NEWPORT SCHOOL DISTRICT
REGULAR BOARD MEETING
December 11, 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 November 13, 2017
   A. Corrections or Additions

4. Consent Agenda:

A. New Hire:	Tyler Popkin	SHMS Wrestling Coach
	Brian Card	SHMS Wrestling Coach
	Connor Mullaley	NHS C Squad Boys Basketball Coach
	Cathy Johnson	NHS Special Education Teacher (deferred until 18-19 school year)
	Timothy Gollan	Long Term Temporary Custodial Employee
B. Resignation:	Josh Tiede	SHMS Baseball Coach
	Elizabeth Hamilton	Para Educator

5. Individuals or Groups registered to address the Board:

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

7. Old Business:

8. New Business:
   A. Swearing in of new Board Members
   B. Board Reconfigure
      - Board Chair (m)
      - Board Vice Chair (m)
      - Legislative Representative (m)
      - WIAA Representative (m)
   C. Assessment, Building Principals
      - Stratton Elementary, Sadie Halstead Middle School, Newport High School
   D. LAP, Building Principals
      - Stratton Elementary, Sadie Halstead Middle School, Newport High School

9. Policies (m):
   First Reading: Policy 3416 Medication at School
   Second Reading:

10. Miscellaneous:

11. Agenda Items for the January 29th, 2018 Board Meeting to be held at District Office Board Room at 5:00 PM.
    A. Monthly Report

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

November 13, 2017

1. The Regular Meeting of the Board of Directors of the Newport School District was called to order by Director Wilson at 5:00 p.m. in the District Board Room.

2. Roll Call: Paul Wilson, Connie Moore, April Owen, Jim Brewster, Mitch Stratton Board of Directors. Dave Smith, Superintendent and Debra Buttrey, Business Manager. There were 12 visitors in attendance.

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

4. Minutes of the regular meeting held October 16, 2017 were approved as read.

5. Consent Agenda:

A. New Hire:	Brandon McDaniel	Automotive Tech Instructor
	Gary Reese	SHMS Volleyball Coach
	Susan Baker	PORS Testing Coordinator
	Shannon Johnston	Para Educator
B. Resignation:	Forrest Ownbey	NHS C Squad Boys Basketball Coach
	Nina Pletsch	Para Educator

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

7. Financial Reports (m) : Debra Buttrey

A. Approval of October Payroll (m)
General Fund Warrant Numbers 217747 through 217821 in the amount of $893,932.38
Motion to approve October Payroll was made by Director Owen, seconded by Director Moore. Vote was unanimous.

B. Approval of October Accounts Payable (m)
General Fund Warrant Numbers 217822 through 217915 in the amount of $188,537.66 and General Fund Warrant Numbers 217916 through 217917 in the amount of $3,012.50
Motion to approve October Accounts Payable was made by Director Owen, seconded by Director Brewster. Vote was unanimous.

C. Approval of November Accounts Payable (m)
General Fund Warrant Numbers 217920 through 217983 in the amount of $73,359.88 and General Fund Warrant Numbers 217918 through 217919 in the amount of $25,030.00
Motion to approve November Accounts Payable was made by Director Owen, seconded by Director Brewster. Vote was unanimous.

8. Old Business: None

9. New Business:

A. Transfer Library Funds (m)

Business Manager Debra Buttrey recommended distributing the available Library Funds, 10 percent each year, to the building libraries, over the next 10 years. Discussion was held. *Motion to approve the transfer of Library Fund monies from the Library Trust Fund to the building libraries was made by Director Owen, seconded by Director Moore. Vote was unanimous.*

B. Standard Response Protocol

Superintendent Smith passed out copies (available on the Newport School District website) to the Board the Newport School District's Standard Response Protocol (SRP), adding that this is district-wide and also includes local law enforcement. Mr. Smith mentioned that this procedure has been introduced county-wide, as well as Bonner County. Discussion was held.

C. NSD/Cusick Wrestling Co-op (m)

NHS Athletic Director Brett Mackey said that NHS would like to continue combining Newport High School and Cusick High's wrestling program.
Motion to approve the combined Co-op was made by Director Owen, seconded by Director Brewster. Vote was unanimous.

D. Vehicle Surplus, Scott Armstrong (m)

Maintenance Supervisor Scott Armstrong said that we have two vehicles (the vehicle titles are included in the Board Packet) that need to be surplused, using the sealed bid process. *Motion to surplus the listed vehicles was made by Director Owen, seconded by Director Brewster. Vote was unanimous.*

E. Building/Director Reports:

Special Programs Director, Saraya Pierce, mentioned that during Professional Development, staff was trained on the Standard Response Protocol, with focus on specific needs at each building.

Jenny Erickson informed those present that Halloween was a wonderful event, complete with a costume parade for students that wished to participate. Parent Teacher Conferences went well and the overall feedback was that parents really appreciated the two full days this year. November brings the wonderful Veterans Day assembly, adding that Mrs. Sager and the third graders did a fantastic job this year.

Tony Moser started out by stating that there were 184 people in attendance for Homework Night. He also echoed Jenny's message about the two full days of Parent Teacher Conferences, stating that it seemed that the tow gave more meaningfully designated time.

Troy Whittle stated that the GPS (Grizzly Program for Success) focuses on the data that Washington State provides regarding freshman failure rates (meaning one or more core classes). NHS now has a strong focus on mental health curriculum, learning targets, and attendance incentives.

Brett Mackey reported that there are 85 students signed up for winter sports, adding that football is still in and they're going for state!

Vickie Blanchet said that the GDC has been very busy, there is a Love and Logic classes are on Tuesday nights, and on Wednesday nights is cooking.

Chris Altmaier reported that the IT Department is looking at the stability of our servers. They are also offering more Google class trainings and Canvas has recently rolled out a teacher app.

Sheila Mryvang offered that Food Service is going well; the department is looking different options for taking payments. They're looking at improving lunch line flow as well.

Scott Armstrong said that the maintenance department is really looking forward to using the new plow truck this winter and also mentioned that it will be able to accommodate a much heavier snow load. He was also very happy to report that on November 2, the maintenance department finished and closed every single maintenance work order, which is the first time that he is aware of that it's ever happened. He is very proud of the maintenance team.

Beth Anheier said that she has submitted the Newport School District immunization report; she is happy to say that NSD has improved at every level, by tremendous amounts.

10. Policies (m): None at this time

11. Miscellaneous:
Board Recognition: Superintendent Smith presented gifts to Board Director's Mitch Stratton and Paul Wilson for their years of service to the Newport School District, adding that he has really appreciated all of the time and support they've given to the students and staff at Newport School District.

Director Wilson thanked everyone for all of their hard work, adding that it has been his pleasure to serve all these years.

Director Owen said that she is very proud to be a Grizzly. Also, there was an Alumni Assoc. meeting and they're working on the newsletter and Hall of Fame.

12. Agenda Items for December 11, 2017, Board Meeting to be held at District Office Board room at 5:00PM
    - A. Monthly Report
    - B. Policies
    - C. Swearing in of new Board Members
    - D. Board Reconfiguration

13. Hearing no objections, Director Wilson adjourned the Regular Board Meeting at 5:58 PM.

_____ _____

Chair/Vice Chair of the Board Secretary of the Board

_____

Date



Cheryl Bradbury <bradburycheryl@newportgriz.com>

Personnel Selection Recommendation Form

1 message

Principal or Supervisor <buttreydebra@newportgriz.com> Tue, Nov 14, 2017 at 6:45 PM
Reply-To: 2019smithtug@newportgriz.com
To: buttreydebra@newportgriz.com, bradburycheryl@newportgriz.com

Your form has a new entry.

Here are the results.

Recommended Candidate	Tyler Popkin
Type of position	Supplemental Contract
Title of Position	MS Wrestling
Hours Per Day	2
Position Start Time	2:50 PM
Position End Time	5:00 PM
First Day Employee Reports to Work	Oct 26, 2017
Interviewed candidates not selected were all notified by:	n/a
Candidates Interviewed:	Tyler Popkin
Interview Team	Adrian Bojorquez, Scott Pillers, Melissa Smith
Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)	Experience, availability, commitment, knowledge of sport

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Intent to Hire Form 11 Nov 14, 2017.pdf
47K



Cheryl Bradbury <bradburycheryl@newportgriz.com>

Personnel Selection Recommendation Form

1 message

Principal or Supervisor <buttreydebra@newportgriz.com> Tue, Nov 14, 2017 at 6:48 PM
Reply-To: 2019smithtug@newportgriz.com
To: buttreydebra@newportgriz.com, bradburycheryl@newportgriz.com

Your form has a new entry.

Here are the results.

Recommended Candidate	Brian Card
Type of position	Supplemental Contract
Title of Position	MS Wrestling Coach 1
Hours Per Day	2
Position Start Time	2:50 PM
Position End Time	5:00 PM
First Day Employee Reports to Work	Nov 09, 2017
Interviewed candidates not selected were all notified by:	n/a
Candidates Interviewed:	Brian Card
Interview Team	Adrian Bojorquez, Scott Pillers, Melissa Smith
Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)	Experience, availability, professional demeanor, knowledge of sport, commitment to Newport youth

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Intent to Hire Form 12 Nov 14, 2017.pdf
47K



Cheryl Bradbury <bradburycheryl@newportgriz.com>

Personnel Selection Recommendation Form

1 message

Principal or Supervisor <buttreydebra@newportgriz.com> Mon, Nov 20, 2017 at 11:08 AM
Reply-To: mackeybrett@newportgriz.com
To: buttreydebra@newportgriz.com, bradburycheryl@newportgriz.com

Your form has a new entry.

Here are the results.

Recommended Candidate	Connor Mullaley
Type of position	Supplemental Contract
Title of Position	Boys C Squad Coach
Hours Per Day	Varies
Position Start Time	2:45 PM
Position End Time	7:00 PM
First Day Employee Reports to Work	Nov 20, 2017
Interviewed candidates not selected were all notified by:	No other applicants
Candidates Interviewed:	Connor Mullaley
Interview Team	Brett Mackey, Jaime Pancho
Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)	Rating from interview, previous experience in program, recommendation from Head Basketball Coach

Auto-Respond to messages quickly with Email Responder for Gmail.

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Intent to Hire Form 13 Nov 20, 2017.pdf
47K



Cheryl Bradbury <bradburycheryl@newportgriz.com>

Personnel Selection Recommendation Form

1 message

Principal or Supervisor <buttreydebra@newportgriz.com> Tue, Nov 21, 2017 at 10:31 AM
Reply-To: whittletroy@newportgriz.com
To: buttreydebra@newportgriz.com, bradburycheryl@newportgriz.com

Your form has a new entry.

Here are the results.

Recommended Candidate	Kathy Johnson
Type of position	Certified
Title of Position	Special Education Teacher
Hours Per Day	8
Position Start Time	7:30 AM
Position End Time	3:15 AM
First Day Employee Reports to Work	Nov 21, 2017
Interviewed candidates not selected were all notified by:	N/A
Candidates Interviewed:	Kathy Johnson
Interview Team	Troy Whittle Dave Smith
Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)	-Experience -Recommendation from other employers

Pull email addresses from Gmail with Address Extractor for Gmail.

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

Intent to Hire Form 14 Nov 21, 2017.pdf
46K



Cheryl Bradbury <bradburycheryl@newportgriz.com>

Personnel Selection Recommendation Form

1 message

Principal or Supervisor <buttreydebra@newportgriz.com> Tue, Nov 21, 2017 at 10:33 AM
Reply-To: whittletroy@newportgriz.com
To: buttreydebra@newportgriz.com, bradburycheryl@newportgriz.com

Your form has a new entry.

Here are the results.

Recommended Candidate	Zack Schwartz
Type of position	Classified
Title of Position	After School GPS Supervisor
Hours Per Day	1.25
Position Start Time	2:45 PM
Position End Time	4:00 PM
First Day Employee Reports to Work	Nov 27, 2017
Interviewed candidates not selected were all notified by:	N/A
Candidates Interviewed:	Zack Schwartz
Interview Team	Troy Whittle Brett Mackey
Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)	Competence Organization Availability

Send personalized emails with Mail Merge for Gmail.

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Intent to Hire Form 15 Nov 21, 2017.pdf
47K



Cheryl Bradbury <bradburycheryl@newportgriz.com>

Personnel Selection Recommendation Form

1 message

Principal or Supervisor <buttreydebra@newportgriz.com> Mon, Dec 4, 2017 at 11:11 AM
Reply-To: buttreydebra@newportgriz.com
To: buttreydebra@newportgriz.com, bradburycheryl@newportgriz.com

Your form has a new entry.

Here are the results.

Email address	bradburycheryl@newportgriz.com
Recommended Candidate	Timothy Gollan
Type of position	Classified
Title of Position	Long Term Temporary Employee - Custodian
Hours Per Day	8
Position Start Time	1:00 PM
Position End Time	9:00 PM
First Day Employee Reports to Work	Nov 28, 2017
Interviewed candidates not selected were all notified by:	N/A
Candidates Interviewed:	Only Tim
Interview Team	Scott Armstrong, Tony Moser, Galen Abercrombie, Dawn Polenski
Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)	Qualified applicant Great interview

Intent to Hire Form 21 Dec 04, 2017.pdf
48K



Cheryl Bradbury <bradburycheryl@newportgriz.com>

Personnel Selection Recommendation Form

1 message

Principal or Supervisor <buttreydebra@newportgriz.com> Tue, Dec 5, 2017 at 9:30 AM
Reply-To: buttreydebra@newportgriz.com
To: buttreydebra@newportgriz.com, bradburycheryl@newportgriz.com

Your form has a new entry.

Here are the results.

Email address	whittletroy@newportgriz.com
Recommended Candidate	Rod Gardner
Type of position	Certified
Title of Position	Long Term Special Education Sub
Hours Per Day	7.75
Position Start Time	7:30 AM
Position End Time	3:30 PM
First Day Employee Reports to Work	Nov 27, 2017
Interviewed candidates not selected were all notified by:	Troy Whittle
Candidates Interviewed:	Rod Gardner and Christina Wilson
Interview Team	Lindsay Hicks-Frazer, Melissa Smith, Troy Whittle, Karen Kolar
Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)	Experience, Fit, Passion for the work

Intent to Hire Form 22 Dec 05, 2017.pdf
48K

Letter of Resignation

Josh Tiede
631 N. Washington Ave
Newport, Wa 99156
(509)671-3150

November 22, 2017

Melissa Smith
AD, Newport School District

Dear Mrs. Smith

I am sorry to inform you that I Josh Tiede will be resigning from my duties as Junior High Baseball coach. It has been a very fun and rewarding last five years and I am saddened by my decision but it is time to move on with my career. Thank you for the opportunity to coach the Newport baseball program, and help teach these kids life values that come with this great sport.

Sincerely,

Josh Tiede



Gmail by Google

Theresa Monk <monktheresa@newportgriz.com>

(no subject)

1 message

Elizabeth Hamilton <hamiltonelizabeth@newportgriz.com> Thu, Nov 30, 2017 at 9:28 AM
To: Jennifer Erickson <ericksonjennifer@newportgriz.com>
Cc: Theresa Monk <monktheresa@newportgriz.com>, Cheryl Bradbury <bradburycheryl@newportgriz.com>

Newport School District,

After winter break I am resigning from my position as a parapro. at Stratton. My children will be attending a different school and I want to be involved with their new school. I would like to remain a substitute paraprofessional in Newport School District.

Thank you,
Elizabeth Hamilton



PAYROLL WARRANT REGISTER

NEWPORT SCHOOL DISTRICT
Fund ID 1 General Fund

Paydate November 30, 2017
Board Date December 13, 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 December 11, 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 217894 - 218066 for a total amount of $899,185.21

Secretary_____ Board Member_____

Board Member_____ Board Member_____

Board Member_____ Board Member_____

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 December 11, 2017, the board, by a _____ vote, approves payments, totaling $223,291.84. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 218067 through 218157, totaling $223,291.84

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
218067	Alkire, Richard R	11/30/2017	500.00
218068	Altmaier, Christopher John	11/30/2017	406.29
218069	Amazon Capital Services	11/30/2017	1,720.76
218070	Barton, Carlyn Alison	11/30/2017	112.04
218071	Blanchet, Vickie Ellen	11/30/2017	268.64
218072	Bockemuehl Family, LLC	11/30/2017	2,600.00
218073	Bureau Of Ed & Research	11/30/2017	916.00
218074	Natl Exp Durham Holding Corp	11/30/2017	89,853.86
218075	Ednetics	11/30/2017	556.32
218076	Employment Security Dept	11/30/2017	566.27
218077	First Bankcard	11/30/2017	120.08
218078	First Bankcard	11/30/2017	73.83
218079	First Bankcard	11/30/2017	990.64
218080	First Bankcard	11/30/2017	129.87
218081	First Bankcard	11/30/2017	1,602.79
218082	First Bankcard	11/30/2017	50.00

Check Nbr	Vendor Name	Check Date	Check Amount
218083	First Bankcard	11/30/2017	280.11
218084	First Bankcard	11/30/2017	1,314.67
218085	First Bankcard	11/30/2017	761.11
218086	First Bankcard	11/30/2017	661.28
218087	First Bankcard	11/30/2017	1,036.54
218088	First Bankcard	11/30/2017	332.40
218089	First Bankcard	11/30/2017	29.32
218090	First Bankcard	11/30/2017	1,386.05
218091	First Bankcard	11/30/2017	268.99
218092	First Bankcard	11/30/2017	185.36
218093	First Bankcard	11/30/2017	1,537.76
218094	Great America Financial Servic	11/30/2017	156.03
218095	Health Care Authority	11/30/2017	283.46
218096	Howe, Levi J	11/30/2017	400.00
218097	IEFOA	11/30/2017	2,159.16
218098	IESRA	11/30/2017	1,367.02
218099	IXL Learning	11/30/2017	399.00
218100	KCDA	11/30/2017	4,417.28
218101	KenArt Enterprises Inc.	11/30/2017	2,044.40
218102	Kersting, Katherine M	11/30/2017	2,957.50
218103	Knight, Bonnie	11/30/2017	3,800.00
218104	Leader Services	11/30/2017	100.80
218105	Marlin Business Bank	11/30/2017	185.66
218106	Monk, Theresa Marie	11/30/2017	32.21
218107	New ESD 101	11/30/2017	1,360.50
218108	Newport SD Food Services	11/30/2017	113.68
218109	NHS Grizzly Fab Lab	11/30/2017	100.00
218110	Owen's Grocery And Deli	11/30/2017	900.00
218111	PCM / TigerDirect	11/30/2017	35,044.59
218112	Pelleberg, Cheryl Jean	11/30/2017	120.48
218113	Phillips, Claudia	11/30/2017	550.00
218114	Public Utility District No 1	11/30/2017	13,412.89
218115	Quill	11/30/2017	142.01

Check Nbr	Vendor Name	Check Date	Check Amount
218116	Rehn and Associates	11/30/2017	66.00
218117	Rethink Mathematics	11/30/2017	968.40
218118	Revolving Fund	11/30/2017	2,853.50
218119	Rowsey, Curtis L	11/30/2017	116.07
218120	SAVRA	11/30/2017	2,247.04
218121	Skills USA	11/30/2017	84.00
218122	Smith, David	11/30/2017	300.00
218123	Specialty Forest Products, Inc	11/30/2017	587.82
218124	Sun Rental Center	11/30/2017	339.31
218125	TIMBER RIVER RANCH, LLC	11/30/2017	500.00
218126	USIP	11/30/2017	868.29
218127	Valence Inc	11/30/2017	350.99
218128	Verizon Wireless - Bellevue	11/30/2017	639.69
218129	Washington State University	11/30/2017	4,036.00
218130	Washington Auto Carriage	11/30/2017	8,617.91
218131	Whitley Fuel	11/30/2017	5,758.32
218132	Whittle, Troy D	11/30/2017	600.59
218133	Writebrain Books	11/30/2017	150.00
218134	WSIPC	11/30/2017	1,410.00
218135	WSSB Receipt Book	11/30/2017	157.50
218136	XEROX Financial Services	11/30/2017	1,420.37
218137	Amazon Capital Services	11/30/2017	537.36
218138	ASB Revolving Fund	11/30/2017	1,660.00
218139	Barranco, Bobbie G	11/30/2017	41.22
218140	Clemews, Robert	11/30/2017	25.00
218141	Demco Inc	11/30/2017	87.08
218142	First Bankcard	11/30/2017	1,224.82
218143	First Bankcard	11/30/2017	205.49
218144	First Bankcard	11/30/2017	579.30
218145	First Bankcard	11/30/2017	156.34
218146	First Bankcard	11/30/2017	2,255.83
218147	First Bankcard	11/30/2017	90.93
218148	KCDA	11/30/2017	102.38

Check Nbr	Vendor Name	Check Date	Check Amount
218149	Newport School District	11/30/2017	447.45
218150	Owen's Grocery And Deli	11/30/2017	400.00
218151	Siemers Farm LLC	11/30/2017	900.00
218152	Sironka, Nicholas	11/30/2017	800.00
218153	Skills USA	11/30/2017	928.00
218154	First Bankcard	11/30/2017	207.34
218155	First Bankcard	11/30/2017	130.93
218156	First Bankcard	11/30/2017	39.00
218157	Follett School Solutions, Inc.	11/30/2017	2,093.92

91 Computer Check(s) For a Total of 223,291.84

	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
	91	Computer	Checks For a Total of	223,291.84
Total For	91	Manual, Wire Tran, ACH & Computer Checks		223,291.84
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	223,291.84

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	1,323.34	661.28	208,394.83	210,379.45
40	Associated Stude	90.93	0.00	10,350.27	10,441.20
70	Private Purpose	0.00	0.00	2,471.19	2,471.19

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 December 11, 2017, the board, by a _____ vote, approves payments, totaling $123,003.23. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 218158 through 218237, totaling $123,003.23

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
218158	A-L Compressed Gases	12/15/2017	1,765.18
218159	Albeni Falls Bldg Supply	12/15/2017	324.99
218160	Allied Fire and Security	12/15/2017	263.80
218161	Amazon Capital Services	12/15/2017	4,177.34
218162	Anheier, Elizabeth N	12/15/2017	162.39
218163	Ashdown, Larry	12/15/2017	200.00
218164	Bablingua Spain	12/15/2017	99.00
218165	CED, Inc	12/15/2017	918.32
218166	Chaney, Evan Lee	12/15/2017	245.00
218167	City Of Newport	12/15/2017	2,033.65
218168	City Service	12/15/2017	433.68
218169	Concept Cable	12/15/2017	45.00
218170	Conjuguemos	12/15/2017	55.00
218171	Consolidated Supply Co	12/15/2017	3,786.49
218172	Demco Inc	12/15/2017	45.95
218173	Ednetics	12/15/2017	5,011.20

Check Nbr	Vendor Name	Check Date	Check Amount
218174	Excess Disposal Service	12/15/2017	4,193.33
218175	Oldtown Family Foods LLC	12/15/2017	35.37
218176	Food Services Of America	12/15/2017	16,558.23
218177	Freeman High School	12/15/2017	200.67
218178	Frontier	12/15/2017	77.98
218179	Goodsource Solutions	12/15/2017	1,905.31
218180	Graduate Services Northwest	12/15/2017	146.28
218181	H & H Express	12/15/2017	205.00
218182	Haskins Steel Co Inc	12/15/2017	2,338.16
218183	Hastings, Michele Therese	12/15/2017	75.13
218184	Hicks-Frazer, Lindsay Alicia	12/15/2017	200.00
218185	HOSA Future Health Professiona	12/15/2017	45.00
218186	Johnstone Supply	12/15/2017	28.55
218187	JW Pepper & Son Inc	12/15/2017	401.33
218188	Kardos Plumbing	12/15/2017	430.40
218189	Leo's Excavating, LLC	12/15/2017	1,076.00
218190	Les Schwab Tire Center	12/15/2017	179.83
218191	Magic-Wrighter, Inc.	12/15/2017	360.00
218192	Mc Millan, Dawn	12/15/2017	88.00
218193	Medic First Aid	12/15/2017	739.30
218194	Musician'S Friend	12/15/2017	899.99
218195	Myrvang, Sheila Rae	12/15/2017	85.60
218196	NAPA Auto Parts	12/15/2017	210.17
218197	Newport Alarm	12/15/2017	542.84
218198	Newport Miner	12/15/2017	141.10
218199	O'REILLY AUTO PARTS	12/15/2017	542.49
218200	Oriental Trading Co., Inc.	12/15/2017	82.86
218201	OSPI - Child Nutrition Service	12/15/2017	3,893.78
218202	Part Works	12/15/2017	1,000.27
218203	Pend Oreille Valley Network	12/15/2017	76.45
218204	Petroglyph Printing & Signs	12/15/2017	592.88
218205	Pro Mechanical Services, Inc.	12/15/2017	4,651.55
218206	Public Utility District No 1	12/15/2017	7,451.06

Check Nbr	Vendor Name	Check Date	Check Amount
218207	QBSI-XEROX	12/15/2017	5,970.49
218208	School Specialty Inc	12/15/2017	56.78
218209	Selkirk Supply Inc	12/15/2017	1,159.99
218210	Sherwin-Williams Co	12/15/2017	532.24
218211	SHI International Corp.	12/15/2017	161.40
218212	Shred-It USA	12/15/2017	108.56
218213	Sound Stewards	12/15/2017	6,271.50
218214	Spokane Produce	12/15/2017	2,614.16
218215	Supplyworks	12/15/2017	5,852.02
218216	TASB, Inc.	12/15/2017	1,667.00
218217	Terry's Dairy	12/15/2017	4,668.46
218218	The Beacon	12/15/2017	30.00
218219	Tumbleweed Press Inc	12/15/2017	799.00
218220	Vaughn, Alisa Marie	12/15/2017	200.00
218221	WAMOA	12/15/2017	460.00
218222	WERA - Washington Educational	12/15/2017	315.00
218223	West Bonner Water & Sewer	12/15/2017	168.00
218224	Whitley Fuel	12/15/2017	5,731.05
218225	Writebrain Books	12/15/2017	75.00
218226	Concessions Supply	12/15/2017	425.00
218227	Dorian Studio, Inc.	12/15/2017	500.00
218228	HOSA Future Health Professiona	12/15/2017	465.00
218229	Jostens	12/15/2017	196.79
218230	Newman, Lindsey	12/15/2017	72.02
218231	Newport School District	12/15/2017	214.00
218232	Newport Miner	12/15/2017	56.44
218233	The Beacon	12/15/2017	64.00
218234	Whitworth University	12/15/2017	105.00
218235	WSAF	12/15/2017	250.00
218236	Amazon Capital Services	12/15/2017	29.71
218237	Stageright Corp.	12/15/2017	14,762.72

Check Nbr	Vendor	Name		Check Date	Check Amount
	80	Computer	Check(s) For a Total of		123,003.23

	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
	80	Computer	Checks For a Total of	123,003.23
Total For	80	Manual, Wire Tran, ACH & Computer Checks		123,003.23
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	123,003.23

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	948.87	200.67	104,713.01	105,862.55
40	Associated Stude	0.00	0.00	2,348.25	2,348.25
70	Private Purpose	0.00	0.00	14,792.43	14,792.43

First Reading:

Policy 3416 -

Medication at School

Medication at School

General Statement

Under normal circumstances ~~prescribed and over-the-counter~~ medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If a student must receive ~~prescribed or over-the-counter oral or topical medication, eye drops, ear drops or nasal spray ("medications")~~ medication from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

Special Exception to General Statement

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff without a written prescription or note from a licensed health care provider if the following conditions are met:

A. The product is regulated by the US Food and Drug administration as an over-the-counter sunscreen product; and

B. If possessed by a student, the product is provided to the student by a parent or guardian.

Procedures

The District Nurse, in collaboration with the superintendent, ~~superintendent~~ will establish procedures for:

A. ~~Delegating,~~ Ttraining and supervision of, and delegation to, staff members in the administration of ~~prescribed or non-prescribed oral~~ medication to students by a physician or registered nurse;

B. Designating staff members who may administer ~~prescribed or non-prescribed oral~~ medication to students;

C. Obtaining signed and dated parental and health professional request for the dispensing of ~~prescribed or non-prescribed oral~~ medications, including instructions from health professional if the medication is to be given for more than fifteen (15) days;

D. Storing ~~prescribed or non-prescribed~~ medication in a locked or limited access facility, as appropriate;

E. Maintaining records pertaining to the administration of ~~prescribed or non-prescribed oral~~ medication; and

F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

G. Permitting possession and self-administration of over-the-counter topical sunscreen products. This procedure may include product identification, storage, limitations of volume of sunscreen product possessed, time and circumstances of use, and such other reasonable conditions deemed necessary.

~~Emergency nasal medication, such as, but not limited to midazolam, suppositories and non-emergency injections may not be administered by school staff other than registered nurses and licensed practical nurses.~~

~~No medication will be administered by injection by school staff except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent will submit a written and signed permission statement. Such an authorization will be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member will be trained prior to injecting a medication.~~

~~If the district decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.~~

Emergency Nasal Medication, Injections, Suppositories

Emergency nasal medication, such as, but not limited to midazolam, suppositories and non-emergency injections may not be administered by school staff other than registered nurses and licensed practical nurses. If a school nurse is not on school premises, a nasal spray containing a Schedule II, III, or IV drug may be administered by a parent-designated adult.

No medication will be administered by injection by school staff except when a student is susceptible to a predetermined, life-endangering situation [See Policy 3420, Anaphylaxis Prevention and Response]. In such an instance, the parent will submit a written and signed permission statement. Such an authorization will be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member will be trained prior to injecting a medication.

A parent designated adult is a volunteer, who may be a school district employee, who receives additional training from a healthcare professional or expert in epileptic seizure care, selected by the parents, who provides care for the student consistent with the student's individual health plan on file with the school.

Required Notification of EMS
After every administration of any Schedule II, III, or IV drug by nasal spray to a student, Emergency Medical Services (911) will be summoned as soon as practicable.

Discontinuing Medication
If the district decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Cross References:	3420 - Anaphylaxis Prevention and Response
	3419 - Self-Administration of Asthma and Anaphylaxis Medications
Legal References:	RCW 28A.210.260 Public and private schools - Administration of medication — Conditions
	RCW 28A.210.270 Public and private schools —Administration of medication — Immunity from liability — Discontinuance, procedure
Management Resources:	2014 - February Issue
	2012 - August Issue
	Policy News, February 2001 Oral Medication Definition Expanded

Adoption Date:
Classification: **Essential**
Revised Dates: **02.01; 12.11; 08.12; 02.14, 01.18**

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