**NEWPORT SCHOOL DISTRICT**
**REGULAR BOARD MEETING**
**October 2, 2017**
**5:00 PM, District Office Board Room**

1. Call to Order

2. Adoption of the Agenda (including the consent agenda) (m):
   A. Deletions or Additions

3. Approval of Minutes: Regular Meeting September 11, 2017
   A. Corrections or Additions

4. Consent Agenda:

| | | |
|---|---|---|
| A. New Hire: | Dennis Alliger | SHMS Football Coach |
| | Amy Whitney | NHS English/S.S. Teacher |
| | Debbie Huling | After-School Detention Teacher |
| | Vince Barranco | SHMS Intervention Teacher |
| | Zack Schwartz | NHS Library Tech |
| | Melody McGee | GDC Academic Coach |
| | Sarah Noble | NHS Behavior/Math Teacher |
| B. Resignation: | Bob Sanborn | SHMS Wrestling Coach |
| | Travis Stott | SHMS 7/8 Boys Basketball Coach |
| | Diane Ryan | Para educator |
| | Rob Owen | SHMS 7th Grade Boys Basketball Coach |

5. Individuals or Groups Wishing to Address the Board:

6. Financial Reports (m) – Debra Buttrey
   A. Approval of September Accounts Payable (m)
   B. Approval of September Payroll (m)

7. Old Business:

8. New Business:
   A. Library Report
   B. Building Reports
   C. Tennis Update, Brett Mackey (m)
   D. Athletic Handbook Update, Brett Mackey
   E. Transfer Library Funds (m)

9. Policies (m):

| | | |
|---|---|---|
| First Reading: | Policy 7414 | Trust and Agency Fund |
| | Policy 5051 | Coach Evaluations, Inventory, and Pay |
| Second Reading: | Policy 2337 | Disability History Month |

10. Miscellaneous:

11. Agenda Items for the October 16th Board Meeting to be held at District Office Board Room at 5:00 PM.
   A. Monthly Report
   B. Policies

12. Adjournment of Regular Board Meeting

*The meetings of the Newport School Board are open public meetings and the public is welcome to attend and observe. While the board has set aside a portion of the meeting for audience participation and welcomes such participation at that time, the meetings are not a forum for public debate. If you wish to address the board during the designated audience time, please register with the board chair upon arrival. If, at any time during the meeting, you have questions or comments, please wait to be recognized by the Board Chair. We ask that the audience refrain from commenting and/or debating issues during the meeting.*

**NEWPORT SCHOOL DISTRICT**
REGULAR MEETING
BOARD OF DIRECTORS

September 11, 2017

1. The Regular Meeting of the Board of Directors of the Newport School District was called to order by Director Wilson at 5:01 p.m. in the District Board Room.

2. Roll Call: Paul Wilson, Connie Moore, Mitch Stratton, Board of Directors. Directors Jim Brewster and April Owen were unable to attend due to conflicts in their schedules. Dave Smith, Superintendent and Debra Buttrey, Business Manager. There were 5 visitors in attendance.

3. Motion to approve the agenda, including the consent agenda:
Motion made by Director Moore, seconded by Director Stratton, to approve the agenda. Vote was unanimous.

4. Minutes of the regular meeting held August 21, 2017 were approved as read.

5. Consent Agenda:

| | | |
|---|---|---|
| A. New Hire: | Jared Verhaegle | MS Football Coach |
| | Vince Barranco | MS Football Coach |
| | Jackie Zorica | NHS Cheer Coach |
| | Heather Hanni | Para educator |
| | Johni Hamilton | K-6 Academic Coach |
| | April Sands-Rhine | Part time custodian |
| | Kristen Wanner | 2nd Grade Teacher |
| | Steve Braun | MS Softball Coach |
| | Nathan Young | MS Football Coach |
| B. Resignation: | Nathan Young | Para educator & MS Football Coach |
| | Cheryl Pelleberg | P.O.R.S. testing coordinator |

6. Individuals or Groups Wishing to Address the Board: None

7. Financial Reports (m) : Debra Buttrey

   A. Approval of August Accounts Payable (m)
   General Fund Warrant Numbers 217417 through 217464 in the amount of $165,149.91
   Motion to approve August Accounts Payable was made by Director Moore, seconded by Director Stratton. Vote was unanimous.

   Debra then discussed the monthly treasure report and enrollment numbers. Discussion was held.

8. Old Business: None

9. New Business:
   A. Immunization/Health Fair Update
      Nurse Beth provided information to the Board about the 2nd Annual Immunization and Health Fair that takes place on Open House day, adding that it was tremendously successful. Discussion was held.

   B. Community Truancy Board update
      Newport School District teacher Peg Waterman explained to the Board how the community truancy board was first established due to House Bill 24-49 and how the board will be operating. She also explained that nationwide, school districts are emphasizing absenteeism, with specific emphasis during the month of September. Discussion was held.

   C. Minimum Basic Education Requirements
      Superintendent Smith explained the Minimum Basic Requirements, as included in the Board Packet online and that Newport School District is in compliance by meeting them. Motion to accept the 2017-18 Minimum Basic Education Certificate of Completion was made by Director Moore, seconded by Director Stratton. Vote was unanimous.

   D. Air Quality Update
      Superintendent Smith reported that with the poor air quality outdoors, masks have been distributed to all students in the elementary and middle school and are available to any high school student that would like one.

   E. Out of Endorsement Teacher (m)
      Superintendent Smith informed the Board that we have a teacher, Melissa Smith, currently teaching out of endorsement. Motion to approve Melissa Smith to teach NHS Special Education classes out of endorsement was made by Director Moore, seconded by Director Stratton. Vote was unanimous.

10. Policies (m):

First Reading: Policy 2337 Disability History Month

❖ The Board reviewed the proposed addition of Policy 2337 and it was moved to second reading.

Second Reading: Policy 3240 Student Conduct, Expectations, and Reasonable Sanctions

❖ The Board reviewed Policy 3240. Motion to approve Policy 3240 was made by Director Stratton, seconded by Director Moore. Vote was unanimous.

11. Miscellaneous:
    Director Moore thanked those present for all that they do.
    Superintendent Smith added that it has been a great start to the year.

12. Agenda Items for October 2, 2017, Board Meeting to be held at District Office Board room at 5:00PM

    A. Monthly Report
    B. Policies
    C. Building Reports

13. Hearing no objections, Director Wilson adjourned the Regular Board Meeting at 5:44 PM.

_____ _____

Chair/Vice Chair of the Board Secretary of the Board

_____

Date

# NEWPORT SCHOOL DISTRICT
# PERSONNEL SELECTION RECOMMENDATION FORM

**Posting Number** _____ **Closing Date** 9/11/17

**Position** MS Football 3 **FTE** _____

**RECOMMENDED CANDIDATE*:** Dennis Alliger

_____ 8/28/17

Supervisor's Signature Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

**Interviewed candidates not selected were all notified by:** n/a
(signature)

**CANDIDATES INTERVIEWED:**

1. Dennis Alliger
2. _____
3. _____
4. _____
5. _____
6. _____

**INTERVIEW TEAM:**

1. Melissa Smith
2. Vince Barranco
3. _____
4. _____
5. _____
6. _____

**Reasons for Recommendation:** (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Knowledge of sport
2. Availability
3. Good rapport w/ staff
4. Good rapport w/ students
5. Positive attitude
6. _____
7. _____
8. _____

For Personnel Office Use

Verifications:
- ☐ Certification/Endorsements
- ☐ Sexual Misconduct Release Form

_____
HR Staff Date

Approved by:

_____
Name Date

School Board Approval on _____(Date)

| | |
|---|---|
| **Recommended Candidate** | Amy Whitney |
| **Position** | Teacher - NHS History/English |
| **Hours Per Day** | 8 |
| **Position Start Time** | 7:30 AM |
| **Position End Time** | 3:15 PM |
| **First Day Employee Reports to Work** | Sep 18, 2017 |
| **Interviewed candidates not selected were all notified by:** | Troy Whittle |
| **Candidates Interviewed:** | Amy Whitney<br>Isaiah Bryant<br>Jason Passinetti |
| **Interview Team** | Troy Whittle<br>Todd Matthews<br>Rhonda Burnham<br>Pat Eckel<br>Jessi Marrazzo |
| **Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)** | Flexibility<br>Connection to kids<br>Experience related to position |



Cheryl Bradbury <bradburycheryl@newportgriz.com>

# Personnel Selection Recommendation Form

1 message

**Principal or Supervisor** <buttreydebra@newportgriz.com> Mon, Sep 18, 2017 at 9:12 PM
Reply-To: mosertony@newportgriz.com
To: buttreydebra@newportgriz.com, bradburycheryl@newportgriz.com

Your form has a new entry.

Here are the results.

| | |
|---|---|
| **Recommended Candidate** | Debbie Huling |
| **Position** | ~~Academic Coach~~ |
| **Hours Per Day** | After-School Detention Supervisor |
| **Position Start Time** | 2:55 PM |
| **Position End Time** | 5:30 PM |
| **First Day Employee Reports to Work** | Sep 19, 2017 |
| **Interviewed candidates not selected were all notified by:** | Tony Moser |
| **Candidates Interviewed:** | Zach Schwartz, & Debbie Huling |
| **Interview Team** | Troy Whittle, Brett Mackey, Sarah Theal, Tony Moser |
| **Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)** | Related experience |

Pull email addresses from Gmail with Address Extractor for Gmail.

This email was sent via the Google Forms Add-on.

**Intent to Hire Form 4 Sep 18, 2017.pdf**
48K



Cheryl Bradbury <bradburycheryl@newportgriz.com>

# Personnel Selection Recommendation Form

1 message

**Principal or Supervisor** <buttreydebra@newportgriz.com> Mon, Sep 18, 2017 at 9:09 PM
Reply-To: mosertony@newportgriz.com
To: buttreydebra@newportgriz.com, bradburycheryl@newportgriz.com

Your form has a new entry.

Here are the results.

| | |
|---|---|
| **Recommended Candidate** | Vince Barranco |
| **Position** | Teacher , LAP - Intervention |
| **Hours Per Day** | 7.75 |
| **Position Start Time** | 7:30 AM |
| **Position End Time** | 3:15 PM |
| **First Day Employee Reports to Work** | Sep 19, 2017 |
| **Interviewed candidates not selected were all notified by:** | NA- only candidate interviewed |
| **Candidates Interviewed:** | Vince Barranco |
| **Interview Team** | Debbie Huling, Lisa Bradbury, Carlyn Barton, Sarah Theal, Tony Moser |
| **Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)** | Interview, related experience, |

Forward old email to another address with Email Forwarder for Gmail.

This email was sent via the Google Forms Add-on.

**Intent to Hire Form 3 Sep 18, 2017.pdf**
46K

# NEWPORT SCHOOL DISTRICT
# PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number _____ Closing Date _____

Position Library Tech FTE _____

RECOMMENDED CANDIDATE*: Zack Schwartz

[signature] ASAP

Supervisor's Signature Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: Troy Whittke (signature)

CANDIDATES INTERVIEWED:

1. Zack Schwartz
2. Shelby Pine
3. Annette Trieber
4. _____
5. _____
6. _____

INTERVIEW TEAM:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

**Reasons for Recommendation:** (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Sub experience
2. Ideas for Library
3. Relates to Kids
4. _____
5. _____
6. _____
7. _____
8. _____

**For Personnel Office Use**

Verifications:
- ☐ Certification/Endorsements
- ☐ Sexual Misconduct Release Form

HR Staff _____ Date _____

Approved by:

Name _____ Date _____

School Board Approval on _____ (Date)

**NEWPORT SCHOOL DISTRICT**
**PERSONNEL SELECTION RECOMMENDATION FORM**

**Posting Number** _____ **Closing Date** when filled

**Position** 21st CCLC K-6 Academic Coach - 16hrs **FTE** _____

**RECOMMENDED CANDIDATE*:** Melody McGee

Vicki Blanchet
Supervisor's Signature

Sept 12, 2016
Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

**Interviewed candidates not selected were all notified by:** Vicki Blanchet (signature)

**CANDIDATES INTERVIEWED:**

1. Melody McGee
2. _____
3. _____
4. _____
5. _____
6. _____

**INTERVIEW TEAM:**

1. Vicki Blanchet
2. Mike Jensen
3. Carlie Arreola
4. _____
5. _____
6. _____

**Reasons for Recommendation:** (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Exp w/ Headstart as an asst. teacher
2. Exp working w/ behaviorally challenged children
3. Music + art background
4. Used to grant projects + dealing w/ deadlines
5. _____
6. _____
7. _____
8. _____

For Personnel Office Use

Verifications:
- ☐ Certification/Endorsements
- ☐ Sexual Misconduct Release Form

_____
HR Staff Date

Approved by:

_____
Name Date

School Board Approval on _____(Date)

# NEWPORT SCHOOL DISTRICT
# PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number _____ Closing Date _____

Position LAP Behavioral / Math specialist FTE 1.0

RECOMMENDED CANDIDATE*: Sarah Noble

Troy Whittle — ASAP

Supervisor's Signature — Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: N/A (signature)

CANDIDATES INTERVIEWED:

1. Sarah Noble
2. _____
3. _____
4. _____
5. _____
6. _____

INTERVIEW TEAM:

1. Troy Whittle
2. Brett Mackey
3. Susan Baker
4. _____
5. _____
6. _____

**Reasons for Recommendation:** (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Math ability
2. Care for Kids
3. personality
4. _____
5. _____
6. _____
7. _____
8. _____

For Personnel Office Use

Verifications:
- ☐ Certification/Endorsements
- ☐ Sexual Misconduct Release Form

HR Staff _____ Date _____

Approved by:

Name _____ Date _____

School Board Approval on _____ (Date)

From: **bsanborn** <bluwoodie@yahoo.com>
Date: Wed, Sep 20, 2017 at 9:04 AM
Subject: RE: Wrestling
To: Melissa Smith <smithmelissa@newportgriz.com>

Hi Melissa,

Thank you for offering me the opportunity to coach SHMS wrestling this year. Unfortunately, I will not be able to do that this year. I wish you folks the best.

Respectfully yours,

Bob Sanborn

Gmail by Google

Theresa Monk <monktheresa@newportgriz.com>

# Fwd: resignation letter

1 message

**Melissa Smith** <smithmelissa@newportgriz.com> Mon, Sep 18, 2017 at 7:45 AM
To: Theresa Monk <monktheresa@newportgriz.com>

Here you go!

---------- Forwarded message ----------
From: **Travis Stott** <stotttravis@newportgriz.com>
Date: Mon, Sep 18, 2017 at 7:41 AM
Subject: resignation letter
To: Melissa Smith <smithmelissa@newportgriz.com>

Melissa,

Due to my beginning to teach a night welding class for the community college I will no longer be able to coach 7th or 8th grade basketball. I have truly enjoyed my time spent with the junior high kids, but feel like the opportunity to teach this welding class is not one I should let pass by. I am truly appreciative of your support over the last several seasons.

Thanks,

--
**Travis Stott**
**Newport High School**
**NHS Grizzly Fab Lab Instructor**

RECEIVED
SEP 18 2017

--

Melissa Smith, Athletic Director
Sadie Halstead Middle School
Newport, Washington
509-447-2426 x7026



**Cheryl Bradbury <bradburycheryl@newportgriz.com>**

# Resignation

1 message

**Diane Ryan** <ryandiane@newportgriz.com> Wed, Sep 13, 2017 at 10:56 AM
To: Cheryl Bradbury <bradburycheryl@newportgriz.com>, Jennifer Erickson <ericksonjennifer@newportgriz.com>
Cc: Michele Hastings <hastingsmichele@newportgriz.com>

Cheryl and Jenny,

It is with heavy heart that I resign my position as Paraprofessional at Stratton Elementary.

My last day will be Tuesday, September 19, 2017.

Thank you very very much for the pleasure of working for the Newport School District, and with the wonderful staff at Stratton Elementary.

Warmest Regards,

Diane Ryan.

**From:** "Owen's Grocery" <owengro@conceptcable.com>
**Date:** September 17, 2017 at 4:21:36 PM PDT
**To:** "'Melissa Smith'" <smithmelissa@newportgriz.com>
**Cc:** "'Travis Stott'" <stotttravis@newportgriz.com>
**Subject: 7th grade BB**

Melissa,

As we discussed earlier, I will not be in a position to coach 7th grade basketball this season. I have truly enjoyed my time coaching at the middle school, and hopefully someday will be able to return in some capacity. My decision is based on three factors, Robby, Tiara, and Michael. Each of them will be playing High School this coming season and due to the practice and game schedules during the 7th grade season, I would be unable to see most of their games.

Thank you for your support the past several seasons, and I look forward to working with the 8th grade boys this year.

Thanks,
Rob Owen

# Financial Report

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 September 11, 2017, the board, by a _____ vote, approves payments, totaling $60,008.69. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 217465 through 217516, totaling $60,008.69

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 217465 | A-L Compressed Gases | 09/15/2017 | 257.16 |
| 217466 | Altmaier, Christopher John | 09/15/2017 | 606.82 |
| 217467 | Amazon Capital Services | 09/15/2017 | 693.89 |
| 217468 | Aubrey, Kim D | 09/15/2017 | 161.97 |
| 217469 | City Of Newport | 09/15/2017 | 2,747.65 |
| 217470 | City Service | 09/15/2017 | 639.28 |
| 217471 | Concept Cable | 09/15/2017 | 45.00 |
| 217472 | Consolidated Supply Co | 09/15/2017 | 42.23 |
| 217473 | Coston, Jessica Amber | 09/15/2017 | 157.00 |
| 217474 | Demco Inc | 09/15/2017 | 7.34 |
| 217475 | Excess Disposal Service | 09/15/2017 | 2,355.60 |
| 217476 | Fire Protection Specialists, L | 09/15/2017 | 6,114.64 |
| 217477 | Food Services Of America | 09/15/2017 | 9,177.40 |
| 217478 | Frontier | 09/15/2017 | 164.71 |
| 217479 | Frontline Tech Group, LLC | 09/15/2017 | 4,318.16 |
| 217480 | Furman, Tanya N | 09/15/2017 | 158.27 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 217481 | Goodsource Solutions | 09/15/2017 | 2,182.95 |
| 217482 | H & H Express | 09/15/2017 | 23.63 |
| 217483 | Heartland Payment Systems | 09/15/2017 | 463.22 |
| 217484 | Houghton Mifflin Harcourt | 09/15/2017 | 993.89 |
| 217485 | IEBUA | 09/15/2017 | 642.09 |
| 217486 | Inland Empire Mid-Level League | 09/15/2017 | 130.00 |
| 217487 | Les Schwab Tire Center | 09/15/2017 | 631.68 |
| 217488 | Medic First Aid | 09/15/2017 | 427.67 |
| 217489 | NAPA Auto Parts | 09/15/2017 | 134.60 |
| 217490 | NCS Pearson Inc | 09/15/2017 | 341.02 |
| 217491 | Newport High School | 09/15/2017 | 60.00 |
| 217492 | Newport Alarm | 09/15/2017 | 338.94 |
| 217493 | Newport Miner | 09/15/2017 | 64.40 |
| 217494 | Pend Oreille Valley Network | 09/15/2017 | 76.45 |
| 217495 | Public Utility District No 1 | 09/15/2017 | 2,197.32 |
| 217496 | Pure Force | 09/15/2017 | 219.71 |
| 217497 | QBSI-XEROX | 09/15/2017 | 2,274.32 |
| 217498 | Riddell Inc | 09/15/2017 | 4,078.35 |
| 217499 | RLEnterprises | 09/15/2017 | 750.00 |
| 217500 | Sanitary Supply | 09/15/2017 | 961.89 |
| 217501 | Scholastic Inc. | 09/15/2017 | 452.38 |
| 217502 | School Info And Research | 09/15/2017 | 505.00 |
| 217503 | DBA Sherman Rock And Concrete | 09/15/2017 | 3,766.00 |
| 217504 | Sherwin-Williams Co | 09/15/2017 | 551.31 |
| 217505 | Shred-It US JV LLC | 09/15/2017 | 54.28 |
| 217506 | Spokane Produce | 09/15/2017 | 1,145.14 |
| 217507 | Super Duper Publications | 09/15/2017 | 212.95 |
| 217508 | Terry's Dairy | 09/15/2017 | 1,379.06 |
| 217509 | The Beacon | 09/15/2017 | 103.60 |
| 217510 | URM Food Service | 09/15/2017 | 800.24 |
| 217511 | WASA | 09/15/2017 | 1,353.71 |
| 217512 | Whitley Fuel | 09/15/2017 | 1,939.23 |
| 217513 | Wittkoph Enterprises Inc | 09/15/2017 | 1,535.23 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 217514 | Newport SD Food Services | 09/15/2017 | 317.55 |
| 217515 | Pepsi Cola Company | 09/15/2017 | 290.74 |
| 217516 | URM Food Service | 09/15/2017 | 963.02 |

52 Computer Check(s) For a Total of 60,008.69

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 October 2, 2017, the board, by a _____ vote, approves payments, totaling $227,151.77. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 217586 through 217668, totaling $227,151.77

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 217586 | Alkire, Richard R | 09/29/2017 | 500.00 |
| 217587 | Amazon Capital Services | 09/29/2017 | 1,113.13 |
| 217588 | AR Tools & Machinery | 09/29/2017 | 1,748.61 |
| 217589 | Arreola, Carlie | 09/29/2017 | 320.71 |
| 217590 | AWSP | 09/29/2017 | 3,328.00 |
| 217591 | Bockemuehl Family, LLC | 09/29/2017 | 3,000.00 |
| 217592 | BSW | 09/29/2017 | 79.16 |
| 217593 | Natl Exp Durham Holding Corp | 09/29/2017 | 9,220.56 |
| 217594 | Ednetics | 09/29/2017 | 5,456.91 |
| 217595 | EL Education | 09/29/2017 | 2,550.00 |
| 217596 | ERNN | 09/29/2017 | 495.00 |
| 217597 | Ewing, Irene Marie | 09/29/2017 | 512.32 |
| 217598 | First Bankcard | 09/29/2017 | 83.39 |
| 217599 | First Bankcard | 09/29/2017 | 152.28 |
| 217600 | First Bankcard | 09/29/2017 | 3,153.64 |
| 217601 | First Bankcard | 09/29/2017 | 205.38 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 217602 | First Bankcard | 09/29/2017 | 1,124.62 |
| 217603 | First Bankcard | 09/29/2017 | 183.22 |
| 217604 | First Bankcard | 09/29/2017 | 444.70 |
| 217605 | First Bankcard | 09/29/2017 | 2,221.74 |
| 217606 | First Bankcard | 09/29/2017 | 46.00 |
| 217607 | First Bankcard | 09/29/2017 | 850.56 |
| 217608 | First Bankcard | 09/29/2017 | 254.62 |
| 217609 | First Bankcard | 09/29/2017 | 632.09 |
| 217610 | First Bankcard | 09/29/2017 | 306.66 |
| 217611 | First Bankcard | 09/29/2017 | 1,621.93 |
| 217612 | First Bankcard | 09/29/2017 | 1,961.03 |
| 217613 | Freddi, Trina Leigh | 09/29/2017 | 200.00 |
| 217614 | Frontier | 09/29/2017 | 197.05 |
| 217615 | Furman, Tanya N | 09/29/2017 | 200.00 |
| 217616 | Goodsource Solutions | 09/29/2017 | 1,363.59 |
| 217617 | Hoffman, Kent T. | 09/29/2017 | 1,528.00 |
| 217618 | IBS Inc | 09/29/2017 | 697.53 |
| 217619 | Jones, Laurie Ann | 09/29/2017 | 200.00 |
| 217620 | JW Pepper & Son Inc | 09/29/2017 | 2,120.45 |
| 217621 | KCDA | 09/29/2017 | 5,591.43 |
| 217622 | Kersting, Katherine M | 09/29/2017 | 884.00 |
| 217623 | L&I - Elevator Section | 09/29/2017 | 69.10 |
| 217624 | Marlin Business Bank | 09/29/2017 | 185.66 |
| 217625 | Marshall, Charles Alan | 09/29/2017 | 175.00 |
| 217626 | Massachussetts Advocates for C | 09/29/2017 | 26.00 |
| 217627 | McGetrick, Ann Marie | 09/29/2017 | 200.00 |
| 217628 | Monte, Gillian | 09/29/2017 | 12.80 |
| 217629 | New ESD 101 | 09/29/2017 | 68.50 |
| 217630 | Newport Miner | 09/29/2017 | 26.75 |
| 217631 | OMWBE | 09/29/2017 | 100.00 |
| 217632 | Oppenhiemer Funds | 09/29/2017 | 520.00 |
| 217633 | Owen's Grocery And Deli | 09/29/2017 | 134.50 |
| 217634 | Oxarc | 09/29/2017 | 1,068.40 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 217635 | PCM Sales, Inc. | 09/29/2017 | 328.52 |
| 217636 | Priest River Glass | 09/29/2017 | 186.54 |
| 217637 | Project Lead The Way, Inc | 09/29/2017 | 3,986.17 |
| 217638 | Public Utility District No 1 | 09/29/2017 | 7,056.70 |
| 217639 | Rehn and Associates | 09/29/2017 | 418.00 |
| 217640 | Riddell Inc | 09/29/2017 | 1,027.53 |
| 217641 | Roe Backflow Testing | 09/29/2017 | 180.00 |
| 217642 | Safe Sitter, Inc. | 09/29/2017 | 91.00 |
| 217643 | Scholastic Inc. | 09/29/2017 | 1,001.69 |
| 217644 | School Outfitters | 09/29/2017 | 373.90 |
| 217645 | School Specialty Inc | 09/29/2017 | 290.40 |
| 217646 | SEATTLE POTTERY SUPPLY, INC. | 09/29/2017 | 3,792.90 |
| 217647 | Siemsen, Mary Sue | 09/29/2017 | 233.65 |
| 217648 | Smith, David | 09/29/2017 | 300.00 |
| 217649 | Supplyworks | 09/29/2017 | 6,481.26 |
| 217650 | US Bank | 09/29/2017 | 470.00 |
| 217651 | USIP | 09/29/2017 | 129,450.83 |
| 217652 | Valence Inc | 09/29/2017 | 1,089.71 |
| 217653 | Verizon Wireless - Bellevue | 09/29/2017 | 1,296.17 |
| 217654 | Whitley Fuel | 09/29/2017 | 6,593.38 |
| 217655 | Williams, Brian A | 09/29/2017 | 200.00 |
| 217656 | WSSB Receipt Book | 09/29/2017 | 157.50 |
| 217657 | XEROX Financial Services | 09/29/2017 | 1,943.78 |
| 217658 | Zwarg, Sara J | 09/29/2017 | 200.00 |
| 217659 | Amazon Capital Services | 09/29/2017 | 588.63 |
| 217660 | First Bankcard | 09/29/2017 | 76.90 |
| 217661 | First Bankcard | 09/29/2017 | 385.00 |
| 217662 | First Bankcard | 09/29/2017 | 267.17 |
| 217663 | First Bankcard | 09/29/2017 | 84.77 |
| 217664 | First Bankcard | 09/29/2017 | 187.65 |
| 217665 | Hidden Acres | 09/29/2017 | 500.00 |
| 217666 | Newport High School | 09/29/2017 | 105.00 |
| 217667 | Newport SD Food Services | 09/29/2017 | 240.00 |

| Check Nbr | Vendor Name | Check Date | Check Amount |
|---|---|---|---|
| 217668 | Walters Fruit Ranch | 09/29/2017 | 432.00 |
| 83 | Computer Check(s) For a Total of | | 227,151.77 |

| | | | | |
|---|---|---|---|---|
| | 0 | Manual | Checks For a Total of | 0.00 |
| | 0 | Wire Transfer | Checks For a Total of | 0.00 |
| | 0 | ACH | Checks For a Total of | 0.00 |
| | 83 | Computer | Checks For a Total of | 227,151.77 |
| Total For | 83 | Manual, Wire Tran, ACH & Computer Checks | | 227,151.77 |
| Less | 0 | Voided | Checks For a Total of | 0.00 |
| | | | Net Amount | 227,151.77 |

F U N D S U M M A R Y

| Fund | Description | Balance Sheet | Revenue | Expense | Total |
|---|---|---|---|---|---|
| 10 | General Fund | 3,208.64 | 12.80 | 221,063.21 | 224,284.65 |
| 40 | Associated Stude | 221.84 | 0.00 | 2,645.28 | 2,867.12 |

PAYROLL WARRANT REGISTER

NEWPORT SCHOOL DISTRICT Paydate September 21, 2017
Fund ID 1 General Fund Board Date October 2, 2017

Vouchers 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, have been recorded on a listing which has been made available to the board.

As of October 2, 2017 the Board, by a _____vote, does approve for payment those vouchers included in the attached list and further described as follows: General Fund Warrant Number 217517 - 217585 for a total amount of $857,896.42

Secretary_____ Board Member_____

Board Member_____ Board Member_____

Board Member_____ Board Member_____

**Financial Reports**
October 2, 2017

**Approval of Accounts Payable/Payroll**

- A/P Warrants for approval: 9/15/17 warrants 217465 -217516 for $60,008.69
- A/P Warrants for approval: 9/30/17 warrants 217586 -217668 for $227,151.77
- P/R Warrants for approval: 9/29/17 warrants 217517 – 217585 for $857,896.42
-

**Treasurer Report**
See attached.

**Enrollment**

- We are down 8 students from September. However, we are 105 above our anticipated budget numbers – these numbers are not finalized for October.

**Trust Funds**

- See attached trust fund recap and 8/31/17 balances.
- Recommend taking the 10% set aside by Board Policy 7414 and moving it back into the school library accounts over the next 10 years. This annual disbursement would average $15,582 or $5,194 per building.
- In researching this – board policy was established in 12/24/02 to set aside 10% to add back to principle for scholarships and libraries. The policy was revised 12/10/07 to set a $200,000 threshold before funds would be distributed back to the schools. The intent of the board policy was to continue this trust in perpetuity and the set-asides would meet that goal. Also, this was during a time when interest earnings were much higher than now.
- Why do this?
    - The market value of the trust yet to be distributed is over $645,000.
    - We currently have $514,354 available for scholarships – at $1,500 each we can fund 342 scholarships
    - We have $155,817 available for libraries.
    - We receive an annual distribution from the trust of about $21,000 of which 50% is designated for scholarships and 50% is designated for libraries.
    - The disbursement to the libraries at this time is $3,600 per year and the additional funds would be beneficial to their program.

## General Fund Expenditures by Program

*9/30/2017*

| | | Adopted Budget | Amended Budget | YTD Expended | % Used | S/B % | (Over) Under | |
|---|---|---|---|---|---|---|---|---|
| 0100 | Basic Education | $ 6,474,472.00 | $ 6,445,235.14 | $ 499,571.89 | 8% | 8.3% | 1% | |
| 0200 | Alt Learning Exp | $ 188,973.00 | $ 192,441.00 | $ 13,656.00 | 7% | 8.3% | 1% | |
| 2100 | GF SPED | $ 1,350,928.00 | $ 1,374,264.00 | $ 104,808.91 | 8% | 8.3% | 1% | |
| 2200 | GF Presch | $ 30,368.00 | $ 31,950.00 | $ 93.94 | 0% | 8.3% | 8% | |
| 2400 | Fed SPED | $ 242,190.00 | $ 246,316.00 | $ 16,000.05 | 6% | 8.3% | 2% | |
| 2401 | Fed Presch | $ 29,427.00 | $ 29,760.00 | $ 2,069.47 | 7% | 8.3% | 1% | |
| 3151 | CTE | $ 419,916.00 | $ 522,368.00 | $ 44,809.59 | 9% | 8.3% | 0% | |
| 3400 | MS Career Tech | $ 41,749.00 | $ 49,276.00 | $ 3,052.65 | 6% | 8.3% | 2% | |
| 3861 | Carl Perkins | $ 10,000.00 | $ 10,000.00 | $ - | 0% | 8.3% | 8% | |
| 5100 | Title I | $ 481,345.00 | $ 489,216.00 | $ 43,537.58 | 9% | 8.3% | -1% | *They have carryover not applied to the budget yet* |
| 5200 | Title II | $ 47,200.00 | $ 35,178.00 | $ 750.38 | 2% | 8.3% | 6% | |
| 5203 | 21st Century | $ 245,183.00 | $ 248,803.00 | $ 18,950.95 | 8% | 8.3% | 1% | |
| 5500 | LAP | $ 304,611.00 | $ 399,509.00 | $ 34,985.08 | 9% | 8.3% | 0% | |
| 5800 | Special Pilot | $ 2,334.00 | $ 2,334.00 | $ 399.98 | 17% | 8.3% | -9% | |
| 5810 | National Board Certification | $ 26,648.00 | $ 26,648.00 | $ - | 0% | 8.3% | 8% | |
| 7400 | Highly Capable | $ 10,459.00 | $ 10,526.00 | $ 475.74 | 5% | 8.3% | 4% | |
| 7900 | Budget Capacity | $ 700,000.00 | $ 466,829.86 | $ - | 0% | 0.0% | 0% | |
| 9700 | District | $ 545,675.00 | $ 552,013.00 | $ 43,978.33 | 8% | 8.3% | 0% | |
| 9700 | Maintenance | $ 1,342,827.00 | $ 1,352,691.00 | $ 223,559.01 | 17% | 8.3% | -8% | *Liability Insurance paid in September, front-loadin* |
| 9700 | Technology | $ 376,389.00 | $ 379,730.00 | $ 39,715.40 | 10% | 8.3% | -2% | *Payment of annual license agreements* |
| 9800 | Food Services | $ 653,877.00 | $ 659,483.00 | $ 52,473.69 | 8% | 8.3% | 0% | |
| 9900 | Transportation | $ 771,830.00 | $ 771,830.00 | $ 17,366.13 | 2% | 8.3% | 6% | |
| 0000 | Transfers Out | $ 108,305.00 | $ 108,305.00 | $ - | 0% | 8.3% | 8% | |
| | | **$ 14,404,706.00** | **$ 14,404,706.00** | **$ 1,160,254.77** | | | | |

## Newport School District
## Monthly Enrollment Recap

***Enrollment as of*** 10/1/2017

**Stratton Elementary School**

| Preschool | Kindergarten | | First | | Second | | Third | | Fourth | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | 18 | 18 | 18 | 18 | 20 | 20 | 21 | 21 | 23 | 24 | |
| | 17 | 17 | 18 | 19 | 20 | 20 | 21 | 21 | 23 | | |
| 0 | 70 | | 73 | | 80 | | 84 | | 70 | | 377 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **FTE Count** | 0.00 | 70.00 | 74.04 | 80.00 | 84.00 | 70.00 | 378.04 |
| **Budgeted FTE** | | 70.00 | 68.00 | 78.00 | 82.00 | 65.00 | 363.00 |

**Sadie Halstead Middle School**

| Fifth | Sixth | Seventh | Eighth | Total |
|---|---|---|---|---|
| 84 | 92 | 78 | 92 | 346 |

| | | | | | |
|---|---|---|---|---|---|
| **FTE Count** | 83.04 | 92.00 | 78.00 | 91.46 | 344.50 |
| **Budgeted FTE** | 75.00 | 80.00 | 70.00 | 80.00 | 305.00 |

**Newport High School**

| Nineth | Tenth | Eleventh | Twelfth | Total |
|---|---|---|---|---|
| 113 | 102 | 84 | 94 | 393 |

| | | | | | | Running Start |
|---|---|---|---|---|---|---|
| **FTE Count** | 112.36 | 101.67 | 76.70 | 86.83 | 377.56 | 0.00 |
| **Budgeted FTE** | 95.00 | 90.00 | 80.00 | 78.00 | 343.00 | 35.00 |

| | |
|---|---|
| Total Enrollment* | 1,139 |
| Basic Ed. Enrollment | 1,116 |
| Total FTE** | 1100.10 |
| Total FTE Budgeted** | 1011.00 |

** Does not include Running Start*

***Less ALE, Running Start & Preschool*

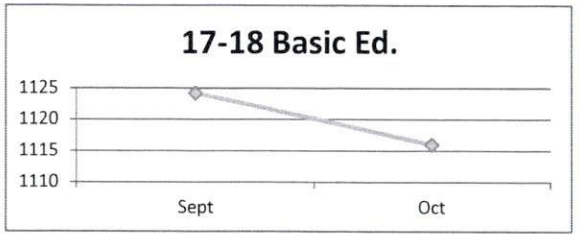
**Pend Oreille River School**

| K | First | Second | Third | Fourth | Fifth | Sixth | Seventh | Eighth | Nineth | Tenth | Eleventh | Twelfth | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | 1 | | 0 | 6 | 7 | 9 | 23 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **FTE Count** | | | | | | | 1.00 | | 0.00 | 6.00 | 7.00 | 7.70 | 21.70 |
| **Budgeted FTE** | | | | | | | 1.00 | | 1.00 | 1.00 | 3.00 | 17.00 | 23.00 |

| FTE Counts | Sept | Oct |
|---|---|---|
| Stratton | 388 | 377.00 |
| Sadie | 353 | 346.00 |
| NHS | 383.21 | 393.00 |
| PORS | 23 | 23.00 |
| | 1,147 | 1,139 |

(8) Loss of 8 students



# 2016-17

# Library Report

## Leslie Sherman

**2016/17 End of Year Report**
**Newport School District Libraries**

**Library Usage: Circulation/enrollment**
*includes In-Library usage*

| | 2012-13 | 2013-14 | 2014/15 | 2015/16 | 2016/17 |
|---|---|---|---|---|---|
| Stratton Elementary | 19,805 / 381 | 19,812/344 | 16,103/380 | 19,759 | 15,993 |
| Halstead Middle School | 9,081 / 337 | 9,484/300 | 10,177/321 | 9,888 | 10,258 |
| Newport High School | 3,583 / 339 | 4,019/309 | 3,486/337 | 2,682 | 1,806 |

**Checkouts by Grade Level**

| | |
|---|---|
| **K** | **1181** |
| **1** | **1786** |
| **2** | **2855** |
| **3** | **2943** |
| **4** | **3409** |
| **5** | **3264** |
| **6** | **2597** |
| **7** | **1999** |
| **8** | **1171** |
| **9** | **509** |
| **10** | **455** |
| **11** | **358** |
| **12** | **280** |

**Adult Usage**

| | |
|---|---|
| **Elem Staff** | **1752** |
| **MS Staff** | **793** |
| **HS Staff** | **26** |
| **Family Library (elem)** | **381** |
| **Non-Staff adult** | **19** |

- The elementary school spent about $7,025.45 of smith funds and added about 393 new books. Approximently 60% of the funds were spent on nonfiction, 13% on biographies, 22% on easy picture books and 4% on regular fiction. We also subscribe to two

magazines for teachers, Mailbox Preschool and Mailbox Kindergarten.

- The middle school spent $3480.70 of Smith funds and added 240 materials including 107 fiction books, 38 non-fiction books, 33 graphic novels, 3 biographies, and and 36 easy books.

  All items were bought with Smith Funds. There are 9309 non-digital items in the library, which amounts to just under 28 volumes per student. We also have 79 ebooks.

  236 copies were withdrawn from the library this year. They were offered to teachers for classroom libraries, some were given to students, and the rest were sent to surplus. Digital Audiobooks were also taken out of the catalog because the subscription was not renewed this year.

- The high school's portion of the Smith endowment was $3,367.50 for 2016-17. Funds were spent on the following: Newport Miner, Discover, Popular Mechanics, Print Magazine, Smithsonian Magazine, Sports Illustrated, The Week Magazine, Transworld Skateboarding, Smithsonian Magazine, Follett School Solutions book purchases, Junior Library Guild book purchases, Scholastic Library Publishing, School Library Journal, School Library Journal, and National Geographic.

  The high school added 198 new books to our collection, 9 of which were gifts; 1 was through the Washington State Library STEM Grant, and the remainder were purchased with Smith endowment funds.

  The high school's supplies budget was $500 for 2016-17, and we spent a total of $206.21 with DEMCO (for labels, signage, due date slips, and a poster), and with ALA for posters and bookmarks).

**Library Reports**

**Elementary Report - Terri Wilkinson**

- The library was home to 2nd, 3rd, and 4th grade reading groups
- Continuing to focus on the acquition of non-fiction books at lower reading levels
- Reorganize easy books by lexile instead of by grade level
- Added Shelf labels to the ficition section.
- Planned, prepped, and hosted three Family Library Night Events.

**Challenges/Goals/Changes for next year**

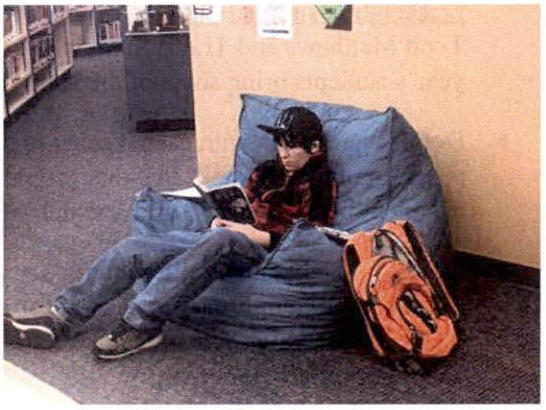
- Promoting and educating staff and students on WebPath Express
- Educating students on Destiny Catalog use
- Educating students how to find books in the library
- Improving library atmosphere

- Improving library signage
- Plan, prep, and host three Family Library Night Events

**Middle School - Leslie Sherman**
**Highlights of the Year:**

**Beanbag Chairs (For Readers Only!)**





- The addition of two beanbag chairs has resulted in many students coming to the library to spend some quiet time reading. The chairs are for readers only! We also got 5 new library tables.
- Applied for (but "Refreshing School Libraries 2017" grant from WA State Library.
- We continued our Reading awards that recognized 2 students from each grade every week, for reading the most words or reading the most in their lexile range.
- I am working with science and history teachers to help promote reading in subject areas.
- I weeded non-circulating ficton and replaced worn fiction volumes.

**Challenges/Goals/Changes for next year**

- Our circulation system will be phasing out the platform we have been using and replacing it with an updated Universal Search which emphasizes digital resources as well as print books. There is a function called Collections which can display print, ebook and website resources in a given subject area in a simple and graphically pleasing manner and which can be imported into a teacher's canvas pages with a click of a button. I am hoping to promote this to teachers next year.
- The Destiny passwords were not working this year, but will be fixed this summer so next year we will have each class come in to learn how to log in to Universal Search and take advantage of all it's resources. The password functionality will also allow students to request book purchases through Destiny again, which they have not been able to do this year.
- I plan to do collection development on the Poetry section and and 700s (art, sports, music, etc.) section next year.

**High School – Chris Altmaier & Donna Molvik**

- This year the library saw a transition of staff as Chris Altmaier accepted another position within the District. During his transition period substitutes kept the library open. On

March 6, 2017, Donna Molvik took over as the long-term substitute librarian for the high school through June 15, 2017.

- In an effort to ensure that the library is meeting the needs of students and to make the library as welcoming and comfortable as possible, Donna sought input from Rhonda Burnham's leadership students and the library TA. She also surveyed students through one-on-one meetings, paper survey forms, and through Google forms. Students shared their insights and recommendations for both the appearance and layout of the library as well as books that they would like to see added to the collection. Donna prepared a presentation summarizing the results with Troy Whittle. Meetings were then held with Todd Matthews and Travis Stott, who expressed support for and willingness to have next year's students bring some of the ideas to fruition.

- Donna checked-in with each teacher to obtain their recommendations for both library programming and books that they would like to add to the collection. This resulted in an excellent list of books to order, which was placed in late spring.

- Donna invited Pend Oreille County's new library director Mandy Walters to take a tour of the high school library to share ideas about teen reading and programming. Mandy then contacted high school language arts teachers and met with their students this spring about library programming.

- We applied for the Washington State Library's Refreshing School Libraries grant but did not receive the award. There were a couple questions on the grant application that we knew we would score low on, such as the question whether the high school is a Title I school and the library's annual budget (due to the generous annual Smith endowment).

- We researched and provided resources for electronic materials for teachers upon request.

- Chris weeded 39 titles and deleted 114 in the fall of 2016 .

**Challenges/Goals/Changes for next year**

- Recommendations from teachers included: (a) a request for the librarian to make a presentation for teachers at a staff meeting about what the library has that meets departmental needs; (b) letting teachers know what types of class research projects the library can support; (c) what the library could present to whole classes in terms of library use or research; (d) making Ebsco research accessible to students so they can perform research beyond simply "Googling" a topic. (Ebsco has in fact been available through the library's website; however, if this is not commonly known then there's an opportunity to bring this to everyone's attention again next year.)

- Donna observed that many students do not know how to find books in the library, either through the Dewey Decimal system, finding authors by last name in the fiction section, using the online card catalog, or using the electronic databases available through the library's website. A recommendation to help resolve this issue is to have each advisory class and/or language art class schedule a lesson in the library at the beginning of each year, where the teacher and librarian work together in re-introducing library basics to students.

**Inventory**

- Elementary School Inventory:
  Accounted for - 13,575
  Marked as Lost - 6
  Non-Fiction - 4
  Easy - 1
  Magazine - 1
  Copies lost through 2 inventory periods (from 6-15-2015 or before) and deleted from system 47
  8 students moved with $143.19 in library materials

- Middle School Inventory: 9,069 accounted for, 21 missing and marked lost Copies lost through 2 inventory periods and deleted from system: 29

- High School inventory: 8,328 accounted for, 137 marked lost (this number is from last year and this year.)

**Current holdings**

**Stratton**
Current holdings: 12,382 titles, 13,534 copies
Added this year: 411
Weeded from library this year: 0

**Sadie**
Current holdings: 9,300 titles, 9871 copies. Added this year: 240 books, 2 ebooks, 1 dvd
Weeded from library this year: 236 items

**NHS**
Current holdings: 8,248 titles, 8,224 copies (*note, the complete inventory was finalized on 6/13/17, while the individual inventories were not finalized until 6/15/17.)
Added this year: 198 books
Weeded library this year: 39, deleted 114

Submitted by Leslie Sherman, Teresa Wilkinson, Chris Altmaier & Donna Molvik July 2017

# Library Trust Information

| Account Number | Description | 8/31/17 Balance | Purpose |
|---|---|---|---|
| 70 Q 857 1093 00 0000 000 0000 0000 | Wilma Black Principle | $ 159,740.16 | Scholarships for students to use at school of choice |
| 70 Q 857 1193 00 0000 000 0000 0000 | Hubert Smith Principle | $ 514,354.25 | Scholarships in the Education Field & Library Books - current market value $645,769 |
| 70 Q 857 1293 00 0000 000 0000 0000 | Durham | $ 4,948.78 | Recommend Closing Out - balance left from Western States |
| 70 Q 857 1393 00 0000 000 0000 0000 | Diamond Ranch Principle | $ 1,786.39 | Supports female athletics |
| 70 Q 857 1493 00 0000 000 0000 0000 | Sandy Henry Trust | $ 9.61 | Recommend Closing Out |
| 70 Q 857 2020 00 0000 000 0000 0000 | MS Invest | $ 663.36 | Supports students in need |
| 70 Q 857 2040 00 0000 000 0000 0000 | HS Invest | $ 2,013.75 | Supports students in need |
| 70 Q 857 2102 00 0000 000 0000 0000 | Cindy Casey Trust | $ 3,746.03 | Supports NHS Athletics - managed by Mr. Frederick |
| 70 Q 857 2103 00 0000 000 0000 0000 | Verne Lindsey Trust | $ 77,126.65 | 4 Scholarships per year - 2 awarded in academic field and 2 in vocational field |
| 70 Q 857 2200 00 0000 000 0000 0000 | Wilden Trust | $ 100,087.23 | NHS Music Program, Instruments and Scholarships |
| 70 Q 857 3010 00 0000 000 0000 0000 | ES Library | $ 294.19 | Portion of Smith Funds for Libraries |
| 70 Q 857 3020 00 0000 000 0000 0000 | MS Library | $ 231.28 | Portion of Smith Funds for Libraries |
| 70 Q 857 3040 00 0000 000 0000 0000 | HS Library | $ 682.80 | Portion of Smith Funds for Libraries |
| 70 Q 857 3092 00 0000 000 0000 0000 | Library Principle | $ 155,816.69 | Portion of Smith Funds for Libraries - Recommend disbursing back to the libraries over a 10 year period |
| 70 Q 857 3701 00 0000 000 0000 0000 | Track & Field Trust | $ 6.82 | Recommend Closing Out |

**$ 1,021,507.99**

# First Reading:

## Policy 7414 -

## Trust and Agency Fund

# FINANCIAL MANAGEMENT

## Trust and Agency Fund

This fund is financed by donations given by the estates of Hubert Smith and Wilma Edens Murray Black and the earnings from those funds. Fund earnings received annually by the Newport Washington School District are to be used as follows:

A. One half (1/2) of the earnings of the Hubert Smith Trust are for the School District to use for library resource materials in each of the three schools' library.

B The other one half (1/2) of the Hubert Smith Trust earnings are to be used for scholarships for students graduating from high school that year only. A preference shall be given to those with financial need and to those who plan to major in education.

C. The Wilma Edens Murray Black Scholarship fund earnings shall be used for tuition and necessary items to pursue the further education of the recipient at the school of choice.

~~Each of the Scholarship and the Library Funds are required to return a minimum of 10% of the annual earnings into a principle account for the scholarship and library. When the library principle account reaches $200,000.00, the Board of Directors will initiate discussion for operational purposes. The initial principle total for the Wilma Edens Murray Black account is $168,054.87.~~

A minimum of five volunteers shall be appointed by the school district to administer these scholarships.

This fund is to be managed in accordance with special regulations, restrictions and limitations, and constitutes an independent fiscal and accounting entity.

| | | |
|---|---|---|
| Legal References: | WAC 392-123 | Finance—School District Budgeting |
| Cross Reference: | Policy 2245 | Instruction/Action Planning Teams<br>Library Advisory Committee for Smith Estate |

**Adoption Date: December 24, 2002**
**School District Name: Newport School District**
**Revised: 12/10/2007, 10-16-17**
**Reviewed: 10-10-11**
**Classification: Essential**

# First Reading:

## Policy 5051 -

## Coach Evaluations, Inventory, and Pay

## Coach Evaluations, Inventory, and Pay

The Board of Directors understands the importance of extracurricular activities in providing a healthy learning environment and culture in our Newport Schools. The Board also understands that it is imperative we continue to provide financially solvent extracurricular activities. A large part of this is properly maintaining equipment and uniform inventories.

The Board of Directors directs the Superintendent to develop procedures that ensure that the respective sports programs keep and maintain appropriate inventory. As a key component of keeping accurate inventory, the Superintendent will add the following clause into the supplemental contracts for all head coaching positions and any coaches designated by athletic director at the high school and middle school:

- Failure of the coach to complete the Inventory List, Submit a Fines & Fees List, and ASB Fundraiser Analyses by the Coaches Final Evaluation Conference, which will occur within 2 weeks of the end of the WIAA appointed season, will result in the withholding of 20% of the said coach's salary. If withheld, the final installment will be paid upon completion of the aforementioned Inventory Information, followed by the notification to the District Business Office by the respective Athletic Director to release funds.

**Adoption Date: 12/5/16**
**School District Name: Newport**
**Revised: 10/17**

# Second Reading:

## Policy 2337 –

## Disability History Month

# Disability History Month

The purpose of observing Disability History Month is to encourage students to respect individuals with disabilities rather than pity them, to focus on their strengths and to promote understanding rather than stereotypes. Students will be encouraged to recognize the whole person rather than just an individual's disability.

While observing Disability History Month as required by law during the month of October, and year-round when feasible, the district will conduct a variety of educational activities of its choice designed to foster greater awareness and understanding of individuals with disabilities. The activities may include, but are not limited to, school assemblies, guest speaker presentations, research and writing projects, book studies, art projects and/or film studies. At a minimum, all activities should provide students with the opportunity to learn how people with disabilities have been treated throughout history, how they have been instrumental in changing history and/or how they became active participants in changing societal attitudes about their needs, desires and capabilities.

Suggested topics for activities include:

- Examination of common word usage that stigmatizes people with disabilities;
- Biographical study of important people throughout history who have or had disabilities (e.g., Muhammad Ali, Abraham Lincoln, Harriet Tubman, Lewis Carroll, Michael Phelps, Ludwig Van Beethoven, Michael J. Fox, Franklin Delano Roosevelt);
- Study of the history of the disability civil rights movement;
- Presentations by adults with disabilities in the community, including veterans with disabilities;
- Discussion of disability etiquette;
- Focus on community-based resources for people with disabilities, or the need therefor;
- Volunteering for community service organizations that work with people with disabilities;
- Study of art/music/film that tells the story of a person with a disability or examines the portrayal of people with disabilities;
- Study of a particular historical period focusing on the experience of persons with disabilities.

The Superintendent will develop procedures for building-specific activities to observe Disability History Month.

| | |
|---|---|
| Cross References: | 2336 - Required Observances (Veterans Day, Constitution Day, Temperance and Good Citizenship Day, Disability History Month) |
| Legal References: | RCW 28A.230.158 Disability history month — Activities |
| Management Resources: | 2014 - August Issue<br>www.disabilityrightsgalaxy.com<br>www.wadisabilitymonth.org |

Adoption Date: 10.2.2017
Classification: **Priority**
Revised Dates: