

**NEWPORT SCHOOL DISTRICT
REGULAR BOARD MEETING
June 19, 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 June 5, 2017
 - A. Corrections or Additions
4. Consent Agenda:
 - A. New Hire:

Belinda Wayland	Summer Food Service
Jill Kirschbaum	Summer Food Service
Melissa Crawford	Elementary school secretary
Sara Zwarg	Summer Credit Retrieval Teacher
 - B. Resignation:

Todd Matthews	NHS Boys Asst. Soccer Coach
Randi Lithgow	K-4 Music Teacher
Steve Shumski	IT Director
5. Individuals or Groups Wishing to Address the Board:
6. Financial Reports (m) – Debra Buttrey
 - A. Approval of June Accounts Payable (m)
 - B. Approval of June Payroll (m)
 - C. Monthly Report
7. Old Business:
8. New Business:
 - A. Building Reports, principals
 - B. Budget, Resolution No. 06-2016-2017 (m)
9. Policies (m):

First Reading:
Second Reading:
10. Miscellaneous:
11. Agenda Items for the July 24th Board Meeting to be held at District Office Board Room at 12:00 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**

June 5, 2017

1. The Regular Meeting of the Board of Directors of the Newport School District was called to order by Director Wilson at 4:57 p.m. in the District Board Room.
2. Roll Call: Paul Wilson, Connie Moore, Jim Brewster, Mitch Stratton, and April Owen, Board of Directors. Dave Smith, Superintendent and Debra Buttrey, Business Manager. There were 14 visitors in attendance.
3. Motion to approve the agenda, including the consent agenda:
Motion made by Director Owen, seconded by Director Moore, to approve the agenda.
Vote was unanimous.
4. Minutes of the regular meeting held May 22, 2017 were approved as read.
5. Consent Agenda:
 - A. New Hire:

Melissa Smith	NHS Honor Society Advisor
Sara Zwarg	Summer Academic Coach
Brian Williams	Auto Maintenance Instructor
6. Individuals or Groups Wishing to Address the Board:
7. Financial Reports (m) : Debra Buttrey
 - A. Approval of May Accounts Payable (m)
General Fund Warrant Numbers 216757 through 216861 in the amount of \$170,120.15
Motion to approve May Accounts Payable was made by Director Owen, seconded by Director Brewster. Vote was unanimous.
8. Old Business: None
9. New Business:
 - A. HOSA student presentation
Several NHS HOSA students reported to the Board which students will be competing at the HOSA International Leadership Conference (ILC) as well as which events they will be participating in. This year the event will be in Florida from June 21-24.
Discussion was held.
 - B. Highly Capable Program Update, Tony Moser (m)
SHMS Principal Mr. Moser addressed proposed updates and changes to the Highly Capable Program.
Discussion was held.
Motion to approve the suggested changes was made by Director Owen, seconded by Director Brewster. Vote was unanimous.

C. Nutrition, Bids 2017-18 School Year (m)

Nutrition Services Director Sheila Myrvang said that she would like to continue using the same inter-local district agreement for the 2017-18 school year with Spokane Public Schools, which is through FSA. She added that she would like to also continue using Terry's Dairy and award them our milk bid. She added that their pricing is competitive and their delivery service is very flexible. For produce, she recommends continuing to use Spokane Produce, as they have excellent customer service and competitive pricing.

Motion to approve suggested bids was made by Director Moore, seconded by Director Owen. Vote was unanimous.

D. Library Weeding Report (m)

The Board reviewed the listed Weeding Report included in the Board Packet.

Motion to approve weeding the listed items was made by Director Owen, seconded by Director Moore. Vote was unanimous.

E. Howard Wildon Trust update

Superintendent Smith informed the Board that part of the trust funds are designated to go toward our music programs, including equipment, but a majority of the funds will go toward scholarships for those in the performing arts.

F. Summer Board Meeting dates

Superintendent Smith suggested June 19 and July 24. Both meetings suggested to start at noon and have the Board Retreat follow the July 24 meeting.

10. Policies (m):

First Reading: None at this time

Second Reading: All listed policies were reviewed.

- Policy 2410, Graduation Requirements. Motion to approve Policy 2410 was made by Director Owen, seconded by Director Stratton. Vote was unanimous.
- Policy 2107, Comprehensive Early Literacy Plan. Motion to approve Policy 2107 was made by Director Moore, seconded by Director Owen. Vote was unanimous.
- Policy 2421, Promotion/Retention. Motion to approve Policy 2421 was made by Director Moore, seconded by Director Owen. Vote was unanimous.

11. Miscellaneous:

Director Brewster enlightened those present that Father's Day was first celebrated on June 19, 1910.

Director Owen added that she can't believe that there is only two weeks left of school. Superintendent Smith reminded everyone that the P.O.R.S. graduation is tomorrow night, NHS graduation is on Saturday, and 8th Grade promotion is June 13.

Cheryl Bradbury invited all present to the Newport School District retirement ice cream social on Thursday.

12. Agenda Items for June 5, 2017, Board Meeting to be held at District Office Board room at 5:00PM

- A. HOSA student presentation
- B. Highly Capable Program Update (m)
- C. Library Weeding Report

13. Hearing no objections, Director Wilson adjourned the Regular Board Meeting at 5:40 PM.

Chair/Vice Chair of the Board

Secretary of the Board

Date

**NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM**

Posting Number _____ Closing Date _____

Position Summer Food FS WORKER FTE 2 openings

RECOMMENDED CANDIDATE*: Belinda Wayland / Jill Kirschbaum

[Signature]
Supervisor's Signature

June 20th 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]
(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. Qualified food service workers
2. Food Handler cards
3. Current in district FS workers with excellent work
ETHICS
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 6-1-2017
Position Elementary Secretary FTE 190 Day Contract
RECOMMENDED CANDIDATE*: Melissa Crawford
[Signature] August
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: Jenny Erickson
(signature)

CANDIDATES INTERVIEWED:

- Lori Allemand
- Melissa Crawford
- _____
- _____
- _____
- _____

INTERVIEW TEAM:

- Jenny Erickson
- Carri Senn
- Monica Jones
- Hailey Caswell
- _____
- _____

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

- has successfully filled this position in substitute situation
- exhibits knowledge + skills needed for this position
- _____
- _____
- _____
- _____
- _____
- _____
- _____

APPROVED BY: _____ DATE: _____
SUPERVISOR'S SIGNATURE: _____ DATE: _____
SCHOOL BOARD APPROVAL: _____ DATE: _____

**NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM**

Posting Number _____ Closing Date June 9, 2017
 Position Long Term Sub Summer Credit Renewal FTE _____
 RECOMMENDED CANDIDATE*: Sara Zwang
J. L. Blanchet _____ July 5, 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 J. L. Blanchet
 (signature)

CANDIDATES INTERVIEWED:

- | | | |
|----------------------|----------|----------|
| 1. <u>Sara Zwang</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.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

For Personnel Office Use

- Verifications:
 Certification/Endorsements
 Sexual Misconduct Release Form

Approved by: _____
 Name Date

HR Staff _____ Date _____

School Board Approval on _____ (Date)



NEWPORT HIGH SCHOOL

Todd Matthews • English & Art Teacher

1400 W. 5th • P.O. Box 70 • Newport, WA 99156

509 447-2481, ext 3103 • Fax 509 447-4354 • MatthewsTodd@newport.wednet.edu

“GRIZZLY COUNTRY”

June 7th, 2017

Todd Matthews
541 Southshore Diamond Lake Road
Newport, WA 99156

Dear Geoff Pearson:

I am writing to let you know that I will be resigning from my position as Newport High School's assistant boys' soccer coach, effective immediately. Although I have very much enjoyed my time in this position, it is time for me to move on and take my coaching career in a new direction.

Please accept my deepest gratitude for all you and our fellow colleagues have done for me during my time as the assistant soccer coach. I will forever remember my last couple of years here. If there is anything at all I can do to make this transition a smooth one, please do not hesitate to reach out.

Sincerely,

Todd Matthews

Randi Lithgow
322 Backwoods Lane
Newport, WA, 991565
(509)855-3682
RandiLithgow@gmail.com

June 13, 2017

Jenny Erickson
Principal
Newport School District
1380 West 5th Street
Newport, WA, 99156

Dear Jenny and Newport School District,

Please be informed that I am resigning from the job post of Elementary Music teacher at Stratton Elementary school, effective June 13th, 2017.

It has been a very difficult decision for me to leave Newport, but I have accepted a K-12 Music, Choral and Band teaching position at Selkirk School District. My family and I graduated from Selkirk, and feel that it will serve me well in the future.

I am grateful for the opportunities you have provided me within the Newport School District, and I have gained valuable experience here. Your students are absolutely wonderful, and I have greatly enjoyed getting to know them. I also cannot speak highly enough of Stratton's principal, Jenny Erikson. She serves the district well, and working with her has truly been my privilege.

If I can be of any assistance during this transition, please let me know.

Sincerely,

Randi Lithgow

Newport School District #56-415

P.O. Box 70
1380 W. 5th Street
Newport, WA 99156

Phone: (509) 447-3167
Fax: (509) 447-2553
Web: www.newport.wednet.edu

RESOLUTION No. 06-2016-2017

WHEREAS; WAC 392-123-054 requires that the Board of Directors of every school district meet for the purpose of fixing and adopting the budget of the district for the ensuing fiscal year;

AND WHEREAS; the Public Notice was published announcing that on 6/19/17, the Board of Directors of NEWPORT CONSOLIDATED JOINT SCHOOL DISTRICT NO 56-415, PEND OREILLE COUNTY, WASHINGTON, would meet in a public meeting for the purpose of fixing and adopting the 2017-2018 FISCAL BUDGET of the District.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of NEWPORT CONSOLIDATED JOINT SCHOOL DISTRICT NO 56-415, PEND OREILLE COUNTY, WASHINGTON has determined that the final appropriation level of expenditures for each fund will be as follows:

EXPENDITURE LEVEL

A.	GENERAL FUND	\$14,404,706
B.	CAPITAL PROJECTS FUND	\$ 500
C.	DEBT SERVICE FUND	\$ 680,986
D.	ASSOCIATED STUDENT BODY FUND	\$ 254,158
E.	TRUST FUND	\$ 24,700

DATED THIS 19th DAY OF JUNE, 2017

SECRETARY OF THE BOARD

CHAIRPERSON OF THE BOARD

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

Check Nbr	Vendor Name	Check Date	Check Amount
216878	Excess Disposal Service	06/15/2017	3,392.10
216879	Excess Portable Service	06/15/2017	130.00
216880	Food Services Of America	06/15/2017	13,322.26
216881	Frontier	06/15/2017	333.33
216882	Great America Financial Servic	06/15/2017	156.03
216883	GTS Interior Supply	06/15/2017	872.72
216884	H & H Express	06/15/2017	12.00
216885	Haskins Steel Co Inc	06/15/2017	587.50
216886	Hastings, Michele Therese	06/15/2017	251.88
216887	ICARD, PLLC	06/15/2017	155.08
216888	Impact Applications Inc.	06/15/2017	875.00
216889	Jurgens, Timothy Alan	06/15/2017	325.00
216890	R.A Reg. Holsteins, Inc.	06/15/2017	2,200.00
216891	L&I - Elevator Section	06/15/2017	69.10
216892	Mitcham, Crystal	06/15/2017	68.50
216893	Newport High School	06/15/2017	343.85
216894	Newport Alarm	06/15/2017	338.94
216895	Newport Miner	06/15/2017	267.15
216896	Part Works	06/15/2017	257.85
216897	Patti'S Action Auto Supply	06/15/2017	1,136.39
216898	Pend Oreille Valley Network	06/15/2017	76.45
216899	Petroglyph Printing & Signs	06/15/2017	1,061.88
216900	Pierce, Saraya Hope	06/15/2017	234.08
216901	Priest River Glass	06/15/2017	1,357.38
216902	Public Utility District No 1	06/15/2017	4,066.92
216903	OBST-XEROX	06/15/2017	3,899.33
216904	Redwood Plastics	06/15/2017	30.00
216905	Scholastic Inc.	06/15/2017	475.24
216906	Selkirk Supply Inc	06/15/2017	180.14
216907	DBA Sherman Rock And Concrete	06/15/2017	206.14
216908	Shred-It US JV LLC	06/15/2017	54.28
216909	Spokane Produce	06/15/2017	5,449.30
216910	Spokesman-Review	06/15/2017	344.00

Check Nbr	Vendor Name	Check Date	Check Amount
216911	Terry's Dairy	06/15/2017	4,551.40
216912	United States Postal Service	06/15/2017	150.00
216913	URM Food Service	06/15/2017	725.53
216914	WA HOSA	06/15/2017	2,350.00
216915	Wa State Licensing (DOL)	06/15/2017	75.00
216916	ASB Revolving Fund	06/15/2017	2,258.00
216917	Barton, Carlyn Allison	06/15/2017	360.00
216918	Burnham, Rhonda	06/15/2017	149.36
216919	Chewelah Peak Learning Center	06/15/2017	223.85
216920	Country Lane	06/15/2017	1,290.12
216921	Masse, Gregory J	06/15/2017	53.66
216922	Newport School District	06/15/2017	593.64
216923	Pearson, Jocelyn B	06/15/2017	49.04
216924	Pelleberg, Cheryl Jean	06/15/2017	144.00
216925	Petroglyph Printing & Signs	06/15/2017	269.00
216926	Rowsey, Curtis L	06/15/2017	216.00
216927	Newport High School	06/15/2017	103.00

66 Computer Check(s) For a Total of 72,631.99

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
66	Computer	Checks For a Total of	72,631.99
66	Manual, Wire Tran,	ACH & Computer Checks	72,631.99
0	Voided	Checks For a Total of	0.00
		Net Amount	72,631.99

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	3,139.42	20.00	63,762.90	66,922.32
40	Associated Stude	0.00	0.00	5,606.67	5,606.67
70	Private Purpose	0.00	0.00	103.00	103.00