

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

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

AGENDA

6:00 p.m. Work Study

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

Flag Salute

Consent Agenda

1. [Minutes](#)
2. [Trip Requests](#)
3. [Memo](#)

Comments from Board Members

Comments from the Audience

Old Business

Superintendent's Report

1. Student Representatives
2. Staff/Student Survey
3. Rotary Club Dictionaries

Instructional Services

1. [Teaching and Learning Report](#)

New Business

1. Next Meeting

Comments from the Audience

Executive Session

[Personnel Matters](#)

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

BOARD INFORMATION AND BACKGROUND

December 4, 2012 – Community Room, Aberdeen High School

6:00 p.m. – Work Study for discussion of ideas that emerged during the WSSDA conference.

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 November 20, 2012, are enclosed for your approval.
2. Out-of-District Trip Requests
 - a. Students in the AVID program at Miller Junior High School are requesting permission to travel to the South Puget Sound Community College on December 5.
 - b. Students in the orchestra at Aberdeen High School are requesting permission to travel to Seattle, Vancouver, B.C., and Sechelt, B.C., to take part in orchestra clinics on February 21-25.
3. Memo Ticket Prices – A memo from Superintendent Opstad regarding ticket prices for admission to school activities and events is enclosed for your review and approval.

Comments from Board Members

Comments from the Audience

Old Business

Superintendent's Report

1. Student Representatives – Superintendent Opstad and Director Jennifer Hagen will provide an update on how the Board could choose to install a student representative.
2. Staff/Student Survey – Superintendent Opstad will provide an update on a survey being planned for staff and students.
3. Rotary Club Dictionaries – Again this year, the Rotary Club of Aberdeen is presenting a dictionary to every fourth-grade student in the district.

Instructional Services

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

New Business

1. Next Meeting – The next regular meeting of the Board is set for 7 p.m. Tuesday, December 18, in the Community Room at Aberdeen High School. A work study will begin at 6:00 p.m. 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 3](#)

1. Classified
 - a. Hires
 - b. Leave of Absence Extension
 - c. Extra-Curricular Contracts
 - d. Substitutes

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the
Board of Directors – November 20, 2012

President Doug Smith called the regular meeting of the School Board to order at 7:13 p.m. in the Community Room at Aberdeen High School. Members present were Sandra Bielski, Jennifer Hagen, Jeremy Hawkins and Christi Boora, along with Superintendent Thomas Opstad and 16 patrons and staff. A work study for a review of school improvement plans from McDermoth Elementary, Miller Junior High and Harbor High School preceded the meeting. The meeting began with the flag salute.

CALL TO ORDER

President Doug Smith administered the oath of office to Jeremy Hawkins.

OATH OF OFFICE

Superintendent Opstad called for nominations for president. On a nomination by Jeremy Hawkins and seconded by Jennifer Hagen, Doug Smith was nominated for president. Mr. Smith asked whether it wasn't time for someone else to serve as president. Fellow board members asked if he would be willing to continue. He indicated his assent, nominations were closed and Doug Smith was unanimously re-elected president on a roll call vote.

ELECTION OF OFFICERS

Nominations were opened for vice president. On a nomination by Jennifer Hagen and seconded by Jeremy Hawkins, Sandra Bielski was unanimously re-elected vice president on a roll call vote.

Nominations were opened for legislative representative. On a nomination by Sandra Bielski and seconded by Jennifer Hagen, Christi Boora was unanimously elected legislative representative on a roll call vote.

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 November 6, 2012, October payroll vouchers 810455 through 810531 totaling \$2,296,046.53, General Fund vouchers 810452, 810454 and 810556 through 810723 totaling \$630,423.34, ASB Fund vouchers 810453 through 810455 and 810724 totaling \$17,020.04, and Capital Projects Fund vouchers 810532 through 810533 totaling \$3,620.10; and correspondence from the OSPI regarding its review of our Special Services.

CONSENT AGENDA

Board members discussed their trip to the Washington State School Directors' Association on November 14-17. Christi Boora said she thought it was time well spent and as a new board member, she learned a lot from the speakers and breakout sessions. Sandra Bielski said she appreciated the opportunity to hear from so many speakers and to learn

COMMENTS FROM BOARD MEMBERS

WSSDA CONFERENCE

about other initiatives taking place. She especially was intrigued by the information from a district that modified its academic calendar to include more breaks during the fall, winter and spring in exchange for a six-week summer break. Given the intensity of the instructional day in today's schools, the model came across as a healthier alternative for staff and students. She also enjoyed a session on blended learning from traditional and online resources. Jennifer Hagen said she very much enjoys the time spent hearing from inspirational speakers and exploring wonderful opportunities, but she couldn't help but also observe that the sessions on assessments, funding and regulatory oversight underscore how difficult it can be to accomplish all the great things everyone wants for students.

Director Christi Boora asked about creating avenues for staff to communicate with the Board, perhaps through a survey. Dr. Opstad said he would put together sample questions the Board may want to consider.

The Board discussed bringing on a student as a member of the Board. Director Jennifer Hagen will contact other districts that have students on their boards and she and Dr. Opstad will report back on the various models.

Superintendent Opstad updated Board members on Aberdeen High School's participation in the 2012 Foodball drive; noted that Pat Wilhelms has started a community children's choir that already has about 60 students from all five grade schools as well as Cosmopolis and St. Mary's; reported that he is preparing a staff and student survey in January to gather baseline perception data; discussed the new financial web site that the OSPI will make available publicly on December 6; discussed exploring a "45/15" calendar, including what that might look like and how it might help meet the challenge of many new initiatives; discussed the work taking place as the district moves to the Common Core Curriculum and Smarter Balanced assessments; and how to communicate to the Legislature during its upcoming session the concern that the state is putting so much assessment into the system that we're taking away from teaching and learning. He also noted districts are hopeful the Legislature is able to follow through on its intention to fully fund transportation and fully fund non employee-related costs. He said he will be following a proposal that would replace Levy Equalization with a new "Levy Swap" process.

On a motion by Sandra Bielski and seconded by Christi Boora, the Board adopted a new video for use in HIVAIDS instruction, as recommended by the Instructional Materials Committee: *AIDS: Facts for Kids* by Caption Solutions and published by Marsh Media to be used at the elementary schools.

On a motion by Jennifer Hagen and seconded by Jeremy Hawkins, the

STAFF
COMMUNICATION

STUDENT BOARD
MEMBER

SUPERINTENDENT
REPORT

INSTRUCTIONAL
SERVICES

NEW
INSTRUCTIONAL
MATERIALS

Board adopted *Microsoft Excel/Word 2010* by Rutkosky, Sequin, Rutkosky and published by Paradigm for use in Business Education classes at AHS, as recommended by the Instructional Materials Committee.

On a motion by Christi Boora and seconded by Jeremy Hawkins, the Board adopted *Sociology and You* by various authors and published by McGraw-Hill (Glencoe) for use in Social Studies classes at Aberdeen High School as recommended by the Instructional Materials Committee. Teaching and Learning Director Judy Holliday noted that sociology is being brought back into the curriculum. Students will take a semester of psychology and a semester of sociology.

On a motion by Jeremy Hawkins and seconded by Sandra Bielski, the Board adopted the *AP Edition College Physics Second Edition* by Knight Jones Field and published by Pearson Education, Inc., for use in science classes at AHS as recommended by the Instructional Materials Committee.

Business Manager David Herrington presented the Fiscal Status Report for October. Based on the County Treasurer's report, the cash plus investments in the General Fund for the end of October is \$3,385,883.82; ending balance plus investments in the Associated Student Body Fund of \$165,188.53; ending balance plus investments in the Capital Projects Fund of \$96,308.83; ending balance, all invested, in the Transportation Vehicle Fund of \$487,191.32, and a cash balance of \$576,073.69 and invested balance of \$2,136,304.15 in the Debt Service Fund. Enrollment, after the November 1 count, was 3,082.61 average annual FTE, which is 52.61 above budget.

FINANCIAL
SERVICES

On a motion by Jeremy Hawkins and seconded by Jennifer Hagen, the Board approved a small works project in the amount of \$35,284.00 with Saxton Bradley, Inc., to install new lockers in the girls' locker room at Miller Junior High School.

MILLER LOCKERS

David Herrington discussed a request to rent a classroom at Aberdeen High School for eight days during the winter break. The District currently does not have a rate for community use of a single classroom by day and policy requires the Board to be informed when rates are waived or changed. The Board concurred with the idea of charging \$60 per day and Mr. Herrington will report back on whether to add such a rate to the fee schedule. Superintendent Opstad reported that the district is exploring how to show rental fees in budget documents so that revenues collected from the use of Stewart Field and the lease of Alexander Young are tracked over time and the amounts collected easily visible. The Board discussed the high water issues at A.J. West and the Hopkins Building and the power outage that occurred during the severe storm on Monday. The newly repaired wall at McDermoth Elementary School remained dry.

FACILITY RENTAL
RATES

On a motion by Jeremy Hawkins and seconded by Sandra Bielski, the Board approved school improvement plans, which had been presented in work study sessions over the last three meetings. President Smith said it was apparent that each school put a lot of effort into their plans and all were well done.

SCHOOL
IMPROVEMENT
PLANS

The next regular meeting of the Board is set for 7 p.m. Tuesday, December 4, in the Community Room at Aberdeen High School. A work study to explore ideas generated during the annual WSSDA conference will begin at 6 p.m.

NEXT MEETING

Joan Lesman thanked the Board for approving the bid to replace lockers in the girls' locker room at Miller Junior High School. She said the decision is appreciated very much as it will improve both supervision and student morale.

COMMENTS FROM
THE AUDIENCE

At 7:55 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 session began at 8:02 p.m. and the regular meeting reconvened at 8:10 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 Brian Sherrill as an ELL teacher/coach for the District effective November 27.

PERSONNEL
CERTIFICATED

Under classified matters, the Board approved the hiring of Yesenia Barragan as a Spanish Language Interpreter for the District effective November 13, Carla Copeland as an accounts payable assistant in the Administration Building effective November 8, Kathy Cristobal and Brady Green as student workers in the 21st Century Program at McDermoth Elementary effective November 13, 2012, to June 20, 2013, Brittany Flohr as a student worker in the 21st Century Program at Aberdeen High School effective November 7, 2012, to June 20, 2013, Griffin Hood and Jordan Weiberg as student workers in the 21st Century Program at McDermoth Elementary effective November 15, 2012, to June 20, 2013, Heather Mitby as a STRIVE After School program coordinator at Miller Junior High School effective November 19, 2012, to May 29, 2013, Erika Nelson as a student worker in the 21st Century Program at A. J. West Elementary effective November 26, 2012, to June 20, 2013, and Ian Templeton Riney as a para-educator – current year only – at Robert Gray Elementary effective November 2, 2012, to June 20, 2013; approved the termination of Shawn Dickson as Indian Education coordinator effective November 2; approved a leave of absence for Vicki Mihelich, a para-educator at Stevens Elementary, effective November 13; approved a leave of absence extension for Deloris Anita Onasch, a para-educator at Stevens Elementary effective November 15-28; approved extra-curricular

CLASSIFIED

Aberdeen School Board Minutes
November 20, 2012

contracts for Ian Connell and Robin Ferguson as Girls' Basketball assistant coaches at Aberdeen High School for 2012-13 and for Ashley Kohlmeier as Girls' Tennis head coach at Aberdeen High School for 2012-13; accepted the resignation of Bill Tometich as Fastpitch head coach at Aberdeen High School effective October 25, and approved the hiring of substitute para-educator Becca Zvono and substitute Food Service worker Kelly Shelton.

There being no further business, the meeting was adjourned at 8:15 p.m.

ADJOURN

Doug Smith, President

Thomas A. Opstad, Secretary

ABERDEEN SCHOOL DISTRICT NO. 5

OVERNIGHT & OUT-OF- STATE 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 AVID

School Miller

Advisor's Name Sarah Rocquin Phone 360-537-7366

Date of Trip Dec. 5, 2012

Destination South Puget Sound Community College

Objective of Trip Visit & experience college campus

Number of Students 50 Number of Chaperones 5
(1 chaperone to ten students recommended)

Cost Per Student 0

Cost Per Chaperone 0

Funding Source AVID Budget - 7914-27-xxx-322

Type of Transportation District bus

ASB Approval NA Date _____

Principal's Approval MD Date 11/15/12

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.

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

Name of Group AHS Orchestra

School Aberdeen High School

Advisor's Name Karen L. Meikle Phone 360 591-4289

Date of Trip February 21-25, 2013

Destination Seattle, Vancouver BC, Sechart BC

Objective of Trip See professional orchestras clinic, collaborative performance with youth orchestra

Number of Students 15 Number of Chaperones 2
(1 chaperone to ten students recommended)

Cost Per Student \$300

Cost Per Chaperone \$125

Funding Source Fundraising

Type of Transportation Bus

ASB Approval [Signature] Date 11/28/2012

Principal's Approval [Signature] Date 11/28/12

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.



MEMO

TO: Board of Directors
RE: **Ticket Prices**
FROM: Superintendent Thomas Opstad
DATE: November 30, 2012

The WIAA oversees the rates and fees member districts charge for admission to activities and events. Districts have discretion in several areas, but continuation of these practices requires Board approval.

The Aberdeen School District has a long tradition of charging reduced ticket prices to senior citizens (age 65 years of age and older) for entrance to school activities and events. I recommend that the Board continue this tradition and authorize reduced entrance fees for our senior citizens.

Aberdeen High School offers a season ticket to fall and winter activities and I recommend this tradition be allowed to continue.

Aberdeen High School would like to establish a family ticket for families of five or more and I recommend approval.

In addition, Aberdeen High School is exploring whether to begin offering an annual sports ticket and I recommend that the Board authorize an annual ticket.

All of these recommendations will also need to be approved by ASB Leadership at Aberdeen High School.

Department of Teaching and Learning

November Report

December 4, 2012

Professional Development:

- Tom Boyce, math consultant, spent nine days in the district working with each grade level to continue to map the math curriculum so that all essential concepts and benchmarks are taught in the course of a year. K-2 maps are aligned 100% with the Common Core Math Standards. The maps in Grades 3-8 will include those Washington State Performance Expectations that are still being assessed on the MSP. He will return in March and spend a half day with each grade level. These maps are available for staff on the T & L webpage.
- The district TPEP team comprised of some of the principals and teachers who are piloting TPEP this year attended Danielson Framework Training on November 7, which was facilitated by a national Danielson trainer, and ESD 113.
- Dana Anderson facilitated an online training of eVAL for the principals and pilot TPEP teachers. eVAL is a web-based tool for the new evaluation process.
- A representative for McDermoth and the District Office attended the DataDirector User Conference to continue training and to get support for the use of the Math Benchmark Assessments that are included in the Focus School Plan.
- Janet Collier and Susan Montgomery, Gates Sound to Harbor Literacy Grant facilitators, met with the P-4 Hopkins/AJ West Team to continue alignment work on the writing benchmarks and to gather anchor papers at each of the grade levels. In addition, they visited kindergarten classrooms to observe how the writing strategies are being implemented across the district.
- The District Facilitator Team met last week and discussed Collaboration Time, what the focus areas of this are, how it is being used and whether this is consistent with our original goals.

Curriculum:

- The District Common Core Team met to discuss how and when to continue training, especially for ELA in P-12 and high school math.
- The health materials adopted by the board were ordered, as were some manipulatives requested by staff to support the My Math curriculum. I am currently in discussion with Glencoe to order the *Sociology and You* materials.
- Aberdeen has been invited to join others in ESD 113 in the WISE Initiative, Working to Institutionalize Sexual Health Education. Our district was one of those selected, in part because Policy 2125, Health, Family Life and Sex Education has been in place since 1997. A baseline assessment was completed and we are waiting for feedback that could provide assistance in curriculum materials, alignment, implementation and staff development.
- Miller's Math Team spent a day working on math curriculum in an attempt to put together an achievable pacing guide/map of the Glencoe Math materials that was begun in the Tom Boyce trainings.

Assessment:

- WAAS/DAPE (Washington Alternate Assessment System/Developmentally Appropriate Efficiency Exams) assessments were administered at Harbor High, Aberdeen High School and the Detention Center, and all testing materials have been returned for scoring. These assessments are for students in the 11th and 12th grades whose Individual Education Plan reflects this accommodation.

- Aberdeen was notified that four schools have been chosen to be among the Pilot Sampling Group for the Smarter Balanced Assessments in the winter/spring of 2013. They are Miller 7th and 8th for ELA; McDermoth and A. J. West 4th grade math and 5th grade ELA; and Robert Gray, 3rd grade math and 4th grade ELA. Schools may choose not to participate and other elementary schools in the district may volunteer to participate. More information is to be sent out within the next two weeks.

Grants:

- As we continue to engage in preliminary work for the Carol White PEP Grant, a group of interested staff met and began the School Health Index assessment for our district. One group worked on the Elementary SHI and the other on the Secondary SHI. The next step is to review the findings of the assessments and develop a few action plans that will impact the weaknesses across the eight target areas.
- With funds from a College Spark Grant received by Grays Harbor College, four high school math teachers will collaborate with the college with goals to align curricula and to reduce remediation required for our high school graduates

AVID:

- AVID Site Teams continue to meet monthly. The ISS (Initial Self Study) is due to AVID Center in December. This will help determine which of the 11 Essentials need to be addressed so each site remains certified. The Class of 2013 will graduate the first AVID class; so, the seniors are busy completing paperwork and/or online applications for admittance, scholarships, FAFSA, etc.

CLASSIFIED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Geneva Bernabe	Hopkins	Spanish Language Interpreter	11/28/12
Kevin Gardner	Aberdeen High School	Game Worker	2012-13
Breanna Gentry	Central Park Elementary	Para-educator – Current year only	11/01/12
Caleb Harris	Aberdeen High School	Game Worker	2012-13
Carter Harris	Aberdeen High School	Game Worker	2012-13
Alexandra Morris	Central Park Elementary	Student Worker – 21 st Century Program	11/27/12
Ruthanne Smith	A. J. West Elementary	Student Worker – 21 st Century Program	12/03/12
Alahna Weber	Central Park Elementary	Student Worker – 21 st Century Program	11/27/12

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Deloris Anita Onasch	Stevens Elementary	Para-educator	11/28/12-12/10/12

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>
John Green	Aberdeen High School	Track – Assistant Coach	2012-13
Tamar Yakovich	Aberdeen High Scholl	Wrestling (Girls) – Assisitant Coach	2012-13

Substitutes:

Para-educators:

Misty Kuhl
Becca Zvono

Food Service Worker:

Kelly Shelton