

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

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

AGENDA

5:30 p.m. Work Study

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

Flag Salute

Consent Agenda

1. [Minutes](#)
2. [Trip Request](#)

Comments from Board Members

Comments from Student Representative

Comments from the Audience

Old Business

1. [Policy No. 2004](#)
2. [Policy No. 2005](#)
3. [Policy No. 5240](#)

Superintendent's Report

1. M&O Planning Update

Teaching and Learning

1. [Teaching and Learning Report](#)

Financial Services

1. [Vehicle Purchase](#)

New Business

1. WIAA Overview
2. Bishop Baseball Building

Board Meeting Agenda
December 3, 2013

3. [Policy No. 3131 Student Transfers](#)
4. [Surplus Technology Equipment](#)
5. Next Meeting

Comments from the Audience

Executive Session

[Personnel Matters](#)

1. Certificated
2. Classified

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

BOARD INFORMATION AND BACKGROUND

December 3, 2013 – Community Room, Aberdeen High School

5:30 p.m. – Work Study for site meeting with staff, parents and students at 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 November 19, 2013, are enclosed for your approval.
2. Trip Request – Students in Goldenaires at Aberdeen High School are requesting permission to travel to The Grotto in Portland, Ore., where they are scheduled to perform.

Comments from Board Members

Comments from Student Representative

Comments from the Audience

Old Business

1. Policy 2004 Accountability Goals – Updates to Policy 2004 *Accountability Goals* are presented for second reading and adoption. [Enclosure 2](#)
2. Policy 2005 School Improvement Plans – Updates to Policy 2005 *School Improvement Plans* are presented for second reading and adoption. [Enclosure 3](#)
3. Policy 5240 Evaluation – Revisions to Policy 5240 *Evaluation of Classified, Certificated and Administrative Staff* to reflect the new teacher/principal evaluation program (TPEP) are presented for second reading and adoption. [Enclosure 4](#)

Superintendent's Report

1. M&O Planning Update – Superintendent Opstad will discuss financial information regarding the 2014 Maintenance and Operations Levy.

Teaching and Learning

1. Teaching and Learning Report – Teaching and Learning Director Judy Holliday will present the Teaching and Learning Report for November, which is enclosed for your information. [Enclosure 5](#)

Financial Services

1. Vehicle Purchase – Business Manager David Herrington will discuss the purchase of a Suburban to replace a 1996 van in the transportation fleet. [Enclosure 6](#)

New Business

1. WIAA Overview – Athletic Director Ken Ashlock will share information about our district's league classification for 2014-15 under the Washington Interscholastic Activities Association.
2. Bishop Baseball Building – Superintendent Opstad will discuss our district's possible participation in the effort to re-roof the baseball practice building in South Aberdeen. Our district is among the organizations that uses the facility.
3. Policy No. 3131 Student Transfers – Our administrators have reviewed Policy 3131 *Student Attendance Area Transfers* and are recommending revisions to the policy and the addition of procedures. They are presented tonight for first reading. [Enclosure 7](#)
4. Surplus Technology Equipment – The Technology Department has completed an inventory of computers, printers and devices that have outlived their useful life and are surplus to district, staff and student needs. We are requesting that the equipment be declared surplus and recycled. [Enclosure 8](#)
5. Next Meeting – The next regular meeting of the Board is set for 7 p.m. Tuesday, December 17, 2013, in the Community Room at Aberdeen High School. A work study for budget planning and final levy overview will begin at 6:00 p.m.

Comments from the Audience

Executive Session

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 the purchase, lease or sale of real property.

Personnel Matters [Enclosure 9](#)

1. Certificated
 - a. Leave of Absence
2. Classified
 - a. Hires
 - b. Leaves of Absence
 - c. Extra-Curricular Contract

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the
Board of Directors – November 19, 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, Sandra Bielski and Jennifer Hagen, along with Superintendent Thomas Opstad and 15 patrons and staff. Directors Christi Boora and Jeremy Hawkins were excused. A work study for planning and review of the 2014 Maintenance and Operations Levy preceded the meeting. The meeting began with the flag salute.

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 5, 2013; October payroll vouchers 813634 through 813700 totaling \$2,424,260.94; General Fund vouchers 813739 through 813918 totaling \$618,669.74, ASB Fund vouchers 813706 through 813736 and 813738 totaling \$28,841.32, Capital Projects Fund voucher 813701 totaling \$53,051.10, and Private Purpose Trust Fund vouchers 813633, 813702 through 813705 and 813737 totaling \$2,138.88.

Student Representative Sarah McCauley shared information about Foodball. Together, Aberdeen and Hoquiam raised 1,029,970.8 in food and in-kind donations for area food banks. Aberdeen's contribution of 407,057 was a record and included \$41,000 in cash donations and more than 9,000 pounds of food. Hoquiam also set a record and emerged as the winner of the annual competition. Miss McCauley said students were proud of their effort and grateful for the participation from the community.

On a motion by Jennifer Hagen and seconded by Sandra Bielski, the Board adopted a new policy, Policy 3412 *Automated External Defibrillators*, as recommended by the Washington State School Directors' Association. The Board discussed the goal of having one in each building and that the policy doesn't require AEDs, but rather that the District accepts responsibility to offer training to interested staff if it acquires an AED for a building. Aberdeen High School and Miller Junior High School have purchased the devices and training has been offered. Both schools would like to acquire at least one more. The District has a goal of placing at least one AED in each building. They cost about \$1,200.00. Board members also noted that while training is desirable, people don't have to be trained to use it. Superintendent Opstad noted that it would be nice to have one available, unlocked, in areas where the district has public venues.

On a motion by Sandra Bielski and seconded by Jennifer Hagen, the Board approved revisions to Policy 4220 *Complaints Concerning Staff or*

CALL TO ORDER

CONSENT
AGENDA

REPORT FROM
STUDENT
REPRESENTATIVE

OLD BUSINESS
POLICY 3412
AUTOMATED
EXTERNAL
DEFIBRILLATORS

POLICY 4220
COMPLAINTS

Programs to correct a cross reference to another policy and incorporate language updates as recommended by WSSDA.

CONCERNING
STAFF OR
PROGRAMS

The Board discussed plans to attend the annual WSSDA Conference in Seattle November 21-24. Doug Smith, Sandra Bielski, Christi Boora and Jennifer Hagen will attend, along with Superintendent Opstad. Sarah McCauley will attend as the student representative. AHS student Keola Holt will sing the National Anthem during the opening ceremony.

ANNUAL WSSDA
CONFERENCE

Superintendent Opstad thanked Miller Principal Mark Decker for his work in the district and wished him well in his new position overseas in Tunisia. The district will begin advertising for his successor before winter break.

MILLER JUNIOR
HIGH SCHOOL
PRINCIPAL

Superintendent Opstad also discussed Football, thanking Miss McCauley and all the Aberdeen students for their hard work. He added that the annual drive has become increasingly important to area Food Banks and it's nice to see students continue to push themselves to benefit the community.

FOOTBALL

Superintendent Opstad discussed the various fall extra-curricular activities, including the success of the AHS swim team, which ended its season as the undefeated league champions, captured the district title, won the district sportsmanship award, and the coach, Jan Simons, was named coach of the year. Student involvement in various activities throughout the district is high in sports, music and clubs. Dr. Opstad noted that sportsmanship accolades are rare for a team that's winning so much and that the community can be proud of the character of the team.

FALL ACTIVITIES

Superintendent Opstad announced that once again the Aberdeen Rotarians have purchased dictionaries for fourth-graders and those books will be distributed the first week of December. Hundreds of students each year benefit from the club's generosity.

ROTARY
DICTIONARIES

Business Manager David Herrington presented the Fiscal Status Report for October. He noted that enrollment year-to-date is trending above projections. The district is preparing its year-end report for fiscal 2012-2013 and Mr. Herrington reported that higher-than-expected enrollment last year helped the District avoid deficit spending that had initially been projected. Based on the County Treasurer's report, the cash plus investments for the end of October in the General Fund is \$4,234,447.83; in the ASB Fund, \$195,975.16; in the Capital Projects fund, \$189,536.35; Transportation Vehicle Fund, \$396,013.62; and in the Debt Service Fund, \$677,068.14 in cash and \$2,427,019.93 invested. The average annual FTE enrollment to date is 3,157.54, which is above the budgeted FTE of 3,030.

FISCAL STATUS
REPORT

Following a presentation by Superintendent Opstad and discussion that action by the Board does not change the amount approved by voters but rather reallocates an uncollected amount, on a motion by Jennifer Hagen

LEVY REFUNDING
BOND LEVY

and seconded by Sandra Bielski, the Board voted to re-levy net lost revenue in the amount of \$8,742.66 of the bond levy. As explained in a letter from the Country Treasurer's Office, this is the amount that was uncollected in 2012-2013 due to various adjustments after the January tax roll was established.

On a motion by Sandra Bielski and seconded by Jennifer Hagen, the Board voted to re-levy net lost revenue in the amount of \$17,718.89 of the Maintenance and Operations Levy to recover uncollected taxes due to various adjustments after the January tax roll was established.

The Board accepted updates and revisions to Policy 2004 *Accountability Goals* for first reading based on recommendations from the Washington State School Directors' Association. Superintendent Opstad noted that next year the District is moving to the Smarter Balanced Assessments.

The Board accepted updates and revisions to Policy 2005 *School Improvement Plans* for first reading based on changes in state law and recommendations from the Washington State School Directors' Association.

The Board accepted updates and revisions to Policy 5240 *Evaluation of Classified, Certificated and Administrative Staff* for first reading that reflect changes in state law and the new teacher/principal evaluation program (TPEP). Superintendent Opstad noted that the district has chosen to use the Danielson model for teacher evaluation and the AWSP framework for principal evaluation.

The next meeting of the Board is set for 7 p.m. Tuesday, December 3, in the Community Room at Aberdeen High School. A work study for a site visit with Aberdeen High School staff, parents and students will begin at 5:30 p.m.

At 7:27 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, to discuss the purchase, lease or sale of real property and to discuss collective bargaining. The session began at 7:30 p.m. and the regular meeting reconvened at 7:40 p.m.

Following a presentation by Personnel Director Anna Shanks, on a motion by Jennifer Hagen and seconded by Sandra Bielski, the Board approved the Personnel Report. Under certificated matters, the Board accepted the resignation of Mark Decker, principal at Miller Junior High School, effective June 30, 2014, and approved the hiring of Kathryn Wakeman as a substitute teacher for the district.

Under classified matters, the Board approved the hiring of Jessica DeVore as a Food Service worker at Miller Junior High School effective October 28 and Jodene Riches as a custodian at Central Park Elementary

LEVY REFUNDING
M&O LEVY

POLICY 2004
ACCOUNTABILITY
GOALS

POLICY 2005
SCHOOL
IMPROVEMENT
PLANS

POLICY 5240
EVALUATION

NEXT MEETING

EXECUTIVE
SESSION

PERSONNEL
CERTIFICATED

CLASSIFIED

Aberdeen School Board Minutes
November 19, 2013

School effective January 6; approved a leave of absence extension for James (Tony) Mouncer, a custodian at Aberdeen High School, from November 16 to November 22; approved the termination of Misty Kuhl as a para-educator at Aberdeen High School effective November 18, and accepted the extra-curricular resignation of Shon Schreiber as an assistant football coach at Aberdeen High School effective November 13.

There being no further business, the meeting was adjourned at 8:00 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.

Group / Team Goldenaires

School AHS

Advisor JR Lakey Phone 2088

Date of Trip 12-14-13

Destination The Grotto, Portland, OR

Objective of Trip Performance

Number of Students 13 Number of Chaperones 2

Cost Per Student 0

Cost Per Chaperone 0

Funding Source 01-24

Type of Transportation Bus

ASB Approval [Signature] Date 11/13/13

Principal's Approval [Signature] Date 11/5/13

Board Approval _____ Date _____

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

ACCOUNTABILITY GOALS

A. High School Graduation Rate Goals

The board shall will annually adopt district-wide graduation goals and direct each high school to annually establish goals subject to board approval, to increase the percentage of on-time graduates receiving a high school diploma beginning with the class of 2004.

The minimum graduation rate goals through 2013 shall be as defined in WAC 180-105-060. Graduation rate goals in 2014 and each year thereafter for each group of students, identified in federal requirements, shall not be less than eighty-five percent (85%).

B. District and School Reading and Mathematics Improvement Goals

The board shall will adopt district-wide performance improvement goals for reading and mathematics in grades four, seven, and ten; and direct each school in the district that administers the Washington Assessment of Student Learning the statewide assessment to adopt performance improvement goals to increase the percentage of students meeting the standard in fourth, seventh, and tenth grade reading and mathematics.

The following goals and calculation methodologies shall will be established to measure and improve student achievement on in the reading and mathematics standard in the fourth, seventh, and tenth grades within the grade-level bands as measured by the Washington Assessment of Student Learning statewide assessment and will be administered in the Spring of 2006 through and including the Spring of 2013 as required by state and federal law.

1. The baseline of achievement for the district and schools on the fourth, seventh, and tenth grade within the grade-level bands on the reading and mathematics assessments are the starting points established using the federal requirements in the 2003 Washington State No Child Left Behind (NCLB) Accountability Plan.
2. The goal for the district and for each school is to increase the percentage of students in the following categories in meeting or exceeding that meet or exceed the reading and mathematics improvement goals on the state uniform bar as established using the federal requirements in the 2003 Washington State No Child Left Behind (NCLB) Accountability Plan:
 - a. All students;
 - b. Students of each major racial and ethnic group;
 - c. Economically disadvantaged students;

- d. Students with disabilities served in Special Education; and
- e. Students with limited English proficiency served in the state's Transitional Bilingual Instructional Program.

3. The district and all schools shall will demonstrate satisfactory progress toward the performance improvement goals by meeting the federal requirements or by showing improvements using the alternative "Safe Harbor" calculation. Safe Harbor is a ten percent reduction in the prior year's percentage of students not meeting standard.

Once a year the board shall will issue a report to parents and present it in a public meeting. The report shall include the following:

- 1. The district's and buildings' improvement goals.
- 2. Student performance relative to the goals.
- 3. District and building plans to achieve the goals, including, curriculum and instruction, parent and guardian involvement, and resources available to parents and guardians to assist students in meeting the state standards.

Annually, the district will report in a news release the district's progress toward meeting the district and building reading and mathematics goals. The report shall will also be included in each school's annual school report.

Legal References:	RCW 28A.655.050 28A.655.100	Reading goals—Mathematics goals Performance goals—Reporting requirements
	WAC 180-105-020 180-105-060	Reading and Mathematics Goals High School Graduation Goals

Adoption Date: 10/19/99
Revised: 11/15/00, 12/04/01, 12/16/03, 06/06/06; _____

SCHOOL IMPROVEMENT PLANS

Each school shall develop and adopt a school improvement **planning process**, with annual review for progress and necessary changes. Each school shall submit its plan to the Board of Directors in October of each year for **initial approval and annual review** ~~and approval~~.

Each school improvement plan or process **shall will** be data driven and **shall will** promote a positive impact on student learning. A positive impact on student learning means promoting the continuous achievement of the state learning goals and the achievement of nonacademic growth in areas like public speaking, leadership, interpersonal relationship skills, team work, self-confidence and resiliency, so that students can meet the goals of Washington's basic education system: to become responsible citizens, to contribute to their own economic wellbeing and that of their families and communities, and to enjoy productive and satisfying lives.

Each school improvement plan shall be based on a building self-review that includes the active participation and input of building staff, students, parents and community members.

Each school improvement plan shall address the following elements:

- ~~Characteristics of effective schools as identified by the Office of the Superintendent of Public Instruction and the Educational Service District (a plan may focus on one or several of the characteristics for up to three years);~~
- **Content aligned to researched-based best practices:**
 - Safe and supportive learning environments;
 - Implementation of **Powerful Teaching and Learning (PTL) effective teaching** processes;
 - Educational equity factors including gender, race, ethnicity, culture, language and physical and mental ability;
 - Use of technology;
 - Parent and community involvement; and
 - Other factors identified by the school community for inclusion in the plan or process.

Any school participation in a program of school improvement assistance through the state accountability system or the federal Elementary and Secondary Education Act shall constitute sufficient compliance with this policy.

Legal References: WAC 180-16-220 Supplemental basic education program approval requirements

Adoption Date: 11/19/02

Revised: 06/06/06; 04/05/11; _____

EVALUATION OF CLASSIFIED, CERTIFICATED AND ADMINISTRATIVE STAFF

Evaluation of the performance and/or accomplishments of individual staff members is an important process in improving the effectiveness and efficiency of the school district. All staff shall be evaluated annually. Staff are expected to perform the duties identified in their job descriptions in addition to any additional responsibilities that may be assigned by their administrator.

The superintendent shall develop a system for evaluating staff. Such a system shall provide for supervisory assignments for staff evaluation; observations; evaluation of new staff; criteria and related forms to be used for evaluating teachers, educational staff associates, and classified staff; observation and evaluation procedures; and probationary action; and non-renewal procedures. All administrators/principals shall be expected to demonstrate the necessary skills to implement the staff evaluation plan of the district. The district may require the staff members to take inservice training provided by the district in the area of any skills needing improvement. The superintendent or designee shall annually assess the quality of evaluation that exists in each administrative unit.

A. Evaluation of Certificated Staff

Certificated staff shall be evaluated according to the Washington Administrative Code Revised Code of Washington (RCW) pertaining to evaluation and their collective bargaining agreement.

B. Evaluation Of Classified Staff

The performance of classified staff shall be evaluated at least once per year, except that new staff shall be evaluated within ninety (90) calendar days after commencement of employment unless otherwise called for in collective bargaining agreements. The performance criteria for the evaluation shall contain statements of attitudinal characteristics, which are true for all classified staff as well as elements of the staff member's specific job description.

Any staff member whose performance does not meet minimum requirements based upon the performance criteria shall be handled in accordance with policy 5254 – Probation and Nonrenewal Policy 5280 Termination of Employment.

C. Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/ her assignment. Such evaluation shall be based on his/her job description, accomplishment of annual goals and performance or objectives,

and established evaluative criteria according to the Revised Code of Washington pertaining to evaluation. Building principals will be evaluated using the AWSP Framework. The superintendent shall develop procedures for these evaluations.

Prior to the beginning of the school year, the superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals and the Strategic Plan for the district. Such criteria shall include: performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their respective records. The administrator shall have the right to submit and attach a written disclaimer to his/her evaluation following the conference.

Cross References:	Board Policy 5280 5520	Termination of Employment <u>Staff Development</u>
Legal References:	RCW 28A.405.100 28A.405.110 28A.405.120 28A.405.130 WAC 392-191-010 392-191-020 392-191-035 392-191-045	Minimum criteria for the evaluation of certificated employees, including administrators – Procedure – Scope—Penalty Evaluations--Legislative findings Training for evaluators Training in evaluation procedures required Minimum evaluation criteria – Certificated classroom teachers Minimum evaluation criteria— certificated support personnel Conduct of the Evaluation Use of Evaluation Results

Adoption Date: 08/16/97
Revised: 04/17/01, 06/16/04, 09/20/05; _____

Evaluation of Administrative Staff

The administrative organization plan of the district shall determine lines of responsibility for evaluation. ~~By September 15 of each school year~~ The superintendent shall assign a supervisor to each administrator. Each administrator shall be evaluated on the basis of:

- A. The appropriate district-established administrative job description;
- B. Established evaluative criteria according to the Revised Code of Washington, when applicable; and
- C. Specific superintendent (or designee)/administrator-developed performance goals.

The job description and specific performance goals shall serve as the focus for a minimum of two conferences held during the school year. ~~By October 15, The~~ administrator shall ~~have initiated a meeting~~ with his/her supervisor to formulate and review the performance goals to be pursued by the administrator and/or his/her administrative unit during the current year. Additional specific performance objectives may be developed jointly at the conference between the supervisor and the administrator. At the conclusion of this session or a subsequent session, the supervisor and administrator shall reach written concurrence regarding the objectives, which the administrator will pursue.

Throughout the year the supervisor and administrator will maintain informal dialogue regarding the established performance objectives.

By Prior to June 15 of each year, each supervisor shall meet in an annual evaluation conference to formally discuss the three areas – job description, evaluation criteria and performance objectives. ~~Prior to this session, The~~ administrator shall have prepared a written report describing the degree to which each performance objective was accomplished.

Supervisors may make additional evaluations during the school year. These sessions may focus on selected areas and may serve to assist the administrator in achieving the year-end objectives.

One copy of the evaluation report shall be retained by the administrator, one copy by the superintendent or designee and one copy shall be placed in the administrator's personnel file.

If the administrator is dissatisfied with the complete evaluation report, he/she shall have the right to a conference involving his/her evaluator and the evaluator's supervisor. The decision of the evaluator's supervisor shall determine the final content of the evaluation report. The administrator shall have the right to submit a written statement detailing any exceptions he/she may have to the final content of the evaluation report, which statement will be attached to the personnel file copy of the evaluation report.

Evaluative Criteria

~~As related to the administrator's assignment, the following criteria, when applicable, shall~~

be used in the evaluation of administrative staff:

Category 1: Leadership

The administrator applies knowledge and skills of supervision to programs and staff and demonstrates the ability to inspire subordinates to grow and develop in a way that reflects acceptance of his/her leadership. The effective administrator:

- A. Assumes responsibility for the instructional program; encourages initiative and creativity in program improvement.
- B. Establishes procedures to provide appropriate staff involvement in program decisions.
- C. Cooperates with other administrators in establishing and implementing programs and goals.
- D. Assists teachers in providing for individual needs and abilities of students.
- E. Shares knowledge of desirable educational practices.

Category 2: Administration and Management

The administrator demonstrates responsibility in establishing an effective communicative environment which reflects openness, honesty and a high degree of mutual respect, both personal and professional. The effective administrator:

- A. Provides for prompt and courteous response to visitors, correspondence and telephone calls.
- B. Develops timely communications which enhance the understanding of the intended audience.
- C. Implements orderly procedures to facilitate communication within the building or department.
- D. Provides avenues to receive feedback.
- E. Submits timely reports as required.
- F. Supports district goals when dealing with the public.
- G. Conducts effective staff meetings.

The administrator demonstrates the ability to make a decision or form an opinion objectively. The administrator develops appropriate objectives. The effective administrator:

- A. Completes objectives assigned by superintendent or designee.
- B. Completes self-selected objectives.
- C. Establishes a self-monitoring system for objective achievement.

~~The administrator demonstrates an interest in contributing to the accomplishment of district objectives beyond those directly related to his/ her administrative area. The effective administrator:~~

- ~~A. Accepts and follows through on specific district assignments.~~
- ~~B. Contributes insights and perceptions which are helpful in the achievement of district-wide goals.~~
- ~~C. Cooperates with other district administrators in achieving district goals.~~
- ~~D. Demonstrates support for other district administrative units.~~

~~Category 3: School Finance~~

~~The administrator takes initiative to provide staff members with an understanding of the budget process and, when practical, utilizes staff members to help establish budget priorities. The administrator demonstrates effective utilization and control of physical and financial resources. The effective administrator:~~

- ~~A. Utilizes building/department staff to maintain the facility in good condition.~~
- ~~B. Communicates clearly with other district departments about building needs that cannot be met by assigned staff.~~
- ~~C. Makes budgetary decisions on the basis of educational/departmental need and available resources.~~
- ~~D. Makes budgetary decisions that support achievement of district goals.~~
- ~~E. Monitors building/department spending within established budgetary levels.~~
- ~~F. Seeks means of achieving goals in a cost effective manner.~~

~~Category 4: Professional Preparation and Scholarship~~

~~The administrator demonstrates a desire for continual growth of competencies. The effective administrator:~~

- ~~A. Monitors his/her own performance; solicits feedback from others.~~
- ~~B. Formulates and achieves appropriate personal goals for professional improvement.~~
- ~~C. The administrator seeks to become involved in meaningful professional growth activities.~~

~~Category 5: Effort Toward Improvement When Needed~~

~~The effective administrator:~~

- ~~A. Responds to constructive suggestions.~~
- ~~B. Adjusts to change and implements new strategies when appropriate.~~

~~C. Seeks advice and assistance when appropriate.~~

~~Category 6: Interest in Students, Staff, Patrons and Subjects Taught in Schools~~

~~The administrator conducts self in a mature, self-confident and friendly manner in personal relationships in a way that contributes positively to the image of the district. The effective administrator:~~

~~A. Promotes students' and faculty's feelings of personal worth.~~

~~B. Deals constructively with interpersonal problems.~~

~~C. Promotes high staff morale and commitment to professional competence.~~

~~D. Respects individual judgment and diversity of opinion.~~

~~E. Contributes to the maintenance of discipline by open communication among parents, staff and students.~~

~~F. Supports and effectively interprets building and district programs and policies to others.~~

~~G. Cooperates with parent/community organizations.~~

~~H. Plans use of available district/community resources to support student and/or program needs.~~

~~The administrator applies knowledge, experience and training in recognizing good professional performance, capabilities and development. The effective administrator:~~

~~A. Attends and participates in available courses and inservice training relating to the evaluation of staff.~~

~~B. Demonstrates good judgment in selecting and assigning staff members to maximize their effectiveness.~~

~~The administrator demonstrates ability and performance in the evaluation of staff. The effective administrator:~~

~~A. Utilizes appraisal practices that provide staff with a clear understanding of performance expectations.~~

~~B. Spends an adequate amount of time and effort observing the performance of staff.~~

~~C. Bases staff evaluations on professionally gathered data.~~

~~D. Demonstrates skill in communicating evaluation information to staff in a manner, which inspires positive reaction and improvement.~~

~~E. Develops appropriate programs to assist subordinates to overcome observed deficiencies.~~

~~F. Follows established procedures and timelines in completing required staff evaluations.~~

~~G. Recommends appropriate probation and termination action when necessary.~~

Department of Teaching and Learning

November Report

December 3, 2013

Professional Development:

- District TPEP Team members continue their attendance at the TPEP trainings offered through ESD. Learnings from these trainings are then shared at the in-district TPEP sessions with all the staff that are on the new evaluation system.
- The Highly Capable Program Representatives had the opportunity to attend two ESD sessions on creative thinking and critical thinking. ESD will facilitate sessions to help us redo the Highly Capable Program Plan to reflect the state guidelines that must be in place by the beginning of the 2014-15 school year.
- The University of Washington Outreach Program sponsored an area workshop on integrating Environmental Science and the Common Core Literacy Standards, which was attended by many of the district science teachers.
- Tom Boyce met with the secondary math teachers over a period of four days to work on the alignment and mapping that was begun last year. He will meet with them twice more this year.
- The Cardera Group and Capital Region ESD provided training for district 5th and 6th grade teachers. They shared the requirements of the Healthy Youth Act and additional state/district policies.
- The District Math Leadership Team reviewed assessment data from MAP, MSP, and HSPE. Gains in understanding were noted in K-2. The team still has a concern about the gap between those who meet standard and those that do not; low-income and non-low income; those who are ELL and those who are not. The Team will discuss these concerns with peers and bring back to the next session intervention strategies that are working at schools/grade levels.

Assessments:

- WAAS/DAPE assessments were given the first two weeks of November at Harbor High and Aberdeen High School. Students must be juniors or seniors to access these alternative assessments.
- Several webinars are available online for staff who are overseeing COE (Collection of Evidence) alternative assessments in math, reading, writing and biology.

AVID:

- Trainings were held for the AVID tutors at Miller and at Aberdeen High School. A new tutor will come on board for AHS in the middle of December. We are working with Grays Harbor College and Evergreen State College to apply to be able to participate in the Work-Study Program, which could result in another tutor for Miller. (This position could qualify for 50-100% reimbursement.)

Curriculum:

- 2nd-6th grade students in the district's highly capable program participated in a Real Life Math Activity that was facilitated by Capital Region ESD 113. This is the second of six sessions that will be held for program students at Central Park Elementary this year.



MEMO

TO: Board of Directors
Superintendent Tom Opstad

RE: **Vehicle Purchase**

FROM: Ernie Lott
David Herrington

DATE: November 27, 2013

We are in the process of replacing our 1996 Ford passenger van, VIN 1FMEE11H1THB11014, which has 170,527 miles on it. This vehicle will probably be transferred to the Maintenance Department. We are planning to purchase a later-model, used Suburban with less mileage to add to the transportation fleet.

If you have any questions, please call me at (360) 538-8270 or David Herrington at (360) 538-2007.

DISTRICT ATTENDANCE AREA TRANSFERS

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides.

A parent or guardian may request that his or her child be allowed to attend another school in the district. ~~Requests must be submitted, in writing, to the principal of the building at which the student is currently assigned.~~

General transfers may be granted if:

- A. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at another school in the district is more accessible to the parent's place of work or to the location of child care; or
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer. ~~Special hardship or detrimental condition includes, but is not limited to, the following:~~

~~The principal of the currently assigned school shall consult with the principal of the school to which the student desires to transfer to determine:~~

General transfers may not be granted if:

- A. ~~Whether There is no~~ space ~~is~~ available in the grade level or classes at the building in which the student desires to be enrolled;
- B. ~~Whether There is no~~ appropriate educational programs or services ~~are~~ available to improve the student's condition as stated in requesting the transfer; ~~and~~
- C. ~~Whether The~~ student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.
- D. The student has discipline issues, chronic attendance problems, or lacks academic progress; or
- E. The school is not able to adequately meet the needs of the student and/or family based on principal determination.

Specific transfers must will be granted if the student is a child of a full-time certificated or classified school employee unless under the following conditions:

- A. The student is a child of a full-time certificated or classified school employee. For the purposes of this policy, "full-time employee" means employees who are employed for the full number of hours and days for their job description. Those children shall be permitted to enroll:
 1. At the school to which the employee is assigned, or
 2. At a school forming the district's K-12 continuum which includes the school to which the employee is assigned, unless:
 - a. The student's disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior, or gang memberships;
 - b. The student has been expelled or suspended from a public school for more than 10 consecutive days; or
 - c. Enrollment of a child would trigger class-size overload provisions; except that if a child is admitted, that child shall be permitted to remain enrolled at that school, or in the district's kindergarten through twelfth grade continuum until he/she has completed school.

A student who moves to a new attendance area in the district during the school year may elect to transfer at the time of the move or at the end of the semester or grading period. For a high school sophomore or junior, transfers may only be approved to coincide with the beginning of a new grading period. A senior may elect to finish the school year without transferring to a new school, but must declare his or her preference prior to the beginning of the last semester.

If the request for transfer is denied, the parent or guardian may appeal to the superintendent for review of the decision by the building principals.

Duration of the transfer is for the designated school year only or a stated period of time of lesser duration. Acceptance of students who are the children of full-time employees will be for the duration of their schooling or until the parent is no longer an employee.

The superintendent is directed to develop procedures to implement this policy that shall include a process for appealing decisions made regarding student transfers.

Parents shall be informed annually of the district's attendance area transfer option. The district shall make available for public inspection the Superintendent of Public Instruction's annual information booklet on enrollment options in the state at each school building, the central office and local public libraries.

Parents shall be informed annually of the district's intradistrict and interdistrict enrollment options and parental involvement opportunities. Information on intradistrict enrollment options and interdistrict acceptance policies shall be provided to nonresidents on request. Providing online access to the information satisfies the notification requirements unless a parent or guardian specifically requests information to be provided in written form.

Cross References: Board Policy 3130 Attendance Areas

Legal References: RCW 28A.225.270 Intradistrict enrollment options policies
28A.225.300 Enrollment options information to parents
~~28A.225.29 Enrollment options information booklet~~

C 36 L 03 Enrolling Children of certificated and classified school employees

Adoption Date: 10/02/95
Revised: 08/19/03

Student Attendance Area Transfers

Students in the District are required to attend the school designated for the attendance area in which they reside. A parent or guardian may request that a student be allowed to attend another school in the district.

Transfer requests for the next school year will be accepted beginning March 1 prior to the fall semester. The following procedures are to be followed for K-12 student attendance area transfer requests.

Review in Spring

- A. The parent/guardian obtains the Request for Student Attendance Area Transfer Form No. 3131F.
- B. Approved transfer requests are valid for one school year. Transfer applications must be submitted and reviewed annually.
- C. The parent/guardian completes Section I of the Transfer Request Form No. 3131F and submits it to the requested school.
- D. Principals will meet in the spring to review requests received by March 15. Principals will meet to review the first round of transfer requests not later than the final week in March. Adjustments to building FTE allocations (additions or reductions) will be reviewed through the District staffing process. Parents/guardians will be notified of the decision by the second week of April. Transfer requests may be held for review in the Fall.
- E. Administrators will use the following guidelines as they review transfer requests. They will determine:
 1. Whether appropriate educational programs or services are available to improve the student's condition or opportunities as stated in requesting the transfer;
 2. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
 3. Whether the transfer would allow siblings to attend the same school;
 4. Whether the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building;
 5. Whether the student has discipline issues, chronic attendance problems, or is lacking academic progress;

6. Whether the school is able to adequately meet the needs of the student and/or family based on principal determination, and
 7. Whether the student is the child of a full-time certificated or classified employee who meets the qualifications for a transfer. (ESSB 5142)
- F. Receiving school principals will notify parents in writing of approved transfer decisions. The attendance-area principal will notify parents in writing of denied transfer requests. If the request for the transfer is denied, the parent or guardian may appeal to the superintendent or designee for review of the decision by the building principal.
1. Appeals must be made in writing within ten (10) working days of the notification of transfer denial.
 2. The decision on the appeal is final.

Review in the Fall

- A. Principals will determine the number of places they have available for out of attendance area transfer students no later than the fifth day of school.
- B. Receiving school principals will notify parents within one week of approved transfer decisions. Home school principal will notify parents in writing of denied transfer requests.
1. If the request for transfer is denied, the parent or guardian may appeal to the superintendent or designee for review of the decision by the building principals
 2. The appeal must be made in writing within ten working days of the notification of transfer denial.
 3. The decision on the appeal is final.

The parents/guardians are responsible for providing transportation for their students who transfer between schools.

Lack of academic effort, poor attendance, excessive tardiness, or discipline problems shall provide just-cause for the District to return a student to his/her attendance area school. Transfers of students back to their attendance area schools for any of these reasons will occur at the end of a term unless the time for transfer is mutually agreed upon by both the attendance area school and hosting school principals.

Duration of the transfer is for the designation school year only or a stated period of time of lesser duration. Acceptance of students who are the children of full-time employees will be for the duration of their schooling or until the parent is no longer an employee.

Implemented: _____

REQUEST FOR STUDENT ATTENDANCE AREA TRANSFER
Between Schools in the Aberdeen School District

FOR THE SCHOOL YEAR: _____

STUDENT NAME: _____

DATE OF REQUEST: _____

PARENT/GUARDIAN NAME: _____

BIRTH DATE: _____

HOME ADDRESS: _____

ZIP: _____

HOME PHONE: _____ CELL PHONE: _____ WORK PHONE: _____

GRADE LEVEL FOR YEAR OF TRANSFER: _____

CURRENT SCHOOL: _____

ATTENDANCE AREA SCHOOL FOR YOUR HOME ADDRESS: _____

SCHOOL YOU ARE REQUESTING A TRANSFER TO: _____

In the space below, identify the basis for the request and the specific reason for this transfer request. Please provide as much information as possible; attach supporting documentation as needed.

- Checkboxes for reasons: A financial, educational, safety, or health condition... Attendance at the school requested is more accessible... Some other special circumstances... Parent/guardian is an Aberdeen School District Employee (ESSB 5142)

- Policy and Procedure 3131 details: I UNDERSTAND THIS APPLICATION IS VALID FOR ONE SCHOOL YEAR... PARENT(S)/GUARDIAN(S)/STUDENT ARE RESPONSIBLE FOR TRANSPORTATION... LACK OF ACADEMIC EFFORT, POOR ATTENDANCE, TARDINESS, OR DISCIPLINE PROBLEMS... TRANSFER DECISIONS WILL BE MADE NO LATER THAN THE FIFTH DAY OF SCHOOL... IF A TRANSFER REQUEST IS DENIED, THE PARENT/GUARDIAN MAY APPEAL...

Signature below indicates that the parent(s)/guardian(s) have read Policy and Procedure 3131 and agree to assume the responsibilities associated with an attendance area transfer as listed above.

Signature of Parent or Legal Guardian

PLEASE SUBMIT TO THE REQUESTED SCHOOL

Box containing 'DISTRICT USE ONLY' and a list of checkboxes for transfer outcomes (Space available, Request not granted due to discipline, etc.), followed by Principal Name and Signature lines.



MEMO

TO: Board of Directors
Superintendent Tom Opstad

RE: **Surplus Computer Equipment**

FROM: Mike Williams
David Herrington

DATE: November 27, 2013

The technology items listed in the attached spreadsheet are no longer able to support the applications and peripherals used in our classrooms today. Many of the items were purchased nearly 10 years ago and have been used way beyond the expected life span of computer equipment. We are asking that the School Board declare these items as surplus to our district's needs.

The equipment will be made available to area school districts and if no districts want to make use of them, we will arrange for a recycler to pick them up to be parted out for components and/or disposed of in an environmentally safe fashion.

If we can answer any questions, please call me at (360) 538-2036 or David Herrington at (360) 538-2007.

FAMP	SERIAL NUMBER	DESCRIPTION
	1106	EMAC MONITOR
	1317	TOWER
	1548	PRINTER
	1717	CLAMSHELL IMAC
	1847	EMAC MONITOR
	1847	EMAC MONITOR
	1850	EMAC MONITOR
	1850	EMAC MONITOR
	1894	LAPTOP
	1914	CLAMSHELL IMAC
	1915	CLAMSHELL IMAC
	1962	LAPTOP
	2009	CLAMSHELL IMAC
	2012	COMPUTER PARTS
	2159	EMAC MONITOR
	2159	EMAC MONITOR
	2165	VCR
	2166	SWITCH
	2170	PRINTER
	2171	EMAC MONITOR
	2175	CLAMSHELL IMAC
	2198	VCR
	2249	ZENITH TV
	2331	CLAMSHELL IMAC
	2367	IBOOK
	2375	VCR
	2434	CLAMSHELL IMAC
	2728	LAPTOP
	2874	CLAMSHELL IBOOK
	2984	DELL TOWER
	3002	LAPTOP
	3119	LAPTOP
	3145	VCR
	3151	PRINTER
	3191	TV
	3287	EMAC MONITOR
	3297	TV
	3305	APPLE TOWER
	3308	CLAMSHELL IBOOK
	3309	LAPTOP
	3315	CLAMSHELL IBOOK
	3365	CLAMSHELL IBOOK

3399	TOWER
3403	LAPTOP
3414	TV
3476	CLAMSHELL IBOOK
3477	LAPTOP
3481	CLAMSHELL IBOOK
3482	CLAMSHELL IBOOK
3484	CLAMSHELL IBOOK
3485	LAPTOP
3532	CLAMSHELL IMAC
3617	DELL TOWER
3640	DELL MONITOR
3680	DELL TOWER
3725	DELL LAPTOP
3725	LAPTOP
3849	EMAC MONITOR
3875	LAPTOP
3891	MONITOR
3910	MACBOOK
3951	EMAC MONITOR
3972	DELL COMPUTER
4211	LAPTOP
4223	VIDEO CONF UNIT
4269	CLAMSHELL IMAC
4332	EMAC MONITOR
4333	EMAC
4337	EMAC MONITOR
4338	EMAC MONITOR
4361	EMAC MONITOR
4380	APPLE AIRPORT
4402	DELL MONITOR
4463	DELL TOWER
4498	EMAC MONITOR
4541	EMAC MONITOR
4564	PROJECTOR
4600	DELL TOWER
4603	DELL TOWER
4649	EMAC MONITOR
4684	EMAC MONITOR
4691	DELL TOWER
4780	PRINTER
4807	LAPTOP
4814	APPLE TOWER

4819	DELL TOWER
4820	LAPTOP
4884	COMPUTER
4912	ZENITH TV
4913	ZENITH TV
4915	LAPTOP
4940	DELL TOWER
5043	SCANNER
5045	EMAC
5047	EMAC MONITOR
5048	EMAC
5125	EMAC MONITOR
5127	EMAC MONITOR
5138	EMAC
5139	EMAC
5140	EMAC MONITOR
5141	EMAC MONITOR
5184	LAPTOP
5203	MACBOOK
5204	LAPTOP
5208	LAPTOP
5212	EMAC MONITOR
5216	EMAC MONITOR
5217	EMAC MONITOR
5218	EMAC MONITOR
5253	EMAC MONITOR
5254	EMAC
5255	EMAC MONITOR
5257	EMAC MONITOR
5258	EMAC MONITOR
5260	EMAC MONITOR
5279	LAPTOP
5280	LAPTOP
5295	APPLE COMPUTER
5303	PROJECTOR
5305	HP PHOTOSMART DIGITAL CAMERA
5309	HP CAMERA
5313	HP COMPUTER
5354	LAPTOP
5369	GATEWAY ALL IN ONE
5485	MACBOOK
5514	LAPTOP
5531	MACBOOK

5566	EMAC MONITOR
5567	EMAC MONITOR
5584	DELL LAPTOP
5602	LAPTOP
5796	SWITCH
5880	APPLE AIRPORT
5902	MITSUBISHI PROJECTOR
5923	APPLE AIRPORT
5936	DOC CAMERA
5937	MACBOOK
5954	APPLE AIRPORT
5957	CLAMSHELL IMAC
5961	APPLE AIRPORT
6024	MONITOR
6029	DELL TOWER
6038	DELL TOWER
6040	DELL TOWER
6041	DELL TOWER
6061	DELL MONITOR
6069	HP PRINTER
6072	GATEWAY ALL IN ONE
6085	IMAC
6093	PRINTER
6100	SONY TV
6147	COMPUTER
6277	HP TOWER
6281	APPLE AIRPORT
6359	SWITCH
6368	SWITCH
6369	SWITCH
6370	CISCO ROUTER
6371	SWITCH
6380	SWITCH
6448	SCANNER
6559	EMAC MONITOR
6629	DELL TOWER
6637	DELL TOWER
6663	AVERMEDIA DOC CAMERA
6664	DOC CAMERA
7019	DELL TOWER
7025	DELL TOWER
7031	DELL TOWER
7116	LAPTOP

7155	SAMSUNG MONITOR
8071	HP PRINTER
8319	EMAC
8324	DOC CAMERA
8812	PRINTER
8909	APPLE AIRPORT
8953	PIONEER LASERDISK PLAYER
8970	ULTRA K TV
8995	SONY DVD PLAYER
9085	IMAC
9155	SCANNER
9218	APPLE ALPHA 2000
9219	APPLE ALPHA 2000
9220	APPLE ALPHA 2000
9221	APPLE ALPHA 2000
9222	APPLE ALPHA 2000
9223	APPLE ALPHA 2000
9224	APPLE ALPHA 2000
9225	APPLE ALPHA 2000
9227	APPLE ALPHA 2000
9228	APPLE ALPHA 2000
9229	APPLE ALPHA 2000
9230	APPLE ALPHA 2000
9231	APPLE ALPHA 2000
9232	APPLE ALPHA 2000
9233	APPLE ALPHA 2000
9234	APPLE ALPHA 2000
9264	MONITOR
9270	APPLE ALPHA 2000
9271	APPLE ALPHA 2000
9272	APPLE ALPHA 2000
9273	APPLE ALPHA 2000
9274	APPLE ALPHA 2000
9275	APPLE ALPHA 2000
9277	APPLE ALPHA 2000
9278	APPLE ALPHA 2000
9279	APPLE ALPHA 2000
9280	APPLE ALPHA 2000
9281	APPLE ALPHA 2000
9283	APPLE ALPHA 2000
9284	APPLE ALPHA 2000
9285	APPLE ALPHA 2000
9286	APPLE ALPHA 2000

9287	APPLE ALPHA 2000
9288	APPLE ALPHA 2000
9289	APPLE ALPHA 2000
9290	APPLE ALPHA 2000
9291	APPLE ALPHA 2000
9292	APPLE ALPHA 2000
9293	APPLE ALPHA 2000
9294	APPLE ALPHA 2000
9305	COMPAQ TOWER
9481	APPLE AIRPORT
9515	ALPHA SMART
9516	ALPHA SMART
9517	ALPHA SMART
9518	ALPHA SMART
9521	LAPTOP
9524	APPLE WIRELESS
9603	PRINTER
9719	CLAMSHELL IBOOK
9720	CLAMSHELL IBOOK
9737	DELL COMPUTER
9778	SWITCH
10139	MONITOR
10147	CISCO SWITCH
10148	SWITCH
10212	PRINTER
10215	DELL TOWER
10328	RISOGRAPH CPYMC
10418	MONITOR
10494	DELL TOWER
10537	FLAT BED SCANNER
10757	DELL TOWER
11007	DELL DOCKING STATION
11221	GATEWAY COMPUTER
11274	MONITOR
11283	PRINTER
12097	HITACHI PROJECTOR
12238	DELL TOWER
12355	MONITOR
12363	DELL MONITOR
12410	GATEWAY LAPTOP
13974	DELL LAPTOP
15672	D SERV
5960/5666	HP PRINTER

5421	KENTROX DATA SMART
1437	IMAC
3922	IMAC
3912	IMAC
5851	IMAC
4890	IMAC
	APPLE AIRPORT
	APPLE AIRPORT
	APPLE AIRPORT
	APPLE AIRPORT
	APPLE AIRPORT
	APPLE AIRPORT
	APPLE AIRPORT
	APPLE AIRPORT
	CLAMSHELL IBOOK
	CLAMSHELL IMAC
	DELL DOCKING STATION
	DELL DOCKING STATION
	DELL DOCKING STATION
	DELL DOCKING STATION
	DELL DOCKING STATION
	IBOOK
	MACBOOK
	MONITOR
	PROJECTOR
	TOWER
	XEROX PRINTER
	XEROX PRINTER
1F7F441	DELL TOWER
BGG6B51	DELL TOWER
41JEH	TOWER
BKZWS01	TOWER

VARIOUS KEYBOARDS,
 COMPUTER MICE, OLD
 CABLES, HARD DRIVES
 (ALL DISABLED),
 REMOTES, AND OTHER
 COMPUTER ACCESSORIES

CERTIFICATED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Tiffany Montoure	A. J. West Elementary	Second Grade Teacher	02/24/14-05/19/14

CLASSIFIED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jodie Cinert	Miller Jr. High School	Para-educator CYO	12/02/13-06/20/14
Kelsey Scott	Aberdeen High/Miller	AVID Tutor	11/27/13-06/20/14

RESIGNATION: We recommend the Board approve the following classified resignation:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Marina Richardson	Detention Center	Family Service Worker	12/13/13

LEAVES OF ABSENCE: We recommend the Board approve the following classified leaves of absence:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Tanya Gitchel	Aberdeen High School	Food Service Worker	11/15/13
Earl Pauley	Maintenance	Maintenance Worker	12/02/13-01/28/14

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Melissa Smith	Aberdeen High School	Head Cheer Coach	12/02/13