

PORT TOWNSEND SCHOOL DISTRICT NO. 50
6:00 p.m. School Board Work/Study Session
June 13, 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

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

02. Call to Order

02.01 Roll Call
02.02 Pledge of Allegiance

03. Agenda

03.01 Agenda Approval

04. Recognition

04.01 Board
04.02 Superintendent
 04.020 Shining Stars
 04.021 High School Scholarship Awards
 04.022 Recognition of Retiring Staff Members

05. Reception in Honor of Retiring Staff Members

06. Public Comments

07. Board Correspondence

07.01 Email from J. Miles regarding teacher compensation
07.02 Email from S. Stowell regarding teacher compensation
07.03 Letter from OSPI regarding K-3 CSR Grant Award

08. Reports

08.01 ASB Representative
08.02 Summer Maintenance Projects – Brad Taylor
08.03 Preliminary Budget Report – Amy Khile

09. Action Items

09.01 Approve Fee Proposal from Integrus Architecture
09.02 Approve Interim Agreement for Robinson Company

10. New Business

11. Policy Review

11.01 Policy 4217, Effective Communication – First Review
 (in response to a settlement agreement between a blind parent and Seattle Public Schools)
11.02 Strategic Goals Update – First Review

12. Board Member Announcements/Suggestions for Future Meetings

13. Executive Session (if needed)

14. Next Meeting

14.01 June 27, 2016, Special Board Meeting, 1610 Blaine St., Room S-11, 1:00 – 5:00 p.m.

14.02 June 27, 2016, Regular Board Meeting, 1610 Blaine St., Room S-11, 6:00 p.m.

15. Adjournment

School Board

From: Julie Miles <miles.julie@gmail.com>
Sent: Monday, May 23, 2016 1:16 PM
To: School Board
Subject: support for port townsend teachers

Hello PT School Board,

I am the mother of a 6th grade boy at Blue Heron. My son has had a WONDERFUL first year in middle school, largely due to the excellent teaching he reports experiencing in almost all of his classes. From our perspective, we have seen academic growth along with an enthusiasm for school each day...what a gift for parents...we feel very lucky that he finds himself in such a positive environment.

We have been recently made aware that **Port Townsend teachers do not feel adequately compensated in comparison to other teachers in the region.** Given this disparity, we anticipate that our district will not be able to maintain the quality teachers we have now, nor attract highly qualified teachers to fill gaps that exist now or in the future.

We are all fortunate to make our home in Port Townsend, however, glorious scenery and rich cultural opportunities do not help balance a checkbook at the end of the month.

Our teachers need competitive wages and working conditions.
Our children need small classes led by excellent teachers.
Our town needs strong schools to attract and nurture young families.

Our family chose to move to Port Townsend 4 years ago DESPITE the 'average' reputation of the school district. We have been unexpectedly thrilled and impressed by our experience with elementary and middle school to date. However, we feel disappointed and concerned to hear our son's teachers...who have dedicated so much time and energy to his education...express concern about their ability to thrive in their chosen profession in Port Townsend.

We want this incredible place to support our son over the next 10 years. We dream of Port Townsend luring our grandchildren to small town life. We hope to age here, in a town with a dynamic, multi-generational culture.

Please support our town by supporting our teachers!

Thank you,
Julie

--

Julie Miles
www.modernbackyard.com

School Board

From: Sandra Stowell <sstowell@firstraven.com>
Sent: Tuesday, May 24, 2016 9:41 AM
To: School Board
Subject: Teachers in Port Townsend

I have never been involved in school district affairs, but I support the public schools whole-heartedly, and appreciate the work done by Board members, staff & teachers. I support school bonds, and realize that school districts always struggle with inadequate funding for the many many needs.

That said, I do want to see teachers get an increase in salaries now. It has been too long, and it is clear that other regional school districts pay more, *even though Port Townsend housing & other living costs is significantly higher than elsewhere on the Olympic Peninsula.*

Please find a way to increase teacher salaries.

Thank you,
Sandra Stowell
316 33rd St.
Port Townsend
360 554-8071

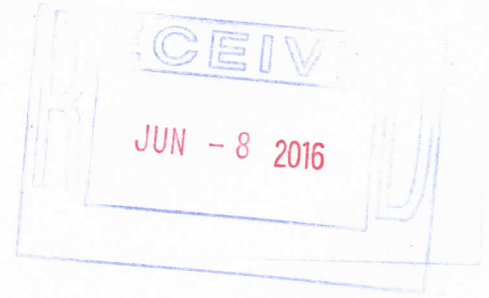


SUPERINTENDENT OF PUBLIC INSTRUCTION

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

June 2, 2016

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



Dear Dr. Engle:

Congratulations! **Port Townsend School District** has been granted a K-3 Class Size Reduction Construction Grant Pilot Program (K-3 CSR) award with a maximum amount of **\$201,028**. The grant funds may be used to add **3 permanent** classrooms in your district to achieve progress towards the average class size objectives for the 2017-18 school year for grades K-3 and/or to develop space for all-day kindergarten.

The K-3 CSR program was established by the Legislature with the enactment of Second Engrossed Substitute Senate Bill 6080 (2015), the 2015-17 Capital Budget, and supplemented in the 2016 Capital Budget. The intent of the program is to provide assistance to school district capital projects to help meet objectives enumerated in RCW 28A.150.260 in effect as of October 31, 2014, and RCW 28A.150.315. These grants may not constitute the district's local funding for purposes of eligibility for the School Construction Assistance Program.

This grant program was extremely competitive. OSPI received 90 school district applications from across the state. This high volume of applications resulted in over a billion dollars of requested classrooms, well above the \$234.5 million allocated for the K-3 CSR program.

OSPI will be in contact with your district very soon regarding next steps and grant rule reminders. If you have any questions please contact Tom Carver, Program Administrator at 360-725-6269 or tom.carver@k12.wa.us.

Sincerely,

Lorrell Noahr, Interim Director
Office of the Superintendent of Public Instruction

cc: Brad Taylor, Manager of Facilities Services, Port Townsend School District
Amy Khile, Director of Finance and Business Operations, Port Townsend School District
Kirk Robinson, Robinson Group
Randy Newman, OSPI, Business Manager, School Facilities & Organization
Tom Carver, OSPI, Program Administrator, School Facilities & Organization
Brenda Hetland, OSPI, Financial Consultant, School Facilities & Organization
Justin Rogers, OSPI, SW Washington Regional Coordinator, School Facilities & Organization

2016-17 Budgeted Expenditures Compared to Revenues

Account	Program	2015-16		2016/17 Budgeted Expenditures							2016/17 Budgeted Revenues					
		2015/16	Actual	Program Budget			Budget by Building				Federal	State	Levy	Other	Total	
		Budget	4/30	MSOC	Sal/Ben	Total Program	Grant Street	Blue Heron	High School	District Wide						Total
01-00	Basic Education	5,553,432	4,172,287	57,200	6,169,553	6,226,753	2,087,301	2,020,245	1,832,033	287,175	6,226,753		5,043,062	362,833		5,405,895
01-00	Extra-Curricular, Sports	312,193	239,571	51,200	305,936	357,136		67,412	250,519	7,200	325,131			325,131		325,131
01-32/33	Extra-Curricular, non-athletic	41,580	34,290	10,000	31,583	41,583		9,072	32,511		41,583			41,583		41,583
01-22	Library - Books, Supplies, Equip.	28,150	19,757	21,000		21,000	7,000	7,000	7,000		21,000			21,000		21,000
01-23	Reach, enrichment for all kids	15,000	5,100	15,000		15,000	5,550	5,000	4,450		15,000			15,000		15,000
01-20	Curriculum Development	7,899	3,084	5,000		5,000				5,000	5,000			5,000		5,000
01-24	Textbook/Materials Adoption	82,280	31,574	20,000		20,000	8,000	8,000	0	4,000	20,000		20,000	-		20,000
01-90-22	Bookfairs	13,500	9,401	13,500		13,500	6,500	6,500			13,000				13,000	13,000
01-26	Stagecraft	5,000	2,514	5,000		5,000			5,000		5,000			5,000		5,000
01-27	Art Levy	15,000	10,575	15,000		15,000	5,000	7,000	3,000		15,000			15,000		15,000
01-28	Drama Levy	15,000	5,351	15,000		15,000		3,750	11,250		15,000			15,000		15,000
01-29	Music Levy	15,000	6,385	15,000		15,000	5,000	5,000	5,000		15,000			15,000		15,000
01-91	Running Start	145,517	117,691	198,391		198,391			198,391		198,391		198,391			198,391
01-90/92 401	High School Building Budget	82,193	31,574	76,407		76,407			76,407		76,407		76,407			76,407
01-90/92 202	Blue Heron Building Budget	49,967	37,558	49,264		49,264		49,264			49,264		49,264	-		49,264
01-95	Certificated Professional Growth	32,000	8,162	53,000		53,000	16,000	12,000	15,000	10,000	53,000		20,795	32,205		53,000
01-96	Classified Professional Growth	9,200	1,248	9,200		9,200				9,200	9,200			9,200		9,200
01-94	Admin Professional Growth	3,750	239	3,750		3,750	750	750	1,500	750	3,750			3,750		3,750
01-90/92 104	Grant Street Building Budget	50,242	37,334	44,698		44,698	44,698				44,698		44,698	-		44,698
02-16/02-90	OCEAN Budget	6,656	2,707	8,260	260,815	269,075					269,075					269,075
21-00	State SPED	2,245,273	1,590,075	320,550	1,997,822	2,318,372	603,840	514,179	384,275	866,194	2,368,487	11,000	1,266,671	1,039,816	41,482	2,358,969
24-00	Federal SPED	269,211	181,589		267,867	267,867	95,804	85,491		86,573	267,867	278,530				278,530
31-00	Vocational State	372,492	230,212	35,050	312,222	347,272					347,272					347,272
38-00	Vocational Federal	12,101	6,337	11,376	3,263	14,639				14,639	14,639	13,000		1,639		14,639
51-00	Title I	454,769	229,352	153,564	369,607	523,171	131,051	255,906		136,213	523,171	541,361				541,361
52-00	Title II Rural	22,775	16,163	0	28,402	28,402		28,402			28,402	23,000		5,402		28,402
52-79	Title II Part A	55,765	44,239	6,206	48,395	54,601				54,601	54,601	56,500				56,500
55-00	LAP	282,009	153,446	58,214	220,548	278,762	224,747	32,965		21,051	278,762		286,830			286,830
58-00	National Board, HSPE, Truancy	47,375	11,131	0	50,342	50,342				50,342	50,342		53,971			53,971
65-00	Bilingual	18,359	11,215		22,203	22,203	22,203			0	22,203		22,078	125		22,203
74-00	Highly Capable	11,396	1,779	10,263	1,541	11,804	3,900	3,900		2,463	10,263		12,146			12,146
xx 2050	TRI Days	199,165	157,169			0					0					-
79-00	Capacity	520,275		504,500		504,500				504,500	504,500	200,000	200,000		104,500	504,500
79-05	Innovative Programs	10,000	5,714	21,000		21,000	7,000	7,000	7,000		21,000			21,000		21,000
79-13	Preschool	11,506	7,985	750	11,480	12,230	12,230				12,230				12,230	12,230
79-30	Wa St Arts Commission Grant	16,100	5,803			0					0					-
79-40	MDS	85,117	95,594	76,094	73,906	150,000					150,000					150,000
79-90	Special Grants, PTA, other misc	56,618	31,298	54,482		54,482	14,795	31,818	7,869		54,482				54,482	54,482
89-00-28	Community Services-	10,702	5,341	6,500	4,381	10,881					10,881				10,881	10,881

2016-17 Budgeted Expenditures Compared to Revenues

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		2015/16	Actual	Program Budget			Budget by Building				Federal	State	Levy	Other	Total			
		Budget	4/30	MSOC	Sal/Ben	Total Program	Grant Street	Blue Heron	High School	District Wide						Total		
97-11	District Wide - Board	72,900	86,090	69,400		69,400						69,400		69,400				69,400
97-12	District Wide - Superintendent	270,147	172,356	39,000	232,937	271,937						271,937		271,937		54,295	217,642	271,937
97-13/14	Business Office	367,567	252,599	28,650	383,718	412,368						412,368		412,368		87,272	325,096	412,368
97-20	Capital	283,022	180,707		26,923	26,923						26,923		26,923				26,923
97-61-64	Maintenance	803,481	297,582	121,850	678,884	800,734	91,801	97,140	166,478	445,315	800,734		238,368	562,366				800,734
97-65	Utilities	445,000	318,860	477,500		477,500	73,000	138,000	191,000	75,500	477,500		340,267	137,233				477,500
97-67	Security	2,000	4,827	5,000		5,000				5,000	5,000			5,000				5,000
97-68	Insurance	88,000	75,337	78,300		78,300				78,300	78,300			78,300				78,300
97-72	Data Processing	49,500	31,912	43,700		43,700				43,700	43,700			43,700				43,700
97-73	Printing	15,000	1,657	5,000		5,000				5,000	5,000			5,000				5,000
97-75	Motor Pool	17,150	4,909	107,150		107,150				107,150	107,150			-		107,150		107,150
97-01	Technology Support	142,441	103,144	84,150	86,452	170,602				170,602	170,602		145,685	24,917				170,602
98-00	Food Service	410,521	261,116	147,400	272,327	419,727				419,727	419,727	210,000	5,053	124,674	80,000			419,727
99-00	Pupil Transportation	564,145	377,387	204,600	338,567	543,167				543,167	543,167		545,000					545,000
	Budgeted Expenditures	14,715,441	9,729,324	3,356,119	12,199,673	15,555,792	3,466,169	3,395,794	3,560,594	5,149,306	15,571,863	1,333,391	9,520,139	3,527,012	600,648			14,981,190

66% 17,965

Revenues over Expenditures (574,603)

Estimated Beginning Fund Balance 9/1/16 900,000

Estimated Ending Fund Balance 8/31/16 325,397

% Fund Balance 2.09%

5% Fund Balance would be 777,790

June 6, 2016

Brad Taylor
Director of Facilities
Port Townsend School District
1610 Blaine Street
Port Townsend, WA, 98368

RE: *Fee Proposal (R2)*
Grant Street Elementary School Replacement Conceptual Design and Education Specifications
Integrus Project No. 21528.01

117 S. Main St., Suite 100
Seattle, WA 98104
206.628.3138 | fax
206.628.3137 | phone

Dear Brad:

Thank you for the opportunity to provide planning and conceptual design services for the replacement of Grant Street Elementary School. Per our discussion during our weekly team meeting on 5/17, we are revising our predesign fee proposal to include an additional \$100,000 to be billed against the basic services portion of the Grant Street project. The intent of this revision is to allow our extended team of consultants to begin invoicing for their basic services work as we finalize our comprehensive services contract. All \$100,000 of this added fee in this proposal will be credited against the pending basic services fee.

Fee

We propose a lump sum fee of \$197,330 plus \$2000 for reimbursables. We propose to bill on a percent complete basis on our monthly invoices. The fee includes:

Conceptual Design and Project Kickoff	\$ 51,780
Prebond Messaging and Ed Spec Completion	\$ 45,550
<u>Progress Billing towards Schematic Design Basic Services</u>	<u>\$100,000</u>
Total Fee	\$197,330
Reimbursable Allowance	\$ 2,000
Total Fee w/Reimbursables	\$199,330

Please call me if you have any questions regarding our proposal. Again, thank you for this fantastic opportunity to positively impact education in Port Townsend. We are looking forward to a productive, successful and rewarding project.

Sincerely,

INTEGRUS ARCHITECTURE, P.S.



Brian F. Carter, AIA, LEED AP, CEFP
Principal

pc: file



**THE
ROBINSON
COMPANY**

**Brad Taylor
Director of Facilities
Port Townsend School District
1610 Blaine Street
Port Townsend, WA 98368**

Re: The Robinson Company – Interim Agreement

June 6, 2016

Dear Brad;

I want to thank you for selecting The Robinson Company to provide Project Management Services for the Grant Street Elementary School project and for the renovations at the high school. We have enjoyed working with you and your team over the last several months and look forward to working together to create two very successful projects.

As we continue to negotiate our final scope of services and contract terms, we need to create an Interim Agreement between The Robinson Company and the Port Townsend School District. This agreement will allow The Robinson Company to continue providing Project Management Services and to be paid for these services. The cost of these services will be incorporated into our contract.

The services covered under this Interim Agreement include:

**GCCM Selection Process
GCCM Preconstruction Services negotiations
Development of all GCCM Selection Documents and Contracts
Meetings with the architects, engineers, District staff, governing agencies and others
Meetings and conference calls with the Executive Committee
Meetings with the Board
Development of cost estimates and budgets
Reviews of estimates provided by the design team
Project schedules
Cash Flow schedules
Discussions with OSPI regarding State Match eligibility
Discussions with OSPI regarding reimbursements for added classrooms allowed under Bill 6080**

Invitations and proposal reviews of consultants providing soils analysis, surveying, commissioning, hazardous material analysis and constructability reviews
Fee and contract negotiations with soils engineer and land surveyor
Review of Schematic Design documents
Review and analysis of Schematic Design estimates
Review of soils reports, hazardous material reports and land surveys

The value of this work will not exceed \$75,000.00 and will be billed on an hourly basis. Hourly rates shall be as follows:

Kirk Robinson	=	\$150 /hour
Craig Sheets	=	\$135 /hour
Cost Estimator	=	\$135 /hour
Approved Reimbursements	=	Cost plus 5%

Brad, if this Interim Agreement is acceptable please have it signed below and scan/email it back to me at your earliest convenience. Please feel free to email or call me at 206 391 0938 if you have any questions or need additional information.

Very truly yours,



**Accepted:
Port Townsend School District**

Date

**B.K. Robinson, President
The Robinson Company**

COMMUNITY RELATIONS

Effective Communication

In compliance with federal and state law, all District-sponsored programs, activities, meetings, and services will be accessible to individuals with disabilities, including persons with hearing, vision, and/or speech disabilities. When communicating in this context with students, families, applicants, participants, and members of the public with disabilities, and their companions, the District will take appropriate steps to ensure that any communications are as effective as communications with persons who have no disabilities. Such steps will include furnishing in a timely manner appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, programs, activities, meetings, or services conducted or sponsored by the District. The information contained within the District's website is a service and will be accessible to all individuals with disabilities.

When an IDEA-eligible or a Section 504-eligible student's disability impacts his/her hearing, vision, or speech, the school will apply both a FAPE (free and appropriate public education) analysis and the effective communication requirements of the Americans with Disabilities Act of 1990 (Title II) in determining how to meet the student's communication needs and how to formulate the student's individual education program (IEP).

For families, applicants, participants, members of the public, and their companions, the District's website will provide information on how to request auxiliary aids and services, ask related questions, or raise concerns. When necessary and upon request, such information will also be provided in an accessible format for the requestor at no cost. A form for requesting auxiliary aids and services will be available on the District website, at the District office, and attached as an appendix to the implementing procedure for this policy. When determining an appropriate auxiliary aid or service, the District or school will give primary consideration to the auxiliary aid or service specifically requested by the person with a disability.

For purposes of this policy, "auxiliary aids and services" include a wide range of services, devices, technologies, and methods for providing effective communication, and may include:

1. Effective methods of making aurally-delivered information available to individuals who are deaf or hard of hearing, such as:

- Qualified interpreters (on-site or through video remote interpreting services)
- Note-takers
- Real-time computer-aided transcription services ("CART")
- Written materials
- The exchange of written notes
- Telephone handset amplifiers
- Assistive listening devices
- Assistive listening systems
- Telephones compatible with hearing aids
- Closed caption decoders
- Open and closed captioning, including real-time captioning
- Voice, text, and video-based telecommunications products and systems, including text telephones (TTY's), videophones, and captioned telephones, or equally effective telecommunications devices
- Videotext displays

- Accessible electronic and information technology
2. Effective methods of making visually-delivered information available to individuals with visual impairments, such as:
- Qualified readers
 - Taped texts
 - Audio recordings
 - Brailled materials and displays
 - Screen reader software
 - Magnification software
 - Optical readers
 - Secondary auditory programs (SAP)
 - Large print materials
 - Accessible electronic and information technology
3. Effective methods of enabling a person with a speech disability to communicate with the school or District personnel, such as:
- A word or letter board
 - Writing materials
 - Spelling to communicate
 - A qualified sign-language interpreter
 - Taped texts
 - A computer
 - A portable device that writes and/or produces speech
 - Telecommunication devices
4. Acquisition or modification of equipment or devices, and
5. Other similar services and actions.

Auxiliary aids and services will be provided for any school-initiated program, activity, meeting, or service, which may include:

- Parent/teacher conferences
- ESE/IEP/504 meetings
- Conferences or hearings involving student corrective action
- Planning meetings
- Interviews for District employment
- Staff meetings
- Interactive meetings regarding accommodations
- Graduation ceremonies
- Field trips
- School performances or sporting events
- Board meetings
- Website information, including online information regarding curriculum, policies, and Board materials and agendas
- Reports of student grades and academic progress

- Parental alerts regarding school closures or events

The superintendent is granted the authority to develop procedures in order to implement this policy.

Cross References:	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 2162	Education of Students with Disabilities under Section 504 of the Rehabilitation Act of 1973
	Policy 3210	Nondiscrimination
Legal References:	RCW 28A.642	Discrimination prohibition
	RCW 49.60	Human rights commission
	WAC 392-400-215	Student rights
	42 U.S.C.§§ 12131-12134	Americans with Disabilities Act of 1990 (ADA) (Title II)
	28 C.F.R. Part 35	Nondiscrimination on the basis of disability in state and local government services
	29 U.S.C. § 794	Section 504 of the Rehabilitation Act of 1973
	34 C.F.R. Part 104	Section 504 of the Rehabilitation Act of 1973
	20 U.S.C. §§ 1400-1419	Individuals with Disabilities Education Act (IDEA), Part B
	34 C.F.R. Part 300	Assistance to states for the education of children with disabilities

Management Resources: *Policy News* Mar 2016

Date: _____

Port Townsend Maritime Discovery School District

Motto: Learning through a sense of place.

Mission: We create and enable the culture, competence and conditions to ensure each student is prepared for meaningful work and engaged citizenship in our diverse and rapidly changing world.

Vision: Through community focused maritime place-based projects, students develop effective thinking, effective action, and effective relationships. As a result, our students demonstrate meaningful accomplishments as engaged citizens.

Core Principles:

- Innovation impacts real community needs
- Empowered learners own their learning
- Learning is connected day-to-day and year-to-year
- Learning is embedded in authentic activities and projects
- Meaningful relationships develop while learning
- Our maritime community, in all its facets, provides rich resources for place based learning