



**Entiat  
School  
District**

**Staff Handbook**

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# Staff

## Entiat School District 2019-2020

Miles Caples .....	Superintendent/AD/Title 1/Lap	Darby Hammond.....	Dean of Students
Robin Kirkpatrick .....	Principal	Diane Grover.....	Business Manager
Cameron Anthis.....	Custodian	Kevin Jones .....	MS Science/Robotics
Floy Kay Arras.....	1st Grade	Marilyn Kamphaus .....	Elementary Secretary
Stewart Bangassar.....	Custodian	Heather Long .....	MS/HS Secretary
Carly Bartlett .....	Fiscal Assistant	Phylis Michael.....	Paraeducator
Judy Black-Schmidt.....	School Nurse	Stacy Mitchell.....	Bus Driver
Tirrell Buckingham.....	Paraeducator	Jody Nelson.....	Intervention /Study Hall
Heidi Bush .....	Paraeducator	Lanae Nelson-Gardenton .....	Paraeducator
Julie Cannon.....	MS/HS Art/Elem. PE	Tammi O'Brian .....	HS Business Ed.
Nancy Coolidge.....	HS English	Frank Owens .....	Lead Maintenance/Grounds
Wendi Crutcher .....	MS Math/Yearbook	Mary Perry-Hardin .....	Music
Cindy Deatherage.....	3 <sup>rd</sup> Grade	Greg Renggli.....	Spanish Teacher/Bilingual Dir.
Jen DeLay .....	4 <sup>th</sup> Grade	Rachel Rice.....	Kindergarten
Kellen Drake .....	MS/HS PE/Health	Sheena Robinson .....	Kitchen Server
Dan Durr.....	HS Science	Linda Russell .....	Pre-School Paraeducator
Vicki Edwards .....	4 <sup>th</sup> /5 <sup>th</sup> Grade	Dave Sanford .....	Custodian
Bill Edwardson.....	HS History/Leadership	Sascha Smith.....	Paraeducator/Coach
Dawn Gangle .....	1 <sup>st</sup> Grade	Lee Southard.....	6 <sup>th</sup> Grade
Paula Gifford .....	Assistant Cook	Madelinn Southard .....	Paraeducator
Dave Hardin.....	Bus Driver	Mandy Southard .....	Special Education
Deanna Hoefner .....	Kitchen Server	Laauren Tewell.....	5 <sup>th</sup> Grade
Julie Holbrook.....	Bus Driver	Lisa Thompson .....	Paraeducator
Jade Hothan .....	Librarian	Consuelo Vega .....	Bilingual Paraeducator
Vickie Jacobs-Stanton.....	Transp.Coord./Driver	Irma Verduzco.....	District Secretary
Noël James .....	2 <sup>nd</sup> Grade	Kari Williams .....	Head Cook
Roxanna Jensen.....	Interventions Specialist	T.J. Wolsborn .....	HS Math
Jessica Johnson.....	Paraeducator		



**Contracted Services**

Lisa Agnew-Santos.....Psychologist  
Anna Munsey ..... Speech Therapist  
Shana Anders .....Occupational Therapist

Michael Nees ..... Desktop Technician  
Cathy Mullin..... Speech Therapist Assistant  
Darcy Johnson..... SPED Director



## **Major Administrative Responsibilities:**

### **Principal—Robin Kirkpatrick**

1. Fully responsible for the administration of the school.
2. Observes and evaluates teachers.
3. Interprets school board policy to staff, students, and parents.
4. Organizes and supervises faculty committees.
5. Directs curricular programs and staff scheduling.
6. Coordinates counseling services.
7. Disciplines Pre K-12<sup>th</sup> grade students.
8. Formulates and submits building and ASB budgets to superintendent.
9. Gives final approval on student schedule conflicts.
10. Gives final approval for all ASB and District requisitions.
11. Approves all communications to parents and patrons.
12. Supervises all equipment, supplies, and book inventories.
13. Coordinates all graduation activities.
14. Coordinates classroom equipment and furniture needs.
15. Coordinates student recognition and departmental awards.
16. Coordinates all custodian and maintenance needs.
17. Builds master schedule.

### **Vocational Education Director —Robin Kirkpatrick**

1. Directs the vocational education program.
2. Prepares and administrates the vocational education budget.
3. Supervises and assists teachers in the organization of advisory committees.
4. Seeks and administers funding opportunities for vocational education.
5. Represents the Entiat School District at OSPI and ESD meetings and other vocational education activities.
6. Appraises and evaluates the total vocational program.
7. Prepares the one and five year plans.



## **Major Administrative Responsibilities:**

### **Athletic Director—Miles Caples**

1. Administers the program of extra-curricular sports activities for the school, including interscholastic programs, grades 7-12.
2. Assumes responsibility for the athletic portion of the ASB budget.
3. Supervises and manages the extra-curricular events.
4. Represents the Entiat School District on or at various North Central B League, District 6 and WIAA committees/meetings.
5. Maintains inventories of all activities.
6. Organizes, supervises, and evaluates all interscholastic programs and staff.
7. Assists with the publicity of extra-curricular activities.
8. Directs the selection of extra-curricular staff.
9. Assists with the supervision of student activities.

### **Dean of Students— Darby Hammond**

1. Monitor students' academic status and progress, in coordination with other district staff.
2. Coordinate and monitor scholarship program, including publishing information to the district website.
3. Coordinate College Parent Night Presentation and 11<sup>th</sup>/12<sup>th</sup> grade classroom presentation (both in the fall).
4. Coordinate and host the Running Start Parent/Student annual meeting/presentation (spring).
5. Serve as contact for college and military recruiters.
6. Teacher, parent, student conferences, personal counseling, and student referral are interrelated and are primary responsibilities of the Dean of Students.
7. Assist students with academic and career planning, including college planning, Running Start Program, Wenatchee Valley Technical Skills Center, Skill Source, and others.
8. Facilitate student intervention team process and coordinate execution of assistance plans.
9. Assist principal with student behavior management and administration of discipline.
10. Facilitate implementation of the district positive behavior interventions supports (PBIS) program.
11. Supervise after school detention 1 hour per week during the school year.
12. Consult/meet with parents and staff regarding academic progress, attendance or behavior issues as needed.
13. Assist with ongoing implementation of Navigation 101



14. Organize Senior Awards Ceremony (spring).
15. Liaison with Child Protective Services and other social service agencies.
16. Provide short-term individual and group counseling/support.
17. Assume responsibility for school administration/operations in the absence of other administrators.
18. Assist with the development of class schedules.
19. Work closely with school secretaries before and after the school year to ensure that schedules, forms, new students are ready for start of school and all reports and filing are complete at the end of the school year.
20. Serve as Section 504 Coordinator, managing the development and monitoring of student 504 plans.
21. Serve as the District Title IX officer, McKinney-Vento Homeless Liaison.
22. Attend/participate in all required staff meetings and other activities deemed necessary by the District, in order to accomplish the objectives of the position and for professional development.
23. Maintain punctuality and consistent attendance.
24. Other duties as assigned.

**Assessment Coordinator— Bill Edwardson**

1. Administers PSAT, ASVAB, and state assessments.
2. Coordinates testing and interpretation with parents and students.
3. Oversees district assessment program.



## Schedules

<b>MS/HS Schedule</b>	<b>Time</b>
1 <sup>st</sup> Period	8:15am-9:25am
2 <sup>nd</sup> Period	9:24am-10:37am
3 <sup>rd</sup> Period	10:39am-11:49am
MS/HS Lunch	11:50am-12:20pm
4 <sup>th</sup> Period	12:22pm-1:32pm
5 <sup>th</sup> Period	1:35pm-2:45pm

<b>Elementary Schedule</b>	<b>Time</b>
Classrooms	8:15am-2:45pm
3 <sup>rd</sup> -5 <sup>th</sup> Specialist	9:27am-10:37am
1 <sup>st</sup> -2 <sup>nd</sup> Recess	9:45am-10:00am
Kindergarten Recess	10:00am-10:15am
PreK Recess	10:15am-10:30am
3 <sup>rd</sup> -5 <sup>th</sup> Lunch Recess	10:45am-11:00am
K-2 <sup>nd</sup> Lunch Recess	10:55am-11:10am
3 <sup>rd</sup> -5 <sup>th</sup> Lunch	11:00am-11:20am
K-2 <sup>nd</sup> Lunch	11:10am-11:30am
K-2 <sup>nd</sup> Walk to Read	11:45am-12:20pm
Primary Specialists	12:22pm-1:32pm
PreK Recess	1:15pm-1:30pm
3 <sup>rd</sup> -5 <sup>th</sup> Recess	1:30pm-1:45pm
3 <sup>rd</sup> -5 <sup>th</sup> Walk to Read	1:45pm-2:30pm





# Philosophy

## Vision

- Every teacher, parent, and student is clear on the knowledge, skills, and dispositions students are expected to acquire in each course, grade level, and unit of instruction.
- The learning of each student is monitored on a timely basis. When students experience difficulty, the school has structures in place to ensure they receive additional time and support for learning. Extended learning opportunities are provided for students who have mastered the required content.
- There is a climate of high expectations for student success. Staff members communicate and model their high expectations to students, parents and one another.
- A collaborative culture ensures staff members work together interdependently, using effective practices to best meet the needs of their students and to analyze and improve their professional practice.
- Frequent reporting of student progress toward explicit learning outcomes helps staff members and parents take collective responsibility for student learning.
- Structures are created to promote widely dispersed leadership throughout the school.
- Staff members enjoy considerable professional autonomy within specific and clearly understood guidelines.
- All staff members continually grow in their professional expertise because structures to support their ongoing job-embedded learning and continuous improvement are built into the school day and school year.
- The efforts, improvements, and achievements of students and adults are recognized and celebrated.
- There is a safe and orderly environment.

## Mission

Our mission at Entiat School District is to provide all students with the necessary knowledge, skills, and attitudes to be productive and responsible citizens.

## Goals

- All students will successfully complete every course and grade level and will demonstrate proficiency on local, state, and national assessments.
- Eliminate the gaps in student achievement that are connected to race, socioeconomic status, and gender.



- Provide all students with the social experiences that support them in becoming responsible, productive citizens.

## Questions to Ponder

- What is it we want our students to learn? What are the knowledge, skills, and dispositions we expect each student to acquire as a result of each unit we teach?
- How will we know if our students are learning? What evidence will we gather and consider collectively to monitor the learning of each of our students?
- How will our team and our school respond when students don't learn? Do we have a process in place that ensures students are provided with additional time and support for learning in a timely, directive and systematic way that does not deprive students of access to new, direct instruction?
- How will we enrich and extend the learning for students who have demonstrated proficiency?

## Board of Directors

The Board of Directors of the district is composed of five citizens elected by district voters for 4-year terms. One of the board's duties is to approve all new permanent employees before their employment is considered official.

The current members are:

Tammy Giacomazzi, Chair .....	860-1659.....	<a href="mailto:giacomommy@yahoo.com">giacomommy@yahoo.com</a>
Monica Quezada .....	679-1814.....	<a href="mailto:monicaq006@006gmail.com">monicaq006@006gmail.com</a>
Nicole Poyner .....	784-4090.....	<a href="mailto:robnicpoy@gmail.com">robnicpoy@gmail.com</a>
Viky Quezada .....	860-8298.....	<a href="mailto:virginiag@northernfruit.com">virginiag@northernfruit.com</a>
Jim Smothers.....	784-4023.....	<a href="mailto:gt40ranger3@gmail.com">gt40ranger3@gmail.com</a>

Regular school board meetings are held on the third Thursday of each month. Board meetings are held at the school library at 7pm. They are sometimes preceded by a work session at 6 or 6:30 pm. Members of the staff and public are always welcome to attend.

