

**NEWPORT SCHOOL DISTRICT
REGULAR BOARD MEETING
January 9, 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 held Dec. 5, 2016
 - A. Corrections or Additions
4. Consent Agenda:
 - A. New Hire:

Renee Sherman	Evening Custodian
Gary Reese	7 th Grade Girls Basketball Coach
 - B. Long Term Sub:

Jessica Coston	Pre School Teacher
Kiara Bento	P-4 Instruct. Asst.
Melanie Nelson	5-8 Instruct. Asst.
 - C. Resignation:

Tracie Brown	P-4 Instruct. Asst.
Zac Farnam	HS P.E. Teacher
Zac Farman	HS Head Football Coach
 - D. Retiring:

Julie Riegel	HS Counselor
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5. Individuals or Groups Wishing to Address the Board:
6. Financial Reports (m) – Debra Buttrey
 - A. Approval of December Accounts Payable (m)
 - B. Monthly Update
7. Old Business:
8. New Business:
 - A. Hagan Foundation Grant Award (m)
 - B. Pilot Tennis Program at Newport High School, Geoff Pearson (m)
 - C. RFP process update
 - D. Board Appreciation
9. Policies (m):
 - First Reading:
 - Second Reading:
10. Miscellaneous:
11. Agenda Items for February 13th 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

December 5, 2016

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, Jim Brewster, April Owen, Mitch Stratton, Board of Directors. Dave Smith, Superintendent and Debra Buttrey, Business Manager. There were 4 visitors in attendance.
3. Motion to approve the agenda, including the consent agenda:
Motion made by Director Owen, seconded by Director Moore, to approve the agenda.
Vote was unanimous.
4. Minutes of the regular meeting held November 14, 2016 were approved as read.
5. Consent Agenda:
 - A. New Hire:

Gary Reese	MS Wrestling Coach
Bob Sanborn	MS Wrestling Coach
Elyce Cutshall	Collection of Evidence, HS
Jennifer Richling	CCLC 7-12 Academic Coach
Micah Gillen	Year Round Evening Custodian
Libby Bartel	P-4 Instruct. LAP Asst.
 - B. Long Term Sub: Rana Cutshall Pre School Para, Long Term Sub
 - C. Resignation: Amanda Smith HS Volleyball Coach
Amanda Smith MS Volleyball Coach
 - D. Medical Leave: Domini Nokes ES Paraprofessional
Debra Moore SPED Teacher
 - E. Dora Grantski Year Round Evening Custodian
6. Individuals or Groups Wishing to Address the Board: There were none.
7. Financial Reports (m) : Debra Buttrey
 - A. Approval of November Payroll (m)
General Fund Warrant Numbers 215367 through 215449 in the amount of \$853,016.64.
Motion to approve November Payroll was made by Director Owen, seconded by Director Brewster. Vote was unanimous.
 - B. Approval of November Accounts Payable (m)
General Fund Warrant Numbers 215450 through 215551 in the amount of \$197,022.85.
Motion to approve November Accounts Payable was made by Director Owen, seconded by Director Brewster. Vote was unanimous

- C. Mrs. Buttrey then went over current enrollment numbers and the Treasure's Report.

8. Old Business: None

9. New Business:

- A. High School Schedule Information – Troy Whittle, Principal.
Mr. Whittle showed a power point presentation to the Board about a possible change to the high school period schedule.

10. Policies (m):

First Reading: None at this time

Second Reading: Policy 5051 – Coach Evaluations, Inventory, and Pay

- The Board reviewed Policy 5051 as presented. Motion to approve Policy 5051 was made by Director Owen, seconded by Director Moore. Vote was unanimous.

11. Miscellaneous:

Director Brewster mentioned that he had four items for miscellaneous.

He informed those present that the most commonly stolen food is cheese, the city with the most hotel rooms is Vegas, the longest living ant on record is 28.75 years, and Christmas started out as a pagan holiday.

Director Owen offered that she was able to attend the last CAPS meeting and added that it seems as if good work has been started. She also mentioned that she went to the Craft Fair and Festival of Trees. She extended her thanks to all of those that helped out.

Superintendent Smith added that the holiday band concerts are coming up and that Saturday is the Hometown Christmas.

Troy Whittle reminded those present that January 15, 2017 is the due date for Alumni Hall of Fame nominations.

12. Agenda Items for January 9, 2017 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 5:40 PM.

Chair/Vice Chair of the Board

Secretary of the Board

Date

**NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM**

Posting Number _____ Closing Date _____
 Position Custodian FTE 8 hrs 180 days
 RECOMMENDED CANDIDATE*: Renee Sherman
Scott Armstrong _____
 Supervisor's Signature Recommended Start Date 1-3-17

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

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

CANDIDATES INTERVIEWED:

1. Nick Bartel 3. Renee Sherman 5. _____
 2. Jakob Fox 4. Charles Glover 6. _____

INTERVIEW TEAM:

1. Debra Buttray 3. Cassandra Crawford 5. _____
 2. Scott Armstrong 4. _____ 6. _____

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

1. Long time sub in district
 2. Unanimous Score
 3. _____
 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 _____
 Position 7th Basketball (pending participation numbers) FTE _____
 RECOMMENDED CANDIDATE*: Gary Reese
 Supervisor's Signature _____ Recommended Start Date 1/4/16

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

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

CANDIDATES INTERVIEWED:

- | | | |
|----------------------|----------|----------|
| 1. <u>Gary Reese</u> | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |

INTERVIEW TEAM:

- | | | |
|--------------------|----------|----------|
| 1. <u>M. Smith</u> | 3. _____ | 5. _____ |
| 2. <u>T. Moser</u> | 4. _____ | 6. _____ |

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

1. experience
2. rapport w/ student athletes
3. only applicant
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 12/14/2016

Position P-4 Instructional Assistant
Long-Term Sub.

FTE _____

RECOMMENDED CANDIDATE*: Kiara Bento

[Signature]
Supervisor's Signature

1/4/2017
Recommended Start Date

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

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

CANDIDATES INTERVIEWED:

- | | | |
|-----------------------|-----------------------|----------|
| 1. <u>Lisa Boone</u> | 3. <u>Heidi Jones</u> | 5. _____ |
| 2. <u>Kiara Bento</u> | 4. _____ | 6. _____ |

INTERVIEW TEAM:

- | | | |
|-------------------------|---------------------------|--------------------------|
| 1. <u>Alisa Vaughn</u> | 3. <u>Nina Pletch</u> | 5. <u>Jenny Erickson</u> |
| 2. <u>Lora Lee Lake</u> | 4. <u>Bobbie Barranco</u> | 6. _____ |

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

- References and application support excellent work ethic & teamwork
- Highly Qualified / passed the ETS
- Formal Interview rating is most favorable.
- _____
- _____
- _____
- _____
- _____

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 Long Term Sub 5-8 Para FTE _____
RECOMMENDED CANDIDATE*: Melanie Nelson
[Signature] _____
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: _____
(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. _____
2. _____
3. _____
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)



Theresa Monk <monktheresa@newportgriz.com>

Fwd: 2 week notice

1 message

Jennifer Erickson <ericksonjennifer@newportgriz.com>
To: Theresa Monk <monktheresa@newportgriz.com>

Wed, Jan 4, 2017 at 9:48 AM

T
Jenny E.

----- Forwarded message -----

From: **Tracie Brown** <browntracie@newportgriz.com>
Date: Wed, Jan 4, 2017 at 8:07 AM
Subject: 2 week notice
To: Tracie Brown <browntracie@newportgriz.com>

1-18-2017 will be my last day.
Thanks
Tracie Brown

--
Monica Jones
Secretary, Stratton Elementary

--
Jenny Erickson
Stratton Elementary Principal
Newport School District



1-5-2017

Newport School District,

I am writing to inform you that I will be resigning as the head football coach and weight training teacher at Newport High School at the conclusion of the 2016-17 school year. Over the past five years, I have given everything I have to this school and the football program, and do not regret one second of it. I have enjoyed my time here, and wouldn't be pursuing new avenues unless I felt it was the right thing for my family. I know that the time is right, and the program will be left in good hands.

I am proud of the work that we have done and I look forward to seeing continued success as I follow the team over the next few years. I would like to thank Newport School District for the opportunity to help make an impact on the lives of so many. I have felt tremendous support and encouragement throughout and couldn't imagine a better place to work.

With a heavy heart, I resign from all of my positions. With that being said, I have made a commitment to this district to maintain the program and ensure that the transition happens smoothly.

Thank you again for trusting me with your students.

Zac Farnam

A handwritten signature in black ink, appearing to be 'Zac Farnam', written in a cursive style.

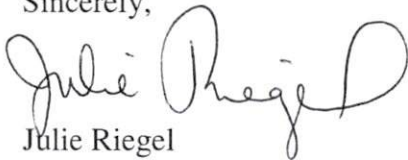
January 4, 2017

Dear Mr. Troy Whittle,

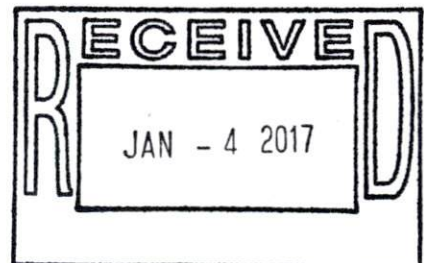
This letter is my official notification to you and to Newport School District that my last day of employment will be June 30, 2017. On that day I plan to retire.

I have enjoyed my employment as teacher and high school counselor for the past 25 years and will miss you and my coworkers when my retirement day comes.

Sincerely,

A handwritten signature in cursive script, appearing to read "Julie Riegel".

Julie Riegel
NHS Counselor



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 January 9, 2017, the board, by a _____ vote, approves payments, totaling \$59,175.87. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 215552 through 215605, totaling \$59,183.33

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
215552	A-L Compressed Gases	12/15/2016	269.35
215553	Albeni Falls Bldg Supply	12/15/2016	769.49
215554	Ben Franklin	12/15/2016	43.73
215555	Bradbury, David	12/15/2016	17.05
215556	CED, Inc	12/15/2016	852.21
215557	Chewelah School District	12/15/2016	140.00
215558	City Of Newport	12/15/2016	2,141.82
215559	City Service	12/15/2016	315.76
215560	Clark Security Products	12/15/2016	436.27
215561	Concept Cable	12/15/2016	45.00
215562	Country Lane	12/15/2016	129.12
215563	Excess Disposal Service	12/15/2016	3,300.17
215564	Excess Portable Service	12/15/2016	140.00
215565	Food Services Of America	12/15/2016	14,049.45
215566	Frontier	12/15/2016	339.64
215567	Graduate Services Northwest	12/15/2016	145.21

Check Nbr	Vendor Name	Check Date	Check Amount
215568	H & H Express	12/15/2016	23.06
215569	Haskins Steel Co Inc	12/15/2016	885.86
215570	L&I - Elevator Section	12/15/2016	183.20
215571	Marlin Business Bank	12/15/2016	324.53
215572	McMeen, Brandon Earl	12/15/2016	140.00
215573	Newport Alarm	12/15/2016	312.04
215574	Newport SD Food Services	12/15/2016	279.97
215575	Newport Miner	12/15/2016	527.50
215576	OSPI - Child Nutrition Service	12/15/2016	4,311.21
215577	Pape Machinery Exchange	12/15/2016	279.86
215578	Patti'S Action Auto Supply	12/15/2016	1,042.37
215579	Pend Oreille Valley Network	12/15/2016	76.45
215580	Petroglyph Printing & Signs	12/15/2016	97.25
215581	Priest River Glass	12/15/2016	105.27
215582	Project Lead The Way, Inc	12/15/2016	103.30
215583	Public Utility District No 1	12/15/2016	5,236.77
215584	QBSI-XEROX	12/15/2016	3,811.48
215585	Redwood Plastics	12/15/2016	672.00
215586	SAVRA	12/15/2016	99.36
215587	Selkirk Supply Inc	12/15/2016	114.87
215588	Sherwin-Williams Co	12/15/2016	421.19
215589	Shred-It US JV LLC	12/15/2016	108.56
215590	Skills USA	12/15/2016	84.00
215591	South Seattle Community Colleg	12/15/2016	705.00
215592	Spokane Produce	12/15/2016	2,269.30
215593	Supplyworks	12/15/2016	4,378.05
215594	Terry's Dairy	12/15/2016	4,110.45
215595	The Piano Tuner	12/15/2016	88.00
215596	Tumbleweed Press Inc	12/15/2016	799.00
215597	URM Food Service	12/15/2016	735.42
215598	West Bonner Water & Sewer	12/15/2016	172.00
215599	XEROX Financial Services	12/15/2016	1,420.37
215600	Country Lane	12/15/2016	955.47

Check Nbr	Vendor Name	Check Date	Check Amount
215601	Newport SD Food Services	12/15/2016	260.61
215602	Newport Miner	12/15/2016	72.30
215603	Skills USA	12/15/2016	752.00
215604	The Beacon	12/15/2016	36.00
215605	School Library Journal	12/15/2016	54.99
54	Computer	Check(s) For a Total of	59,183.33

Check Nbr	Vendor Name	Check Date	Check Amount
201600010	Newport School District	11/30/2016	0.00
201600011	Newport School District	11/30/2016	-7.46
2	Wire Transfer Check(s) For a Total of		-7.46

	0	Manual	Checks For a Total of	0.00
	2	Wire Transfer	Checks For a Total of	-7.46
	0	ACH	Checks For a Total of	0.00
	54	Computer	Checks For a Total of	59,183.33
Total For	56	Manual, Wire Tran, ACH & Computer Checks		59,175.87
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		59,175.87

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-119.25	0.00	57,163.75	57,044.50
40	Associated Stude	0.00	0.00	2,076.38	2,076.38
70	Private Purpose	0.00	0.00	54.99	54.99

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~~ ^{January} 9, 2017, the board, by a _____ vote, approves payments, totaling \$137,253.68. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 215681 through 215736, totaling \$137,253.68

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
215681	AWSP	12/30/2016	885.00
215682	Behrend, Karen J	12/30/2016	70.00
215683	Bockemuehl Family, LLC	12/30/2016	3,000.00
215684	Demco Inc	12/30/2016	116.61
215685	Natl Exp Durham Holding Corp	12/30/2016	79,375.43
215686	Ednetics	12/30/2016	5,060.21
215687	First Bankcard	12/30/2016	593.16
215688	First Bankcard	12/30/2016	292.66
215689	First Bankcard	12/30/2016	927.65
215690	First Bankcard	12/30/2016	1,155.07
215691	First Bankcard	12/30/2016	1,832.44
215692	First Bankcard	12/30/2016	77.49
215693	First Bankcard	12/30/2016	994.02
215694	First Bankcard	12/30/2016	56.58
215695	First Bankcard	12/30/2016	382.27
215696	First Bankcard	12/30/2016	583.45

Check Nbr	Vendor Name	Check Date	Check Amount
215697	First Bankcard	12/30/2016	400.00
215698	First Bankcard	12/30/2016	303.42
215699	First Bankcard	12/30/2016	2,478.52
215700	Goodsourse Solutions	12/30/2016	1,319.16
215701	Gopher	12/30/2016	33.75
215702	Great America Financial Servic	12/30/2016	234.03
215703	Health Care Authority	12/30/2016	501.82
215704	IBS Inc	12/30/2016	338.65
215705	KCDA	12/30/2016	1,291.04
215706	Kersting, Katherine M	12/30/2016	1,716.00
215707	Knight, Bonnie	12/30/2016	3,750.00
215708	Leader Services	12/30/2016	95.20
215709	Maws & Paws Booster Club	12/30/2016	510.00
215710	New Esd 101	12/30/2016	878.50
215711	Northwest Textbook	12/30/2016	600.79
215712	Part Works	12/30/2016	151.62
215713	Phillips, Claudia	12/30/2016	852.50
215714	POC Sheriff'S Office	12/30/2016	5,000.00
215715	Pro Mechanical Services, Inc.	12/30/2016	1,014.84
215716	PSAT/NMSQT	12/30/2016	435.00
215717	Public Utility District No 1	12/30/2016	13,170.12
215718	Rehn and Associates	12/30/2016	22.00
215719	Revolving Fund	12/30/2016	1,953.50
215720	Rickey, Lola Ann	12/30/2016	154.98
215721	Siemens, Mary Sue	12/30/2016	149.93
215722	Smith, David	12/30/2016	300.00
215723	Verizon Wireless - Bellevue	12/30/2016	792.85
215724	WA HOSA	12/30/2016	950.00
215725	Whittle, Troy D	12/30/2016	70.85
215726	Aubrey, Kim D	12/30/2016	51.90
215727	First Bankcard	12/30/2016	311.52
215728	First Bankcard	12/30/2016	408.48
215729	First Bankcard	12/30/2016	80.23

Check Nbr	Vendor Name	Check Date	Check Amount
215730	First Bankcard	12/30/2016	76.72
215731	First Bankcard	12/30/2016	4.54
215732	KCDA	12/30/2016	173.88
215733	First Bankcard	12/30/2016	181.80
215734	First Bankcard	12/30/2016	54.17
215735	Follett School Solutions, Inc.	12/30/2016	1,000.33
215736	National Geographic Society	12/30/2016	39.00
56	Computer	Check(s) For a Total of	137,253.68

	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
	56	Computer	Checks For a Total of	137,253.68
Total For	56	Manual, Wire Tran, ACH & Computer	Checks	137,253.68
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	137,253.68

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	985.41	0.00	133,885.70	134,871.11
40	Associated Stude	-28.31	0.00	1,135.58	1,107.27
70	Private Purpose	51.21	0.00	1,224.09	1,275.30