

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

Regular Meeting of the Board of Directors
Community Room, Aberdeen High School
September 3, 2013

AGENDA

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

Flag Salute

Consent Agenda

1. [Minutes](#)
2. [Correspondence](#)

Comments from Board Members

Comments from the Audience

Old Business

Superintendent's Report

1. First Day of School
2. 21st Century Grant
3. Technology Update
4. Board Calendar

Instructional Services

1. [Teaching and Learning Report](#)

New Business

1. [YMCA Contract](#)
2. Next Meeting

Comments from the Audience

Executive Session

[Personnel Matters](#)

1. Certificated
2. Classified
3. AEA Contract

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

BOARD INFORMATION AND BACKGROUND

September 3, 2013 – Community Room, Aberdeen High School

7:00 p.m. – 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 20, 2013, are enclosed for your approval.
2. Correspondence – A letter from the Washington State Legislature regarding Sarah Rocquin’s attendance at the Legislative Scholar Program.

Comments from Board Members

Comments from the Audience

Old Business

Superintendent’s Report

1. First Day of School – Superintendent Opstad will discuss the district’s back-to-school programs and preparations for the first day of school on September 4.
2. 21st Century Grant – Superintendent Opstad will discuss the after school program for 2013-2014.
3. Technology Update – Superintendent Opstad will discuss plans for high school students to start using the new tablets that were purchased over the summer and a replacement cycle for staff computers through a lease arrangement.
4. Board Calendar – A reminder that the Legislative Assembly takes place September 19-21 at Sea-Tac and the Board workshop retreat is scheduled for September 24 in the Administration Building.

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](#)

New Business

1. YMCA Contract – A copy of the contract renewing our agreement with the YMCA of Grays Harbor is enclosed for your information. [Enclosure 3](#)
2. Next Meeting – The next regular meeting of the Board is set for 7 p.m. Tuesday, September 17, 2013, in the Community Room at Aberdeen High School. A work study will begin at 6 p.m.

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 and to discuss labor negotiations.

Personnel Matters [Enclosure 4](#)

1. Certificated
 - a. Hires
 - b. Increase in FTE
 - c. Resignation
 - d. Co-Curricular Contract
2. Classified
 - a. Hires
 - b. Resignations
 - c. Extra-Curricular Contract
 - d. Extra-Curricular Resignations
 - e. Substitutes
3. AEA Contract

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the Board of Directors – August 20, 2013

The regular meeting of the School Board convened at 7:00 p.m. in the Community Room at Aberdeen High School. Members present were Doug Smith, Jennifer Hagen and Jeremy Hawkins, along with Superintendent Thomas Opstad and eight patrons and staff. Directors Sandra Bielski and Christi Boora were excused. The meeting began with the flag salute.

CALL TO ORDER

On a motion by Jennifer Hagen and seconded by Jeremy Hawkins, the Board approved the Consent Agenda, which included the minutes of the regular meeting conducted on July 16, 2013, July payroll vouchers 812959 through 813005, 813007 through 813012 and 813021 through 813144 totaling \$2,936,371.59; General Fund vouchers 813006, 813020 and 813145 totaling \$145,452.93 and ASB Fund vouchers 813013 through 813019 totaling \$5,165.00; and accepted the donation of a 1979 Dodge pickup truck from Lindell Stacy-Horton for use in the automotive program.

CONSENT
AGENDA

Superintendent Opstad reviewed the purchase of Surface RT tablets for use by high school students and discussed developing a laptop and computer replacement schedule for staff. The district has ordered 975 Surface RT tablets for use by students at Aberdeen High School and Harbor High School. Dr. Opstad said the Technology Department and the high school principals are moving forward with a plan to place the devices with students. The devices come pre-loaded with Microsoft Word, Powerpoint, Excel and a note-taking program called One Note, so students should find them useful from the outset. The district will roll the devices out in stages and will also look at adding textbooks or textbook “apps” as teachers develop ways to use them in their classes. There will be instruction on proper use of the devices in an educational setting as well as discussions about cyberbullying. During the discussion about a replacement schedule for staff computers, Dr. Opstad said he is investigating the pros and cons of a leasing arrangement. There are about 200 certificated staff and he expects the replacement cycle to begin with Aberdeen High School because of the need for teachers to be compatible with the student tablets.

SUPERINTENDENT
REPORT

Superintendent Opstad reminded Board members that their goal-setting workshop “retreat” is scheduled for 5:30 p.m. Tuesday, September 24, in the Board Room at the District Office.

BOARD RETREAT

Superintendent Opstad announced that Keola Holt, a student at Aberdeen High School, has accepted the invitation to sing the National Anthem during opening ceremonies for the Washington State School

AHS STUDENT TO
SING AT WSSDA

Directors' annual conference in November.

Superintendent Opstad invited Board members to the district's back-to-school gathering on August 29. The national teacher of the year, Jeff Charbonneau of Zillah, is scheduled to speak.

TEACHER OF THE
YEAR TO SPEAK

Superintendent Opstad outlined the back-to-school preparations, including the early start for Freshmen and Seniors on Monday, August 26. He noted that the state provided for an increase in LAP funding (the Learning Assistance Program) and the district hopes to hire reading specialists to focus on first- and second-grade literacy. The goal is to have every student reading at or above standard in grade three.

BACK-TO-SCHOOL

Superintendent Opstad noted that the cheerleaders are planning a Community Fall Sports Kickoff the evening of August 29 at Stewart Field.

COMMUNITY PEP
ASSEMBLY

Teaching and Learning Director Judy Holliday presented the Teaching and Learning Report for July. Under professional development, she discussed staff attendance at the AVID Summer Institute in Sacramento, staff attendance at the GEAR Up Summer Institute in San Francisco, training for high school staff in AP courses, staff attendance at a STEM retreat at Tokeland, staff attendance at a session on best practices for high capable students in K-2, Common Core math training facilitated by Tom Boyce, and staff attendance at the WAKids training at ESD 113. Under assessments, she discussed preliminary results of the spring MSP, HSPE and EOC exams, and noted that HSPE retakes that were administered in August. The District is still waiting to hear whether it will receive the Carol White PEP grant and the district is working with ESD 113 to finalize the standards-based elementary report card before school resumes.

TEACHING AND
LEARNING
REPORT

On a motion by Jennifer Hagen and seconded by Jeremy Hawkins, the Board approved the annual application for funding for the Highly Capable program. Teaching and Learning Director Judy Holliday explained that 2013-2014 is a transition year because highly capable programs are now considered part of basic education. The district will be developing a program to serve highly capable students in K-12.

HIGHLY CAPABLE

Business Manager David Herrington presented the Fiscal Status Report for July. Based on the County Treasurer's report, the amount of cash plus investments for the end of July is \$3,885,532.13 in the General Fund, \$127,689.19 in the ASB Fund, \$165,055.67 in the Capital Projects Fund, \$27,574.43 in the Transportation Vehicle fund and \$2,296,954.89 in the Debt Service Fund. Based on the latest average annual FTE report for enrollment, the District is ending 2012-13 with 58.07 FTE above budget.

FISCAL STATUS
REPORT

On a motion by Jeremy Hawkins and seconded by Jennifer Hagen, the Board awarded the 2013-2014 fuel bid. Unleaded fuel will be provided by the low bidder, Masco Petroleum of Aberdeen, and diesel fuel with additive will be provided by the sole bidder, Pettit Oil of Hoquiam.

2013-2014 FUEL BID

Following a presentation by Business Manager David Herrington and Transportation Supervisor Ernie Lott, on a motion by Jennifer Hagen and seconded by Jeremy Hawkins, the Board approved the purchase of two Thomas Built buses as recommended – a 78-passenger bus at a cost of \$123,877.00 before sales tax and a 31-passenger special services bus at a cost of \$111,983.00 before sales tax. Payment will be out of the 2013-2014 budget and delivery is expected in the spring, but by ordering the buses now the District can take advantage of 2012-2013 prices. Mr. Lott noted that after the District receives the expected state allocations, the Transportation Vehicle Fund should have \$271,000, which is the same amount in the Fund before this purchase. It will probably be two years before another purchase is needed.

BUS PURCHASE

Business Manager David Herrington updated Board members on the purchase of a new boiler to replace the failing boiler at the Hopkins Building. Five vendors were contacted and three responded to the invitation to bid. Since the project falls within the scope of the small works process, the District awarded the contract to the low bidder, MAK Mechanical of Lynwood. On a motion by Jeremy Hawkins and seconded by Jennifer Hagen, the Board approved the project.

HOPKINS BOILER

On a motion by Jeremy Hawkins and seconded by Jennifer Hagen, the Board approved renewal of the agreement with Grays Harbor County for the provision of services at the Juvenile Detention Center. There were no changes. Superintendent Opstad noted that the high schools will be involved in a pilot project the Detention Center staff are organizing in an effort to help students avoid recidivism.

DETENTION
CENTER
AGREEMENT

On a motion by Jeremy Hawkins and seconded by Jennifer Hagen, the Board approved the annual Basic Education Compliance Report. Superintendent Opstad reported that the district is adding five minutes to the instructional day in order to meet new requirements by the state Board of Education.

BASIC EDUCATION
COMPLIANCE
REPORT

CTE Director Lynn Green reviewed the annual report on the District's "alternative learning" education. There are one to five students in any given month who are receiving instruction in an alternative setting, usually working from home. The District is required to report and track these students' progress on a monthly basis and file the annual summary.

ALE ANNUAL
REPORT

Aberdeen School Board Minutes
August 20, 2013

The next regular meeting of the Board is set for 7 p.m. Tuesday, September 3, in the Community Room at Aberdeen High School.

NEXT MEETING

At 7:41 p.m. President Doug Smith recessed the meeting into an executive session expected to last 15 minutes for the purpose of evaluating the qualifications of applicants for employment and to discuss collective bargaining. The regular meeting reconvened at 7:55 p.m.

EXECUTIVE
SESSION

Following a presentation by Personnel Director Anna Shanks, on a motion by Jeremy Hawkins and seconded by Jennifer Hagen, the Board approved the Personnel Report.

PERSONNEL
CERTIFICATED

Under certificated matters, the Board approved the hiring of Stephanie Bergen and Dana Persson-Zora as Summer School Technology Camp teachers at Stevens Elementary effective August 12-22 and the hiring of Emily Fowler as a math teacher, Lindsey Kargbo as a .6 FTE Professional Medical Careers teacher and JR Lakey as choral music teacher at Aberdeen High School effective August 26; approved supplemental contracts for 2013-14 for Kristie Traweek, 10 additional days at Aberdeen High School, Candice Bachtell to perform CTE related activities and catering services at Aberdeen High School, Rhonda Bond, Keelee Frost, Kathleen Graddy and Jan Gravley to perform CTE related activities at Harbor High School, Laura Carle and Mike Keely to perform CTE related activities at Miller Junior High School, Beth DayWaters, Tracy Ecklund, Tara Johnson, Ashley Kohlmeier, Mike Machowek, Barbara Page, Anne Ramsey and Mark Sundstrom to perform CTE related activities at Aberdeen High School, Tara Johnson for Twin Star Credit Union at Aberdeen High School, Lindsay Kargbo to perform CTE related activities at Twin Harbors Skills Center, Matthew Mahon to perform CTE related activities and Bobcat Television – Almost Live at Aberdeen High School, Cory Martinsen to perform CTE related activities and for the AHS Sign Shop at Aberdeen High School, Jill Schrader to perform CTE related activities and for the High School Store at Aberdeen High School, Charles Veloni to perform CTE related activities and for KAHS Radio Station at Aberdeen High School; approved co-curricular contracts for 2013-14 at Aberdeen High School for Tracy Ecklund for Distributive Education and Skills USA, Karen Meikle for orchestra, Tara Johnson for F.B.L.A., Cori Krick for Renaissance, JR Lakey for choral, Mike Machowek for F.F.A., Barbara Page for yearbook, Daniel Patterson for band, Scott Rice as A.S.B. advisor, Rick Stallo as Events Manager and Charles Veloni for Skills USA; approved co-curricular contracts for 2013-14 at Miller Junior High School for Marguerite Ryan for Band and World Rhythms and Stacy Swinhart for yearbook; approved co-curricular music contracts for 2013-14 for Troy George and Erik Peterson for elementary vocal (.5 FTE), Wendy Koski for elementary band and elementary jazz band and Karen Meikle for elementary and junior high orchestra.

CLASSIFIED

Under classified matters, the Board approved the hiring of para-educators Jennie Kline, Misty Kuhl and Ann Martin at Aberdeen High School, J. David Miller and Leopoldo Sanchez for the district, Emily Nilsson at Central Park Elementary, Debra Trautman at Robert Gray Elementary and Melissa Williams at A.J. West Elementary School, all effective September 4; approved the retirement of Robert Lewin, a custodian at Aberdeen High School effective August 1; accepted the resignation of Sharon Ford as a para-educator at McDermoth Elementary effective August 16; approved extra-curricular contracts for 2013-2014 at Aberdeen High School for Gienelle Harless as girls' basketball assistant coach, Sherrie Green as Cross Country head coach, John Green as Cross Country assistant coach, Terry Dion as football head coach, Joe Fagerstedt, Cory Martinsen, Scott Rice and Jeremy Walker as assistant coaches for football, Harley Revel as boys' golf head coach, Fidel Sanchez as girls' soccer head coach, Ian Connell as girls' soccer assistant coach, Jan Simons as girls' swimming head coach, April Heikkila as girls' swimming assistant coach, Andy Duffy as boys' tennis head coach, Wilma Weber as volleyball head coach, Desiree Glanz as volleyball assistant coach and April Meissner as girls' soccer head coach.

There being no further business, the meeting was adjourned at 8:10 p.m.

ADJOURN

Doug Smith, President

Thomas A. Opstad, Secretary



July 24, 2013

Superintendent Thomas Opstad
216 N. G. St.
Aberdeen, WA 98520

Dear Superintendent Opstad ,

We are writing to let you know that Sarah Rocquin, a teacher at Miller Jr. High, participated in the Legislative Scholar Program in Olympia, July 15-19, 2013. This program provides civic educators with additional tools to teach students about representative democracy, and an opportunity for the Legislature to recognize and honor teachers' service to Washington. For more information about the program and comments from previous participants, please go to our website: <http://www.leg.wa.gov/Legislature/ScholarProgram/>

We are enclosing an agenda for the event, which includes information about the training provided. ESD 113 has approved up to 38 clock hours for this workshop. Teachers participating will also be invited back to Olympia to spend a day with the Legislature during the 2014 Session.

This program provides educators with valuable tools to use in the classroom, and we enjoyed working with Sarah.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Baker".

Barbara Baker
Chief Clerk, House of Representatives

A handwritten signature in black ink, appearing to read "Hunter G. Goodman".

Hunter G. Goodman
Secretary of the Senate

Department of Teaching and Learning

August Report

September 3, 2013

Professional Development:

- Trainings facilitated by consultant Tom Boyce for all math teachers in Kindergarten through Geometry were completed on August 27. He will continue to meet with 7th, 8th, Algebra and Geometry teachers to complete the mapping and pacing of their programs. In March, he will meet again with K-6 teachers to review the map and make updates, if needed. After using the *My Math* and *Glencoe Math* programs for one year, many adjustments and additions were made.
- A First-Aid/CPR class was held on August 24 for interested district staff. Denny Bickar will instruct five additional trainings throughout the year.
- ESD literacy trainer, Janet Collier, reviewed the Early Literacy Strategies with preschool through 1st grade teachers and specialists, including new staff in 2nd and 3rd grades. The teachers worked in their grade-level bands to determine objectives for the year ahead. Janet will be coaching 2nd and 3rd grade teachers, and new staff in P-1, in these strategies throughout the year.
- TPEP trainings were held on August 28 for teachers and principals who will be using the new comprehensive evaluation model this year. Ten additional trainings have been scheduled to facilitate the implementation of this new system in Aberdeen School District.
- A myriad of professional development activities took place at each building on August 29 after the inspirational presentation by Jeff Charbonneau, National Teacher of the Year. Additional trainings and collaboration were planned for today, September 3, in preparation for the first day of school tomorrow. Some topics addressed in the TRI Days trainings include: technology integration, Skyward, Common Core State Standards in Math and Literacy, alignment of the Next Generation Science Standards to FOSS materials, data review, developing SMART Goals, TS Gold assessment, writing strategies, and collaboration in grade levels and departments.

Assessments:

- Kindergarten student information has been exported to Strategies Gold so that the teachers are able to input data on each student when they begin their observations for the assessment next week.

Grants:

- OSPI announced that a one time only non-competitive grant is available for all districts that are implementing WaKIDS. The amount is \$300/teacher and must be used for the implementation of WaKIDS activities or the support of teachers during the Strategies Gold Assessment.
- The Title II, Part A Teacher and Principal Recruiting Fund Grant was submitted. The grant is for \$167,695, which includes equitable services for St. Mary's School of \$7,125.

Curriculum:

- The standards-based elementary report card, which reflects the Common Core Standards, has been completed. The format is different from the previous "Skyward" report card template and reflects most of the "wants" of the committee. Unfortunately, some of the committee's formatting and layout choices were not available through Skyward at this time.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ABERDEEN SCHOOL DISTRICT
SWIM PROGRAM 2013-2014

PROGRAM: The YMCA of Grays Harbor will provide swimming instruction using the YMCA/AMERICAN RED CROSS "LEARN TO SWIM PROGRAM" curriculum. Emphasis for this program will be placed on teaching beginner through advanced swimming skills, Water Safety education and Emergency preparedness.

CONTRACT LENGTH: September 2013 through April 2014
SCHEDULE: K-2nd Grades, M- F 9:05-9:50, 9:50-10:35, 10:35-11:20
THERAPY: Tuesdays and Fridays, 11:15-11:45 am.
SWIM TEAMS: Girls (Fall) 12 weeks, Boys (Winter) 12 weeks; 3:00-5:00pm
Up to ten home swim meets as scheduled on Mon, Wed, or Fri.

YMCA Responsibilities

Provide Aquatic Lesson Coordinator
Instructor scheduling and training
Hire and supervise instructors
Student skill evaluation
Aquatic Center safety and maintenance

ASD Responsibilities

Coordinate class schedules with schools
Coordinate and provide transportation

Total Cost

Lesson Program	\$ 61,780.
Therapy	\$ 600.
Swim Team/Pool Conversion	<u>\$ 21,700.</u>
Total	\$ 84,080.

Payment Schedule

Eight (8) equal payments of \$10,510. due throughout the following months: September 2013- April 2014.


YMCA Executive Director 7/24/13
Date


Aberdeen School District 8/16/13
Date

CERTIFICATED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Beverly Brooks	A. J. West Elementary	Third Grade Teacher	2013-14
Rebecca Fitzpatrick	Stevens Elementary	Title I/LAP Teacher - .25 FTE	2013-14
Dustin Leithold	Harbor High School	History/P. E. Teacher	2013-14
Amber Metke	Stevens Elementary	Title I/LAP Teacher - .25 FTE	2013-14
Heather Mitby	McDermoth Elementary	Title I/LAP Teacher	2013-14

INCREASE IN FTE: We recommend the Board approve the following increase in certificated FTE:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Ashley Kohlmeier	Aberdeen High School	.8 FTE to 1.0 FTE	2013-14

RESIGNATION: We recommend the Board approve the following certificated resignation.

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Douglas Wolfe	A. J. West Elementary	Third Grade Teacher	08/20/13

CO-CURRICULAR CONTRACT: We recommend the Board approve the following co-curricular contract:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
JR Lakey	Miller Jr. High School	Choral	2013-14

CLASSIFIED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
James Messer	Aberdeen High School	Custodian	08/23/13
Theodore Peckler	Transportation	Bus Driver	09/04/13
Racheal Rose	A. J. West Elementary	Para-educator	09/04/13
Kelli Shelton	Stevens Elementary	Para-educator	09/04/13
Sadie Smith	Administration Building	Student Worker	09/03/13

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Marsha Fleming	McDermoth Elementary	Cook	08/20/13
Ashley McCloskey	McDermoth Elementary	Para-educator	01/31/14
Kim Poulos	District	Para-educator	08/31/13

EXTRA-CURRICULAR CONTRACT: We recommend the Board approve the following extra-curricular contract:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Joey Mankin	Aberdeen High School	Boys' Tennis – Assistant Coach	2013-14

EXTRA-CURRICULAR RESIGNATIONS: We recommend the Board approve the following extra-curricular resignations:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Nick Bamer	Aberdeen High School	Assistant Coach – Boys' Basketball	08/29/13
Dan Sundstrom	Aberdeen High School	Assistant Coach – Football	08/27/13

Substitutes:

Para-educator:

Michelle Caskey