

**NEWPORT SCHOOL DISTRICT
REGULAR BOARD MEETING
March 6, 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 February 13, 2017
 - A. Corrections or Additions
4. Consent Agenda:
 - A. New Hire:

Paul Moore	Asst. Track Coach
Jocelyn Pearson	Head Tennis Coach
Maria Walton	P-4 Instruct. Asst. 5hrs/day
Gary Reese	HS Head Baseball Coach
Shannon Hansen	P.O.R.S Admin Secretary
Kiara Bento	P-4 Instruct. Asst.
Jack Clark	P-4 Instruct. Asst., limited position
Donna Molvik	Long Term Sub, HS Librarian
5. Individuals or Groups Wishing to Address the Board:
6. Financial Reports (m) – Debra Buttrey
 - A. Approval of February Payroll (m)
 - B. Approval of February Accounts Payable (m)
 - C. Monthly Update
7. Old Business:
8. New Business:
 - A. Bass Fishing Club (m)
 - B. Transportation RFP (m)
 - C. Building Reports
 - D. Staffing Update
9. Policies (m):

First Reading:	Policy 6220 Bid Requirements
Second Reading:	
10. Miscellaneous:
11. Agenda Items for March 20th 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

February 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, Jim Brewster, April Owen, Mitch Stratton, Board of Directors. Dave Smith, Superintendent and Debra Buttrey, Business Manager. There were 8 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 with the amendment to move Executive Session to the end of the agenda. Vote was unanimous.
4. Minutes of the regular meeting held January 9, 2017 were approved as read.
5. Consent Agenda:
 - A. New Hire: Renee Sherman Evening Custodian
 - B. Long Term Sub: Melissa Smith HS Special Education Teacher
 - C. Resignation: Sean Schneider HS Head Baseball Coach
Jayme Mathews P-4 Paraprofessional
Libby Bartel P-4 Paraprofessional
 - D. 2017-18 School Year Leave of Absence: Rachel Denham, 2nd Grade Teacher
6. Individuals or Groups Wishing to Address the Board:
7. Financial Reports (m) : Debra Buttrey
 - A. Approval of January Payroll (m)
General Fund Warrant Numbers 215791 through 215863 in the amount of \$799,142.34
Motion to approve December Payroll was made by Director Owen, seconded by Director Moore. Vote was unanimous.
 - B. Approval of January Accounts Payable (m)
General Fund Warrant Numbers 215737 through 215790 in the amount of \$76,759.47 and General Fund Warrant Numbers 215864 through 215942 in the amount of \$251,409.78 .
Motion to approve January Accounts Payable was made by Director Owen, seconded by Director Moore. Vote was unanimous
 - C. Approval of February Accounts Payable (m)
General Fund Warrant Numbers 215943 through 215990 in the amount of \$66,806.00
Motion to approve February Accounts Payable was made by Director Owen, seconded by Director Moore. Vote was unanimous.

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

8. Old Business: None

9. New Business:

A. Immunizations Update, Beth Anheier and Michelle Ells

Nurse Anheier reported to the Board the vaccination status of students and staff for varicella and MMR. Nurse Beth and Nurse Michelle Ells have been working to ensure that student vaccination records are accurate and have been calling many families to either get records or to request children be vaccinated. Some parents have signed to have their children opted out of vaccinations. If an outbreak occurs, any student that does not have records, vaccinations or has opted out will be excluded from school until they are no longer at risk. There are different factors that have contributed to the poor student vaccination records but Nurse Beth hopes to remedy that situation by moving all vaccination record-keeping as a nursing department responsibility. The nurses are better able to follow-up and ensure things are tracked properly. Nurse Beth also shared with the Board a compliance report that is due November of each year to the State. This report is a vaccination compliance report which shows that there has been compliance improvement between 2015 and 2016.

B. Directors Report

Scott Armstrong – Maintenance Department: Armstrong thanked the Board again for the tractor which is a tremendous help removing all of the snow we have had recently. He also reported that there may be a need to pay someone to come and remove the snow from some of the parking lot areas. The snow loads on the roofs are approximately 30# per square foot and a lot of the snow has already melted off. Armstrong also reported to the Board that the heat pumps at Stratton Elementary are beginning to go out. The pumps are over 15 years old and have a 15 year life span. The cost of the pumps is about \$7,000 each and there are about 50 heat pumps in the school. He hopes to start replacing a few a year and have all replaced within 10 years.

Sheila Myrvang – Food Services: Myrvang reported that the food department has implemented the charging policy for students and that parents are getting phone calls for balances due. The calls have prompted more parents to complete free and reduced applications and there is a 10% increase in free/reduced participation over last year. We will also participate in the "Healthier US Challenge" and have additional salad bars, more fruits and vegetables, and grab and go's. The goal is to attain "Bronze" status. The department is also in the process of naming the cafeterias and creating signage. Things are going well this year, menus are doing well and participation is up.

Vickie Blanchet – Grizzly Discovery Center: Blanchet reported that the 7-12 and K-6 sites both achieved the goal of having 50 and 80 students, respectively, enrolled. Both sites achieved the goal of having at least sixty percent of these students attend thirty days or more. Students have been working on; Community Service, Student Leadership, Social and Emotional Learning, the Sea Perch Competition, Knowing your Government, and others.

Geoff Pearson – HS Activities: Girls basketball is finished for the season and boys will play tomorrow at West Valley. If they are successful, they will move into the state bracket. There are four wrestlers that are leaving Thursday for state in Tacoma. Spring sports will start in two weeks. On March 14th will be the Winter Sports Awards at 6:30 PM at Newport High School. Final note to mention is that the department is working to fill some coach openings for football and volleyball.

- C. Out of Endorsement teacher: Superintendent Smith told the Board that we have a long term certified substitute teacher, Melissa Smith, teaching Special Education in the high school for which she does not have an endorsement. This position was opened in-district and was also advertised out of district, looking for an endorsed applicant, but there weren't any applicants. Motion to approve Melissa Smith to teach special education out of endorsement was made by Director Owen, seconded by Director Moore. Vote was unanimous.
- D. 2017-2022 Pupil Transportation Services Contract Busing
Director Owen made the motion to table the pupil transportation contract until the next board meeting. Director more seconded the motion. Motion carried.
- E. Executive Session, for the purpose to discuss personnel: Moved to end of agenda.

10. Policies: There were no policies on the agenda.

11. Miscellaneous: Remember to vote tomorrow, February 14th.

12. Agenda Items for March 6, 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 6:00 PM.

14. Executive Session, for the purpose of personnel, was called to order at 6:02 PM to last 10 minutes.

15. With no action taken, Executive Session was adjourned 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 Assistant Track Coach FTE _____

RECOMMENDED CANDIDATE*: Paul Moore

Geoffrey Pearson
Supervisor's Signature

February 27, 2017
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. <u>Paul Moore</u> | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |

INTERVIEW TEAM:

- | | | |
|--------------------------------|----------|----------|
| 1. <u>Geoffrey Pearson</u> | 3. _____ | 5. _____ |
| 2. <u>Lindsay Hicks-Frager</u> | 4. _____ | 6. _____ |

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

1. Only Applicant
2. Previously Volunteered & was exceptionally
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)

NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number _____ Closing Date _____

Position Head Tennis Coach - Pilot year FTE _____

RECOMMENDED CANDIDATE*: Jocelyn Pearson

Geoff Pearson
Supervisor's Signature

Feb. 27, 2017
Recommended Start Date

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

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

CANDIDATES INTERVIEWED:

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

INTERVIEW TEAM:

1. Troy Whittle 3. _____ 5. _____
2. Geoff Pearson 4. _____ 6. _____

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

1. only applicant
2. has experience
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)

NEWPORT SCHOOL DISTRICT PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number _____

Closing Date 2-9-17

Position P-4 Instruct Assistat 5hrs/day FTE _____

RECOMMENDED CANDIDATE*: Maria ²⁻²⁻¹⁷ Walton

[Signature]
Supervisor's Signature

2-13-2017
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
(signature)

CANDIDATES INTERVIEWED:

- | | | |
|---------------|----------|----------|
| 1. <u>N/A</u> | 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.)

- Maria is already a qualified, in district applicant
- excellent instructional skills demonstrated
- Senior applicant (as pr/union agreement)
- _____
- _____
- _____
- _____
- _____

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 Head Baseball Coach FTE _____
 RECOMMENDED CANDIDATE*: Gary Reese
Graffing Pea February 27, 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: N/A
 (signature)

CANDIDATES INTERVIEWED:

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

INTERVIEW TEAM:

1. Geoff 3. Hunter Peterson 5. _____
 2. Conrad Madison 4. Jesse Keyes 6. _____

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

1. Only Applicant
 2. Previous Coaching Experience
 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 2/16/2017

Position PDRs / Skill Center Admin. Secretary

FTE _____

RECOMMENDED CANDIDATE*: Shannon Hanson

Supervisor's Signature [Signature]

TBD - 10 days prior to first school day
* 8/14/2017 (approx) - 200 day contract
Recommended Start Date

*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>Amanda Aubry</u> | 3. _____ | 5. _____ |
| 2. <u>Shannon Hanson</u> | 4. _____ | 6. _____ |

INTERVIEW TEAM:

- | | | |
|-----------------------------|-------------------------|----------------------------|
| 1. <u>Jennifer Erickson</u> | 3. <u>Trans Sands</u> | 5. <u>Debra Butney</u> |
| 2. <u>Peg Waterman</u> | 4. <u>Debra Buckley</u> | 6. <u>Adrian Bojorquez</u> |

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

- qualified w/ excellent skill set and experience
- favorable attitude & willingness to serve students, instructors & community.
- _____
- excellent references from similar position within the district.
- _____
- _____
- _____
- _____

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 3/1/2017

Position P-4 Instructional Assistant, LAP

FTE _____

RECOMMENDED CANDIDATE*: Kiara Bento

[Signature]
Supervisor's Signature

immediately
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. _____ | 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. currently long-term subbing in same program
2. experience in this position + familiar w/ Stratton El.
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

For Personnel Office Use

Verifications

- ☐ Certification/Endorsements
☐ Sexual Harassment 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 3/1/2017

Position P-4 Instructional Assistant, Title I

FTE _____

RECOMMENDED CANDIDATE*: Jack Clark

[Signature]
Supervisor's Signature

immediately
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. _____ | 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. in-district candidate
2. experience in this position as substitute para
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

For Personnel Office Use	
<input type="checkbox"/> Verification <input type="checkbox"/> Certification/Endorsement <input type="checkbox"/> Sexual Harassment Release Form	Approved by: _____ Name _____ Date _____ School Board Approval on _____ (Date)
HR Staff _____ Date _____	

**NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM**

Posting Number _____ Closing Date 2/28
 Position Library Tech Long Term Sub FTE _____
 RECOMMENDED CANDIDATE*: Donna Molvik
[Signature] 3/6/17
 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: [Signature]

(signature)

CANDIDATES INTERVIEWED:

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

INTERVIEW TEAM:

1. Troy Whittle 3. _____ 5. _____
2. Geoff Pearson 4. _____ 6. _____

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

1. Experience
2. Expertise
3. Knowledge
4. Perfect Fit!
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)

PAYROLL WARRANT REGISTER

NEWPORT SCHOOL DISTRICT
Fund ID 1 General Fund

Paydate February 28, 2017
Board Date March 6, 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 March 6, 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 215991 - 216070 for a total amount of \$825,384.47

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 March 6, 2017, the board, by a _____ vote, approves payments, totaling \$185,370.68. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 216071 through 216180, totaling \$185,370.68

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

Check Nbr	Vendor Name	Check Date	Check Amount
216071	Advanced Travel Fund	02/28/2017	4,814.65
216072	Altmaier, Christopher John	02/28/2017	360.68
216073	American Eagle HVAC	02/28/2017	5,200.00
216074	Anheier, Elizabeth N	02/28/2017	332.28
216075	APS, Inc.	02/28/2017	190.23
216076	AR Tools & Machinery	02/28/2017	398.12
216077	ATS Inland NW, LLC	02/28/2017	1,628.63
216078	Barranco, Bobbie G	02/28/2017	253.50
216079	Bockemuehl Family, LLC	02/28/2017	3,000.00
216080	Bonner Saw & Power Equipment	02/28/2017	88.84
216081	Bradbury, Gerry D	02/28/2017	140.00
216082	Braun, Steven C	02/28/2017	500.00
216083	Brower, Celina	02/28/2017	500.00
216084	Carlson, Joshua Robert	02/28/2017	75.00
216085	CED, Inc	02/28/2017	258.78
216086	Center on Teaching & Learning	02/28/2017	162.00

Check Nbr	Vendor Name	Check Date	Check Amount
216087	Consolidated Supply Co	02/28/2017	620.63
216088	Coston, Jessica Amber	02/28/2017	157.00
216089	Cutshall, Rana Marie	02/28/2017	157.00
216090	Deherrera, Bonita Cherie	02/28/2017	53.50
216091	Demco Inc	02/28/2017	145.56
216092	Denham, H. Rachel	02/28/2017	500.00
216093	Natl Exp Durham Holding Corp	02/28/2017	70,273.23
216094	Ednetics	02/28/2017	4,030.96
216095	First Bankcard	02/28/2017	171.32
216096	First Bankcard	02/28/2017	533.30
216097	First Bankcard	02/28/2017	767.26
216098	First Bankcard	02/28/2017	366.07
216099	First Bankcard	02/28/2017	931.28
216100	First Bankcard	02/28/2017	202.96
216101	First Bankcard	02/28/2017	1,975.11
216102	First Bankcard	02/28/2017	326.01
216103	First Bankcard	02/28/2017	199.65
216104	First Bankcard	02/28/2017	535.22
216105	First Bankcard	02/28/2017	524.33
216106	First Bankcard	02/28/2017	454.00
216107	First Bankcard	02/28/2017	861.76
216108	First Bankcard	02/28/2017	797.02
216109	First Bankcard	02/28/2017	854.09
216110	Follett School Solutions, Inc.	02/28/2017	2,538.67
216111	Frontline Tech Group, LLC	02/28/2017	3,595.90
216112	Goodsource Solutions	02/28/2017	903.22
216113	Health Care Authority	02/28/2017	1,077.70
216114	Johnson, Angela Cary	02/28/2017	500.00
216115	Kardos Plumbing	02/28/2017	279.76
216116	KCDA	02/28/2017	2,480.23
216117	Kersting, Katherine M	02/28/2017	1,768.00
216118	Knight, Bonnie	02/28/2017	3,716.25
216119	KnowledgeNet Enterprises, LLC	02/28/2017	1,393.42

Check Nbr	Vendor Name	Check Date	Check Amount
216120	L&I - Elevator Section	02/28/2017	69.10
216121	Leader Services	02/28/2017	141.40
216122	Leo's Excavating, LLC	02/28/2017	564.90
216123	Maintenance Solutions Inc	02/28/2017	526.19
216124	Marlin Business Bank	02/28/2017	71.79
216125	McMeen, Brandon Earl	02/28/2017	140.00
216126	Myrvang, Sheila Rae	02/28/2017	50.29
216127	Ncs Pearson Inc	02/28/2017	342.17
216128	New ESD 101	02/28/2017	120.00
216129	Newport High School	02/28/2017	40.00
216130	Newport Towing	02/28/2017	134.50
216131	Northeast Tri County	02/28/2017	450.00
216132	OSPI	02/28/2017	82.53
216133	OSPI - Child Nutrition Service	02/28/2017	3,216.39
216134	Pearson, Geoffrey A	02/28/2017	532.06
216135	Person Electric Inc.	02/28/2017	883.18
216136	Petroglyph Printing & Signs	02/28/2017	311.07
216137	Phillips, Claudia	02/28/2017	907.50
216138	POC Sheriff'S Office	02/28/2017	5,000.00
216139	Poisel, Victoria Grace Jane	02/28/2017	20.00
216140	Prange, Shannon Cristin	02/28/2017	500.00
216141	Pro Mechanical Services, Inc.	02/28/2017	631.07
216142	Public Utility District No 1	02/28/2017	22,626.73
216143	Pullman School District	02/28/2017	120.00
216144	Pump Maintenance	02/28/2017	699.40
216145	Quill	02/28/2017	159.20
216146	Rehn and Associates	02/28/2017	44.00
216147	Revolving Fund	02/28/2017	6,647.79
216148	School Specialty Inc	02/28/2017	54.18
216149	Smith, David	02/28/2017	300.00
216150	Spokane Basketball Officials	02/28/2017	1,083.37
216151	State Auditor's Office	02/28/2017	93.10
216152	Stevens - Clay, P.S.	02/28/2017	67.50

Check Nbr	Vendor Name	Check Date	Check Amount
216153	US Bank	02/28/2017	470.00
216154	Vaughn, Alisa Marie	02/28/2017	200.00
216155	Verizon Wireless - Bellevue	02/28/2017	620.73
216156	Wa State School For The Blind	02/28/2017	148.75
216157	WASBO	02/28/2017	100.00
216158	Washington Auto Carriage	02/28/2017	113.32
216159	Whittle, Troy D	02/28/2017	358.45
216160	Wyrobek, Randall J	02/28/2017	105.00
216161	XEROX Financial Services	02/28/2017	1,420.37
216162	Zwarg, Sara Jean	02/28/2017	53.50
216163	First Bankcard	02/28/2017	60.10
216164	First Bankcard	02/28/2017	175.20
216165	First Bankcard	02/28/2017	5.38
216166	First Bankcard	02/28/2017	496.52
216167	First Bankcard	02/28/2017	43.97
216168	McMeen, Brandon Earl	02/28/2017	150.00
216169	Newman, Lindsey	02/28/2017	79.94
216170	Newport School District	02/28/2017	30.40
216171	Newport High School	02/28/2017	150.00
216172	Newport SD Food Services	02/28/2017	137.50
216173	Othello High School	02/28/2017	100.00
216174	Riverside High School	02/28/2017	175.00
216175	Riverside Place Events Center	02/28/2017	1,746.44
216176	Seger, Jenni	02/28/2017	89.37
216177	West Valley High School	02/28/2017	190.00
216178	Wink Photography	02/28/2017	162.35
216179	WorldStrides OnStage	02/28/2017	9,761.00
216180	First Bankcard	02/28/2017	4.86
110	Computer	Check(s) For a Total of	185,370.68

	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
	110	Computer	Checks For a Total of	185,370.68
Total For	110	Manual, Wire Tran, ACH & Computer	Checks	185,370.68
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	185,370.68

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	284.91	806.03	170,721.71	171,812.65
40	Associated Stude	31.42	0.00	13,521.75	13,553.17
70	Private Purpose	4.86	0.00	0.00	4.86

**NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM**

Posting Number _____ Closing Date 2/17/17
 Position BBB Coach FTE _____
 RECOMMENDED CANDIDATE*: Travis Stott

 Supervisor's Signature _____ Recommended Start Date 2/15/17

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

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

CANDIDATES INTERVIEWED:

- | | | |
|------------------------|----------|----------|
| 1. <u>Steve Braun</u> | 3. _____ | 5. _____ |
| 2. <u>Travis Stott</u> | 4. _____ | 6. _____ |

INTERVIEW TEAM:

- | | | |
|-----------------------|-------------------------|----------|
| 1. <u>Rob Owen</u> | 3. <u>Melissa Smith</u> | 5. _____ |
| 2. <u>[Signature]</u> | 4. _____ | 6. _____ |

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

1. Experience
2. Relationships w/ student athletes (past, present, future)
3. HS Coaching Experience
4. current UMS teacher
5. Make smooth transition to HS
6. No nonsense.
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)

BID REQUIREMENTS

The board of directors of the Newport School District recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

Procurement Using State Funds

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- over \$75,000, the board will follow the formal competitive bidding process by:
 1. preparing clear and definite plans and specifications for such work or purchases;
 2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
 3. providing the clear and definite plans and specifications to vendors interested in submitting a bid;
 4. require that bids be in writing;
 5. open and read bids in public on the date and in the place named in the notice; and
 6. file all bids for public inspection after opening.

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

Whenever bid requirements are waived, a document explaining the factual basis for the exception and the contract will be recorded and open for public inspection.

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. The board reserves the right to purchase through an inter-local cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school districts.

The board will include in each contract a proviso requiring the contractor to prohibit any of its employees who has ever been convicted of or pled guilty to any of the child related felonies from working where he/she would have contact with public school students. The contract will also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state law.

Use of State Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost is \$75,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts.

Procurement Using Federal Funds

When federal funds are used for procurement of **goods** (furniture, supplies, equipment, and textbooks):

- Purchases of ~~\$3,000~~ \$3,500 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between ~~\$3,000~~ \$3,500 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids.

When federal funds are used for procurement of **services**:

- Purchases of ~~\$3,000~~ \$3,500 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between ~~\$3,000~~ \$3,500 and \$150,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$150,000 or more must be publicly solicited using sealed bids.

Procurement by **noncompetitive** proposals may only be used when one of the following four circumstances applies:

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes a noncompetitive proposal in response to a written request from the district; or

- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive proposals.

Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

The superintendent will establish bidding and contract awarding procedures consistent with state and federal law.

Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal or removal.

Legal References:	RCW 28A.335.190 Advertising for bids — Competitive bid procedures —
	Purchases from inmate work programs — Telephone or written quotation
	solicitation, limitations — Emergencies
	RCW 28A.400.330 Crimes against children — Contractor employees —
	Termination of contract
	RCW 39.04.155 Small works roster contract procedures — Limited public works
	process Definition
	RCW 39.04.280 Competitive bidding requirements — Exemptions
	RCW 39.30.060 Bids on public works — Identification, substitution of contractors
	2 CFR 200.318 – General Procurement Standards
Management Resources:	34 CFR 80.36 Procurement
	34 CFR 85 Debarment and Suspension
	2015 - October Policy Issue
	2015 - June Policy Issue
	2013 - June Issue
	2012 - April Issue
	2011 - February Issue
	Policy News, October 2005 Competitive Bid Process Changes
	Policy News, June 2001 Legislation Further Simplifies Bid Compliance

Adoption Date: 01/26/09

School District Name: Newport

Classification: Essential

Revised: 04-25-11, ~~03-21-16~~ 3.20.17