

QUILLAYUTE VALLEY SCHOOL DISTRICT NO. 402  
REGULAR SCHOOL BOARD MEETING  
TUESDAY, MAY 23, 2006  
6:00 P.M.  
**Minutes**

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**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chairman Dave Dickson called the meeting to order at 6:03 P.M and led the Pledge of Allegiance. Members present were Rick Gale, Sharon Penn, Tina Bergstrom, Dave Dickson, Nina Lau, Frank Walter and Recording Secretary Debbie Hull.

**II. APPROVE MEETING MINUTES**

Rick Gale moved to approve the minutes of May 9, 2006. Tina Bergstrom seconded and the motion carried.

**III. ADOPT AGENDA**

Sharon Penn moved to adopt the agenda. Rick Gale seconded and the motion carried.

**IV. CONSENT AGENDA**

Sharon Penn moved to adopt the consent agenda and Rick Gale seconded. After a brief review by Superintendent Frank Walter, the motion carried.

**A. Personnel Actions**

**1. Hiring of:**

- Zaigham Bukhari, Electronics Technician, effective May 22, 2006

**2. Hiring for Summer School Programs**

- Linda Boyd, FMS Summer School Instructor, effective June 26 through July 21, 2006
- Cindy Spade, Summer School Secretary, effective June 26 through July 21, 2006
- Stephanie Wickersham, FES Summer School Instructor, half-time, June 26 through July 21, 2006
- Katie Haag, FES Non-completer Summer School Instructor, half-time, June 26 through July 21, 2006
- Nancy Silcox, FES Summer School Instructor, June 26 through July 21, 2006
- Chris Ballard, Bilingual Summer School Instructor, June 26 through July 21, 2006
- Sandra Velasquez, FES Summer School Paraeducator Support, June 27 – 30, 2006
- Cheri Duncan, Special Education Extended School Year, 2006

**3. Separation of:**

- Vonnie Messerschmidt, LOA Expiration
- Donna Petrovich, LOA Expiration

**B. Bills and Payroll**

May payroll and General Fund vouchers no. 59303 through 59395 totaling \$118,673.23; ASB Fund vouchers No. 8357 through 8390, totaling \$23,324.49; and Trust and Agency Fund voucher No. 0236 and No. 0237 totaling \$119,563.38.

**C. Approval of:**

- Out of State Travel to Forest Grove, OR, May 25, 2006 for Music in May. Instructor Rebecca Murrillo and Students Aurora Harmon, Evalina Lay-White, Deana Rogers and Nathan Matchett
- Contract for Personal Services with Trevor Henry, March 27, 2006 through May 15, 2006

**V. REPORTS**

**A. Leadership Report**

**1. End-of-Year Activities**

Chris Wiseman, Forks High School (FHS) Assistant Principal shared the high school activities calendar for the remainder of the year and encouraged the board and audience to check the school's webpage for a current calendar of events. The End of Year Events calendar for Forks Elementary School (FES) was also distributed.

**2. High School Climate Report**

Patty Brandt and Dave Demiglio, from the FHS Climate Committee, reported that the process to regroup as a staff at FHS began last spring. Kevin Ramsey, from the Washington Education Association, visited last spring

and returned this spring to conduct interviews with each staff member. The compiled results of his interviews were shared with the Climate Committee who shared them with the staff. The Climate Committee used the results to develop four goals. The full process of creating a positive culture and climate is expected to take three to five years; however, staff members are in agreement that the climate is exceedingly better than the previous year, and want to move forward. Mrs. Brandt stated that with the leadership of Ray Marshall and Chris Wiseman great gains are being made.

3. Dissemination of SAT/Scholarship Info at FHS

In response to a question raised at a previous board meeting, Ray Marshall, FHS Principal, gave a brief recap of the many ways that FHS scholarship and SAT information has been disseminated to the public this school year. He also explained that most colleges and scholarship providers no longer send printed materials to schools; information is made available on-line. The FHS counseling office is updating their website with information daily.

4. Middle School Discipline Report

Ray Marshall, Forks Middle School (FMS) Principal, gave a presentation of the discipline trends in the middle school over the past two years sharing the correlation between the number of referrals versus athletics and grade point averages. The middle school's focus in the coming years will be to change inappropriate behavior before it becomes a bad habit.

**B. Insight Schools Operations and Policy Manual**

Bill Finkbeiner, Executive Director of Insight School of Washington, and Rebekah Richards, Director of Curriculum and Instruction, via video conference, reviewed the draft Operations and Policy Manual with the board. The compilation of this operations and policy manual has followed the existing Forks High School Handbook and QVSD board policies to the extent possible. Mr. Finkbeiner expressed his appreciation for the opportunity to work with Quillayute Valley School District.

**C. Financial Report**

1. April Budget Status Report

April Budget Status Report

General Fund

Total Ending Fund Balance	\$289,894.74
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Capital Projects Fund

Total Ending Fund Balance	\$83,425.32
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Debt Service Fund

Total Ending Fund Balance	\$441,184.88
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Associated Student Body Fund

Total Ending Fund Balance	\$137,050.07
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Transportation Vehicle Fund

Total Ending Fund Balance	\$29,483.70
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2. 2006-2007 Budget Development Update

Superintendent Walter reported that those certificated staff members that will be RIFd have been notified and that contracts have been issued for the remaining certificated staff. Letters of Reasonable Assurance of Employment have been issued to classified staff. Mr. Walter and Jan Haugen, Director of Finance, are currently working on the projected Non-Employee Related Costs (NERCs), and there are still lots of details to complete.

3. Preliminary Audit Report

Superintendent Walter reported that Dave Dickson, Jan Haugen and he met with Joe Simmons, State auditor, where he reported there will be a finding as a result of the recent audit. The finding will state that the district did not have adequate internal controls in place for the documentation of experience and placement of teachers at Quileute Tribal School (QTS). The district has thirty days to respond and indicate the correction to the finding,

which goes to the Office of Superintendent of Public Instruction. If there is any recalculation and adjustment of apportionment, it will be passed on to QTS. In the future, documentation will be pursued through the QVSD administration office to prevent a reoccurrence.

4. Rental Sale Proceeds

Superintendent Walter reported the sales of all four of the rental properties have completed transfer and closing, with total revenue of \$247,231.

**D. Legislative Report**

There was no legislative report.

**E. Board Report**

Nina Lau reported that she knew of at least two students interested in serving as representative to the board during the 2006-2007 school year, and suggested that two students fill the position if the board could accommodate them. She also suggested that they be required to attend the student council meetings and report between the council and board..

**F. Superintendent's Report**

1. Summer School Plans

Superintendent Walter reviewed the staff members that have been hired for 2006 Summer School, June 27<sup>th</sup> through July 21<sup>st</sup>. Sessions will include the elementary enrichment program, elementary and middle school non-completer and bilingual program.

2. Staff Contracts for 2006-2007

Superintendent Walter reported on staff contracts under Budget Update.

3. Board Retreat with WSSDA Training

Superintendent Walter presented possible dates for WSSDA training of school board members by Carol Andreasen. The board agreed to review a list of possible subjects and meet on June 13, 2006 for the workshop.

**VI. NEW BUSINESS**

**A. Draft QVSD Priorities for 2006-2007**

Superintendent Walter presented a draft of the district priorities for 2006-2007 for the board's review. Leadership Team is currently reviewing, also.

**B. Approve Revised Facility Use Rates**

Rick Gale moved to approve a revised rate schedule for facility use, made necessary by increased costs to the district. Sharon Penn seconded and the motion carried.

**C. Approve Resolution No. 14-05/06, "2006-2007 Administrative Salaries"**

Tina Bergstrom moved to approved Resolution No. 14-05/06, "2006-2007 Administrative Salaries." Sharon Penn seconded and the motion carried.

**D. Approve Insight School of Washington Operations and Policy Manual**

Dave Dickson requested that the approval of the Insight School of Washington Operations and Policy Manual be postponed until June.

**E. First Reading of Policy No. 2409, "Middle School and High School Promotion Standards"**

Patti Fouts, FMS Assistant Principal, presented changes to Policy No. 2409, "Middle School and High School Promotion Standards." She asked that some specific language regarding the frequency of review of student grades be deleted as it is no longer accurate.

**VII. PUBLIC COMMENT AND QUESTIONS**

Aaron Abrahams expressed concern regarding the appearance of some alternative school students present at a recent first grade field trip that he accompanied. The board members stated that the matter would be looked into.

**VIII. EXECUTIVE SESSION**

There was no executive session.

**IX. ADJOURNMENT**

The meeting was adjourned at 9:52 P.M. by general consensus with no further action taken.

**X. WRAP UP**

The next regular meeting of the Board of Directors will be Tuesday, June 6, 2006, at 6:00 P.M., in the administration board room.

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Board Secretary

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Board Chairman

***Approved by the Board June 6, 2006***