

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

Regular Meeting of the Board of Directors
Community Room, Aberdeen High School
May 6, 2014

AGENDA

5:30 p.m. Work Study at McDermoth Elementary School.

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

Flag Salute

Consent Agenda

1. [Minutes](#)
2. [Trip Requests](#)
3. Gift to the District

Comments from Board Members

Comments from Student Representative

Comments from the Audience

1. AVID Trip
2. Yearbook Activities

Old Business

1. [Policy No. 6220 Bid Requirements](#)
2. Band Uniforms
3. Alexander Young Building

Superintendent's Report

1. Preschool Recognition
2. Washington Achievement Awards
3. World Language Assessment
4. Board Vacancy
5. Business Week
6. WASA Superintendent Workshop

Board Meeting Agenda
May 6, 2014

7. Retirement Reception
8. Music Booster Auction
9. AHS Musical
10. Skills USA

Instructional Services

1. [Teaching and Learning Report](#)
2. Math Olympiad

Financial Services

1. Risk Management Pool
2. Elevator Repairs
3. [QZAB Payment](#)
4. Portable Buildings
5. Miller Track Update

New Business

1. [Facilities Planning](#)
2. Next Meeting

Comments from the Audience

Executive Session

[Personnel Matters](#)

1. Certificated
2. Administrative Staffing
3. Certificated Salary Schedule
4. Classified

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

BOARD INFORMATION AND BACKGROUND

May 6, 2014 – Community Room, Aberdeen High School

5:30 p.m. – School Focus meeting at McDermoth Elementary School.

7:00 p.m. – Call to Order for the Regular Meeting in the Community Room at AHS

Flag Salute

Consent Agenda – [Enclosure 1](#)

1. Minutes of the Previous Meeting – Minutes of the regular meeting conducted on April 15, 2014, are enclosed for your approval.
2. Trip Requests
 - a. AHS Goldenaires are requesting permission to travel to Central Washington University at Ellensburg to perform and and take part in a clinic at the Maowad Jazz Festival on May 16-17.
 - b. The marching band at Aberdeen High School is requesting permission to travel to Victoria, B.C., to perform and compete in the Victoria Day Parade on May 17-20.
3. Gift to the District – The Aberdeen Rotary Foundation donated \$500.00 toward Aberdeen High School's production of Aida the Musical.

Comments from Board Members

Comments from Student Representative

Comments from the Audience

1. AVID Trip – Students in Barb Page's AVID class will share information about their trip to Eastern Washington to visit colleges and universities.
2. Yearbook Activities – Students involved with the yearbook at Aberdeen High School will share information about their activities this year.

Old Business

1. Policy No. 6220 Bid Requirements – Updates to *Policy 6220 Bid Requirements* are presented for second reading and adoption. [Enclosure 2](#)
2. Band Uniforms – Superintendent Opstad will update Board members on the order placed for new band uniforms.
3. Alexander Young Building – Superintendent Opstad and Business Manager David Herrington will update Board members on the process for selling the building.

Superintendent's Report

1. Preschool Recognition – Superintendent Opstad and Preschool Coordinator Nancy Liedtke traveled to Tumwater for the regional superintendent's meeting on April 25 where Mrs. Liedtke was presented with the Spirit of Leadership Award in early childhood programming.
2. Washington Achievement Awards – Superintendent Opstad and Principal Kathleen Werner traveled to Lacey on April 24 where Stevens Elementary School was honored by the state as a "high progress" school.
3. World Language Assessment – Superintendent Opstad will share results of the STAMP assessment that offers high school students the chance to earn credit by demonstrating proficiency in a foreign language.
4. Board Vacancy – Superintendent Opstad will discuss the process for filling the vacancy in Position 4 created by the resignation of Doug Smith.
5. Business Week – Superintendent Opstad will discuss Business Week, which took place at Aberdeen High School on April 21-25.
6. WASA Superintendent Workshop – Superintendent Opstad will discuss the superintendents' workshop hosted by the Washington Association of School Administrators on May 4-6.
7. Retirement Reception – Again this year the district and Aberdeen Education Association are co-hosting a retirement reception. It is scheduled for 5 p.m. on Tuesday, June 17, prior to the Board's work study.
8. Music Booster Auction – A reminder that the Bobcat Music Boosters' annual fundraising auction is Saturday, May 10, at Aberdeen High School.
9. AHS Musical – An update on the production of "Aida, the Musical" at AHS.
10. SkillsUSA – A reminder that the SkillsUSA program's annual "Cowboy BBQ" is scheduled for May 22 to raise funds for this year's trip to the national leadership and skills conference.

Instructional Services

1. Teaching and Learning Report – Teaching and Learning Director Judy Holliday will present the Teaching and Learning Report for March, which is enclosed for your information. [Enclosure 3](#)
2. Math Olympiad – Mrs. Holliday will discuss the Math Olympiad competition hosted by Aberdeen.

Financial Services

1. Risk Management Pool – Business Manager David Herrington will introduce representatives from the Risk Management Pool who will share information about the district's insurance rate.
2. Elevator Repairs – Mr. Herrington will discuss immediate repairs needed for the elevator at Aberdeen High School.

3. QZAB Payment – Information about the transfer of funds for the Qualified Zone Academy Bond payment is enclosed for your information. [Enclosure 4](#)
4. Portable Buildings – Mr. Herrington will update Board members on the purchase of portable classrooms.
5. Miller Track Update – Mr. Herrington will update Board members on the project to replace the track at Miller Junior High School.

New Business

1. Facilities Planning – A report from the superintendent outlining the process for facilities planning and recommending that the Board authorize the superintendent to move forward in negotiations with an architect. [Enclosure 5](#)
2. Next Meeting – The next regular meeting of the Board is set for 7 p.m. Tuesday, May 20, 2014, in the Community Room at Aberdeen High School. A work study for an overview of summer maintenance plans and a discussion about long-range facilities plans will begin at 6 p.m.

Comments from the Audience

Executive Session

At this time the meeting will recess for an executive session that is expected to last 20 minutes for the purpose of evaluating the qualifications of applicants for employment, to discuss the purchase, lease or sale of real property and to discuss superintendent's evaluation.

Personnel Matters [Enclosure 6](#)

1. Certificated
 - a. Hires
 - b. Leave of Absence
 - c. Resignation
 - d. Retirement
 - e. Substitute
2. Administrative Staffing for 2014-2015
3. Certificated Salary Schedule for 2014-2015
4. Classified
 - a. Hires
 - b. Resignations
 - c. Leave of Absence Extensions
 - d. Extra-Curricular Contract
 - e. Extra-Curricular Resignations
 - f. Substitutes

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the Board of Directors – April 15, 2014

The regular meeting of the School Board convened at 7:00 p.m. in the Community Room at Aberdeen High School. Members present were Sandra Bielski, Christi Boora, Jennifer Hagen, Jeremy Hawkins and student representative Sarah McCauley, along with Superintendent Thomas Opstad, and 18 patrons and staff. The meeting began with the flag salute. A work study for 2014-2015 budget planning preceded the meeting.

CALL TO ORDER

On a motion by Jeremy Hawkins and seconded by Jennifer Hagen, the Board approved the Consent Agenda, which included the minutes of the regular meeting conducted on April 15, 2014, March payroll vouchers 815011 through 815092 totaling \$2,502,492.57; General Fund vouchers 815115 through 815284 totaling \$447,745.17; ASB Fund vouchers 815095 through 815114 and 815285 totaling \$16,199.70, and Private Purpose Trust Fund vouchers 815093 through 815094 totaling \$55.00; approved travel requests for the Goldenaires at Aberdeen High School to travel to Pasco to perform at the Jazz Unlimited Festival at Columbia Basin College on April 18-19 and for the 11th and 12th grade AVID students at Aberdeen High school to travel to eastern Washington to visit several universities on April 29 to May 2; and accepted a letter from Doug Smith formally resigning from the Board of Directors effective March 31.

CONSENT AGENDA

Student Representative Sarah McCauley reported on various activities taking place at Aberdeen High School including preparations for Business Week, budgeting for next year in ASB, and planning for the prom.

COMMENTS FROM
STUDENT
REPRESENTATIVE

A discussion about the purchase of new band uniforms was moved up on the agenda in order to welcome Band Director Dan Peterson and Aberdeen High School student Jewels Jugum who was wearing a mock-up of the proposed uniform. Students in the band program were closely involved in helping to select the new uniform. The current uniforms are almost 19 years old. Following a discussion about the process of joining a national co-op for purchasing, the budget, the price, and the comfort and durability of the new material, the Board gave preliminary approval to Mr. Patterson to proceed with the purchase of new band uniforms. Superintendent Opstad will update Board members in May.

NEW BAND
UNIFORMS

Following a presentation by Technology Director Mike Williams, on a motion by Jeremy Hawkins and seconded by Christi Boora, the Board approved a contract with MicroK12 as the vendor for wireless networking equipment. Six

WIRELESS
NETWORKING
EQUIPMENT

proposals were considered. MicroK12's proposal is less than the state contract and was also the only proposal that met all specifications, including compatibility with the district's existing equipment. Mr. Williams noted that any purchases under the contract are contingent upon receiving E-rate funding.

Following a presentation by Technology Director Mike Williams, on a motion by Jeremy Hawkins and seconded by Jennifer Hagen, the Board approved a contract with Ednetics for Ethernet switching equipment. Four proposals were considered. The Ednetics bid was less than the state contract and was the only proposal that was compatible with the district's existing equipment. Mr. Williams noted again that any purchases under the contract are contingent upon receiving E-rate funding.

The Board discussed the vacancy created by Doug Smith's resignation. With the acceptance of Doug Smith's resignation, the Board now has 90 days to appoint a new director to fill the unexpired term until the next Board election in 2015. More information about the process and timeline will be prepared by the superintendent. President Sandra Bielski noted that it's an at-large position. The major stipulation is candidates cannot be employed by the district. All with a genuine interest in education are welcome to apply.

Superintendent Opstad shared information about the varying graduation requirements for the classes of 2016-2018 that now include a fourth English credit and another .5 credit in social studies and health and fitness. Beginning with the Class of 2019, students will need 24 credits to graduate, which is two more than the current requirement.

Superintendent Opstad discussed the exit interview with state auditors that took place on March 31. He noted that there are two findings that will be in the final report, both having to do with record keeping. Neither was an improper expenditure. In one case, the district shredded documents it should have saved for another year tracking substitute hours. In the second instance, the district awarded a contract for professional special education services without keeping documentation that the company was eligible to enter into a federally funded contract.

Superintendent Opstad shared information about Microsoft's interest in the district's one-to-one Surface RT tablet program at Aberdeen High School. Ninety-four percent of students have the devices 24/7 and the high school is exploring how to put more textbooks on the devices. Dr. Opstad spoke with a Microsoft representative who expressed interest in conducting a case study over a multiple year period to see how the devices impact teaching and learning at the high school. It was an initial conversation but the company's interest in Aberdeen's initiative was very encouraging, he said. Student Representative

ETHERNET
SWITCHING
HARDWARE

SUPERINTENDENT
REPORT

BOARD VACANCY

GRADUATION
REQUIREMENTS

ANNUAL AUDIT

SURFACE RT
UPDATE

Sarah McCauley said she has downloaded the electronic version of one of her texts and it's been a great tool for her. It definitely has lightened the load in her backpack. She is encouraged to hear discussions about additional ways the devices may be used in the classroom.

Superintendent Opstad reported that Business Week takes place next week, April 21-25. The program for juniors is in its 13th year at Aberdeen High School and he thanked Lynn Green for organizing it. President Bielski noted that the program is highly visible in the community and is another great community involvement activity at the school.

Superintendent Opstad noted that the annual Music Booster Auction takes place on May 10. The first two weekends in May will be extremely busy with the Math Olympiad, the high school musical, the prom and the auction all on the schedule.

Teaching and Learning Director Judy Holliday presented the Teaching and Learning Report for March. Under professional development she reported on math training for elementary teachers and secondary math teachers, Common Core training for the K-4 Reading Team, the final training for the new teacher/principal evaluation system, training in all buildings for Right Response and training for elementary teachers in Common Core Field Study by the Pacific Education Institute. Under assessments, she discussed the HSPE, WAAS/DAPE, Smarter Balanced Field Test, End-of-Course exams and the Collection of Evidence portfolios. Also, 40 students participated in the STAMP language proficiency assessments on Saturday, March 29. Under AVID, she reported that a representative from the Western Division will visit classrooms on April 16, noted that the selection process for the Miller elective class next year is under way and that 20 staff members are planning to attend an AVID Summer Institute. Under grants, Mrs. Holliday reported that the district has submitted an application for a technology grant to the Grays Harbor Community Foundation to support robotics at Aberdeen High School and has submitted the 2014 proposal for the use of the Miriam J. Weatherwax Charitable Trust funds. Under Highly Capable she reported that author Maria Mudd presented a workshop on integrating nature and writing to highly capable students in grades 2-6, seven students on the high school math team qualified for the state competition in Ellensburg on April 26 and that the district is hosting Math Olympiad again this year on May 3 at the high school.

Business Manager David Herrington presented the Fiscal Status Report for March. Based on the Budget Status Report, the ending balance in the General Fund for March was \$2,469,985.26; ending balance in the Associated Student Body Fund was \$212,167.79; Capital Projects Fund was \$165,306.16;

BUSINESS WEEK

MUSIC BOOSTER
AUCTION

TEACHING AND
LEARNING REPORT

FISCAL STATUS
REPORT

Transportation Vehicle Fund was \$396,196.90 all invested and the balance in the Debt Service Fund was \$202,051.29 in cash and \$1,672,648.75 invested. Under enrollment, Mr. Herrington reported that the average annual FTE of 3,138.56 is 108.56 above budget. He also noted that the district will transfer \$125,000 in April toward the QZAB payment.

David Herrington reviewed the district's plan to purchase portable classrooms for A.J. West Elementary and to move a portable building to Stevens Elementary School. He is reviewing purchases through the KCDA co-op. The cost of two double-classroom portable buildings, including delivery and set-up, is estimated to be \$95,855.20. The two classrooms currently on the grounds at A.J. West elementary will be moved to Stevens Elementary, and that could cost from \$25,000 to \$50,000 depending on a number of factors. The company installing the new portables will move the old ones, although the district's maintenance crew will do as much of the preparation as possible. Director Jeremy Hawkins asked about liability issues and when the district takes possession of the buildings. Mr. Herrington said the district takes possession after the building is installed and the occupancy permits are issued by the city.

PORTABLE
CLASSROOMS

Following a presentation by David Herrington, on a motion by Christi Boora and seconded by Jennifer Hagen, the Board approved a contract with the sports company Beynon through the KCDA to install a new track at Miller Junior High School at a cost of \$232,154.17. The bid price is off the state contract and includes disposal of the existing track surface. Mr. Herrington explained that there will be additional costs, but the extent of the additional work that needs to be done won't be known until the surface is removed. The track will be surveyed and drainage repairs and improvements are needed. The new surface will be warranted for at least five years. The project should be complete in early September. Upon completion, the district should be able to resume hosting track meets. There was discussion about the number of lanes. The track is eight lanes and the regional or state events require a nine-lane track. The lane requirements changed after the Miller track was built and it was agreed that it would be cost prohibitive to expand to a ninth lane at this point.

MILLER TRACK

Business Manager David Herrington reported that he has been in conversation with the City of Aberdeen officials about the possibility of the district relinquishing ownership of Sherwood Forest to the city for a park. He said parks officials are interested and he will be exploring whether an agreement can be reached. Director Jeremy Hawkins wondered whether the city would accept the property in lieu of connection fees that will be required for the portable buildings. He noted that it's a great piece of property but it doesn't fit the district's mission.

SHERWOOD FOREST

Business Manager David Herrington discussed the community effort under way to raise money to re-roof the Bishop Batting Building at Pioneer Park. All of the user groups have been asked to help with the cost and the Aberdeen School District is among the users. Superintendent Opstad said there's not an expectation of a specific amount from the district. Superintendent Opstad said that during baseball season the district is allocated 1.5 hours every day and the teams use it primarily in inclement weather. He shared information from a state statute that addresses expenditures on non-district owned facilities and such an expenditure is allowed when the school district receives "a beneficial use of such a building." The cost for a new roof is estimated at \$64,000 and so far about \$38,000 has been pledged. Board members asked whether the request had been put before the Booster Club, whether Grays Harbor College was participating, and other shared facilities the city and district could collaborate on, such as turf replacement at Stewart Field when the time comes. The administration will return with more information and a recommendation.

BISHOP BATTING
BUILDING

On a motion by Jeremy Hawkins and seconded by Christi Boora, the Board approved the 2014-2015 Cosmetology Agreement with Grays Harbor Beauty College. Instruction is provided through Twin Harbors, a Branch of New Market Skills Center and hosted by the district.

2014-2015
COSMETOLOGY
AGREEMENT

Following a review by Superintendent Opstad of proposed updates to bid requirements and the accompanying procedures, the Board accepted for first reading updates to Policy No. 6220 Bid Requirements. The procedures now include language about determining whether potential contractors have not been suspended or debarred and are updated to include information about the district's use of the small works roster through the Municipal Research Service Center.

POLICY 6220 BID
REQUIREMENTS

The Board continued its discussion about the purchase of new band uniforms. Superintendent Opstad reported that the cost will be \$40,000 to \$50,000, depending on the number of uniforms ordered and the cost of accessories, such as hat boxes and garment bags. The district budgeted \$75,000. A motion by Jennifer Hagen was seconded by Christi Boora to join the national purchasing cooperative (BuyBoard) for the purchase of new band uniforms. An amendment by Jeremy Hawkins asking for a report back to the Board if costs are higher than discussed was accepted. There being no further discussion, the motion was passed.

BAND UNIFORMS

The next regular meeting of the Board is set for 7 p.m. Tuesday, May 6, in the Community Room at Aberdeen High School. A work study for a school focus meeting at McDermoth Elementary School will begin at 5:30 p.m.

NEXT MEETING

At 8:14 p.m. the meeting was recessed into an executive session expected to last 30 minutes for the purpose of evaluating the qualifications of applicants for employment, to discuss the purchase, lease or sale of real property and to discuss the superintendent's evaluation. The session began at 8:25 p.m. and after 30 minutes, the session was extended for 30 minutes. The regular meeting reconvened at 9:25 p.m.

EXECUTIVE SESSION

Following a presentation by Personnel Director Anna Shanks, on a motion by Jennifer Hagen and seconded by Jeremy Hawkins, the Board approved the Personnel Report. Under certificated matters, the Board approved the hiring of Margaret Carthum as a substitute principal at McDermoth Elementary effective March 25 to March 28, Monica O'Shay as a special education teacher (.5 FTE) at Stevens Elementary effective March 26 to June 20, Robert Sutlovich as a math tutor at Harbor High School effective April 16 to June 20, John Benish as a special education teacher at Miller Jr. High School for 2014-15, Julienna Brotzel as a 3rd Grade teacher at Robert Gray Elementary for 2014-15, Melissa Floch as a 2nd Grade teacher at A. J. West Elementary for 2014-15, David Glasier as a math teacher at Aberdeen High School for 2014-15, Jenny Sturgill as a counselor at A. J. West Elementary for 2014-15, Sandra Horton as a summer school teacher - APEX at Aberdeen High School effective June 23 to August 30, Chris Howell as a summer school teacher – math/science at Harbor High School effective June 23 to July 10, Stacy Swinhart as a summer school English teacher at Harbor High School effective June 23 to July 10, Tricia Bowley as a summer school teacher at Robert Gray Elementary effective August 4-21, Myka Jugum as the Summer School Lead teacher at Robert Gray Elementary effective August 1-21 and as a summer school teacher at Robert Gray Elementary effective August 4-21, and Theresa Fleming and Heather Mitby as summer school teachers at McDermoth Elementary effective August 4-21; approved a leave of absence for Alvira Caldon as a First Grade teacher at A. J. West Elementary effective May 19 to June 20; accepted the resignation of Ruth Erwin-Svoboda as a math teacher at Miller Junior High School effective June 20, and approved the hiring of substitute teachers Gienelle Harless, Brian Snell and Robert Sutlovich.

PERSONNEL

CERTIFICATED

Under classified matters, the Board approved the hiring of Jeff Clemens as an AVID tutor at Aberdeen High/Miller Junior High effective March 25 to June 20, James Louthan as an AVID tutor at Aberdeen High/Miller Junior High effective March 20 to June 20, Teresa Glasscock as a cook for Outdoor School effective May 5 to May 9 and June 2-5, Rick Stallo as Summer School coordinator at Aberdeen High School effective June 1 to July 1, Deborah Running as a summer school para-educator (APEX) at Aberdeen High School effective June 23 to August 30, Gayle Capsel as Summer School Coordinator at Harbor High School effective June 1 to July 10, Jared Criswell as a Summer School para-educator in

CLASSIFIED

the Computer Lab at Harbor High School effective June 23 to July 10, Dawn Odd and Bridget Onasch as summer school para-educators at Robert Gray Elementary effective August 4-21, and Brenda Camp, Rebel Jordan and Patricia Stanton as summer school para-educators at McDermoth Elementary effective August 4-21; approved leaves of absence for bus drivers Melody Ancheta effective April 2-18 and John Maki effective April 14 to July 14 and for A'Dee Walker, registrar at Aberdeen High School effective February 25; approved a leave of absence extension for Denice Walczyk, a para-educator at A. J. West Elementary, effective March 18 to April 21; and approved the hiring of Nancy Contreras as an interpreter, Tori Board-Seratte and Lauquietta Royse as substitute bus drivers, Alvaro Carloza and Eric Smith as substitute custodians, and Janet Eaton as a substitute Food Service worker.

On a motion by Christi Boora and seconded by Jeremy Hawkins, the Board approved the certificated staffing list for 2014-2015.

On a motion by Jeremy Hawkins and seconded by Christi Boora, the Board authorized the superintendent to pursue the sale of the Alexander Young Building at 1700 Cherry St. in Aberdeen.

There being no further business, the meeting was adjourned at 9:35 p.m.

CERTIFICATED
STAFF LIST FOR
2014-2015

SALE OF
ALEXANDER YOUNG
BUILDING

ADJOURN

Sandra Bielski, President

Thomas A. Opstad, Secretary