment terms, code of conduct and cancellations/ refunds, and I (we) agree to accept these conditions.

APPLICANT SIGNATURE

DATE

PARENT OR GUARDIAN SIGNATURE if applicant is under 21

DATE

Complete and sign form; give it to your group leader with your deposit (deposit may also be paid online).
I am an applicant for a tour with Passports, Inc., d/b/a Passports, and acknowledge and agree to the following conditions binding upon myself, and upon my parents or guardians if I am a minor, and upon Passports, Inc. ("Passports").

1. Responsibility. Passports is responsible only for the acts or omissions of its employees. Each applicant assumes the responsibility for acts or omissions of his or her own parents, or any other caretakers or guardians. 2. Travel rights. All travel is subject to the requirements of the return flight to the U.S. (with the exception of land-only arrangements, which starts at the first hotel and ends with completion of services at the last hotel).

3. Passports is not responsible for loss of a government-issued passport, travel documents or airline tickets, loss or damage to luggage or any other personal belongings, or for consequential damages in any event. I understand the airlines’ diverse policies concerning lost air tickets, and I accept financial responsibility for replacement of my ticket if it should become lost. It is also my responsibility to pursue any refund directly from the airline.

4. Passports reserves the right to cancel any participant at any time for reasons which appear to be valid in its sole judgment. Passports shall have the right, without refund, to eject an individual on notice to parent or guardian for misbehavior. The decision to eject an individual shall be made at the sole discretion of the airline and/or aircraft operator, without necessarily informing the Sendee of the reason for such action. All costs incurred are the responsibility of the participant.

5. If I am expelled from school, or if I am under other disciplinary measures including suspension or withdrawal, I shall be responsible for any costs associated with such actions. Passports reserves the right to cancel my participation at any time, without refund, if I am expelled from school or placed on academic probation.

6. I understand that I am responsible for the cost of any medical treatment, including transportation, lodging, and food, incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

7. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

8. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

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10. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

11. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

12. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

13. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

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15. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

16. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

17. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

18. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

19. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

20. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

21. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

22. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

23. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

24. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

25. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.

26. I understand that I am responsible for any medical expenses incurred during my participation on this tour. I understand that I am responsible for the payment of any medical expenses incurred during my participation on this tour. I understand that Passports is not responsible for any medical expenses incurred during my participation on this tour.
By submitting a signed application and deposit, the applicant agrees to the following terms and conditions.

“How do I sign up?”

Reservations, Deposits and Payments: To reserve a space on a tour, ask your group organizer for your group’s Tour ID. Sign on to secure.passports.com, and enter your Tour ID. After filling out the application form, you will be asked whether you would like to include TravelPak+Plus™ ($249) in your overall tour cost (see page 11 of your Enrollment Guide).

There are three deposit/payment options:

- E-Z Pay Automatic Payment Plan: Pay $95* deposit with the E-Z Pay payment plan (automatic withdrawals from your checking account).
- Enroll by Credit Card: Pay $495* by credit card (credit cards may be used with online enrollment only). A $25 service fee applies. Please note subsequent payments cannot be made by credit card.
- Traditional Enrollment: Pay $495* by check via postal mail. Make check payable to passports Student Depository Account. Be sure to include your signed, paper application. Note: a $45 processing fee will be charged for any check returned by your bank for any reason.

* Add $249 to the above amounts if opting for the TravelPak+Plus™ trip cancellation insurance.

Please do not send cash at any time. Allow 7 business days for processing of your application.

Late enrollment: Travelers enrolling within 110 days of departure must apply with full payment, including the $75 Late-Payment Surcharge. Additional airfare supplements may apply to late applicants. Late applicants may be placed on a waitlist pending space availability, and, if not accepted onto the tour, will receive a full, 100% refund.

“I’d like to make convenient monthly payments, and not worry about late fees.”

“Convenience Billing” and “E-Z Pay” Payment Programs: Upon acceptance, travelers will be enrolled in passports’ traditional “Convenience Billing” program, and will be billed monthly sums which calculate their trips being paid in full by the 110-days-before-departure Final Payment Deadline, eliminating Late-Payment Surcharges. Payment of monthly “Convenience” payments is optional, but travelers must pay in full 110 days prior to departure to avoid the $75 Late-Payment Surcharge. Travelers may instead opt for the E-Z Pay automatic withdrawal payment plan, which will extend their final payment deadline to 30 days prior to departure. E-Z Pay monthly payments are withdrawn from the traveler’s bank account, on a date specified by the user. E-Z Pay users who “opt-in” at initial enrollment pay a trip deposit of $95 – not the usual $495. Existing travelers can “opt-in” to the E-Z Pay program up until 200 days prior to departure. E-Z Pay users can opt out of the program in writing, at any time, for any reason. If a traveler chooses to opt out of the E-Z Pay program at any time, the final payment deadline reverts to 110 days prior to departure.

“When must I be paid in full?”

To guarantee the published Program Tuition price against the $75 Late-Payment Surcharge, payment in full must be postmarked 110 days prior to departure. E-Z Pay users must be paid in full 110 days prior to departure. Participants are solely responsible for qualifying for deadlines, and will not necessarily receive an invoice in the mail prior to their individual deadline dates. Guarantee of the Program Tuition against late payment does not exempt travelers from surcharges unrelated to the Program Tuition, such as, but not limited to, fuel or currency surcharges. For non-E-Z Pay participants, if full payment is not received 90 days before departure, the traveler will be cancelled from the tour with resulting cancellation penalties. (See below.) Also, see reinstatement policy, below.

“How do I know my money’s safe?”

passports Student Depository Account: Client payments will be escrowed in the passports Student Depository Account. The account is maintained at the Spencer Bank, and bears the bank I.D. #1023906233. Withdrawals from this account prior to the return of the tour will be limited to direct costs on behalf of the traveling group, such as airfares and land deposits, client refunds, service fees, TravelPak+Plus™ insurance payments, and administrative expenses; provided, however, that the total of such administrative expenses attributable to any one client or client group shall not exceed (a) aggregate client revenue(s) minus sums required to operate the tour(s), or (b) the total of cancellation penalties which would be withheld by passports in the event of Elective Cancellation/Withdrawal of the client or client group, whichever is less.

passports’ CST# is 206719-19-40.

“I don’t want to, but I’m cancelling!”

Elective Cancellation/Withdrawal: Individuals may withdraw from the tour at any time, but must do so in writing. Telephone cancellations will not be accepted. Notification by postal mail, fax and/or email is acceptable, and must bear a clear date of submission or a postal service postmark. The main group organizer may cancel any participant’s position on the tour, in writing, for any reason.

Refunds: Refunds are based on the date of withdrawal, as determined by the date of the withdrawal letter as described above. Persons cancelling will receive a full refund less the cancellation fees listed below, and the nonrefundable items described in the section below. Allow a minimum of 30 days for processing. No exceptions will be made.

Refund policy: Withdrawal...
160 days or more before departure: refund less $395
130-159 days before departure: refund less $595
110-129 days before departure: refund less $845
80-109 days before departure: refund less $1,085
30-79 days before departure: refund less $1,345
29 days or less before departure: no refund

In addition, airline tickets and penalties, trip cancellation fees, a $225 service fee, insurance fees, and applicable late, reinstatement, deferment fees, special arrangement fees, and optional excursions are non-refundable. Substantial payments and deposits are made on travelers’ behalf to airlines, hotels, bus companies and overseas suppliers well in advance of departure, and are mostly non-refundable. Therefore, full refunds are not available from passports. TravelPak+Plus™ 100% trip cancellation insurance and 75% cancel-for-any-reason coverage available for $249. See page 11 for details.

Reinstatement: Cancelled participants may restate, if space is available, by sending the full payment due plus a $225 Reinstatement Fee. Additional airfare supplements may apply. Reinstatements are not accepted within 30 days of departure.

Trip Deferment: Upon written notification postmarked no later than 110 days before departure, travelers may apply all sums paid, minus a $225 Administrative Service Fee, toward travel at a later date, with no provision for interim refunds.

Note: deferral terms and conditions are given by the company document found at passports.com/docs

“I can’t go, but he (she) can!”

Substitutions: Persons wishing to withdraw may substitute another person at least 110 days before departure. Notification of cancellation with substitution must be made in writing to passports. The withdrawn participant will receive a refund of all sums paid, less the TravelPak+Plus™ insurance cost (if any), a $225 service fee, and any airline penalties. Substitutes are not eligible for any price guarantees given to the canceller, and are therefore subject to prices in effect at the time of substitution. If passports cannot accept a substitute, for any reason, the original participant must abide by the published refund policy.
Delayed Return Flights and Travel Extensions: If an individual desires to travel on different dates from those of the main group, whether for an early departure from the U.S. or a late return from the tour, that individual must contact passports. Such changes may only be made 110 days or more before departure and fees may apply.

Published Program Tuition fees are based on special group contract rates. Individuals departing from alternate U.S. cities are not able to take advantage of these special rates, and are therefore subject to a $225 Administrative Service Fee in addition to the Program Tuition from their individual city. passports cannot guarantee specific flights, airlines, air routings or connections with the main group. Participants who depart from an alternate departure city will be required to provide their own airport transfers. Participants who wish to fly with the main group must arrange their own transportation to and from the main group’s airport. Requests for alternate U.S. departure cities will not be accepted less than 110 days before departure.

“Extra days” are available, if indicated on the printed catalog itinerary, at a cost of $200 per day, per person. The entire group must participate. Extra days may not be selected by individual participants. Extra days include hotel accommodations, continental breakfast, dinner, and airport transfers. Services of a full-time courier are included on extra days for groups of ten (10) or more. Requests for extra days must be made in writing at least 110 days before departure by the main group organizer. Extra days cannot be added to the middle of a standard “catalog” itinerary.

Note: the cost of extra days for “Destination”, “Twin Cities” or “Triple Cities” programs is $150 per person, per day, including breakfast only.

“Land Only” participants who wish to purchase their own airline tickets will be billed the Program Tuition price from New York City for the appropriate season minus $250 for European destinations. (For non-European destinations, contact passports.) Airline fees and weekend airfare supplements will not apply. internal flights while overseas, if included in itinerary, will be provided. Individuals traveling on a customized program must ask their group organizer to contact passports for the “land only” price for their program.

Participants switching from the group flight routing to their own transportation or vice-versa will be billed $225 for each change. All such changes must be requested in writing, and cannot be honored if received within 110 days of departure. Additional airfare costs may apply, and the individual traveler is responsible for payment of additional airfare costs.

Optional excursions are available as noted in the published program itineraries, and must be purchased 30 days or more before departure. Once paid, optional excursions, extra days and special travel arrangements are nonrefundable.

Airport information: Kennedy and LaGuardia airports are used interchangeably for “New York” departures; as are Dulles and Reagan National Airport for “Washington” departures.

“I’d like to know about rooming fees.”

Program Tuition prices listed in the catalog are based on triple student rates, with roommates assigned at the discretion of passports. Group organizers, adults or students may be subject to obligatory double or single rooms. passports will provide one obligatory double room, per gender, per motorcoach, for participants under 24 who must be roomed in double accommodations due to odd rooming configurations. Adults 24 years of age or older will be billed for obligatory room accommodations.

Adults who request single accommodations are required to pay for that service, and will be billed accordingly. Individuals will be notified by passports and are obliged to pay the cost of any rooming fees as shown below. Final rooming configurations are determined approximately 30 days prior to departure. “Home-town” groups will room together whenever possible, but should be prepared to share rooms with members of other “home-town” groups if necessary. Rooming configurations may vary from hotel to hotel.

Double rooms: Adults 24 years of age or older who are not leading a group are subject to a mandatory $40 per-person per-night charge, for European tours, in addition to the basic published tour cost. For non-European tours, contact passports for double room fees. This additional mandatory charge guarantees double room accommodations at hotels. Travelers sharing a double room with the group organizer must pay their portion of the double room supplement. The double room guarantee is not refundable in the unlikely event that all group members receive complimentary double room accommodations by default during the tour.

Shipboard double room accommodations are available at $80 per person, per night (inside cabin) for European cruises (outside cabins double room fees, contact passports). Shipboard double room fees for non-European cruises are available upon request, subject to availability.

Single rooms: Single room accommodations at hotels, if available, are at a charge of $85 per night. For non-European tours, contact passports. Shipboard single room rates are available upon request, subject to availability.

“Let’s have the fine print: what’s included?”

Program Tuition Includes: Round-trip air transportation on major scheduled airlines. (The airlines involved are not responsible for any acts, omissions or events while you are on board the aircraft.) Triple rooms in Three Star or Four Star hotels. Private baths guaranteed. Ground transportation, private motorcoach, second-class rail service, steamship or ferry. (Air-conditioned hotels and motorcoach provided where available.) Continental breakfasts and dinners daily except as noted in itinerary. Dinners not included on “Destination”, “Twin Cities” and “Triple Cities” programs. Lunches included only where noted specifically in itinerary. Sightseeing as indicated in itineraries, subject to restrictions beyond passports’ control such as seasonality, closing times, holidays, special events, strikes, traffic conditions or inclement weather. Services of a specially-trained passports courier/representative unless otherwise noted. Port taxes, all tips and gratuities except those for courier, long-distance coach driver and cruise personnel (see below). Complimentary TravelPak™ post-departure emergency medical, baggage, and trip delay travel insurance.

“What’s not included?”

Program Tuition Does Not Include: U.S. passport fees, visa fees, border fees, foreign airport arrival/departure taxes (foreign arrival/departure taxes will be pre-billed to clients whenever possible, as a convenience), domestic airport taxes or customs hall charges, airline-imposed fees, fuel surcharges, weekend (Fri, Sat and Sun) air travel surcharges, special airport security fees, any applicable currency surcharges, late payment fees, portage, tips for courier, cruise personnel and long-distance bus drivers, baggage fees, overnight lodging and transportation and other expenses related to airline rescheduling or delays or redemption of travel seasons, personal expenses, gifts, laundry, valet service and unscheduled activities.

Entrance fees, beverages, lunches, optional excursions or field trips, guided shore excursions on cruises, transportation to/from dinners, theater performances and tours are included only when specified in the itinerary. TravelPak-Plus™ trip cancellation insurance is optional.

“What else do I need to know?”

Passports programs are designed with teenage students in mind. Most tours involve a lot of walking. Portage is not included. Traveling with passports is not recommended for individuals who have difficulty walking, climbing stairs, carrying baggage, or otherwise requiring special assistance. Special meals and special medical supervision cannot be provided. passports programs are educational in nature. Groups consisting mainly of adults may wish to consider paying a supplement to guarantee a modified, “all-adult” program.

The traveler’s name must match his/her passport for correct issuance of airline tickets. If a name must be changed or corrected after the published final payment deadline for the tour, an airline-imposed name change fee may apply along with a $225 service fee.

For additional information, please see the Release & Agreement appearing on the reverse side of your application. Your Agreement and the above Terms cannot be modified except in writing by an officer of passports. No verbal modification shall have any validity.
Peace of Mind

passports has been a prominent, respected company in the educational travel industry since 1992.

While on tour, participants are supported by our 24-7 Operations Hotline and a personal Tour Director.

passports has demonstrated over the years that the safety and security of our travelers is our number one priority. All hotels are centrally located. All firms providing the transportation utilized during the tours have been reliably working with passports for many years.

Peace of mind — just one more thing included on your passports tour.

TravelPak+Plus™
Cancellation Plan

Protect your travel investment!

Signing up for this cancellation benefits package is highly recommended. You can cancel for 17 covered reasons and receive 100% of your money back, or cancel for any other reason and get 75% of your money back, up to 2 days prior to departure!

Turn to page 11 for more information.

Code of Conduct

Given the large amount of time, money and effort you have invested in your trip, we at passports want you to have the best possible experience.

Compliance with the passports Code of Conduct by all travelers helps ensure that this once-in-a-lifetime opportunity is enjoyed by all!

Find the Code of Conduct at passports.com/code-of-conduct
TravelPak™
Complimentary Medical, Baggage & Trip Delay Insurance

Post-departure travel coverage (see documentation).

<table>
<thead>
<tr>
<th><strong>TRIP INTERRUPTION</strong></th>
<th>$1,000</th>
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<tbody>
<tr>
<td>If the student needs to interrupt their trip or return home early for a covered reason, the plan will pay for their unused, non-refundable land or cruise arrangements, plus the additional transportation costs to return home or rejoin their trip.</td>
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<thead>
<tr>
<th><strong>TRIP DELAY</strong></th>
<th>$1,000</th>
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<tbody>
<tr>
<td>Provides reimbursement for reasonable accommodations, local transportation and meals if a trip is delayed 5 hours or more for a covered reason.</td>
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<tr>
<th><strong>MISSED CRUISE CONNECTION</strong></th>
<th>$1,000</th>
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<tbody>
<tr>
<td>Includes reimbursement for unused, non-refundable expenses and additional costs such as accommodations, transportation and meals to rejoin the trip if a covered delay causes a connection to be missed by 3 hours or more.</td>
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<tr>
<th><strong>BAGGAGE &amp; PERSONAL EFFECTS</strong></th>
<th>$1,500</th>
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<tbody>
<tr>
<td>It’s any traveler’s nightmare. They arrive at their destination, but their baggage was lost, stolen or damaged. The plan will reimburse the student to replace or repair their lost or damaged luggage and personal articles.</td>
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<tr>
<th><strong>BAGGAGE DELAY</strong></th>
<th>$250</th>
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<tbody>
<tr>
<td>If while on the trip, the student’s baggage is delayed 12 hours or more, we will reimburse them for the purchase of necessary additional clothing and personal articles.</td>
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<tr>
<th><strong>EMERGENCY MEDICAL EXPENSES</strong></th>
<th>$50,000</th>
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<tbody>
<tr>
<td>If the student has a serious illness or injury while on their covered trip, the last thing to worry about is how they are going to pay the bill. The plan provides primary coverage reimbursement of their medical expenses, allowing them to receive the treatment they need in an emergency.</td>
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<tr>
<th><strong>EMERGENCY MEDICAL EVACUATION</strong></th>
<th>$250,000</th>
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<tr>
<td>Provides coverage for emergency medical evacuation, if necessary, to the nearest qualified medical facility.</td>
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<tr>
<th><strong>24 HOUR AD&amp;D</strong></th>
<th>$25,000</th>
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<tr>
<td>Provides coverage for emergency medical evacuation, if necessary, to the nearest qualified medical facility.</td>
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<tr>
<th><strong>Travel Assistance &amp; Concierge Services</strong></th>
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<tr>
<td>Includes a wide range of services available before and during trips through a 24/7 toll free number, such as:</td>
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<tr>
<th><strong>Medical Services:</strong></th>
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<tbody>
<tr>
<td>• Medical Assistance, Consultation &amp; Monitoring • Emergency Medical Payments • Prescription Assistance • Nurse Assist Helpline</td>
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<tr>
<th><strong>Travel Assistance:</strong></th>
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<tr>
<td>• 24 Hour Legal Assistance • Language Interpretation Services • Emergency Cash Transfer • Travel Document &amp; Ticket Replacement</td>
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<tr>
<th><strong>Concierge Services:</strong></th>
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<tbody>
<tr>
<td>• Information Services for Destination • Recommendations &amp; Reservations • Assistance with the Return of Lost or Delayed Baggage</td>
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</table>

*Assistance services provided by Travelex’s designated provider.

TravelPak™ is provided by Travelex Insurance Services as the 360° Student Group Travel Protection Plan (Basic Plan, SGSB 0911, Location 21-0169). This is a partial description of benefits. For full details on terms, conditions, limitations and exclusions of the insurance plan, please refer to the Description of Coverage and/or Group Certificate/Individual Policy. Travel Insurance is underwritten by Stonebridge Casualty Insurance Company a Transamerica company, Columbus, Ohio; NAIC #10952.

Easy claims handling, less time and hassle to receive reimbursement for eligible losses, before any other collectible insurance.

Complete details available at [www.passports.com/travelpak](http://www.passports.com/travelpak)
100% Coverage for 17 Cancellation Reasons:

Coverage is provided for the following unforeseeable events or their consequences which occur while coverage is in effect under this Policy if there is a change in plans by you, a Family Member traveling with you, or a Traveling Companion:

1. Sickness, injury or death of you, your Family Member, Traveling Companion, or Business Partner. The Sickness must commence while coverage is in effect, require the examination of a Physician, in person, at the time of Trip Cancellation or Trip Interruption and, in the written opinion of the treating Physician, be so disabling as to prevent you from taking or continuing your Covered Trip;

2. Common Carrier delays resulting from inclement weather, or mechanical breakdown or organized labor strikes that affect public transportation;

3. arrangements cancelled by an airline, cruise line, motor coach company, or tour operator, resulting from inclement weather, mechanical breakdown or organized labor strikes that affect public transportation;

4. arrangements cancelled by a tour operator, cruise line, airline, rental car company, hotel, condominium, railroad, motor coach company, or other supplier of travel services, resulting from Financial Insolvency;

5. being directly involved in a documented traffic accident while en route to departure;

6. being hijacked, quarantined, required to serve on a jury, or required by a court order to appear as a witness in a legal action, provided you, Family Member traveling with you or a Traveling Companion is not 1) a party to the legal action, or 2) appearing as a law enforcement officer;

7. your Home made uninhabitable by fire, flood, volcano, earthquake, hurricane or other natural disaster;

8. your destination made uninhabitable by fire, flood, volcano, earthquake, hurricane or other natural disaster;

9. mandatory evacuation ordered by local authorities at your destination due to hurricane or other natural disaster;

10. being called into active military service to provide aid or relief in the event of a natural disaster;

11. a documented theft of passports or visas;

12. a Terrorist Act which occurs in your departure city or in a city which is a scheduled destination for your Covered Trip provided the Terrorist Act occurs within 30 days of the Scheduled Departure Date for your Covered Trip;

13. a cancellation of your Covered Trip if your arrival on the Covered Trip is delayed and causes you to lose 50% or more the scheduled Covered Trip duration due to the reasons covered under the Covered Trip Delay Benefit;

14. a transfer of employment of 250 miles or more;

15. your involuntary termination of employment or layoff and was not under your control. You must have been continuously employed with the same employer for 1 year prior to the termination or layoff. This provision is not applicable to temporary employment, independent contractors or self-employed persons;

16. your host at destination is hospitalized or dies;

17. your parent receives from an employer, with whom your parent is employed on the effective date of Trip Cancellation coverage, notice of job termination.

75% Coverage for Any Other Cancellation Reason:

If you cancel your Covered Trip for any reason not otherwise covered by this plan, we will reimburse you for 75% of the prepaid, forfeited, nonrefundable Payments or Deposits you paid for your Trip provided:

1. the payment for this plan is received (or, if mailed, postmarked) within 21 days of the date your initial deposit / payment for your Covered Trip is received; and

2. you insure 100% of all prepaid Covered Trip costs that are subject to cancellation penalties or restrictions; and also insure within 21 days of the payment for those arrangements the cost of any subsequent arrangements added to your Covered Trip; and

3. you cancel your Covered Trip 2 days or more before your scheduled Covered Trip departure date.

Complete details available at www.passports.com/travelpak.

TravelPak+Plus™ is provided by Travelex Insurance Services as the 360° Student Group Travel Protection Plan (Deluxe Plan, SGSD 0911, Location 21-0169). This is a partial description of benefits. For full details on terms, conditions, limitations and exclusions of the insurance plan, please refer to the Description of Coverage and/or Group Certificate/Individual Policy. Travel Insurance is underwritten by Stonebridge Casualty Insurance Company a Transamerica company, Columbus, Ohio; NAIC #10952.
How to Enroll

On board? Then it's time to enroll!
Signing up for your tour is easy.
Just follow these steps:

1. Log on to secure.passports.com.

2. Enter your Tour ID provided by your group organizer (see right).

3. Complete the application, and choose your payment method.

For more information on payment options, turn to page 4.

OR

Complete the paper application on page 5 and mail it in to our office!
Grecian Odyssey

"How do I enroll participants on this tour?"
- Give out your Tour ID: PTH52017
- E-mail enrollment instructions to a potential participant
- Get more enrollment guides

Day-by-day

DAYS 1-2: Arrival
A dream comes true as your wide-bodied jet thunders off the airstrip, Europe-bound. Time for a meal, a movie and a nap. It gets light again, first off the left-hand side of the airplane, then everywhere. It's morning, and Greece! Arrive at your hotel, unpack, relax and get ready to explore! Stroll in the lively Plaka district or ride the steep funicular railway up Mt. Lycabettus for a fabulous view of the city.

DAY 3: Athens City Sightseeing
Enjoy a coach tour of Athens, old and new.
- See modern Athens, with the Greek Parliament, the 1896 Olympic Stadium, the Plaka district and Syntagma Square, where you may see the picturesque Evzones goose-stepping their way through the Changing of the Guard ceremony at the Tomb of the Unknown Soldier.

Local Guide
A half-day local guide, well-educated and specially-trained on the history and culture of Athens, will accompany your group.

Acropolis
Visit the Acropolis and its awesome monuments built by Pericles during Athens' Golden Age in the 5th century BC. On that hill, the goddess Athena reigned supreme. You'll see the Propylaea, the Temple of Athena Nike and the Erechtheion with the Kore Porch, famous for its Caryatid columns.

Parthenon
Of course you'll visit the centerpiece of the Acropolis, the ageless Parthenon (whose architects skillfully avoided straight lines of any length).

Acropolis Museum
You will visit the New Acropolis Museum, built in the hope that it will one day house the superb and much disputed Parthenon Marbles that were moved to England in the 19th century by Lord Elgin. Known since then as the Elgin Marbles, they are the creation of the famous sculptor Phidias (490-430 BC).

Free time in Athens
This afternoon is free to plan as you wish.
- You may want to stroll to Hadrian's Arch, built by the Roman Emperor in AD

Meals
Dinner

Overnight
Athens

Highlights
Half-day city sightseeing in Athens
- Serviced by a specially-trained half-day local guide in Athens
- Visit to the Acropolis
- Visit to the Parthenon
- Visit to the Acropolis Museum

Meals
Breakfast
Dinner

Overnight
Athens
131, and to the colossal ruins of the Temple of Olympian Zeus, the largest temple in Greece, which dates back to the 6th century BC.

**DAY 4: Excursion to Delphi**

Enjoy an excursion to the ancient city of Delphi. The road to Delphi bypasses some of ancient Greece's most famous sites, such as Thebes, where Oedipus slew his father and married his mother after solving the Sphinx's riddle. Livadia, which was thought in antiquity to be the entrance to the underworld, and the double-peaked bastion of 3,000-foot Mt. Parnassos, which abruptly surges upwards from the plain. Often covered with snow or shrouded in clouds, the mountain was believed to be the home of Apollo and of the nine Muses.

On the other side of the Arachova Pass, the road descends through terraces flanked with almond trees to Delphi, where Pythian predictions exercised a powerful influence for ten centuries!

**Guided tour of the Archaeological site in Delphi**

Visit the Temple of Apollo, the foreboding Sanctuary of Earth and the Sacred Way lined with the treasuries of the ancient Greek cities.

**Archaeological Museum**

Visit the Archaeological Museum to see the celebrated bronze statue of the Delphic Charioteer.

**DAY 5: Athens**

This morning is free to plan as you wish.

Consider a visit to the National Archaeological Museum, a "must see" for its death masks and larger-than-life Poseidon. The museum displays an impressive and thorough overview of Greek art through the centuries. Beginning with early Cycladic figurines and continuing through the Greek Bronze Age, the exhibits end with the glories of Hellenistic period bronzes and a collection of busts of Roman emperors. The highlights of the exhibition include the numerous gold artifacts found at Mycenae, the elegant Archaic kouros statues, and the many examples of fine Classical sculpture.

**DAY 6: Saronic Gulf Cruise**

Enjoy a cruise around the Saronic Gulf.

The first stop is on the lovely isle of Aegina, where the first Greek coins were produced. In the 5th century BC, Aeginians challenged Athens in war and in games, with Aeginian spinters often zooming past the competition. From the astonishingly blue sea, narrow alleys that wind past whitewashed houses lead up to Aegina's mountainous interior, bedecked with ancient temples. The most famous is the Doric Temple of Athena Aphaea, reached by following coastal roads that afford gorgeous views of the rocky shore.

The next port of call is Poros. In the 4th-century BC, the great orator Demosthenes (who worked on his diction by speaking with marbles in his mouth) sought refuge here from his Macedonian enemies. He ended up committing suicide and the temple where he stayed now lies in ruins. However, Poros' fame endures, its memorable sights enhanced by red-roofed villages and windmill-dotted lemon groves. As time allows, hire a cab to go visit the Monastery of Panagia. Or, head for Lemnodaissos and its taverna to sip freshly-squeezed lemonade while viewing the windmills and the 30,000 lemon trees that peer onto the sea.

On the island of Hydra, your last stop, the former mansions of sea captains rise above the town's quaint harbor, now an artists' colony. Relax at a waterfront café or meander through narrow streets lined with galleries and shops full of fine gold jewelry and ceramics.

http://secure.passports.com/Group/TourDetail.cfm?w=5A449788F085326B9047A0A1C5EF7DDBF858F589448C6A5F7549E8F4BAF2AAAACA6909D1E...
### DAY 7: Excursion to the Peloponnese

Today’s excursion takes you to the Peloponnesian peninsula.

#### Corinth Canal
Marvel at the colossal Corinth Canal, approx four miles long and seventy feet, which was first begun in AD 66 by the Roman Emperor Nero, but not built until the 1880s.

#### Ancient Corinth
You will visit the ruins of Ancient Corinth, the largest Roman city in Greece in its heyday, with a population that reached as high as 750,000, and a reputation for immorality that incurred the wrath of Paul the Apostle when he arrived, back in AD 51. Ruins include the splendid columns of the Temple of Apollo and the Agora with the bema (platform) where Paul was dragged in front of the Proconsul by Jewish priests who accused him of sacrilege.

#### Guided tour of Mycenae
Visit Mycenae, the oldest place on the European continent. Legend has it that it was founded by Perseus himself. In fact, Mycenae’s origins and decline have long beguiled historians. Add your speculations to theirs at the well-preserved and extensive ruins, which include in particular the famed Lion’s Gate, the Treasury of Atreus, the Tombs of Agamemnon and Clytemnestra, and the Cidio Grave.

#### Guided tour of Epidaurus
Visit the open-air theater, which is almost 2,500 years old and perhaps the finest of all the ancient Greek monuments of its kind. Listen to the sound of your voice here; hear it as never before. You will also visit the Asklepeion, or Sanctuary of Asklepios, the most celebrated healing center in antiquity.

### Highlights
- Full-day excursion to the Peloponnese
- Sightseeing stop at the Corinth Canal
- Visit to the ruins of Ancient Corinth
- Guided tour of the archaeological site of Mycenae, including the Tombs of Atreus and the Treasury of Atreus
- Guided tour of the archaeological site of Epidaurus (with the Theater and the Sanctuary of Asklepios)
- Lunch during the excursion

### Meals
- Breakfast
- Lunch during the excursion
- Dinner

### Overnight
- Athens

### DAY 8: Athens, Dora Stratou Performance

Enjoy some free time in Athens today.

You may choose an in-depth tour of the Ancient Agora, the open "place of assembly" where ancient Greek men would come to hear announcements by the king or were assigned military duty.

You may return to the foot of the Acropolis for a visit to the Theater of Dionysos, which dates back to the 6th century BC.

#### Dora Stratou dance performance
This evening, enjoy an open-air performance by the Dora Stratou Greek Dance Ensemble. Several regions of Greece are represented at each performance with authentic costumes, instruments, songs and dances (available in summer only).

### Highlights
- Dora Stratou Greek Dance Ensemble performance

### Meals
- Breakfast
- Dinner

### Overnight
- Athens

### DAY 9: Departure

It’s the birthplace of Western Civilization that glides by under the right wing of your jet airplane as you head for home. Arrive home later today, eager to share your adventures with family and friends.

### Meals
- Breakfast

### Overnight
- Home
COMMUNITY RELATIONS
Use of Tobacco and Nicotine Products and Delivery Devices

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community have an obligation as role models to refrain from use of tobacco products and delivery devices on school property and at school activities at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices or, chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances, and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors, and community members will be prohibited on school district property and at school activities. Possession by or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum, or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross Reference: Policy 3200 Student Rights and Responsibilities
Policy 3416 Medication at School
Policy 5201 Drug-Free Schools, Community and Workplace
Policy 5280 Termination of Employment

Legal References: RCW 28A.210.310 Prohibition on use of tobacco products on school property
RCW 28A.210.260 Public and private schools-Administration of medication-conditions
RCW 28A.210.270 Public and private schools-Administration of Medication-Immunity from liability-Discontinuance, procedure.
RCW 70.155.080 Purchasing, obtaining or possessing tobacco by persons under 18 – Civil infraction
Electronic Cigarettes

Management Resources Policy and Legal News, February 2014 Use of Tobacco and Nicotine Substances
Policy News, October 2010 policy updated to address vapor devices
Policy News, Dec 2010 Electronic Cigarettes
Addressing the use of “Electronic” Cigarettes

Date: 4/20/89; 12/20/99; 1/13/03; 11/24/03; 1/23/06; 1/24/11; 4/27/15

PORT TOWNSEND SCHOOL DISTRICT NO. 50
PERSONNEL

SEXUAL HARASSMENT

The district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:
A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult-to-student, student-to-adult, student-to-student, adult-to-adult.

The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent will develop and implement formal and informal procedures for receiving, investigating, and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and
education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. The policy and procedure will be reproduced in each student, staff, volunteer, and parent handbook.

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross References:
- Policy 3200: Student Rights and Responsibilities
- Policy 3207: Prohibition of Harassment, Intimidation and Bullying
- Policy 3210: Nondiscrimination
- Policy 3240: Student Conduct
- Policy 3421: Child Abuse and Neglect
- Policy 5010: Nondiscrimination and Affirmative Action
- Policy 5281: Disciplinary Action and Discharge

Legal References:
- RCW 28A.640.020: Regulations, guidelines to eliminate discrimination – Scope – Sexual harassment policies
- WAC 392-190-058: Sexual harassment
- Policy News: October 2010
- December 2014

Date: 6/17/93; 1/25/99; 2/12/01; 11/24/03; 1/24/11; 4/27/15

PORT TOWNSEND SCHOOL DISTRICT NO. 50
INSTRUCTION
Waiver of High School Graduation Credits

The board seeks to provide all students with the opportunity to complete graduation requirements without discrimination and without disparate impact on groups of students. In so doing, the board acknowledges that unusual circumstances may result in a student’s inability to earn all twenty-four credits required for high school graduation. Unusual circumstances may include, but are not limited to:

A. Homelessness
B. A health condition resulting in an inability to attend class
C. Limited English proficiency
D. Disability, regardless of whether the student has an individualized education program or a plan under Section 504 of the Federal Rehabilitation Act of 1973
E. Denial of an opportunity to retake classes or enroll in remedial classes free of charge during the first four years of high school
F. Transfer during the last two years of high school from a school with different graduation requirements
G. Other circumstances (e.g., emergency, natural disaster, trauma, personal or family crisis) that directly compromised a student’s ability to learn

The board delegates to the superintendent or his/her designee discretion to grant a waiver of a maximum of two elective credits required for graduation. A student’s parent/guardian or an adult student must file the Port Townsend School District Application for Waiver of High School Graduation Credits (Form 2418F) with the superintendent’s office no later than thirty days prior to the student’s scheduled graduation date. In order to graduate, students granted a waiver must earn seventeen required subject credits (four English, three Math, three Science, three Social Studies, two Health and Fitness, one Arts, one Career and Technical Education) which may be by satisfactory demonstration of competence as provided by WAC 180-51-050.

Cross References 2410 High School Graduation Requirements

Legal References:
RCW 28A.345.080 Model policy and procedure for granting waivers of credit for high school graduation
WAC 180-51-068 State subject and credit requirements for high school graduation – Students entering ninth grade on or after July 1, 2015
WAC 180-51-050 High school credit – Definition

Management Resource: Policy News April 2015

Date: ________________________________

PORT TOWNSEND SCHOOL DISTRICT NO. 50
Port Townsend School District

Waiver of High School Graduation Credits

Application for waiver of up to two elective high school graduation credits based on unusual circumstances

Instructions:
Please review the district’s Policy and Procedure 2418 prior to completing this form. This form must be completed, signed and provided to the Superintendent’s office no later than thirty business days prior to high school graduation for the year the waiver is requested.

Providing the completed form does not automatically guarantee a waiver will be granted. Once the application is submitted, the Superintendent or designee will respond to the request within ten business days with his or her decision.

Please attach any and all materials and/or documentation that would establish the existence of the unusual circumstances justifying a waiver (e.g., physician’s letter). Please attach additional pages if necessary to the narrative section.

Parents or adult students with limited English proficiency may request that this application and/or the policy and procedure be provided in a language that they understand.

<table>
<thead>
<tr>
<th>Student Identification (required)</th>
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</thead>
<tbody>
<tr>
<td>Name of person completing this form:</td>
</tr>
<tr>
<td>Relationship to student:</td>
</tr>
<tr>
<td>Address of person completing this form:</td>
</tr>
<tr>
<td>Daytime phone number:</td>
</tr>
<tr>
<td>Student’s Name:</td>
</tr>
<tr>
<td>Student’s ID Number/Date of Birth:</td>
</tr>
<tr>
<td>Expected year of graduation:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Basis for Waiver Request (required) (check all that apply):</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Disability (regardless of whether student has an IEP or Section 504 plan)</td>
</tr>
<tr>
<td>☐ Health condition resulting in student’s inability to attend class</td>
</tr>
<tr>
<td>☐ Homelessness</td>
</tr>
</tbody>
</table>
☐ Limited English proficiency

☐ No opportunity to retake classes or enroll in remedial classes free of charge during the first four years of high school

☐ Transfer during the last two years of high school from a school with different graduation requirements

☐ Other circumstances (e.g., emergency, natural disaster, trauma, personal or family crisis) that directly compromised the student’s ability to learn

**Narrative: (required)**

**Signature and Authorization: (required)**

I am requesting that the Superintendent or designee waive up to two elective credits required for ______________________high school graduation in __________ due to the unusual circumstances indicated above.

I hereby authorize the Superintendent or designee to contact, consult and/or confer with any individual referenced in this application who would have knowledge of the unusual circumstances, except for those subject to a duty of confidentiality.

I hereby certify that the information provided on this application is true and accurate to the best of my knowledge.

Signature of parent or adult student

Date