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

Position: Summer Food FS Worker

FTE: 2 openings

RECOMMENDED CANDIDATE: Belinda Wayland / Jill Kirschtenbaum

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)

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 1-1-2017

Position Elementary Secretary

FTE 90 by Contract

RECOMMENDED CANDIDATE: Melissa Crawford

Supervisor's Signature

August

Recommended Start Date

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

Interviewed candidates not selected were all notified by: Jenny Erickson

(signature)

CANDIDATES INTERVIEWED:

1. Lori Allmand

2. Melissa Crawford

3. 

4. 

5. 

6. 

INTERVIEW TEAM:

1. Jenny Erickson

2. Carri Senn

3. Monica Jones

4. Hailey Cravens

5. 

6. 

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

1. has successfully filled this position in substitute situation

2. exhibits knowledge/traits needed for this position

3. 

4. 

5. 

6. 

7. 

8. 

Date:
Posting Number ______________________  Closing Date June 9, 2017

Position: LongTermSubSummerCreditRetrieval  FTE ______

RECOMMENDED CANDIDATE*: Sara Zwang

Supervisor's Signature ______________________  Recommended Start Date July 5, 2017

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

Interviewed candidates not selected were all notified by: n/a  Blanchard

(Candidate)

CANDIDATES INTERVIEWED:

1. Sara Zwang
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. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________

For Personnel Office Use

Verifications:
☐ Certification/Endorsements  Approved by: ____________________________
☐ Sexual Misconduct Release Form

Name ____________________________  Date ____________________________

HR Staff ____________________________
Date ____________________________

School Board Approval on ____________________________ (Date)
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
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
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:

<table>
<thead>
<tr>
<th>EXPENDITURE LEVEL</th>
<th>Amount</th>
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<tbody>
<tr>
<td>A. GENERAL FUND</td>
<td>$14,404,706</td>
</tr>
<tr>
<td>B. CAPITAL PROJECTS FUND</td>
<td>$ 500</td>
</tr>
<tr>
<td>C. DEBT SERVICE FUND</td>
<td>$ 680,986</td>
</tr>
<tr>
<td>D. ASSOCIATED STUDENT BODY FUND</td>
<td>$ 254,158</td>
</tr>
<tr>
<td>E. TRUST FUND</td>
<td>$ 24,700</td>
</tr>
</tbody>
</table>

DATED THIS 19th DAY OF JUNE, 2017

SECRETARY OF THE BOARD

CHAIRPERSON OF THE BOARD

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

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
Check Amount: __________________________

Check Date: __________________________

Board Member: _________________________
Board Member: _________________________
Board Member: _________________________

Vendor Name: _________________________
Secretary: ___________________________

Warrant Numbers 216862 through 216927, totaling $72,631.99. The payables are further identified by a vote of June 19, 2017, the board, by a majority of the board.

The following vouchers, as audited and certified by the Auditing Officer as approved, have been made payable to the vendors:

216877 Bunning Hope
216876 County Commissioner
216875 Anderson, Jason and Brian
216874 Consolidated Supply Co
216873 Eastern Telephone
216872 City of Newport
216871 City of Newport
216870 Consolidated Peak Heating Center
216869 CED, Inc.
216868 Blue Zep Plastics, Inc.
216867 A&N Examinations
216866 American Mathematics Competitions
216865 AM Hardware Co Inc
216864 Allied Fire and Security
216863 American Lumber Supply
216862 A-1 Compressed Gas
<table>
<thead>
<tr>
<th>Check Amount</th>
<th>Check Date</th>
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<tbody>
<tr>
<td>$4,930.00</td>
<td>5/15/2017</td>
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<tr>
<td>$4,892.80</td>
<td>5/15/2017</td>
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<tr>
<td>$5,000.00</td>
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<tr>
<td>$6,930.00</td>
<td>5/15/2017</td>
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<tr>
<td>$4,000.00</td>
<td>5/15/2017</td>
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<tr>
<td>$3,827.26</td>
<td>5/15/2017</td>
</tr>
<tr>
<td>$3,500.00</td>
<td>5/15/2017</td>
</tr>
<tr>
<td>$4,930.00</td>
<td>5/15/2017</td>
</tr>
<tr>
<td>$4,930.00</td>
<td>5/15/2017</td>
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Vendor Name:

- 2169400 Spokesman Review
- 2169400 Sphinx US WC Inc
- 2169400 DBA Sherman Rock and Concrete
- 2169400 Schott Inc.
- 2169400 Redwood Pavers
- 2169400 OBI-Xerox
- 2169400 Public Utility District No. 1
- 2169400 Post River Glass
- 2169400 Perlo, Ferretti & Associates
- 2169400 Sierra Vista Network
- 2169400 Part S Action Auto Supply
- 2169400 One World
- 2169400 Newport High School
- 2169400 Newport School District
- 2169400 J&J - Beaverton Section
- 2169400 A Reg, Hostetts Inc.
- 2169400 Jungers, Treanor & Allen
- 2169400 Impact Applications Inc.
- 2169400 PCC
- 2169400 OHSU
- 2169400 Great America Financial Services
- 2169400 Frontier
- 2169400 Excess Protective Service
- 2169400 Excess Disposal Service

Check Date: 6/15/2017

Check Summary:

- $4,930.00
- $4,892.80
- $5,000.00
- $6,930.00
- $4,000.00
- $3,827.26
- $3,500.00
- $4,930.00
- $4,930.00

Check Amount:

- $4,930.00
- $4,892.80
- $5,000.00
- $6,930.00
- $4,000.00
- $3,827.26
- $3,500.00
- $4,930.00
- $4,930.00

Check Date: 6/15/2017
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<th>Check Date</th>
<th>Vendor Name</th>
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<tr>
<td>72,631,99</td>
<td>103.00</td>
<td>6/15/2017</td>
<td>Newport High School</td>
<td>216927</td>
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<tr>
<td>114.00</td>
<td>53.66</td>
<td>6/15/2017</td>
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<td>560.00</td>
<td>36.00</td>
<td>6/15/2017</td>
<td>Country Lane Professional</td>
<td>216920</td>
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<tr>
<td>2,258.00</td>
<td>75.00</td>
<td>6/15/2017</td>
<td>Burtman, Patricia Allison</td>
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<td>2,360.00</td>
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<td>150.00</td>
<td>4,551.40</td>
<td>6/15/2017</td>
<td>Terry's Dairy</td>
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Note: The table includes check numbers, amounts, dates, and vendor names, with descriptions for each check.
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**Fund Summary**

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<tbody>
<tr>
<td>Net Amount</td>
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<tr>
<td>Less:</td>
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<tr>
<td>Voided</td>
<td>0.00</td>
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<tr>
<td>Manual, Wire Transfer</td>
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<tr>
<td>ACH</td>
<td>0.00</td>
</tr>
<tr>
<td>Total For 66 Manual, Wire Transfer, ACH &amp; Computer Checks</td>
<td>66,000</td>
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