

PORT TOWNSEND SCHOOL DISTRICT NO. 50
6:00 p.m. Regular School Board Meeting
January 23, 2017
“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, Room S-11, 1610 Blaine St., 6:00 p.m.

02. Call to Order

- 02.01 Roll Call
- 02.02 Pledge of Allegiance

03. Agenda

03.01 Agenda Approval

04. Recognition

04.01 WITS (Writers in the Schools) Student Recognition

05. Public Comments

06. Consent Agenda

- 06.01 Consent Agenda Approval
- 06.02 Approval of Minutes
 - 06.020 Minutes of the December 12, 2016 Regular Meeting
 - 06.021 Minutes of the January 9, 2017 Work/Study Meeting
 - 06.022 Minutes of the January 11, 2017 Board Retreat
- 06.03 Approval of Personnel Action
 - 06.030 Accept resignation/retirement of Mary Barnes, 1.0 FTE Special Education Teacher, Grant Street Elementary, effective the end of the 2016-17 school year
 - 06.031 Recommend Jamillah DeCianne as 6 hr./day Special Education Para Educator, Blue Heron School, effective January 5, 2017, 2016-17 school year
 - 06.032 Accept resignation of Shelly Kienle, Special Education Para Educator, Grant Street Elementary, effective January 25, 2017
 - 06.033 Accept resignation of Cameron Botkin as Blue Heron Head Girls’ Basketball Coach, effective immediately
 - 06.034 Recommend James Fenton as Blue Heron Head Girls’ Basketball Coach effective the 2016-17 season
- 06.04 Approval of Financial Reports
 - 06.040 Accounts Payable as of January 23, 2017
 - 06.041 Payroll – December, 2016
- 06.05 Donations
 - 06.050 Accept donation of \$1,334 from the Jefferson County Association of Realtors for use by McKinney-Vento (homeless) students
 - 06.051 Accept donation of \$995 from the Windermere Foundation for use by McKinney-Vento students
- 06.06 Surplus

06.060 Approve surplus of Bus 13952

07. Board Correspondence - None

08. Reports

- 08.01 Student
- 08.02 Board
- 08.03 Port Townsend High School Advanced Placement Analysis – Principal Ehrhardt
- 08.04 New Elementary School Construction Update – Kirk Robinson
- 08.05 New Elementary School Naming Committee Report – Lisa Condran and Ann Healy-Raymond
- 08.06 Superintendent
 - 08.060 Calendar of Events
- 08.07 Director of Finance and Business Operations – Amy Khile
 - 08.070 Enrollment, January, 2017
 - 08.071 Fund Summary for December, 2016
 - 08.072 Capital Levy Analysis

09. Action Items

- 09.01 Approve Band/Orchestra Field Trip to Vancouver, B.C.
- 09.02 Approve Sundberg, Kennedy, Ly-Au, Architects contract
- 09.03 Approve Associated Earth Science, Inc. contract
- 09.04 Approve Policy 1331 – Conducting Research in Port Townsend School District (1st review and approval)
- 09.05 Approve Policy 2409 – World Languages Credit
- 09.06 Approve Policy 3122 – Excused and Unexcused Absences
- 09.07 Approve Policy 4217 – Effective Communication
- 09.08 Approve Policy 4218 – Language Access
- 09.09 Approve Policy 4220 – Questions or Concerns Regarding Staff or Programs

10. Unfinished Business

- 10.01 Board Reflections from January 11, 2017 Board Retreat

11. New Business

12. Policy Review

13. Board Member Announcements/Suggestions for Future Meetings

14. Next Meeting

- 14.01 Work/Study Board Meeting, February 13, 2017, 1610 Blaine St., Room S-11, 6:00 pm

15. Executive Session – (if necessary)

16. Adjournment

Board Vice-Chair Keith White called the meeting to order at 6:00 p.m. PRESENT: Keith White, Jennifer James-Wilson, Laura Tucker, and Connie Welch. EXCUSED: Nathanael O'Hara. Also present were Superintendent Polm, staff, and community members.

Keith White led the Pledge of Allegiance.

Agenda Approval

It was suggested to move the ASB Representative report (11.01) before the superintendent's report (05.01). Jennifer James-Wilson moved to so amend the agenda. Laura Tucker seconded and the motion carried 4-0. Ms. Tucker moved to approve the agenda as amended. Ms. James-Wilson seconded and the motion carried 4-0.

Recognition

Superintendent

Port Townsend High School Vice-Principal and Athletic Director Scott Wilson recognized the student athletes who received all-league or all-state honors for fall sports, including the swim team which was awarded the all-state academic state championship.

Vice-Chair White called a recess at 6:10 p.m. for a small reception honoring the student athletes. The meeting was reconvened at 6:20 p.m.

Board

Connie Welch praised the Writers in Schools Program. Laura Tucker said Lois Sherwood's 10th grade biology students assisted her with a class on climate change. Mr. White also praised the creativity and innovative thinking of the students he has had a chance to work with.

ASB (Associated Student Body) Report

Gerry Coker, ASB Representative, reported that the ASB donated approximately \$4,000 from the homecoming dance proceeds to the local food bank. The ASB is also working on organizing the blood drive and other fundraising activities.

Reports

Superintendent

Superintendent Polm reported on the following:

- Meeting with Jefferson County Parks and Recreation regarding Memorial Field. The County plans on moving forward with the lighting project at the field, as well as repair/replacement of the fence.
- Hour of Code at Blue Heron School
- Recent vandalism at Blue Heron School

District Annual Report

Superintendent Polm said this report should be ready to complete and print sometime in January; the method of distribution is yet to be determined.

Board

WSSDA (Washington State School Directors' Association) Legislative Conference Priorities

The board discussed the list of top priorities which will serve as WSSDA's Legislative Platform for 2017, and contacting local legislators regarding those priorities. The board directed Dr. Polm to draft a letter to the legislators outlining which items on the platform are most important to Port Townsend School District.

Approval of Minutes

The minutes of the November 28, 2016 regular board meeting were brought for approval. Ms. James-Wilson moved to approve the minutes as presented. Ms. Welch seconded and the motion carried 4-0.

Reorganization of the Board

Dr. Polm called for nominations for board chair. Ms. James-Wilson nominated Nathanael O'Hara to continue as board chair. Ms. Tucker seconded. Roll call vote was:

Connie Welch: aye

Keith White: aye

Laura Tucker: aye

Jennifer James-Wilson: aye

The motion carried 4-0.

Dr. Polm called for nominations for board vice-chair. Ms. James-Wilson nominated Keith White to continue as vice-chair. Ms. Welch seconded and the motion carried 4-0.

Public Comments - None

Consent Agenda

Included on the consent agenda were the following items: 1) Payroll for November, 2016; 2) Accounts Payable for December 12, 2016; 3) Laura Tucker moved to approve the consent agenda. Ms. Welch seconded and the motion carried 4-0. Recommend the following actions:

Hires:	Recommend Tom Gambill and Chris Pierson for the shared position of Credit Recovery Supervising Teacher, Port Townsend High School, 2016-17 school year. Recommend Kristin Thibeault for the 2.5 hr./day Bus Driver, position, Port Townsend School District, effective December 12, 2016
Termination:	Accept termination of Natalie Kasnick as 6 hr./day Special Education para educator, Blue Heron School, as of December 9, 2016
Donation:	Accept donation from Mitch Poling of supplies, equipment, and books valued at \$1500 for use in the High School art class

Board Correspondence – None

Reports

Director of Business and Finance – Amy Khile

Ms. Khile gave a budget status for all funds for November 2016, reported on enrollment for December 2016, and reviewed the minimum fund balance, as required by Policy 6022. Ms. Khile indicated that the 2015-16 school year ended with a 4.8% fund balance.

New Elementary School Construction Update – Brad Taylor, Kirk Robinson

Kirk Robinson, Project Manager, reported that design development plans are about 50% complete. Dr. Polm explained some minor changes to classroom spaces that were made. Construction is planned to begin in June, 2017.

Unfinished Business

Update on Tennis Courts at Port Townsend High School

Superintendent Polm explained the memo included in the board packet is in response to a community member's concerns.

New Business

Reorganization of Board Committee Representatives

The Board by consensus agreed to the following assignments:

Instructional Materials Committee:	Connie Welch, Laura Tucker
Wellness Committee:	Jennifer James-Wilson, Laura Tucker
Finance Committee:	Nathanael O'Hara, Keith White
Technology Committee:	Connie Welch
Facilities and Long-Range Planning:	Nathanael O'Hara, Jennifer James-Wilson
Policy Review Committee	Nathanael O'Hara, Jennifer James Wilson
Legislative Representative:	Keith White
Accounts Payable Review:	Keith White
WIAA:	Keith White

Athletic Director Scott Wilson suggested the board WIAA representative meet with him regularly in the future.

Policy Review

Policy 2409, World Languages Credit – First Review

Superintendent Polm explained that this policy enables a student who is multi-lingual to earn high school credit through a competency assessment.

Policy 3122, Excused and Unexcused Absences – First Review

Superintendent Polm explained that this revised policy clarifies what is an excused and unexcused absence. Truancy boards were discussed.

Board Member Announcements/Suggestions for Future Meetings

Dr. Polm reminded everyone of the district holiday party at the Quimper Grange on Wednesday, December 14th at 5:00 p.m.

Next Meeting

January 9, 2017, Work/Study Meeting, 1610 Blaine St., Room S-11, 6:00 p.m.

January 11, 2017, Board Retreat, 1610 Blaine St., Room S-11, 1:00 p.m.

Adjournment

The meeting was adjourned by consensus at 7:48 p.m.

Respectfully submitted,

John A. Polm, Jr., Secretary

ATTEST: _____
Keith White, Board Vice-Chair

Board Chair Nathanael O'Hara called the meeting to order at 6:00 p.m. PRESENT: Nathanael O'Hara, Keith White, Connie Welch, Laura Tucker, and Jennifer James-Wilson. Also present were Superintendent Polm, ASB Representative Gerry Coker, staff, and community members.

Connie Welch led the Pledge of Allegiance.

Agenda Approval

Laura Tucker moved to approve the agenda. Keith White seconded and the motion carried 5-0.

Recognition

Superintendent

Superintendent Polm presented Hero awards to Catherine Kapp, Gary Roe, and Anita Snell for their outstanding work as volunteers at Grant Street Elementary.

School Board Appreciation

Superintendent Polm read a proclamation from Governor Inslee designating January as School Board Recognition Month, and presented certifications of appreciation to each Port Townsend School Board member.

Board Chair O'Hara adjourned the meeting at 6:14 p.m. for a short reception honoring school board members. The meeting was reconvened at 6:30 p.m.

Public Comments - None

Board Correspondence – None

Reports

Student

Gerry Coker, ASB Representative, reported that the Junior class is preparing for the Winterfest dance, which will be combined with Chimacum High School, and individual class fundraising projects are progressing.

Board

Ms. James-Wilson and Mr. White praised the Winter Stringfest music program on December 17, 2017. Mr. O'Hara thanked the district and school buildings for their appreciation to board members.

Superintendent

Superintendent Polm reported on:

- His ride on an elementary school bus route from Grant Street
- Attendance at sporting events
- Learning Walks at each school
- Staff meetings regarding teacher evaluations
- West Sound Tech STEM meetings at Olympic ESD 114
- Application for NOAA's B-WET grant (experiential learning opportunities) and possible application to GEAR UP (readiness for undergraduate programs)

Strategic Plan

Superintendent Polm explained that this draft of the strategic plan was developed from the district core principles and goals, and will be reviewed annually. Ms. Healy-Raymond explained this plan reflects some of the innovations the District is going forward with, such as place-based learning and the Maritime Discovery School initiative. The six goals, objectives, strategies, and measures of success in the plan were discussed.

Unfinished Business

Board Self-Assessment

Superintendent Polm explained that a link will be sent to each board member to complete a new self-assessment by the end of January.

Legislative Priorities Letter

Superintendent Polm read the letter he had prepared, as directed by the board at the last meeting, to the State legislators expressing the issues Port Townsend School District considers as top priorities for the 2017 State legislature. It was noted that legislators have changed since the last election, and the letter will be corrected with names of the newly-elected officials.

New Business - None

Policy Review

Policy 4217 – Effective Communication

Superintendent Polm explained that this is a new policy, recommended to ensure all students, families, applicant, participants, and members of the public with disabilities are able to participate in all district services. Procedures will be developed to implement the policy.

Policy 4218, Language Access

Superintendent Polm said this policy deals with providing communication assistance to persons who may not speak English as a first language. Procedures will be developed to implement the policy.

Policy 4220, Questions or Concerns Regarding Staff or Programs

Superintendent Polm explained this policy outlines the procedure for community questions or concerns regarding staff or programs. The heading and paragraph two will be changed to read “questions and concerns” instead of “complaints”.

Board Member Announcements/Suggestions for Future Meetings

Mr. White will not be at the January 23 and March 27, 2017 meetings. Ms. Tucker will not be at the March 13, 2017 meeting; she also reported there will be a garden work party at Blue Heron on January 18, 2017. Ms. Welch said there is a Paramount Duty group rally at 10:00 a.m. on January 18 also. Ms. James- Wilson will not be at the April 24 and May 8, 2017 board meetings.

Executive Session

The meeting was adjourned to an executive session at 8:40 p.m. to review the performance of a public employee for approximately 20 minutes. The executive session was adjourned at 9:00 p.m. and the work/study meeting was reconvened.

Adjournment

The meeting was adjourned by consensus at 9:00 p.m.

Respectfully submitted,

John A. Polm, Jr., Secretary

ATTEST: Nathanael O’Hara, Board Chair

Board Chair Nathanael O'Hara called the meeting to order at 1:04 p.m. PRESENT: Nathanael O'Hara, Jennifer James-Wilson, Keith White, and Connie Welch. Laura Tucker will join the meeting later. Also present were Superintendent Polm, and staff members.

Agenda Approval

Keith White moved to approve the agenda. Jennifer James-Wilson seconded and the motion carried 4-0.

Introduction

Superintendent Polm explained that for this retreat, each of the program administrators and building principals will report on their successes and challenges this school year, and goals with fiscal considerations for the upcoming 2017-18 school year.

Reports

The following reports were given:

- Port Townsend High School – Principal Carrie Ehrhardt and Vice-Principal Scott R. Wilson
- Athletics – Scott R. Wilson , Athletic Director and Lysa Falge, Assistant Athletic Director
- Maintenance – Director Brad Taylor
- Blue Heron School – Principal Matt Holshouser
- Grant Street Elementary – Principal Lisa Condran and Jason Lynch, Director of Title I Programs
- Food Service – Director Stacey Larsen
- Maritime Discovery Schools – Director Sarah Rubenstein
- Technology, Curriculum/Instruction – Director Ann Healy-Raymond

Laura Tucker joined the meeting at 1:35 p.m.

Board Chair O'Hara adjourned the meeting at 3:20 p.m. for a 10-minute recess. The meeting was reconvened at 3:30 p.m.

The board decided to postpone discussion of the reports to a later time.

The meeting was adjourned by consensus at 5:00 p.m.

Respectfully submitted,

John A. Polm, Jr., Secretary

ATTEST: Nathanael O'Hara, Board Chair

Thursday, January 5, 2017

Port Townsend School Administration

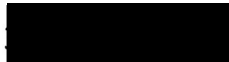
C/o Laurie McGinnis

To The Port Townsend School District, I am writing to inform you of my intent to retire from the Port Townsend School District in the position as a teacher . I will not be coming back in the Fall of 2017.

Sincerely,

Mary F. Barnes

Grant Street Preschool



mbarnes@ptschools.org



Blue Heron School



Port Townsend School District #50

3939 San Juan Avenue * Port Townsend, Washington 98368

Main Office Tel # ~ 360.379.4540 * Fax# ~ 360.302.2505

Principal ~ Matthew Holshouser

Dear Dr. Polm and PTSD Board of Directors,

I hope this note finds you all well. I wanted to take a moment and recommend a candidate for a one on one para-educator Special Education position here at Blue Heron School for the remainder of the 2016-2017 school year.

Ms. Jamillah DiCianne will serve as a one on one Special Education para-educator here at Blue Heron School for a special needs student in our Life Skills classroom.

Ms. DiCianne brings an array of talents and experiences that will be advantageous to both our special needs students and staff here at Blue Heron School. Ms. DiCianne has served as a medical assistant as well as a para-educator substitute via our Blue Heron Life-Skills program. I believe that these experiences help Ms. DiCianne understand the scope of our daily educational duties and this will certainly equal success in this special needs role with our Blue Heron School students.

In closing, I highly recommend Ms. Jamillah DiCianne as a para-educator position on the Blue Heron School campus within the Port Townsend School District. I believe she will be a welcomed addition to the Blue Heron team as well as immediate impact upon the academic and overall success on many of our 4th to 8th grade special needs learners.

Effective hiring date is Thursday, January 5, 2017, pending completion and passage of the pre-employment screening.

Thank you for your time and consideration.

Be Well,

Matthew Holshouser

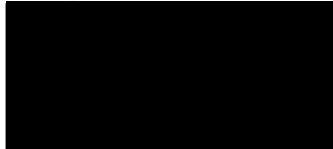
Dear Port Townsend School District,

12/26/2016

I am writing to inform you that due to our family moving to the Seattle area I am resigning from my position as Para Educator at Grant Street Elementary. My last day of work will be Wednesday, January 25th, 2017.

Sincerely,

Shelly Kienle



cc: Pat Range

cc: Lisa Condran

December 19, 2016

Hello Laurie,

I would like to resign from the position of Blue Heron Head Girls' Basketball Coach, as I am currently coaching at the high school.

Thank you,

Cameron Botkin

BLUE HERON SCHOOL

3939 San Juan Avenue
Port Townsend, WA 98368
Phone: (360) 379-4540

Matthew Holshouser, Principal
mholshouser@ptschools.org
www.blueheron.ptschools.org



Lysa Falge
Athletic Coordinator
lfalge@ptschools.org
Phone: (360) 344-3027

FaceBook Page:
Blue Heron Middle School Athletics

RE: James Fenton; Middle School Girls Basketball Head Coach

Date: January 9, 2017

Dr. Polm and Members of the School Board,

After a successful interview and discussing the position with him, I, Lysa Falge, recommend James Fenton for the position of Middle School Girls Basketball Head Coach at Blue Heron Middle School.

James' interest in this position is related to his personal enjoyment of the sport and his willingness to coach at a new level. He has previous basketball coaching experience through the YMCA where he worked with several different age groups and levels. James has most recently been a volunteer coach for Blue Heron's football and boys basketball team where he has become familiar with our district and the WIAA athletic process and procedures. Along with basketball coaching experience, having a previous understanding of athletic eligibility and academic standards is valuable knowledge to bring to the position. I believe that having James as a coach at Blue Heron will have a positive impact and will be a great benefit to our middle school athletic program.

Sincerely,

Lysa Falge

Cc: Scott Wilson

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$113,854.74. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 61889 through 61975, totaling \$113,854.74

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

Check Nbr	Vendor Name	Check Date	Check Amount
61889	ACE IT EMPLOY & TRANSITION SVC	12/15/2016	2,625.00
61890	ADMIRAL SHIP SUPPLY	12/15/2016	189.67
61891	ARBUCKLE, STEVEN R	12/15/2016	500.00
61892	BACKGROUND INVESTIGATION BUREA	12/15/2016	190.00
61893	Behrenfeld, Timothy Jon	12/15/2016	154.24
61894	BUTLER, ROBERTA L	12/15/2016	2,955.00
61895	Cannavaro, Maribeth	12/15/2016	800.00
61896	CENEX FLEETCARD	12/15/2016	525.44
61897	CENTRUM	12/15/2016	825.63
61898	CHIMACUM SCH DIST#49-CO-OP TRA	12/15/2016	14,434.40
61899	CITY OF PT TOWNSEND	12/15/2016	5,319.34
61900	COOPER FUEL & AUTO REPAIR	12/15/2016	1,238.19
61901	COTTON REDI-MIX	12/15/2016	112.01
61902	Cowling, Judy K	12/15/2016	49.68
61903	DAIRY FRESH FARMS INC	12/15/2016	1,405.23
61904	DIGITAL INSURANCE INC	12/15/2016	500.00
61905	DM DISPOSAL CO INC	12/15/2016	3,465.14
61906	EC POWER SYSTEMS OF WASH	12/15/2016	953.20
61907	EDENSAW WOODS	12/15/2016	41.42
61908	Falge, Lysa Marie	12/15/2016	268.92
61909	FALLON, MARY (MOLLY)	12/15/2016	600.00
61910	FOOD CO-OP	12/15/2016	164.93
61911	FOOD SERVICES OF AMERICA	12/15/2016	8,377.12
61912	Gambill, Tom George	12/15/2016	118.80
61913	GRAINGER	12/15/2016	104.46
61914	Gray, Justin E	12/15/2016	100.98
61915	GREENTREE COMMUNICATIONS	12/15/2016	94.57
61916	Guthrie, James F	12/15/2016	1,200.00
61917	Habersetzer, Steven	12/15/2016	1,250.00
61918	Hageman, Brandi R	12/15/2016	325.00
61919	Hammer, Kirsten	12/15/2016	201.75
61920	HANKINSON, JANELLE	12/15/2016	3,327.50
61921	HENERY HARDWARE	12/15/2016	703.95

Check Nbr	Vendor Name	Check Date	Check Amount
61922	JAMESTOWN NETWORKS	12/15/2016	2,256.30
61923	JEFF CO CHAMBER OF COMMERCE	12/15/2016	140.00
61924	JEFFERSON MENTAL HEALTH	12/15/2016	18,969.46
61925	JEFFERSON TRANSIT	12/15/2016	120.00
61926	JIVE COMMUNICATIONS, INC.	12/15/2016	5,527.06
61927	KEY CITY FISH	12/15/2016	237.00
61928	KING COUNTY DIRECTORS	12/15/2016	3,573.24
61929	Kirk, Robert Karry	12/15/2016	48.95
61930	LANCE, PHILIPPA	12/15/2016	7,005.00
61931	Larsen, Stacey C	12/15/2016	30.29
61932	LEADER	12/15/2016	21.00
61933	MASCO PETROLEUM	12/15/2016	3,654.80
61934	McGinnis, Laurie Kathleen	12/15/2016	54.00
61935	Mitchell, Sara Catherine	12/15/2016	50.76
61936	Molotsky, Daniel Robert	12/15/2016	68.88
61937	Montgomery, Kimberly B	12/15/2016	104.22
61938	MOUNTAIN PROPANE	12/15/2016	38.56
61939	Nash's Organic Produce	12/15/2016	53.00
61940	OLYMPIC SPRINGS	12/15/2016	120.37
61941	OLYMPIC PENINSULA CONSULTANTS	12/15/2016	50.00
61942	OLYMPIC EQUIPMENT RENTALS	12/15/2016	78.59
61943	OSPI	12/15/2016	402.18
61944	PACIFIC OFFICE EQUIPMENT	12/15/2016	2,080.62
61945	PART WORKS INC	12/15/2016	94.66
61946	PENINSULA PEST CONTROL INC	12/15/2016	386.95
61947	PLATT	12/15/2016	896.50
61948	Polm JR, John A	12/15/2016	54.54
61949	PRINTERY INC	12/15/2016	14.37
61950	PUBLIC CONSULTING GROUP INC	12/15/2016	1,719.66
61951	PUBLIC UTILITY DISTRICT	12/15/2016	268.83
61952	Rascon-Briones, Maria	12/15/2016	550.00
61953	REVOLVING FUND	12/15/2016	771.76
61954	ROSE THEATRE	12/15/2016	1,624.00
61955	SAFEWAY	12/15/2016	215.36
61956	SCHETKY NORTHWEST SALES INC	12/15/2016	174.27
61957	SCHOLASTIC BOOK FAIRS	12/15/2016	5,713.65
61958	SCHOLASTIC BOOK CLUBS INC	12/15/2016	79.00
61959	SEATTLE TIMES	12/15/2016	404.21
61960	Shoop, Melanie R	12/15/2016	37.26
61961	SUPPLYWORKS	12/15/2016	154.45
61962	THE MATH LEARNING CENTER	12/15/2016	250.00
61963	Thielk, Edward David	12/15/2016	862.50
61964	Turay, Lisa	12/15/2016	100.00
61965	UPS STORE	12/15/2016	65.36
61966	WARDS	12/15/2016	253.69
61967	WASH STATE FERRIES	12/15/2016	138.20
61968	WASHINGTON LIBRARY ASSOC	12/15/2016	30.00
61969	Welch, Constance E	12/15/2016	341.28
61970	Wenzl, Kathleen Hope	12/15/2016	80.31
61971	WESTBAY AUTO PARTS	12/15/2016	45.60

Check Nbr	Vendor Name	Check Date	Check Amount
61972	WHY TRY RESLIENCE EDUC	12/15/2016	149.00
61973	Williams, Ruth M	12/15/2016	50.98
61974	WMEA	12/15/2016	110.00
61975	WSPA	12/15/2016	412.50
87	Computer	Check(s) For a Total of	113,854.74

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$9,587.90. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10559 through 10580, totaling \$9,587.90

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

Check Nbr	Vendor Name	Check Date	Check Amount
10559	Botkin, Cameron	12/15/2016	30.00
10560	CENTRUM	12/15/2016	906.38
10561	CHIEF SEALTH HIGH SCHOOL	12/15/2016	275.00
10562	COSTCO	12/15/2016	87.94
10563	DL LOGOS	12/15/2016	403.22
10564	Ehrhardt, Carrie L	12/15/2016	81.62
10565	Emerald Ridge HS Wrestling	12/15/2016	108.00
10566	GOOD SPORTS	12/15/2016	167.31
10567	Hammer, Kirsten	12/15/2016	247.81
10568	HARLAN FAIRBANKS	12/15/2016	217.00
10569	HENERY'S GARDEN CENTER	12/15/2016	201.92
10570	HOLLY'S FLOWERS	12/15/2016	125.35
10571	JEFFERSON COUNTY PUBLIC WORKS	12/15/2016	185.50
10572	NEFF COMPANY	12/15/2016	461.62
10573	PENINSULA AWARDS & TROPHIES	12/15/2016	56.52
10574	PORT TOWNSEND FOOD BANK	12/15/2016	4,815.19
10575	SAFEWAY	12/15/2016	483.13
10576	SCHOOL DISTRICT #50	12/15/2016	60.00
10577	SEQUIM HIGH SCHOOL	12/15/2016	73.73
10578	SHOLDS LANDSCAPING	12/15/2016	446.90
10579	SOS PRINTING	12/15/2016	97.01
10580	UPS STORE	12/15/2016	56.75

22 Computer Check(s) For a Total of 9,587.90

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$36,772.62. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3332 through 3335, totaling \$36,772.62

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

Check Nbr	Vendor Name	Check Date	Check Amount
3332	ABSHER CONSTRUCTION CO	12/15/2016	33,039.74
3333	HEFFRON TRANSPORTATION INC	12/15/2016	3,048.00
3334	NORTHWESTERN TERRITORIES INC	12/15/2016	632.50
3335	Taylor, Brad James	12/15/2016	52.38
4	Computer	Check(s) For a Total of	36,772.62

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$171,403.06, and voids/cancellations, totaling \$450.13. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 62002 through 62043, totaling \$171,403.06
Voids/Cancellations, totaling \$450.13

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

Check Nbr	Vendor Name	Check Date	Check Amount
62002	3 WIRE GROUP INC	12/30/2016	438.05
62003	ARROW LUMBER & HARDWARE	12/30/2016	33.33
62004	Behrenfeld, Kirsten Mary	12/30/2016	52.83
62005	CANON FINANCIAL SERVICES INC	12/30/2016	207.07
62006	CAROLINA BIOLOGICAL SPLY	12/30/2016	135.16
62007	CDW GOVERNMENT	12/30/2016	14,410.89
62008	CENTURYLINK	12/30/2016	701.54
62009	CHIMACUM SCH DIST#49-CO-OP TRA	12/30/2016	790.20
62010	CLARK SECURITY PRODUCTS INC	12/30/2016	88.69
62011	COLE INDUSTRIAL INC	12/30/2016	2,773.00
62012	ESD 114	12/30/2016	43,684.15
62013	FALLON, MARY (MOLLY)	12/30/2016	660.00
62014	FOOD CO-OP	12/30/2016	18.78
62015	HAHN, JULIAN	12/30/2016	113.64
62016	HANKINSON, JANELLE	12/30/2016	1,430.00
62017	JEFF COUNTY PUBLIC HEALTH	12/30/2016	1,217.00
62018	JW PEPPER & SON INC	12/30/2016	124.25
62019	KARSCHNEY CONSULTING	12/30/2016	2,600.00
62020	Khile, Amy Jo	12/30/2016	54.00
62021	KING COUNTY DIRECTORS	12/30/2016	1,550.24
62022	KROGER - QFC CUSTOMER CHARGES	12/30/2016	85.79
62023	MAKERBOT INDUSTRIES LLC	12/30/2016	434.92
62024	MCDONALD, MARGIE	12/30/2016	1,550.00
62025	Mills, Roger Lees	12/30/2016	140.60
62026	MUSIC & ARTS CENTER	12/30/2016	50.14
62027	O'Hara, Nathanael	12/30/2016	405.60
62028	Patterson Buchanan Fobes & Lei	12/30/2016	1,254.00
62029	PENINSULA COLLEGE	12/30/2016	68,690.77
62030	PLATT	12/30/2016	352.06
62031	PUBLIC UTILITY DISTRICT	12/30/2016	23,043.56
62032	PUGET SOUND ESD	12/30/2016	630.00

Check Nbr	Vendor Name	Check Date	Check Amount
62033	SAFEWAY	12/30/2016	171.48
62034	SOS PRINTING	12/30/2016	450.13
62035	SUPPLYWORKS	12/30/2016	35.05
62036	TUCKER, LAURA	12/30/2016	397.38
62037	Turay, Lisa	12/30/2016	1,250.00
62038	Turner, Jeanne Lisa	12/30/2016	44.13
62039	Wenzl, Kathleen Hope	12/30/2016	37.75
62040	WESTBAY AUTO PARTS	12/30/2016	301.16
62041	WMEA	12/30/2016	345.00
62042	WSSDA	12/30/2016	390.00
62043	ZEE MEDICAL	12/30/2016	260.72
42	Computer	Check(s) For a Total of	171,403.06

Check Nbr	Vendor Name	Check Date	Check Amount
61619	SOS PRINTING	12/30/2016	450.13
1	Void	Check(s) For a Total of	450.13

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$138,704.94. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3336 through 3339, totaling \$138,704.94

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

Check Nbr	Vendor Name	Check Date	Check Amount
3336	INTEGRUS ARCHITECTURE	12/30/2016	128,469.66
3337	ROBINSON COMPANY INC	12/30/2016	8,475.00
3338	Taylor, Brad James	12/30/2016	52.38
3339	TERRAPIN ARCHITECTURE PC	12/30/2016	1,707.90
4	Computer	Check(s) For a Total of	138,704.94

Comp Jax

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$9.82. The payments are further identified in this document.

Total by Payment Type for Cash Account, Wire Transfers:
Wire Transfer Payments 201600019 through 201600020, totaling \$9.82

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

Check Nbr	Vendor Name	Check Date	Check Amount
201600019	DEPARTMENT OF REVENUE	01/03/2017	7.12
201600020	DEPARTMENT OF REVENUE	01/03/2017	2.70

2 Wire Transfer Check(s) For a Total of 9.82

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$1,501.80. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10581 through 10587, totaling \$1,501.80

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

Check Nbr	Vendor Name	Check Date	Check Amount
10581	BSN SPORTS	12/30/2016	887.69
10582	DON'S PHARMACY	12/30/2016	11.33
10583	Massie, Samantha G	12/30/2016	75.64
10584	SAFEWAY	12/30/2016	204.06
10585	SHOLDS LANDSCAPING	12/30/2016	151.50
10586	SOS PRINTING	12/30/2016	41.58
10587	WILLIAM SHORE MEM POOL DIST	12/30/2016	130.00

7 Computer Check(s) For a Total of 1,501.80

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$3,503.58. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10588 through 10588, totaling \$3,503.58

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

Check Nbr	Vendor Name	Check Date	Check Amount
10588	BANK OF AMERICA VISA	01/04/2017	3,503.58
1	Computer	Check(s) For a Total of	3,503.58

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$11,203.94. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 62044 through 62044, totaling \$11,203.94

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

Check Nbr	Vendor Name	Check Date	Check Amount
62044	BANK OF AMERICA VISA	01/04/2017	11,203.94
1	Computer	Check(s) For a Total of	11,203.94

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$60.60. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3340 through 3340, totaling \$60.60

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

Check Nbr	Vendor Name	Check Date	Check Amount
3340	BANK OF AMERICA VISA	01/04/2017	60.60
1	Computer	Check(s) For a Total of	60.60

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$103,297.52. The payments are further identified in this document.

Total by Payment Type for Cash Account, GENERAL FUND:
Warrant Numbers 62045 through 62112, totaling \$103,297.52

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

Check Nbr	Vendor Name	Check Date	Check Amount
62045	3 WIRE GROUP INC	01/17/2017	773.15
62046	ACE IT EMPLOY & TRANSITION SVC	01/17/2017	2,125.00
62047	ARROW LUMBER & HARDWARE	01/17/2017	7.72
62048	ASCD	01/17/2017	89.00
62049	Behrenfeld, Kirsten Mary	01/17/2017	45.90
62050	BUTLER, ROBERTA L	01/17/2017	3,150.00
62051	CENEX FLEETCARD	01/17/2017	927.49
62052	CHS - CENEX HARVEST STATES	01/17/2017	63.30
62053	CITY OF PT TOWNSEND	01/17/2017	5,131.39
62054	COSTCO	01/17/2017	306.95
62055	COTTON REDI-MIX	01/17/2017	184.62
62056	DAIRY FRESH FARMS INC	01/17/2017	1,142.36
62057	DM DISPOSAL CO INC	01/17/2017	4,101.27
62058	EDENSAW WOODS	01/17/2017	42.24
62059	ESD 114	01/17/2017	11,133.50
62060	Falge, Lysa Marie	01/17/2017	43.20
62061	FLINN SCIENTIFIC INC	01/17/2017	184.81
62062	FOOD CO-OP	01/17/2017	10.28
62063	FOOD SERVICES OF AMERICA	01/17/2017	7,903.90
62064	Fox, Allen E	01/17/2017	28.32
62065	GAME TIME	01/17/2017	130.96
62066	GAYNE, ZACHARY J	01/17/2017	687.50
62067	GRAINGER	01/17/2017	549.70
62068	GREENTREE COMMUNICATIONS	01/17/2017	94.57
62069	GROVES & CO INC	01/17/2017	561.44
62070	HADLOCK BUILDING SUPPLY	01/17/2017	38.94
62071	Hageman, Brandi R	01/17/2017	25.00
62072	HANKINSON, JANELLE	01/17/2017	1,540.00
62073	HANNIBAL, MARY ELLEN	01/17/2017	150.00
62074	HEALTH CARE AUTHORITY	01/17/2017	28.67
62075	HENERY HARDWARE	01/17/2017	765.24
62076	James-Wilson, Jennifer	01/17/2017	38.40
62077	JAMESTOWN NETWORKS	01/17/2017	2,256.30

Check Nbr	Vendor Name	Check Date	Check Amount
62078	JEFFERSON MENTAL HEALTH	01/17/2017	18,969.46
62079	JIVE COMMUNICATIONS, INC.	01/17/2017	5,525.88
62080	KEY CITY FISH	01/17/2017	197.50
62081	Khile, Amy Jo	01/17/2017	53.50
62082	KING COUNTY DIRECTORS	01/17/2017	2,343.06
62083	KROGER - QFC CUSTOMER CHARGES	01/17/2017	90.06
62084	LANCE, PHILIPPA	01/17/2017	5,370.00
62085	LES SCHWAB	01/17/2017	241.29
62086	Manning, Jennifer Dawn	01/17/2017	111.41
62087	MASCO PETROLEUM	01/17/2017	2,781.53
62088	McGinnis, Laurie Kathleen	01/17/2017	107.00
62089	Mitchell, Sara Catherine	01/17/2017	325.00
62090	Mulligan, Monica	01/17/2017	4.45
62091	OFFICE DEPOT	01/17/2017	202.33
62092	OLYMPIC SPRINGS	01/17/2017	142.87
62093	OSPI	01/17/2017	2,415.35
62094	PACIFIC OFFICE EQUIPMENT	01/17/2017	1,068.68
62095	PENINSULA PEST CONTROL INC	01/17/2017	386.95
62096	PENINSULA DAILY NEWS	01/17/2017	135.20
62097	PITNEY BOWES INC	01/17/2017	453.00
62098	PLATT	01/17/2017	107.69
62099	Polm JR, John A	01/17/2017	50.29
62100	SAFEWAY	01/17/2017	117.21
62101	SCHOOL HEALTH CONSULTANTS, INC	01/17/2017	8,800.00
62102	Sherwood, Lois C	01/17/2017	20.00
62103	SHORLINE COMMUNITY COLLEGE	01/17/2017	1,977.84
62104	SUPPLYWORKS	01/17/2017	2,128.67
62105	Sweeney, Richard D	01/17/2017	128.00
62106	SWIFT PLUMBING INC	01/17/2017	4,391.63
62107	US GAMES	01/17/2017	108.74
62108	WALA	01/17/2017	30.00
62109	Walvatne, Daniel	01/17/2017	5.18
62110	Young, Dawn Leslie	01/17/2017	47.62
62111	Zamberlin, Nancy J	01/17/2017	48.66
62112	ZEE MEDICAL	01/17/2017	150.35

68 Computer Check(s) For a Total of 103,297.52

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$15,908.37. The payments are further identified in this document.

Total by Payment Type for Cash Account, CAPITAL PROJECTS:
Warrant Numbers 3341 through 3343, totaling \$15,908.37

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

Check Nbr	Vendor Name	Check Date	Check Amount
3341	ABSHER CONSTRUCTION CO	01/17/2017	8,213.37
3342	HEFFRON TRANSPORTATION INC	01/17/2017	945.00
3343	ROBINSON COMPANY INC	01/17/2017	6,750.00
3	Computer	Check(s) For a Total of	15,908.37

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

As of January 23, 2017, the board, by a _____ vote, approves payments, totaling \$8,035.18, and voids/cancellations, totaling \$185.50. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, ASSOCIATED STUDENT BODY:
Warrant Numbers 10589 through 10597, totaling \$8,035.18
Voids/Cancellations, totaling \$185.50

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

Check Nbr	Vendor Name	Check Date	Check Amount
10589	BSN SPORTS	01/17/2017	67.14
10590	COSTCO	01/17/2017	149.08
10591	Emerald Ridge HS Wrestling	01/17/2017	108.00
10592	Falge, Lysa Marie	01/17/2017	72.14
10593	FOSTER, LUCAS	01/17/2017	100.00
10594	HARLAN FAIRBANKS	01/17/2017	265.50
10595	Massie, Samantha G	01/17/2017	7.07
10596	SAFEWAY	01/17/2017	197.52
10597	WALSWORTH PUBLISHING CO	01/17/2017	7,068.73

9 Computer Check(s) For a Total of 8,035.18

Check Nbr	Vendor Name	Check Date	Check Amount
10571	JEFFERSON COUNTY PUBLIC WORKS	01/17/2017	185.50
1	Void	Check(s) For a Total of	185.50

PORT TOWNSEND SCHOOL DISTRICT NO. 50

Payroll for the month of December, 2016

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

Clerk of District

Approved gross in the sum of	\$	<u>715,877.00</u>	Employee Gross
		<u>281,540.86</u>	Employer Contribution
		_____	Payroll Adjustment*
		<u>997,417.86</u>	Total Distribution

DIRECTORS:

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

REPORT OF MONETARY DONATIONS

To the Board of the Port Townsend School District:

Date of donation 12-30-2016

Name of donor Jefferson County Association of Realtors

Address of donor 31 Colwell St. Suite A
Port Hadlock, WA 98339

Purpose of donation:

Amount:

McKinney-Vento donation

1,334.00

Received by Dawn Young

Building Administrator

REPORT OF MONETARY DONATIONS

To the Board of the Port Townsend School District:

Date of donation 12-15-2016

Name of donor Windermere Foundation

Address of donor 1220 Water St.

Port Townsend, WA 98368

Purpose of donation:

Amount:

Cash donation - McKinney Vento

995.00

Received by Mary Colton


Building Administrator



PORT TOWNSEND
School District
LEARNING THROUGH A SENSE OF PLACE

Superintendent
Dr. John A. Polm, Jr.

Board of Directors
Jennifer James-Wilson
Laura Tucker
Nathanael O'Hara
Keith White
Connie Welch

To: School Board Members
From: Monica Mulligan, Director of Transportation
Date: January 18, 2017
RE: Surplus State Bus Number 13952

We have a 1991 school bus, State Bus Number 13952, VIN number 1BAADCSA6MF044467 that is off depreciation. The cost to maintain this bus is expensive and exceeds the value of the bus and there is no revenue being generated from the bus.

I would like to surplus the bus for scrap. Scrap value is estimated at a \$400.00 - \$450.00.

Thank you,

Monica Mulligan
Director of Transportation

PTHS Advanced Placement Score Report 2012-2016

Year	Course/Exam	# in class	# tested	Advanced Placement Exam Score					Overall Average Score
				5	4	3	2	1	
2017	AP Calculus AB	11							
	AP Biology	8							
	AP US History	12							
	AP English Lang. and Composition	35							
	AP French (4 th yr)	4 (9)							
	AP Spanish (4 th yr)	4 (8)							
2016	Calculus AB	8	7	1	3		1	2	3.0
	Statistics	9	7	1		5		1	3.0
	United States History	9	8	5	3				4.625
	English Literature and Composition	40	34		5	11	16	1	2.559
	French Language and Culture	3 (7)	5	1	1	2	1		3.4
	Spanish Language and Culture	1	1		1				4.0
	Totals	70	62	8	13	18	18	4	
2015	Calculus AB	21	15		1	5	3	6	2.067
	Statistics	7	6			3	1	2	2.167
	United States History	8	8	5	3				4.625
	English Language and Composition	41	18	4	6	2	6		3.444
	Totals	77	47	9	10	10	10	8	
2014	Calculus AB	11	6			3	1	2	2.167
	Statistics	11	11	1	1	3	4	2	2.545
	United States History	9	9	1	6	2			3.889
	English Literature and Composition	17	7	1	3	2	1		3.571
	Macroeconomics		1			1			3.0
	Microeconomics		1		1				4.0
	Totals	48	35	3	11	11	6	4	
Year	Course	# in class	# tested	Advanced Placement Exam Score					Overall Average Score
				5	4	3	2	1	
2013	Calculus AB	28	18	1	2	4	4	7	2.222
	United States History	31	23	1	5	4	10	3	2.609
	English Language and Composition	38	13		4	6	1	2	2.923
	French Language and Culture	n/a	1		1				4.0
	Spanish Language and Culture	n/a	1		1				4.0
	Chinese Language and Culture		1	1					5.0
	Totals	97	39	3	13	14	15	12	
2012	Calculus AB	21	12	4	1	3		4	3.083
	Calculus BC	1	1	1					5.0
	English Literature and Composition	33	18	1	2	9	6		2.889
	Chinese Language and Culture		1	1					5.0
	Totals	55	32	7	3	12	6	4	



PORT TOWNSEND

School District

LEARNING THROUGH A SENSE OF PLACE

Superintendent
Dr. John A. Polm, Jr.

Board of Directors
Jennifer James-Wilson
Laura Tucker
Nathanael O'Hara
Keith White
Connie Welch

MEMORANDUM

DATE: January 23, 2017
TO: Board of Directors
FROM: John Polm, Jr., Superintendent and New Elementary School Naming Committee
SUBJECT: New School Naming Committee Report and Recommendation

The Port Townsend School District Elementary School Naming Committee met three times on October 26th, 2016 from 3:30—5:00 PM, December 14th from 3:30—5:00 PM, and January 11th, 2017 from 3:30 to 7:30 PM. Dr. John Polm, Superintendent of the Port Townsend School District, joined the first committee meeting to answer any questions concerning policy and procedure (6970/6970P) of naming facilities. The committee was comprised of the following members:

- Peter Braden, Long time Grant Street teacher, PTHS parent and coach
- Lisa Condran, Grant Street Principal
- Jason Lynch, Grant Street teacher and parent and PTSD Title I/LAP Director
- Ann Raymond, PTSD Director of Instruction and Technology
- Melody Skye Eisler, Port Townsend City Library Director
- Arran Stark, Jefferson Health Care. Executive Chef and Grant Street parent
- Cassandra Swindler, Grant Street parent and PTA President and Fort Worden PDA
- Amy Wilson, Blue Heron Teacher and Blue Heron and PTHS parent
- Jess Winsheimer, Grant Street Attendance Secretary, Blue Heron parent, and PTHS graduate

The first committee meeting on October 26, 2016 established the committee's working definitions and important criteria for consideration of the two categories of name nominations referenced in the policy, notable individual and geographic features. Also established was how nominations would be solicited. It was agreed that both paper and online nominations would be accepted. Publicity strategies were also generated, which included posters at prominent public locations, reader boards, email lists, website, automated phone calls, radio advertisements, and a story in the Port Townsend Leader.

The selection criteria for names nominated in the category of geographic features was as follows (each criterion was worth 1 to 5 points depending on the degree of alignment for a total possible of 30 points):

- This name reflects the geographic/natural characteristics of our region or its geographic related industries.
- This name is unique and inspiring.
- This name would be meaningful to elementary school students.
- This name has a connection with our people, our place, and our community values.
- This name has a connection with the geographic/natural characteristics of the school site.



PORT TOWNSEND

School District

LEARNING THROUGH A SENSE OF PLACE

Superintendent
Dr. John A. Polm, Jr.

Board of Directors
Jennifer James-Wilson
Laura Tucker
Nathanael O'Hara
Keith White
Connie Welch

- The name should sound pleasant and be easy for students to pronounce.

The selection criteria for names nominated in the category of notable individual was as follows (each criterion was worth 1 to 5 points depending on the degree of alignment for a total possible of 30 points):

- The contribution for which this individual became notable reflects our place, our people, and the values of our community.
- Naming a school after this person would provide a name that is unique and inspiring.
- This person and their contributions would provide a school name that would be meaningful to elementary school students.
- Naming a school after this person would not create significant controversy or disagreement in our community.
- The name should sound pleasant and be easy for students to pronounce.
- This individual and his or her contributions reflect the vision of our school and its goals for the education of students.

The second committee meeting on December 14th, 2016 reviewed the name nominations submitted to date. There were a number of submissions the committee felt did not fit the definitions of geographic features of notable individual. It was determined at the conclusion of this meeting these names would continue to be considered at the next meeting: Castle Hill Elementary, Cedar Elementary, Chetzemoka Elementary, Discovery Elementary, Eagle's Nest Elementary, Evergreen Elementary, Kah Tai Elementary, Margaret Berry Elementary, New Discovery Elementary, Salish Sea Elementary, and Salish Trails Elementary with additional information gathered on these names to further determine their alignment to the criteria for selection.

The third committee meeting on January 11th, 2017 reviewed names submitted since the December 14th, 2016 meeting and reviewed additional information on the names determined to be suitable for further consideration at the December 14th, 2016 meeting.

The committee scored the following names and established five finalists (in bold):

- Margaret Berry: Average=16.75
- Castle Hill: Average: 18.3
- **Chetzemoka: Average=23.7**
- James "Bonzo" DeLeo: Average=18.5
- Discovery: Average: 19.9
- Douglas Fir: Average 20.1
- Evergreen: Average 19.3
- Grant Street: Average 16.3
- **Kah Tai: 22.4**
- Marvin G Shields: Average=18.8



PORT TOWNSEND

School District

LEARNING THROUGH A SENSE OF PLACE

Superintendent
Dr. John A. Polm, Jr.

Board of Directors
Jennifer James-Wilson
Laura Tucker
Nathanael O'Hara
Keith White
Connie Welch

- New Discovery: Average 18.9
- Rhododendron View: Average: 20.8
- Puget Sound: Average 19.8
- **Salish Point: Average 22.4**
- **Salish Sea: Average 26.1**
- **Salish Trails: Average 22.8**
- Trillium: Average 17.9

The committee reviewed additional information on the finalists and had a discussion regarding the many nominations submitted with Salish in the name and discussed adding an additional name of Salish Coast Elementary, which the committee felt captured the essence of many of the nominations submitted.

These six names were then scored again and received the following scores:

- **Chetzemoka Elementary average 23**
- **Kah Tai Elementary average 23**
- **Salish Coast Elementary average 27**
- Salish Point average 19
- **Salish Sea Elementary average 28**
- **Salish Trails Elementary average 23**

Below is some additional information concerning the five school name finalists, including nominator(s), rationale with information from the S'Klallam Tribe (as appropriate), highest ranking criteria, and lowest ranking criteria.

Chetzemoka Elementary:

- Nominated by Kim Montgomery, PTHS Registrar and PTHS Parent and Fiona, 5th Grade Student in Amy Wilson's class at Blue Heron.
- Rationale provided: I am nominating Chief Chetzemoka as the notable person, suggesting the name Chetzemoka Elementary to honor the safety he provided for immigrants to settle in this area. This idea and the memory of his actions hold particular significance in our community and nation, not only at this important historical time but in perpetuity. The schools could utilize his actions as a model for acceptance and protection among the citizens of our community and in the greater world. Retaining "Eagles" or utilizing "Thunderbirds" would 1. Keep in theme with the other schools in our community which both hold bird mascots. 2. Connect with the Native American spirit of the school and our geographical and national symbol of strength and honor 3. Give our diverse community and the Grant Street community in particular continuity through this major impactful change. Thank you for giving this idea your consideration. Information from Kathy Duncan of the S'Klallam Tribe: "Chets Ma Hawn" is actual pronunciation. His family was originally from Discovery Bay and moved to Port Townsend. He was the lead S'Klallam who signed Point no Point Treaty. He is buried in Port Townsend and one of our chiefs, which makes this a perfect school name. This would honor S'Kallam more than school names involving Salish or Kah Tai.



PORT TOWNSEND

School District

LEARNING THROUGH A SENSE OF PLACE

Superintendent
Dr. John A. Polm, Jr.

Board of Directors
Jennifer James-Wilson
Laura Tucker
Nathanael O'Hara
Keith White
Connie Welch

- Strongest Ranking Criteria: The contribution for which this individual became notable reflects our place, our people, and the values of our community.
- Weakest Ranking Criteria: The name should sound pleasant and be easy for students to pronounce.

Kah Tai Elementary:

- Nominator: Shelly Murney, Grant Street and Blue Heron Parent
- Rationale: According to Kathy Duncan of the S'Klallam Tribe: Kah Tai meant either a village or the lagoon. According to the website for Kah Tai Lagoon Park: Kah Tai is a term once used by the local aboriginal people meaning "to carry" or "to pass through." The words were then used to refer to the valley that exists between North Beach and the boat haven. It was through this valley that natives would portage their canoes from the Strait of Juan de Fuca to Port Townsend Bay so they could avoid the currents and rip tides, which exist off Point Wilson. Kathy says this is incorrect, as it would have been too far for a portage. Correct spelling: Qatay—with an accent over the "a" that is shaped like a comma. Kathy recommends using both spellings.
- Strongest Ranking Criteria: This name reflects the geographic/natural characteristics of our region or its geographic related industries.
- Weakest Ranking Criteria: The name should sound pleasant and be easy for students to pronounce.

Salish Coast Elementary:

- Nominators and rationale: The District School Naming Committee generated this name after considerable discussion around the many names nominated that contained the word Salish. It was agreed that many of the nominators who nominated a name other than Salish Sea Elementary were trying to find a way to communicate that both the sea and the land are important in Port Townsend. The committee felt this truly communicated what Port Townsend and the school site are—part of the Salish Coast. Information from Kathy Duncan of the S'Klallam Tribe: The Salish are most of the people who live around the straits both in Canada and United States. Salish is not a very specific term. We have lots of things in common—words, beliefs, and rituals.
- Strongest Ranking Criteria: This name reflects the geographic/natural
- Weakest Ranking Criteria: The name should sound pleasant and be easy for students to pronounce.

Salish Sea Elementary:

Nominators:

- Karmen Meier, Blue Heron Teacher and PTHS parent
- Allegra Bothell, Grant Street and PTHS parent
- Carrie Blair, Grant Street Parent

1610 Blaine Street, Port Townsend, WA 98368
Phone: 360-379-4501 Fax: 360-385-3617
www.ptschools.org



PORT TOWNSEND

School District

LEARNING THROUGH A SENSE OF PLACE

Superintendent
Dr. John A. Polm, Jr.

Board of Directors
Jennifer James-Wilson
Laura Tucker
Nathanael O'Hara
Keith White
Connie Welch

- Sarah Rubenstein, Grant Street Parent and Maritime Discovery Schools Director for Port Townsend School District
- Luella, a 2nd grade OPEPO Student at Grant Street
- One of the top five names of Bonnie Stenehjelm 2nd/3rd grade class

Rationales: From Karmen: Since we live on the Salish Sea I thought it would fit nicely in with our MDS and with being on the water. From Carrie: It's that wet stuff to the north. From Sarah: Salish Sea Elementary to represent the connection to the sea as well as to native cultures. See information from S'Klallam Tribe under Salish Coast nomination rationale.

- Strongest Ranking Criteria: This name reflects the geographic/natural characteristics of our region or its geographic related industries.
- Weakest Ranking Criteria: The name has a connection with the geographic/natural characteristics of the site.

Salish Trails Elementary:

Nominator and Rationale: Sheri Shaw, Grant Street PE Teacher. Not only is Salish Trails Elementary a catchy name for a school, it would also align with our Maritime Discovery School program. Through our curriculum students are taught to preserve and protect the Salish Sea ecosystem, a system that has long provided for our local community. In addition, our town is privileged to be surrounded by so many natural wonders including the Salish Sea. Finally, the name "Salish Trails Elementary", is unique making our school one of a kind. Join me in supporting Salish Trails as the name of our new elementary school.

- Strongest Ranking Criteria: This name reflects the geographic/natural characteristics of our region or its geographic related industries.
- Weakest Ranking Criteria: The name would be meaningful to elementary school students.

Attached to this memo are some documents for your reference:

- Rating sheets for names submitted in the notable individual category and geographical feature category.
- An alphabetical list of names submitted in the geographical features category, including nominator and rationale.
- An alphabetical list of names submitted in the notable individual category, including nominator and rationale.
- An alphabetical list of names submitted that were not valid submissions, including nominator and rationale.



PORT TOWNSEND

School District

LEARNING THROUGH A SENSE OF PLACE

Superintendent
Dr. John A. Polm, Jr.

Board of Directors
Jennifer James-Wilson
Laura Tucker
Nathanael O'Hara
Keith White
Connie Welch

The committee members have appreciated the opportunity to narrow the list of 131 nominated school names down to five finalists and eagerly await the board's selection of the name for our new elementary school.

Geographic School Name Nominations:

Name of Nominator	Alisa Costello
1. School Name Nominated	Admiralty Inlet Elementary
Rationale	Admiralty Inlet is a strait that connects San Juan De Fuca to the Puget Sound.

Name of Nominator	Finn, Dorothy Stengel's 1 st /2 nd Grade
2. School Name Nominated	Amber Elementary
Rationale	Amber is a jewel that grows on trees.

Name of Nominator	Izzy, Grade 1, Steinke
3. School Name Nominated	Bear Mountain Elementary
Rationale	It's my favorite place to camp, and it's a beautiful place.

Name of Nominator	Devon, Ms. Neuman's 5 th grade
4. School Name Nominated	Blue Crescent Elementary
Rationale	It is a great name because it is related to the galaxy, Blue Heron, and learning about space.

Name of Nominator	Aailyah, Grade 4
5. School Name Nominated	Blue Ocean Elementary
Rationale	It describes a body of water.

Name of Nominator	Teri, Grade 2 OPEPO
6. School Name Nominated	Bobcat Cove Elementary
Rationale	Inspiring?

Name of Nominator	Doug Breithaupt and David Michael and Asa, Grade 4.
7. School Name Nominated	Castle Hill Elementary
Rationale	None provided. Based on name of neighborhood and Manresa Castle is my assumption. Châteausque style house completed in 1892 for Charles and Kate Eisenbeis, now a hotel. Asa: It is located in the Castle Hill neighborhood.

Name of Nominator	Bonnie Stenehjem's 2 nd /3 rd grade class
8. School Name Nominated	Cedar Elementary
Rationale	No rationale provided.

Name of Nominator	Pat Range's Book Club
9. School Name Nominated	Cedar Rim Elementary
Rationale	None Provided

Name of Nominator	Bonnie Stenehjem's 2 nd /3rd grade class
10. School Name Nominated	Chinook Elementary
Rationale	No rationale provided.

Name of Nominator	medsmsb@yahoo.com and Bonnie Stenehjem's class, Grades 2 and 3, Clara, Grade 2
11. School Name Nominated	City of Dreams Elementary or Port Townsend Elementary School of Dreams
Rationale	Port Townsend is also called the "City of Dreams" because of the early speculation that the city would be the largest harbor on the west coast of the United States. Second and third graders: #1 Choice. City of Dreams would be a good name because City of Dreams is actually a nick name for our town, Port Townsend. We know there is some important history around this nickname and we want to learn ore about it. We also think it is a name that supports kids in their dreams, whether it is a dream about what they want to become some day or a dream about what they want to learn. We hope you will consider our choice of City of Dreams. Thank you, The students in Portable E. Noah from Portable E says: Dear Port Townsend School Board: We should name our school City of Dreams. It would be a very good name because it has a sense inspiration. Our dreams can float free. In conclusion, I think it's a pretty good name.

Name of Nominator	Cole, Grade 1, Steinke
12. School Name Nominated	Cougar Hills Elementary
Rationale	Because it sounds like a good name to me. And I like them.

Name of Nominator	Gina, 1 st 2 nd grade, Stengel
13. School Name Nominated	Discovery Eagles Elementary
Rationale	We get Eagle awards and Eagle pins for our prizes for Eagle award.

Name of Nominator	Elizabeth Fukano, Tom Thiersch, Hank Walker, Honey Niemann, Sally Talbert and David Egeler's Class
14. School Name Nominated	Discovery Elementary School
Rationale	Elizabeth: The Discovery Elementary School (aka The Discovery School)... due to the fact Port Townsend and Discovery Bay share a common border. And Tom: Discovery—entrance on Discovery Road and a mission of the PT school

	<p>District. Hank: the new school will be located on Discovery Street, plus it exemplifies the type of learning we want our students to be engaged in. Sally: Named after Discovery Road where the new school entrance is located versus Grant Street after the old location. Discovery Bay. Mostly for the spirit of Discovery. I think the school name Discovery fits in well with Maritime Discovery as well. Disco nickname, like Disco Bay. David Egeler's class: We studied the history, geography, and natural environment of our region to arrive at our top five choices. Honey: The reason I like Discovery Elementary is that there a plethora of things to discover in this area: geology, maritime trades, oceanography, plants, tress, arts, and so on. PK-5th grade students are like sponges—they absorb everything that is occurring around them. Most young learners are open to learning and discovering. If it is nourished, discovers become lifelong learners.</p>
--	---

Name of Nominator	shonabliss@gmail.com
15. School Name Nominated	Discovery Kids Elementary School
Rationale	No rationale provided

Name of Nominator	Pat Range's Book Club and David Egeler's class
16. School Name Nominated	Douglas Fir Elementary
Rationale	We studied the history, geography, and natural environment of our region to arrive at our top five choices.

Name of Nominator	Dawn Braden's class: Frances, Trevor, and Yemaya. And Marsha Hollingsworth, and Tomi Pastow.
17. School Name Nominated	Evergreen Elementary
Rationale	We have them here. It's a national plant. It's a good name. We are surrounded by them. Marsha: none provided

Name of Nominator	Maggie Kelley's class
18. School Name Nominated	Eagle Mountain Elementary
Rationale	Reminds me of being Native American

Name of Nominator	Athena, Grade 1, Stengel
19. School Name Nominated	Flower Elementary
Rationale	I like it. I think Flower School is a good name because I like flowers.

Name of Nominator	Freya, Grade 1, Sanders
20. School Name Nominated	Forget-me-not Elementary

Rationale	It is so bright and so colorful.
-----------	----------------------------------

Name of Nominator	Lily, Grade 1, Steinke and Evelyn, Grade 5
21. School Name Nominated	Fort Worden Elementary
Rationale	This is named after a beach. It is a fun place to go and it is a pretty place.

Name of Nominator	Elizabeth, Grade 5
22. School Name Nominated	Glacier View Elementary
Rationale	None provided

Nominator	Molly O'Brien's Third Grade Class
23. Name	Grant Street Discovery Elementary
Rationale	Students in Portable D at Grant Street are feeling emotional about a new school and a new name. We feel sad and happy about getting a new school and a new school name. When we began at Grant Street School, many of us felt shy, scared and nervous but we quickly made new friends and began to feel joyful and welcome. We have spent many years at Grant Street and lots of us have been at this school longer than any other school. Many students have parents, grandparents, aunts, uncles, brothers and sisters who all went to Grant Street. We love the name Grant Street School and the current name came in first place in a class vote. We wish we could keep the same name but we understand the need for a new name so we suggest Grant Street Discovery Elementary.

Name of Nominator	Cian and Satya, Grade 1 OPEPO
24. School Name Nominated	Grant Street Eagle Elementary
Rationale	Because I like Grant Street now.

Name of Nominator	Tami—Grandparent and Ashley Quinn, employee and parent, and Dan Brooks
25. School Name Nominated	Grant Street Elementary
Rationale	Tami--Grant Street Elementary. Named after the street. The original name is very dear to our community. Ashley and Dan—no rationale provided.

Name of Nominator	Henry, Grade 5
26. School Name Nominated	Green Grass Hills Elementary
Rationale	None provided

Name of Nominator	Isla, Grade 1, Steinke
27. School Name Nominated	Jaguar Valley Elementary (There is a Jaguar Valley in Ontario.)
Rationale	Jaguars are graceful animals and everyone should appreciate them.

Name of Nominator	Shelly Murney
28. School Name Nominated	Kah Tai Elementary
Rationale	None provided. According to internet search traditional name of the area. Wrote to Ron Allen, of Jamestown tribe for confirmation and additional information.

Name of Nominator	Denise Aedan's 1 st and 2 nd grade class
29. School Name Nominated	Lake Crescent Elementary
Rationale	No Rationale provided

Name of Nominator	anonymous
30. School Name Nominated	Mount Baker Elementary
Rationale	None provided

Name of Nominator	Omri, Grade 4
31. School Name Nominated	Mount Saint Helen's Elementary
Rationale	It is a mountain close to Port Townsend and Seattle

Name of Nominator	Mallory Long
32. School Name Nominated	Mount Olympus Elementary School
Rationale	None provided

Name of Nominator	Salvera, Grade 5
33. School Name Nominated	Mountain View Elementary
Rationale	None provided

Name of Nominator	Bob Fukano
34. School Name Nominated	New Discovery Elementary School
Rationale	"New" because it is replacing the "old" Grant St. School and will be accessed on the "new" Discovery Road (IE. with its new traffic circle)

Name of Nominator	June Munger
35. School Name Nominated	New Horizons Elementary
Rationale	To me it implies new knowledge, new ideas, a whole new world of

	experiences. I'm a new Port Townsend resident, and my experience in settling here has definitely expanded my horizons and life!
--	---

Name of Nominator	Indigo, Grade 5
36. School Name Nominated	North Olympic Elementary
Rationale	None provided

Name of Nominator	Morgan, Grade 1, Sanders
37. School Name Nominated	Northern Hills Elementary
Rationale	It has a beautiful view. It's my favorite place to go.

Name of Nominator	D. Sherfick
School Name Nominated	Oak-side Elementary
Rationale	None provided

Name of Nominator	Logan, Ms. Neuman's 5 th grade
38. School Name Nominated	Oakwood Tree School
Rationale	My name I chose is Oakwood Tree School because in Washington, especially in this area, there is a lot of trees around the area so the school would have a name that matched its surroundings. I'm just saying a random name. The name would give the school character. A new schools with a name that matches the state or something else and name would tell about the state as well as trees. Oakwood Tree School would tell a lot about a bunch of things.

Name of Nominator	Andre, Grade 1 and 2, Stengel
39. School Name Nominated	Ocean Elementary
Rationale	The ocean is really important because fish could not live.

Name of Nominator	Sofie, Grade 1 and 2, Stengel
40. School Name Nominated	Ocean Sea Glass Elementary
Rationale	It is cool. I think Ocean Sea Glass is cool cool cool. I love it. Ocean Sea Glass Elementary is cool.

Name of Nominator	Dawn Braden's Class: Evy and Isabella, Elisabeth, Grade 1 OPEPO, Peter Braden's 1 st and 2 nd Grade Class, anonymous, and Stuart, grade 5.
41. School Name Nominated	Olympic Elementary

Rationale	I love mountains. We live in the Olympic Mountains. Elizabeth: A lot of people like it. I chose the name Olympic Elementary School since we live next to the Olympic mountains and our school should have a name that describes the wonderful place in which we live.
-----------	---

Name of Nominator	Denise Aedan's 1 st and 2 nd grade class
42. School Name Nominated	Olympic Mountains Elementary
Rationale	No Rationale provided

Name of Nominator	Maya, grade 7, and Addison, Grade 5
43. School Name Nominated	Olympic View Elementary
Rationale	Olympic View Elementary School (because of the view of the Olympic Mountains from Port Townsend, I thought this would be a good choice)

Name of Nominator	Aidan, Grade 5
44. School Name Nominated	Out View Elementary
Rationale	None provided

Name of Nominator	Denise Aedan's 1 st and 2 nd grade class
45. School Name Nominated	Pacific Ocean Elementary
Rationale	No Rationale provided

Name of Nominator	Jaxon, Ms. Neuman's 5 th grade class
46. School Name Nominated	Pine Tree Elementary
Rationale	I think the new school should be called Pine Tree because there's so many pine trees here and they go through all of the seasons without dying.

Name of Nominator	Mary, Grade 5
47. School Name Nominated	Port Townsend Awesome Elementary
Rationale	None provided

Name of Nominator	Denise Aedan's 1 st and 2 nd grade class and anonymous community member, Michael, Grade 1, Steinke.
48. School Name Nominated	Port Townsend Elementary
Rationale	No Rationale provided. Anonymous community member: It fits because it's the name of our community. Michael: It is a name with our town, and I think it is a good name for a school.

Name of Nominator	Hugh, Grade 5
-------------------	---------------

49. School Name Nominated	Puget Sound Elementary
Rationale	None provided

Name of Nominator	David Alvarez
50. School Name Nominated	Quimper Elementary School
Rationale	The PTSD is located on the Quimper Peninsula

Name of Nominator	Malachi and Connor, Grade 1 and 2, Stengel
51. School Name Nominated	Rainforest Elementary
Rationale	Malachi: Rainforest is my favorite place. I want it best. Connor: We live in the rainforest.

Name of Nominator	Aidan, Grade 5 and River, grade 4
52. School Name Nominated	Rainier Elementary
Rationale	None provided

Name of Nominator	Ava Mallory
53. School Name Nominated	Redwood Elementary
Rationale	None provided

Name of Nominator	Rhapsody, Grade 5
54. School Name Nominated	Rhododendron View Elementary
Rationale	None provided

Name of Nominator	Tadalech, Grade 5
55. School Name Nominated	River Rock Elementary
Rationale	None provided

Name of Nominator	Angelo Gatto
56. School Name Nominated	Roots to Branches Elementary
Rationale	This name is clearly related to plants/trees.

Name of Nominator	Heather Gatto
57. School Name Nominated	Roots to Wings Elementary
Rationale	This is a reference to the general characteristics of trees and birds.

Name of Nominator	Scott Pangrle and Pat Range's Book Club
58. School Name Nominated	Salish Elementary
Rationale	The Salish Sea surrounds us. The school district's motto is "Learning

	Through a Sense of Place.”
--	----------------------------

Name of Nominator	Savannah, Grade 5
59. School Name Nominated	Salish Point Elementary
Rationale	None provided

Name of Nominator	Karmen Meier, Allegra Bothell, Carrie Blair, Sarah Finger, Luella, OPEPO, grade 2, Stenehjem 2 nd /3 rd grade class
60. School Name Nominated	Salish Sea Elementary
Rationale	Karmen: Salish Sea Elementary-- Since we live on the Salish Sea I thought it would fit nicely in with our MDS and with being on the water. Carrie: It's that wet stuff to the north. Sarah: Salish Sea Elementary to represent the connection to the sea as well as to native cultures.

Name of Nominator	Dorothy Stengel
61. School Name Nominated	Salish Sea Discovery or Salish Sea Maritime Discovery Elementary
Rationale	The Salish Sea is a locally recognized term for our unique local maritime ecosystem. We are a Maritime Discovery School. Our transportation entry will be on Discovery Road. There are so many facets to Discovery.

Name of Nominator	Sheri Shaw
62. School Name Nominated	Salish Trails Elementary
Rationale	Not only is Salish Trails Elementary a catchy name for a school, it would also align with our Maritime Discovery School program. Through our curriculum students are taught to preserve and protect the Salish Sea ecosystem, a system that has long provided for our local community. In addition, our town is privileged to be surrounded by so many natural wonders including the Salish Sea. Finally, the name "Salish Trails Elementary, is unique making our school one of a kind. Join me in supporting Salish Trails as the name of our new elementary school.

Name of Nominator	Patrick Johnson
63. School Name Nominated	Sea Breeze Elementary
Rationale	1. A scientific term, "A thermally produced wind blowing from a cool ocean surface onto adjoining warm land" 2. Recognition of the surrounding ocean environment 3. Easy to pronounce 4. Easy to remember 5. Fun and nonoffensive acronym (SBES) 6. Pleasant sounding 7. Honors Port Townsend's

	<p>historical, cultural, and natural heritage 8. Suggests something light, safe, and warm as the “feeling” of an elementary school should be 9 A prompt for a lesson about the sea, the weather, and marine life 10. Lends it self to a wide range of artistic interpretations for logos, monikers, and various forms of building art, i.e., paintings, sculptures, interior design ideas, colors, etc. 11. Complements and supports the Ocean School vision and mission statement 12. Not a rare name nor one that is too common 13. Does not appear to be any other schools in the State of Washington with Sea Breeze name 14. A metaphor for learning, e.g., "Knowledge is like a breeze that comes from the richness of the sea and spreads among us." Also, students will really like this name.</p>
--	--

Name of Nominator	Grace, Grade 2 OPEPO
64. School Name Nominated	Sea Side Elementary
Rationale	It is cool

Name of Nominator	Levi, Grade 1, Sanders
65. School Name Nominated	Seattle Elementary
Rationale	It’s fun. I love it. I love the school.

Name of Nominator	Ava, Ms. Neuman’s 5 th grade class
66. School Name Nominated	Sky Ocean Elementary or Ocean Sky Elementary
Rationale	I think the new school should be called Sky Ocean or Ocean Sky because people love the ocean and the sky. I feel like the Ocean is a big part of Port Townsend

Name of Nominator	Rennie, Grade 4
67. School Name Nominated	Snoqualmie Elementary
Rationale	None provided

Name of Nominator	Israel, Grade 4
68. School Name Nominated	Spruce Elementary
Rationale	None Provided

Name of Nominator	Tanya Barnett
69. School Name Nominated	Tall Cedars Elementary
Rationale	“Tall Cedars:” many indigenous people of our region regard the red cedar as “the tree of life” –a revered source of basic human needs and a key species in our region’s “web of life.” The word tall alludes to aspirations of growth and the plural cedars points to a larger community (not just isolated individuals). I like this name because it

	proposes a vision of a community of learners aspiring for ever greater health and strength.
--	---

Name of Nominator	Idalya, Grade 1, Steinke
70. School Name Nominated	Washington Elementary
Rationale	It is a good place.

Name of Nominator	Cash, Grade 5
71. School Name Nominated	White Mountain Peaks Elementary
Rationale	None provided

Notable Individual School Name Nominations:

Name of Nominator	Doug Breithaupt
1. School Name Nominated	Margaret Berry Elementary
Rationale	<p>Obituary: 1926—2006. Margaret McRae Young Berry was born July 8, 1926 in Walnut Grove, Mississippi to Floyd Heber and Ella May (Rasco) Young, joining three older brothers and a sister in their pre-Civil War home on a small cotton farm. Following their mother's death shortly after Margaret's first birthday, their two grandmothers, a family friend and two hired women shared in the role of caring for the five children. However, these circumstances may have shaped Margaret's earliest years, she developed a zest for learning and spent much of her childhood reading books and newspapers. Although Margaret's father did not live to see her graduate in 1943 from Walnut Grove High School, he greatly influenced her liberal views. After her father's death, the farm was sold so that Margaret and her sister could further their education. Margaret first attended East Central Junior College from 1943-1945, graduating in January, 1946 from Mississippi College, where she received the honor of "Who's Who Among Students in American Universities and Colleges". At age nineteen, she was teaching high school in West Point, Mississippi. Two years later she moved to Natchez where she taught History and English until 1959. The recipient of a Ford Foundation Fellowship in 1953 to Columbia University, she earned her Master's degree there in 1956.</p> <p>Margaret accepted a position in 1959 with the Department of Defense teaching at Johnson Air Force Base in Japan. It was there she met Gordon Berry. The following year she returned to Mississippi, but a courtship via the postal service and a marital proposal hastened her return to Japan. On August 6, 1961 she married Gordon and became a second mother to eleven-year old Cindy and nine-year old Miles. The family moved to Bremerton in 1962, where she taught History and English at West High School for several years. She left teaching to become the Director of Federal Projects and Personnel Director of Bremerton School District. In 1978 Margaret was named Superintendent of Port Townsend School District, entitling her to the distinction of being the first female K-12 superintendent in the state of Washington. Margaret was a natural teacher, well loved by her students, but felt they taught her more than she taught them. She was an extremely candid and fair administrator whose door was always open. She was a wonderful daughter, sister, wife, mother, aunt and friend. A person who embraced learning all her life, Margaret was truly a woman ahead of her time, unafraid of controversy, unpopularity, or failure to pursue her passions about education and life. Margaret said what she believed and lived by what she said. The following quote is from a speech she gave in 1993: "I am a woman whose strong sense of self makes it easy for me to support others whose desires are to create a world where all persons are treated</p>

	<p>equally – no matter their race, their religion, their nationality, their color, their sex, or their sexual orientation.” It would be difficult to find a person whose life was not better for having known Margaret Young Berry. She is much loved and leaves a remarkable legacy. Margaret died November 5, 2006. Although Alzheimer’s disease stole her brilliant mind, it never touched her spirit. She would be the first to tell you her life was full and rich and to express her gratitude for the countless opportunities and honors that came her way.</p>
--	--

Name of Nominator	Kim Montgomery and Fiona, Grade 5
2. School Name Nominated	Chetzomoka Elementary
Rationale	I am nominating Chief Chetzemoka as the notable person, suggesting the name Chetzemoka Elementary to honor the safety he provided for immigrants to settle in this area. This idea and the memory of his actions hold particular significance in our community and nation, not only at this important historical time but in perpetuity. The schools could utilize his actions as a model for acceptance and protection among the citizens of our community and in the greater world. Retaining "Eagles" or utilizing "Thunderbirds" would 1. Keep in theme with the other schools in our community which both hold bird mascots. 2. Connect with the Native American spirit of the school and our geographical and national symbol of strength and honor 3. Give our diverse community and the Grant Street community in particular continuity through this major impactful change. Thank you for giving this idea your consideration. Kimberly Montgomery

Name of Nominator	Bonnie Stenehjem 2 nd /3rd grade class and William, Grade 5
3. School Name Nominated	Chief Chetzemoka Elementary
Rationale	No rationale provided.

Name of Nominator	David Egeler’s class
4. School Name Nominated	Juan De Fuca Elementary
Rationale	We studied the history, geography, and natural environment of our region to arrive at our top five choices.

Name of Nominator	From City Library
5. School Name Nominated	Bonzo Deleo Elementary
Rationale	Life time resident and community volunteer

Name of Nominator	William, grade 2
6. School Name Nominated	Discovery Elementary—also nominated by several as a geographic characteristic
Rationale	After Captain Vancouver’s ship, who named Port Townsend

Name of Nominator	Jennifer Stankus, Louise Raymond, and Ircsm@olyopen.com
7. School Name Nominated	George Earl Elementary
Rationale	Jennifer: George Earl, PT Citizen since 1951. Taught at the Fort Worden Juvenile Diagnostic Center and later became the longtime Grant Street School Principal. Veteran of the Korean and Vietnam. George was Citizen of Year 2004 (nominated 5 times) Kiwanian who started the Winter Sports Program, worked on the Stars of Tomorrow program and Camp Beausite. Louise: Locally prominent citizen. Ircsm@olyopen.com : past principal and community treasure.

Name of Nominator	Stephen, Grade 5
8. School Name Nominated	Benjamin Franklin Elementary
Rationale	None provided

Name of Nominator	Jennifer Matney
9. School Name Nominated	Pettygrove Elementary
Rationale	Francis W. Pettygrove was one of the founders of Port Townsend in 1852

Name of Nominator	David Egeler's Class and Natalie Hutton
10. School Name Nominated	Quimper Elementary—previously nominated
Rationale	Egeler: We studied the history, geography, and natural environment of our region to arrive at our top five choices. Hutton: We live on the Quimper Peninsula. I envision the Quimper cuties as their nickname and think promoting Cutie mandarins for the kids to eat—be healthy.

Name of Nominator	Jason Rosas
11. School Name Nominated	Marvin G. Shields Elementary School
Rationale	Marvin Glenn Shields was the first and only United States Navy Seabee to be awarded the Medal of Honor. He was also the first sailor to receive the Medal of Honor for heroism above and beyond the call of duty in the Vietnam War.

Name of Nominator	Alisa Costello
School Name Nominated	James G. Swain Elementary
Rationale	None provided

Name of Nominator	David Egeler's Class and Anonymous community member
12. School Name Nominated	George Vancouver Elementary
Rationale	We studied the history, geography, and natural environment of our region to arrive at our top five choices.

Name of Nominator	Peter Braden's 1 st /2 nd grade class and Britany, Grade 5
13. School Name Nominated	George Washington Elementary
Rationale	No rationale provided.

Name of Nominator	Ava, Grade 5
14. School Name Nominated	Washington Elementary
Rationale	No rationale provided.

Names that were determined to not be valid nominations in regards to meeting the definitions of notable individual and geographic features as defined by district policy and the naming committee.

Name of Nominator	Joseph Adam
1. School Name Nominated	Adam Elementary
Rationale	None provided

Name of Nominator	Dawn Braden's Class: Winnie, Gracie, Isaiah, and Kaida
2. School Name Nominated	Alex Morgan Elementary
Rationale	Good at soccer. Writes books. Does not take drugs. Good female role model. Kids love soccer. She is on the Gatorade bottle.

Name of Nominator	Lenore, Grade 2 OPEPO
3. School Name Nominated	Axolotl Elementary
Rationale	They are very interesting creatures, and they are adorable.

Name of Nominator	Sam, Grade 1 OPEPO
4. School Name Nominated	Bald Eagle Elementary
Rationale	They represent us. They are cool. They even represent the United States.

Name of Nominator	Peter Braden's 1 st /2 nd grade class
5. School Name Nominated	Barack Obama Elementary
Rationale	No rationale provided.

Name of Nominator	Anora, Grade 1, Sanders
6. School Name Nominated	Blue Heron Eagle Elementary
Rationale	I love eagles and like blue herons. I would like it to be that name.

Name of Nominator	Grady, Ms. Neuman's 5 th grade
7. School Name Nominated	Blue Jay Elementary
Rationale	It is a local bird, and there is a tradition of using bird names here.

Name of Nominator	Peter Braden's 1 st /2 nd grade class
8. School Name Nominated	Book Elementary
Rationale	No rationale provided.

Name of Nominator	Oliver, Grade 2 OPEPO
9. School Name Nominated	Bubbles Elementary
Rationale	It sounds cool to me and everybody.

Name of Nominator	Mkmdurben@yahoo.com
10. School Name Nominated	Cedar Waxwing Elementary
Rationale	PNW bird, uniquely eats high fruit diet and passes the seeds far and wide. (Having a wonderful rejuvenating impact on their environment)

Name of Nominator	Atom, Grade 2 OPEPO
11. School Name Nominated	The Cheetahs Elementary
Rationale	I love cheetahs, and they are cute, fast, and awesome

Name of Nominator	Denise Aedan's 1 st and 2 nd grade class, Tarrence, Grade 1, Steinke
12. School Name Nominated	Cougar Elementary
Rationale	No Rationale provided. Tarrence: I like cougars.

Name of Nominator	Dawn Braden's Class: Chiara
13. School Name Nominated	David Shannon Elementary
Rationale	He is an author who wrote Captain Underpants.

Name of Nominator	Dorothy Stengel's 1 st /2 nd Grade—Sophia, Abby, Tristyn, Oscar, Jett, Arah, Shayne, William, Mandy O'Keefe, and Abby, a student.
14. School Name Nominated	Eagle Elementary
Rationale	Reasons include: We see them right out the window. They are on our playground. It fits the school well. It's our mascot. Eagles are cool. I chose Eagle Elementary because we can see eagles and because we are close to the ocean as well. I like the name. Eagles are found all over Port Townsend and in the surrounding areas.

Name of Nominator	Maraiah Lynn Nadeau and Tana Fukano, Pat Range's Book Club
15. School Name Nominated	Eagle's Nest Elementary
Rationale	Maraiah: Eagles are a proud local feature. Eagles also links to present Grant Street school pride. "Nest" sounds cozy and safe—where eaglets are nurtured until they fly strongly on their own. Tana: Port Townsend is a natural habitat of the eagle, and students can retain their beloved Salish Eagle mascot in its new Eagle Nest home.

Name of Nominator	Maggie Kelley's class
16. School Name Nominated	Falcon Elementary
Rationale	A student saw a falcon on the playground.

Name of Nominator	Luke, Grade 1 OPEPO
17. School Name Nominated	Flamingo Elementary
Rationale	A lot of people like flamingoes.

Name of Nominator	Sage, Grade 1, Sanders
18. School Name Nominated	Friendly Fryers
Rationale	It has yummy food. I love fried food. It has hamburgers.

Name of Nominator	Sally Shaw-Dankert and Hazel, Grade 2 OPEPO
19. School Name Nominated	Golden Eagle Elementary
Rationale	The Golden Eagle is similar to the Red-tailed Hawk (HS Redhawks but its wings are broader. It would signify the extended reach our new school will have to serve B-5 and the public (library, health room, etc.) Hazel: Lots of people like them. They are endangered, and it might cool to have one as the name.

Name of Nominator	Emmerson, 1 st grade, Steinke
20. School Name Nominated	Green Eagle Elementary
Rationale	I like eagles because it is fun to watch them fly in the sky, and I watched them with my mom and dad, and it is fun.

Name of Nominator	Joseph Adam
21. School Name Nominated	Hippies Elementary
Rationale	None provided

Name of Nominator	Sol, Grade 1 OPEPO
22. School Name Nominated	Hogwarts Elementary
Rationale	Because people like the book

Name of Nominator	Delilah, Grade 1, Steinke
23. School Name Nominated	Horse Elementary School
Rationale	Horses are fast and are fun. They are cool. It is a good name. Horses like to run.

Name of Nominator	Maggie Kelley's class
24. School Name Nominated	Jellyfish Elementary
Rationale	Jellyfish live nearby.

Name of Nominator	Silas, Grade 2 OPEPO
25. School Name Nominated	Kitty Elementary
Rationale	Because cats are cute

Name of Nominator	Olivia, Grade 1 OPEPO
26. School Name Nominated	Lady Bug Elementary
Rationale	It is cool

Name of Nominator	Bjorn, Grade 1 and 2, Stengel
27. School Name Nominated	Lego Ninjas Elementary
Rationale	Can't decipher rationale.

Name of Nominator	Isaac and Hunter, Grade 1 and 2, Stengel and Akeyla, Grade 4
28. School Name Nominated	Orca Elementary
Rationale	Isaac: They are orca whales. Hunter: Without orcas there will be too much fish.

Name of Nominator	Maggie Kelley's class and Peter Braden's 1 st /2 nd grade class
29. School Name Nominated	Owl Elementary
Rationale	A student saw an owl at recess and liked it.

Name of Nominator	Lillian, Grade 1, Sanders
30. School Name Nominated	Peaches Elementary
Rationale	No rationale provided

Name of Nominator	Jay and Nancy Westbook and Sam, Grade 4 OPEPO.
31. School Name Nominated	The Puffin School
Rationale	Because puffins and children are so cute, and this new campus will be their Protection Island, a place that nurtures them encourages them to try out their wings, and teaches them the skills they will need to be successful when they fledge. Also— other schools already have bird names: Blue Heron, Red Hawk, and Swan. Sam: I don't really know it just sounds good.

Name of Nominator	Elly, Grade 1, Steinke and James, Grade 5
32. School Name Nominated	Red Hawk Elementary
Rationale	Hawks are beautiful birds.

Name of Nominator	Finnula, Grade 4 OPEPO, and Roscoe, Grade 5
33. School Name Nominated	River Otter Elementary
Rationale	They are local and unique

Name of Nominator	Joy, Grade 1 and 2, Stengel
34. School Name Nominated	Salish Eagle Elementary
Rationale	We get eagle awards and eagle pins. They are for our prize.

Name of Nominator	Zane, Grade 1 and 2, Stengel
35. School Name Nominated	Salish Orcas Elementary
Rationale	It will fit the school and orcas are amazing fighters.

Name of Nominator	Olivia, Grade 1 and 2, Stengel
36. School Name Nominated	Salish Salmon Elementary
Rationale	I think Salish Salmon is a good name because salmon are the keystone in the Salish Sea.

Name of Nominator	Silas, Grade 1 and 2, Stengel
37. School Name Nominated	Salish Seagull Elementary
Rationale	They line up in the sky and by the water.

Name of Nominator	Nancy Biery
38. School Name Nominated	Salmon Elementary
Rationale	Jefferson County enjoys an abundance of salmonoid rearing streams. Many more than other places on the peninsula. The life cycle of salmon is an excellent learning tool for children of all ages and can be applied across different subject areas. Finally, a healthy ecosystem is what Port Townsend and Jefferson County strives to achieve on a daily basis. It only seems fitting to have students come out of school with an understanding and appreciation how integral salmon are to their future, and the planet as a whole.

Name of Nominator	Bonnie Stenehjem 2 nd /3rd grade class
39. School Name Nominated	School of Life Elementary
Rationale	No rationale provided.

Name of Nominator	Molly, Kindergarten, Miss Katie
40. School Name Nominated	Sea Star Elementary
Rationale	None provided

Name of Nominator	Kohl, Grade 1, Sanders
41. School Name Nominated	Seahawks Elementary
Rationale	It is a football team.

Name of Nominator	Satria, Grade 1 Steinke
42. School Name Nominated	Silver Swan Elementary
Rationale	Swans are graceful. They can swim smoothly and if you tame them they can dance. How cool! Like all birds they fly south for the winter.

Name of Nominator	Pat Range's Book Club
43. School Name Nominated	Soaring Eagle
Rationale	None provided

Name of Nominator	Wynston, Grade 1 OPEPO
44. School Name Nominated	Sol Kennedy Elementary
Rationale	Sol is cool. He is brave.

Name of Nominator	Asher, Grade 2 OPEPO
45. School Name Nominated	Sonics Elementary
Rationale	I like basketball. I like the Sonics too. You should try. Go go basketball! Go Sonics!

Name of Nominator	From the City Library
46. School Name Nominated	Tree Frog Elementary
Rationale	None Supplied

Name of Nominator	Hope, Grade 1 Steinke
47. School Name Nominated	Wild Cats Elementary
Rationale	It has sharp claws. They attack their prey, and they are feisty.

Name of Nominator	Anonymous
48. School Name Nominated	Wilson School
Rationale	Not for the President; this is a local name. Not for Jennifer, nor for Scott, but for both of them. She's been a highly productive member of the School Board, and he's been one of the strongest supporters of education at all levels in the past several decades. They have earned and deserve this honor.

PORT TOWNSEND SCHOOL DISTRICT NO 50
CALENDAR OF EVENTS
January 23, 2017 – February 27, 2017

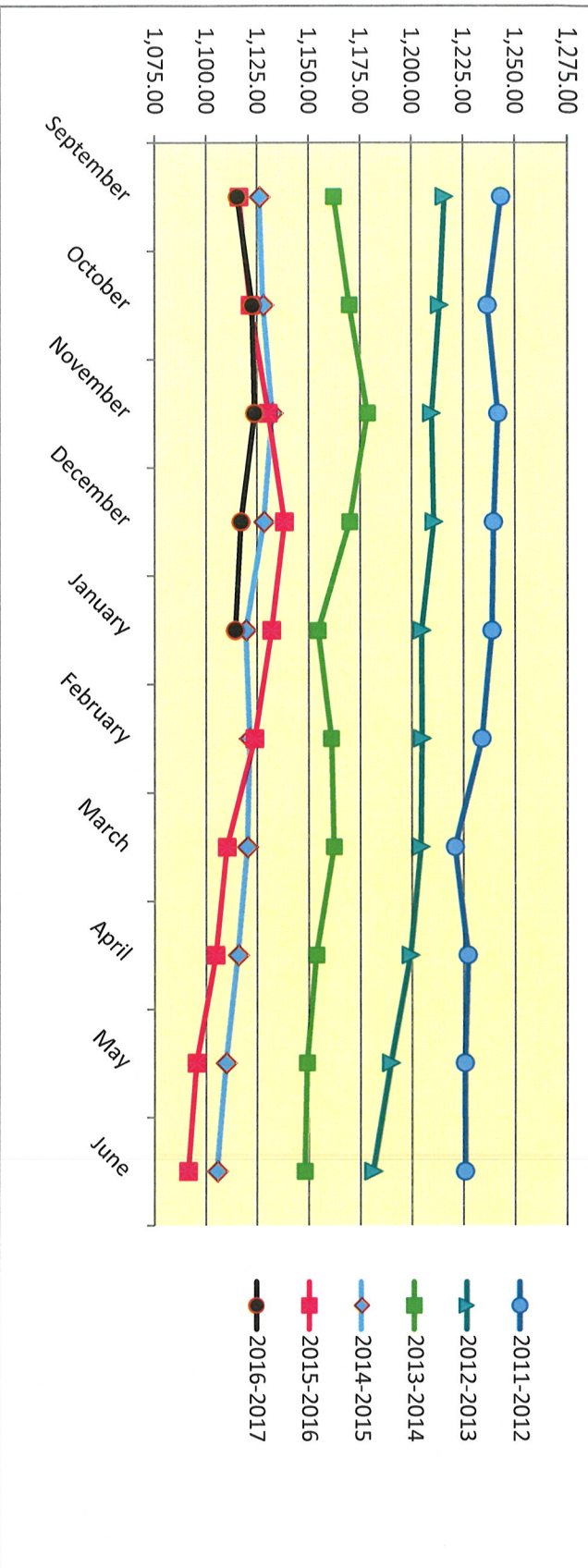
January 23	School Board regular meeting, 6 pm
January 25	2-hr. Early Release, all schools
January 28	HS Winterfest Dance, 8-11 p.m.
February 1	2-hr. Early Release, all schools
February 2	Tech Committee meeting, 3:30 p.m., (Connie)
February 7	Policy Review Committee meeting, 3:30 p.m. (Nathanael, Jennifer)
February 8	2-hr. Early Release, all schools
February 9	5 th Grade Band Concert, 6:30 p.m., BH
February 10	Dance of the Decades, 6-7:30, GS
February 12-13	WSSDA Legislative Conference
February 13	School Board work/study meeting, 6 pm
February 15	2-hr. Early Release, all schools
February 17	Snow Make-up Day, No School (unless needed to make-up snow day)
February 20	President's Day, No School
February 22	2-hr. Early Release, all schools
February 24	Friday Salon, 2:00 p.m., HS GS Science Fair, 6-7:30 p.m.
February 27	HS spring sports begin School Board regular meeting, 6:00 p.m.

Port Townsend School District Enrollment 2016-2017
January-2017

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	AVG	BUDGET	Variance
Kindergarten	68.80	69.80	70.80	69.80	69.80						69.80	85.00	(15.20)
Grade 1	93.00	94.00	95.00	93.05	95.05						94.02	92.00	2.02
Grade 2	75.07	73.07	74.07	74.07	76.07						74.47	72.00	2.47
Grade 3	87.00	87.00	86.00	86.00	84.00						86.00	92.00	(6.00)
Grade 4-5	21.00	20.40	20.40	20.40	20.40						20.52	21.00	(0.48)
TOTAL-Elem	344.87	344.27	346.27	343.32	345.32	0.00	0.00	0.00	0.00	0.00	324.29	362.00	(17.19)
Grade 4	60.00	62.00	62.00	62.00	62.00						61.60	63.00	(1.40)
Grade 5	66.00	66.60	66.60	68.60	67.60						67.08	65.00	2.08
Grade 6	109.72	109.72	108.72	109.32	108.32						109.16	103.00	6.16
Grade 7	76.67	78.97	79.42	77.87	75.97						77.78	74.00	3.78
Grade 8	77.31	75.69	76.69	74.69	75.39						75.95	71.00	4.95
TOTAL-Middle	389.70	392.98	393.43	392.48	389.28	0.00	0.00	0.00	0.00	0.00	391.57	376.00	15.57
Grade 9	72.40	75.20	74.40	73.40	72.40						73.56	65.00	8.56
Grade 10	68.80	71.20	70.28	70.28	70.28						70.17	73.00	(2.83)
Grade 11	72.80	74.00	73.96	73.28	71.48						73.10	69.00	4.10
Grade 12	92.70	91.90	92.46	91.66	94.66						92.68	84.00	8.68
TOTAL-High	306.70	312.30	311.10	308.62	308.82	0.00	0.00	0.00	0.00	0.00	309.51	291.00	18.51
Total K-12 BE	1,041.27	1,049.55	1,050.80	1,044.42	1,043.42	0.00	0.00	0.00	0.00	0.00	1025.37	1029.00	16.89
ALE K-6	33.00	32.00	31.00	31.00	30.00						31.40	28.00	3.40
ALE 7-8	10.85	10.55	10.55	10.55	10.55						10.61	12.00	(1.39)
ALE 9-12	30.00	30.20	31.40	31.20	30.40						30.64	30.00	0.64
Total OCEAN	73.85	72.75	72.95	72.75	70.95	0	0	0	0	0	72.65	70.00	2.65
Total K-12 FTE	1,115.12	1,122.30	1,123.75	1,117.17	1,114.37	0.00	0.00	0.00	0.00	0.00	1098.02	1099.00	19.54
Running Start - non-CTE		35.67	34.4	33.93	32.94						34.24	29.00	5.24
Running Start - CTE		1.33	1.33	1.33	2.47						1.62	2.00	(0.39)
TOTAL FTE	1,115.12	1,159.30	1,159.48	1,152.43	1,149.78	0.00	0.00	0.00	0.00	0.00	1133.87	1130.00	24.39
9-12 CTE Enhancement	61.80	64.20	63.80	63.00	62.80						63.12	55.00	

Over/Under

Monthly Full Time Equivalent Enrollment (FTE)



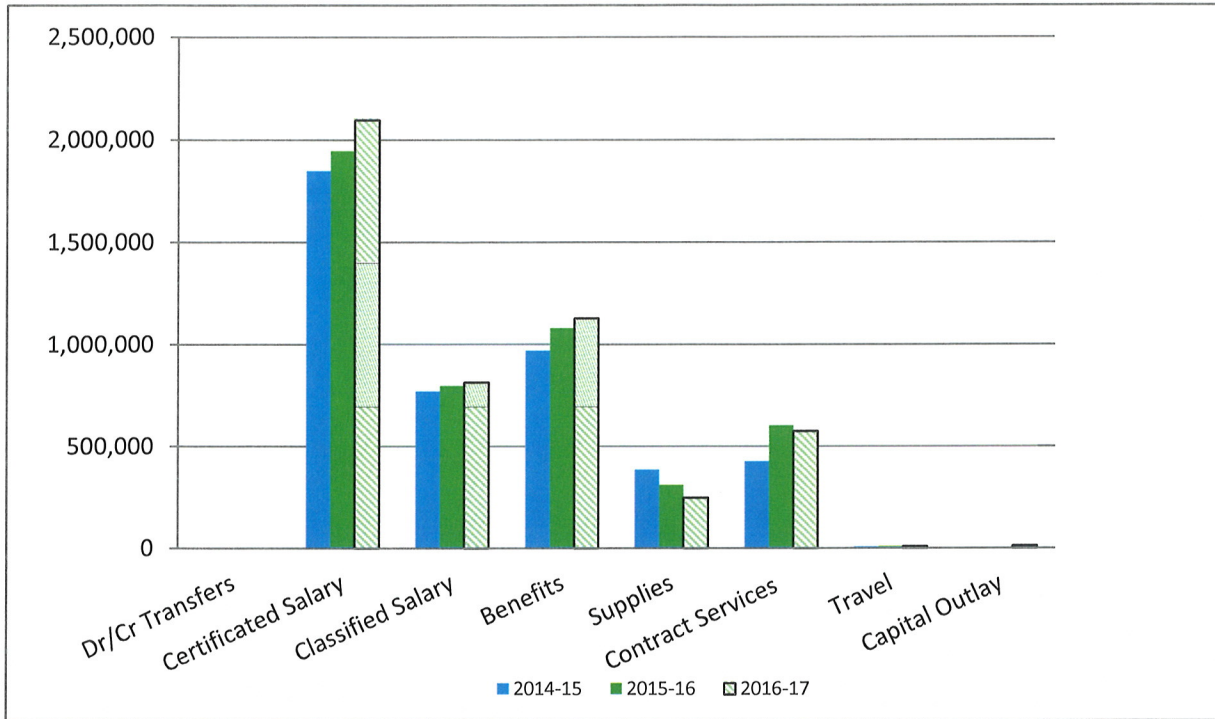
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Avg	Yr to Yr Change FTE	%
11-12	1,244	1,237	1,242	1,240	1,239	1,234	1,221	1,227	1,226	1,226	1,234	(34.38)	-2.7%
12-13	1,216	1,214	1,210	1,211	1,205	1,205	1,205	1,200	1,190	1,182	1,204	(29.93)	-2.4%
13-14	1,162	1,170	1,179	1,170	1,155	1,161	1,163	1,154	1,150	1,149	1,161	(42.43)	-3.3%
14-15	1,126	1,128	1,133	1,128	1,120	1,122	1,120	1,116	1,110	1,106	1,121	(40.37)	-3.2%
15-16	1,116	1,121	1,130	1,138	1,132	1,124	1,110	1,105	1,095	1,091	1,116	(4.59)	-0.4%
16-17	1,115	1,123	1,124	1,117	1,114	0	0	0	0	0	1,119	2.35	0.2%

Fund Summary

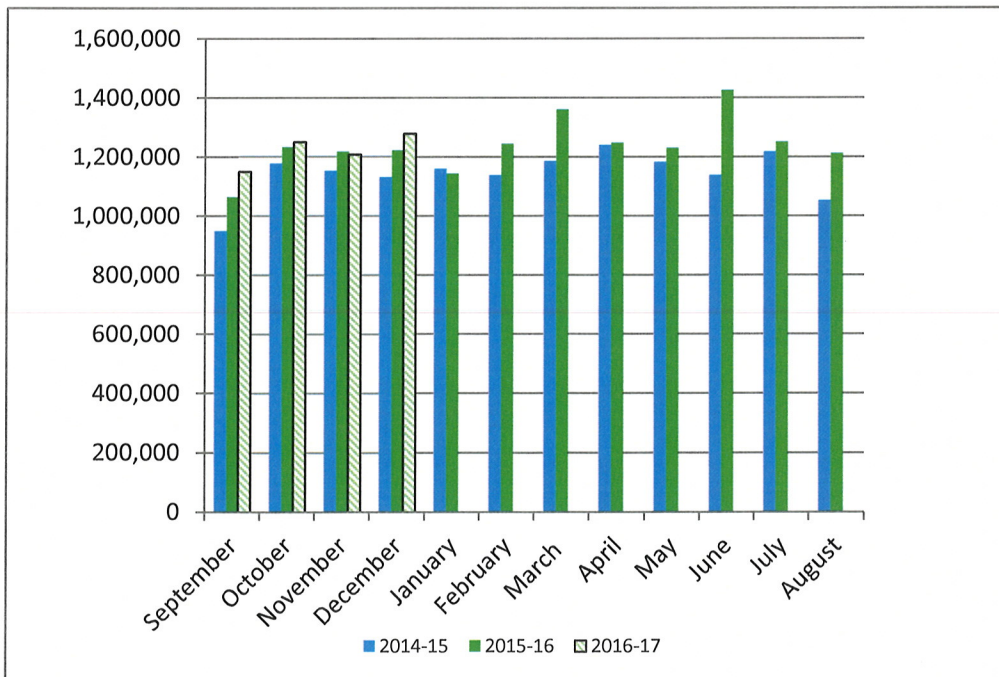
December 2016

	General Fund	Capital Projects	Debt Service	ASB	TVF
Beginning Fund Balance	750,431	42,188,498	127,674	328,653	299,298
Plus Revenues	<u>4,981,119</u>	<u>609,423</u>	<u>57,827</u>	<u>106,780</u>	<u>543</u>
Total Resources	5,731,551	42,797,921	185,501	435,433	299,841
Less Expenditures and Operating Transfers Out	<u>4,888,897</u>	<u>519,654</u>	<u>56,415</u>	<u>83,121</u>	<u>128,170</u>
Ending Fund Balance	<u><u>842,654</u></u>	<u><u>42,278,267</u></u>	<u><u>129,086</u></u>	<u><u>352,312</u></u>	<u><u>171,671</u></u>
Fund Balance as a % of Budgeted Expend. 15,439,226	5.46%				

Port Townsend School District
Year to Date Expenditures by Object
December 31, 2016
\$4,888,897

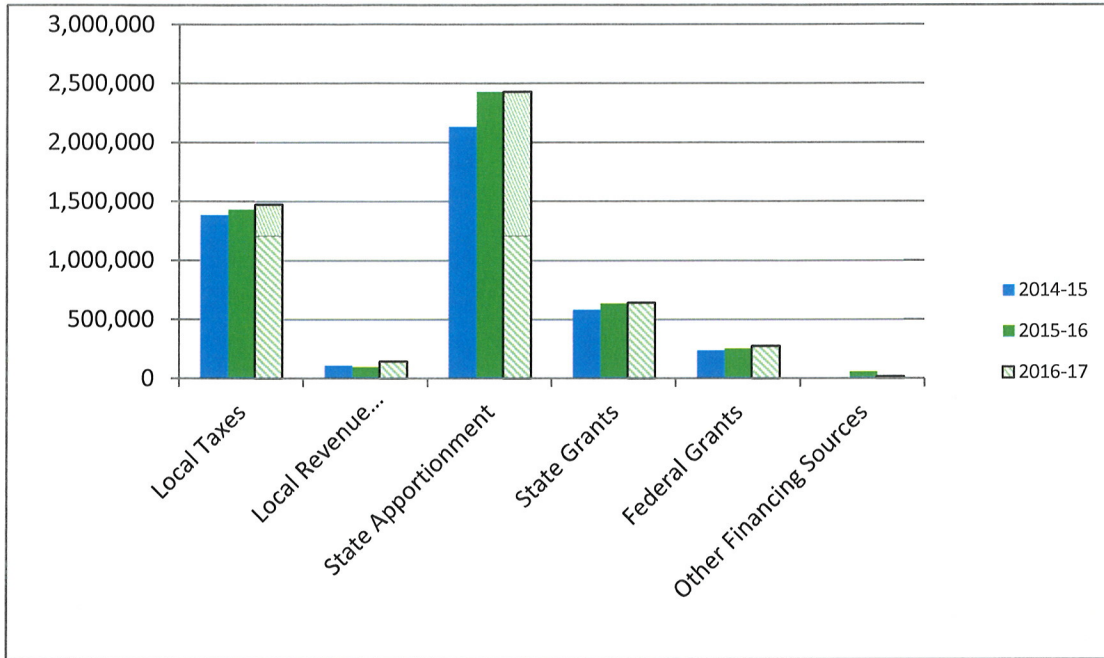


General Fund Expenditure Comparative

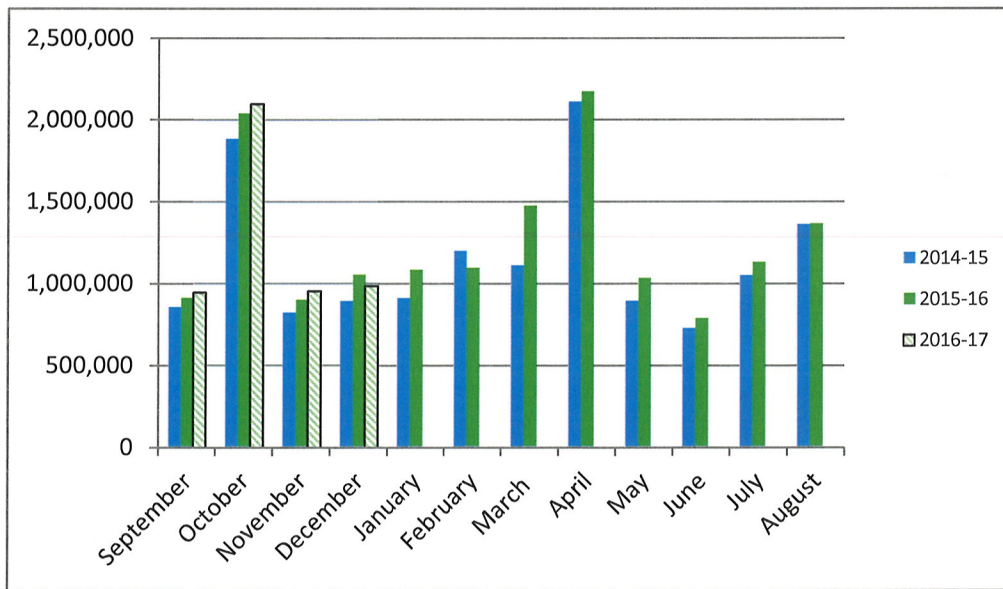


Expenditures as a percentage of budget is 31.66% and we are 33.33% through the year

Port Townsend School District
 Year to Date Revenue by Source
 December 31, 2016
 \$4,981,119



General Fund Revenue Comparison



Revenues as a percentage of budget is 32.92% and we are 33.33% through the year.

Current vs Prior Year

December 31, 2016

	Adopted 16-17 Budget	December 2016 Year To Date	December 2015 Year To Date	Difference
Revenues				
Local Tax	3,527,025	1,472,817	1,433,833	38,984
Local Non Tax	530,225	145,367	99,486	45,880
State General Purpose	7,476,001	2,429,683	2,427,312	2,371
State Special Purpose	2,183,810	640,023	634,308	5,715
Federal General Purpose	0	0	0	0
Federal Special Purpose	1,333,391	275,376	253,856	21,520
Other Agencies/Sources	78,500	17,854	58,815	(40,962)
Total	15,128,952	4,981,119 32.92%	4,907,610	73,509
Expenditures				
Employee Costs				
Payroll - Certificated	6,230,878	2,096,647	1,941,356	155,291
Payroll - Classified	2,433,511	815,611	796,087	19,524
Payroll - Benefits	3,424,949	1,128,944	1,077,723	51,221
	<u>12,089,338</u>	<u>4,041,202</u>	<u>3,815,167</u>	
% of overall expend	78%	83%	81%	
Non Employee Costs				
Supplies	853,281	248,502	310,049	(61,546)
Contract Services	2,381,306	575,204	601,638	(26,434)
Travel	25,301	9,414	9,414	0
Capital Outlay	90,000	13,680	0	13,680
	<u>3,349,888</u>	<u>846,800</u>	<u>921,101</u>	
% of overall expend	22%	17%	19%	
Total	15,439,226	4,888,002	4,736,268	151,735
Revenue less expenditures	(310,274)	93,117	171,342	(78,226)
Actual % of budget consumed		31.66%	31.54%	

Highlights

December 31, 2016

	December Revenues	YTD Revenues	December Expenditures	YTD Expenditures
General Fund				
Apportionment	672,835	2,429,683		
Local Tax Collection	21,561	1,472,817		
Special Education - State	116,405	418,900	213,615	773,800
Extracurricular			46,289	183,626
MDS	32,572	32,572	12,139	77,145
Food Service	30,209	106,657	34,940	129,740
Capital Projects				
Local Tax Collection	7,473	503,885		
Interest Revenue	4,776	21,755		
Local Support Non Tax	5,000	69,000		
Grant Revenue	14,784	14,784		
Capital Levy Expenditures			1,708	53,473
Bond Expenditures			173,770	410,328
Debt Service Transfer			0	55,853
Debt Service				
Non-Voted Principal/Interest	464	1,974	55,853	55,853
Debt Service Transfer	0	55,853		
ASB				
General Student Body	3,722	25,239	678	4,679
Athletics	240	11,840	1,792	28,955
Classes	745	11,457	1,707	3,196
Clubs	13,291	53,181	1,971	41,157
Private Monies	1,762	5,063	4,957	5,135
Transportation Vehicle				
Interest	148	543		
Equipment			0	128,170

Capital Levy Analysis

December 31, 2016

EXPENDITURES

	Levy Budget	Prior Years Expenditures	FY 2016-17 Expenditures	Total Expenditures	Balance Remaining
Technology Transfer GF	959,210	813,454	25,612	839,067	120,143.46
Phone System	134,815	134,815		134,815	-
Gael Stuart Roof	0	-		-	-
Roofing - HS & BH	179,052	179,052		179,052	-
HS Gym Lighting	0	-		-	-
BH Track	122,622	122,622		122,622	-
HS Heating	0	-		-	-
BH Flooring	35,000	15,444		15,444	19,555.52
BH Asset Preservation	90,000	5,438		5,438	84,561.86
HS Remodel/Improvement	338,879	337,021	1,858	338,879	-
Bus Barn	749,000	110,616	1,990	112,606	636,394.15
Safety	66,000	-	31,481	31,481	34,519.30
District carpet/flooring	266,000	26,356		26,356	239,643.69
Grant St	572,061	308,360	290	308,650	263,410.84
Sidewalk replacement	80,000	-		-	80,000.00
Lincoln	500,000	11,319		11,319	488,681.50
Facilities Planning	10,500	10,307		10,307	192.96
District Match ESCO Grant	471,485	465,796		465,796	5,689.25
Summer Work	29,071	29,071		29,071	-
Other Projects	15,389	-		-	15,388.69
Cap Proj Dir - GF	106,916	79,667	9,048	88,715	18,201.01
Total Levy	4,726,000	2,649,339	70,280	2,719,618	2,006,382

**Port Townsend School District -- STUDENT TRAVEL
STUDENT TRAVEL AUTHORIZATION - TRANSPORTATION REQUEST**

DUE TO PRINCIPAL AT LEAST **14 DAYS** IN ADVANCE OF TRIP
(30 DAYS IN ADVANCE OF OVERNIGHT TRIP, TO ENSURE BOARD APPROVAL)

Field Trip ASB Activity Other _____

Submitted by: Ferland Date of Request: 1/5/17
(teacher/advisor/coach)

School/Group (include Grade level): HS Orchestra

Date(s) of trip(s): 2/8/17 - 3/11/17 # of Students: 45 # of Adults: 8

School/Pick-up Point: H.S. Departure time: 8:00 am pm

Destination(s): Vancouver, BC Return time: 1:00 am pm

Address _____ City/State _____ Zip Code _____ Contact name/Phone _____

Funding Source: ASB Orchestra Charge to GF: 10 E 530 _____ 007x _____
Description Account Code:

Charge to ASB: 40 E 530 _____ 00 0000 _____
Account Code:

FIELD TRIPS: *District Policy/Procedure #2320P: "Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom."*

Reason for trip (List educational purpose of the trip, objectives/activities planned):
Clinic at University of BC school of music & performances

How will students be transported?: District Bus District Van Other _____
Yes / No -- Substitute(s) required? Yes How many? 1
Yes / No -- Sample itinerary and parent permission slip attached?
Yes / No -- Food Services notified?

DISTRICT TRANSPORTATION REQUEST: Bus Transport 45 District Van _____
estimated # estimated #

of Student in Wheelchairs: _____ *Ferry Required -- Yes / No _____
Which Terminal?

Other Information: _____

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

Building Approval:
C. Gluhardt 1/19/17
(Principal) (Date)

District Approval (out-of-state &/or overnight trips)
[Signature] 1.19.17
(Superintendent/Designee) (Date)

Distribution - White & Yellow: District Office Pink: Teacher Goldenrod: Building Secretary

Orchestra Trip to Vancouver BC 2017

Wednesday March 8

- 8:00 a.m. Leave for Port Angeles for State Adjudication performance (Washington State Music Educators' Association Event)
- 1:00 p.m. Finish adjudication and have lunch in Port Angeles
- 3:00 p.m. Leave for Victoria, B.C.
- 6:00 p.m. Check into motel for overnight stay

Thursday, March 9

- 10:00 a.m. Travel to Vancouver, B.C.
- 2:00 p.m. Check into motel
- 4:00 p.m. Travel to University of BC School of Music for tour of University of British Columbia campus, then Orchestra Clinic (evening) 6361 Memorial Rd, Vancouver, BC V6T 1Z2, Canada
- 9:00 p.m. Return to motel

Friday April 10th

- 9:00 a.m. Sightseeing in Vancouver, BC
- 6:00 p.m. Guests of the University of BC Symphonic Orchestra at the Chan Centre for a performance of *The Planets* by Holst.
- 9:00 p.m. Return to motel

Saturday April 11th

- 10:00 a.m. Return to Port Townsend
- 3:00 p.m. Arrive at PTHS

Vancouver Orchestra Trip 2017

My son/daughter, _____ has my permission to attend the Port Townsend High School Spring Orchestra Trip from Wednesday March 8, 2017 until Saturday, March 11, 2017 to Vancouver, BC. I have spoken with them about their expectations on this trip to follow Rules Governing Student Conduct found in the Student Handbook beginning on pg 24.

They understand that while on this trip they are following all rules and regulations as if they were at a regular school day. Furthermore, so that we have a successful trip and all students remain safe, they will quickly follow any instructions from their teacher and/or chaperones. Students also understand that while on overnight trips, students of the opposite sex are NEVER allowed to enter each other's hotel rooms for any reason.

HOLD HARMLESS

In consideration of this student being allowed to participate in the above activity, I agree to hold the Port Townsend School District harmless from any claim by or against it arising out of any negligent or wrongful action by the student.

Signature _____ Date _____

Relationship to Student _____

I (student name) _____ understand my expectations while on this trip. I understand that while I am on this school related activity, I am still under the supervision of school officials and will follow the Rules Governing Student Conduct found beginning on pg. 24 of the Student Handbook. I am also aware that any infractions may result in disciplinary action after returning to school. I will also assist teachers and chaperones by informing them of any unsafe situations that I observe.

Student Signature _____ Date _____

Medical Emergency Information Form - Port Townsend High School

Student Name _____ Sport _____ Grade _____

Home Address _____ Date of Birth _____

Parent or Guardian _____ Date of Physical _____

Phones - Home _____ Work _____ Cell _____

Physician _____ Phone _____

Emergency Contact _____

Phones - Home _____ Work _____ Cell _____

Insurance Company _____

Insurance Policy number _____

• Medications _____

• Allergies _____

• Medical History _____

For Office
Use Only

Medical Authorization

As parent or legal guardian, I authorize the team physician or in his/her absence, a qualified physician, to examine my child _____ and in the event of injury to administer emergency care and to arrange for any consultation by a specialist, including a surgeon, that he/she deems necessary to insure proper care of any injury. Every effort will be made to contact a parent or guardian prior to any involved treatment.

_____ Date

_____ Parent / Guardian

2/5/13

AIA® Document B102™ - 2007

Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services

AGREEMENT made as of the « » day of « » in the year « »
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

«»«, Port Townsend School District—»
«1610 Blaine Street
Port Townsend, WA —»
« »
« »

and the Architect:
(Name, legal status, address and other information)

«»«, Sundberg Kennedy Ly-Au Young Architects—»
«240 2nd Avenue South, Suite 450
Seattle, WA 98104—»
«Telephone Number: (206) 322-1130—»
« »

for the following Project:
(Name, location and detailed description)

« »
«
»

«Master Planning for Port Townsend High School, located at 1500 Van Ness, Port
Townsend, Washington»

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

TABLE OF ARTICLES

- 1 ARCHITECT'S RESPONSIBILITIES
- 2 OWNER'S RESPONSIBILITIES
- 3 COPYRIGHTS AND LICENSES
- 4 CLAIMS AND DISPUTES
- 5 TERMINATION OR SUSPENSION
- 6 COMPENSATION
- 7 MISCELLANEOUS PROVISIONS
- 8 SPECIAL TERMS AND CONDITIONS
- 9 SCOPE OF THE AGREEMENT

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

§ 1.1 The Architect shall provide the following professional services:

(Describe the scope of the Architect's services or identify an exhibit or scope of services document setting forth the Architect's services and incorporated into this document in Section 9.2)

«As set forth in AIA Document B203-2007 dated November 15, 2016. »

§ 1.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 1.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 1.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 1.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

- .1 General Liability

«Two million dollars per occurrence, four million aggregate »

- .2 Automobile Liability

«two million dollars, combined single limit and aggregate »

- .3 Workers' Compensation

«Washington Stop Gap, One Million Dollars ->»

- .4 Professional Liability

«Two million dollars per claim, three million dollars annual aggregate.»

ARTICLE 2 OWNER'S RESPONSIBILITIES

§ 2.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 2.2 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 2.3 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of consulting services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 2.4 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 2.5 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

ARTICLE 3 COPYRIGHTS AND LICENSES

§ 3.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 3.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 3.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Sections 5.3 and 5.4, the license granted in this Section 3.3 shall terminate.

§ 3.3.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 3.3.1.

§ 3.4 Except for the licenses granted in this Article 3, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

ARTICLE 4 CLAIMS AND DISPUTES

§ 4.1 GENERAL

§ 4.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 4.1.1.

§ 4.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction, if applicable. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 4.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 5.7.

§ 4.2 MEDIATION

§ 4.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 4.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 4.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 4.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 4.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

[« »] Arbitration pursuant to Section 4.3 of this Agreement

[« »] Litigation in a court of competent jurisdiction

[« »] Other *(Specify)*

§ 4.3 ARBITRATION

§ 4.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 4.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 4.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 4.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 4.3.4 CONSOLIDATION OR JOINDER

§ 4.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 4.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 4.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 4.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

ARTICLE 5 TERMINATION OR SUSPENSION

§ 5.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 5.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 5.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 5.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 5.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 5.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 5.7.

§ 5.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

§ 5.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 3 and Section 6.3.

ARTICLE 6 COMPENSATION

§ 6.1 The Owner shall compensate the Architect for services described in Section 1.1 as set forth below, or in the attached exhibit or scope document incorporated into this Agreement in Section 9.2.

(Insert amount of, or basis for, compensation or indicate the exhibit or scope document in which compensation is provided for.)

« »

§ 6.2 COMPENSATION FOR REIMBURSABLE EXPENSES

§ 6.2.1 Reimbursable Expenses are in addition to compensation for the Architect's professional services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 6.2.2 For Reimbursable Expenses, the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus an administrative fee of ~~«seven»~~ percent (~~«7-»~~ %) of the expenses incurred.

§ 6.3 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE

If the Owner terminates the Architect for its convenience under Section 5.5, or the Architect terminates this Agreement under Section 5.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of the Project as follows:

« »

§ 6.4 PAYMENTS TO THE ARCHITECT

§ 6.4.1 An initial payment of « none » (\$ « -0- ») shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 6.4.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid ~~«thirty»~~ («30») days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of monthly or annual interest agreed upon.)

«one » % «1% per month»

§ 6.4.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 6.4.4 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 7 MISCELLANEOUS PROVISIONS

§ 7.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 4.3.

§ 7.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 7.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 7.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 7.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 7.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 7.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 7.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

ARTICLE 8 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

« »

ARTICLE 9 SCOPE OF THE AGREEMENT

§ 9.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 9.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document B102-2007, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E201-2007, Digital Data Protocol Exhibit, if completed, or the following: B203-2007 Standard Form of Architect's Services: Site Evaluation and Planning

« »

- .3 Other documents:
(List other documents, including the Architect's scope of services document, hereby incorporated into the Agreement.)

«-«Attachment A – Task and Fee Analysis»

This Agreement entered into as of the day and year first written above.

OWNER

ARCHITECT

(Signature)

« »«for Port Townsend School District-»

(Printed name and title)

(Signature)

«John Kennedy-»« Member-»

(Printed name and title)

AIA® Document B203™ - 2007

Standard Form of Architect's Services: Site Evaluation and Planning

for the following PROJECT:
(Name and location or address)

«Master Planning for Port Townsend High School»
«1500 Van Ness, Port Townsend, Washington»
»

THE OWNER:
(Name, legal status and address)

«Port Townsend School District» « »
«1610 Blaine Street»
«Port Townsend, Washington»

THE ARCHITECT:
(Name, legal status and address)

«Sundberg Kennedy Ly-Au Young Architects»
«240 - 2nd Avenue South, Suite 450»
«Seattle, WA 98104»

THE AGREEMENT

This Standard Form of Architect's Services is part of or modifies the accompanying Owner-Architect Agreement (hereinafter, the Agreement) dated the «15th» day of «November» in the year «2016».
(In words, indicate day, month and year.)

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SITE EVALUATION AND PLANNING SERVICES
- 3 ADDITIONAL SERVICES
- 4 OWNER'S RESPONSIBILITIES
- 5 COMPENSATION
- 6 SPECIAL TERMS AND CONDITIONS

ARTICLE 1 INITIAL INFORMATION

The Architect's performance of the services set forth in this document is based upon the following information. Material changes to this information may entitle the Architect to Additional Services.

(List below information, including conditions or assumptions, that will affect the Architect's performance.)

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an owner-architect agreement. It may be used with G802™-2007, Amendment to the Professional Services Agreement, to create a modification to any owner-architect agreement.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

«It is anticipated that the architect will develop master planning concepts for the Port Townsend High School campus, with Phase 1 elevator and ADA work identified to correspond with the school bond. Security upgrades noted in the bond will be handled by the School District. Electronic files of existing conditions are not available. The architect will use blueprints from previous phases of work to generate campus master plan drawings.»

ARTICLE 2 SITE EVALUATION AND PLANNING SERVICES

§ 2.1 The Architect shall consult with the Owner, research applicable criteria, attend Project meetings, communicate with members of the Project team and issue progress reports. The Architect shall coordinate the services provided by the Architect and the Architect’s consultants with those services provided by the Owner and the Owner’s consultants.

§ 2.2 The Architect shall prepare, and periodically update, a schedule of Site Evaluation and Planning Services that identifies milestone dates for decisions required of the Owner, services furnished by the Architect and completion of documentation to be provided by the Architect. The Architect shall coordinate the Site Evaluation and Planning Services schedule with the Owner’s Project schedule.

§ 2.3 The Architect shall submit documents to the Owner at intervals appropriate to the process for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely on approvals received from the Owner to complete the Site Evaluation and Planning Services.

§ 2.4 ~~The Architect shall assist the Owner in connection with the Owner’s responsibility for filing documents required for the approval of governing and reviewing authorities having jurisdiction over the Project. These documents may include plats, replats, property subdivisions, waivers and variances, for zoning and other development guidelines. Intentionally Deleted~~

§ 2.5 The Architect shall provide only the services specifically designated below as the Architect’s responsibility. The Architect shall perform the designated services in accordance with a service description located in Section 2.6 or in an exhibit attached to this services document.

(Designate the services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 2.6 or in an exhibit attached to this services document. If in an exhibit, identify the exhibit.)

Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 2.6 below or an exhibit attached to this document and identified below)
§ 2.5.1 Program Analysis	<u>Not Provided</u>	
§ 2.5.2 Site Analysis and Selection	<u>Architect</u>	
§ 2.5.3 Site Context	<u>Not Provided</u>	
§ 2.5.4 Cultural Factor Analysis	<u>Not Provided</u>	
§ 2.5.5 Historic Resource Inventory	<u>Not Provided</u>	
§ 2.5.6 Site Development Planning	<u>Architect</u>	
§ 2.5.7 Detailed Site Utilization Studies	<u>Not Provided</u>	
§ 2.5.8 Utility Studies / Stormwater only	<u>Architect</u>	
§ 2.5.9 Environmental Studies	<u>Not Provided</u>	
§ 2.5.10 Design Guidelines	<u>Not Provided</u>	
§ 2.5.11 Parking and Circulation Analysis	<u>Architect</u>	
§ 2.5.12 Economic Analysis	<u>Not Provided</u>	
§ 2.5.13 Estimate of the Cost of the Work	<u>Not Provided</u>	
§ 2.5.14 Planning and Zoning Analysis	<u>Architect</u>	
§ 2.5.15 Meetings and Presentations	<u>Architect</u>	

§ 2.6 DESCRIPTIONS OF SERVICES: A brief description of each Site Evaluation and Planning Service is provided below.

(If necessary, provide in Section 2.7 expanded or modified descriptions of the Site Evaluation and Planning Services listed below.)

§ 2.6.1 Program Analysis: Analyze the Owner's building program with respect to the area required for building; area required for parking, circulation, open space, and other program elements; and any special constraints or requirements such as security, easements, and preserving habitat and wetlands.

§ 2.6.2 Site Analysis and Selection: Analyze a site or sites designated by the Owner. Analysis may consist of ownership, on-site observations, circulation systems and parking studies, topography analysis, and analysis of deed, zoning and other legal restrictions, studies of availability of construction materials, equipment and labor and construction markets. Evaluate the site studies to assist the Owner in selecting the site for the Owner's project ADA review.

§ 2.6.3 Site Context: Describe physical characteristics and context of immediately surrounding area and a general land use pattern, with a brief description of proximate development, such as agricultural, single-family detached residential, single-family attached residential, multi-family residential, retail, commercial, office, light industrial, heavy industrial, public and semi-public use, park and open space, vacant, or other appropriate land uses. Intentionally Deleted

§ 2.6.4 Cultural Factor Analysis: Research the history of the site that may include historic land uses, existing structures on and adjacent to the site, archaeological significance, other cultural factors and analyze the impact of the proposed use on the surrounding sites and community. Intentionally Deleted

§ 2.6.5 Historic Resource Inventory: Prepare an inventory of any historic structures, or other historic features on the site. Identify landmark features or structures as noted on local, city, county, state, or Federal inventory of historically significant buildings, places or features. Intentionally Deleted

§ 2.6.6 Site Development Planning: Based on the preliminary site analysis and selection of a site, prepare conceptual site development drawings which may include land utilization, structure placement, facility development, development phasing, access and circulation of vehicles and pedestrians, parking facilities and utility systems. Analyze surface and subsurface conditions, ecological requirements, deeds, zoning, and other legal restrictions, landscape concepts and features.

§ 2.6.7 Detailed Site Utilization Studies: Prepare a detailed site analysis, which may include land utilization, structure placement, facilities development, circulation systems, parking facilities and utility systems. Analyze surface and subsurface conditions, the soils report, vegetation, slope of land, ecological requirements, deeds, zoning and other legal restrictions, landscape features and materials. Intentionally Deleted

§ 2.6.8 Utility Studies: Establish requirements and prepare initial designs for the on-site utilities which may include electrical service and distribution, gas service and distribution, water supply and distribution, site drainage, sanitary sewer collection and disposal, process waste water treatment, storm water collection and disposal, central plant mechanical systems, fire systems, emergency systems, security, pollution control, site illumination, and communications systems. Analyze the availability of existing utility mains, transmission and distribution lines.

§ 2.6.9 Environmental Studies: Determine the need for environmental monitoring, assessment and impact statements and prepare reports as required. If required, attend public meetings and hearings. Intentionally Deleted

§ 2.6.10 Design Guidelines: Prepare concept design guidelines to develop a set of standards for site improvements, including signage, lighting, landscaping, pedestrian amenities, banners, and other similar guidelines.

§ 2.6.11 Parking and Circulation Analysis: Determine Review parking requirements for the Project, including the number of parking spaces required by governing agencies and the Owner.

§ 2.6.12 Economic Analysis: Based on the above surveys, evaluations, studies and inventories, assess the extent of buildable area and the potential impact on development cost. Intentionally Deleted

§ 2.6.13 Estimate of the Cost of the Work: Prepare a preliminary estimate of the cost of the work for the development of the site based on the design approved by the Owner. Intentionally Deleted

§ 2.6.14 Planning and Zoning Analysis: Identify and research applicable planning and zoning ordinances. Develop and present options to the Owner.

§ 2.6.15 Meetings and Presentations: Attend meetings, public hearings, and citizen information meetings as noted in Attachment A directed by the Owner. Represent the Owner in presenting the proposed development to the governing agencies for approval. Prepare presentation materials for selected options and present to the governing agencies at public meetings and hearings.

§ 2.7 EXPANDED DESCRIPTION OF SERVICES

(In the space below, provide expanded or modified descriptions of the Site Evaluation and Planning Services listed above, add other services as space permits, or refer to an exhibit attached to this document.)

« Refer to Attachment A, Task and Fee Analysis, for a list of services to be provided, including Structural, Civil, and Landscape consultant master planning input. »

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 The Architect shall provide Site Evaluation and Planning Services exceeding the limits set forth below as Additional Services. When the limits below listed in Attachment A are reached, the Architect shall notify the Owner:

- 1 « » (« ») visits to the site by the Architect over the duration of the services
- 2 « » (« ») presentations of any portion of the Services as requested by the Owner
- 3 « » (« ») meetings with any boards, committees or other required groups

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 The Owner shall furnish a program setting forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, special equipment, systems and site requirements.

§ 4.2 The Owner shall provide the Architect with any available previous studies, data, reports, or documents which have a direct bearing on the requirements of the Project and that may be reasonably needed for the Project.

§ 4.3 The Owner shall provide access to the property, buildings, and personnel necessary for the Architect to complete the services. The Owner shall conduct tours and explain the property's original, current and anticipated future use.

§ 4.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 4.5 The Owner shall furnish services of geotechnical engineers which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate recommendations.

ARTICLE 5 COMPENSATION

§ 5.1 For the Architect's Site Evaluation and Planning Services described under Article 2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

« Per Attachment A, compensation is to be hourly to a maximum of \$39,250, including structural, civil, landscape subconsultants. Subconsultants will be billed with a 7% mark-up, included in the aforementioned fee. »

Reimbursables such as printing and mileage are not included in the aforementioned fee, and will also be charged with a 7% mark-up. Travel time to and from Port Townsend will not be billed.->

§ 5.2 For Additional Services that may arise during the course of the Project, including those under Section 3.1, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

«Hourly at architect's standard rates.->

§ 5.3 Compensation for Additional Services of the Architect's consultants, when not included in Section 5.2, shall be the amount invoiced to the Architect plus ~~«seven»~~ percent (~~«7»~~ %), or as otherwise stated below:

« »

ARTICLE 6 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Standard Form of Architect's Services: Site Evaluation and Planning, if any, are as follows:

« »

		Principal JK/RS \$150	Staff (Average) \$85
1.0	Preliminary Programming and Site Design with Campus Committee		
	1 Compile as-built campus plan and ID all spaces	6	45
	2 Kick off meeting(s) with Campus Committee- review logistics, schedule, goals, contracts, subconsultants, confirm program, etc., and discuss preliminary site issues/concepts	4	0
	3 Site and Program Concept Design	4	24
	4 Follow up meeting with Campus Committee- review and confirm concept design	4	0
	5 Final Master Plan Drawings and Document	4	40
	6 Initial coordination, code review, and communications with City, Fire Dept., Landscape Architect, etc.	2	6
	7 Lincoln Building Review and Assessment of Options	4	10
	8 ID and concept planning for Phase 1 work incl. elevator plan	8	30
	9 Project Management (assume 6 week duration at 1.5 hours per week)	4	9
	TOTAL HOURS	40	164
	at rate	\$150	\$100
	FEES	\$6,000	\$16,400
	TOTAL ARCHITECTURAL	\$22,400	
2.0	Landscape/Civil Design		
		Principal	Staff
	1 Attend kick-off meeting with campus committee	4	0
	2 Develop concept landscape plan and narrative	8	24
	3 Civil/site stormwater and utilities review and narrative	4	36
	TOTAL LANDSCAPE/CIVIL	\$12,000	
3.0	Structural Engineer		
		Principal	Staff
	1 Review existing conditions	8	16
	2 Develop master plan structural narrative (1 page)	4	2
	3 Review and comment on Phase 1 concept work incl. elevator plan	4	0
	TOTAL STRUCTURAL	\$4,000	
	TOTAL SUB- CONSULTANTS	\$16,000	
	mark up at 7%	\$1,120	
	TOTAL ARCH, LANDSCAPE, CIVIL, STRUCTURAL	\$39,520	
	Cost Estimating Not Included		

AGREEMENT FOR CONSULTING SERVICES PORT TOWNSEND SCHOOL DISTRICT

THIS AGREEMENT is entered into as of January 19, 2017, by and between the Port Townsend School District No. 50, 1610 Blaine Street, Port Townsend, Washington, 98368 (“School District”) and Associated Earth Sciences (“Consultant”).

A. *The School District desires to engage the Consultant to perform certain technical, professional, and other services described in this Agreement (“Services”) including the Services described in the Associated Earth Sciences proposals dated September 27, 2016 and December 9, 2016 (attached) for the Grant Street Elementary School Replacement Project (“Project.”)*

B. *The Consultant represents that it is in all respects qualified to perform the Services, is capable of performing the Services, and is not financially associated with the School District.*

AGREEMENT

1. Contractual Relationship

The Consultant shall be and operate as an independent contractor and shall have control over and responsibility for the conduct of all personnel performing the Services. The Consultant is not an officer, agent, or employee of the School District for any purpose, and is not authorized on behalf of the School District to enter into any agreements, to waive any provisions of the Project’s Contract Documents, to receive or accept contractual notice, to authorize payment, or to accept or approve any change in the Contract Sum or Contract Time as set forth in the Contract Documents. The School District shall not be responsible for fringe benefits, withholding, paying of any taxes on behalf of Consultant or Consultant’s employees or agents, or remuneration above the amount stipulated in this Agreement. This Agreement does not preclude the Consultant from undertaking work or assignments from other school districts, agencies or individuals.

2. Scope of Service

a. Services. The Consultant shall perform Services pursuant to this Agreement as more fully described in the Associated Earth Sciences Proposals dated September 27, 2016 and December 9, 2016 (attached). Any terms therein inconsistent with this Agreement and any limitations or extensions of liability therein are void unless each such term is initialed by both parties.

b. Performance. All of the Services will be performed by or through the Consultant in a satisfactory and proper manner, as determined by the School District. None

AGREEMENT FOR CONSULTING SERVICES

Port Townsend School District

91004-1114/130910337.1

of the Services shall be subcontracted without prior written approval of the School District. The Consultant shall perform the Services to the standard of care, skill and diligence of similar consultants practicing under similar conditions. At the time of performance, the Consultant shall be properly licensed, equipped, organized and financed to perform the Services. The Consultant shall be familiar with the Project requirements, such as the program, Project site work area, Contract Time, and other information affecting the Consultant's services.

c. Correction. The Consultant shall, at no cost to the School District, promptly and satisfactorily correct and/or complete any Services found to be defective, incomplete, or not in conformity with the requirements of this Agreement.

d. Compliance. The Consultant shall comply, and shall contractually require that the Services of all its subconsultants comply, with applicable federal, state and local laws, regulations, codes and orders.

e. Conflicts. The Consultant has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the performance of the Services. The Consultant will not employ any person in the performance of this Agreement having any such interest.

3. **Personnel**

a. The Consultant will secure at its own expense all personnel required to perform the Services. These personnel shall not be employees of, or have any contractual relationship with, the School District or the Project's Contractor, and they shall be experienced, fully qualified and authorized under applicable law to perform their portion(s) of the Services.

b. The Services will be suitable for the intended purpose. The Project Consultant shall be Stan Thompson. Individuals shall not be changed without the School District's written consent.

c. The School District's Project representatives are Brad Taylor (Port Townsend School District) and Kirk Robinson (The Robinson Company). All communications from the Consultant to the School District shall be to these Project representatives.

d. If the Work is being performed at a site in active school use or where there is a likelihood of contact with children, no employee of the Consultant or any subconsultant may be present on site if he or she is a registered sex offender or has pled guilty to or has been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42 RCW, the physical injury or death of a child under Chapter 9A.32 RCW or Chapter 9A.36 RCW (except motor vehicle violations under Chapter 46.61 RCW), sexual exploitation of a child under Chapter 9.68A RCW, sexual offenses under Chapter 9A.44 RCW where a minor is a victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or

purchase of a minor child under Chapter 9A.64.030 RCW, or violation of similar laws of another jurisdiction. The Consultant shall remove from the Services any employee or other person who has engaged in such actions or who the School District reasonably considers objectionable at no cost to the School District. Failure to comply with these requirements is grounds for immediate termination of the Agreement for cause.

4. **Time of Performance**

The timing for performing the Services is of the essence. The Services shall be undertaken so as to assure their expeditious completion in the light of the purpose of this Agreement. The Services shall be completed by, and the Agreement shall remain in effect until, May 15, 2017 unless cancelled prior to that date pursuant to this Agreement.

5. **Compensation**

a. Fee. The School District agrees to pay the Consultant the following Fee:

Compensation for Services of the Consultant shall be on an **hourly basis** at the rates listed in the Associated Eart Proposals Proposals dated September 27, 2016 and December 9, 2016 (attached). The Compensation for Services, including any subconsultants, shall not exceed \$69,100.00, without the prior written approval of the School District.

b. Reimbursable Expenses. In addition to the Fee, the School District agrees to pay the Consultant a multiple of 1.1 times the following Reimbursable Expenses to the extent paid by the Consultant in the interest of the Project:

1.) Expenses of reproduction for the School District's use or for authorities having jurisdiction, but not including reproduction for the internal use of the Consultant and its subconsultants; and

2.) Pre-authorized postage and delivery.

c. Changes in Services. Additional compensation for a pre-authorized Change in Services shall be paid as agreed in writing prior to commencement of the Services. The Consultant will not, however, be entitled to additional compensation for Services incurred because of the fault of the Consultant.

d. Method of Payment. The Consultant will submit a detailed monthly written request for payment and, upon the School District's request, a progress report certifying that it has performed the designated Services under the Agreement, and that it is entitled to receive the amount requested. Payment will be made on the basis of the actual Services approved as completed. All invoices shall be on a form provided or approved by the School District. The School District will pay the Consultant within 60 days of receipt of the request and report. Payments due and owing but unpaid shall bear interest at the Bank of America Prime Rate plus 2% after 60 days.

6. Changes in Services

The School District may, at any time, require changes in the scope of the Services. A Contract Modification, including any increase or decrease in the Consultant’s compensation and/or time of performance, will be incorporated in written amendments to this Agreement when mutually agreed upon by both parties.

7. Indemnification

The Consultant shall indemnify and hold harmless the School District, its agents, directors and employees, successors and assigns, and its architect, engineer, and other consultants, from and against all claims, damages, losses and expenses, direct or indirect, or consequential, including costs and attorneys’ fees incurred on such claims and in proving the right to indemnification, to the extent they are caused by any negligent or wrongful act or omission of the Consultant, its employees, agents or anyone acting on its behalf.

8. Insurance

a. Certificates. The Consultant shall not commence performance of Services under this Agreement until all required insurance has been obtained and a certificate has been submitted to the School District. Consultant must provide 30 days’ prior notice to the School District of cancellation, nonrenewal, or material alteration of the insurance. All certificates must provide notice per the policy provisions. The Comprehensive General Liability and the Comprehensive Automobile Liability policies shall name the School District as an additional named insured. Lapse of coverage or failure to furnish satisfactory evidence of insurance is cause for termination of this Agreement.

b. Coverage. The Consultant warrants that it has secured and will maintain for the duration of this Agreement plus one year following the date of Final Acceptance of the Project insurance in the minimum amounts specified as follows:

<u>Type of Insurance</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
Worker’s Compensation	(Statutory)	(Statutory)
Comprehensive General Liability	\$1,000,000	\$1,000,000
Comprehensive Automobile Liability	(Statutory)	(Statutory)
Errors and Omissions	\$1,000,000	Per Occurrence
Employers Liability (Stop Gap)	\$1,000,000	\$1,000,000

9. Dispute Resolution

a. Mediation. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall first be subject to nonbinding mediation. A request for mediation shall be filed in writing with the other party to the Agreement, and the parties shall promptly attempt to mutually agree upon a mediator. If the parties have not reached agreement on a mediator within thirty days of the request, either party may file the request

with the American Arbitration Association with a copy to the other party, and the mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association.

b. Mediation Procedure. A principal of the Consultant and the Superintendent or designee of the School District, both having full authority to settle the claim, must attend the mediation session. To the extent there are other parties in interest, such as subconsultants, the Contractor, and/or designers, their representatives, with full authority to settle the claim, shall also attend the mediation session. Unless the School District and Consultant mutually agree in writing otherwise, all unresolved Claims in the Project shall be considered at a single mediation session which shall occur prior to Final Acceptance by School District.

c. Litigation. The Consultant may not bring litigation on claims unless they have been properly raised and considered in the above mediation procedure.

d. No Waiver. The requirements of this paragraph cannot be waived except by an explicit written waiver signed by the School District.

10. **Termination**

a. Termination by School District. The School District may, at its option, terminate all or a portion of the Services not then performed under this Agreement at any time with or without cause by notifying the Consultant in writing. All finished or unfinished documents, reports, information, data, drawings, maps, models, photographs, studies, and work product given to, prepared or assembled by or for the benefit of the Consultant under this Agreement, including but not limited to all items listed in Section 11.d, shall, at the option of the School District, thereupon become the School District's property.

b. Compensation. The School District shall be liable to the Consultant only for the Consultant's just and equitable compensation for all Services to the extent satisfactorily completed prior to termination, but in no event shall this compensation exceed the percentage of total Services satisfactorily completed at the time of termination times the total compensation payable under this Agreement. In no event shall the School District be liable for any consequential or incidental damages, including but not limited to loss of profit on this or other projects or of reputation incurred by the Consultant as a result of such termination.

11. **Miscellaneous**

a. Assignment. The Consultant shall not assign or transfer any interest in this Agreement without the prior written consent of the School District.

b. Governing Law. This Agreement shall be governed by the internal laws of the State of Washington, not including its choice-of-law provisions.

c. Nondiscrimination. The Consultant shall comply with all applicable provisions of RCW 49.60, as well as other state, local, and federal civil rights laws.

d. Material Created During Performance of Contract. All data, designs, drawings, tracings, artwork, plans, layouts, programs, flow charts, specifications, computer software, documentation, work product, notes, and any and all memoranda, including but not limited to, physical and electronic copies, and any and all written information which may be developed, produced, prepared, or designed by the Consultant in connection with the Services to be performed hereunder, shall be the joint property of the Consultant and the School District, shall be available to the School District at all times, and may be used by the School District for any purpose without additional compensation to the Consultant. To the extent that the Consultant asserts any rights or establishes any claim under design or copyright laws, such rights shall also accrue to the School District. Upon the termination or completion of the Agreement, any and all material referred to in this paragraph, together with all copies in the Consultant's possession, custody, or control, shall be promptly transferred and delivered to the School District, upon the School District's request, except that the Consultant may retain one archival copy.

e. Hazardous Waste. The Consultant will not cause nor permit any activities on the School District's property which directly or indirectly could result in the School District's property becoming contaminated with hazardous or toxic waste or substances. For purposes of this Agreement, the term "hazardous or toxic waste or substances" means any substance or material defined or designated as hazardous or toxic wastes, hazardous or toxic material, a hazardous, toxic or radioactive substance or other similar term by any applicable federal, state or local statute, regulation or ordinance now or hereafter in effect. To the extent that the Consultant becomes aware of any actual or suspected hazardous waste, the Consultant shall immediately report it to the School District's Project representative.

f. Accounting. Upon request, the Consultant shall provide the School District with an accounting of Services, which shall detail the Services performed on each invoice, the amounts paid to any subconsultants (supported by copies of all paid invoices) and such other information as the School District may reasonably request. Upon request, the Consultant shall provide the School District with access to the books and records related to the Services of Consultant and its subconsultants for inspection, audit, and reproduction.

g. Notices. Any notice or demand required under this Agreement will be in writing, and will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt. Either party may change the address to which notice are sent by sending written notice of such change of address to the other party.

h. Entire Contract. This Agreement constitutes the entire agreement between the School District and the Consultant and supersedes any prior oral or written statements or agreements. To the extent that the Consultant has provided a proposal to perform these

consulting Services and such proposal includes the Consultant's standard terms and conditions that are not specific to the Services performed on this Project, such terms and conditions are not a part of this Agreement except to the extent explicitly accepted in writing by the School District.

CONSULTANT

PORT TOWNSEND SCHOOL DISTRICT
NO. 50

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

Attachment 1 - Scope of Services



September 27, 2016
Project No. KE160455A

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

Attention: Mr. Brad Taylor, Director of Facilities

Subject: Scope of Work and Cost Estimate Proposal
Grant Street School Infiltration Assessment
1637 Grant Street
Port Townsend, Washington

Dear Mr. Taylor:

Thank you for the opportunity to present our Scope of Work and Cost Estimate for subsurface explorations and testing, design consultation, and hydrogeological/geotechnical reporting for the proposed Grant Street School Infiltration Facility in Port Townsend, Washington. This scope of work is based on our conversations with Ms. Laurie Pfarr of LPD Engineering PLLC (LPD Engineering) and Port Townsend School District (District) personnel, our review of a report entitled, "Geotechnical Site Analysis for the Grant Street School Project Preliminary Data Summary and Initial Recommendations," dated June 8, 2013, by Northwestern Territories, Inc., (NTI) of Port Angeles, Washington (the geotechnical report), and our review of design drawings, "*gs-grad_drain-sd.dwg*," "*gs-tesc-sd.dwg*," and "*gs-util-sd.dwg*," dated August 2, 2016, provided by LPD Engineering.

PROJECT DESCRIPTION

The project site is that of the existing Grant Street School located at 1637 Grant Street, in Port Townsend, Washington. The site is irregularly shaped and slopes down from an approximate elevation of 231 feet above sea level (asl) in the west to about 170 feet asl in the east. The site is bounded to the north by Discovery Road, to the east by Grant Street, to the west by a forested property, and to the south by a single-family home residential area.

The proposed project consists of construction of a new elementary school to be constructed on the existing playground to the west of the existing school. Stormwater infiltration is being considered as the means to dispose of stormwater runoff generated on the property. The proposed infiltration facility as it is currently conceived, is a north-south oriented trench to be constructed between the new school and Grant Street (primarily within the existing north

parking lot). It is our understanding that the trench would be excavated about 18 feet through the glacial till, exposing the upper surface of the underlying advance outwash sediments. The geotechnical report indicated relatively high infiltration rates could be achieved through the bottom of the trench. LPD Engineering indicated that a design rate of 10 inches per hour (in/hr) has been established for the infiltration trench. Infiltration rates this high are not typically seen as a vertical infiltration rate in advance outwash sediments, which are typically stratified and dense, due to over-consolidation by glacial ice.

Drilled drains, or underground injection control (UIC) wells are being considered as part of the facility design to increase infiltration rates of the facility, which could make it possible to achieve an aggregate infiltration rate of 10 in/hr for the infiltration trench.

SCOPE OF WORK

The purpose of our subsurface exploration and testing work will be to determine a suitable infiltration rate for facility design. Subsurface exploration for our study would consist of the construction and field testing of two UIC wells installed in the footprint of the proposed facility. The drilled drains would be completed by a drilling company and an earthwork contractor under subcontract to our firm. We will attempt to minimize site impacts; however, some impacts are unavoidable. Additional details of our scope of work are presented below. Unexpected subsurface conditions may be encountered at the time of construction requiring modification to adjust to actual conditions.

Preliminary Design Support

We understand LPD Engineering will need preliminary design support from AESI to assist in developing their plans and specifications for the infiltration facility. AESI will provide recommendations for select import media gradations for use in UIC well and trench backfill based on review of relevant grain-size distribution and lithologic descriptions contained in the existing geotechnical report. AESI will provide preliminary recommendations on the number, diameter, and spacing of UIC wells to be drilled along the trench alignment. This preliminary assessment will be based on correlations with other UIC projects contained in our in-house database. We anticipate the preliminary design will be updated once site-specific drilling/testing is completed as described below.

Drilled Drain and Infiltration Testing

We propose to construct two test UIC wells within the footprint of the proposed infiltration facility. The target depth of the constructed test UIC wells is approximately 40 feet below ground surface (bgs), or about 20 to 22 feet below the bottom of the glacial till. Subsurface conditions will be documented, and select samples will be retained in watertight containers for further analysis.

Infiltration testing would include the installation and flow testing of two media-filled UIC wells. The majority of the proposed infiltration trench is located in the parking lot to the north of the school building. We recommend that LPD Engineering finalize actual locations prior to drilling and testing, and that the locations be marked in the field by the project surveyor. The asphalt would be saw-cut prior to the advancement of the UIC wells. The driller would use an approximately 36-inch-diameter auger to advance the exploration to 20 feet below ground surface, and a 30-inch temporary casing would be installed. A 24-inch auger would then be used to advance the boring to the target depth of 40 feet bgs. The cuttings would be staged temporarily on the ground, or deposited directly in a dump truck for off-site disposal. Once the boring is excavated, a 4-inch-diameter machine-slotted polyvinyl chloride (PVC) conveyance pipe and a 2-inch-diameter machine-slotted PVC piezometer pipe would be installed into the boring, and the boring would be backfilled with clean, granular material (i.e., pea gravel) to within several feet of ground surface for ease of construction. The constructed UIC wells would be fully backfilled to asphalt subgrade level prior to AESI leaving the project site, and the asphalt would be patched by a subcontracted paving contractor. No excavation would be left unattended at any time.

For each UIC well infiltration test, water would be discharged at a known rate into the inlet pipe, and the water level (head) developed within the drain would be brought to a level near the subgrade elevation of the proposed facility. A measuring tape with 0.01-foot divisions and data logger would be used to record water levels. The water supply for the test would be the nearest available fire hydrant. It appears that there is a hydrant located about 200 feet west of the proposed infiltration trench on the school grounds, which may be used. The head within the UIC well would be brought to a semi-steady state and maintained for several hours. During the test, depth to water, flow rate, and total flow would be recorded at approximately 5- to 15-minute intervals.

The drilling subcontractor would provide the drill rig and temporary surface casing; the earthwork subcontractor would provide UIC well piping, gravel backfill, hose to reach from the fire hydrant, and digital flow meters. UIC well piping will include a 2-inch inside diameter (ID) PVC pipe with the bottom section factory-slotted, to act as a water level measuring pipe (piezometer), and a 4-inch ID PVC pipe with the lower section factory-slotted, to act as an inlet, or conveyance pipe. AESI will provide water level measuring equipment. AESI would rent the fire hydrant meter from the City of Port Townsend Public Works Department.

The costs in this proposal are based on a 5-day field effort: 1 day would be required to excavate and construct each UIC well, and 1 full day would be required for each infiltration test. In addition, site restoration may take an extra day of contractor time. The asphalt subcontractor would be scheduled at their earliest availability, following our fieldwork.

Contaminated Soil or Ground Water

The Scope of Work assumes no contaminated soil or contaminated ground water will be encountered at any exploration location. No mention of contaminated soil or water was made in the geotechnical report, so none is anticipated. If contaminated soil or contaminated ground water is encountered the boring will be abandoned and additional disposal fees may be incurred.

Laboratory Testing

During UIC well construction, we will collect samples for soil gradation characteristics (grain size), which will assist us in assessing infiltration potential. Geotechnical testing will be conducted on selected samples and includes up to eight moisture content and grain-size analysis tests. All tests can be performed at AESI's in-house laboratory.

Data Analysis and Report Preparation

After UIC well installation and flow testing, we will prepare a preliminary hydrogeological report which will include:

- A site plan showing the approximate exploration and test location in relation to the proposed infiltration facility.
- Interpretive exploration logs with a description of soil and ground water conditions encountered in the explorations.
- A review of applicable geologic and hydrogeologic literature.
- Laboratory testing reports.
- Summary of site surface conditions.
- Summary of soil, geology, and ground water conditions at the site.
- Our opinion regarding the suitability of the proposed location of the infiltration facility.
- Infiltration evaluation and design infiltration rates based on infiltration testing, grain-size correlations, site variability, and depth to ground water.
- Recommendations for further study, if required.

Utility Locate Considerations

We will make a one-call utility locate request to mark publicly owned on-site utilities as required by law prior to digging/drilling to reduce the risk of damaging buried utilities. Most of the utilities in exploration locations are expected to be publicly owned, however we will also schedule a private utility locating service to locate any private utilities on site. We request that we be provided with updated as-built plans, if available, of known existing utilities prior to completion of our exploration work. AESI will not be responsible for damage to buried utilities that are not marked on the ground prior to our work, or shown on as-built plans that are provided to us. Therefore, any information you can provide regarding the locations of on-site buried utilities would also decrease the likelihood of disturbing them.

SCHEDULE OF SERVICES

We will schedule our subcontracted drilling and earthwork contractors upon receipt of your notice to proceed. We anticipate field exploration could be scheduled as early as the latter half of September 2016, based on contractor availability, pending notice to proceed from the District. Our preliminary report will be available for review about 4 weeks following completion of our fieldwork.

ESTIMATED FEES

Estimated fees for the scope of work described in this letter are presented below in Table 1.

Table 1
Estimated Costs

Tasks	Cost	
	Subcontractor Costs	AESI Fees
Project Coordination/Preliminary Design Support		\$5,500
UIC Well Construction and Testing - includes drilling, temporary surface casing rental, spoils management and removal, backfill material, flow testing, and water fees. Estimate 1 day for construction of each UIC well, and 1 full day to test each UIC well. Subcontractor costs include earthwork/infiltration contractor, drilling contractor (includes casing rental), private utility locate, and hydrant meter rental and water use.	\$32,300	\$7,700
Asphalt Patching - includes costs to patch two locations in the asphalt driveway/parking lot following the UIC well testing.	\$1,000	
Design Team Meetings and Consultation ⁽¹⁾		\$3,000
Engineering, Data Analysis, and Report Preparation - includes eight grain-size analyses.		\$9,500
Subtotals	\$33,300	\$25,700
Total	\$59,000	

⁽¹⁾ Actual costs based on time and materials.

CLOSURE

If you should have any questions, please do not hesitate to call.

Sincerely,
ASSOCIATED EARTH SCIENCES, INC.
Kirkland, Washington



Kurt D. Merriman, P.E.
Senior Principal Engineer



Curtis J. Koger, L.G., L.E.G., L.Hg.
Senior Principal Geologist/Hydrogeologist

**ASSOCIATED EARTH SCIENCES, INC.
SCHEDULE OF CHARGES**

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement. Current rates are as follows:

Personnel Charges - Engineers, Hydrogeologists, Geologists, Scientists, and Technicians

Sr. Principal.....	\$210.00/hour
Principal.....	\$180.00/hour
Sr. Associate	\$160.00/hour
Associate	\$150.00/hour
Senior	\$140.00/hour
Sr. Project	\$130.00/hour
Project	\$115.00/hour
Sr. Staff	\$100.00/hour
Staff	\$85.00/hour
Legal Testimony (4 hour minimum).....	\$400.00/hour

Other Personnel and Disbursement Charges

CAD Operator and Workstation	\$95.00/hour
Prints – Sizes A and B.....	\$2.00/each
Prints – Sizes C, D, E, and F.....	\$5.00/each
Project Assistant.....	\$75.00/hour
Laboratory Technician	\$75.00/hour
Clerical, Word Processing, etc.	\$60.00/hour
Computer Services (GIS)	\$85.00/hour
Mileage.....	\$0.65/mile
Four Wheel Drive Vehicle	\$0.80/mile
Per Diem	To be established on a project basis
Subcontractors and Miscellaneous Expenses.....	cost plus 15%
Water Level Data Logger	\$50.00/month
Barometer Data Logger	\$40.00/month

Laboratory Charges

Amended Topsoil Bioretention Suite	\$770.00/each
Atterberg Limit	\$110.00/test
Combined Sieve and Hydrometer	\$193.00/test
Consolidation.....	\$385.00/test
Constant Head Permeability (ASTM:D2434-68)	\$385.00/test
Direct Shear	\$385.00/3 point test
Ethylene Glycol Test (3 rock minimum).....	\$115.00
Fractured Face Count (AASHTO T-335).....	\$80.00/test
Hydrometer	\$165.00/test
Moisture Content	\$25.00/test
Organic Content	\$70.00/test
Percent Passing #200.....	\$60.00/test
Permeability-Fines (Falling Head).....	\$200.00/test
Permeability-Granular Soils (Falling Head).....	\$200.00/test
Proctor ASTM:D-1557 and ASTM:D-698.....	\$200.00/test
Sand Equivalent.....	\$110.00/test
Sieve with Organic Burn	\$170.00/test
Sieve with Wash #200	\$110.00/test
Specific Gravity + #4	\$65.00/test
Specific Gravity - #4	\$70.00/test

Other laboratory tests and equipment rental will be provided on a per job basis.

ASSOCIATED EARTH SCIENCES, INC.
GENERAL CONDITIONS "A"
for
Port Townsend School District

911 - 5th Avenue, Suite 100
Kirkland, Washington 98033
(425) 827-7701 | FAX (425) 827-5424

2911 ½ Hewitt Avenue, Suite 2
Everett, Washington 98201
(425) 259-0522 | FAX (425) 827-5424

1552 Commerce Street, Suite 102
Tacoma, Washington 98402
(253) 722-2992 | FAX (253) 722-2993

Right of Entry

The Client shall provide AESI legal access to and/or obtain permission for AESI to enter on all property, whether or not owned by Client, as necessary for AESI to perform and complete its work. Client is responsible to provide, by map or drawing, a description of the property, its location and the location of any buried utilities or structures, including but not limited to, underground storage tanks. Any damage that results to a buried utility, or to Associated Earth Sciences, Inc. (AESI) or subcontractor equipment, will be the responsibility of the client. Also, any additional charges for exploratory work, due to encountering the utility, will be the responsibility of the client. We will take reasonable precautions to minimize damage from use of equipment, but have not included in our fee the cost for restoration of damage which may result from our operations.

Hazardous Substances & Drill Cuttings

Client warrants that, prior to AESI beginning work, it will provide AESI with all information known, or which reasonably could be known by Client concerning the past or present use of the property and the nature and existence of any hazardous conditions or materials, on, in, under, adjacent to or near the property. When hazardous substances are known, assumed or suspected to exist at a site, AESI is required to take appropriate precautions to protect the health and safety of its personnel, to comply with applicable laws and regulations, and to follow procedures that AESI deems prudent to minimize physical risks to its personnel and the public. Hazardous substances may exist at a site where there is no reason to believe they could or should be present. AESI and Client agree that the discovery of unanticipated hazardous substances constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. AESI and Client also agree that the discovery of unanticipated hazardous substances may make it necessary for AESI to take immediate measures to protect human health and safety, and/or the environment. AESI agrees to notify Client as soon as practically possible should unanticipated hazardous substances or suspected hazardous substances be encountered. Client encourages AESI to take any and all measures that in AESI's professional opinion are justified to preserve and protect the health and safety of AESI's personnel and the public, and/or the environment, and Client agrees to compensate AESI for the additional cost of such work. In addition, Client waives any claim against AESI, and agrees to indemnify, defend and hold AESI harmless from any claim or liability for injury or loss arising from AESI's encountering of unanticipated hazardous substances or suspected hazardous substances. Client also agrees to compensate AESI for work performed in defense of any such claim, with such compensation to be based upon AESI's prevailing fee schedule and expense reimbursement policy.

Client recognizes that, when it is known, assumed or suspected that hazardous substances exist beneath the surface of the project site, certain waste materials, such as drill cuttings and drilling fluids, should be handled as if contaminated. Accordingly, to protect human health and safety as well as the environment, AESI will appropriately contain and label such materials; will promptly inform Client that such containerization and labeling has been performed, and will leave the containers on site for proper, lawful removal, transport and disposal by Client. Client waives any claim against AESI and/or its professional staff, and agrees to defend, indemnify and hold AESI and/or its professional staff harmless from any claim or liability for injury or loss which may arise as a result of the drill cuttings, drilling fluids or other assumed hazardous substances being left on site after their containerization by AESI. Client also agrees to compensate AESI for any time spent and expenses incurred by AESI in defense of any such claim, with such compensation to be based upon AESI's prevailing fee schedule and expense reimbursement policy. AESI will act on behalf of Client to arrange for lawful removal, transport and disposal of hazardous substances and potentially contaminated drill cuttings, drilling fluids and wash water, if Client so requests, and Client agrees to compensate AESI based upon AESI's prevailing fee schedule and expense reimbursement.

Soil, rock, water and/or other samples obtained from the project site are held by AESI for no longer than 30 calendar days after the issuance of any document that includes the data obtained from them, unless other arrangements are mutually agreed upon in writing. Should any of these samples be contaminated by hazardous substances or suspected hazardous substances, it is Client's responsibility to select and arrange for lawful disposal procedures, that is, procedures which encompass removing the contaminated samples from AESI's custody and transporting them to an authorized disposal site. Client is advised that, in all cases, prudence and good judgment should be applied in selecting and arranging for lawful disposal procedures. AESI will act on behalf of Client to arrange for lawful removal, transport and disposal of hazardous substances if Client so requests, and Client agrees to compensate AESI based upon AESI's prevailing fee schedule and expense reimbursement.

Due to the risks to which AESI is exposed, Client agrees to waive any claim against AESI and/or its personnel, and to defend, indemnify and hold AESI and/or its personnel harmless from any claim or liability for injury or loss arising from AESI's containing, labeling, transporting, testing, storing or other handling of contaminated samples. Client also agrees to compensate AESI for any time spent and expenses incurred by AESI in defense of any such claim, with such compensation to be based upon AESI's prevailing fee schedule and expense reimbursement policy.

Aquifer Contamination

Subsurface drilling and sampling may result in unavoidable contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated area, linking it to an aquifer, underground stream, or other hydrous body not previously contaminated and capable of spreading hazardous substances off-site. Because subsurface sampling is a necessary aspect of the work which AESI will perform on Client's behalf, Client waives any claim against AESI and/or its personnel, and agrees to defend, indemnify and hold AESI and/or its personnel harmless from any claim or liability for injury or loss which may arise as a result of alleged cross-contamination caused by drilling or sampling. Client further agrees to compensate AESI for any time spent or expenses incurred by AESI in defense of any such claim, in accordance with AESI's prevailing fee schedule and expense reimbursement policy.

Ownership of Documents

All designs, drawings, specifications, notes, data, sample materials (exclusive of hazardous substances), report reproducibles and other work developed by AESI are instruments of service and as such remain the property of Associated Earth Sciences, Inc.

Third Parties

All services performed by AESI and/or its personnel under this agreement are intended solely for the benefit of the client. Nothing contained herein shall confer any rights upon or create any duties on the part of AESI and/or its personnel toward any person or persons not a party to this agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of the above.

AESI shall not be responsible for the means, methods, or procedures of construction, nor for safety on the job site, nor for the contractor's failure to carry out the work in accordance with the contract documents.

Insurance

Associated Earth Sciences, Inc. maintains General Liability Insurance for bodily injury and property damage with an aggregate limit of \$1,000,000 per occurrence and we will furnish certificates of such insurance upon written request. Our liability to the Client for bodily injury or property damage arising out of work performed for the Client for which legal liability may be found to rest upon us, other than for professional errors and omissions, will be limited to our General Liability Insurance coverage. AESI also maintains professional errors and omissions insurance. We will furnish certificates of such insurance upon written request.

Standard of Care

Services performed by AESI under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement or in any report, opinion, and document or otherwise.

Limitation of Liability

To the fullest extent permitted by law, the total liability of AESI and its principals, personnel and employees, to Client and anyone claiming by, through or under Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the Project or this Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or breach of warranty express or implied of AESI or its principals, employees or personnel shall not exceed \$1,000,000.

The Client further agrees to require of the contractor and his subcontractors an identical limitation of AESI's and/or its personnel's liability for damages suffered by the contractor or subcontractors arising from the professional acts, errors, or omissions of AESI and/or its personnel. Increased liability limits may be negotiated upon Client's written request, prior to commencement of services, and upon Client's agreement to pay an additional fee commensurate with the increased risk. Any such increased limit of liability shall be established by written agreement signed by Client and AESI. As used in this paragraph, the term "liability" means liability of any kind, whether in contract, tort, strict liability or otherwise, for any and all injuries, claims, losses, expenses, or damages arising out of or in any way related to services provided by or through AESI.

Waiver of Consequential Damages

Client expressly waives as to AESI all claims for lost profit or any other indirect, incidental or consequential damages of any nature.

Indemnification

Client shall indemnify, defend, and hold AESI and/or its personnel harmless against all claims, damages, losses, and expenses, including but not limited to attorney's fees and court costs arising out of or in any way related to the services provided by or through AESI; provided that such indemnification shall not apply to claims, damages, losses or expenses that arise out of bodily injury to persons or damage to property to the extent caused by AESI's sole negligence; provided further that Client shall indemnify AESI against liability for damages, losses, or expenses arising out of bodily injury to persons or damage to property and caused by or resulting from the concurrent negligence of Client, its agents or employees and AESI, only to the extent of the negligence of parties other than AESI.

CLIENT AND AESI AGREE THAT THE PRECEDING PARAGRAPHS RELATING TO LIMITATIONS OF LIABILITY, WAIVER OF CONSEQUENTIAL DAMAGES AND INDEMNIFICATION WERE MUTUALLY NEGOTIATED AND THAT BUT FOR THE INCLUSION OF THOSE PROVISIONS AESI WOULD NOT HAVE ENTERED INTO THIS AGREEMENT, OR AESI'S COMPENSATION UNDER THIS AGREEMENT WOULD HAVE BEEN HIGHER.

Stability of Slopes

The Client also recognizes that risk is inherent with any site involving slopes and Client agrees to accept full responsibility for these risks. Client states that he understands that the information obtained or recommendations made may help to reduce the Client's risks and that no amount of engineering or geologic analysis can yield a guarantee of stable slopes. Therefore, in cases where there is no fault (i.e. no professional errors, omissions or negligence), Client agrees to hold harmless, defend, and indemnify AESI and/or its professional staff for claims from any source in the event of slope movement and any damage resulting.

Attorneys Fees

In the event the Client makes a claim against AESI and/or its personnel, at law or otherwise, for any alleged error, omission or other act or failure to act arising out of this agreement, and the Client fails to prove such claim or prevail in an adversary proceeding, then the Client shall pay all costs incurred by AESI, and/or its personnel, in defending against the claim. In all other legal proceedings between the parties, the prevailing party shall be entitled to recover reasonable attorney's fees and costs, including expert witness fees and all litigation related expenses.

Billing

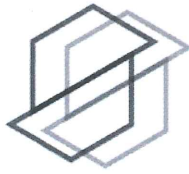
Invoices will be submitted once per month and are payable upon receipt. Interest of 1-1/2% per month (but not exceeding the maximum rate allowable by law) will be added to any account not paid within 30 days.

Termination

In the event that the Client requests termination of the work prior to completion, we reserve the right to complete such analyses and records as required to place our files in order as we consider necessary to protect our professional reputation. At our discretion, a termination charge may also be made to cover our proposal and administrative costs relating to the project.

Priority of Provisions

The provisions of these General Conditions supersede all other terms and conditions of the agreement between Client and AESI.



associated
earth sciences
incorporated

For Distribution to:


- Owner
 Architect
 Contractor

CHANGE OF SCOPE AND BUDGET REQUEST/AUTHORIZATION

Date: December 9, 2016	AESI Project No.: KE160455A Original Proposal/Contract Date:9/27/2016	Change Order No. 01
Project Name: Grant Street School	AESI Project Manager: Kurt D. Merriman, P.E.	
Client: Port Townsend School District/Brad Taylor	Phone: 360-379-4513	

Contract Summary	Dollar Value
Original contract amount:	\$59,000
Total of previous amendments:	\$0
Description of this amendment: The purpose of this amendment is to provide additional design information for the north infiltration facility. The work would include the advancement of one soil boring to a depth of 40 feet below ground surface within the north parking lot, and collecting soil samples on 2.5- to 5-foot intervals. Upon completion, the boring would be backfilled with bentonite chips and capped with cold-patch asphalt or concrete. Samples of the advance outwash sand would be tested for grain-size distribution by AESI's soils laboratory. The results would be compared to the samples obtained from the underground injection control (UIC) wells installed during our earlier site work, so that design infiltration rates could be provided. Results would be included in our infiltration evaluation report. Costs include drilling subcontractor, AESI field and travel time and expenses, planning and preparation, and laboratory analyses. The anticipated duration of work onsite is one day.	\$10,100
Total Amount Due Upon Contract Completion:	\$69,100

When signed by the Client this document becomes effective IMMEDIATELY as an approved Change of Scope and Budget and AESI shall proceed with the change(s) described herein. Signature by the Client acknowledges the Client agrees and approves of the proposed adjustments in Work Scope and Contract Sum as described herein. All other terms and conditions remain the same as the original contract.

Consultant:  Client: _____
 PRINT: Kurt D. Merriman, P.E. PRINT: _____
 DATE: December 9, 2016 DATE: _____

KDM/ld - KE160455A5 - Projects\20160455\KE\WP

BOARD OF DIRECTORS

Conducting Research in the Port Townsend School District

The Port Townsend School District recognizes the importance of relevant and valid research and is committed to facilitating appropriate research activities in the district. The Board of Directors recognizes the importance of ensuring the appropriateness and integrity of research conducted in the District, as well as protecting the privacy and other rights of participants.

The Superintendent will establish procedures for employees or outside agencies or researchers to conduct research in the Port Townsend School District

Date: _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

INSTRUCTION

World Languages Credit for Competency/Proficiency

The board recognizes the value of preparing students to be global citizens with the skills to communicate in English and other world languages. In our state’s diverse communities, it is not unusual for students to have various opportunities to develop language skills, for example, through experiences of using the language at home, attendance at language programs offered in the community, learning online or time spent living abroad. The district encourages students and their families to take advantage of any language learning opportunities available to them.

To enable students to fully benefit from the advantages of multilingualism, the district will encourage students to learn to understand, speak, read and write at a high level of language proficiency. Proficiency can also be demonstrated in languages that are only spoken or signed. In order to recognize the language proficiency of students, the superintendent is directed to develop procedures for awarding world language credits to students based on demonstrated proficiency across a range of language skills.

Legal References:	RCW 28A.230.090(4)(5)	High school graduation requirements or equivalencies
	WAC 180-51-050	High school credit - Definition

Date: _____.

STUDENTS

Excused and Unexcused Absences

Consistent school attendance matters for school success, and developing the habit of attendance prepares students for success in college, career, and in life. Reducing absenteeism ensures an equitable opportunity for children to learn, grow, and thrive.

Upon enrollment and at the beginning of each school year, the district will inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and be provided such information in a language they can understand. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Students at times may appropriately be absent from class.

The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to medical, counseling, dental or optometry), with return to school after appointment;
3. Family emergency, including, but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding, or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action (e.g. short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except in the case of participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

An excused absence shall be verified by the parent/guardian or a responsible adult, emancipated or appropriately-aged student, or school authority responsible for the absence.

If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol, or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

Unexcused Absences

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence.

The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year.

A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. The parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.

Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board, or file a petition and affidavit with the juvenile court alleging violation of RCW 28A.225.010

If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

In rare situations, a student may be suspended or expelled for habitual truancy. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents is necessary for the success of the policy and procedures, the procedures shall be disseminated broadly and made available to parents and students annually.

Students dependent pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that

student and adults involved with the student. Adults include the student’s caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student’s unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student’s management of the school work.

Cross References:	Policy 3120	Enrollment
	Policy 3230	Student Privacy
	Policy 3240	Student Conduct Expectations and Reasonable Sanctions
	Policy 3241	Classroom Management, Discipline and Corrective Action
Legal References:	RCW 13.34.300	Relevance of failure to cause juvenile to attend school to neglect petition
	RCW 28A. 225	Compulsory School Attendance and admission (new section added pursuant to SSHB 2449 (2016 legislative session)
	WAC 392-400-325	Statewide definition of excused and unexcused daily absences
Mangmt. Resources	Policy News:	
	2016-July	
	2015-June	
	2012- December	
	2011-December	
	2011-June	

Date: 2/12/70; 3/2/92; 9/23/96; 8/21/97; 7/26/99; 10/28/02; 6/24/03; 5/23/05 _____

COMMUNITY RELATIONS

Effective Communication

In order to provide an equal opportunity for students, staff, and community to participate in and enjoy the benefits of all district services, programs, and activities, 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 with disabilities, 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 that will be accessible to all individuals with disabilities.

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	Discrimination -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
20 U.S.C. §§ 1400-1419

34 C.F.R. Part 300

Section 504 of the Rehabilitation Act of 1973
Individuals with Disabilities Education Act
(IDEA), Part B
Assistance to states for the education of children
with disabilities

Management Resources: *Policy News* Mar 2016

Date: _____

PORT TOWNSEND SCHOOL DISTRICT NO. 50

COMMUNITY RELATIONS

Language Access

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services, and activities for students and parents with limited English proficiency (LEP) free of charge. The District will develop, implement, and maintain a language access plan tailored to the District's current LEP parent population.

At a minimum, the District's Language Access Plan will incorporate the procedures that accompany this policy and address:

Parent Identification

The District will accurately and in a timely manner identify LEP parents and provide them information in a language they can understand regarding the language service resources available within the District.

Oral Interpretation

The District will take reasonable steps to provide LEP parents competent oral interpretation of materials or information about any program, service, and activity provided to non-LEP parents and the facilitate any interaction with District staff significant to the student's education. The District will provide such services upon request of the LEP parent(s) and/or when it may be reasonably anticipated by District staff that such services will be necessary.

Written Translation

The District will provide a written translation of vital documents for each limited English proficient group that constitutes at least 5 percent of the District's total parent population or 1000 persons, whichever is less. For purposes of this policy, "vital documents" include, but are not limited to, those related to:

- Registration, application, and selection;
- Academic standards and student performance;
- Safety, discipline, and conduct expectations;
- Special education and related services, Section 504 information, and McKinney-Vento services;
- Policies and procedures related to school attendance;
- Requests for parent permission in activities or programs;
- Opportunities for students or families to access school activities, programs, and services;
- Student/parent handbook;
- The District's Language Access Plan and related services or resources available;
- School closure information; and
- Any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under Federal law, state law, or District policy.

If the District is unable to translate a vital document due to resource limitations or if a small number of families require the information in a language other than English such that document translation is unreasonable, the District will still provide the information to parents in a language they can understand through competent oral interpretation.

Staff Guidance

All school administrators, particularly those who have the most interaction with the public such as registrars and enrollment staff, certificated staff, and other appropriate staff as determined by the superintendent, will receive guidance on meaningful communication with LEP parents, best practices for working with an interpreter, how to access an interpreter or translation services in a timely manner, language services available within the District, and other information deemed necessary by the superintendent to effectuate the Language Access Plan.

Appropriate District staff, as determined by the superintendent, will also receive guidance on the interaction between this policy and the District’s policy on effective communication with students, families, and community members with disabilities.

The superintendent is authorized to establish procedures and practices for implementing this policy.

Cross references:	Policy 3210 Policy 4129 Policy 4217	Non-discrimination Family Involvement Effective Communication
Legal references:	RCW 28A.642 RCW 49.60 WAC 392-400	Discrimination prohibition Discrimination – Human Rights Commission Discipline Title VI of the Civil Rights Act of 1964
Management Resources:	<i>Policy News</i> , July 2016 OSPI website: Interpretation and Translation Services	

Date: _____

COMMUNITY RELATIONS

Questions or Concerns Regarding Staff or Programs

In the interest of maintaining productive two-way communication with parents and community members, questions and concerns are welcome. While most questions and concerns can be resolved through informal discussion between the parties involved, the district understands that some situations require additional communication. The district has developed a procedure to guide a more formal process for resolution.

Questions or concerns regarding instructional materials should be pursued in the manner provided for in Policy 2020 (Curriculum Development and Adoption of Instructional Materials).

Legal References:	RCW 28A.405.300	Adverse change in contract status of certificated employee – Determination of probable cause – Notice – Opportunity for hearing
	RCW 42.30	Open Public Meetings Act
Cross References:	Policy 2020	Course Design, Selection and Adoption of Instructional Materials

Date: 12/20/99; 1/13/03; 1/23/06 _____