

Port Angeles School District
216 East Fourth Street, Port Angeles, WA 98362-3023, 360.457.8575

Minutes – Elementary Transition Team
Wednesday, November 1, 2006

Attendees:

Kate Wenzl, Jeanne Wolfley, Michele Haworth, Doug Hayman, Kathy Millar, LeAnn Johnson, Nancy Pack, Holly Juskevich, Loren Engel, Gunnar Thomason, Karen Fox, Michelle Olsen, Theresa Schmid, Vicki Helwick, Sarah Jensen, Leah Baurman, Ron Jones, Mary Morgan, Stephanie Gochmour, Theresa Rothweiler, Nolan Duce, Julie Smith, Linda Williams, Mary Hebert, Janice Giordano

There are ten handouts for this meeting including tonight's agenda, the revised pages 1 & 2 of the *Elementary Transition Team Report 2*, the revised *Elementary Transition Team Work Plan*, and three Elementary Transition Team Planning Matrixes: Music, Physical Education and Basic Education. Mary Morgan has submitted for review and discussion the following three special education handouts: *Pre-K and Elementary Special Education Transitions – Issues to Consider*, an email from Lily Thomson and Terry Reid regarding *Response times for City of Port Angeles Emergency Services*, an email from Carolyn Schroeder to Maria White regarding a needed "...therapy room with suspended equipment and space to do a variety of sensory motor activities." The last handout for special education is an email from Dr. Cohn regarding *EMS/Fire Response Times* of the county. Finally, there are the school calendars for school years 2006-07 and 2007-08.

Please note the following correction to the Elementary Transition Team Work Plan – Revised. The next meeting is Tuesday, November 7, 2006.

Meeting Opening:

Ms. Hebert reminded the members that they will be continuing their discussion, and making a decision on music at tonight's meeting for presentation to the school board.

Tour:

Loren Engel, principal of Hamilton Elementary School, then conducted a tour. He informed the members that there is no designated lunch room since the children eat in their classrooms. This maintains small, manageable groups in which the children are comfortable.

Review of the Elementary Transition Team Basic Education Matrix:

The members then reviewed the *Elementary Transition Team Planning Matrix - Basic Education*. The times noted on the matrix include all but the 20 minute lunch times. Because of Dry Creek and Fairview Elementary Schools' outlying locations in the school district and the resulting longer bus rides for their students, both Dry Creek and Fairview have a common dismissal time for grades one through five that are reflected in the instructional hours noted on this matrix. (Mr. Hayman, principal of Fairview, informed the members that the buses are arriving at Fairview Elementary punctually at 7:30a.m. each day. The bus schedules will also be

a contributing factor in the number of instructional hours per day and would affect the dismissal time. One consideration that the members have discussed previously is the district-wide dismissal time and its impact on the bus schedules.)

Elementary Transition Team Basic Education Matrix:

Grades 1-3 instructional hours per year:

Franklin	988.25
Hamilton	988.25
Fairview	993.35
Jefferson	999.25
Dry Creek	1005.15

Middle School instructional hours/year:

Roosevelt	1078.1
Stevens	1069.25

Grades 4-6 instructional hours per year:

Dry Creek	1005.15
Fairview	1008.10
Franklin	1058.25
Hamilton	1058.25
Jefferson	1073.00

High Schools instructional hours/year:

Lincoln High School:	1023.67
Port Angeles H.S.	1046.08

Sixth grade students are receiving 6.75 instructional hours per day. Intermediate students receive 6.5 hours of instruction per day.

The State Board of Education requires an average of 1000 instructional hours per school year for students in grades 1-12 and 450 hours for kindergarten students. For the 2006-07 school year, there are 463.13 average instructional hours for kindergarten students, 994.85 average instructional hours for students in grades 1-3, 1040.55 average instructional hours for students in grades 4-5, 1073.68 average instructional hours for students in grades 6-8 and 1034.88 average instructional hours for students in grades 9-12. The Port Angeles School District Average for grades 1 through 12 is 1028.15 instructional hours.

The members then reviewed the 2006-07 and the 2007-08 school year calendars. For the 2007-2008 school year, there will be 178 school days, versus 177 school days for 2006-07 school year.

Music discussion:

Elementary students in kindergarten through fifth grade must have music instruction. The existing music program is listed below:

<u>Grade</u>	<u>Sessions per week</u>	<u>Total</u>
K-3 General Music	1 per week @ 30 minutes	30 minutes per week
4th Grade Strings	2 per week @ 40 minutes	
4th Grade General Music	2 per week @ 40 minutes	80 minutes per week
5th Grade Strings	2 per week @ 40 minutes	
5th Grade General Music	2 per week @ 40 minutes	80 minutes per week

Reduced schedule using existing staff and adding band:

6th Grade Strings	3 per week @ 45 minutes	
6th Grade Band	3 per week @ 45 minutes	
6th Grade General Music	3 per week @ 45 minutes	135 minutes per week

For the 2006-07 school year, music is an elective for sixth grade students. For the 2007-08 school year, once the transition has been implemented and sixth grade becomes part of the elementary schools, sixth grade students will receive music instruction as the elective.

The music staff had made a recommendation that there be 45 minutes of daily instruction in band, orchestra or choir (students choose one option) for sixth grade students. In order to implement this daily music schedule, the music staff also recommended hiring an additional .5 FTE. The current staffing for elementary music is 5.6 FTE and would increase to 8.1 FTE for the anticipated staffing under the K-6 configuration. However, the school board members have already informed Ms. Hebert that there will be no additional staff hired due to the transition process.

In preparation for scheduling and the building use, the principals were asked to look at the spaces in their buildings and to determine what areas could be used for music instruction and physical education.

As stated in the *Elementary Transition Team Matrix – Physical Education*, these are the instructional minutes per week, per class with no additional staffing.

<u>Grade:</u>	<u>Sessions per week:</u>	<u>Total per week:</u>
K-3	2 per week @ 30 minutes	60 minutes per week
4th Grade	2 per week @ 40 minutes	80 minutes per week
5th Grade	2 per week @ 40 minutes	80 minutes per week
6th Grade	2 per week @ 40 minutes	80 minutes per week

Music Decision:

Ms. Hebert asked the members to divide into teams and discuss the music schedules and make a recommendation on the music program for the sixth grade students as it would be implemented following the transition process.

Recommendations from the members:

Ms. Hebert informed the members that we will hear their recommendations from the groups and then a vote will be taken regarding their decision on music that is to be presented to the school board.

One of the questions asked by a member is: if the length of the day changes, can the members make another decision to be given to the board?

The groups then came back to the main meeting and discussed their issues and gave their recommendations.

Group 1's recommendation: make the 4th & 5th grade students' dismissal time the same as the 6th grade students' dismissal time. This will allow more time for music. They would prefer a 5 days a week music program for the sixth grade students, but if no new hiring is allowed, then the 3 days per week music program would have to be adopted.

Group 2's recommendation: the group discussed a lot of various topics. They also gave a lukewarm recommendation to the 3 days per week of music instruction for the sixth grade students and they also would rather have a 5 day per week program.

Group 3's recommendation: if the school board is sincere in maintaining the current program, the group strongly recommends a longer school day and more staff at the elementary schools to maintain the current program. If there is not a longer day initiated, the 3 days per week music program for the sixth grade students would have to be adopted.

Another group suggested equalizing the school days by staggering buses and therefore the school day. K-3 grade students have 6.0 instructional hours per day. 4th, 5th and 6th grade students have 6.75 instructional hours per day.

- Offer band to 5th grade students 3 times per week rather than waiting until students are in 6th grade and offering music five times per week.
- Offer a third elective (i.e. – computer lab or art or literature) to 4th grade students. The electives can be taught by rotating 5th & 6th grade teachers. Teachers take turns teaching the electives.

(The sixth grade students currently have 1157 instructional hours. This will be reduced to 1058, a loss of 100 hours or the equivalent of 16 lost school days.) The school days should not be reduced but instead, should be made longer.

Benefits to the above suggestions:

- It would equalize instruction time across the district
- It would equalize planning time across the district
- It would protect and honor the music program.

Another group: approved the plan as written with the following exceptions: balance instructional time at all elementary schools. They were concerned about the additional .5 FTE recommended by the music staff, but would not pursue the increase in staff if the school board does not approve that plan. They suggested streamlining travel time for music teachers. If unable to streamline the teachers' travel time, they suggested an increase in 6th grade music time to 50 minutes per day if the school day is made longer.

Discussion by all members followed.

Ms. Hebert then asked members to vote for his/her recommendation to the school board. She stated that if we can not go with the plan as outlined by the music staff because of their

recommendation to increase staff, then the option to be considered should be variations of 3, 4 or 5 days of music program for 6th grader students.

Ms. Hebert will review the votes and inform the members of the result. There will be more discussion on music during the November 7th meeting. Final recommendations to the school board will be made following that November 7th meeting.

Special Education Information:

Ms. Hebert announced that Mary Morgan has prepared special education information regarding the programs and safety-response times. The members will also be discussing special education information at the November 7th meeting. A new option regarding the special education program was brought to Mary Hebert today. It was suggested that Maria White's program, which is centrally located and serves students in grades kindergarten through fourth grade, should remain at Franklin. The class taught by Kathy Fors will remain at Roosevelt Middle School and serve students in grades five through eight.

Ms. Hebert also reminded the members that preschool is not entered into the data for the transition process and special education programs throughout the district, pre-school through grade eight, would be considered at the November 7th meeting.

As a final reminder, it was stated that according to the school board, the sixth grade is going to be part of an elementary program. There will be no additions to programs and staff. (If there is a recommendation to increase staff in a program (such as the additional .5 FTE staff under the music staffs' proposal) that would mean that there would be additional cuts to other programs. \$750,000.00 in cuts from the district's budget are anticipated in Option D. If the February 6, 2007 levy does not pass, additional program cuts would be needed. Option D must be used and the members are charged with using Option D and finding ways to make it work effectively.

Meeting Adjourned:

The meeting was adjourned at 8:30 p.m.

Next Meeting:

The next Elementary Transition Team meeting will be on Tuesday, November 7, 2006 from 6:00-8:00p.m. at Jefferson Elementary School.