NEWPORT SCHOOL DISTRICT  
REGULAR BOARD MEETING  
December 5, 2016  
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 held Nov. 14, 2016
   A. Corrections or Additions

4. Consent Agenda:
   A. New Hire:  
      Gary Reese  
      Bob Sanborn  
      Elyce Cutshall  
      Jennifer Richling  
      Micah Gillen  
      MS Wrestling Coach  
      MS Wrestling Coach  
      Collection of Evidence, HS  
      CCLC 7-12 Academic Coach  
      Year Round Evening Custodian
   B. Long Term Sub:  
      Rana Cutshall  
      Pre School Para, Long Term Sub
   C. Resignation:  
      Amanda Smith  
      HS Volleyball Coach  
      MS Volleyball Coach
   D. Medical Leave:  
      Dominique Nokes  
      Debra Moore  
      ES Paraprofessional  
      SPED Teacher
   E. Retiring:  
      Dora Grantski  
      Year Round Evening Custodian

5. Individuals or Groups Wishing to Address the Board:

6. Financial Reports (m) - Debra Buttrey
   A. Approval of November Payroll (m)
   B. Approval of November Accounts Payable (m)
   C. Monthly Update

7. Old Business:

8. New Business:
   A. High School Schedule Information - Troy Whittle, High School Principal

9. Policies (m):
   First Reading:
   Second Reading: Policy 5051- Coach Evaluations, Inventory, and Pay

10. Miscellaneous:

11. Agenda Items for January 9th 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

November 14, 2016

1. The Regular Meeting of the Board of Directors of the Newport School District was called to order by Director Wilson at 4:58 p.m. in the District Board Room.

2. Roll Call: Paul Wilson, Connie Moore, April Owen, Mitch Stratton, Board of Directors; Director Jim Brewster was unable to attend, due to a conflict in his schedule. 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 Owen, seconded by Director Stratton, to approve the agenda with the addition of Item E under New Business, “Out of Endorsement (m)". Vote was unanimous.

4. Minutes of the regular meeting held October 24, 2016 will stand approved, with clarity given to Item 5, Individuals or Groups Wishing to Address the Board.

5. Consent Agenda:
   A. New Hire: Gary Reese
      Shannon Hansen
      P-12 Instructional Asst. 7 hrs/day
      SHMS Vball Coach
   B. B. Long Term Sub: Jessica Coston
      Pre-School Teacher
   C. Resignation: Gary Reese
      21ST CCLC Academic Coach
   D. Medical Leave Jean Clark
      SHMS Paraprofessional
   E. Retiring: Brenda Konkright
      Pre-School Teacher

6. Individuals or Groups Wishing to Address the Board: There were none.

7. Financial Reports (m): Debra Buttrey
   A. Approval of October Accounts Payable (m)
      General Fund Warrant Numbers 215205 through 215309 in the amount of $193,486.07.
      Motion to approve October Payroll was made by Director Owen, seconded by Director Moore. Vote was unanimous.
   B. Approval of November Accounts Payable (m)
      General Fund Warrant Numbers 215310 through 215366 in the amount of $175,673.88.
      Motion to approve October Payroll was made by Director Owen, seconded by Director Moore. Vote was unanimous
C. Mrs. Buttrey then went over current enrollment numbers and the Treasure’s Report.

D. Transportation RFP, Debra mentioned that we have our Request For Proposal’s listed on our website and advertised in the newspaper. On December 12, 2016, potential bidders are invited to a pre-bid conference. This will be a 5 year contract. Discussion was held.

8. Old Business: None

9. New Business:

A. Debra Buttrey presented to the Board Resolution 01-2016-2017 for the 2017-20 proposed maintenance and operations supplemental levy. The Board reviewed the proposed levy amounts against projected property assessments and maintaining the current levy rate of $2.09 per thousand of assessed value. Assessment values reviewed were projected increases of .50%, 1% and 1.5%.
Motion to approve a 2017-20 maintenance and operations levy of $1,734,445 for 2018, $1,760,445 for 2019 and $1,786,945 for 2020 was made by Director Owen, seconded by Director Stratton. Vote was unanimous.

B. Combine Wrestling Program with Cusick (m)
Athletic Director Geoff Pearson asked the Board to combine our wrestling program with Cusick. This would be a three year agreement.
Motion to approve was made by Director Moore, seconded by Director Owen. Vote was unanimous.

C. School Improvement Plan
Jenny Erickson, Stratton Principal, showed the Board Members an updated draft of the Elementary School Improvement Plan and also went over the goals from last year. Discussion was held.
Tony Moser, Sadie Halstead Principal, also presented to the Board the work that has been happening on the Middle School Improvement Plan, with the updates that have taken place. Discussion was held.

D. Building Reports
Mr. Moser gave an overview of upcoming events at the middle school. Adding that conferences were well attended and that 118 families have signed up for Canvas.
Mrs. Erickson also mentioned that conferences went well at the elementary school, though participation numbers were lower than last year. Mrs. Erickson also gave an update of upcoming activities that are happening at the elementary school.
Mr. Pearson said that during conferences at the high school, 95 parents filled out the Parent Perception Survey. Mr. Pearson also gave an overview of high school upcoming events, including sports and music concerts.

E. Out of Endorsement Assignment (m)
Superintendent Smith informed the Board that one of our middle school teachers, Larry Ashdown, is teaching 8th Grade Title I Reading, which he does not have an endorsement for. Motion to approve Larry Ashdown to teach 8th Grade Title I Reading out of endorsement made by Director Owen, seconded by Director Moore. Vote was unanimous.

10. Policies (m):
   First Reading:  Policy 5051 – Coach Evaluations, Inventory, and Pay
   • Athletic Director Geoff Pearson reviewed the prosed policy to the Board, mentioning that this is a new policy. Mr. Pearson added that it will help hold coaches accountable to equipment and inventory. Moved to second reading.

   Second Reading:  None at this time

11. Miscellaneous:
   Director Wilson mentioned how impressed he was during the Newport High School Veterans Day assembly. He added that the middle school students were also great.

   Director Owen thanked Business Manager, Debra Buttrey for all of the hard work she has put into the levy information and also the transportation bids.

12. Agenda Items for December 5, 2016 Board Meeting to be held at District Office Board Room at 5:00PM
   A. Financial Reports
   B. Policies

13. Hearing no objections, Director Wilson adjourned the Regular Board Meeting at 6:12 PM.

Chair/Vice Chair of the Board

Secretary of the Board

Date
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number __________________________ Closing Date __________________________
Position MS Wrestling Coach FTE _______
RECOMMENDED CANDIDATE*: Gary Reese
Supervisor’s Signature __________________________ 10/24/16
Recommended Start Date

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

Interviewed candidates not selected were all notified by: [signature]

CANDIDATES INTERVIEWED:
1. Gary Reese
2. __________________________
3. __________________________
4. __________________________
5. __________________________
6. __________________________

INTERVIEW TEAM:
1. Tony Moser
2. Melissa Smith
3. Adrian Bajarques
4. __________________________
5. __________________________
6. __________________________

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

1. References
2. [illegible]
3. Coaching experience
4. Rapport w/ high school coach
5. Committed to learning more about sport
6. Paraprofessional success at SHMS
7. __________________________
8. __________________________
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number __________________________ Closing Date __________________________

Position MS Wrestling #2 FTE ______

RECOMMENDED CANDIDATE*: Bob Sanborn

Supervisor's Signature __________________________ Recommended Start Date 11/1/16

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

Interviewed candidates not selected were all notified by: __________________________

CANDIDATES INTERVIEWED:

1. Bob Sanborn __________________________ 3. __________________________ 5. __________________________

2. __________________________ 4. __________________________ 6. __________________________

INTERVIEW TEAM:

1. Tony Moser __________________________ 3. Gary Reese __________________________

2. Melissa Smith __________________________ 4. __________________________

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

1. References __________________________

2. Only applicant __________________________

3. Coaching experience __________________________

4. Support of Gary __________________________

5. __________________________

6. __________________________

7. __________________________

8. __________________________

For Personnel Office Use

Verifications:
☐ Certification/Endorsements
☐ Sexual Misconduct Release Form

Approved by:

Name __________________________ Date __________________________

HR Staff __________________________ Date __________________________

School Board Approval on __________________________ (Date)
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number

Closing Date

Position COE

FTE

RECOMMENDED CANDIDATE: Elyse Cutshall

Supervisor's Signature

Jan 5, 2017

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

CANDIDATES INTERVIEWED:

1. Elyse Cutshall

2.

3.

4.

5.

6.

INTERVIEW TEAM:

1. Troy Whittle

2.

3. Geoff Pearson

4.

5.

6.

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

1. Only qualified applicant

2.

3.

4.

5.

6.

7.

8.

For Personnel Office Use

Verifications:

1) Certification/Endorsements

2) Sexual Misconduct Release Form

HR Staff

Approved by:

Name

Date

School Board Approval Date

(Date)
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number ___________________ Closing Date Nov 14, 2016
Position Academic Coach 7-12 Site FTE
RECOMMENDED CANDIDATE*: Jennifer Richling 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: Elyce Cutshall (signature)

CANDIDATES INTERVIEWED:
1. Jeffrey Soboda
2. Jennifer Richling
3. ___________________ 5. ___________________
4. ___________________ 6. ___________________

INTERVIEW TEAM:
1. Troy Whitle
2. Elyce Tallman
3. Heather Gates
4. Julie Riegel
5. ___________________
6. ___________________

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

1. Successful Volunteer experience
2. Position fits in Education Plan
3. Great rapport w/ kids
4. ___________________
5. ___________________
6. ___________________
7. ___________________
8. ___________________

For Personnel Office Use

Verifications:
☐ Certification/Endorsements
☐ Sexual Misconduct Release Form

Approved by:
Name ___________________ Date ____________

HR Staff ___________________ Date ____________

School Board Approval on ____________ (Date)
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number ___________________  Closing Date 11-21-2016
Position Long-term Preschool Para  FTE ______
RECOMMENDED CANDIDATE*: Rana Cutshall
Supervisor's Signature

Recommended Start Date 1-4-2017

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

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

CANDIDATES INTERVIEWED:

1. ___________________  3. ___________________  5. ___________________
2. ___________________  4. ___________________  6. ___________________

INTERVIEW TEAM:

1. ___________________  3. ___________________  5. ___________________
2. ___________________  4. ___________________  6. ___________________

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

1. Rana is currently a Para at Stratton and has
2. expressed a desire to take this long-term position.
3. 
4. 
5. Rana will return to her original, 3.75 hr position,
6. at the beginning of the 17-18 school year. (Her 3.75 hour position is being subbed out for the remainder of
7. the 16-17 school year)
8. 

For Ronessony Office Use

Verifications
1. Certification Endorsements
2. Previous Record Reference Form

Approval by

Name ___________________ Date ___________________

HR Staff ___________________ Date ___________________

School Board Approval on ___________________ Date ___________________
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number ___________________    Closing Date ___________________

Position Year Round Evening Custodian  FTE 1.0

RECOMMENDED CANDIDATE*: Micah Gillen

Scott Armstrong    Jan 11, 2017

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: ____________________________

CANDIDATES INTERVIEWED:

1. Micah Gillen
2. ____________________________  3. ____________________________  4. ____________________________  5. ____________________________  6. ____________________________

INTERVIEW TEAM:

1. ____________________________  3. ____________________________  5. ____________________________
2. ____________________________  4. ____________________________  6. ____________________________

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

1. Only in district applicant
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________

For Personnel Office Use

Verifications:
☐ Certification/Endorsements
☐ Sexual Misconduct Release Form

Approved by:

Name ___________________ Date ____________

HR Staff Date ___________________ School Board Approval on ____________ (Date)
Amanda Smith
394 East Telephone Rd.
Newport, WA, 99156

November 20, 2016

Newport School District
RE: Geoff Pearson
P.O. Box 70
Newport WA 99156

Dear Mr. Pearson,

This letter is to inform you that I am resigning my position as the Head Volleyball Coach for the Grizzlies effective immediately. I plan on building my tool belt by continuing to coach at the assistant level, participating in volleyball clinics and gaining more experience.

I want to thank you sincerely for the opportunity and guidance that you have given me this last season.

If you need to contact me, my phone number is (509)671-1288 or my email is Smithamanda@newportgriz.com. Thank you again for the opportunity.

Sincerely yours,
Amanda Smith
Paraprofessional
Stratton Elementary
Amanda Smith
394 East Telephone Rd
Newport WA 99156
(509)671-1288

30th November 2016

Melissa Smith
AD, SHMS
1380 5th Street
Newport WA 99156

Dear Mrs. Smith,

I am very sorry to inform you that I will be resigning my position as SHMS Volleyball Coach, effective immediately. After my doctors appointment today, I have some medical issues that will restrict me from doing an adequate job.

Thank you for your understanding as I have navigated through this illness to get to this point.

Sincerely,

Amanda Smith
Paraeducator
Stratton Elementary
Smithamanda@newportgriz.com
Hi Dave,

I am requesting a leave of absence starting December 15 through the end of this current school year. Please let me know if this is possible.

Thanks,
Domini Nokes
11/16/2016

To Whom It May Concern:

I am writing to request a leave of absence from NSC until through the end of the current school year due to personal health issues.

I apologize for any inconvenience this may cause, but it is necessary.

Respectfully,

Debra Moore

[Stamp: Received Nov 21 2016]
Nov. 16, 2016

Dear Scott Armstrong:

After much thought and counting of days I am ready to submit my letter of retirement. It has been a great pleasure most of the time to serve the Newport School District for the last 21 years. I look forward to January 10, 2017 as my last day of service. I do want to thank all my friends and some have become family for all your support through the years I will miss you.

Sincerely

Dora J. Grantski

Newport High School Custodian

P.S. NO Scott I am NOT changing my mind and STAYING!!!!!
PAYROLL WARRANT REGISTER

NEWPORT SCHOOL DISTRICT
Fund ID 1 General Fund

Paydate November 30, 2016
Board Date December 5, 2016

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 5, 2016, 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 215367 - 215449 for a total amount of $853,016.64

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 5, 2016, the board, by a ______________ vote, approves payments, totaling $197,022.85. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 215450 through 215551, totaling $197,022.85

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102 Computer Check(s) For a Total of 197,022.85
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<td><strong>Manual, Wire Tran, ACH &amp; Computer Checks</strong></td>
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**Fund Summary**

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<th>Balance Sheet</th>
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<td>1,924.28</td>
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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:

- 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: