NEWPORT SCHOOL DISTRICT  
REGULAR BOARD MEETING  
May 8, 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 April 17, 2017  
   A. Corrections or Additions  

4. Consent Agenda:  
   A. New Hire:  
      Chris Altmaier Technology Director  
      Cassandra Robinson Long Term Paraprofessional Sub  
      Brett Mackey NHS Asst. Principal/AD  
      Bob Sanborn Asst. HS Baseball Coach  
      Marc Mason NHS P.E. Teacher  
      Monica Jones SHMS Admin Secretary  
      Arianna Alegreto Long Term Academic Coach substitute  
      Gary Reese NHS Asst. Volleyball Coach  
   B. Resignation:  
      Amanda Aubrey Paraprofessional  
      Cassandra Robinson Academic Coach  
      Marie Hughes NHS Honor Society Advisor  
      Alisa Vaughn NHS JV Volleyball Coach  
      Julie Riegel HS Testing Coordinator  
      Chris Altmaier HS Librarian, Building Tech, Detention Sup.  
      Monica Jones Stratton Elementary Secretary  
      Kyle Scott SHMS Title 1 Teacher  
   C. Retirement:  
      Jean Clark Paraprofessional  

5. Individuals or Groups Wishing to Address the Board:  

6. Financial Reports (m) – Debra Buttrey  
   A. Approval of April Accounts Payable (m)  
   B. Approval of May Accounts Payable (m)  
   C. Approval of May Payroll (m)  
   D. Monthly Report  

7. Old Business:  

8. New Business:  
   A. PEP Grant Update  
   B. P.O.R.S. Update, Peg Waterman  
   C. School Improvement Plans, Building Principal’s (m)  
   D. Safety Deposit Box (m)  
   E. Approval of Coach Salary Schedule (m)  
   F. Resolution No. 03-2016-2017, WIAA Membership (m)  
   G. Resolution No. 04-2016-2017, Parent/Teacher Conference Waiver Day (m)  
   H. Resolution No. 05-2016-2017, Authorization to Invest Funds (m)  

9. Policies (m):  
   First Reading:  
      Policy 2410, Graduation Requirements  
      Policy 2107, Comprehensive Early Literacy Plan  
      Policy 2421, Promotion/Retention  
   Second Reading:  
      None at this time
NEWPORT SCHOOL DISTRICT
REGULAR MEETING
BOARD OF DIRECTORS

April 17, 2017

1. The Regular Meeting of the Board of Directors of the Newport School District was called to order by Director Wilson at 5:05 p.m. in the District Board Room.

2. Roll Call: Paul Wilson, Jim Brewster, April Owen, Mitch Stratton, Board of Directors. Director Moore was unable to attend due to a conflict in her schedule. Dave Smith, Superintendent and Debra Buttrey, Business Manager. There were 7 visitors in attendance.

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

4. Minutes of the regular meeting held March 20, 2017 were approved as read.

5. Consent Agenda:
   A. New Hire: Mandy Aubrey SHMS Secretary
      Katie Moser Stratton Special Education Teacher
      Mikell Zimmerman Stratton Elementary School Counselor
      Bob Sanborn Asst. HS Baseball Coach
   B. Long Term Sub: Trista Walker Custodian
      Travis Sands Skills Center Automotive Instructor
      Heather Gates 21st CCLC K-6 Site Coordinator
      Domini Nokes Paraprofessional
   C. Resignation: Julie Cordes SHMS Admin Secretary
   D. Retirement: Debra Moore HS Special Education Teacher
   E. Long Term Leave:

6. Individuals or Groups Wishing to Address the Board:

7. Financial Reports (m): Debra Buttrey
   A. Approval of April Payroll (m)
      General Fund Warrant Numbers 216428 through 216497 in the amount of $818,695.06.
      Motion to approve April Payroll was made by Director Owen, seconded by Director Stratton. Vote was unanimous.
   B. Approval of March Accounts Payable (m)
      General Fund Warrant Numbers 216312 through 216426 in the amount of $246,530.78.
      Motion to approve March Accounts Payable was made by Director Owen, seconded by Director Stratton. Vote was unanimous.
   C. Approval of April Accounts Payable (m)
      General Fund Warrant Numbers 216427 through 216427 in the amount of $9,250.00.
      Motion to approve April Accounts Payable was made by Director Owen, seconded by Director Stratton. Vote was unanimous.
Posting Number: 
Closing Date: 

Position: Technology Director 
FTE: 1 

RECOMMENDED CANDIDATE:* Chris Altman CV 

Supervisor's Signature: 
Recommended Start Date: July 1, 2017

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

Interviewed candidates not selected were all notified by: 

CANDIDATES INTERVIEWED:
1. Bonnie Glazer
2. Chris Altman

INTERVIEW TEAM:
1. Dave Smith

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

1. Experience in position
2. Knowledge of working in classrooms
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: 4/20/2017
FTE: __________________

RECOMMENDED CANDIDATE*: Cassandra Robinson
(Recommended Start Date: May 1, 2017)

Supervisor's Signature: __________________________

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

Interviewed candidates not selected were all notified by: ____________________________

CANDIDATES INTERVIEWED:

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

INTERVIEW TEAM:

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

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

1. In-district applicant
2. Experience as an Instructional Coach with G.D.C.
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number: 170321001
Closing Date: 4-10-17
Position: NHS Asst. Principal/AD
RECOMMENDED CANDIDATE: Brett Mackey

Supervisor's Signature: [Signature]
Recommended Start Date: 7/1/17

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

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

CANDIDATES INTERVIEWED:
1. Brent Deroest
2. Lisa Henderson
3. Richard Kuhl
4. Brett Mackey
5. Todd Spear
6. [Name]

INTERVIEW TEAM:
1. Troy Whittle, Kim Aubrey
2. Todd Matthews, Marie Hughes
3. Jamie Panchol, Mark Zanice
4. Lola Rickey, Travis Stott
5. Peggy McDaniels, Melinda Smith
6. April Owen, Susan Baka

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

1. Experience
2. Passion for work
3. Desire to integrate into community
4. Fit

For Personnel Office Use:
Verifications:
☐ Certification/Endorsements
☐ Sexual Misconduct Release Form

Approved by:
Name
Date

HR Staff: [Signature]
Date: [Date]
School Board Approval on [Date]
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number: 170217004
Closing Date: 8-29-17
Position: NHS P.E. | Health Teacher
FTE: 0.0

RECOMMENDED CANDIDATE:
Marc Mason

Supervisor's Signature: [Signature]
Recommended Start Date: 8/2017

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

Interviewed candidates not selected were all notified by:

CANDIDATES INTERVIEWED:
1. Marc Mason
2. Kim Minbrey
3. Shadle Ehlers
4. Kara Plaggenman
5. [Signature]
6. [Signature]

INTERVIEW TEAM:
1. Troy Whitle
2. Geoff Pearson
3. Dave Pomante
4. Lindsey Hicks-Frazier
5. [Signature]
6. [Signature]

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

1. Fit for our kids
2. Progressive lesson plans
3. Passion for teaching
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

Position

SHMS Admin Secretary

Closing Date

4/28/2017

FTE

RECOMMENDED CANDIDATE:

Monica Jones

Fall 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: [Signature]

CANDIDATES INTERVIEWED:

1. Mandy Aubrey
2. Monica Jones
3. ___________________________ 5. ___________________________
4. ___________________________ 6. ___________________________

INTERVIEW TEAM:

1. Sarah Zheal
2. Curtis Rowsey
3. Michelle Pierce
4. Michelle Ellis
5. Tony Moser

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

1. Experience in school office
2. Fit for position
3. ___________________________
4. ___________________________
5. ___________________________
6. ___________________________
7. ___________________________
8. ___________________________
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number: ___________________________  Closing Date: May 5, 2017

Position: Academic Coach-Long Term  FTE: __________

RECOMMENDED CANDIDATE*: Arianna Alegreto

Supervisor's Signature: ___________________________  Recommended Start Date: May 10, 2017

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

Interviewed candidates not selected were all notified by: ________________ (Signature)

CANDIDATES INTERVIEWED:
1. Arianna Alegreto
2. ________________
3. ________________
4. ________________
5. ________________
6. ________________

INTERVIEW TEAM:
1. ________________
2. ________________
3. ________________
4. ________________
5. ________________

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)
1. WSU Experience - 4H Clubs
2. Experience w/ young children
3. Recommendation from WSU Ext.
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: Asst. Volleyball Coach  FTE: ______

RECOMMENDED CANDIDATE*: Gary Reese

Superior's Signature: ___________________  Fall 2017  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. Gary Reese  3.  5. 

INTERVIEW TEAM:
1. Geoffrey Pearson  3.  5. 

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

1. Coaching Experience
2. Coaching Knowledge & Sport Specific Expertise
3. Alignment in Coaching Philosophy
4. 
5. 
6. 
7. 
8. 

For Personnel Office Use

Verification:
☐ Certification/Endorsements  ☐ Sexual Misconduct Release Form

Approved by: ___________________  Date: _____________

Name: ___________________  Date: _____________

HR Staff: ___________________  Date: _____________

School Board Approval on _____________ (Date)
Amanda Aubrey  
5041 N. Shore Diamond Lake Rd.  
Newport, WA 99156  
509-939-6947  
aubreymandy@newportgriz.com

April 19, 2017

To whom it may concern,

I will be resigning from my position as a Paraprofessional in the Special Ed department at Newport High School. I have accepted another position in the district and will be transitioning to that new position at the start of the 2017/2018 school year.

Thank you for your time,

Regards,

Amanda Aubrey
April 21, 2017

Dear Vickie,

This letter is to inform you of my leave of absence. I have accepted a position within the school district to be a long-term substitute para-educator through the end of the school year. My leave of absence will be effective May 1, 2017 through June 15, 2017. I will still be participating in the summer school program with the GDC program.

Thank you

[Signature]

Cassandra Robinson
Fwd: Honor Society
1 message

Troy Whittle <whittletroy@newportgriz.com>  
To: Cheryl Bradbury <bradburycheryl@newportgriz.com>  

Mo's Honor Society resignation...

Troy Whittle  
Principal

Support, Educate, and Inspire...Every Griz, Every Day!

Please note my new email address is whittletroy@newportgriz.com

---------- Forwarded message ----------
From: Marie Hughes <hughesmarie@newportgriz.com>
Date: Wed, May 3, 2017 at 2:04 PM
Subject: Re: Honor Society
To: Troy Whittle <whittletroy@newportgriz.com>

I would like to resign as Honor Society Adviser. I will be acting as the co-adviser for HOSA and meeting times have overlap. After some thought, I decided to keep my ASB Sophomore class adviser position.

Mo

On Wed, May 3, 2017 at 12:52 PM, Troy Whittle <whittletroy@newportgriz.com> wrote:
Hey Mo,

If you are going to be resigning the Honor Society Advisor Position, will you send me an email indicating such so I can get rolling on that hire? Thanks!

Troy Whittle  
Principal

Support, Educate, and Inspire...Every Griz, Every Day!

Please note my new email address is whittletroy@newportgriz.com

https://mail.google.com/mail/u/0?ui=2&ik=58204350e6&view=pt&search=all&scroll=start&pli=0&shs=1&fs=0&ga=1&boe=A%2CQ%2CL%2CA%2CQ%2CL%2CQ%2CL&sf=1704381460&sm=2&sk=2&sf2=0&sd=0&sk2=0&so=0&sf3=0&so2=0&so3=1
Fwd:
1 message

Geoff Pearson <pearsongeoff@newportgriz.com>  
To: Theresa Monk <monktheresa@newportgriz.com>  

Thu, Apr 20, 2017 at 11:14 AM

Here is the e-mail.

Thanks
GO GRIZZLIES!
Geoffrey Pearson
Assistant Principal/Athletic Director
Newport High School
(509) 447 - 2481 ext. 3508

— Forwarded message —
From: Alisa Vaughn <vaughnalisa@newportgriz.com>
Date: Wed, Nov 16, 2016 at 7:36 PM
Subject:
To: Geoff Pearson <pearsongeoff@newportgriz.com>

Geoff

I wanted to let you know that I will not be returning next year as the JV volleyball coach.

Alisa

Alisa Vaughn
Newport School District
Fwd: Re: Resignation
1 message

Troy Whittle <whittletroy@newportgriz.com> To: Cheryl Bradbury <bradburycheryl@newportgriz.com>

Thu, May 4, 2017 at 7:42 AM

—— Forwarded message ——
From: "Julie Riegel" <riegeljulie@newportgriz.com>
Date: May 4, 2017 7:24 AM
Subject: Re: Resignation
To: "Troy Whittle" <whittletroy@newportgriz.com>
Cc:

Troy-

I am resigning from the Newport High School and PORS test coordinator position.

Thank you,

On Wed, May 3, 2017 at 1:59 PM, Troy Whittle <whittletroy@newportgriz.com> wrote:

Julie,

Will you get me a quick email resigning from the test coordinator position? Unless you want to stick around and just do that. ;)

Troy Whittle
Principal

Support, Educate, and Inspire...Every Griz, Every Day!

Please note my new email address is whittletroy@newportgriz.com


Julie Riegel
NHS Counselor

509-447-2481 Ext. 3503

Support, Educate, Inspire...Every Griz, Every Day!
May 9, 2017

Dr. Dave Smith
Mr. Troy Whittle
Mr. Geoff Pearson
Mr. Tony Moser
Newport School District
1380 W 5th Street
Newport, WA. 99156

Dear Gentlemen,

I am writing to notify you I am resigning my positions of Librarian, Building Technician, Website Admin, and detention Supervisor with Newport School District. My last day of working these positions will be Thursday, June 15th 2017 to ensure oversight for the remainder of the season.

I appreciate the opportunity I have been given and the support that I have been given. If I can be of any assistance during the transition please do not hesitate to ask.

Best Regards,

[Signature]

Chris Altmaier
To whom it may concern,

I am resigning my position as Secretary of Stratton Elementary due to accepting the position of Administrative Secretary of Sadie Halstead Middle School.

Thank you,

Monica Jones
11655 N Fairwood Dr.
Spokane, WA 99218
(509) 280-2933

May 18, 2017

Dr. Dave Smith
Newport School District
P.O. Box 70
1380 W. 5th Street
Newport, WA 99156

Dear Dr. Smith,

Please accept this letter as formal notification that I am resigning from my employment at Sadie Halstead Middle School with the Newport School District. I will not be returning to teach in the fall.

Thank you for the opportunity to work in the Newport district. It has truly been an honor. I have grown immensely and learned many valuable lessons in the last two years at Sadie Halstead. Thank you for providing the supports necessary for me to refine my teaching practice and contribute towards the leadership of the building and district.

After careful consideration, I have made the decision to pursue employment in Spokane. This will allow me to be more available to support my family.

Please know that I hold Sadie Halstead Middle School and the Newport School District in high regard. I wish continued success for all of you and I hope to stay in touch in the future.

Sincerely,

Kyle Scott

Cc: Tony Moser and members of the board
Jean M Clark  
421 Roberts Rd  
Newport, WA 99156  
509-292-2461  
ginger_one2001@yahoo.com

12 April 2017

Debra Buttrey  
Business Manager  
Newport School District  
PO Box 70  
1380 West 5th Street  
Newport, WA 99156

Dear Debra

This letter is to inform the Newport School District of my intent to retire from the school district. Due to ongoing medical reasons beyond my control, I will not be returning for the 2017-2018 school year.

My retirement is effective 15 June 2017.

I would like to thank the school district for giving me the opportunity to work with a great staff since 1990.

It has been a long and rewarding career of 25 years, and it has been my pleasure to dedicate my life to educating kids in the Newport community. Being an educator is such a big part of one’s identity, that I will definitely miss my students and co-workers. Over the years I have seen the school change in many ways, but one thing has always remained: the commitment of the staff to improving the lives of those they teach. I’m grateful for all that I’ve learned and experienced over the years.

My sincerest thanks to the Newport School District and its fantastic educators and support staff. You will all be missed and will be held in my heart for the rest of my days.

Kind Regards,

Jean M Clark
Financial Reports
May 22, 2017

Approval of Accounts Payable/Payroll
• A/P Warrants for approval: 216498 to 216629 for $348,248.47 (April)
• A/P Warrants for approval: 216630 to 216683 for $78,292.90 (May)
• P/R Warrants for approval: 216684 to 216756 $845,150.10 (May)

Enrollment
Enrollment is still holding up. Our numbers have very little change between April and May. Budgeted FTE is 994 and May FTE is 1039.51.

Treasurer Report
See attached.

Extra-curricular Salary Schedule
• This salary scheduled is supported 100% by levy funds.
• Salary schedule was compared against: Chewelah, Colville, Deer Park, Freeman, Lakeside, Medical Lake and Riverside
• Review was to establish an average base salary for stipends for NSD. If a stipend was at average or above average there was no charge to base salary. If a stipend was below average, it was adjusted to average.
• Adjustments were made to the following positions:
  o ASB Advisor HS and MS ($1,753 to $5,500 and $1,262 to $1,963)
  o Baseball Assistant ($2,700 to $2,750)
  o Cheer Coach ($4,500 to $5,500)
  o Cross Country Head ($2,500 to $3,300)
  o Cross County Assistant ($1,870 to $2,500)
  o Football Assistant ($2,150 to $3,300)
  o Golf Head ($2,500 to $3,300)
  o Soccer Assistant ($2,700 to $2,750)
  o Softball Assistant ($2,700 to $2,750)
  o Track Assistant ($2,700 to $2,750)
  o Wrestling Assistant ($2,700 to $2,750)
  o Tennis ($0 to $3,300)
  o All MS Coaches ($1,863 to $1,963)
• Proposed schedule allows for additional compensation for NSD experience.
  o Experience is awarded beginning 6th year and 11th year. Experience factors are additional $500 for HS, $250 for MS and $100 for elementary school.
• Levy allocation for 17-18 = $315,000 and anticipated cost of implementing this schedule is $296,692

Resolution 05-2016-2017
Authorization to invest funds. This resolution should have been presented to the board for approval when Tom retired and I was hired. This is a housekeeping item.

Safety Deposit Box
We need a motion from the board to remove old signers from safety deposit box (Steve Shumski, Dwight Remnick and Becki Pelleberg) and add new signers (Dave Smith, Debra Butrey and Terri Miller). It is my understanding that the box holds student transcript information. Once signers are changed we can determine exactly what is in the box and what we need to do with the box in the future.
## Newport School District
### Monthly Enrollment Recap

**Enrollment as of 5/1/2017**

<table>
<thead>
<tr>
<th>Stratton Elementary School</th>
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</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>Kindergarten</td>
<td>First</td>
<td>Second</td>
<td>Third</td>
<td>Fourth</td>
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<td></td>
<td>11</td>
<td>18</td>
<td>17</td>
<td>20</td>
<td>19</td>
<td>21</td>
</tr>
<tr>
<td>FTE Count</td>
<td>0.00</td>
<td>70.00</td>
<td>80.00</td>
<td>85.00</td>
<td>67.00</td>
<td>77.04</td>
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<tr>
<td>Budgeted FTE</td>
<td>60.00</td>
<td>74.00</td>
<td>75.00</td>
<td>59.00</td>
<td>73.00</td>
<td><strong>341.00</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sadie Halstead Middle School</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Fifth</td>
<td>Sixth</td>
<td>Seventh</td>
<td>Eighth</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>FTE Count</td>
<td>83.00</td>
<td>73.00</td>
<td>85.00</td>
<td>100.00</td>
<td><strong>341.00</strong></td>
<td></td>
</tr>
<tr>
<td>Budgeted FTE</td>
<td>81.00</td>
<td>70.00</td>
<td>78.00</td>
<td>95.00</td>
<td><strong>324.00</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Newport High School</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Ninth</td>
<td>94</td>
<td>83</td>
<td>95</td>
<td>73</td>
<td><strong>345</strong></td>
</tr>
</tbody>
</table>

| FTE Count | 93.10 | 82.64 | 84.35 | 59.38 | **319.47** |
| Budgeted FTE  | 86.00 | 83.00 | 90.00 | 70.00 | **329.00** |

<table>
<thead>
<tr>
<th>Pend Oreille River School</th>
<th></th>
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</tr>
</thead>
<tbody>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| FTE Count | 1.00 | 3.90 | 7.00 | 1.00 | 1.00 | 3.00 | 17.00 | **23.80** |
| Budgeted FTE | 1.00 | 1.00 | 1.00 | 3.00 | 17.00 | **23.00** |

### 16-17 Basic Ed.

- **Total Enrollment**: 1,103
- **Basic Ed. Enrollment**: 1,066
- **Total FTE**: 1,039.51
- **Total FTE Budgeted**: 994.00

*Does not include Running Start*

**Less ALE, Running Start & Preschool**

---

* FTE: Full-Time Equivalent

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**FTE Counts**

- Stratton: 9/2016 - 372.04, May-17 - 379.04
- Sadie: 9/2016 - 337.00, May-17 - 341.00
- NHS: 9/2016 - 322.94, May-17 - 319.47
- Total: 9/2016 - 1,031.98, May-17 - 1,039.51

---

*Graph showing enrollment trends from Sept to May.*
## General Fund Expenditures by Program

**4/30/2017**

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>Adopted Budget</th>
<th>Amended Budget</th>
<th>YTD Expended</th>
<th>% Used</th>
<th>S/B %</th>
<th>(Over) Under</th>
</tr>
</thead>
<tbody>
<tr>
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$$\text{Total} \quad 13,415,346.72 \quad 13,415,346.72 \quad 8,758,782.42$$
Newport School District
Activities Salary Schedule

As of 5/22/17

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<th>Proposed 17-18</th>
<th># Positions</th>
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Assistant Coach Determination:
- Assistant Coaches - 15 + Participants
- C Squad Coaches - 24 + Participants
- Track, Cross Country, Cheer, Golf, Tennis: As determined by administration and head coach.

Years of Experience for Athletics:
- Years of experience are awarded for in-district athletic experience only.
- Experience is calculated for same sport.
- Year 1-5 = Base Contract
- Year 6-10 = Additional $500 for HS and $250 for MS and $100 for ES
- Year 11+ = Additional $500 for HS and $250 for MS and $100 for ES

*Any HS Assistant Coach or MS Coach selected as a HS Head Coach will be awarded 1 year of experience for every 2 years assistant coach experience or middle school coach experience in the same sport in-district. Any MS Coach moving to HS Assistant Coach in the same sport in-district will be awarded year for year experience. Any HS Coach moving to MS Coach in the same sport in-district will be awarded year for year experience.

Other Positions
- ES Memory Book $500.00 1
- ES Building Level Tech $2,333.00 1
- MS Building Level Tech $2,333.00 1
- HS Building Level Tech $2,333.00 1

*Experience will be calculated at MS level for building techs.
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Check Date Vendor Name

Board Member

Board Member

Board Member

Secretary

Warrant Numbers 216496 through 216629, totaling $34,824,97. The payments are further identified as May 8, 2017, the board, by a vote, approved payments, totaling $34,824,97. The payments are further identified as paid by the auditor and certified by the auditor's office as

The following vouchers, as audited and certified by the auditor, are as follows:

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216578 Hearth Action Supply
216572 Child Nutrition Service
216571 Organizational CO, Inc.
216570 Newmarket Waier
216578 Newmarket S/D Food Services
216579 Newmarket Armor
216569 Newmarket High School
216568 Newmarket Agri
216567 Newmarket Agri
216566 Newmarket Agri
216565 New EDI Tol
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216563 Map A&O Parts
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<tr>
<td>Net Amount</td>
<td></td>
</tr>
<tr>
<td>Manual, Wire Transfer, ACH</td>
<td></td>
</tr>
<tr>
<td>Manual, Wire Transfer, ACH's</td>
<td></td>
</tr>
<tr>
<td>Manual, Wire Transfer, ACH's</td>
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<tr>
<td>Manual, Wire Transfer, ACH's</td>
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<tr>
<td>348.248.47</td>
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<tr>
<td>0.00</td>
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<td>Manual, Wire Transfer, ACH's</td>
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<tr>
<td>Total of Checks for Manual,</td>
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<tr>
<td>Wire Transfer, ACH's</td>
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<tr>
<td>Manual, Wire Transfer, ACH's</td>
<td></td>
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<tr>
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<tr>
<td>Manual, Wire Transfer, ACH's</td>
<td></td>
</tr>
<tr>
<td>0</td>
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</tr>
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</table>
216645 Food Services of America
216644 Family Foods
216643 Exhaustible Service
216643 Exhaustible Dependent Service
216641 County Line
216640 Commercial Supply Co
216639 Commercial Supply Co
216638 City of Newport
216637 City of Newport
216636 City of Newport
216635 Balch, Allen, & Co.
216633 Big Moose Rental Center
216632 A.S. Insurance
216631 A.S. Insurance
216630 A.T. Compression Gas

Check Date: 10/12/92
Check #:

Vendor Name:

Board Member:

Board Member:

Board Member:

Secretary:

Warrant Numbers 216630 through 216683, totaling $79,229.90

Total by Payment Type for Cash Account, County Treasurer Warrant:

Approved Payments, totaling $78,229.90. The payments are further identified as at May 22, 2017, the Board, by a vote, as approved by RCM 42-4.9.090, are approved for payment. Those payments have been received by RCM 42-4.9.800, and those expenses reimbursement claims certified by the Auditor's Office as the following vouchers, as audited and certified by the Auditor's Office as.
<table>
<thead>
<tr>
<th>Check Amount</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>42.00</td>
<td>05/16/2017</td>
<td>216682 SXLTS USA Washington</td>
<td>Graduate Services Northwest</td>
</tr>
<tr>
<td>360.00</td>
<td>05/16/2017</td>
<td>216681 Northwest Museum of Arts and C</td>
<td></td>
</tr>
<tr>
<td>15.00</td>
<td>05/16/2017</td>
<td>216680 Mobius Kids</td>
<td></td>
</tr>
<tr>
<td>355.00</td>
<td>05/16/2017</td>
<td>216679 Letter Jackets And More Store</td>
<td></td>
</tr>
<tr>
<td>523.20</td>
<td>05/16/2017</td>
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</tr>
<tr>
<td>Description</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
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</tr>
<tr>
<td>Expense</td>
<td>68,541.01</td>
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</tr>
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<td>Total</td>
<td>78,292.90</td>
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</tr>
<tr>
<td>Private Purpose</td>
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<tr>
<td>- 11.16 General Fund</td>
<td>0.00</td>
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<tr>
<td>- 31.14 Capital Projects</td>
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<tr>
<td>- 7.00 Associated Studies</td>
<td>0.00</td>
<td></td>
<td></td>
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**Fund Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Amount</td>
<td>78,292.90</td>
</tr>
<tr>
<td>Total for 54 Manual, Wire, Transfer, ACH &amp; Computer Checks</td>
<td>0.00</td>
</tr>
<tr>
<td>Manual, Wire, Transfer, ACH &amp; Computer Checks</td>
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</tr>
<tr>
<td>54 ACH Checks</td>
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</tr>
<tr>
<td>Wire Transfer Checks</td>
<td>0.00</td>
</tr>
<tr>
<td>Manual ACH Checks</td>
<td>0.00</td>
</tr>
<tr>
<td>Manual, Wire, Transfer Checks</td>
<td>0.00</td>
</tr>
</tbody>
</table>
PAYROLL WARRANT REGISTER

NEWPORT SCHOOL DISTRICT                  Paydate    May 31, 2017
Fund ID 1 General Fund                        Board Date May 22, 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 May 22, 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 216684 - 216756 for a total amount of $845,150.10

Secretary________________________ Board Member____________________

Board Member________________    Board Member____________________

Board Member________________    Board Member____________________
WIAA MEMBERSHIP RENEWAL FORM
Electronic form available at: wiaa.com/membership.aspx
Return by the second Friday in June annually.

WASHINGtON INTERSCHOLASTIC
ACTIVITIES ASSOCIATION

School District Type (select one): ☑ Public  ☐ Private  ☐ Charter  ☐ Tribal

<table>
<thead>
<tr>
<th>Name of School District</th>
<th>Newport School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>P.O. Box 70</td>
</tr>
<tr>
<td>City</td>
<td>Newport</td>
</tr>
<tr>
<td>Zip</td>
<td>99156</td>
</tr>
<tr>
<td>Phone</td>
<td>509-447-3167</td>
</tr>
<tr>
<td>Fax</td>
<td>509-447-2553</td>
</tr>
<tr>
<td>WIAA District (1-9)</td>
<td>7</td>
</tr>
</tbody>
</table>

District Superintendent/Head of School Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Dave Smith</th>
<th>Phone</th>
<th>509-447-3167</th>
<th>E-mail</th>
<th><a href="mailto:smithdave@newportgriz.com">smithdave@newportgriz.com</a></th>
</tr>
</thead>
</table>

Superintendent’s Secretary Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Cheryl Bradbury</th>
<th>Phone</th>
<th>509-447-3167</th>
<th>E-mail</th>
<th><a href="mailto:bradburycheryl@newportgriz.com">bradburycheryl@newportgriz.com</a></th>
</tr>
</thead>
</table>

School Board Contact Information (School Board Members Only)

To improve the flow of information each School Board may select a SCHOOL DIRECTOR to be the WIAA School Board Contact. The WIAA School Board Contact receives the following WIAA mailings: Newsletters, Executive Board Summary of Action, Amendments, and the Annual Report. The WIAA School Board contact is expected to serve as the liaison between the member school’s activities programs and the other school Board Members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Paul Wilson</th>
<th>Phone</th>
<th>509-447-4723</th>
<th>E-mail</th>
<th><a href="mailto:dianew@povn.com">dianew@povn.com</a></th>
</tr>
</thead>
</table>

By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided.

Please list each school below renewing WIAA Membership for the upcoming school year from the school district/private school(s).

Member high schools and middle level schools will be billed in September according to total student enrollment in the school and the number of sports/activities as indicated on the spring Participation Survey. A Labor and Industries (L&I) fee will also be sent to each member school at that time.

<table>
<thead>
<tr>
<th>Schools Renewing WIAA Membership</th>
<th>MS/JH/HS</th>
<th>Schools Renewing WIAA Membership</th>
<th>MS/JH/HS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newport High School</td>
<td>HS</td>
<td>Type school name here</td>
<td>Type level here</td>
</tr>
<tr>
<td>Type school name here</td>
<td>Type level here</td>
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<td>Type school name here</td>
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<td>Type school name here</td>
<td>Type level here</td>
</tr>
</tbody>
</table>
SCHOOL BOARD RESOLUTION
Electronic form available at: wiaa.com/resolution.aspx
Return by the second Friday in June annually.

School District Type (select one): ☒ Public  ☐ Private  ☐ Charter  ☐ Tribal
School District Name: Newport School District  Resolution # (optional): 03-2016-2017  Date: May 8, 2017

By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided.

The local SCHOOL BOARD PRESIDENT and SUPERINTENDENT must sign this resolution form to indicate that the School Board has approved the Public School District's or Private School's membership with the Washington Interscholastic Activities Association (WIAA) and as members, these schools will follow the WIAA Rules and Regulations.

DELEGATING AUTHORITY TO WIAA

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. grants authority to each school district board of directors to control, supervise and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. authorizes school district boards of directors to delegate control, supervision and regulation of any of the aforesaid activities to any voluntary, nonprofit entity and to compensate any such entity for services provided subject to the satisfaction of certain conditions and approval by the State Board Of Education.

WHEREAS the Washington Interscholastic Activities Association is a voluntary, nonprofit entity which has satisfied the conditions, expressly set forth in Chapter 32, Laws of 1975-76, 2nd Ex. Sess. and has further been approved by the State Board of Education in action taken on August 17, 1977.

WHEREAS the board of directors of directors of the following School District or School being otherwise fully informed of the rules and regulations of the Washington Interscholastic Activities Association as approved by the State Board of Education and recognizing that said rules and regulations provide for private sponsorship of post-season tournaments for extracurricular activities by WIAA, consent to abide by such rules and regulations.

NOW THEREFORE, the board of directors of the following School District or School hereby delegates to the Washington Interscholastic Activities Association the authority to control, supervise and regulate interschool activities consistent with the rules and regulations of WIAA. The Board of Directors retains the right to establish eligibility standards that meet or exceed the rules and regulations of WIAA.

INTERSchOLASTIC OFFICIALS L&I COVERAGE STATEWIDE

Beginning July 1, 1988, Interscholastic sports officials were covered by Washington State Labor and Industries via a common rate and payment system that eliminated game-by-game calculations and record keeping by school and/or district business offices. WIAA will guarantee payment of L&I premiums for WOA registered officials for all interscholastic activities under WIAA’s jurisdiction and will assess WIAA member schools via classification rates at the same time service fees are billed. Officials L&I coverage is only in effect for activities authorized and offered by School Board approval and listed on the school’s WIAA membership form.

By signing below the School District Superintendent/Head of School, School Board President (for Public School Districts), and school board members agree to the information above for the public school district or private school listed above, on or before the date listed above.

Superintendent/Head of School: Dave Smith  Signature:_____________________
School Board President (if applicable): Paul Wilson  Signature:_____________________
School Board Members (list WIAA Contact as first school board member):
1. Connie Moore  Signature:_____________________
2. Jim Brewster  Signature:_____________________
3. Mitch Stratton  Signature:_____________________
4. April Owen  Signature:_____________________
5. Type name here  Signature:_____________________

RESOLUTION NO. 04-2016-2017 ADOPTION OF 2017-2020 WAIVER FORM Parent-Teacher Conference Waiver Days

WHEREAS, the Washington State Board of Education has recognized the importance of and has established waivers for restructuring purposes (WAC 180-18-050); and

WHEREAS, the Newport School District plan will increase quality time to meet with students and parents for the purpose of goal setting to improve student achievement and to reduce the disruption to the educational process by conducting four full day conferences, two in the fall and two in the spring in place of 10 half days five in the fall and five in the spring; and

WHEREAS, parents and staff have requested that parent teacher conferences be conducted over two full days instead of five half-days to reduce the instructional impact that comes with changing schedules and student routines over five days; and

WHEREAS, staff and parents recommend waiver days to support quality time for the purpose of conducting conferences and reducing the impact on instruction; and

WHEREAS, the school district will offer the equivalent annual minimum program hour offerings as prescribed in RCW 28A.150.220; and

WHEREAS, we recognize that while these distribution of days results in a waiver request, the overall amount of learning time is equivalent and, in fact, more optimally structured, and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Newport School District 56-415 hereby requests a four-day waiver for Parent-Teacher Conferences from the minimum 180-day school year requirement under RCW 28A.150.220 and WAC 180-16-215 for the 2017-2020 school for all students in kindergarten through twelve. The District may or may not want to waive all four every year, but wish to have that option open.

Adopted at a regular open public meeting of the Board of Directors held on May 22, 2017, the following Directors being present and voting therefore.

NEWPORT SCHOOL DISTRICT NO. 56-415

________________________________________
Paul Wilson, Chairman of the Board

________________________________________
Connie Moore, Board Member

________________________________________
April Owen, Board Member

________________________________________
Jim Brewster, Board Member

________________________________________
Mitch Stratton, Board Member

________________________________________
David E. Smith, Secretary of the Board

BOARD OF DIRECTORS: Paul Wilson | Mitch Stratton | April Owen | Connie Moore | Jim Brewster
ADMINISTRATION: David E. Smith, Jr., Ed.D, Superintendent | Debra Buttry | Business Manager
NEWPORT SCHOOL DISTRICT NO. 56-415

RESOLUTION NO. 05-206-2017
AUTHORIZATION TO INVEST FUNDS

WHEREAS, Newport School District No. 56-415 will have General, Capital Projects, Transportation Vehicle, Debt Service and Associated Student Body Funds which will not be required for immediate use of the District; and

WHEREAS, it is the intent of the District to utilize resources so as to maximize use of the taxpayers’ dollars.

IT IS HEREBY RESOLVED by the Board of Directors of Newport School District No. 56-415, Pend Oreille County, Washington, authorizes David Smith, Superintendent, or his designee, Debra Buttrey, Fiscal Officer, to continue to invest such funds as they become available.

DATED this 22nd day of May, 2017, pursuant to RCW 28A.320.310.

NEWPORT SCHOOL DISTRICT NO. 56-415

Paul Wilson, Chairman of the Board

Connie Moore, Board Member

April Owen, Board Member

Jim Brewster, Board Member

Mitch Stratton, Board Member

David E. Smith, Secretary of the Board

BOARD OF DIRECTORS: Paul Wilson | Mitch Stratton | April Owen | Connie Moore | Jim Brewster
ADMINISTRATION: David E. Smith, Jr., Ed.D, Superintendent | Debra Buttrey, Business Manager
First Reading:
Policy 2410 -
Graduation Requirements
**High School Graduation Requirements**

A. The board will award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Only one diploma will be awarded with no distinctions being made between the various programs of instruction which may have been pursued. The board will establish graduation requirements which, as a minimum, satisfy those established by the State Board of Education:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Newport High School</th>
<th>Pend Oreille River School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes of 2016-18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minimum-State-Credit-</td>
<td>Requirements</td>
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<tr>
<td></td>
<td>Requirements</td>
<td>Classes of 2019 and Beyond</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3**</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>2 (1 Lab)</td>
<td>3* (2 Labs)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Health and Fitness (one class must including training in cardiopulmonary resuscitation (CPR) and use of automatic external defibrillators (AED)).</td>
<td>5 credit health; 1.5 credit fitness</td>
<td>.5 credit health; 1.5 credit fitness</td>
</tr>
<tr>
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<td>2**</td>
</tr>
<tr>
<td>World Languages</td>
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<td>2**</td>
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<tr>
<td>Occupational Education</td>
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</tr>
<tr>
<td>Electives</td>
<td>4.7</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total State Credit Requirements
- **Newport High School**: 20
- **Pend Oreille River School**: 24

### District Requirement
- **4th year English**: 4
- **3rd year Social Studies**: 1.5
- **Additional Elective**: 1.5
- **Portfolio/Culmination Project**: 1

### Total State and District Credit Requirements
- **Newport High School**: 23
- **Pend Oreille River School**: 24

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*The 3rd credit of science and the 3rd credit of math are chosen by the student based on the student's interest and High School and Beyond Plan, and approved by the parent or guardian, if the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal (WAC 180-51-068)*

**Personalized Pathway Requirement are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide a focus for student's learning.
In lieu of a third credit of mathematics, students may choose an alternative mathematics course, if the parent/guardian agrees that the third credit mathematics elective is supportive of the student's education and career goals. Before approval of the elective third mathematics credit a meeting will be held with the student, the parent/guardian and the school staff to discuss the student's High School and Beyond Plan and the mathematics requirements for post-secondary and career choices.

The district will obtain a signed consent from the parent for the student to enroll in the alternative third credit of mathematics. The consent form will confirm the meeting, that the parent understands the impact of the selection on the student's educational and employment options, and that the alternative is most appropriate for the needs of the student.

Students may also satisfy the mathematics requirements by earning equivalency based credit in career and technical education mathematics courses. Those credits must be recorded using the equivalent academic high school department designation.

C. A student will receive a certificate of academic achievement only if they earn the appropriate number of credits required by the district, complete a culminating project, complete the high school and beyond plan, and meet the reading, writing and math standards on the high school statewide assessment or an appropriate alternative assessment.

Students qualifying for special education services will earn a certificate of individual achievement as determined by their individual education plan.

D. High school credit will be awarded for successful completion of a specified unit of study. In this district, successful completion of a specified unit of study means:
1. Earning a passing grade according to the district's grading policy; and/or
2. Demonstrating proficiency/mastery of content standards as determined by the district; and/or
3. Successfully completing an established number of hours of planned instructional activities to be determined by the district.

The district will establish a process for determining proficiency/mastery for credit-bearing courses of study.

E. The superintendent will develop procedures for implementing this policy which include:
1. Establishment of the process and assessment criteria for the high school culminating project requirements, and determination of the education plan process for identifying competencies;
2. Establishing the process for completion of the High School and Beyond Plan;
3. Recommending course and credit requirements which satisfy the State Board of Education requirements and recognize the expectations of the citizens of the district;
4. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement, including a process for determining the credits the district will recognize for courses taken through another program recognized by the state (e.g. another public school district or an approved private school) or those courses taken by students moving into the state from another state or country. Decisions regarding the recognition of credits earned before enrolling in the district will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the superintendent within fifteen school days;
5. Making graduation requirements available in writing to students, parents and members of the public;
6. Providing for a waiver of graduation requirements for an individual student when permitted. All state graduation requirements must be satisfied unless a waiver is permitted by law;
RCW 28A.230.120  High school diplomas — Issuance — Option to receive final transcripts — Notice
RCW 28A.600.300-400  Running start program — Definition
RCW 28A.635.060  Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected
[to be codified 10/2013]

EHB 1450

WAC 180-51  High school graduation requirements
WAC 392-121-182  Alternative Learning Experience Requirements
WAC 392-169  Special service programs - running start program
WAC 392-348  Secondary Education
WAC 392-410  Courses of studies and equivalencies

Management Resources:

Policy and Legal News, September 2013  One health class required for graduation must now include instruction in CPR and use of AED
Policy News, April 2012  State Board of Education revises credit requirements for graduation
Policy News, October 2011  Policy manual revisions
Policy News, June 2010  High school proficiency examination
Policy News, April 2009  High school graduation requirements (Class of 2009)
Policy News, February 2009  High School Graduation Requirements
Policy News, August 2007  Graduation Requirements Modified by Legislature
Policy News, October 2004  Graduation Requirements: High School and Beyond Plans
Policy News, February 2004  High School Graduation Requirements
Policy News, April 1999  Variations Complicate College Credit Equivalencies

Adoption Date: 02/09/09
School District Name: Newport
Revised: 12.00; 02.04; 10.04; 12.04; 08.07; 02.09; 04.09; 06.10; 10.11; 04.12; 06.12; 09.13, 3.14, 9.15
Classification: Essential
First Reading:
Policy 2107 -
Comprehensive Early Literacy Plan
Comprehensive Early Literacy Plan

The district recognizes that early literacy is fundamental to students' development of listening, speaking, reading, writing, and critical thinking skills. The district will develop and implement reading and early literacy services to kindergarten through fourth grade students based on student needs for additional support so that every student has the opportunity to build a strong foundation for academic success.

General requirements
The plan will include:

1. Use of annual screening assessments and other tools (e.g., Washington kindergarten inventory of developing skills, Washington state early learning and development guidelines for birth through third grade, the second grade reading assessment under RCW 28A.300.310, local assessments) to identify at-risk readers; and

2. Research-based family involvement and engagement strategies, including those that help families and guardians learn to assist student reading and early literacy skills at home.

In order to keep parents informed and engaged in their student's reading progress, the district will require that report cards for students in kindergarten through fourth grade report the student's progress toward reading skill acquisition and whether the student is reading at grade level.

If the student is not reading at grade level, the teacher and other appropriate school personnel will:
1) Advise the parent or guardian as to which interventions and/or strategies the district will use to help improve the student's reading skills; and 2) Provide strategies for parents or guardians to use at home to assist their student in improving their reading skills.

Requirement specific to third grade students
Prior to the return of the results of the statewide student assessment in English language arts, teachers and parents of students in third grade who are reading below grade-level or who, based on formative or diagnostic assessment and other indicators are likely to score in the below basic level (level one in a four-level scoring system on the statewide student assessment) on the third grade statewide student assessment in English language arts will meet to discuss the student's progress. Teachers may use a regularly scheduled parent-teacher conference to satisfy this meeting requirement.

At the meeting, the teacher will inform the parents/guardians of:

- The requirements of this policy;
- The intensive reading improvement strategies that will be available to their student before fourth grade; and
- The school district's grade placement policy for the following year.

If a third grade student scores below grade level on the third grade statewide student assessment in English language arts and no meeting took place prior to the return of the results as indicated above, the principal or designee will notify the student's parents/guardians of:

- The fact that their student scored below basic:
reading and literacy improvement strategy from the state menu or an alternative strategy as referenced above for all students in grades kindergarten through four at the school.

**Reporting requirement**
The district will require each school to report the number of students in kindergarten through fourth grade who are reading below grade level and the interventions being provided to those students to improve their reading. The information will be disaggregated by subgroups of students. The district will aggregate the information and provide reports to the office of the superintendent of public instruction for delivery to the education committees of the legislature and the educational opportunity gap oversight and accountability committee.

**Cross References:**
2421 - Promotion/Retention

**Legal References:**
- RCW 28A.320.202 - Comprehensive system of instruction and services in reading and early literacy
- RCW 28A.320.203 - Reading skills - report cards
- RCW 28A.655.230 Reading skills - Meeting for grade placement and strategies for student improvement - Exemptions.
- RCW 28A.655.235 Reading skills - Intensive reading and literacy improvement strategy - Calculation of tested students at or below basic on third grade student assessment - State menu of best practices.

**Management Resources:**
- 2015 - October Policy Issue
- OSPI's Comprehensive Literacy Plan [DRAFT]
First Reading:
Policy 2421 -
Promotion/Retention
Promotion/Retention

The board recognizes that the rate of physical, social, emotional and academic growth will vary among individual students. Since each student grows at his/her own rate, these individual growth characteristics will be recognized in classroom programming.

After a student has successfully completed a year of study at a specific grade level, he/she will be promoted to the next grade. Retention at the same grade may be beneficial to the student when he/she is not demonstrating minimum competency in basic skill subjects in relation to ability and grade level. Retention should not be considered, except in these instances where there is a strong likelihood that the student will benefit with minimum social and emotional disruption.

The superintendent will establish procedures which provide that parents will be informed at least one (1) quarter in advance of any retention decision on the part of the school. The procedures may include an exception to this timeline for third grade students subject to the grade placement requirements in Policy 2107, Comprehensive Early Literacy Plan.

Cross References: 2090 - Program Evaluation
2107 - Comprehensive Early Literacy Plan

Management Resources: 2015 - October Policy Issue

Adoption Date: May 22, 2017
Classification: Discretionary
Revised Dates: