

PORT TOWNSEND SCHOOL DISTRICT NO. 50

School Board Retreat

January 11, 2017, 1:00 p.m.

“Learning Through a Sense of Place”

Mission:

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.

Vision:

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.

01. Location/Time

01.01 Gael Stuart Building, 1610 Blaine St., Board Room S-11, January 11, 2017, 1:00 p.m.

02. Call to Order

03. Agenda

03.01 Agenda Approval

04. Introduction – Superintendent Polm

05. Reports from Directors

- 05.01 Port Townsend High School – Carrie Ehrhardt, Scott Wilson
- 05.02 Athletics – Scott Wilson, Lysa Falge
- 05.03 Maintenance – Brad Taylor
- 05.04 Blue Heron School – Matt Holshouser
- 05.05 Grant Street Elementary – Lisa Condran
- 05.06 Recess – 25 minutes
- 05.07 Food Service – Stacey Larsen
- 05.08 Maritime Discovery Schools – Sarah Rubenstein
- 05.09 Technology – Ann Healy-Raymond
- 05.10 Curriculum/Instruction – Ann Healy Raymond
- 05.11 Discussion

06. Executive Session (If Necessary)

07. Next Meeting

07.01 Regular Meeting, January 23, 2017, 1610 Blaine St., Room S-11, 6:00 p.m.

08. Adjournment

PTHS Report Memorandum

Date: January 2, 2017

To: Superintendent Polm and Port Townsend School Board Directors

From: Carrie Ehrhardt and Scott R. Wilson, PTHS Administrators

Subject: Board Retreat Discussion on January 11

The purpose of this memorandum is:

- Share a celebration or celebrations in regards to the achievement of department/program/building goals so far in 16-17.
- Share a challenge or challenges (opportunity for improvement or continuous correction) in regards to the achievement of goals in 16-17 through 18-19.
- Share how the goals align with district core principles (strategic goals) and if there are fiscal considerations the board will need to know about in setting priorities in support of our work as we build budgets for 17-18 and beyond.

Section I - Celebration

Aligned with District Goal 1 – Teaching and Learning

- Socratic Seminar for English teachers has been completed
- Math teachers have completed over 20 hours of professional development so far this school year
- PTHS science programs are fully aligned with NGSS, Brandi is providing training to teachers at Grant Street and Blue Heron through her affiliation with the OSPP regional partnership

Other School Goals

- Redhawk Mentor program is thriving, positive data impact on our freshman students
- Data tracking around attendance, discipline and on-time graduation goals
- NEW Position – Drug and Alcohol Prevention/Intervention Counselor Tera Phillips started on 1/5/17

Section II - Challenge

- Ongoing challenges with the 1080 hour requirement (lack of time to work on building and district goals and initiatives as a staff – focus for this year is on RIGOR in the classrooms)
- MDS Sustainability – fiscal challenges
- Credit Recovery Program – needed adjustments for providing a successful environment for students

Section III – Moving Forward/Fiscal Considerations

- For the 2016-17 school year, PTHS was able to reduce a total of 7 class sections through teacher attrition. This reduction has had no negative impact on class sizes or course offerings, so we will be requesting the same number of sections for this next school year. PTHS is not requesting any additional FTE or program funding for the 2017-18 school year.
- With each reduction at the high school we are mindful of our obligation/interest in providing a comprehensive high school program, which meets the needs of all of our students, from those with specialized needs to those who want more rigorous academic curriculum options. We have achieved this by replacing our ‘general electives’ with stronger academic based elective options
- The district’s contract obligations to Dr. Jim Miller will be completed in August.
- We are currently exploring ideas on expanding our master schedule to include credit recovery options within the standard school day, as well as addressing the 24 credit requirement. Models we are looking at are a challenge without increasing our staff FTE to cover the student need, or sacrificing current class options. We are also working with Matt Holshouser to explore schedule alignment potential with Blue Heron, which would provide continuity for shared professional development opportunities, and advantages with shared staffing.
- We continue to be hopeful that Washington State will recognize their responsibility to adequately fund our schools and will take the steps to do so.

Athletics Report Memorandum

Date: January 09, 2017

To: John Polm, Superintendent and PT Board of Directors

From: Scott R. Wilson, PTSD Athletic Director, Lysa Falge, PTSD Athletic Coordinator

Subject: Board Retreat Discussion on January 11

The purpose of this memorandum is:

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Section I - Celebrations

- Continued growth in the Culture of Excellence and PRIDE
- Development of a PTSD Coaches Summit (twice per year).
- Character-based Coaching, Proactive Coaching focus for all district coaches
- Increased Professional Development opportunities for all district coaches
- Creation of a new PTSD Coaching Manual with updated guidelines and procedures
- New relationship and Awards Program with BSN Sports for all district uniform and equipment needs
- CPR/AED and First Aid Trainer for entire district: official certification for Lysa Falge
- Jefferson County Concussion Management Board member: Lysa Falge
- Certified Athletic Administrator certification process initiated for Lysa Falge
- Development of a true Return-to-Play protocol for all district student athletes
- Fewer number of academically ineligible student-athletes in both Fall and Winter sports seasons
- Academic State Champions—PTHS Swim Team
- More post-season access for PTHS athletes
- Increased community connection and partnership through season Sports Poster

Section II - Challenges

- Transition from “Heron to Hawks”
- Blue Heron Athletic participation and culture
- Continued work towards maintaining character-based athletics.
- Retention of strong coaches
- Not enough teacher/coaches
- Proactive season preparation and communication for current coaching staff
- A more balanced Title IX approach to spending (equitable spending)
- Fundraising to supplement district athletics
- Wear and tear on district athletic facilities and equipment by outside groups

Section III – Moving Forward/Fiscal Considerations

- Maintenance and improvements for athletic fields, specifically soccer fields at Blue Heron
- Upgrades to Blue Heron gymnasium: scoreboard, shot clocks, wall pads, paint, motorized lifts for baskets
- Storage for athletic equipment at both PTHS and Blue Heron
- Increased fees for Memorial Field and Port Townsend pool.
- Boys and Girls Tennis coach
- Creation of boys swimming to meet athlete interest

Maintenance and Facilities Report Memorandum

Date: January 11th, 2017
To: Port Townsend School Board of Directors
From: Brad Taylor
Subject: Facilities

The purpose of this memorandum is:

- Share a celebration or celebrations in regards to the achievement of department/program/building goals so far in 16-17.
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Section I - Celebrations

Bond/Levy Support: It is a true celebration that we are as far along in building a new school for the district as we are.

- The new elementary school construction is currently still on schedule.
- We have made progress working with architects with regard to ADA improvements for the HS. This includes elevators in the main building and annex.
- Water stations installed to support conservation and health improvements.

Restarting the Long-Range Planning Committee: The fact that we have a very supportive community, and we are continuing to grow our plans to further improve our district in a variety of ways is a celebration. This committee will work on reviewing our long-range facility needs with a focus on the high school campus and Lincoln Building.

Section II - Challenges

Maintenance: The biggest challenge is keeping up with all the changes that are occurring while keeping an eye on what is needed for the future for all the buildings. Our maintenance crew members are challenged at times by issues from aging facilities, but are very focused on doing their best to meet daily needs of students, staff and community.

Capital Levy: The long-range planning will help solidify some of the needs designated to be addressed in the 2012 Capital Levy. We are continuing to work toward completion of items noted in that plan.

Capital Bond: Other challenges are to continue to work with our partners to ensure the construction project stays on schedule and on budget. The City of Port Townsend has been very good, and our work with and through our project manager and architectural firm have also been positive.

Section III – Moving Forward/Fiscal Considerations

Moving Forward: The new school building will increase our square footage by about 30 thousand square feet. We believe we will need to address staffing to meet the needs of the new school.

- The addition of another custodian and maintenance person to assist with grounds is recommended for the opening of the new school in 2018.

Blue Heron MS Report Memorandum

January 11, 2017

To: Superintendent Polm and Port Townsend School Board Directors

From: M. Holshouser - Blue Heron School Principal

Re: January 2017 PT School Board Retreat

Purpose:

- Share a celebration or celebrations in regards to the achievement of department/program/building goals so far in 16-17.
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Section I - Celebrations

- Rich variety of Community and Regionally based partnerships - 12+ community partners. Attentive to and supports Goal 3 within PT School District Strategic Plan.
- Enhanced Parent Engagement via - Monthly Coffees with the Principal, revived and supported BH PTA, and classroom and event volunteerism.
- Mathematics - 4th & 5th Bridges Mathematics curriculum implementation. Reviewing and planning for 6th - 8th math curriculum.
- PEBC training and workshop model for teachers as well as PEBC based thinking strategies and visible student thinking goals.
- National Board Certification sought and district supported for 6 Blue Heron Team members.

Section II - Challenges

- Attendance - continually seeking ways to improve overall student attendance.
- MDS Sustainability - fiscal challenges long term despite wealth of PTEF support
- Master schedule, content integration & instruction and project and instructional focuses. Attentive to and supports Goal 1 of Teaching and Learning within PT School District Strategic Plan.

Section III – Moving Forward/Fiscal Considerations

- For the 2016-2017 school year the Blue Heron teacher staffing allocation absorbed a reduction in one SPED teacher and one 4th grade teacher while overall student enrollment rose by almost 8%. Would welcome planning and opportunities around: Certified BH Librarian services as well as Title Math and Literacy increased instruction.
- Align BHMS & PTHS Master schedules to capture opportunities for shared staffing, increased PD opportunities on Wed early release days and better aligned learning scope and sequence.
- Increasing student achievement rate for ALL students via SBAC Assessment.....especially mathematics.
- Implementation of WA State PE & Health Standards along with lifelong fitness and health goals.
- Technology and device access - In attention to and support of the PT School District's Strategic Plan Goal 2we would welcome planning and commitment to support growth to achieve a one device to one student digital device plan in order to instructional focuses and 21st Century learning.

Grant Street Elementary Report Memorandum

Date: January 11th, 2017

To: Superintendent Polm and Port Townsend School Board of Directors

From: Lisa Condran, Principal and Jason Lynch, Title I/LAP Director

Subject: Grant Street Elementary School

The purpose of this memorandum is:

- Share a celebration or celebrations in regards to the achievement of department/program/building goals so far in 16-17.
- Share a challenge or challenges (opportunity for improvement or continuous correction) in regards to the achievement of goals in 16-17 through 18-19.
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Section I - Celebrations

- **Bridges in Mathematics** implementation has been very well received by students, teachers, and families. Additional staff training scheduled for February 22nd. (Strategic Plan Area: Teaching and Learning)
- **Intervention programs:** Eagle Reading Room, Eagle Math Room, and Tutoring are resulting in student growth in literacy and numeracy to ensure early academic success for all students. (Strategic Plan Areas: Teaching and Learning and Community Engagement)
- **Attendance** has increased from 93% to 95% on average. (Strategic Plan Areas: Teaching and Learning and Culture of Wellness)
- **Transition work to new school** has included architectural improvements, input from a variety of stakeholders, and a school naming committee that will be finalizing its 3-5 recommendations to the board tonight, January 11th. First of a series of transition meetings for staff is scheduled one week from today on January 18th. (Strategic Plan Areas: Learning Spaces and Community Engagement)

Section II - Challenges

There is considerable work to be done to ensure the best transition possible for our new elementary school in terms of logistics, planning, curriculum, culture, and professional development takes place for our staff, students, families, and community. (Strategic Plan Areas: Teaching and Learning, Community Engagement, and Learning Spaces).

Section III – Moving Forward/Fiscal Considerations

To meet the challenge of a high quality transition to a new building:

- The addition of a half-time assistant principal at the elementary school is recommended for the 2017-18 School Year.
- Professional development to ensure a staff ready to work together for educational excellence in the new facility must be a priority. Recommended professional development includes:
 - Critical Friends Training, to build an environment of trust where feedback is given and received effectively, as well as developing the use of protocols and activities to help students and teachers create a culture of excellence.
 - PEBC Thinking Strategies Institute where teachers learn strategies that can be generalized across content areas to promote deep learning, rich student discourse, student engagement, and self-reflection.

Food Service Report Memorandum

Date: January 11th, 2017
To: Port Townsend School Board
From: Stacey Larsen
Subject: Mid-Year State of the Food Service Program

The Purpose of this Memorandum

- Share the celebrations of the food service program
- Share some of the challenges
- Looking to the future

Section 1-Celebrations

- Kitchen staff cooking back to school dinner
- Local beef from West Brook Angus and fish from Key City Fish
- Staff training-conferences. Stacey and Shannon went to the Farm to Cafeteria conference in Madison in June and Stacey, Jen Kruse, and Farmer Molly went to the Edible School Yard Conference in Berkley in July
- Increased numbers at breakfast at the High School (12 to 40) and Adult participation up to 50 per day
- Expansion of High School Garden and starting the composting program with the Student's for Sustainability
- Processing food from the High School garden in the summer to use during the school year
- Acceptance into the WSDA Unprocessed fruit and vegetable pilot program. We can use up to \$4,000 from our commodity money to buy vegetables from Dharma Ridge Farm

Section 2-Challenges

We are working on increasing numbers and reducing waste. One of our biggest challenges is to give the kids enough time to eat their lunch. They are not having enough time and that is causing at least ½ of their lunch being thrown away.

Section 3-Moving Forward/Fiscal Considerations

- Marketing plan to spread the word about the holistic program Port Townsend School District is offering. Will need a Facebook presence, website, blog, signs at the schools. This will increase our support in the community which will help bring in community members to eat and increase revenue.
- Embark on implementing a K-12 Food and Farm curriculum.
- Expansion of the High School garden and composting program-can be done with private donors and grant funding.
- Employee a full time gardener and a full or part time garden educator. AmeriCorps member can be hired on for the summer to help with the processing of vegetables. This will be necessary as we expand the Grant Street Garden and expand the High School Garden. We can reduce our food cost when we are producing much of our own veggies like they do at the Lopez Island School District.

MDS Report Memorandum

Date: January 6, 2017

To: Superintendent Polm and Port Townsend School Board Directors

From: Sarah Rubenstein

Subject: Maritime Discovery Schools January 2017 Update

The purpose of this memorandum is:

- Share a celebration or celebrations in regards to the achievement of department/program/building goals so far in 16-17.
- Share a challenge or challenges (opportunity for improvement or continuous correction) in regards to the achievement of goals in 16-17 through 18-19.
- Share how the goals align with district core principles (strategic goals) and if there are fiscal considerations the board will need to know about in setting priorities in support of our work as we build budgets for 17-18 and beyond.

Section I - Celebration

- **Project Development and Planning:** 42 projects were developed in 2015-16, engaging with 70 community partners. 49 Teachers participated in summer Maritime Industry Immersion and Project Planning sessions, and all teachers will participate in school year project planning sessions.
- **Professional Development:** We have offered 5 district wide professional development sessions. One session was planned and facilitated by the MDS Instructional Teacher Leadership Team, with three future sessions planned. One session offered in collaboration with PTMSC. We will offer one more collaborative session in February funded through IMLS grant.
- **Teaching Labs:** All teachers will participate in observing student learning and follow up discussions.
- **Support for New Teachers:** A New Teacher group meets monthly to support all teachers new to the school district, and support their transition to maritime and place-based learning. Beginning Educator Support Team consortium grant provides mentoring and support for 1st year teachers.
- **Teacher Leadership:** 29 teachers are participating in MDS leadership and advisory groups.
- **Fundraising:** Applied for additional funding for 2017-18 through NOAA's B-WET grant, the NWMC is considering additional applications to other funders.
- **Outreach:** Presentations at WA-CTE Conference, Jefferson County Marine Resources Committee, North West Maritime Center Board, and upcoming Teaching will Small Boats Conference.

Section II - Challenge

- A plan for the sustainability of MDS beyond the five-year initiative is needed. (Strategic Plan Areas: Teaching and Learning and Community Engagement).
- Community partnerships flux with partner organizations funding levels; continued development of sustainable partnerships is needed. (Strategic Plan Areas: Community Engagement)
- A plan to explore flexible schedules and offering multi-disciplinary courses at secondary level is needed. (Strategic Plan Areas: Teaching and Learning, Community Engagement).

Section III – Moving Forward/Fiscal Considerations

- Funding for 2017-2018 and beyond has only been partially secured.
 - Sea Grant funding: \$48,183, district or grant match needed: \$47,330.
- Additional Professional Development recommended to support Teaching and Learning strategic goals:
 - Critical Friends Training, to build an environment of trust, feedback, and use of protocols.
 - PEBC Thinking Strategies Institute, for teachers to learn strategies and routines that promote deep learning, rich student discourse, student engagement, and self-reflection.
- Recommend formation of a committee to study flexible schedules and multi-disciplinary courses in grades 6-12, with implementation of a plan for the 2018-19 school year.

Technology Report Memorandum

Date: January 11th, 2017

To: Superintendent Polm and Port Townsend School Board Directors

From: Ann Raymond, Director of Instruction and Technology

Section I – Information and Accomplishments

- **Network Infrastructure-** Replaced failing district server. Replaced aging backup servers and server batteries for uninterrupted power supply in times of power outage. Performed annual check of wireless access points (APs) throughout district to maximize wireless connectivity for students and staff. Collaborated with maintenance department to update door locks and associated technology; working with maintenance to build server for new High School and Blue Heron security cameras.
- **Technology Committee-** moved to use Google Suite for district email and calendar, beginning in the 2017-18 academic year to bring seamless integration of Gmail and Calendar and Google applications currently used by students and staff. The time-line for the move enables the technology staff to work on the infrastructure needed for this change and professional development.
- **Elementary School Design** – Work with the architects, elementary staff and OESD technology expertise to build a strong technology infrastructure and recommend the purchase of reliable and innovative technology tools for the new elementary school.
- **Technology Professional Development-** January 11th early release focused on the G-Suite, with a variety of sessions to prepare staff for the move to Gmail and Calendar.
- **Improving access to technology-** Laptops for High School student check out will be ready by the end of January, providing access for students without technology for school work.
- **District Technology Plan-** Final work is underway on the revised five year technology plan, with the plan going to the tech committee for revisions.
- **High School Technology Help Desk-** Initial stages of the High School Help Desk to provide support for teachers and students, and increase technology skills of high school students.
- **Improvement in technology service response times-** Response times to staff technology service requests has improved through weekly planning and prioritization with tech department and OESD contracted support.

Section II - Challenge

Sustain funding for a robust technology infrastructure and technology tools for learning and teaching after levy funds are depleted at the end of 2016-17. (Strategic Plan Areas: Teaching and Learning, Community Engagement, and Learning Spaces).

Continue and strengthen professional development in technology for teachers and for staff to improve digital processes and communication.

Section III – Moving Forward/Fiscal Considerations

To maintain a strong infrastructure, provide technology tools for students and staff:

- Plan maintenance and improvement of technology infrastructure for the near future and provide regular budget allocation for this purpose.
- Plan maintenance and improvement of instructional technology tools and provide regular budget allocation for this purpose.
- Explore long-term technology funding to replace expired levy funds.
- Create district plan for 1:1 implementation of devices at the High School for equity of student access.
- Improve levels of technology use by students through teacher professional development including attendance at regional technology conferences.
- Increase use of digital processes and communication throughout the district with supportive infrastructure, software and training.

Curriculum and Instruction Report

Date: January 11th, 2017

To: Port Townsend School Board of Directors

From: Ann Raymond, Director of Instruction and Technology

Section I – Information and Accomplishments

- **Curriculum Task Force and Instructional Materials Committee (IMC)** - successful adoption and implementation of the K-5 Mathematic Bridges curriculum with additional training in February. The framework developed by last year's Curriculum Task Force will be used to conduct an abbreviated K-5 Science Curriculum Review, and a 6-12 Math Curriculum Review. The IMC will reconvene in February.
- **Instructional Materials Framework**- The framework is in development, indicating year of adoption of core materials, alternative materials, intervention materials and place-based projects.
- **Maritime Discovery Schools Initiative**- Regular collaboration with Sarah Rubenstein on our maritime initiative, curriculum and instruction and professional development.
- **HCP**- Coordinators at Blue Heron and Grant Street assist with the development of Alternative Learning Plans (ALPs) and facilitate assessment of students referred for ALP services.
- **BEST Grant**- First year teachers receive on-site support through participation in OSPI's BEST grant.
- **Elementary School Design and Transition**- Ongoing work to ensure that the new elementary school's design realizes the vision articulated by the community and in the district mission, vision and strategic plan.
- **Libraries**- Library instruction and services- The library services in the district include a .8 certificated Library Media Specialist. Lessons in literacy, digital citizenship are part of weekly instruction for K-3 and OPEPO students. Blue Heron and the High School libraries are staffed by educational assistants who maintain the library collection and essential services.
Library Collaboration- Port Townsend Public Library and the district continues a strong collaboration, with planning for Prime Time, this year's PTPL Community Read and the new elementary library with services to families and community in the Castle Hill area.

Section II - Challenges

Improving curriculum alignment and increasing professional development; strengthening the Maritime place based learning projects across the district in coming years to ensure implementation of the district Strategic Plan. (Strategic Plan Areas: Teaching and Learning, Community Engagement, and Learning Spaces).

Providing instruction in Digital Literacy and Digital Citizenship to ensure our students are prepared for work and post-high school learning with one certificated librarian. (Strategic Plan areas: Teaching and Learning, Technology)

Section III – Moving Forward/Fiscal Considerations

To provide a strong instructional program, continuous professional development, improve pedagogy and further development of maritime, place-based projects:

- Sustain funding for *district-wide* curriculum development and professional development to:
 - Align and strengthen Mathematics courses and mathematics pedagogy to serve learners of all abilities and imbed learning in place-based projects.
 - Differentiate instruction in the regular classroom, so all students can access and achieve learning.
 - Include NW Tribal studies as part of project-based learning and social studies.
 - Build equity and accuracy in assessment and grading practices across the district.
 - Provide Critical Friends Training, to build an environment of trust and to improve instruction.
 - Increase use of thinking strategies across content areas for student engagement and learning.
- Increase technology based instruction with a CTE computer course, and a Help Desk course.
- Creation of HCP Committee to provide collaboration between district and families.

To meet the challenge of preparing students to thrive as 21st Century Learners:

- Increase by one the certificated librarians, to be shared by Blue Heron and the High School to instruct students in digital citizenship, digital literacy, and to assist with research and maritime place-based projects.