NEWPORT SCHOOL DISTRICT
REGULAR BOARD MEETING
May 23, 2016
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 May 9, 2016 (m):
   A. Corrections or Additions

4. Consent Agenda (m):

A.	New Hire:	Tim Jurgens	Summer Grounds Labor
		Belinda Wayland	Summer Food Service Worker
B.	Resignation:	Larry Ashdown	Detention Supervisor
		Michele Hunt	Special Services Coordinator
C.	Retirement:	Jim Pletsch	P-4 Instructional Assistant

5. Individuals or Groups Wishing to Address the Board:

6. Financial Reports (m) – Debra Buttrey
   A. Approval of May Payroll (m)

7. Old Business:

8. New Business:

   A. School Improvement Plans
      - Troy Whittle
      - Tony Moser
      - Jenny Erickson

9. Policies (m):
   First Reading:

   Second Reading:

10. Miscellaneous:

11. Agenda Items for June 6, 2016 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

May 9, 2016

1. The Regular Meeting of the Board of Directors of the Newport School District was called to order by Director Wilson at 5:00 p.m. in the District Board Room.

2. Roll Call: Paul Wilson, Connie Moore, Mitch Stratton, April Owen, Jim Brewster, Board of Directors; Dave Smith, Superintendent and Debra Buttrey, Business Manager. There were 3 visitors in attendance.

3. Motion to approve the agenda with changes, 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 April 18 were approved as read.

5. Consent Agenda:

A. New Hire:	Sarah Noble	HS Math Teacher
	Bonita DeHerrera	Highly Capable Teacher
	Randi Lithgow	K-4 Music Teacher
	Heidi Stanfill	P-4 Instructional Assistant
	Rana Cutshall	K-6 Academic Coach
B. Resignation:	Carlyn Barton	HS Asst. Volleyball Coach

6. Individuals or Groups Wishing to Address the Board: There were none.

7. Financial Reports (m) : Debra Buttrey
   A. Approval of April Accounts Payable (m) General Fund Warrant Numbers 213889 through 213987 in the amount of $284,576.68
   Motion to approve April Accounts Payable was made by Director Owen, seconded by Director Brewster. Vote was unanimous.

   B. Approval of Letter of Support for the Healthy Kids Healthy School Grant (m)
   Debra mentioned that this is the Grant that she spoke about at the last Board Meeting.
   Motion to approve Letter of Support was made by Director Owen, seconded by Director Moore. Vote was unanimous.

   C. Approval of 2016-17 Classified Salary Schedule (m)
   Mrs. Buttrey told the Board that with the approval of this salary schedule, it will be an increase of 1.8% in base salaries. It also adds experience columns for the computer technician and school nurse. This schedule also

adds a new column of 20+ years of experience for all positions. The cost to implement this schedule is $39,500.
Motion to approve the 2016-17 Classified Salary Schedule was made by Director Owen, seconded by Director Stratton. Vote was unanimous.

D. Approval of 2016-17 Non-Represented Salary Schedule (m)
This schedule implements the 1.8% base increase.
Motion to approve the 2016-17 Non-Represented Salary Schedule was made Director Owen, seconded by Director Moore. Vote unanimous.

E. Audit Report:
Mrs. Buttrey gave the Board a summary of the Audit Exit Meeting by presenting each Board Member a copy of the draft report. The report highlighted:
Audit Scope: Accountability Audit, Financial Statement Audit, Federal Grants Compliance
Areas Examined: Apportionment – CTE Program, Financial Condition and Insurance/Risk Management
An **unmodified opinion** was issued on the financial statements. This is good and the opinion you want to see in audit reports. No significant deficiencies or material weaknesses were reported.
An **unmodified opinion** was issued for Federal Awards. Again, this is still a good opinion; however, significant deficiencies were noted in the design or operation of internal control over federal programs. This information was brought forward in the management letter and an audit finding for the Child Nutrition Program.
Status of Prior Findings/Management Letters: All prior issues were within the Child Nutrition Program. Resolved Issues were the PLE Tool and Verification and School Accounts. The unresolved issue was for procurement. Since the issue was not resolved in the 14-15 school year, it moved up as a Finding for the 14-15 school year. This finding was also caused by our FS Director staffing change. This issue was not immediately brought to our attention for appropriate follow-up. Currently, the board adopted a procurement policy in March and this issue is now resolved moving forward.
Finding: The District did not have adequate internal controls to ensure compliance with procurement requirements. In simple terms: We did not always do price quotes for $3,000 purchases. Purchases could be one time purchase or in aggregate. To fix this, we have a new board adopted policy and we are doing price quotes and working to manage the aggregate purchases. It is important to note that the $3,000 price quote is in place for federal funds only.

8. Old Business: None

9. New Business:

   A. Troy Whittle, End of Year Activities
   Mr. Whittle said that the Pend Oreille River School graduation is on May 31st at 5:00 pm and invited the board members. He then gave a brief rundown of upcoming events at the high school.

   B. Geoff Pearson, Spring Sports
   Mr. Pearson said that baseball was wrapped up with Senior Night. The big news in high school sports is that if the boys' varsity soccer team wins tomorrow, they will move onto district, then state.

   C. Pursue lease of property at 110 W. Pine St, Newport WA 99156 (m)
   Superintendent Smith told the Board Members that the building located at 110 W. Pine St will be big enough for the Satellite Skills Center and allow room to expand.
   Motion to authorize lease negotiations made by Director Brewster, seconded by Director Moore. Vote was unanimous.

   D. Approval of School Population Health Grant $31,000 (m)
   Motion to approve School Population Health Grant made by Director Owen, seconded by Director Moore. Vote was unanimous.

   E. Learning Management System
   Superintendent Smith gave a brief explanation about the Learning Management System, stating that this system works seamlessly with Skyward and will allow for greater communication to parents. It should be up and running by this next school year.

   F. Lead and Copper Testing
   Superintendent Smith informed the Board that, though we are not required at this point, we have had our water supply tested. We are well below any levels that would be required to be reported.

10. Policies (m):
   Policies for first reading:
   Policies for second reading:

11. Miscellaneous:
   Director Brewster said that in 1914, Congress made Mother's Day a national holiday, always being the second Sunday in May.

   Superintendent Smith mentioned that Muffins for Moms was on May 6 and he really wanted to thank all of the staff for helping to make it such a great success. He understands it is a lot of extra work for staff, so he appreciates everyone's involvement.

   Director Wilson mentioned that he heard the Booster Club Auction was a great success. He added that he will be unable to attend the next Board Meeting.

12. Agenda Items for May 23, 2016 Board Meeting to be held at District Office Board Room at 5:00PM
    A. Financial Reports
    B. Policies

13. Hearing no objections, Director Wilson adjourned the Regular Board Meeting at 5:49 PM.

_____ _____

Chair/Vice Chair of the Board Secretary of the Board

_____

Date

NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number Summer Grounds labor **Closing Date** May 4, 2016

Position _____ **FTE** _____

RECOMMENDED CANDIDATE*: Tim Jurgens

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: Steve Shumski (signature)

CANDIDATES INTERVIEWED:

1. Tim Jurgens
2. Angus Armstrong
3. Dennis Alliger
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. [illegible]
2. WORK ETHIC
3. KNOWLEDGE OF FACILITIES
4. PEOPLE SKILLS
5. HONESTY
6. HARD WORKER
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 5-12-16

Position Summer foods kitchen worker FTE 5.5

RECOMMENDED CANDIDATE*: Belynda Wayland

Supervisor's Signature _____ June 27th 2016 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 - Filled position before
2. Only applicant
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)



Cheryl Bradbury <bradburycheryl@newportgriz.com>

Re: Detention Teacher

1 message

Cheryl Bradbury <bradburycheryl@newportgriz.com> Thu, May 12, 2016 at 2:31 PM
To: Cheryl Bradbury <bradburycheryl@newportgriz.com>

I am officially resigning as Detention Teacher at the end of the 2015/16 school year.

Larry ashdown

May 23, 2016

Dr. David E. Smith, Superintendent
Newport School District Board of Directors
P. O. Box 70
Newport, WA 99156

Dear Dr. Smith and Board of Directors:

I am submitting my letter of resignation as the Coordinator of Special Programs for the Newport School District as I have accepted a position of Instructional Support Specialist with Northshore School District.

I began my career with the Newport School District in August of 1990, nearly 26 years ago. Over the years, I have worked with many wonderful people - administrators, staff, students, board members and community members. There are great teams of educators and support staff in each of the schools and I have been blessed to work with staff that put the needs of children first.

I am grateful and appreciative of the many opportunities I have been given over the years and know that these experiences have helped me grow both personally and professionally. As I move on to this new chapter in my life it is with mixed emotions, I am looking forward to new learning experiences and opportunities but will miss Newport and the many friendships I have made over the years.

Again, I am thankful for the many great years and experiences I have had here at Newport and I will treasure the memories. Thank you.

Sincerely,

Michele K. Hunt

5/17/16

To Whom It May Concern,

After much thought and consideration, I feel it's time for me to retire. To borrow and, perhaps, misinterpret a biblical phrase, "the Spirit is willing, but the flesh is weak." I would love to stay on, but my body is just "running out of gas."

It has been an honor to serve under all of you here. Truly, being here has turned out to be some of the happiest years for me.

Take care and keep on keeping on.

Sincerely

Jim Pletsch