

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**  
**6:00 p.m. School Board Work/Study Session**  
**April 11, 2016**  
***“Discover the Power of Learning”***

**Mission:**

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

**01. Location/Time**

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01.01 Blue Heron School Commons, 3939 San Juan Ave., 6:00 p.m.

**02. Call to Order**

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02.01 Roll Call  
02.02 Pledge of Allegiance

**03. Agenda**

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03.01 Agenda Approval

**04. Recognition**

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04.01 Board  
04.02 Superintendent  
    04.020 Shining Stars  
04.03 State Congressional Page Participants – Blue Heron

**05. Public Comments**

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**06. Board Correspondence**

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06.01 Letter from E. Johnson regarding possible use for unused County property on Rhody Drive, Chimacum  
06.02 Letter from Olympic Education Service District 114 congratulating district on passage of bond

**07. Reports**

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07.01 ASB Representative  
07.02 Bond Report – Jon Gores, D.A. Davidson, Bond Underwriter  
07.03 Grant Street Construction Project Update – Kirk Robinson, Project Manager and Brad Taylor, Director of Support Services  
07.04 Lincoln Building Proposed Use – Peninsula Housing Authority  
07.05 Superintendent  
    07.050 Annual review of Policy 6600 – Students transported who live within walking distance

**08. Action Items**

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08.01 Approve Resolution 16-01, Bond Delegation of Authority  
08.02 Approve Policy 3240 – Student Conduct  
08.03 Approve Policy 3241 – Classroom Management  
08.04 Approve Policy 3205 – Sexual Harassment of Students Prohibited  
08.05 Approve Resolution 16-02, Mountain View Campus Disaster Use

**09. New Business**

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**10. Policy Review**

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10.01 Policy 3246 – Restraint, Isolation and Other Uses of Reasonable Force – 1<sup>st</sup> Review  
(recommended changes to comply with Senate Bill 1240, policy now refers to any student, changes for students with IEP’s and 504 plans)

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

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**12. Executive Session (if needed)**

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**13. Next Meeting**

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13.01 April 23, 2016, WSSDA Regional Meeting, PTHS Library, 1500 Van Ness St., 10:00 am.

April 25, 2016, Regular Board Meeting, 1610 Blaine St., Room S-11, 6:00 pm.

**14. Adjournment**

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3-28-2016

TO PT School Board

From Elizabeth Johnson

County Administrator, Philip Morley invited me to present a copy of proposal at special session of the Parks and Recreation Advisory Board meeting occurring on April 13, 11 am at the County Courthouse. Mr Morley has received a copy of the CVRP proposal. Please consider sending a youth advisory group to this meeting. Any ongoing discussion / planning would make an exciting senior project.

Land use proposal for 20+ acres of county land located adjacent to Tri-Area Community Center for a recreational complex submitted by Elizabeth Johnson PO Box 522 Chimacum WA 98325 [bethjoh2000@yahoo.com](mailto:bethjoh2000@yahoo.com) 3605312284, thirty year resident of Center, and career homemaker with children aged 42-17. Because my pet project would be a community college like Peninsula College this proposal incorporates an educational piece related to technical/vocational training for facility maintenance and business management. My other pet project would be, as an advocacy for vets, to make the drinking/smoking age to 19. The marijuana shops springing up in our area target a teen age group. By age 21 most people have experimented and rehaped. 21 years does not set a realistic goal for young people to refrain. Getting that age down to 19 might give them inspiration to refrain until 19 rather than starting so young.

Having the complex smoke/alcohol free would incorporate our community's drug prevention programs. Designing the center with a low carbon footprint would bring in funding from environmental technologies.

From design drawing:

I Entering from the east to the center of the park is a circular area which could have parking around it. Having an animal area is always a big draw for families. An opportunity for a small business entrepreneur in this area would be for an aquarium shop which would also provide a public aquarium viewing. Fish stores are very beautiful. In the pet area our local animal advocacy agencies, Center Valley Rescue and the Humane Society, could have their animals on display and be advocating their agencies. As far as a hands on animal area this would be related to the fiber arts community with wool animals. A yarn/hat store could provide local fiber artists with a cooperative venue for selling their wares.

II. Ice skating/hockey arena. This summer we visited Chillawack, British Columbia. Anyone wanting a good example of how to grow a community should visit there. Entities extracting natural resources have invested in townhouse apartments, a college, swim pool, etc. The local hockey stadium is a long time pivotal part of the community. This arena in Chillawack would provide a good mentorship in establishing a local hockey team and setting up a hockey franchise. Aside from public recreation, an ice skating rink could also provide Olympic figure skating training. The opportunity in this area for small business entrepreneurship would be with selling clothing/equipment for ice skating and hockey. Connected to this arena would be public viewing areas and a restaurant. The restaurant could be built in tiers supported by poles which would provide parking spaces. The first tier would be on the ice floor level for snack carts. The second tier could be for breakfast lunch service with a third tier for fine dinner dining. Not only would there be a view of the ice rink but of the water slide park as well.

III. Water Slide Park: Of all the water slide parks I have visited, my favorite ones were the older simpler ones. This is because in the summer you see the local families coming out to them and really having fun and appreciating it. The proposed Recreational site should not be like a Disneyland but more like a science center. The water slide park like everything else in the proposed facility should have a component linked to Peninsula College. Journeymen working alongside apprentices who are receiving college credits/vocational training to use in the greater community. The water slide park would operate when school is out and could be decorated with lights and art as a view to the restaurant. Incorporated into the facility should be noncarbon footprint technology in addition to PUD power and water. With a water slide and pool, rain water systems should be installed. These systems could also be used to furnish irrigation grade water to people. Many, many people in Jefferson County haul water. If we collect rain water, then we don't suffer through drought periods with no water. Another idea for non-carbon footprint technology would be sky cars that travel through the center operated by pedals in gears. When the kids are waiting in line to ride the sky cab unit they could be powering other riders with their feet.

IV. Bowling Alley/+18 gambling/music dance: The Silverdale Bowling Center is a good example of what this could be. A bowling alley is an amazing place because it erases all the lines that separate us culturally, racially, religiously, etc. The bowling center we had was a huge loss to the community. Above the bowling alley could be a +18 gambling with an all ages game room that has a view of the stage. As a local musician there is not enough mentoring for our local musicians. This stage could be an outreach for music and dances.

V. Outdoor heated pool with adjoining dressing room, sauna, hottub: Chlorine indoor pools probably have a lot of bad side effects and many people cannot use them. The Titlow pool in Tacoma was used for about 40 years for that areas swim team through the winter months. In the summer there is no finer swim experience in the Northwest as an outdoor heated pool. This would be an Olympic size pool with high dive, etc. Input from a local residence would like the facility to have a winter mood therapy section. He and his brother, who is now deceased, worked together designing a center. Implementing their design would be a lovely tribute in memory of. Again all elements of design construction and facility maintenance can be an offshoot of Peninsula College

technical training. Having a mood therapy center brings a medical component into the center and training in that field of research. With pools and general sanitation issues we bring our science and chemistry courses into focus.

VI. Veterans pagoda(not shown in design drawing) This could be a circular structure adjacent to the animal sections with parking with a covered area with a central barbeque/firepit in the center. It could be hosted by our local Veterans For Peace and other veterans groups. It could have plexiglass with recognitions for local service people. My son has served in the Mideast twice once with the Navy and more recently with the Coast Guard. I really like those honor flags put up on the highway but you can't really read them when you drive by. The center could offer a once a month free day for people with a military ID and have ceremonies on holidays that honor veterans. After Vietnam the voting age was lowered to 18 to honor our vets. Similarly, there should be political advocacy to lower drinking/smoking age to 19 to honor our returning troops. The whole point of the center is being sober so I don't know what this has to do with anything except that it is an agenda I feel is way overdue.

FUNDING: There should be a group of committed people who will get together once a month who will research funding elements. We should do this for about a year and then be able to present a comprehensive study of what might be feasible for the proposed site. As far as a bond, I would make this more of a surcharge on a property owners tax statement like between \$10-\$25 and be the same for everyone. This would be an optional charge but those investing would be treated like stock shareholders. The premise of the center would be profitability. So if there was ever profit being generated those property owners who agreed to a surcharge would be entitled to a rebate.

LODGING/Permanent housing: The Jamestown Sklallam Tribe has been planning a resort in a sensitive area. There might be room at this site for them to put up a hotel that shuttles people to their casino. This could be combined with some kind of permanent housing for workers/students/locals. Bringing the tribe into the project could generate Federal funds.

ALL OF THE IDEAS IN THIS PROPOSAL ARE MINE AND MINE AONE AND DO NOT REPRESENT THE IDEAS OR OPINIONS OF ANY PERSON OR ORGANIZATION.

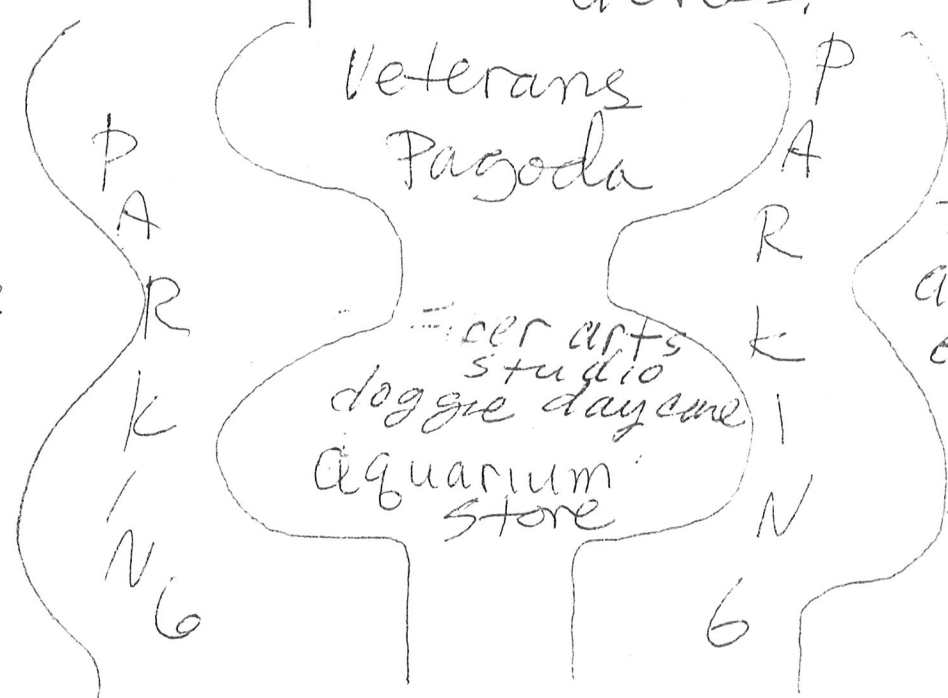
# Chimacum Veterans Recreation Park

## CVRP

Theme: The history of battle on American soil and abroad.

Purpose: To enlighten and educate the general public in the hopes that we may evolve as humans to the point where we do not have to kill each other to get our point across.

Donk could start pretty soon with learning the land and starting with this →



Park would have themed artwork and displays throughout,

Entrance to CVRP

↑  
install traffic light

Sky bridge →

H.S. Carrol

No alcohol means lots of exciting opportunities for carts - coffee, smoothies, juices, pastries, sandwiches, etc.

Usage proposal for 20+ acres of county property located adjacent to Tri Area Community Center

2nd floor  
+18  
gambling  
1st floor  
music dancing  
Bowling

Food +  
Ice skating rink for recreation,  
Olympic figure skating,  
Hockey,

Entire complex would be drug/alcohol free. Funded by Bond and very rich people. Julie Roberts did this in New Mexico.

on site doggie day care, animal shelter/rescue, low cost vet care, Pet shop, petting zoo

let's dream, let's talk. let's give our future generations something to do besides smoke pot. Parks & Recreation Advisory Board Meeting

April 13, 11 am  
court house bldg.

out door Olympic size heated pool with adjacent dressing, sauna  
Tillot pool in Tacoma just shut down. No chlorine odor

Moderate water slide park. Opened seasonally  
Restaurant

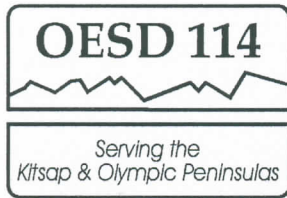
Alcohol Plan +  
Log for Plan +

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## Olympic Educational Service District 114

105 National Avenue North • Bremerton, WA 98312  
(360) 478-6880 • FAX (360) 478-6869

Office of the Superintendent

Gregory J. Lynch

March 24, 2016

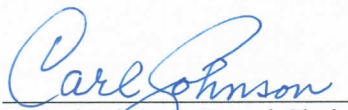
Nathanael O'Hara, Board Chair and  
David Engle, Superintendent  
Port Townsend School District  
1610 Blaine St., Stuart Building  
Port Townsend, WA 98368

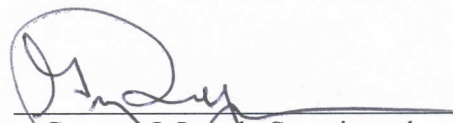
### BOND CONGRATULATIONS!

Please accept our congratulations for successfully passing your recent Bond measure. The obvious community support is a clear demonstration of the trust and confidence in your district's leadership. Receiving the public's approval to collect additional tax dollars is the most visible and significant means of validating your work and the positive direction of Port Townsend School District. Any successful public election that impacts individual income indicates the greatest declaration of support from the electorate.

The Olympic Educational School District 114 (OESD 114) Board of Directors would also like you to know that OESD 114 continues to expand and enhance services in support of all school districts. Some of our newest services include procurement of additional local, state and federal grants, and growing staff professional development opportunities, especially in the STEM and ELA content areas. Our ESD provides a state-wide leadership role in planning and coordinating school safety and security enhancements to include regular senior leadership meetings comprised of leaders from our school districts, local tribal schools, law enforcement, mental health and emergency management professionals. We are also exploring electronic document storage and electronic contract routing solutions to meet state and federal record retention guidelines. We hope to arrive at a digital solution in the coming months where current records can be converted and easily retrieved, and where future records are automatically translated and digitally archived. Our plan is to offer our districts this service in the future, and as participation expands further, reduce conversion and sustainment costs as interest continues to grow.

Once again, please accept our sincerest congratulations and please know that we always remain available and offer whatever assistance you may need.

  
\_\_\_\_\_  
Carl Johnson, Board Chair

  
\_\_\_\_\_  
Gregory J. Lynch, Superintendent

GL/ts

#### Board of Directors

Elizabeth Drew • Carl Johnson • Shirley Johnson • Katie Proteau • Donn Ring • Conrad Green  
Gregory J. Lynch, Superintendent



# **Bond Sale Planning**

*April 11, 2016*



**JON GORES**  
MANAGING DIRECTOR  
(206) 389-4043  
JGORES@DADCO.COM

# Discussion Topics

- Bond Sale Goals

- Market Update

- Financing Plan

- Bond Sale Schedule

# Bond Sale Goals

- Achieve tax rates consistent with voter expectations
  - Produce 2017 total bond tax rate of \$1.24/\$1,000
- Provide fund as needed and maximize revenue for capital projects

Original Bond Sale Plan	Estimated Bond Amounts
June 2016	\$20,410,000
December 2017	\$20,410,000

- Request bond rating and utilize State Guarantee Program

# Bond Sale Planning

Bond Buyer Index  
25 Year General Obligation Bond







# Preliminary Schedule of Events

Financing Team				
Staff:	Staff:	District Staff	BC:	Bond Counsel (Foster Pepper PLLC)
Board:	District Board		County:	Jefferson County Treasurer's Office
DAD:	DAD:D.A. Davidson & Co. (Underwriter)		FA:	Northwest Municipal Advisors

Date	Event	Participants
Completed	Distribute term sheet, distribution list and financing schedule to finance team	DAD
Completed	Distribute information request for Preliminary Official Statement (POS) and State Guarantee application to District	BC
Completed	District submits State Guarantee Application to State Treasurer	Staff
In Progress	District provides data for POS	Staff
In Progress	Distribute first draft POS	BC
<b>Apr 11</b>	<b>Board approves Bond Delegation Resolution</b>	<b>Board, Staff, BC, DAD</b>
Apr 12	Provide information to rating agency	DAD
Apr 14	Provide comments on first draft POS	All
<b>Apr 18</b>	<b>Rating agency conference call @ 11 A.M.</b>	<b>Staff, DAD</b>
Apr 20	Distribute draft of Legal Opinion and draft of bond purchase offer	BC, DAD
Apr 20	Distribute final draft of POS	BC
Apr 25	Final comments due on all documents	All
Apr 25	Receive rating	BC, DAD
Apr 26	Distribute POS to potential investors	DAD
<b>May 2</b>	<b>Review market conditions; pre-pricing call</b>	<b>DAD, Staff, FA</b>
<b>May 3</b>	<b>Pricing of the Bonds and approve purchase contract</b>	<b>DAD, Staff, BC, FA</b>
May 13	Distribute final Official Statement and draft closing memorandum	DAD, BC
June 1	Bond Closing and investment of proceeds	Staff, Co, BC, DAD



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## **Progress Report for Grant Street Elementary School Project**

**To: Brad Taylor, Port Townsend School District**

**From: Kirk Robinson, The Robinson Company**

**Date: April 7, 2016**

### **Work Accomplished Since 1/4/16**

- **Retained Project Management Consultant (The Robinson Company)**
- **Retained construction legal counsel (Perkins Coie)**
- **Received fee proposal from Project Management Consultant**
- **Achieved 75% of Educational Specifications**
- **Received approval for GC/CM Delivery Method**
- **Advertised and received proposals form GC/CM firms**
- **Selected and interviewed two firms to bid for GC/CM work**
- **Advertised for misc. consultants; received qualifications**
- **Reviewed ability to receive OSPI Match Funds**
- **Developed separate committees to receive community input**
- **Held meetings with community based committees**
- **Developed Master Schedule**

### **Anticipated Work to be completed by 4/30/16**

- **Complete GC/CM Bidding**
- **Begin negotiations with GC/CM**
- **Complete Educational Specifications**
- **Complete negotiations and contracts with PM and Architect**
- **Complete surveying, soils engineering and hazardous materials analysis**
- **Have a preliminary meeting with various approval agencies**
- **Finalize budget and cash flow schedule**

# Port Townsend School District - Grant Street School

Robinson Company Schedule - 4/7/16

Major Tasks and Work Items		Start	Finish	Duration
1				
2				
3	Pre-Schematic Design (excluding GCCM Selection Process)	1/4/16	4/30/16	4 months
4	Select Project Manager	complete	complete	
5	Negotiate Project Management fee and contract	3/15/16	4/15/16	
6	Negotiate Architect fee and contract	3/15/16	4/15/16	
7	Assist in Defining Construction Delivery Method	complete	complete	
8	GC/CM Selection (if chosen)	see below	see below	
9	Educational Specifications	2/15/16	4/30/16	
10	Develop Budget/Schedule 1	complete	complete	
11	Meet with PTSD - to review Budget/Schedule 1	complete	complete	
12	Develop Budget/Schedule 2	complete	complete	
13	Meet with PTSD to review Budget/Schedule 2	complete	complete	
14	Meet with Jurisdictions to Review Project and Schedule	4/15/16	4/30/16	
15	Place Ads for Various Owner Consultants	complete	complete	
16	Run Ad One for Various Owner Consultants	complete	complete	
17	Run Ad Two for Various Owner Consultants	N/A	N/A	
18	Receive Responses from Various Owner Consultants	complete	complete	
19	Grade Responses from Various Owner Consultants	complete	complete	
20	Meet with OSPI to Review Project and Funding Opportunities	complete	complete	
21	Develop Cash Flow Schedule	4/1/16	4/30/16	
22	Distribute RFP for Soils Engineer	complete	complete	
23	Receive/Evaluate Soils Engineering Proposals	4/13/16	4/13/16	
24	Draft Contract w/ Soils Consultant/Finalize Cont.	4/14/16	4/14/16	
25	Distribute RFP for Haz. Mat. Consultant	complete	complete	
26	Receive/Evaluate Haz. Mat. Consultant Proposals	4/13/16	4/13/16	
27	Draft Contract w/ Haz. Mat. Consult./Finalize Cont.	4/14/16	4/14/16	
28	Distribute RFP for Surveyor	complete	complete	
29	Receive/Evaluate Surveyor Proposals	4/13/16	4/13/16	
30	Draft Contract w/ Surveyor/Finalize Contract	4/14/16	4/14/16	
31	Distribute RFP for Traffic Engineer if necessary	TBD	TBD	
32	Receive/Evaluate Traffic Engr. Proposals if necessary	TBD	TBD	
33	Draft Contract w/ Traffic Engr./Finalize Contract if necessary	TBD	TBD	
34	Distribute RFP for Phase One Firm if necessary	TBD	TBD	
35	Receive/Evaluate Phase One Firm Proposals	TBD	TBD	
36	Draft Contract/Review with Phase One Envi. Firm if necessary	TBD	TBD	
37	Coordinate Soils Investigation Work	4/18/16	4/19/16	
38	Review Soils Report/Distribute	4/20/16	4/27/16	
39	Coordinate Survey Work	4/18/16	4/19/16	
40	Review Survey/Distribute	4/20/16	4/27/16	
41	Coordinate Haz. Mat Consultant Work	4/18/16	4/19/16	
42	Review Haz. Mat Report/Distribute	4/20/16	4/27/16	
43	Coordinate Traffic Engineer Work	TBD	TBD	
44	Review Traffic Engineer Report/Distribute	TBD	TBD	
45	Coordinate Phase One Report Work	TBD	TBD	
46	Review Phase One Report/Distribute	TBD	TBD	
42	Develop Budget/Schedule 3	3/25/16	4/30/16	
43	Meet with PTSD - to review Budget/Schedule 3	3/25/16	4/30/16	
44	Meetings with Neighbors, if requested	4/1/16	4/30/16	
45	Meetings with Public, if requested	4/1/16	4/30/16	
46				
47				
48	GCCM Selection Process:	2/22/16	5/10/16	2.5 months

49	Review Draft RFQ and Ad with Graehm	complete	complete	
50	Revise RFQ and Ad Documents	complete	complete	
51	Review and Finalize RFQ	complete	complete	
52	Place Ads	complete	complete	
53	Ad One Runs	complete	complete	
54	Develop/Review/Finalize RFFP	complete	complete	
55	Ad Two Runs	complete	complete	
56	RFQ Pre-Submission Conference 1:30 PM	complete	complete	
57	Receive Final Questions on RFQ	complete	complete	
58	Issue Addenda to RFQ	complete	complete	
59	Tutorial for Selection Committee 2:00 - 4:00	complete	complete	
60	Receive RFQs	complete	complete	
61	Score RFQs	complete	complete	
62	Reference Checks	complete	complete	
63	Meet to Finalize Shortlist 11:00 - 4:00	complete	complete	
64	Develop Questions for Interview	complete	complete	
65	Notify Firms re: Questions and Interviews	complete	complete	
66	Interviews 8:00 - 6:00	complete	complete	
67	Notify Shortlist Firms	complete	complete	
68	Distribute RFFP	4/8/16	4/8/16	
69	RFFP Pre-Submission Conf. 1:00 - 3:00 @ Integrus	4/13/16	4/13/16	
70	Receive Final Questions on RFFP	4/15/16	4/15/16	
71	Issue Addenda to RFFP	4/15/16	4/18/16	
72	Receive/Open RFFPs 3:00 PM Port Townsend	4/21/16	4/21/16	
72	Analyze RFFP Responses	4/21/16	4/21/16	
73	Draft Resolution for Tentative Approval	4/21/16	4/21/16	
74	Send Recommendation to Board - By Noon	4/22/16	4/22/16	
75	Board - Cond. Approval for GCCM Agreement; Approve Arch & PM Contracts	4/25/16	4/25/16	
76	Finalize Preconstruction Work Plan	4/22/16	5/5/16	
77	Draft Resolution for Final Approval	4/28/16	5/5/16	
78	Send Recommendation to Board - By Noon	5/6/16	5/6/16	
79	Meet with Board for Award of GCCM Agreement; Approval of Ed Specs	5/9/16	5/9/16	
80	Issue NTP/Contract for Preconstruction	5/10/16	5/10/16	
81				
82	<b>Schematic Design:</b>	3/15/16	6/27/16	3.5 months
83	Schematic Design Documents (ready to estimate)	3/15/16	6/6/16	
84	Cost Estimates	6/6/16	6/20/16	
85	Trade Estimates	6/20/16	6/20/16	
86	Reconcile Estimates	6/21/16	6/24/16	
87	Summarize Reconciliation Process	6/24/16	6/24/16	
88	Develop RFP for Commissioning Firm//Distribute	4/1/16	4/30/16	
89	Receive/Evaluate Commissioning Firm Proposals	4/1/16	4/30/16	
90	Draft Contract/Review with Comm. Firm/Finalize Cont.	4/1/16	4/30/16	
91	Initial Meeting with Commissioning Agent/Design Team	4/1/16	4/30/16	
92	Negotiate Haz. Mat. Design Agreement	4/1/16	4/30/16	
93	Meetings with Staff	3/15/16	6/27/16	
94	Meetings with Parents, if requested	3/15/16	6/27/16	
95	Meetings with Neighbors, if requested	3/15/16	6/27/16	
96	Meetings with Public, if requested	3/15/16	6/27/16	
97	Board Approval of Schematic Design and Budget	6/27/16	6/27/16	
98				
99	<b>Design Development:</b>	6/27/16	11/7/16	4 months
100	VE Study/Review Report with Client	6/27/16	7/15/16	
101	Design Development Documents (ready to estimate)	6/27/16	10/6/16	
102	Cost Estimates	10/6/16	10/21/16	
103	Trade Estimates	10/21/16	10/21/16	
104	Reconcile Estimates	10/24/16	10/28/16	
105	Summarize Reconciliation Process	10/28/16	10/28/16	
106	Meetings with Staff	6/27/16	11/7/16	
107	Meetings with Parents, if requested	6/27/16	11/7/16	
108	Meetings with Neighbors, if requested	6/27/16	11/7/16	
109	Meetings with Public, if requested	6/27/16	11/7/16	
110	Board Approval of Design Development, VE Study and Budget	10/31/16	11/7/16	
111				
112	<b>75% Contract Documents (Permit Set)</b>	10/28/16	2/10/17	3.5 months

113	75% Construction Documents (ready to estimate)	10/28/16	1/16/17	
114	Cost Estimates	1/16/17	2/6/17	
115	Trade Estimates	2/6/17	2/6/17	
116	Reconcile Estimates	2/6/17	2/10/17	
117	Summarize Reconciliation Process	2/10/17	2/10/17	
118	Assist with Securing Financing, if required	11/1/16	1/31/17	
119	Develop RFP for Testing & Inspection Firm//Distribute	10/28/16	11/4/16	
120	Receive/Evaluate Testing & Inspection Firm Proposals	11/4/16	11/11/16	
121	Draft Contract/Review w. Testing/Insp. Firm/Finalize Cont.	11/12/16	11/30/16	
122	Meetings with Staff	10/28/16	2/10/17	
123	Meetings with Parents, if requested	10/28/16	2/10/17	
124	Meetings with Neighbors, if requested	10/28/16	2/10/17	
125	Meetings with Public, if requested	10/28/16	2/10/17	
126	Finalize Bid Plan	10/28/16	11/15/16	
127				
128	90% Contract Documents/GMP:	2/1/17	4/7/17	2.25 months
129	90% Construction Documents	2/1/17	3/8/17	
130	Develop GMP	3/8/17	3/29/17	
130	Finalize GMP/Sign Contract	3/30/17	4/7/17	
131				
132	100% Contract Documents:	3/9/17	4/6/17	1 month
133	Coordinate Constructability Study/Review Report (90% documents)	3/9/17	4/6/17	
134	100% Construction Documents	3/9/17	4/6/17	
135	Meetings with Staff	3/9/17	4/6/17	
136	Meetings with Parents, if requested	3/9/17	4/6/17	
137	Meetings with Neighbors, if requested	3/9/17	4/6/17	
138	Meetings with Public, if requested	3/9/17	4/6/17	
139				
140	Contractor Buy-Out:	4/7/17	5/6/17	1 month
141	Bid Sub Packages	4/8/17	5/6/17	
142	Receive Bids	4/23/17	5/6/17	
143				
144	Receive Building Permit Approval:	7/15/16	5/15/17	10 months
145	SEPA/CUP Application	7/15/16	7/31/16	
146	SEPA/CUP Approval	1/15/17	1/31/17	
147	Building Permit Application(s)	1/31/17	2/15/17	
148	Receive Building Permit	4/30/17	5/15/17	
149				
150	F.F.&E. Design Documents:	10/1/16	5/31/17	8 months
151	Develop RFP for FFE Design Firm//Distribute	10/1/16	10/15/16	
152	Receive/Evaluate FFE Design Firm Proposals	10/16/16	11/7/16	
153	Draft Contract/Review w/FFE Design Firm/Finalize Cont.	11/8/16	11/22/16	
154	Meet with Users and FFE Firm (3 Times per User)	11/23/16	2/28/17	
155	Review Preliminary Estimates	2/28/17	3/31/17	
156	Review Final Bid Documents	4/1/17	4/30/17	
157	Review Final Estimates	5/1/17	5/31/17	
158				
159	Bid / Purchase F.F.&E.:	9/1/17	12/1/17	3 months
160	Advertisement	9/1/2017	9/15/2017	
161	Receive Bids	10/1/2017	10/15/2017	
162	Review Bids/Check References	10/15/2017	10/31/2017	
163	Write Purchase Orders/Subcontracts	11/1/2017	11/30/2017	
164	Approve Purchase Orders/Subcontracts	11/1/2017	11/30/2017	
165				
166	Construction	6/1/17	8/15/18	14.5 months
167	Construction	6/1/17	8/1/18	
168	Meet with Staff/Public/Neighbors/Parents	6/1/17	8/1/18	
169	Receive/Install F.F. & E.	8/1/2018	8/15/2018	
170				
171	Project Close-out Phase	8/15/18	10/15/18	2 months
172	Complete All Close-out Documentation	8/15/18	10/15/18	

# Lincoln School

Peninsula Housing Authority

# Financing Timelines

- Housing Trust Fund
  - **Stage I** application submitted March 1, 2016
  - Invitation to submit a **Stage II** application –July 2016
  - **Stage II** applications due September 2016
  - Awards announced in December 2016

# Financing Timelines (cont.)

- Housing Finance Commission
  - Applications due in January 2017
  - Allocation list published in February 2017
  - Awarded in March or April 2017



# Historical Review Board

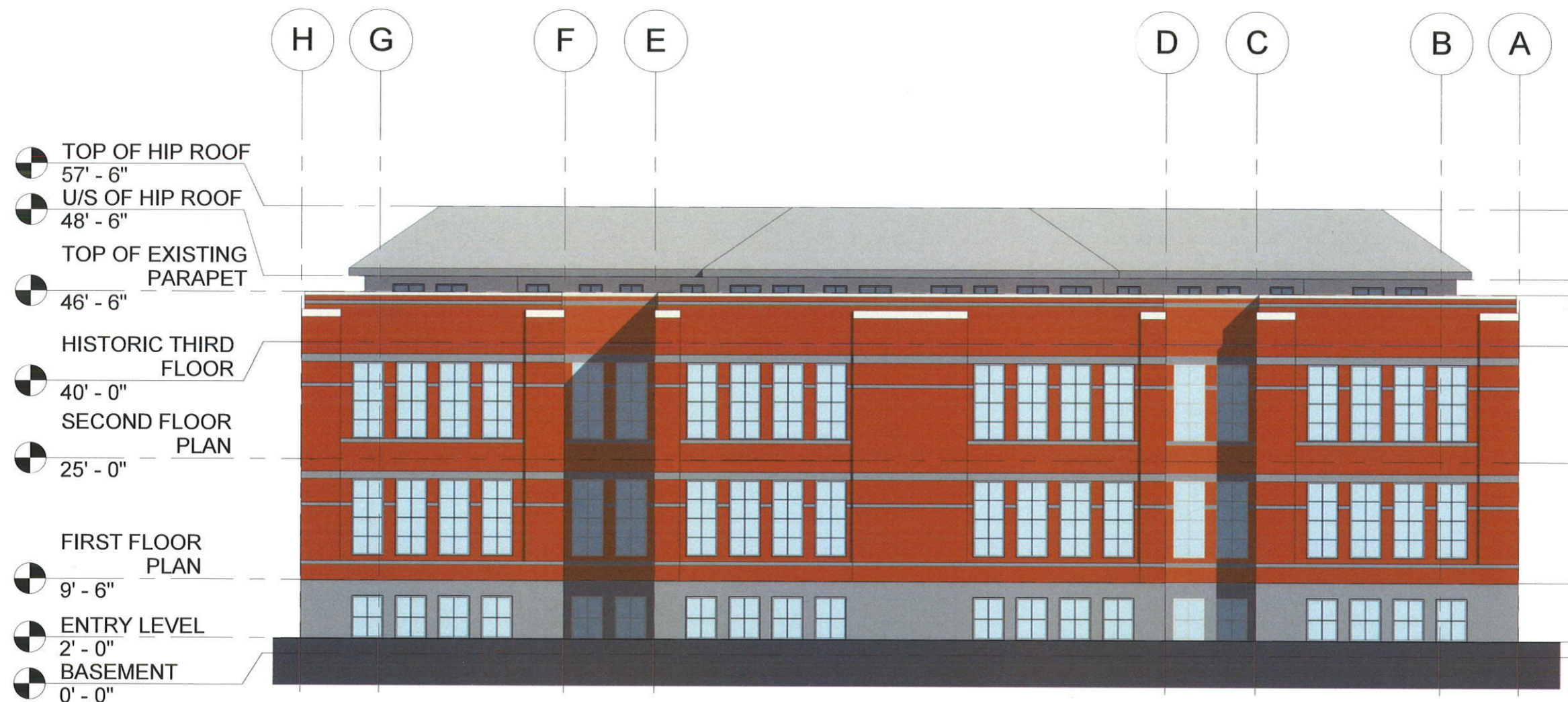
- Part 1 – Evaluation of Significance
  - Determination by the National Park Service that the building has historical significance and would appear to be eligible for historic tax credits
- Part 2 – Description of Rehabilitation
  - Review architectural drawings for consistency with historical intent
- Part 3 – Request for Certification of Completed Work
  - Photographic documentation of completed work

# Critical Events

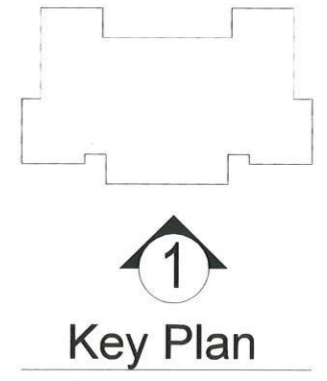
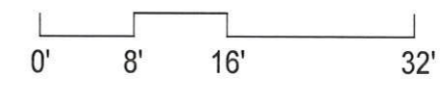
- Housing Trust Fund – receiving an award in December 2016

and

- National Park Service determination of Historical Significance – completion of Part 1



**1** SOUTH ELEVATION - OPTION 3b  
SCALE: 1/16" = 1'-0"



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LINCOLN SCHOOL  
PORT TOWNSEND  
SCHEMATIC DESIGN DRAWINGS

DRAWING TITLE  
OPTION 3b THIRD  
FLOOR 6'-8' SETBACK  
WITH HIP ROOF -  
SOUTH ELEVATION  
SCALE: As indicated  
PLOT DATE: 02/17/16  
PRINCIPAL: JK  
PROJ. MGR.: JK  
DRAFTER: KS  
SHEET NO.

SD - 03.8

Number of students being transported that live within 1 mile of Grant Street					
Route #	Bus Stop	Students	Total		
200	14th & Logan	9			
	9th & Hancock	1			
	9th & Hendricks St	3	13		
202	19th & Haines	2	2		
203	Sheridan & 7th	10			
	Sheridan & 12th	6	16		
204	Hastings & Sherman	2			
	Sherman & 29th	4			
	32nd & Silver	1	7		
	<b>Grand Total</b>		<b>38</b>		

All students from Blue Heron and PT HS walk to school that live within the 1 mile

PORT TOWNSEND SCHOOL DISTRICT NO. 50  
JEFFERSON COUNTY, WASHINGTON

RESOLUTION NO. 16-01

A RESOLUTION of the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, relating to contracting indebtedness; providing for the issuance, fixing or setting parameters with respect to certain terms and covenants, and fixing the form of not to exceed \$40,977,588 principal amount unlimited tax general obligation bonds, in one or more series, authorized by the qualified voters of the District at a special election held therein pursuant to District Resolution No. 15-12; providing that payment of the bonds be guaranteed by the State of Washington; appointing the District's designated representative pursuant to RCW 39.46.040(2) to approve the final terms of the issuance, sale and delivery of the bonds; and providing for other matters properly related thereto, all as more particularly set forth herein.

ADOPTED: APRIL 11, 2016

*This document prepared by:*

*FOSTER PEPPER PLLC  
1111 Third Avenue, Suite 3000  
Seattle, Washington 98101  
(206) 447-5339*

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*\*The cover page, table of contents and section headings of this resolution are for convenience of reference only, and shall not be used to resolve any question of interpretation of this resolution.*

PORT TOWNSEND SCHOOL DISTRICT NO. 50  
JEFFERSON COUNTY, WASHINGTON

RESOLUTION NO. 16-01

A RESOLUTION of the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, relating to contracting indebtedness; providing for the issuance, fixing or setting parameters with respect to certain terms and covenants, and fixing the form of not to exceed \$40,977,588 principal amount unlimited tax general obligation bonds, in one or more series, authorized by the qualified voters of the District at a special election held therein pursuant to District Resolution No. 15-12; providing that payment of the bonds be guaranteed by the State of Washington; appointing the District's designated representative pursuant to RCW 39.46.040(2) to approve the final terms of the issuance, sale and delivery of the bonds; and providing for other matters properly related thereto, all as more particularly set forth herein.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF PORT TOWNSEND SCHOOL DISTRICT NO. 50, JEFFERSON COUNTY, WASHINGTON, as follows:

Section 1. Definitions. In addition to the words and terms defined elsewhere in this resolution, the following words and terms as used in this resolution shall have the following meanings, unless the context or use indicates another or different meaning or intent. Unless the context indicates, words importing the singular number shall include the plural number and vice versa.

(a) "Aggregate Purchase Price" means, with respect to any Series of Bonds, the price to be paid by the Purchaser for the Bonds of that Series, calculated as the stated principal amount of that Series, plus original issue premium, if any, net of original issue discount, if any, and less underwriter's discount.

(b) "Authorized Denomination" means \$5,000 or any integral multiple thereof within a maturity, except that the earliest maturing Bond of one Series of Bonds may be in the denomination of \$5,000 or any integral multiple thereof, plus any other amount less than \$5,000.

(c) "Beneficial Owner" means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(d) "Board" means the Board of Directors of the District.

(e) "Bond Authorization" means the authorization to issue no more than \$40,977,588 principal amount of unlimited tax general obligation bonds for the purpose of paying costs of carrying out and accomplishing the Projects, pursuant to the Bond Election Resolution and the special election held within the District on February 9, 2016.

(f) “Bond Counsel” means the firm of Foster Pepper PLLC, its successor or any other attorneys or firm of attorneys with a nationally recognized standing as bond counsel in the field of municipal finance selected by the Board.

(g) “Bond Election Resolution” means Resolution No. 15-12, adopted by the Board on November 23, 2015, authorizing a proposition to be submitted to the qualified voters of the District for their approval or rejection at a special election held therein on February 9, 2016, with respect to the Bond Authorization.

(h) “Bond Purchase Agreement” means an offer to purchase the Bonds (or any Series of Bonds), presented by the Purchaser and accepted by the Designated Representative, setting forth certain terms and conditions of the issuance, sale and delivery of such Bonds.

(i) “Bond Register” means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.

(j) “Bond Registrar” means the fiscal agent of the State, as the same may be designated by the State from time to time, or any successor bond registrar selected by the Treasurer.

(k) “Bonds” means the unlimited tax general obligation bonds, issued in one or more Series, pursuant to and for the purposes provided in this resolution.

(l) “Capital Projects Fund” means the Port Townsend School District No. 50, Jefferson County, Washington, Capital Projects Fund heretofore created pursuant to RCW 28A.320.330 and referred to in Section 15 of this resolution.

(m) “Certificate of Eligibility” shall have the meaning set forth in Section 2(d) of this resolution.

(n) “Chair” means the Chair of the Board (including the Vice Chair of the Board in case of the Chair’s absence or disability), or any presiding officer or titular head of the Board, or any successor to the functions of the Chair.

(o) “Code” means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

(p) “Debt Service Fund” means the Port Townsend School District No. 50, Jefferson County, Washington, Debt Service Fund heretofore created pursuant to RCW 28A.320.330 for the payment of the Bonds and referred to in Section 14 of this resolution.

(q) “Designated Representative” means the officer or employee of the District appointed in Section 5 of this resolution to serve as the District’s designated representative in accordance with RCW 39.46.040(2) for purposes of accepting and executing, on behalf of the District, one or more Bond Purchase Agreements on terms consistent with this resolution and the parameters set forth herein.



(r) “District” means Port Townsend School District No. 50, Jefferson County, Washington.

(s) “DTC” means The Depository Trust Company, New York, New York, or its nominee.

(t) “Final Terms” means the terms and conditions for a Series of Bonds set forth in the Bond Purchase Agreement for such Series of Bonds, including the principal amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights and prices for that Series of Bonds.

(u) “Finance Director” means the District’s Director of Finance and Business Operations, or such other officer of the District who may in the future perform the duties of that office, if any.

(v) “Government Obligations” shall have the meaning given in RCW 39.53.010, as now in effect or hereafter amended.

(w) “Guarantee Program” means the Washington State School District Credit Enhancement Program as authorized in Article VIII, Section 1(e) of the Washington Constitution and chapter 39.98 RCW.

(x) “Issue Date” means, with respect to each Series of Bonds, the date of initial issuance and delivery of such Series of Bonds to the Purchaser in exchange for the purchase price of such Bonds.

(y) “Letter of Representations” means the Blanket Issuer Letter of Representations between the District and DTC, dated September 26, 1997, as it may be amended from time to time, and any successor or substitute letter relating to the operational procedures of the Securities Depository.

(z) “MSRB” means the Municipal Securities Rulemaking Board.

(aa) “Net Premium” means, with respect to any Series of Bonds, that portion of original issue premium, if any, that is in excess of the sum of (i) original issue discount, if any, and (ii) the underwriter’s discount.

(bb) “Owner” means, without distinction, the Registered Owner and the Beneficial Owner.

(cc) “Projects” shall have the meaning ascribed to such term in the Bond Election Resolution. Without limiting the foregoing, the term “Projects” includes, but is not limited to: (i) constructing a new elementary school (Grades PK-5) to replace the current Grant Elementary School; (ii) making safety, security and ADA improvements at Port Townsend High School; (iii) developing designs/plans for future high school improvements; and (iv) paying incidental costs incurred in connection with carrying out and accomplishing the Projects pursuant to RCW 39.46.070.

(dd) “Purchaser” means D.A. Davidson & Co., and/or such other corporation, firm, association, partnership, trust, or other legal entity or group of entities selected by the Designated Representative to purchase any Series of Bonds.

(ee) “Rating Agency” means any nationally recognized rating agency then maintaining a rating on any Series of Bonds at the request of the District.

(ff) “RCW” means the Revised Code of Washington.

(gg) “Record Date” means the Bond Registrar’s close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar’s close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 9(d) of this resolution.

(hh) “Registered Owner” means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the District utilizes the book–entry only system for any Series of Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(ii) “Rule 15c2-12” means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(jj) “SEC” means the United States Securities and Exchange Commission.

(kk) “Secretary” means the Secretary to the Board, or other officer of the District who is the custodian of the records and proceedings of the Board, or any successor to the functions of the Secretary.

(ll) “Securities Depository” means DTC, any successor thereto, any substitute securities depository selected by the District that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.

(mm) “Series of Bonds” or “Bonds of a Series” or “Series” means a series of Bonds issued pursuant to and for the purposes provided in this resolution.

(nn) “State” means the State of Washington.

(oo) “System of Registration” means the system of registration for the District’s bonds and other obligations set forth in the District’s Resolution No. 87-5.

(pp) “Term Bonds” means any Bonds designated as Term Bonds and subject to mandatory redemption in the years and amounts set forth in a Bond Purchase Agreement.

(qq) “Treasurer” means the Treasurer of Jefferson County, Washington, as *ex officio* treasurer of the District.

(rr) “Undertaking” means the undertaking to provide continuing disclosure entered into pursuant to Section 16 of this resolution.

Section 2. Findings and Determinations. The Board takes note of the following facts and hereby makes the following findings and determinations:

(a) Pursuant to the Bond Election Resolution, the Bond Authorization was approved by the requisite number of voters.

(b) Pursuant to the Bond Authorization and the laws governing the limitation of indebtedness, the District presently is authorized to issue and it has need for the Bonds authorized and described herein. The Board deems it to be in the best interests of the District to issue, sell and deliver the Bonds, subject to the provisions of this resolution, for the purpose of paying costs of carrying out and accomplishing the Projects.

(c) The Board, pursuant to RCW 39.46.040(2), desires to delegate authority to the Secretary (or in the absence or disability of the Secretary, the Finance Director), for a limited time, to accept the Final Terms of, and execute, one or more Bond Purchase Agreements, subject to the parameters for such Final Terms set forth in this resolution.

(d) Pursuant to the District’s request under the Bond Election Resolution and the Guarantee Program, the Treasurer of the State has issued or will issue a certificate of eligibility to the District (the “Certificate of Eligibility”) pledging the full faith, credit, and taxing power of the State to guarantee the payment, when due, of the principal of and interest on the Bonds as provided therein, and the Board hereby deems that participation in the Guarantee Program is in the District’s best interests.

Section 3. Authorization of Bonds Pursuant to Election. The District shall issue, sell and deliver one or more Series of Bonds, pursuant to the Bond Election Resolution (which by this reference is incorporated herein) and the Bond Authorization, for the purpose of paying costs of carrying out and accomplishing the Projects.

Section 4. Description of Bonds. The Bonds shall be designated the Port Townsend School District No. 50, Jefferson County, Washington, Unlimited Tax General Obligation Bonds, 2016 (unless otherwise designated pursuant to the parameters for the Final Terms set forth in Exhibit A, which is attached to this resolution and incorporated herein by this reference). The Bonds shall be issued in the aggregate principal amount of not to exceed \$40,977,588; shall be in Authorized Denominations; and shall be numbered separately in the manner and with any additional designation as the Bond Registrar deems necessary for purposes of identification. The Bonds of each Series shall be dated the Issue Date of such Series, shall bear interest from such Issue Date at the rates and shall mature in the years and principal amounts, including the designation of Term Bonds, if any, all as set forth in the Bond Purchase Agreement for such Series accepted by the Designated Representative pursuant to Section 5 of this resolution.

The life of the Projects to be financed with the proceeds of the Bonds exceeds the term of the Bonds. The cost of particular categories of the Project property having shorter reasonably expected useful lives is allocated to Bonds having correspondingly earlier maturity dates.

Section 5. Appointment of Designated Representative; Setting Parameters with Respect to the Final Terms; Approval of Bond Purchase Agreements; Expiration of Authority. It is anticipated that each Series of Bonds will be sold by negotiated sale to the Purchaser and that the Purchaser will present a Bond Purchase Agreement to the District offering to purchase each Series of Bonds. Pursuant to RCW 39.46.040(2), the Secretary, or in the absence or disability of the Secretary, the Finance Director, is hereby appointed as the District's Designated Representative and is authorized and directed on the District's behalf to accept the Final Terms of, and execute, one or more Bond Purchase Agreements subject to the parameters for such Final Terms set forth in Exhibit A. Final Terms shall be confirmed in each Bond Purchase Agreement and/or separate certificate(s) approved and executed by the Designated Representative in connection with the issuance of each Series of Bonds. The authority granted to the Designated Representative by this Section 5, and the authority to issue any Series of Bonds pursuant to this resolution, shall expire on December 31, 2017 (but only with respect to any Series of Bonds not issued by such date). The Issue Date of any Series of Bonds shall occur before December 31, 2017. Any Series of Bonds not issued by such date may be reauthorized by resolution of the Board, which resolution may be in the form of a new or amendatory resolution.

Section 6. Bond Registrar; Registration and Transfer of Bonds.

(a) Registration of Bonds. The Bonds of each Series shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register maintained for such Series.

(b) Bond Registrar; Duties. Pursuant to RCW 39.46.030(3)(b), the Treasurer has appointed the Bond Registrar. The Bond Registrar shall keep, or cause to be kept, sufficient books for the registration and transfer of each Series of Bonds, which shall be open to inspection by the District at all times. The Bond Registrar is authorized, on behalf of the District, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this resolution, to serve as the District's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this resolution and the System of Registration. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

(c) Bond Register; Transfer and Exchange. The Bond Register for each Series shall contain the name and mailing address of the Registered Owner of each Bond of such Series and the principal amount and number of each Bond held by such Registered Owner. Any Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds of the same Series in any Authorized Denomination of an equal aggregate principal amount and of the same interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) Securities Depository; Book-Entry Only Form. DTC is appointed as initial Securities Depository. Each Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the District; or (iii) to any person if the Bond is no longer to be held in book-entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the District, the District may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the District does not appoint a substitute Securities Depository, or (ii) the District terminates the services of the Securities Depository, the Bonds no longer shall be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this resolution. Neither the District nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the District nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner except such notice as is required to be given by the Bond Registrar to the Securities Depository.

Section 7. Form and Execution of Bonds. The Bonds shall be prepared in a form consistent with the provisions of this resolution and State law and shall be signed by the Chair and the Secretary, either or both of whose signatures may be manual or in facsimile. The Bonds of each Series shall be printed at District expense and shall be delivered to the Purchaser in accordance with the Bond Purchase Agreement for such Series, together with an approving legal opinion of Bond Counsel regarding the Bonds of such Series.

No Bond shall be valid or obligatory for any purpose, or entitled to the benefits of this resolution, unless the Bond bears a certificate of authentication manually signed by the Bond Registrar stating: "This Bond is one of the fully registered Port Townsend School District No. 50, Jefferson County, Washington, Unlimited Tax General Obligation Bonds, 2016, described in the Bond Resolution." A minor deviation in the language of such certificate (including a deviation in the designation of the Bonds authorized by Exhibit A hereto) shall not void a certificate of authentication that otherwise is substantially in the form of the foregoing. The authorized signing of a certificate of authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this resolution.

If any officer whose manual or facsimile signature appears on the Bonds ceases to be an officer of the District authorized to sign bonds before the Bonds bearing his or her manual or facsimile signature are authenticated or delivered by the Bond Registrar or issued by the District, those Bonds nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the District as though that person had continued to be an officer of the District authorized to sign bonds. Any Bond also may be signed on behalf of the District by any person who, on the actual date of signing of the Bond, is an officer of the District authorized to sign bonds, although he or she did not hold the required office on the Issue Date applicable to such Bond.

Section 8. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository is payable in the manner set forth in the Letter of Representations. Interest on each Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. However, the District is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 9. Redemption Provisions and Purchase of Bonds.

(a) Optional Redemption. The Bonds may be subject to redemption at the option of the District on terms acceptable to the Designated Representative, as set forth in a Bond Purchase Agreement, consistent with the parameters set forth in Exhibit A.

(b) Mandatory Redemption. Each Bond that is designated as a Term Bond in a Bond Purchase Agreement, consistent with the parameters set forth in Exhibit A, and except as set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts set forth in such Bond Purchase Agreement. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the District and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The District shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) Selection of Bonds for Redemption; Partial Redemption. If fewer than all of the outstanding Bonds are to be redeemed at the option of the District, the District shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds within a single maturity of a Series are to be redeemed, the Securities Depository shall select Bonds registered in the name of the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) Notice of Redemption. Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of

Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Secretary shall determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) Rescission of Optional Redemption Notice. In the case of an optional redemption, the notice of redemption may state that the District retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time on or prior to the date fixed for redemption. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of redemption has been rescinded shall remain outstanding.

(f) Effect of Redemption. Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Debt Service Fund or in a trust account established to refund or defease the Bond.

(g) Purchase of Bonds. The District reserves the right to purchase any or all of the Bonds offered to the District at any time at any price acceptable to the District plus accrued interest to the date of purchase.

Section 10. Failure To Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity date or date fixed for redemption, the District shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity date or date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Debt Service Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 11. Pledge of Taxes. For as long as any of the Bonds are outstanding, the District irrevocably pledges to levy taxes annually without limitation as to rate or amount on all of the taxable property within the District in an amount sufficient, together with other money legally available and to be used therefor, to pay when due the principal of and interest on the Bonds, and the full faith, credit and resources of the District are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Section 12. Tax Covenants.

(a) Preservation of Tax Exemption for Interest on Bonds. The District covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor

make or permit any use of proceeds of the Bonds or other funds of the District treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The District also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) Post-Issuance Compliance. The Secretary is authorized and directed to adopt, amend and implement, on behalf of the District, written procedures to facilitate compliance by the District with the covenants in this Section 12 and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal income tax purposes.

(c) Designation of Bonds as “Qualified Tax-Exempt Obligations.” The Designated Representative is authorized to designate any Series of Bonds as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code if the Designated Representative determines and certifies, on behalf of the District, that:

(i) the Bonds of such Series do not constitute “private activity bonds” within the meaning of Section 141 of the Code;

(ii) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) that the District and any entity subordinate to the District (including any entity that the District controls, that derives its authority to issue tax-exempt obligations from the District, or that issues tax-exempt obligations on behalf of the District) will issue during the calendar year in which such Series of Bonds will be issued will not exceed \$10,000,000; and

(iii) the amount of tax-exempt obligations, including such Series of Bonds, so designated by the District as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code during the calendar year in which such Series of Bonds will be issued will not exceed \$10,000,000.

Section 13. Refunding or Defeasance of the Bonds. The District may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the “defeased Bonds”); (b) redeeming the defeased Bonds prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the District sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the “trust account”), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this resolution and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that



event, the District may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the District in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or defeasance shall be conducted, in the manner prescribed in this resolution for the redemption of Bonds.

Section 14. Debt Service Fund and Deposit of Bond Proceeds.

(a) From the proceeds received from the sale of each Series of Bonds, the Treasurer is authorized and directed to deposit in the Debt Service Fund that amount, if any, of Net Premium that the Designated Representative determines pursuant to Exhibit A of this resolution is to be deposited in the Debt Service Fund (which Net Premium shall be used to pay interest on the Bonds of that Series on their earliest interest payment date or dates).

(b) The principal of and interest on the Bonds of each Series and on all other outstanding unlimited tax general obligation bonds of the District when due, shall be paid from the Debt Service Fund. All taxes collected for and allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Debt Service Fund. Until needed to pay principal of and interest on the Bonds, the District may invest taxes collected for and allocated to the payment of the principal of and interest on the Bonds temporarily in any legal investment, and the investment earnings shall be retained in the Debt Service Fund and be spent for the purposes of that fund, except that the Board may authorize the transfer and credit of all or a portion of such investment earnings to another fund of the District pursuant to RCW 28A.320.320.

Section 15. Capital Projects Fund; Deposit of Bond Proceeds and Reduction of Bond Authorization.

(a) The Treasurer is further authorized and directed to deposit in the Capital Projects Fund: (i) Net Premium that the Designated Representative determines, pursuant to Exhibit A of this resolution, is to be used to pay costs of issuing, selling and delivering each Series of Bonds; (ii) Net Premium that the Designated Representative determines, pursuant to Exhibit A of this resolution, is to be deposited in the Capital Projects Fund to be used to pay costs of the Projects other than the costs of issuing, selling and delivering each Series of Bonds; and (iii) the principal proceeds received from the sale of each Series of Bonds.

(b) Principal proceeds and Net Premium, if any, deposited into the Capital Projects Fund from the sale of each Series of Bonds shall be only used for capital purposes that carry out and accomplish the Projects, as permitted by law, which shall not include the replacement of equipment. Until needed to pay costs of carrying out and accomplishing the Projects, the District may invest proceeds of each series of Bonds temporarily in any legal investment, and the investment earnings shall be retained in the Capital Projects Fund and be spent to pay costs of carrying out and accomplishing the Projects, except that earnings subject to a federal tax or rebate requirement may be withdrawn from the Capital Projects Fund and used for those tax or rebate purposes.

(c) The amount of the Bond Authorization shall be reduced by the sum of: (a) the stated principal amount of each Series of Bonds issued under this resolution; and (b) the amount, if any, of Net Premium deposited into the Capital Projects Fund pursuant to Section 15(a)(ii) of this resolution.

Section 16. Official Statement; Continuing Disclosure.

(a) Preliminary Official Statement. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12 with respect to any preliminary official statement prepared in connection with the sale of each Series of Bonds (the "Preliminary Official Statement"), and pursuant to the authority granted by the Bond Election Resolution, the Secretary and/or the Finance Director, on the District's behalf, has been authorized to: (i) review and "deem final" that Preliminary Official Statement as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12; and (ii) to authorize the distribution by the Purchaser of the "deemed final" Preliminary Official Statement to potential purchasers of the Bonds of such Series.

(b) Official Statement. The Secretary and/or the Finance Director is hereby authorized to review and approve on behalf of the District a final official statement (the "Official Statement") with respect to any Series of Bonds, substantially in the form of the "deemed final" Preliminary Official Statement for that Series of Bonds and supplemented or amended as the Secretary and/or the Finance Director deems necessary, desirable, or appropriate. The Secretary is authorized to execute each such Official Statement and the District is authorized to deliver or cause to be delivered that Official Statement to the Purchaser in the manner required by Rule 15c2-12, the MSRB and the applicable Bond Purchase Agreement.

(c) Undertaking to Provide Continuing Disclosure. If necessary to meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to the Purchaser acting as a participating underwriter for a Series of Bonds, the Secretary is authorized to execute a written undertaking to provide continuing disclosure for the benefit of holders of a Series of Bonds in substantially the form attached to this resolution as Exhibit B, which is incorporated herein by this reference.

Section 17. Guarantee Program. The District is hereby authorized to participate in the Guarantee Program with respect to the Bonds and agrees to the terms and conditions for participating in the Guarantee Program, as prescribed in chapter 39.98 RCW and the rules promulgated thereunder.

Section 18. Supplemental and Amendatory Resolutions. The District may supplement or amend this resolution for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the District.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this resolution in a manner that does not materially adversely affect the interests of Owners.

Section 19. General Authorization and Ratification. The Secretary, the Finance Director, the Chair, the Treasurer, other appropriate officers of the District and Bond Counsel are severally authorized and directed to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the terms of, and complete the transactions contemplated by, this resolution and the Bond Purchase Agreements (including everything necessary for the prompt delivery of each Series of Bonds to the Purchaser and for the proper application, use and investment of the proceeds of the sale thereof). All actions taken prior to the effective date of this resolution in furtherance of and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

Section 20. Severability. The provisions of this resolution are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this resolution to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this resolution in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 21. Effective Date of Resolution. This resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at a regular open public meeting thereof, held this 11<sup>th</sup> day of April, 2016, the following Directors being present and voting in favor of the resolution.

PORT TOWNSEND SCHOOL DISTRICT NO. 50  
JEFFERSON COUNTY, WASHINGTON

\_\_\_\_\_  
Chair and Director

\_\_\_\_\_  
Vice Chair and Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

ATTEST:

\_\_\_\_\_  
DAVID S. ENGLE  
Secretary to the Board of Directors

## EXHIBIT A

### Parameters for Final Terms

- (a) Principal Amount. The Bonds may be issued in one or more Series and shall not exceed the aggregate principal amount of \$40,977,588.
- (b) Date or Dates. Each Series of Bonds shall be dated its Issue Date, which date shall occur before December 31, 2017.
- (c) Denominations; Series Designation. The Bonds shall be issued in Authorized Denominations. If the Issue Date occurs after 2016, the series designation of the Bonds shall be changed, without further action of the Board, to reflect the calendar year in which the Bonds are issued (e.g., “Unlimited Tax General Obligation Bonds, 2017”) or, if the Designated Representative reasonably concludes an additional series of unlimited tax general obligation bonds will be issued during the current calendar year, an alphanumeric designation may be included (e.g., “Unlimited Tax General Obligation Bonds, 2016A”). Conforming changes shall be made in the certificate(s) of authentication authorized by Section 7 of this resolution.
- (d) Interest Rate(s). The Bonds of each Series shall bear interest at fixed rates *per annum* (computed on the basis of a 360-day year of twelve 30-day months) from the Issue Date for such Series or from the most recent interest payment date for which interest has been paid or duly provided for, whichever is later. One or more rates of interest may be fixed for each Bond of any Series of Bonds; provided that, no rate of interest for any Bond of any Series of Bonds may exceed 6.00%, and the true interest cost (the “TIC”) for each Series of Bonds shall not exceed 6.00%.
- (e) Payment Dates. Interest on each Series of Bonds shall be payable semiannually (on each June 1 and December 1), commencing on the date selected by the Designated Representative no later than 13 months following the Issue Date of such Series of Bonds. Principal shall be payable on such date(s) and in such amount(s) as are selected by the Designated Representative; provided that, principal shall only be payable on June 1 and/or December 1 in any given year.
- (f) Final Maturity. The final maturity date of each Series of Bonds shall be a date within 20 years of the Issue Date of such Series.
- (g) Redemption Rights. The Designated Representative may approve in a Bond Purchase Agreement provisions for the optional and mandatory redemption of Bonds, subject to the following:
- (1) Optional Redemption. Any Bond may be designated as being (A) subject to redemption at the option of the District prior to its maturity date on the dates and at the prices set forth in a Bond Purchase Agreement; or (B) not subject to redemption prior to its maturity date. If a Bond is subject to optional redemption prior to its maturity, it must be subject to such redemption on one or more dates occurring not more than 10½ years after the Issue Date.

- (2) Mandatory Redemption. Any Bond may be designated as a Term Bond, subject to mandatory redemption prior to its maturity on the dates and in the amounts set forth in a Bond Purchase Agreement.
- (h) Price. The Aggregate Purchase Price for each Series of Bonds shall not be less than 98% or more than 130% of the aggregate stated principal amount of such Series of Bonds.
- (i) Net Premium. The Designated Representative shall determine the amounts of Net Premium received from the Purchaser, if any, to be deposited into the Capital Projects Fund and the Debt Service Fund pursuant to Sections 14 and 15 of this resolution; provided that, the Purchaser may retain its underwriter's discount and deduct other costs of issuing, selling and delivering that Series of Bonds from the price paid to the District for such Series of Bonds and pay such other costs of issuing, selling and delivering such Series of Bonds directly to the respective financing participant via wire transfer.
- (j) Section 265(b)(3) Designation. Pursuant to Section 12(c) of this resolution, the Designated Representative shall designate any qualifying Series of Bonds as "qualified-tax exempt obligations" for purposes of Section 265(b)(3) of the Code.
- (k) Certificate of Eligibility. No Series of Bonds may be issued without a valid Certificate of Eligibility.
- (l) Other Terms and Conditions.
- (1) No Series of Bonds may be issued if it would cause the indebtedness of the District to exceed the District's legal debt capacity on the Issue Date.
  - (2) The Designated Representative, in consultation with the Purchaser, may determine that it is in the District's best interest to provide for bond insurance or other credit enhancement, and may accept, on behalf of the District, such additional terms, conditions, and covenants as may be required by the bond insurer, if consistent with the provisions of this resolution.
  - (3) The Designated Representative is authorized to take such additional action as may be necessary or convenient for the issuance of Bonds pursuant to the terms of this resolution.

## EXHIBIT B

### Form of Undertaking To Provide Continuing Disclosure

#### **Port Townsend School District No. 50, Jefferson County, Washington Unlimited Tax General Obligation Bonds, 20\_\_**

Port Townsend School District No. 50, Jefferson County, Washington (the “District”), makes the following written Undertaking for the benefit of holders of the above-referenced bonds (the “Bonds”) issued pursuant to the District’s Resolution No. 16-01, adopted by the Board of Directors of the District on April 11, 2016 (the “Bond Resolution”), for the sole purpose of assisting the Purchaser in meeting the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds. Capitalized terms used but not defined below shall have the meanings given in the Bond Resolution.

(a) Undertaking to Provide Annual Financial Information and Notice of Listed Events. The District undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

(i) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b) (“annual financial information”);

(ii) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (1) principal and interest payment delinquencies; (2) non-payment related defaults, if material; (3) unscheduled draws on debt service reserves reflecting financial difficulties; (4) unscheduled draws on credit enhancements reflecting financial difficulties; (5) substitution of credit or liquidity providers, or their failure to perform; (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds; (7) modifications to rights of holders of the Bonds, if material; (8) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (9) defeasances; (10) release, substitution, or sale of property securing repayment of the Bonds, if material; (11) rating changes; (12) bankruptcy, insolvency, receivership or similar event of the District, as such “Bankruptcy Events” are defined in Rule 15c2-12; (13) the consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and (14) appointment of a successor or additional trustee or the change of name of a trustee, if material.

(iii) Timely notice of a failure by the District to provide required annual financial information on or before the date specified in paragraph (b).

(b) Type of Annual Financial Information Undertaken to be Provided. The annual financial information that the District undertakes to provide in paragraph (a):

(i) Shall consist of (1) annual financial statements prepared (except as noted in the financial statements) in accordance with applicable generally accepted accounting principles applicable to local governmental units of the State, such as the District, as such principles may be changed from time to time and as permitted by State law, which statements may be unaudited, provided, that if and when audited financial statements are prepared and available to the District they will be provided; (2) a statement of authorized, issued and outstanding general obligation debt of the District; (3) the assessed value of the property within the District subject to *ad valorem* taxation; and (4) *ad valorem* tax levy rates and amounts, and percentage of taxes collected;

(ii) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the District (currently, a fiscal year ending August 31), as such fiscal year may be changed as required or permitted by State law, commencing with the District's fiscal year ending August 31, 20[ ]; and

(iii) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

(c) Amendment of Undertaking. This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12. The District will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) Beneficiaries. This Undertaking shall inure to the benefit of the District and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) Termination of Undertaking. The District's obligations under this Undertaking shall terminate upon the legal defeasance of all of the Bonds. In addition, the District's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the District to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel or other counsel familiar with federal securities laws delivered to the District, and the District provides timely notice of such termination to the MSRB.

(f) Remedy for Failure to Comply with Undertaking. As soon as practicable after the District learns of any failure to comply with this Undertaking, the District will proceed with due diligence to cause such noncompliance to be corrected. No failure by the District or other obligated person to comply with this Undertaking shall constitute a default in respect of the Bonds. The sole remedy of any holder of a Bond shall be to take action to compel the District or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) Designation of Official Responsible to Administer Undertaking. The Secretary or his or her designee is the person designated, in accordance with the Bond Resolution, to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:

(i) Preparing and filing the annual financial information undertaken to be provided;

(ii) Determining whether any event specified in paragraph (a) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any required notice of its occurrence;

(iii) Determining whether any person other than the District is an “obligated person” within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;

(iv) Selecting, engaging and compensating designated agents and consultants, including but not limited to financial advisors and legal counsel, to assist and advise the District in carrying out this Undertaking; and

(v) Effecting any necessary amendment of this Undertaking.



CERTIFICATION

I, DAVID S. ENGLE, Secretary to the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington (the "District"), hereby certify as follows:

1. The foregoing Resolution No. 16-01 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board of Directors of the District (the "Board") held at the regular meeting place thereof on April 11, 2016, as that Resolution appears on the minute book of the District, and the Resolution is now in full force and effect; and

2. A quorum of the members of the Board was present throughout the meeting and a sufficient number of members of the Board present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 11<sup>th</sup> day of April, 2016.

PORT TOWNSEND SCHOOL DISTRICT NO. 50  
JEFFERSON COUNTY, WASHINGTON

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DAVID S. ENGLE  
Secretary to the Board of Directors

## STUDENTS

### Student Conduct

The board acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. ~~Conform to reasonable standards of acceptable behavior;~~ ***Respect the rights, person and property of others;***
- B. ~~Respect the rights, person and property of others;~~ ***Pursue the required course of study;***
- C. Preserve the degree of order necessary for a positive climate for learning; ~~and~~
- D. ~~Submit to the authority of staff and respond accordingly.~~ ***Comply with district rules and regulations; and***
- E. ***Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.***

The superintendent ~~shall~~ **will** develop written rules of conduct which will carry out the intent of the board.

Cross References:	Policy 6605	Student Safety Walking to School and Riding Buses
	<b><i>Policy 3241</i></b>	<b><i>Classroom Management, Discipline and Corrective Action</i></b>
Legal References:	RCW 4.24.190	Action against parent for willful injury to property by minor - Monetary limitation - Common law liability preserved
	RCW 9A.16.020	Use of force - when lawful
	RCW 9.41	Firearms and dangerous weapons
	RCW 9.91.160	Personal protection spray devices
	RCW 28A.210.310	Prohibition of use of tobacco products on school property
	<b><i>RCW 28.320.128</i></b>	<b><i>Notice and disclosure policies – Threats of violence – Student conduct – Immunity for good faith notice - Penalty</i></b>
	<del>RCW 28A.600.020</del>	<del>Government of schools, pupils, employees, rules and regulations for – To insure optimum learning atmosphere</del>
	28A.600.040	Pupils to comply with rules and regulations
	28A.400.110	Principal to assure appropriate student discipline – <b><i>Building discipline standards – Classes to improve classroom management skills</i></b>
	28A.635.060	Defacing or injuring school property - Liability of <b><i>pupil</i></b> , parent or guardian – <b><i>Withholding grades, diploma, or transcripts – Suspension and</i></b>

<i>RCW 28A.635.090</i>	<i>restitution – Voluntary work program as alternative – Rights protected</i>
<i>RCW 28A.635.100</i>	<i>Interference by force or violence – Penalty</i>
	<i>Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful - Penalty</i>
<i>WAC 180-400-205</i>	Definitions
<i>WAC 392-400-210</i>	<i>Student responsibilities and duties</i>
<i>WAC 392-400-215</i>	<i>Student rights</i>
<i>WAC 180-392-400-225</i>	School district rules defining misconduct - Distribution of rules
<i>WAC 392-400-226</i>	<i>School district rules defining harassment, intimidation and bullying prevention policies and procedures – Distribution of rules</i>
<i>WAC 392-400-227</i>	<i>School district rules defining students’ religious rights</i>
<i>WAC 392-400-233</i>	<i>Unexcused absences and tardiness</i>
<del>P.L. 101-226-20 USC 3171</del>	<del>Drug-Free Schools and Communities Act</del>
<i>20 U.S.C. 7101 et seq.</i>	<i>Safe and Drug-Free Schools and Communities Act</i>

*Management*                      *Policy News Sep 2013*  
*Resources*                        *Policy News Aug 2014*

**Date:** 5/23/05 \_\_\_\_\_

## STUDENTS

### Classroom Management, Discipline and Corrective Action

*Rules of student conduct are essential to maintain a school environment conducive to learning. A student's refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline or corrective action.*

*Staff are responsible for supervising student behavior, employing effective classroom management methods and enforcing the rules of student conduct in a fair, consistent and non-discriminatory manner. Corrective action must be reasonable and necessary under the circumstances and reflect the district's priority to maintain a safe and positive learning environment for all students and staff.*

*Students and/or their parents/guardians will be provided all required substantive and procedural due process in regard to grievances, hearings and/or appeals of corrective action. The district will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.*

*The district will annually review data on disciplinary actions taken against students within each school disaggregated by sex, race, limited English proficiency and disability, including students protected by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The review must include short-term suspensions, long-term suspensions and expulsions. In reviewing the data, the district will determine whether it has disciplined a substantially disproportionate number of students within any of the disaggregated categories. If disproportionality is found, the district will take action to ensure that it is not the result of discrimination.*

<i>Cross References:</i>	<i>Policy 2121</i>	<i>Substance Abuse Program</i>
	<i>Policy 2161</i>	<i>Special Education and Related Services for Eligible Students</i>
	<i>Policy 2162</i>	<i>Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973</i>
	<i>Policy 3122</i>	<i>Excused and Unexcused Absences</i>
	<i>Policy 3210</i>	<i>Non-Discrimination</i>
	<i>Policy 3240</i>	<i>Student Conduct Expectations and Reasonable Sanctions</i>
	<i>Policy 3244</i>	<i>Prohibition of Corporal Punishment</i>
	<i>Policy 3520</i>	<i>Student Fees, Fines, or Charges</i>
	<i>Policy 4210</i>	<i>Regulation of Dangerous Weapons on School Premises</i>
	<i>Legal References:</i>	<i>RCW 9A.16.100</i>
<i>RCW 9.41.280</i>		<i>Possessing dangerous weapons on school facilities – Penalty - Exceptions</i>
<i>RCW 28A.150.240</i>		<i>Certificated teaching and administrative staff as accountable for classroom teaching – Scope – Responsibilities - Penalty</i>
<i>RCW 28A.225.020</i>		<i>School's duties upon child's failure to attend</i>

	<i>school</i>
<i>RCW 28A.225.030</i>	<i>Petition to juvenile court for violations by a parent or child – School district responsibilities</i>
<i>RCW 28A.400.100</i>	<i>Principals and vice-principals – Employment of – Qualifications - Duties</i>
<i>RCW 28A.400.110</i>	<i>Principal to assure appropriate student discipline – Building discipline standards – Classes to improve classroom management skills</i>
<i>RCW28A.600.010</i>	<i>Enforcement of rules of conduct – Due process guarantees – Computation of days for short-term and long-term suspensions</i>
<i>RCW 28A.600.015</i>	<i>Rules incorporating due process guarantees of pupils with regard to expulsions and suspensions</i>
<i>RCW 28A.600.020</i>	<i>Exclusion of student from classroom – written disciplinary procedures – Long-term suspension or expulsion</i>
<i>RCW 28A.600.022</i>	<i>Suspended or expelled students – Reengagement plan</i>
<i>RCW 28A.600.410</i>	<i>Alternatives to suspension – Encouraged</i>
<i>RCW 28A.600.460</i>	<i>Classroom discipline – Policies – Classroom placement of student offenders – Data on disciplinary actions</i>
<i>WAC 392-190-048</i>	<i>Access to course offerings – Student discipline</i>
<i>WAC 392-400-220</i>	<i>Student Disciplinary Boards – Establishment at option of school district - Functions</i>
<i>WAC 392-400-225</i>	<i>School district rules defining misconduct – Distribution of rules</i>
<i>WAC 392-400-230</i>	<i>Persons authorized to impose discipline, suspension , expulsion, or emergency removal upon students</i>
<i>WAC 392-400-233</i>	<i>Unexcused absences and tardiness</i>
<i>WAC 392-400-275</i>	<i>Expulsion – Conditions and limitations</i>
<i>WAC 392-400-315</i>	<i>Appeals – Hearing before school board or disciplinary appeal council – Procedures</i>
<i>WAC 392-400-317</i>	<i>Appeals – Discipline and short-term suspension grievances</i>
<i>WAC 392-400-320</i>	<i>School board or disciplinary appeal council decisions</i>
<i>WAC 392-400-410</i>	<i>Appeal for extension of a one-year expulsion</i>
<i>WAC 392-400-420</i>	<i>Reengagement meetings and plans</i>
<i>34 CFR Part 100.3</i>	<i>Regulations implementing Civil Rights Act of 1964</i>
<i>42 U.S.C. 2000d et seq.</i>	<i>Civil Rights Act of 1964</i>
<i>Management Resources</i>	<i>Policy News Dec 2014</i>
	<i>Policy News Aug 2014</i>
	<i>Policy News Jun 2010</i>

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

## **STUDENTS**

### Sexual Harassment of Students Prohibited

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

### Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student, or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” includes:

- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- Unwelcome sexual advances;
- Unwelcome requests for sexual favors;
- Sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual;
- Acts of sexual violence.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

### Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. 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. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or formally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or other third parties involved in school district activities. 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 and False Allegations

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.

#### Staff Responsibilities

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.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

#### Notice and Training

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 procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer, and parent handbook. Such notices will identify the district's Title IX Coordinator and provide contact information, including the coordinator's email address.

Policy Review

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, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers, and parents in the review process.

Cross References:	Policy 3207	Prohibition of Harassment, Intimidation and Bullying
	Policy 3210	Nondiscrimination
	Policy 3211	Transgender Students
	Policy 3240	Student Conduct
	Policy 3421	Child Abuse, Neglect, and Exploitation Prevention
	Policy 5010	Nondiscrimination and Affirmative Action
	Policy 5011	Sexual Harassment of District Employees Prohibited
Legal Reference:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination – Scope – Sexual harassment policies
	WAC 392-190-058	Sexual harassment – 20 USC §§ 1681-1688
Management Resources:	2015 – <i>July Policy Alert</i>	
	2014 – <i>December Issue</i>	
	2010 – <i>October Issue</i>	

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



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

**RESOLUTION 16-02**

WHEREAS, the Port Townsend School District has an interest in supporting community recovery efforts following a major natural or man-made disaster; and

WHEREAS, community recovery efforts need to be in a central location to serve the community and provide space that can be used long term to provide such things as food, clothing, child and elder care, shelter, and distribution of essential goods; and

WHEREAS, the Port Townsend School District Board of Directors has determined that the Mountain View campus be utilized as a community recovery center; and

WHEREAS, the Port Townsend School District Board of Directors has approved a long-term lease agreement with the City of Port Townsend; and

WHEREAS, the Port Townsend School District will continue to work with the City of Port Townsend to prioritize sub-lease tenancy agreements based on potential contributions to community recovery efforts in response to a natural or man-made disaster; and

WHEREAS, the Port Townsend School District Board of Directors has determined that it is in the best interests of the district to work with the City in developing a master use plan for the Mountain View campus to serve as a community recovery center;

NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, directs the Superintendent to work with the City of Port Townsend on a master use plan for the Mountain View campus through June, 2016, with a report on this planning process and any recommendations to the Board of Directors by its regular business meeting scheduled for June 27<sup>th</sup>, 2016:

ADOPTED by the Board of Directors of Port Townsend School District No. 50, Jefferson County, Washington, at an open public meeting thereof, held April 11<sup>th</sup>, 2016.

\_\_\_\_\_  
Nathanael O’Hara, Board Chair

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Keith White, Board Vice-Chair

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Jennifer James-Wilson, Director

\_\_\_\_\_  
Laura Tucker, Director

\_\_\_\_\_  
Connie Welch, Director

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

## STUDENTS

### Use of Restraint and Isolation

#### **Restraint, Isolation and Other Uses of Reasonable Force**

~~This policy applies only to students with individualized education programs (IEP) or Section 504 plans while the students are participating in school-sponsored instruction or activities. As required by WAC 392-172A-03120 through 03135, District staff may use restraint or isolation to discourage undesirable student behaviors by special education students only in conjunction with an aversive intervention plan, or to control unpredicted spontaneous behavior that poses a clear and present danger of serious harm to the student, to another person, to property, or of disrupting the educational process. District staff will comply with all limitations and conditions on the use of restraint, isolation, and aversive interventions as required by law.~~

*It is the policy of the Port Townsend Board of Directors that the district maintains a safe learning environment while treating all students with dignity and respect. All students in the district, including those who have an individualized education program (IEP) or plan developed under section 504 of the Rehabilitation Act of 1973, will remain free from unreasonable restraint, restraint devices, isolation, and other uses of physical force. Under no circumstances will these techniques be used as a form of discipline or punishment.*

*This policy is intended to address district students. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with adults or other youth from outside the district as allowed by law.*

*Use of restraint, isolation and other forms of reasonable force may be used on any student when reasonably necessary to control spontaneous behavior that poses an “imminent likelihood of serious harm” as defined by RCW 70.96B.010 and Chapter 392-172A WAC and explained in the procedure accompanying this policy. Serious harm includes physical harm to self, another, or district property. Staff will closely monitor such actions to prevent harm to the student and will use the minimum amount of restraint and isolation appropriate to protect the safety of students and staff. The restraint, isolation, and other forms of reasonable force will be discontinued when the likelihood of serious harm has dissipated.*

~~The District will provide a copy of this policy to parents or guardians of students with IEP’s or Section 504 plans when the programs or plans are created. All IEPs must include procedures for notifying parents or guardians regarding the use of restraint or isolation. A statement will be added to the Prior Notice section stating the District policy is attached to the IEP.~~

The superintendent or designee will develop procedures to implement this policy, *including review, reporting and parent/guardian notification of incidents involving restraint or isolation as required by law. Additionally, the superintendent will annually report to the board on incidents involving the use of force.*

Cross References:	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 2162	Education of Students with Disabilities Under Section 504 of <i>the Rehabilitation Act of 1973</i>

Legal References: ~~Chapter 392-172A WAC~~ ~~Rules for the Provision of Special Education~~  
**RCW 9A.16.020** **Use of force- When lawful**  
**RCW 9A.16.100** **Use of force on children – Policy – Actions**  
**RCW 28A.150.300** **presumed unreasonable**  
**RCW 28A.155.210** **Corporal Punishment Prohibited –**  
**RCW 28A.600.485** **Adoption of policy**  
**RCW 70.96B.010** Use of restraint or isolation – Requirement for  
**WAC 392-172A** procedures to notify parent or guardian  
**WAC 392-400-235** Restraint of students with individualized education  
programs or plans developed under section 504 of  
the Rehabilitation Act of 1973 – Procedures –  
Definitions. (as amended by SHB 1240)  
**Definitions**  
**Rules for the provision of special education**  
**Discipline - Conditions and limitations**

Management Resources: *Policy News*, December 2008 Use of Reasonable Force Policy  
*Policy News*, July 2013 Use of Reasonable Force policy retitled, revised to include new reporting requirement pursuant to ESSB 4688  
*Policy News*, Dec 2013 New policy on Isolation and Restraint of students with IEPs and 504 plans  
*Policy Alert*, July 2015  
*Policy News*, Mar 2016

Date: 2/10/2014; \_\_\_\_\_