

**ABERDEEN SCHOOL DISTRICT NO. 5
ABERDEEN, WASHINGTON**

Regular Meeting of the Board of Directors
Community Room, Aberdeen High School
September 4, 2012

AGENDA

7:00 p.m. Regular Meeting - Call to Order

Flag Salute

Consent Agenda

1. [Minutes of Previous Meetings](#)
2. [Trip Request](#)

Comments from Board Members

Comments from the Audience

Old Business

Superintendent's Report

1. First Day of School
2. Teacher Training Days
3. Facilities Update

Instructional Services

1. [Teaching and Learning Report](#)

Financial Services

1. [Paper Supplier](#)

New Business

1. [Resolution 2012-06 Minimum Fund Balance](#)
2. Next Meeting

Comments from the Audience

Executive Session

Board Meeting Agenda
September 4, 2012

Personnel Matters

1. Certificated
 - a. Hire
 - b. Supplemental Contract
 - c. Substitute

2. Classified
 - a. Hires
 - b. Leave of Absence
 - c. Leave of Absence Extension
 - d. Resignations
 - e. Extra-Curricular Contracts
 - f. Substitutes

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

BOARD INFORMATION AND BACKGROUND

September 4, 2012 – Community Room, Aberdeen High School

Regular meeting - Call to Order

Flag Salute

Consent Agenda – [Enclosure 1](#)

1. Minutes of the Previous Meeting – Minutes of the regular meeting conducted on August 21, 2012, are enclosed for your approval.
2. Out-of-District/Overnight Trip Request – Stevens Elementary School is requesting permission to travel to Camp Bishop for their annual leadership training for sixth graders on October 10-11.

Comments from Board Members

Comments from the Audience

Old Business

Superintendent's Report

1. First Day of School – Superintendent Opstad will provide information about the first day of the new school year.
2. Teacher Training Days – Superintendent Opstad will discuss the training days that took place for teachers prior to the start of school on August 29 and August 30.
3. Facilities Update – Superintendent Opstad will provide an update on facilities and various projects taking place in the district.

Instructional Services

1. Teaching and Learning Report – Judy Holliday will present the teaching and learning report for August, which is enclosed for your information. [Enclosure 2](#)

Financial Services

1. Paper Supplier – The district sought quotations for the 2012-2013 paper supply. Aberdeen Office Equipment was the low bidder and we are recommending approval. The tabulation is enclosed. [Enclosure 3](#)

New Business

Board Meeting Information
September 4, 2012

1. Resolution 2012-06 Minimum Fund Balance – A resolution reaffirming the Board's goal of maintaining a minimum fund balance of 5 percent has been prepared for your consideration. [Enclosure 4](#)
2. Next Meeting – The next regular meeting of the Board is set for 7 p.m. Tuesday, September 18, in the Community Room at Aberdeen High School. Who will audit the bills?

Comments from the Audience

Executive Session

1. At this time the meeting will recess for an executive session that is expected to last 10 minutes for the purpose of evaluating the qualifications of applicants for employment.

Personnel Matters [Enclosure 5](#)

1. Certificated
 - a. Hire
 - b. Supplemental Contract
 - c. Substitute
2. Classified
 - a. Hires
 - b. Leave of Absence
 - c. Leave of Absence Extension
 - d. Resignations
 - e. Extra-Curricular Contracts
 - f. Substitutes

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the Board of Directors – August 21, 2012

President Smith called the regular meeting to order at 7:00 p.m. Members present were Sandra Bielski, Jennifer Hagen and Jeremy Hawkins, along with Superintendent Thomas Opstad and 12 patrons and staff. The meeting began with the flag salute.

CALL TO ORDER

On a motion by Sandra Bielski and seconded by Jennifer Hagen, the Board approved the consent agenda, which included the minutes of the regular meeting conducted on August 7, 2012, and the Board approved the Consent Agenda, which included the minutes of the regular meeting conducted on August 7, 2012, approved July payroll vouchers 809793 through 809847 totaling \$2,415,363.79; General Fund vouchers 809792, 809848, 809857 through 809955 and 809957 through 809958 totaling \$624,548.34; ASB Fund vouchers 809850 through 809856, 809956, and 809959 totaling \$21,468.23 and Capital Projects Fund voucher 809849 in the amount of \$864.60.

CONSENT
AGENDA

Derek Cook, assistant principal at Aberdeen High School thanked School Board directors for the resolution they adopted after the death of Director Jeff Snell in July. The resolution and other kindnesses shown to the family were much appreciated. Director Snell was his father-in-law.

COMMENTS FROM
THE AUDIENCE

On a motion by Jeremy Hawkins and seconded by Sandra Bielski, the Board adopted updates to Policy 2255 Alternative Learning. Director Bielski commented that she was happy to see the detailed requirements for direct teacher contact with students. She appreciated seeing procedures that appear to make it possible for students to set their own pace while also requiring more involvement between teachers and students when learning goals aren't met. Career and Technical Education Director Lynn Green said both Aberdeen High School and Harbor High School do a great job assisting students in alternative settings. The policy changes reflect new regulations and the updates to the procedures reflect current practice.

POLICY 2255
ALTERNATIVE
LEARNING

Superintendent Opstad provided information about the annual weapons and student discipline reports for the 2011-2012 school year. More information showing trends is being prepared. Board members also requested information from other districts.

DISCIPLINE AND
TRUANCY
REPORTS

Superintendent Opstad provided copies of the 2012-2013 District Activities Calendar. The calendar goes home to each household and includes most of the required annual notifications.

2012-2013
CALENDAR

Superintendent Opstad shared information about the “Great American Rivalry” series that Aberdeen High School has applied for that will showcase the annual Aberdeen/Hoquiam game and provide possible scholarships.

GREAT AMERICAN
RIVALRY SERIES

Superintendent Opstad reported that the district should know in a few weeks whether it has been accepted to take part in Project RED, a research and advocacy organization that helps school districts network with each other about implementing new technology.

PROJECT RED

Superintendent Opstad shared information about improved student performance on math assessments. He expects to see continued improvement with the use of Mathscore.com and the implementation of the new math curriculum.

MATH SCORES

Career and Technical Education Director Lynn Green discussed the Alternative Learning Education program in the district. Changes in how alternative learning is defined and funded prompted significant changes at Harbor High School and Aberdeen High School for enrollment reporting purposes. With the installation of new online learning opportunities, Aberdeen High School served more alternative students than previous years, about 15 to 20 per month. And, because most of its students actually attend during the day, Harbor High School is now primarily funded under traditional basic education formulas with only 10 to 12 of its students each month fitting the “alternative” student definition. She said both schools learned a lot from each other on how to report student enrollment. Many of the changes are attempts by the state to correct funding imbalances between the costs incurred by online academies compared to the cost to local districts trying to offer alternative programs in a traditional setting. Superintendent Opstad said he is satisfied that Aberdeen is meeting the letter of the law and he continues to be frustrated with online academies that pull students into programs that generate revenue for their district without providing the same level of access to teaching staff to help students be successful.

ALE ANNUAL
REPORT

Teaching and Learning Director Judy Holliday presented the teaching and learning report for July. She discussed the AVID Summer institute in Sacramento that 22 staff members attended; the STEM workshop for principals at Sleeping Lady near Leavenworth, the SafeSchools training for the 2012-2013 school year, the new materials ordered as a result of recent Board adoptions, especially in math; HSPE, end-of-course and MSP results; the district’s participation in the Teacher Principal Evaluation Project; and field trip opportunities made available to fourth- and fifth-grade students through the Gladys Phillips Cultural Field Trips.

TEACHING AND
LEARNING
REPORT

Business Manager David Herrington presented the Fiscal Status Report for July. Based on the County Treasurer’s report, the General Fund had \$4,023,139.93 in cash plus investments at the end of July; the ASB Fund

FISCAL STATUS
REPORT

Aberdeen School Board Minutes
August 21, 2012

had an ending balance plus investments of \$112,620.40; the Capital Projects Fund had an ending fund balance plus investments of \$16,878.37; the Transportation Vehicle fund had an ending balance of \$486,980.89 and the Debt Service Fund had \$20,688.76 in cash and \$2,000,127.92 invested.

David Herrington discussed the District's updated asbestos abatement program. The plan is updated every three years. This year, Maintenance Supervisor Marv Townsend organized trainings for the 11 custodians and nine maintenance personnel to recognize and safely deal with asbestos.

ASBESTOS
ABATEMENT
PROGRAM

Following a presentation by Superintendent Thomas Opstad, on a motion by Jennifer Hagen and seconded by Jeremy Hawkins, the Board approved Resolution 2012-05 increasing the budget authorization in the General Fund by \$475,000 to account for unbudgeted revenue and expenditures, including acceptance of the GEARUP grant, use of LAP funds, purchase of new math materials and technology server upgrades.

RESOLUTION
2012-05 BUDGET
EXTENSION

On a motion by Jeremy Hawkins and seconded by Sandra Bielski, the Board authorized the purchase of two special needs buses at the purchase price of \$108,078, which includes the amendments to the purchase price as recommended by Transportation Supervisor Ernie Lott to include a bigger battery box and gray floors instead of black. The buses will replace two buses that have been in service since 1994 and 1995. They will arrive in 2013 but are being ordered now to take advantage of the 2011-2012 pricing.

BUS PURCHASE

On a motion by Jeremy Hawkins and seconded by Jennifer Hagen, the Board approved the Affiliation Agreement establishing the training site for the Medical Skills Center classes offered through the Twin Harbors branch of the New Market Skills Center.

HOSPITAL
AFFILIATION
AGREEMENT

On a motion by Jeremy Hawkins and seconded by Sandra Bielski, the Board approved a contract for professional services between Twin Harbors, a branch of the New Market Skills Center and Grays Harbor Community Hospital to provide training and instruction in 2012-2013 in the nursing assistant program. CTE Director Lynn Green said the first year was very successful. Ten students took the class and all completed it. Of those, six are employed, three have moved out of the area and several are going on to college. There are 26 students on the roster for fall classes. She said Grays Harbor Community Hospital can't be praised enough for their role in the partnership.

PROFESSIONAL
SERVICES
CONTRACT

Business Manager David Herrington briefed Board members on the fuel and propane bids. The propane bid appears to be tied. His office is continuing to qualify the bids and will be making a recommendation in September. The Board discussed the possibility of a policy that directs the district to give preference to local contractors and vendors whenever

FUEL AND
PROPANE BIDS

Aberdeen School Board Minutes
August 21, 2012

possible.

The next meeting of the Board is set for 7:00 p.m. Tuesday, September 4, in the Community Room at Aberdeen High School. President Doug Smith will be absent.

NEXT MEETING

At 8:05 p.m., President Doug Smith recessed the meeting into an executive session expected to last 10 minutes for the purpose of evaluating the qualifications of applicants for employment. The regular meeting reconvened at 8:15 p.m.

EXECUTIVE
SESSION

Following a presentation from Personnel Director Anna Shanks, on a motion by Jeremy Hawkins and seconded by Jennifer Hagen, the Board approved the Personnel Report. Under certificated matters, the Board approved the hiring of Jennifer Arquette as a sixth-grade teacher at A. J. West Elementary School effective August 27, Candice Bachtell as culinary arts/consumer science teacher at Aberdeen High School effective August 27, and Rebecca Moser as a counselor .5 FTE– CYO leave replacement at Aberdeen High School effective August 27; accepted resignations from Ron Clark as a P. E. teacher at Aberdeen High School effective August 20 and from Nicole Lenhartzen as a counselor at Robert Gray Elementary School effective August 10, approved a leave of absence extension for Kristie Traweek, a counselor at Aberdeen High School through December 31; approved supplemental contracts for 2012-13 at Aberdeen High School for Candice Bachtell, CTE and catering related activities, Beth DayWaters, Tracy Ecklund, Tara Johnson, Mike Machowek, Matthew Mahon, Cory Martinsen, Barbara Page, Anne Ramsey, Jill Schrader, Mark Sundstrom and Charles Veloni to perform CTE related activities, Tara Johnson for Twin Star Credit Union, Matthew Mahon for Bobcat Television, Cory Martinsen for AHS Sign Shop, Jill Schrader for High School Store and Charles Veloni for KAHS Radio Station; approved supplemental contracts for 2012-13 at Harbor High School for Rhonda Bond, Keelee Frost, Kathleen Graddy and Jan Gravley to perform CTE related activities, and at Miller Junior High School for Laura Carle, Ruth Kuhnau and Tricia Matisons to perform CTE related activities; approved co-curricular contracts for 2012-13 at Aberdeen High School for Tracy Ecklund, Distributive Education and Skills USA, Tara Johnson, F.B.L.A., Cori Krick, Renaissance, Mike Machowek, F.F.A., Bryan Miles, Choral, Barbara Page, Yearbook, Daniel Patterson, Band (Marching & Pep), Scott Rice, A.S.B. Advisor, Rick Stallo, Events Manager, Charles Veloni, Skills USA; co-curricular contracts at Miller Junior High School for Stacy Swinhart, Yearbook; co-curricular music contracts for Troy George, (.5 FTE) elementary vocal, Wendy Koski, elementary band and elementary jazz band, Karen Meikle, orchestra, Erik Peterson, elementary vocal (.5 FTE), and Marguerite Ryan, Band and World Rhythms at Miller Junior High School.

PERSONNEL
CERTIFICATED

CLASSIFIED

Under classified matters, the Board recalled Alaina Delanoy as a para-educator at Aberdeen High School effective September 4; accepted the resignation of Sherry McAllister as a para-educator at Aberdeen High School effective August 14; approved 2012-13 extra-curricular contracts at Aberdeen High School for Sherrie Green as Cross Country – Head Coach, John Green as Cross Country – Assistant Coach, Harley Revel as Boys’ Golf – Head Coach, Dan Sundstrom as Boys’ Golf – Assistant Coach, Fidel Sanchez as Girls’ Soccer – Head Coach,

Ian Connell as Girls’ Soccer – Assistant Coach, Jan Simons as Swimming – Head Coach, April Heikkila as Swimming – Assistant Coach, Andy Duffy as Boys’ Tennis – Head Coach, Joey Mankin as Boys’ Tennis – Assistant Coach, Wilma Weber as Volleyball – Head Coach, Billy Toyra as Volleyball – Assistant Coach and Brenda Blancas as Fall Intramurals Coach; approved extra-curricular contracts at Miller Junior High School for 2012-13 for Larry Fleming as Football – Head Coach, Matt Harless as Football – Assistant Coach, Ryan Harless as Football – Head Coach, Paul Hendrickson as Cross Country – Head Coach and Breanna Gentry as Girls’ Soccer – Head Coach; accepted resignations from Gienelle Harless and Amy McElliott as Girls’ Soccer – Head Coaches .5 FTE at Miller Junior High effective August 13 and Rich VanVolkinburg Jr. as Football – Assistant Coach at Aberdeen High School effective August 16.

Following a presentation by Anna Shanks, on a motion by Sandra Bielski and seconded by Jennifer Hagen, the Board approved the salary schedule for principals.

PRINCIPALS’
SALARY
SCHEDULE

Following a presentation by Anna Shanks, on a motion by Jennifer Hagen and seconded by Sandra Bielski, the Board approved the salary schedule for administrators

ADMINISTRATORS’
SALARY
SCHEDULE

Will Morris, a new reporter for The Daily World, introduced himself to the Board and shared information about his background.

NEW DAILY
WORLD REPORTER

There being no further business, the meeting was adjourned at 8:30 p.m.

ADJOURN

Doug Smith, President

Thomas A. Opstad, Secretary

ABERDEEN SCHOOL DISTRICT NO. 5

OVERNIGHT & OUT-OF- DISTRICT STUDENT TRIP REQUEST

Overnight or out-of-state field trips require approval by the Board of Directors. Use the form below as an outline for the information necessary to submit a request for Board approval. Requests must be submitted to the building principal at least three weeks prior to submission to the Board. Following approval by the building principal and ASB, forward request to superintendent one week prior to the Board meeting.

Additional information required for planning foreign trips as outlined in Policy 2320.

Name of Group: Sixth graders from Stevens Elementary School
School: Stevens

Advisor's Name: Dana Zora, Sheryl Woodruff, Angie Wisdom, Kathleen Werner

Phone: 538-2150

Date of Trip: October 10th & 11th 2012

Destination: Camp Bishop

Objective of Trip: Leadership training for 6th graders

Number of Students: 55

Number of Chaperones: 5 adults and 8 high school students
(1 chaperone to ten students recommended)

Cost Per Student: (\$320 total) about \$5 per student

Cost Per Chaperone: \$0

Funding Source: STEM donation

Type of Transportation: School Bus

Principal's Approval Kathleen Werner Date 8-9-2012

Board Approval _____ Date _____

Approval is contingent on Homeland Security Travel Advisory. Out-of-state and out-of-country trips are not authorized during an Orange Alert or higher status.

Reference Board Policy and Procedures Field Trips and Excursions 2320 and 2320P

Department of Teaching and Learning

August Report

September 4, 2012

Professional Development Training:

- The District Common Core State Standards (CCSS) Team attended a two-day workshop on Aug. 8 & 9. The team will meet with the Facilitator Planning Team to plan for ELA (English Language Arts) awareness activities throughout the year.
- District administrators attended TPEP (Teacher Principal Evaluation Project) trainings in August. Some were at an introduction to teacher evaluations using the Danielson framework and others at an introduction to principal evaluations.
- A majority of the kindergarten teachers attended Strategies Gold Assessment training for WaKIDS, a requirement of all state funded all-day kindergartens. All kindergarten teachers will meet with the parents of kindergarten students the first week of school.
- Kindergarten – 8th grade math teachers attended 1½ days of Common Core Math Training with math consultant Tom Boyce the week of August 13-17. We have arranged for him to return in November and March to extend this initial training as we prepare for full implementation to CCSS in 2014-15.
- Preschool and kindergarten teachers attended “Preschool to Kindergarten Transition” and “Handwriting without Tears” trainings. The early learning teachers have requested the opportunity to pilot Handwriting without Tears this year.
- Representatives from Glencoe/ McGraw-Hill were in the district to train K-8th grade staff how to use the new curriculum and how to access the online resources. They will return to the district after staff have implemented the programs for at least a couple months.
- All certificated staff participated in technology based professional training for the first TRI Day. Offerings included Skyward, Schoolwires, IT and Maintenance Direct, TELEPARENT, and ProQuest in addition to personnel information and math offerings.
- The initial First Aid/CPR training was held on Aug. 25. Several more are planned throughout the year.

Curriculum:

- K-8 math teachers have been thrilled with the new math materials that continue to arrive and be distributed to schools. After Sept. 4, we will look at enrollment numbers vs: textbook numbers to determine if more materials will need to be purchased.
- Engineering kits and research materials for use with the highly capable students in each grade level have been delivered to elementary schools.
- New *Second Step* materials were ordered for the counselors at each elementary school. These are used to teach students the social-emotional and academic skills that lead to success in school.

Assessment:

- Approximately twenty students completed reading and writing HSPE retakes on August 14, 15, and 16 at Aberdeen High School.

Grants:

- The 2012-13 Title II A Teacher and Principal Training and Recruiting iGrant was submitted. This grant funds \$178,000 of professional learning activities of which about \$6,700 is set aside for equitable services at St. Mary School.

PAPER QUOTES FOR SY 2012-2013

Monthly Costs:

	2x MO	1 x MO	
Central Park		5	
Robert Gray	5		
McDermoth	7		
Stevens	6		
AJ West	7		
Miller Junior High	9		
Aberdeen High School	4		
Harbor High		12	Every other
AHS Printshop**		10	
Business Office		4	
Special Services		3	
Tech/Food Svc		1	Every other
	38	27	

Monthly Total Premium	Annual Total	Monthly Total Laser
38	89.50	10
38	10.00	
13.5	895.00	
89.5		
	8 Summer	
	903	

Monthly Costs

		Cost	Subtotal	Laser	Cost	Subtotal	Total
Aberdeen Office	21200 - USA	89.500	33.00	2,953.50	10.00	38.90	3,342.50
	20031 - Import	89.500	32.70	2,926.65			3,315.65
Office Depot	273646	89.500	31.69	2,836.26	10.00	51.50	3,351.26
Staples		89.500	-	-	10.00	-	-
NO BID							
Office Max		89.500	-	-	10.00	-	-
NO BID					10.00	-	-

Annual Costs

		Cost	Subtotal	Laser	Cost	Subtotal	Total	+Tax	
Aberdeen Office		903	33.00	29,799.00	104.00	38.90	4,045.60	33,844.60	36,687.55
Aberdeen Office		903	32.70	29,528.10	104.00	38.90	4,045.6	33,573.70	36,393.89
Office Depot		903	31.69	28,616.07	104	51.90	5,397.6	34,013.67	36,870.82

**Aberdeen School District No. 5
Resolution No. 2012-06**

Authorization for Maintaining a 5 Percent Minimum Fund Balance

WHEREAS, the Aberdeen School District Board of Directors recognizes the need to maintain a fund balance that will ensure sufficient operating funds are available at all times throughout the year; and

WHEREAS, the Washington State Auditor has recommended that the Aberdeen School District maintain an adequate fund balance; and

WHEREAS, the Aberdeen School District recognizes the sacrifices that have been made to achieve the current fund balance and recognizes that the district faces numerous competing demands for the use of its financial resources; and

WHEREAS, the long-term financial stability of the District is of great importance to achieving the purpose and the goals of the Aberdeen School District; and

WHEREAS, the Aberdeen School District must exercise budgetary and financial controls to comply with various federal and state regulations;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of Aberdeen School District No. 5 does hereby authorize the superintendent and administration to conduct operations and prepare for budgets that strive to maintain a five percent minimum fund balance.

The undersigned certifies that the foregoing resolution was adopted at a duly convened meeting of the Board of Directors of Aberdeen School District No. 5 on the 4th day of September, 2012, of which due notice was given in the manner provided by law with the following directors being present and voting.

Aberdeen School District No. 5
Grays Harbor County, Washington

Doug Smith, President

Sandra Bielski

Jennifer Hagen

Jeremy Hawkins

Attest:

Thomas A. Opstad, Secretary to the Board

CERTIFICATED

HIRE: We recommend the Board approve the following certificated hire:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Tamarie Butcher	Counselor	Robert Gray Elementary School	2012-13

SUPPLEMENTAL CONTRACT: We recommend the Board approve the following supplemental contract:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Rebecca Moser	Aberdeen High School	Counselor – 5 additional days	08/21/12

Substitute Teacher:

Mary LaDue

CLASSIFIED

HIRES: We recommend the Board approve the following classified hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Natalie Betancourth	District	Para-educator	09/04/12
Megan Van Dinter	A. J. West Elementary School	Food Service Worker	09/04/12

LEAVE OF ABSENCE: We recommend the Board approve the following classified leave of absence:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Sara Henry	Stevens Elementary	Para-educator	09/04/12-04/06/12

LEAVE OF ABSENCE EXTENSION: We recommend the Board approve the following classified leave of absence extension:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Denise Anderson	Stevens Elementary	Custodian	06/29/12

RESIGNATIONS: We recommend the Board approve the following classified resignations:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Michael Bozak	Technology	PC/Network Support Technician	09/07/12
Jadon Carossino	Miller Jr. High School	Para-educator	08/27/12
Lynn Gadwa	District	Food Service Worker	09/04/12

EXTRA-CURRICULAR CONTRACTS: We recommend the Board approve the following extra-curricular contracts:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Desiree Glanz	Aberdeen High School	Volleyball – Assistant Coach	2012-13
Larry Kinread	Miller Jr. High School	Girls' Soccer – Assistant Coach	2012-13
Shon Schreiber	Miller Jr. High School	Football – Assistant Coach	2012-13

Substitutes:

Bus Driver:

Lynn Gadwa