

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

Regular Meeting of the Board of Directors
Board Room, Administration Building
March 10, 2015

AGENDA

6:00 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 Representatives

Comments from the Audience

Old Business

1. [Academic Calendar 2015-2016](#)

Superintendent's Report

1. Strategic Planning
2. Legislative Update
3. Music Booster Auction

Instructional Services

1. [Teaching and Learning Report](#)

Financial Services

1. [Flood Insurance](#)

New Business

1. [Technology Switching and Wireless Equipment](#)

Board Meeting Agenda
March 10, 2015

2. [Policy 5011 Sexual Harassment](#)
3. Next Meeting

Comments from the Audience

Executive Session

[Personnel Matters](#)

1. Certificated
2. Classified

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5
BOARD INFORMATION AND BACKGROUND

March 10, 2015 – Board Room, Administration Building

6:30 p.m. – Work Study for a school improvement presentation from 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 February 24, 2015, are enclosed for your approval.
2. Trip Request – Fifth- and sixth-grade students at A.J. West Elementary School are requesting permission to travel to Camp Bishop for outdoor education on May 18-21 or May 19-22.

Comments from Board Members

Comments from Student Representatives

Comments from the Audience

Old Business

1. Academic Calendar – The Academic Calendar for 2015-2016 is presented tonight for your review and approval. [Enclosure 2](#)

Superintendent's Report

1. Strategic Planning – A work study for strategic planning discussion is scheduled for 5 p.m. Tuesday, March 17, in the Community Room at Aberdeen High School.
2. Legislative Update – Superintendent Opstad will share information about the ongoing 2015 legislative session.
3. Music Booster Auction – A reminder that the Music Booster's Jazz Auction and Dinner begins at 5 p.m. Saturday, March 21.

Instructional Services

1. Teaching and Learning Report – Teaching and Learning Director Judy Holliday will present her department's report for February, which is enclosed for your information. [Enclosure 3](#)

Financial Services

1. Flood Insurance – Business Manager David Herrington will provide information about the elevation of our various buildings and flood insurance costs. [Enclosure 4](#)

New Business

1. Technology Switching and Wireless Equipment – Bids were opened March 4 for switching and ethernet equipment to be purchased for our schools provided E-rate funding becomes available. We are recommending awards to Ednetics for switching equipment and MicroK12 for wireless equipment. The bid tabulation is enclosed for your review and approval. [Enclosure 5](#)
2. Policy 5011 Sexual Harassment – A new policy describing the district's commitment to a work environment free of sexual harassment, along with procedures establishing a complaint process, is enclosed for first reading. [Enclosure 6](#)
3. Next Meeting – The next meeting of the Board is a work study at 5 p.m. Tuesday March 17, for strategic planning in the Community Room at Aberdeen High School. The next regular meeting of the Board is set for 7 p.m. Tuesday, March 31, 2015, in the Community Room at Aberdeen High School. A work study for a presentation from Miller Junior High School 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 10 minutes for the purpose of evaluating the qualifications of applicants for employment.

Personnel Matters [Enclosure 7](#)

Certificated

- a. Leave of Absence
- b. Resignations

Classified

- a. Hires
- b. Extra-Curricular Resignations
- c. Substitutes

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the Board of Directors – February 24, 2015

At 7:00 p.m. President Sandra Bielski convened the regular meeting of the Aberdeen School Board in the Board Room of the Administration Building. Members present were Christi Boora, Jennifer Hagen, Jeremy Hawkins and Jamie Walsh, along with student representative Shelby Cokeley, Superintendent Thomas Opstad and 16 patrons and staff. Director Hagen joined the meeting remotely. A work study for 2015-2016 budget planning preceded the meeting. The meeting began with the flag salute.

CALL TO ORDER

On a motion by Jeremy Hawkins and seconded by Jamie Walsh, the Board approved the Consent Agenda, as amended to add trip requests. It included the minutes of the regular meeting conducted on January 27, 2015, January payroll vouchers 817460 through 817551 totaling \$2,512,431.72; General Fund vouchers 917552 through 817553 and 817569 through 817661 totaling \$498,815.39, and ASB Fund vouchers 817554 through 817568 and 817662 totaling \$11,085.25, approved trip requests for the AHS Boys' wrestling team to travel to Vancouver, Washington, for the 2A Regional Wrestling Tournament on February 13-14, for the AHS Boys' swimming and dive teams to travel to the district tournament at Mark Morris High School in Longview on February 13-14, for the AHS boys' wrestling team to travel to the state wrestling tournament at Tacoma on February 19-21, for the AHS girls' wrestling team to travel to the state tournament at Tacoma on February 19-21, and for the AHS boys' swimming and dive teams to travel to the state meet at Federal Way on February 19-21, and approved gifts to the district from Beacon, Inc., which owns and operates the Lighthouse Drive-In and has donated \$50.00 to the district through its customer rewards program and from the Grays Harbor College Art Department, which has donated surplus jewelry-making tools and materials for use in art classes at Aberdeen High School and Harbor High School.

CONSENT AGENDA

President Sandra Bielski welcomed Jake Schild from *The Daily World*, who has been assigned to cover education for the newspaper.

COMMENTS FROM
BOARD MEMBERS

Student Representative Shelby Cokeley shared information about activities at the high school. Miss Cokeley reported that students are gearing up for the start of spring sports next week; that she took part in the student focus group for students as part of the Strategic Planning process and that students in Renaissance are working hard on the upcoming People's Choice Awards.

COMMENTS FROM
STUDENT
REPRESENTATIVES

On a motion by Jennifer Hagen and seconded by Jeremy Hawkins, the Board adopted an update to *Policy 1400 Meeting Conduct, Order of Business and Quorum and reviewed accompanying procedures*. The new language clarifies that board members may attend meetings remotely and adds language that a quorum can

POLICY 1400 BOARD
MEETINGS

be constituted remotely during an emergency if it's not feasible for Board members to meet.

On a motion by Jeremy Hawkins and seconded by Christi Boora, the Board adopted an update to *Policy 6881 Disposal of Surplus Equipment and Materials* allowing students to purchase their electronic devices prior to other disposal methods when the devices are declared surplus. During the discussion, Superintendent Opstad noted that for many years, students have been able to purchase surplus textbooks before they are made available to others, and it seemed logical to add electronic devices. The Board also discussed the inventory and engraving procedures in place for the devices.

POLICY 6881
DISPOSAL OF
SURPLUS
EQUIPMENT AND
MATERIALS

On a motion by Jeremy Hawkins and seconded by Christi Boora, the Board adopted an update to *Policy 6882 Sale of Real Property* to align with Policy 6881 and added an option to reimburse the General Fund for costs associated with the sale of real property before proceeds from a sale are placed in the Capital Projects Fund.

POLICY 6882 SALE
OF REAL PROPERTY

Superintendent Opstad reported that work to repair water damage at Aberdeen High School is complete, including installation of a backflow valve behind the kitchen. Superintendent Opstad said the displaced teachers have been back in their classrooms for a couple of weeks. The installation of the backflow valve took place over the midwinter break and should prevent future water intrusion should there be another storm of the magnitude of the storm that occurred on January 5.

SUPERINTENDENT
REPORT
AHS WATER
DAMAGE

Superintendent Opstad reported that OSPI has granted an emergency waiver for the two missed days of school during the storm and flooding. The district was fortunate to have enough hours above the state minimum to offset the two emergency days.

EMERGENCY
WAIVER

Superintendent Opstad discussed the work taking place to develop a long-range facilities plan for the district. The consulting architect will be making a presentation to the Board in April and work with the Board on a 5-10 year plan.

LONG RANGE
FACILITIES PLAN

Superintendent Opstad discussed the strategic planning process taking place this week in the district. The facilitator, Mitch Everton, reported that turnout so far has been very good, and that he was half-way through the 14 planned sessions. Mr. Everton joined the meeting in progress and reported the sessions were going well and that one of the highlights so far was the 60 parents who turned out for the focus group for ELL and migrant families.

STRATEGIC
PLANNING

Superintendent Opstad discussed the work of the Academic Calendar Committee and reported that he hopes to bring a 2015-2016 academic calendar to the Board for approval in March.

ACADEMIC
CALENDAR

Superintendent Opstad discussed the budget timeline. The lengthy legislative session poses some challenges for budgeting, but his goal is to bring a completed budget to the Board for discussion by the end of May.

BUDGETING
PROCESS

The Board discussed attendance at the 2015 Legislative Conference in Olympia on March 1-2. Dr. Opstad and directors Christi Boora and Jamie Walsh are planning to attend.

WSSDA
LEGISLATIVE
CONFERENCE

Superintendent Opstad noted that the annual audit of the district began earlier in the day. Auditors will be in the district for several weeks.

ANNUAL AUDIT

Superintendent Opstad reported on the Future Ready Schools conference that he, Matt Mahon from Aberdeen High School and Ron Francisco from the Technology Department attended during the mid-winter break. He said it was an opportunity to network with other districts and there was much information and discussion about how our district can plan for a digital future for our students.

FUTURE READY
SCHOOLS

Teaching and Learning Director Judy Holliday presented the Teaching and Learning Report for January. Under Professional Development she reported on the TPEP (teacher-principal evaluation program) training for staff on the Comprehensive Evaluation. Under assessments she reported on end-of-course assessments and collections of evidence that took place at the high schools and the Measure of Academic Progress testing that took place using the new web-based version. Under Curriculum, she reported on the work of the Instructional Materials Committee, which met January 15 and reviewed proposed new materials. Under Highly Capable she reported on the work of the Highly Capable Committee, which considered an appeal and she reported on a workshop, "The Art of the Memoir" that was offered to students in 3rd-6th grades. Under Grants, she reported on a \$43,000 allotment from the Weatherwax Endowment that the district will use to support AVID, Naviance implementation and Freshman Academy activities.

TEACHING AND
LEARNING

The Board approved adoption of new materials as recommended by the Instructional Materials Committee.

NEW
INSTRUCTIONAL
MATERIALS

On a motion by Jeremy Hawkins and seconded by Jamie Walsh, the Board adopted "Out of the Dust," a novel by Karen Hesse for use in 8th Grade Honors English classes at Miller Junior High School.

On a motion by Jeremy Hawkins and seconded by Jamie Walsh, the Board adopted "Warriors Don't Cry," a memoir about desegregation by Melba Pattillo Beals for use in 8th Grade Honors English classes at Miller Junior High School.

On a motion by Christi Boora and seconded by Jeremy Hawkins, the Board adopted "Introduction to Sociology," a web-based sociology text for use in

classes at Aberdeen High School. Superintendent Opstad said the teacher, Terry Dion, is excited about the online ability of the text and is working to make the materials appealing to students. President Bielski said she believes online materials are very beneficial to students. She said she appreciates the effort involved and commends teachers who are putting together online complements to their texts and course materials.

On a motion by Christi Boora and seconded by Jeremy Hawkins, the Board adopted "Long-Term Care Nursing Assistants, 6th Edition," which is an updated version of a text already in use in the Professional Medical Careers classes at the Twin Harbors Branch Skills Center.

During discussion of the new texts, Director Jamie Walsh asked if more information could be provided about materials already being used in the classroom where a new text is being added.

Business Manager David Herrington presented the Fiscal Status Report for January. Based on the Budget Status Report, the ending fund balance in the General Fund is \$2,236,496.20; in the Capital Projects Fund it is \$278,993.18; in the Debt Service Fund it is \$1,000,924.86; in the Associated Student Body Fund it is \$248,771.63, and in the Transportation Vehicle Fund it is \$283,723.19.

FISCAL STATUS
REPORT

Business Manager David Herrington presented the annual update on Robert Gray Elementary School and Aberdeen High School from the Asset Preservation Program. Participation in the program ensures future eligibility for state "matching" funds when it comes time to modernize or replace either facility. Other buildings in the district were built before the tracking program was in place.

ASSET
PRESERVATION
PROGRAM

On a motion by Jeremy Hawkins and seconded by Jamie Walsh, the Board adopted an affiliation agreement between the Twin Harbors Branch of the New Market Skills Center at AHS and the Grays Harbor Health and Rehabilitation Center. She said it was very fortunate that discussions were already taking place before the January 5 storm because Pacific Care Center is closed for several more months in the wake of the flooding.

CTE AFFILIATION
AGREEMENT

Title I Director Jim Sawin presented the Policy 4130, the district's Parent Involvement Policy, for Board review. He explained that changes in Title I regulations will probably result in a policy update before the next review.

PARENT
INVOLVEMENT
POLICY REVIEW

On a motion by Christi Boora and seconded by Jeremy Hawkins, the Board declared inventoried items in storage at the Stewart Building as surplus.

SURPLUS
EQUIPMENT

The next regular meeting of the Board is set for 7 p.m. Tuesday, March 10, 2015, in the Community Room at Aberdeen High School. A work study for a presentation from Aberdeen High School will precede the meeting.

NEXT MEETING

At 7:33 p.m., President Bielski recessed the meeting into an executive session expected to last less than 10 minutes for the purpose of evaluating the qualifications of applicants for employment. The session began at 7:45 p.m. and the regular meeting resumed at 7:55 p.m.

EXECUTIVE
SESSION

Following a presentation by Human Resources Director Emily Hetland, on a motion by Jeremy Hawkins and seconded by Jamie Walsh, the Board approved the Personnel Report. Under certificated matters, the Board approved a leave of absence for Kelsey Kindsvogel, a teacher at McDermoth Elementary School, effective February 2 to February 28; approved the retirement of Deborah Tuttle, a teacher at A. J. West Elementary School, effective June 30; accepted resignations from Carol Richardson, a teacher at Stevens Elementary School, effective August 31 and Steven Taylor, a teacher at Miller Junior High School, effective June 30; approved the hiring of Nancy Babcook and Carol Porter as substitute teachers, and accepted the resignation of Phyllis Brunner as a substitute teacher effective February 11.

PERSONNEL
CERTIFICATED

Under classified matters, the Board approved the hiring of Katherine Aberle and Kellie Pisani as para-educators at Aberdeen High School; Carol Jenkins as a Food Service worker at Aberdeen High School effective February 12, Brenda Camp as a para-educator at McDermoth Elementary, Janet Eaton as a Food Service worker at McDermoth Elementary effective February 24, Nancy Contreras as a para-educator at Stevens Elementary School effective February 2; Lisa Carney as a Math Team coach at Miller Jr. High School effective February 11, and Malia Marks and Alexandra Jennings as student helpers in the 21st Century Program; approved a change of assignment for Katie Petrina from a current-year para-educator to ongoing at Central Park Elementary, effective March 2; approved a leave of absence for Tiffany Plummer, the State & Federal Programs Secretary in the Title I/LAP Office, effective April 11 to May 26; approved the retirement of Kathleen Abbott, a Food Service worker at McDermoth Elementary, effective February 2; accepted resignations from Elizabeth Brueher, the site-coordinator in the 21st Century Program at A.J. West Elementary School, effective February 9, Theodore Wiseman as a para-educator at Central Park Elementary School effective February 27 and from Crystal Messer as a para-educator at McDermoth Elementary School effective September 24; approved the termination of Pamela Grant as a Food Service worker at Miller Junior High School effective February 20; approved extra-curricular contracts at Aberdeen High School for Ken Ashlock as head coach for fast-pitch, Katriina Reime and Rebecca Zvono as assistant coaches for fast-pitch, Shon Schreiber as head coach for baseball, Jesse Marlow and James Lundgren as assistant coaches for baseball, Ashley Kohlmeir as head coach for girls' tennis, Katie Foulds as assistant coach for girls' tennis, Dan Sundstrom as head coach for girls' golf, Larry Fleming as head coach for boys' soccer, Alfie Bensinger as assistant coach for boys' soccer Casey Doyle as an assistant coach for track Toni

CLASSIFIED

Aberdeen School Board Minutes
February 24, 2015

Houbregs, Steve Reed and Shon Schreiber as (.333 FTE) in the Weight Room for spring season; approved extra-curricular contracts at Miller Junior High School for Melanie Bickar, Brenda Blancas, Genielle Harless and Breanna Gentry as head coaches for volleyball, Breanna Gentry as head coach for track and Dave Douglass as assistant coach for track, approved the hiring of Linda Townsend as a substitute para-educator and Bryan Mora as a game worker.

The board discussed the week of March 16 to meet with Mitch Everton about the Strategic Plan.

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

OTHER

ADJOURN

Thomas A. Opstad, Secretary

Sandra Bielski, President

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 CAMP Fifth and Sixth grade

School A.J. West

Advisor's Name Kelly Stewart Phone 360 538 2130

Date of Trip MAY 18 to 21 or MAY 19 to 22

Destination CAMP Bishop

Objective of Trip Outdoor Education

Number of Students 120 Number of Chaperones 9
+ 11. High school (1 chaperone to ten students recommended)

Cost Per Student \$6. per night

Cost Per Chaperone same

Funding Source District + ASB camp fundraiser

Type of Transportation Bus

ASB Approval Jayson Watson Date 2/23/15

Principal's Approval Johanna Date 2/19/15

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.

Aberdeen School District No. 5 **DRAFT**

2015 - 2016 Academic Calendar

AUGUST 2015				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER 2015				
M	T	W	TH	F
	<u>1</u>	<u>2</u>	(3)	4
7	(8)	<u>9</u>	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

16 Days

OCTOBER 2015				
M	T	W	TH	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	(23)
26	27	28	29	30

19/35 Days

NOVEMBER 2015				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

18/53 Days

DECEMBER 2015				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

14/67 Days

JANUARY 2016				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19/86 Days

August 2015

13-14 Summer Conference
 27 New Staff Orientation
 31 Seniors Start and Freshman Academy

September 2015

1-2 Senior Start and Freshman Academy
 3 TRI Day
 4 Non-Work Day
 7 Labor Day Holiday
 8 TRI Day
 9 First Day of School

October 2015

23 LID Replacement Day, No School for Students

November 2015

11 Veteran's Day, No School
 25 Thanksgiving Break Begins/Early Release
 26-27 Thanksgiving Holiday, No School

December 2015

21-31 Winter Break

January 2016

1 Winter Break Continues
 18 Martin Luther King Jr. Holiday, No School

February 2016

12 Weather Make-up Day, POSSIBLE School Day
 15 President's Day Holiday
 Mid-Winter Break, No School
 16 TRI Day, No School for Students

April 2016

4-8 Spring Break

May 2016

27 Weather Make-up Day, POSSIBLE School Day
 30 Memorial Day Holiday, No School

June 2016

23 Last Day of School, Early Release

FEBRUARY 2016				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	(16)	17	18	19
22	23	24	25	26
29				

18/104 Days

MARCH 2016				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23/127 Days

APRIL 2016				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

16/143 Days

MAY 2016				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

20/163 Days

JUNE 2016				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

17 /180 Days

JULY 2016				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29



Department of Teaching and Learning

February Report

March 10, 2015

Professional Development:

- TPEP sessions were held for both Comprehensive and Focus Evaluations. Most teachers seem to have adjusted to the new system.
- District Math Leadership reviewed the Common Math Assessments given in November and began work on the one to be administered in March.
- Several staff from across the district attended a workshop at Grays Harbor College on poverty presented by Donna Beagle.
- Five administrators attended Eric Jensen's "Gamechangers" Workshop that focused on instructional strategies to build the brain and to overcome the negative effects of poverty on educational success. Dr. Opstad's 100% graduation rate fits perfectly into Jensen's definition of gaudy goals.
- Ten staff participated in a First Aid/CPR class on February 26.

Assessments:

- WELPA – Washington English Language Proficiency Assessment – was administered to ELL students. The window closes March 13.
- On February 10, the NAEP (National Assessment of Educational Progress) was administered at Miller to a group of 8th grade students.
- Smarter Balanced Assessment training and test administration awareness has begun across the district. Students are to have a minimum of two introductions to the practice, training or interim assessments prior to the actual SBAC. The first window for 3rd grade ELA opened today, March 10.

Highly Capable:

- OLSAT tests were administered to 13 kindergarten students. Once results are received, the Highly Capable Team will meet to determine placement.

FLOOD INSURANCE PREMIUMS

BUILDING FLOOD ZONE	COVERAGE	CONTENTS	FLOOD ZONE	ANNUAL COST DEDUCTIBLE \$2,000	ANNUAL COST DEDUCTIBLE \$5,000	ANNUAL COST DEDUCTIBLE \$10,000	ANNUAL COST DEDUCTIBLE \$25,000	NON FLOOD ZONE DEDUCTIBLE
ABERDEEN HIGH SCHOOL	\$ 500,000.00	0.00	A2/C	\$ 8,671.00	\$ 8,070.00	\$ 7,429.00	\$ 6,100.00	
AJ WEST	\$ 500,000.00	0.00	A2	\$ 8,671.00	\$ 8,070.00	\$ 7,429.00	\$ 6,100.00	
CENTRAL PARK	\$ 500,000.00	\$ 50,000.00	C	\$ 1,721.00	\$ -	\$ -	\$ -	\$ 1,000.00
HARBOR HIGH/HOPKINS	\$ 500,000.00	0.00	A2	\$ 8,671.00	\$ 8,070.00	\$ 7,429.00	\$ 6,100.00	
MCDERMOTH	\$ 500,000.00	\$ 50,000.00	C	\$ 1,721.00	\$ -	\$ -	\$ -	\$ 1,000.00
MILLER	\$ 500,000.00	\$ 50,000.00	B	\$ 1,721.00	\$ -	\$ -	\$ -	\$ 1,000.00
ROBERT GRAY	\$ 500,000.00	\$ 50,000.00	C	\$ 1,721.00	\$ -	\$ -	\$ -	\$ 1,000.00
STEVENS	\$ 500,000.00	\$ 50,000.00	B	\$ 1,721.00	\$ -	\$ -	\$ -	\$ 1,000.00
ADMINISTRATION BLDG	\$ 500,000.00	0.00	A2	\$ 8,626.00	\$ 8,028.00	\$ 7,390.00	\$ 6,069.00	
MAINTENANCE BUILDING	\$ 500,000.00	\$ 50,000.00	B	\$ 1,721.00				\$ 1,000.00
STEWART BUILDING	\$ 500,000.00	\$ 50,000.00	C	\$ 1,721.00				\$ 1,000.00

Cost of insurance for contents, in non-flood zone, the first \$50,000 is included in the annual premium cost. There is a \$1,000 deductible for those policies on contents
 We can buy insurance for contents up to \$150,000 for additional cost. This can be for buildings in the floodplain and those not in the floodplain.

Vendor	Total Cost	Multiplier	Points
MicroK12	\$ 149,848.57	1	35

Multiplier = Lowest Total Cost/ Total Cost from vendor being compared. The vendor with the lowest cost received 35 maximum points. All other vendors received a point total equal to the Maximum Points (35) multiplied by their " Multiplier".

SEXUAL HARASSMENT

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment ~~shall~~ will be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent ~~shall~~ will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The

procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent ~~shall~~ will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedures, which include the complaint process, ~~shall~~ will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy ~~shall~~ will be reproduced in each student, staff, volunteer and parent handbook.

The superintendent ~~shall~~ will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, ~~shall~~ will be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross References:	Board Policy	<u>3207</u>	<u>Prohibition of Harassment, Intimidation and Bullying</u>
		3210	Nondiscrimination
		3240	Student Conduct
		3421	Child Abuse and Neglect
		5010	Nondiscrimination
		5255	Disciplinary Action and Discharge

Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination--Scope
	WAC 392-190-056 – 058	Sexual harassment

Adoption Date: 06/05/95
Revised: 05/02/00; 02/15/05; _____

Sexual Harassment

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff will always inform complainants of their right to and the process for filing a formal complaint. Staff will also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include:

1. An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
2. A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or
3. A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant.

Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process

Level One – Complaint to District:

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential will be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process will be followed:

- A. The compliance officer will receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B. All formal complaints will be in writing; will be signed by the complainant; and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.

- C. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to:
1. Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or
 2. Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- D. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating sexual harassment complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
- E. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a complaint under this policy and procedure and from retaliating against an individual for filing such a complaint. The school district and complainant may agree to resolve the complaint in lieu of an investigation. However, the compliance officer will investigate the allegations within thirty (30) calendar days.
- F. When the investigation is completed the compliance officer will compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent will take further action on the report.
- G. The superintendent will respond in writing to the complainant and the accused within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
- H. The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether the district has failed to comply with sexual harassment laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.
- I. Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due

process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

Level Two -Appeal to Board of Directors:

If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors , by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response. :

The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction:

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing:

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be sued to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

1. Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or

2. Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities. Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents will be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

A copy of the district's sexual harassment policy must be included in any publication of the district or of a school that sets forth the rules, regulations, procedures, and standards of conduct for the school or school district. The policy must also be conspicuously posted in each school district, and provided to each employee, volunteer, and student.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Replaced: _____

Sexual Harassment

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face to face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B. All formal complaints shall be in writing; shall be signed by the complainant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

~~D. The superintendent shall respond in writing to the complainant and the accused within thirty days stating:~~

- ~~1. That the district does not have adequate evidence to conclude that harassment occurred;~~
- ~~2. Corrective actions that the district intends to take; and/or~~
- ~~3. That the investigation is incomplete to date and will be continuing.~~

~~E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Disciplinary actions shall be in compliance with collective bargaining agreements and state and federal law.~~

~~If a student remains aggrieved by the superintendent's response, he or she may pursue the complaint as one of sexual discrimination pursuant to Policy 3210, Nondiscrimination. Similarly staff may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.~~

~~A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.~~

~~Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.~~

~~As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:~~

- ~~1. Demands for sexual favors in exchange for preferential treatment or something of value;~~

- ~~2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;~~
- ~~3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;~~
- ~~4. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;~~
- ~~5. Using derogatory sexual terms for a person;~~
- ~~6. Standing too close, inappropriately touching, cornering or stalking a person; or~~
- ~~7. Displaying offensive or inappropriate sexual illustrations on school property.~~

~~Annually the superintendent or designee will convene a committee to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.~~

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>
Kelsey Kindsvogel	McDermoth Elementary	Teacher	02/26/15 – 06/30/15

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Rocky Rocquin	Aberdeen High School	Principal	06/30/15
Kacey Loman	Central Park Elementary	Teacher	06/30/15
Christyna Paris	Aberdeen High School	Teacher	06/30/15

CLASSIFIED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Grace Smith	Central Park Elementary	Para-educator - CYO	03/02/15
Payton Glanz	A. J. West Elementary	Student Helper – 21 st Century Program	03/02/15
Hannah Palmer	A. J. West Elementary	Student Helper – 21 st Century Program	02/25/15
Linda Townsend	A. J. West Elementary	Para-educator – 21 st Century Program	02/13/15

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Chuck Veloni	Aberdeen High School	Wrestling – Head Coach	03/04/15
Jeremy Walker	Aberdeen High School	Track – Assistant Coach	02/25/15

Substitute Hires:

Para-educator:

Rhonda Fink

Food Service Worker:

Rhonda Fink

Jordan Connell