

**Minidoka County School District #331
School Board of Trustees
Monthly Session Meeting Minutes
June 16, 2008**

Brian Duncan, Chairman of the Board, called the school board meeting to order at 5:15 p.m. The poll of the board was as follows: Duncan – Yes; Price – Yes; McDonald – Yes; Stevenson – Yes. Vice Chairman Greer Copeland arrived at 5:34 p.m.

2008-2009 Proposed Budget Approved

Michelle DeLuna, Business Manager, presented the proposed 2008-2009 Minidoka County School District & ARTEC budgets. The hearing was held in open session at the Minico High School Library. A motion to approve the 2008-2009 ARTEC budget was made by Trustee George MacDonald, seconded by Trustee Doyle Price and unanimously approved. Trustee MacDonald motioned to approve the 2008-2009 Minidoka County School District Proposed Budget. The motion was seconded by Vice Chairman Greer Copeland and unanimously approved. Chairman Duncan declared the Budget Hearing closed at 6:16 p.m. A copy of the School District Budget is available for public inspection as the District Office, 633 Fremont Avenue, Rupert, Idaho.

First Executive Session

A motion was made by Vice Chairman Copeland and seconded by Trustee Doyle Price to go into Executive Session. Executive session began at 6:16 p.m. for the purposes of consideration of school personnel Idaho Code 67-2345 (a) (b); labor negotiations or interest in real property (c), and legal questions (f). The poll of the trustees follows: Duncan- Yes; Copeland - Yes; Price-Yes; MacDonald-Yes; Stevenson – Yes.

Vice Chairman Greer Copeland moved to close the Executive Session and return into Open Session. Trustee Doyle Price seconded the motion which was approved unanimously. Brian Duncan, Chairman of the Board, declared the Executive Session adjourned at 7:04 p.m.

Return into Open Session

At 7:11 p.m., Chairman Duncan called to order the Regular Board Meeting which was which was held at the Minico High School Library, 292 West 100 South, Rupert, Idaho.

Poll of the Board

The poll of the trustees follows: Duncan – Yes; Copeland – Yes; MacDonald – Yes; Price – Yes; Stevenson – Yes. The Clerk of the Board reported a quorum was present.

Others Present

The following were also present: Dr. Scott Rogers, Superintendent; John Fennell, Assistant Superintendent; Michael Tribe, School Legal Counsel; and Betty Miller, Board Clerk. Others attending were: Building Principals: Suzette Miller and John Kontos. Also in attendance were: Theo Schut, Maintenance Supervisor; Alicia Bywater, Transportation

Supervisor; and Michele Widmier, Federal Programs Director. Rich Greene was present from South Idaho Press.

Pledge of Allegiance and Welcome to Meeting

The Pledge of Allegiance was led by Kris Copeland. Following the pledge, Chairman Duncan welcomed staff and patrons.

Agenda Approved

A motion to approve the agenda was made by Trustee MacDonald, seconded by Trustee Tammy Stevenson and unanimously approved.

Good News Report

Chairman Duncan announced that George and Helen MacDonald will be serving as the Grand Marshalls for the Rupert 4th of July Celebration this year.

Vice Chairman Copeland was presented with a lifetime pass for his 12 years of continuous service as a school board trustee from the IHSAA (Idaho High School Activities Association). This allows free entrance to all state games and activities. At the July board meeting, Kurt Harman will replace Mr. Copeland as trustee. As this is the last official board meeting with Mr. Copeland representing the school district as Trustee for Zone 5, he was presented with a plaque for his 12 years of dedicated service, a gift certificate to Jakers, candy from Zions Bank, and a bouquet of flowers was presented to Kay Copeland. Vice Chairman Copeland was excused from the meeting at 7:19 p.m. due to a prior family engagement.

Superintendent Rogers gave a construction update on the new schools. He reported that the masonry at the Paul Elementary Multi-purpose room is 90% complete and should be finished by this fall. Foundation work at Heyburn Elementary is complete and Acequia's foundation is almost complete.

Student Representative Report

Spencer Christensen, subbing for Melanie Fennell as Student Council Representative, announced that the Student Council members have just returned from a retreat at Island Park. Council members have developed a calendar for the new school year and are waiting for administrative approval. Spencer reported that the Burley game is scheduled for September 19th and the Homecoming game will be October 17th against Jerome. Council members have set a goal to collect 10,000 cans again this year for the Souper Bowl.

Patron Comments

There were no patron comments.

Consent Agenda

The board moved to adopt the Consent Agenda with a unanimous consent.

Minutes of Previous Board Minutes Approved

Minutes of previous board minutes were unanimously approved for:

May 19, 2008, Regular Board Meeting

May 29, 2008, Special Board Meeting & Lighthouse Training

The minutes noted above are herein incorporated into the board minutes by reference to the date of the board meeting.

Bills and Payroll Were Approved

The School Board approved bills and payroll for payment:

Accounts Payable: \$ 792,087.94

Payroll: \$ 1,983,250.41

The monthly reports and bills are herein incorporated into these minutes by reference to Exhibits: "Board Revenue Report", and "Accounts Payable Runs."

Correspondence and Information

Dr. Rogers read a letter from the Classified Voice which expressed thanks to the school board for their support throughout the last school year. The Classified Voice committee members meet monthly to discuss issues and concerns. A copy of the Classified Voice letter is hereby incorporated into these minutes by reference to exhibit #1.

Dr. Rogers proposed that the district office summer hours be altered to allow for the office to close on Fridays at 12:00 noon. The Board did not have any objections. No motion was made.

Chairman Duncan expressed thanks to Times News Reporter, Rich Greene, for his very fair reporting of school news. Rich will be starting a new job in California and will no longer be representing the school district as media representative.

Business:

403 B Plan Requirements Presented

Diane Nielsen, Payroll & Benefits Specialist, explained that the District must come into compliance with the following changes to IRS regulations regarding the governing of the 403 B retirement plan: 1) Must have a written plan in effect; 2) Must have a designated and approved provider list of 403 B plans; 3) All transfer of 403 B account funds will be restricted to the approved providers; 4) All employees and plan participants must be informed on a yearly basis of their choices. Mrs. Nielsen recommends that the District sign on with a Third Party Administrator. The companies that have expressed interest in becoming our Third Party Administrator will be reviewed and a proposal to the Board will be presented at a later date. A copy of the 403 B information and requirements are hereby incorporated into these minutes by reference to exhibit #2.

Discussion of Policy #807.13 “Workers’ Compensation”

Diane Nielsen discussed how workers’ compensation is currently being enforced in the District per Policy #807.13. Michael Tribe, Legal Counsel, stated that what the district is doing now is appropriate and legal, but the question is whether we want to do more. No motion was made. A copy of Policy #807.13 “Workers’ Compensation” is hereby incorporated into these minutes by reference to exhibit #3.

2008-2009 Payroll Dates Approved

A motion to approve the schedule of payroll dates for the 2008-2009 fiscal year was made by Trustee MacDonald, seconded by Trustee Stevenson, and unanimously approved. A copy of the “Pay dates for FY 2008-2009” is hereby incorporated into these minutes by reference to exhibit #4.

Mt. Harrison Jr./Sr. High School Daycare Services Approved

So as not to compete with private daycares in the community, John Kontos, principal at Mt Harrison, recommended that daycare services will no longer be made available to the community. Employees of the district may use the facility only after the needs of Mt. Harrison students have first been met. All monies paid by employees will be sent to the District Office to defer the cost of the care provider’s wages and benefits. A motion was made by Trustee MacDonald to approve the use of the daycare facility to district employees at Mt. Harrison, if space is available at a cost of \$2.00 per hour, with the recommended change from a first come basis to a drawing lottery base. The motion was seconded by Trustee Tammy Stevenson and unanimously approved. The letter of recommendation regarding daycare services for Mt. Harrison is hereby incorporated into these minutes by reference to exhibit #5.

Sale of Real Property – Old Heyburn Bus/Maintenance Yard Approved

A motion to approve the recommendation to appoint Stan Buckley to coordinate the appraisal, listing, and sale of property known as the Old Heyburn Bus/Maintenance Yard was made by Trustee MacDonald. Per Mike Tribe, Legal Counsel, an auction or sealed bid process must take place. An amendment to the motion was made to declare the property as surplus property. The motion was seconded by Trustee Stevenson and unanimously approved.

2008-2009 School Fees Approved

Trustee Doyle Price motioned to approve the 2008-2009 School Fees with the following noted changes: 1) Minico High School yearbook fee is to stay at \$40.00; 2) Minico High School Drivers Ed fee should be \$100.00; and 3) Delete \$25.00 fee for hardcopy of Mt. Harrison yearbook. The motion was seconded by Trustee MacDonald and unanimously approved. A copy of the 2008-2009 School Fees is hereby incorporated into these minutes by reference to exhibit #6.

2008-2009 Milk Bids Approved

Trustee MacDonald motioned to approve Meadow Gold Dairies, Inc. for milk and dairy products as the apparent low respondent with the preference to provide milk in plastic containers for the 2008-2009 school year as recommended by Phyllis Bean, Food Service Supervisor. The motion was seconded by Trustee Price and unanimously approved. A copy of the bid sheet is hereby incorporated into these minutes by reference to exhibit #7. (As no pizza bids were received, bids will be sent out again.)

2008-2009 Fuel Bids Approved

A motion to approve Bailey Oil as the preferred bidder for the 2008-2009 fuel bids was made by Trustee MacDonald, seconded by Trustee Price and unanimously approved. A copy of the Official Bid Form for the 2008-2009 fuel bids is hereby incorporated into these minutes by reference to exhibit #8.

2008-2009 Negotiated Contract Approved

Dr. Rogers announced that teachers have ratified the 2008-2009 contract and discussed items agreed on during negotiations. Dr. Rogers thanked committee members who worked on the new Teacher Performance Evaluation which is included in the new contract. A motion to approve the 2008-2009 Negotiated Agreement with noted changes under "Personal Leave" was made by Trustee MacDonald, seconded by Trustee Stevenson and unanimously approved. The 2008-2009 Negotiated Agreement is hereby incorporated into these minutes by reference to exhibit #9.

Cooperative Agreement with Idaho Division of Vocational Rehabilitation Approved

Assistant Superintendent, John Fennell explained that the Cooperative Agreement, School Work Transition, effective July 1, 2008 through June 30, 2009, benefits special needs students and is an invaluable resource to ninth through twelve grade students at Minico and Mt. Harrison High School. Costs will be covered by Special Services. A motion to approve the Cooperative Agreement with the Idaho Division of Vocational Rehabilitation for a participation cost of \$3577.00 and rent and telephone at a cost of \$836.70 was made by Trustee Stevenson, seconded by Trustee Price and unanimously approved. A copy of the agreement is hereby incorporated into these minutes by reference to exhibit #10.

Proposed Language Arts Curriculum Adoption Budget Approved

A motion to approve the Secondary Language Arts Budget with an addition of \$3200 for Mt. Harrison Jr/Sr. High School was made by Trustee Stevenson, seconded by Trustee MacDonald and unanimously approved. A copy of the Proposed Language Arts Curriculum Adoption Budget is hereby incorporated into these minutes by reference to exhibit #11.

Canvass of Trustee Zone #3 Election Results Approved

Trustee Stevenson motioned to approve the canvass of Trustee Election Results for Zone 3 and issue a certificate of election to Doyle Price as winner of the Trustee Zone 3 election.

The motion was seconded by Trustee MacDonald and unanimously approved. The Canvass of Trustee Election Results is hereby incorporated into these minutes by reference to exhibit #12.

Amended/Revised/Deleted/New Policies:

New Policies #1000.25 “Statements to the Media” and Policy #1000.26 “Media Representatives” & Revision of Policy #301.50 “Chain of Command & Emergency Communications” Approved

A motion to approve Policy #1000.25 “Statements to the Media” and Policy #1000.26 “Media Representatives” and a revision to Policy #301.50 “Chain of Command & Emergency Communications” was made by Trustee Stevenson, seconded by Trustee MacDonald and unanimously approved. Copies of the policies are hereby incorporated into these minutes by reference to exhibit #13, #14, and #15.

Third Reading of Policy #503.65 “Voluntary Drug Testing for Students” Approved

Trustee Stevenson motioned to approve Policy #503.65 “Voluntary Drug Testing for Students”. The motion was seconded by Trustee Price and unanimously approved. A copy of the policy is hereby incorporated into these minutes by reference to exhibit #16.

Revision of Policy #403.10 “Retirement Recognition” Approved

A motion to approve the revision of Policy #403.10 “Retirement Recognition” with noted change of punctuation was made by Trustee MacDonald, seconded by Trustee Price and unanimously approved. A copy of the policy is hereby incorporated into these minutes by reference to exhibit #17.

Revision of Policy #504.71 “Teacher of the Year” Approved

Trustee MacDonald moved to approve revisions to Policy #504.71 “Teacher of the Year”. The motion was seconded by Trustee Price and unanimously approved. A copy of the policy is hereby incorporated into these minutes by reference to exhibit #18.

Revision of Policy #407.98 “District Custodial Operations”

A motion to approve revisions to Policy #407.98 “District Custodial Operations” was made by Trustee MacDonald, seconded by Trustee Price and unanimously approved. A copy of the policy is hereby incorporated into these minutes by reference to exhibit #19.

Name Change & Revisions to Policy #102.00 “Classified & Administrative Personnel Code of Ethics” Approved

A motion to adopt the revisions of Policy #102.00 “Classified & Administrative Personnel Code of Ethics” and change the name of the policy to “Personnel Code of Ethics” was made by Trustee MacDonald, seconded by Trustee Stevenson and unanimously approved. A copy of the policy is hereby incorporated into these minutes by reference to exhibit #20.

Revision of Policy #410.52 “Emergency Closure Days” Approved

Trustee Stevenson motioned to approve revisions to Policy #410.52 “Emergency Closure Days” with the following additional changes: 1) List Minidoka School District Website as the primary means to communicate accurate and authentic school closure information; 2) Add KKMV 106.1 to the list of radio stations which broadcast information; and 3) Add staff will be notified via approved district/building calling trees. The motion was seconded by Trustee MacDonald and unanimously approved. A copy of the revised policy is hereby incorporated into these minutes by reference to exhibit #21.

Disposition of Fixed Assets Approved

A motion to approve the Disposition of Fixed Assets was made by Trustee Price, seconded by Trustee MacDonald and unanimously approved. A copy of the Fixed Assets Form is hereby incorporated into these minutes by reference to exhibit #22.

Personnel

A motion to deny the appeal of employee #06160801 for change of job placement on the Classified Salary Schedule was made by Trustee Price, seconded by Trustee Stevenson and unanimously approved.

A motion was made by Trustee Stevenson to accept appeals and changes to salary schedules only on an annual basis during the June board meeting of each year. The motion was seconded by Trustee MacDonald and unanimously approved.

A motion to approve the balance of the personnel recommendations and requests including salary schedules, District Organizational Chart, and Personnel Addendum was made by Trustee Stevenson, seconded by Trustee Price and unanimously approved. The personnel recommendations are hereby incorporated into these minutes by reference to exhibit “June 16, 2008, Personnel Recommendations /Requests for Board consideration”.

Meeting Adjourned

A motion to adjourn the board meeting was made by Trustee MacDonald, seconded by Vice Trustee Stevenson and approved unanimously. Chairman Brian Duncan declared the meeting adjourned at 9:22 p.m.

Brian Duncan, Chairman of School Board

Attest:
June 16, 2008, bkm

Betty Miller, Board Clerk