



## Study Session of the Board of Directors

Steilacoom High School 54 Sentinel Drive Steilacoom, WA

5/10/2017 06:00 PM

### 1. CALL TO ORDER

(Action)

- a. Pledge of Allegiance
- b. Roll Call
- c. Approval of Agenda

### 2. TOPIC FOR BOARD DISCUSSION

#### a. Curriculum Review Committee

(Information)

Presenter: Paul Harvey

[Curriculum Report 051017.pdf \(p. 2\)](#)

#### b. Transportation Update

(Information)

Presenter: Kathi Weight

[Transportation Update 051017.pdf \(p. 4\)](#)

### 3. RECESS TO EXECUTIVE SESSION

### 4. EXECUTIVE SESSION

(Executive Session)

per RCW 42.30.110(1)(g) to review the performance of a public employee

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public

### 5. RETURN TO PUBLIC MEETING

### 6. ADJOURNMENT

(Action)

TO: Steilacoom School District Board of Directors  
FROM: Paul Harvey, Executive Director of Student Achievement  
RE: Report on Curriculum Activities in the School District  
DATE: May 10<sup>th</sup>, 2017

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Following board Policy 2020 and Procedure 2020P, the Instructional Materials Committee (IMC) has met several times over the 2017-2018 school year to review the policy and take action regarding curricula review and recommendations.

Three times this year, the district has solicited feedback regarding curriculum needs from the buildings. Once via a survey sent to principals in October, and two *listening tour* visits to each building. The building staff members were given an opportunity to name the needs they have for curriculum. The needs were gathered formally via the Curriculum Request Form, and informally via the *listening tour* comments. Both forms of feedback were reviewed by the IMC and recommendations for adoption were made. The IMC determined that English Language Arts (ELA) for grades Kindergarten through 8<sup>th</sup> grade (K-8) would be set first for review of materials for an adoption process to begin in August 2017. The process for the review of K-8 ELA curricula is:

1. Solicit curriculum needs from staff (completed Fall 2016)
2. Review needs and requests and determine priority curricula (completed February 2017)
3. Develop rubric for screening curricula materials (completed April 2017)
4. Solicit materials from vendors (ongoing since February 2017)
5. Review materials as IMC (May-June 2017)
6. Select top scoring curriculum for Fall 2017 pilot (June 2017)
7. Pilot materials in classrooms and gather teacher scoring (August – January 2018)
8. Score pilot materials (February 2018)
9. Make recommendation from IMC to school board for adoption (March 2018)
10. Order materials (April 2018)
11. Training in adopted curriculum (August 2018 – through 2018-2019 school year)

The IMC also discussed the obligation of course review and is presently determining the details as to content and grade spans for review.

Open Educational Resources (OER) are an emerging curricula source and are named in the board policy as a mandatory format to be included in the adoption process. Paul Harvey will lead the training and development of Open Educational Resources (OER) both as an instructional practice and the IMC will include OER in the pilot. The current Math Science Partnership grant work includes the development of OER as well. The vision is for our teachers to become competent consumers and producers of OER in order to find no-cost supplemental resources, and to collaborate and share our best practices.

Chloe Clark and Saltar's Point have both piloted professional learning and classroom application of Chromebooks for instructional and learning with students. Pioneer has explored the use of OneNote for the same purposes. We are reviewing the benefits from this year and aim to train staff in effective practices this fall.

Nancy McClure has submitted a DODEA (Military Education) grant which emphasizes expanding the use of technology and improvement in mathematics learning and performance by students.

Part of the requirements under Policy 2020 is course design and course review. The IMC is presently working on the details to meet this requirement including considerations of which content and how large a grade span gets reviewed during a school year.

The district's Instructional Materials Committee (IMC) is made of volunteers and exists to move forward the work of reviewing and making recommendations about curricula and also course development. The committee consists of:

Paul Harvey – District (Chair)  
Kaitlyn Almeida – Chloe Clark  
Hannah Engstrom – Cherrydale  
Susan Greer – Principal, Anderson Island  
Diane Hall – Chloe Clark  
Cynthia Haverkamp – Pioneer  
Nancy Levcovich – Chloe Clark  
Teri Litt – SHS  
Melody Rae – Cherrydale  
Alissa Thomas – Chloe Clark  
Loriann Williams – SHS  
Sylvia Yoho – Cherrydale  
Christine Firth – Saltar's Point  
Louann Stalder – District  
Brenda Weyhrauch – SHS

The later three staff members were added in the spring as part of their administrative internship experience.

The board will be briefed on milestones in the curriculum and course review processes as they occur.

Steilacoom Historical School District  
Student Transportation Update to Board  
May 10, 2017

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**Transportation Contract Information**

**Current Contract**

1. Board approved the acceptance of the 5-year (September 1, 2013 through August 2018) transportation contract on July 18, 2013.
2. RFP Evaluation Criteria:
  - a. Cost/Fee Rates 50%
  - b. Quality of Proposal/Interview 30%
  - c. Quality of References 20%
  - d. Other Evaluation Criteria:
    - i. Ability, capacity and skill of vendor
    - ii. Character, integrity, reputation, judgment experience and efficiency
    - iii. Quality of performance of previous proposal, contracts and/or services
    - iv. Ability of the vendor to hire and retain quality staff and drivers
    - v. Ability of the vendor to meet pupil transportation route pick-up and drop-off times
3. Two Responsive Bidders (bids submitted by April, 2013)
  - a. First Student - 26 year history with district per FS proposal
    - i. Price per call out \$168.11 – 17 routes
    - ii. Price per call out on 7 special education routes \$155.32
    - iii. Additional services per hour \$24.83
    - iv. Sports/Extra-Curricular Activity - \$47.42
  - b. Durham School Services
    - i. Price per call \$186.42 – 17 routes
    - ii. Price per call out on 7 SE routes \$186.42
    - iii. Additional services per hour - \$27.20
    - iv. Sports/Extra-Curricular Activity Rate - \$61.20
4. Contract allows for contractor price increase based on Producers Price Index
  - i. 2013-2014 RFP Regular Route Rate \$168.11
  - ii. 2014-2015 1% increase Rate \$169.79
  - iii. 2015-2016 2.1% increase Rate \$173.36
  - iv. 2016-2017 0.8% increase Rate \$174.75
  - v. 2017-2018 2.6% increase Rate \$179.29

- vi. Special education, activity buses, field trips all had same percentage of increases in hourly rate from original rate.

5. Agreement establishes:

- a. Driver background verification and training
- b. Inspection and safety of equipment
- c. Average no more than five years old nor be more than ten years old during any period of the resulting agreement.
- d. Driver and Bus availability disincentive fee
- e. District has the right to inspect and audit vendors records

### **New Contract – Request for Proposal (RFP) Timeline**

1. July through August 2017 – Draft a new RFP for a September 2018 through September 2023 transportation contract
2. September 2017 – Public Notice for Request for Proposal
  - a. Proposal with district provided transportation facility
  - b. Proposal with no district provide transportation facility
  - c. Determination if district will provide bus yard for after hour storage
3. October 2017 – Evaluate Responsive Bid Proposals
4. November 2017 – Obtain Board approval for awarding new contract

### **Current Transportation Data**

1. Number of First Student Buses ( Steilacoom bus yard only)
  - a. 78 Passenger – 10
  - b. 72 Passenger - 9
  - c. Small Buses - 8
  - d. Steilacoom Buses – 1 bus - 78 and 1 Small Bus
2. Steilacoom School District First Student Staffing as of May 4<sup>th</sup>:
  - a. Local Area Manager - 1
  - b. Dispatcher – 1.5
  - c. Mechanic - 1
  - d. Drivers – 23 full-time/1 half-time
  - e. Bus Monitors - 4
3. Bus Driver Trainings for 2016-2017 School Year:
  - a. 4 new bus drivers went through 11 classroom trainings to obtain Commercial Drivers Licenses
  - b. Other First Student Trainings in August, November and January included:
    - i. Student Management
    - ii. School Bus Stops and Safety
    - iii. Winter Driving

4. 2016-2017 Number of Routes (per April 2017 invoice)
  - a. Regular Routes – 17 per day
  - b. Special Education – 7 per day
  - c. Activity Buses – 3 per day
  - d. Athletic Buses – 38 trips in March 2017
  - e. Field Trips – 14 trips in March 2017
5. First Student Transportation costs per year (to and from only) excludes fuel costs and other miscellaneous items not part of contract:
  - a. 2013-2014 - \$1,001,222
  - b. 2014-2015 - \$1,033,955
  - c. 2015-2016 - \$1,026,392
  - d. 2016-2017 - \$1,050,000 projected
  - e. 2017-2018 - \$1,125,000 budget
6. First Student Transportation costs per year for extra-curricular buses (activity buses, field trips and athletics):
  - a. 2013-2014 - \$72,353
  - b. 2014-2015 - \$86,544
  - c. 2015-2016 - \$85,437
  - d. 2016-2017 - \$67,632 thru April 2017
  - e. 2017-2018 - \$90,000 budget
7. Fuel Costs per year
  - a. 2013-2014 – Chevron - \$182,143
  - b. 2014-2015 – Chevron/Western State - \$117,324
  - c. 2015-2016 – Western State - \$85,394
  - d. 2016-2017 – Western State - \$67,170 as April 2017
  - e. 2017-2018 - \$100,000 budget

Note: The district fuel costs decreased due to Western State's fuel agreement initiated during the 2014-2015 school year. The estimated fuel saving is approximately \$100,000 each year. However, fuel cost per gallon have gone down since 2014 but overall fuel cost per gallon has decreased.

## **Transportation Safety Committee**

**The Transportation Safety Committee was initiated in September 2016 and meets monthly. The following have been the topics of discussion:**

1. Committee's purpose and function on student transportation

2. Review of Policy 6605 “Student Safety Walking To School and Riding”
3. Review of Procedure 6605
4. Created a Transportation Safety Plan
5. Discussion of walking routes and requested information from both City of DuPont and Town of Steilacoom
  - a. City of DuPont modification to streets and sidewalks
  - b. Town of Steilacoom modifications of streets and sidewalks
  - c. Anderson Island limits
  - d. School zone flashers
  - e. Trails established by both jurisdiction
6. Discussion of student expectations when riding bus and how to enforce.
7. Activity buses – should district add additional one for both the middle and high school
8. School Zone Flashers on Center Drive
9. ZONAR system, cameras on buses and scan card for students
10. Discussion on reviewing, approving and denying bus stop request from parents
11. Possibility of creating a volunteer bus riding program or more bus monitors
12. Discipline policy if student behavior is not appropriate riding the bus
13. Discussion of food on bus for half days

## **Transportation Contract Monitoring**

The following as of May 4, 2017 will be implemented for contract monitoring to ensure contract performance by First Student:

1. Weekly scheduled calendar appointments by Executive Director Brittain with Local Area Manager to discuss:
  - a. Bus driver availability both “to and from” and activity buses for the prior week and current week
  - b. Following week’s activity bus schedule – if all building bus requests are filled
  - c. Bus cameras - functioning properly
  - d. Bus overloading – combining routes, excessive students
  - e. Bus driver and student incidents
  - f. Special Ed routes – concerns
  - g. Anderson Island ferry bus and AI bus