

# **MCSD #331 Board of Trustees**

## **Monthly Session Meeting Minutes**

### **August 14, 2017**

The regular monthly Board meeting held at the District Service Center, 310 10<sup>th</sup> St., Rupert, Idaho was called to order by Chair, Bonnie Heins at 4:35 p.m. A roll call was taken and the Board Clerk reported a quorum was present.

#### **Board Members Present**

The following trustees were present: Chair, Bonnie Heins; Vice Chair, Rick Stimpson; Trustees, Jeff Gibson, Tammy Stevenson , and Mary Andersen.

#### **Agenda Review**

The Board discussed the reports submitted by schools for fees and fundraisers. They felt there were inaccuracies in some areas. The Board would like to know exactly how much it costs to run activities. This will be discussed next month when receiving more information.

There were questions on some supply lists. Dr. Cox asked for input from the Board, so he can address the issues with administrators.

Dr. Cox shared with the Board that the HVAC studies conducted show that approximately one million dollars is needed to update the systems to run efficiently. The Board also discussed other repairs needed in buildings to list on the supplemental levy.

Dr. Cox also discussed with the Board the businesses in the area needing skilled workers. Options and ideas were shared as to how to improve our Ag program in the District.

#### **Executive Session**

A motion was made by Vice Chair Stevenson to go into Executive Session. Chair Heins called the Executive Session to order at 5:27 p.m. for the purpose of Idaho Code 74-206 (1) (a) personnel (j) negotiations. The poll of the trustees follows: Stevenson - Yes; Gibson – Yes; Heins – Yes; and Stimpson – Yes; Andersen – Yes

Trustee Stimpson moved to close the Executive Session and move to the Open Session. The motion was approved. Chair Heins declared the Executive Session closed at 5:45 p.m.

#### **Poll of the Board**

A poll of the trustees was taken by the Board Clerk: Chair Heins; Vice Chair Stevenson – Yes; Trustees Gibson – Yes; Stimpson – Yes. The Board Clerk reported a quorum was present.

Chair Heins welcomed everyone to the Work Session.

## Work Session

### **Superintendent Goals**

Dr. Cox shared with the Board goals he has set for himself this year. Among the goals are; setting aside two days a week to visit classrooms and staff meetings, submitting more articles to the newspaper, and posting information on Facebook. He hopes to have visited every school by November, so students are familiar with who he is.

Also one of his goals is to lead the District forward by bringing focus to the efforts of the admin and cabinet members to support the District's mission and establishing District achievement goals.

Trustee Andersen stated she would like to see more communication between administrators and the Board. Dr. Cox stated if members of the Board hear complaints or have concerns, they should go to him. He also needs to know the issues that go with the complaints or concerns.

Vice Chair Stevenson stated that having town hall meetings will help with communication in the community. Board members will decide which members will go which town hall meetings. It was suggested that an ag advisor from the community attend the meetings to explain to community members the needs and plans to expand the Ag program at Minico.

Chair Heins asked if Board members could go on the instructional sweeps. Dr. Cox stated that admin felt it would be a good idea for them to participate in this event. They could be paired up with administrators and visit classrooms. He asked any Board members interested in doing the sweeps to please contact him, so it can be arranged.

Chair Heins also stated that Board members would be visiting schools in September at special staff meetings and again in February for classroom visits.

The Board approved the goals that were set for the upcoming year.

### **Student Fee Hearing**

#### **1. Student Fees**

A motion made by Trustee Stimpson to open the student fee hearing. Motion carried.

#### **2. Student Fee Recommendation**

Dr. Cox shared his recommendation to eliminate high school fees less than \$10 or which generate less than \$500 per year. The following courses will be affected: All art courses (except ceramics) and Aerobics, Foods, Greenhouse, Health occupations (CNA and CPR certifications, graduation pin), Construction Skills USA, Economic and Accounting workbooks (for students who are not taking dual credits). Any inactive accounts that have funds will be dispersed to other student accounts as determined by the Minico administration. He also recommended all \$8.00 6th grade and Lifeskills class fees be eliminated. This does not include instrument rental fees for music. Classes affected would be Art, Home Ec., Music and Shop

There were questions regarding the weights class at Minico. Vice Chair Stevenson stated she felt students taking the class once should not pay for it because it counts as a PE credit; however, if they take it again students should pay the \$10 fee.

Ty Shippen was asked by the Board if the weights are replaced on a regular basis. He stated he did not think they had been replaced for several years. Dr. Cox recommended the teacher create a replacement schedule for the Board. It was also discussed that weights are being used before and after school.

Vice Chair Stevenson made a motion to accept the student fee recommendation from Dr. Cox with the change that one trimester of weights will be free and a \$10 fee will be charged for additional classes of weights. Motion carried.

**3. Activity Budget Plans**

Dr. Cox stated to the Board that activity plans will be shared in September.

**4. School Supply Lists**

The Board expressed concerns regarding some of the supply lists. Legal Counsel reminded the Board that brand names could not be on the list. Dr. Cox stated he would meet with administrators and discuss the Board's concerns.

A motion was made by Trustee Andersen to close the student fee hearing. Motion carried.

**Others Attending**

The following were also present: Superintendent, Dr. Kenneth Cox; Legal Counsel, Michael Tribe, Reed Cotten; Board Clerk, Kerri Tibbitts; Principals, Sanie Baker; Athletic Director, Ty Shippen; IT Specialists, James Thomas; Business Manager, Michelle DeLuna; Transportation Director, Alicia Bywater; Patrons, and Staff.

**Poll of the Board**

A poll of the trustees was taken by the Board Clerk: Chair Heins; Vice Chair Stevenson – Yes; Trustees Gibson – Yes; Stimpson – Yes; Andersen – Yes. The Board Clerk reported a quorum was present.

**Prayer, Pledge of Allegiance and Welcome to Meeting**

Chair Heins welcomed everyone and legal counsel, Mike Tribe led the group in the Pledge of Allegiance and Trustee Andersen said the prayer.

**Agenda Approved**

A motion to accept the agenda as presented was made by Vice Chair Stevenson. Motion carried.

**Patron Comments**

There were no patron comments.

**Board Reorganization**

**1. Selection of Chair and Vice Chair of School Board**

A motion was made by Vice Chair Tammy Stevenson to appoint Bonnie Heins as Chair. Motion carried. A motion was made by Trustee Andersen to appoint Rick Stimpson as Vice Chair. Motion carried.

**2. Appointment of Treasurer, Board Clerk and Legal Counsel**

A motion made by Trustee Stimpson was made to accept Michelle DeLuna as treasurer. Motion carried. A motion was made by Trustee Stevenson to accept Kerri Tibbitts as Board Clerk, motion carried. A motion was made by Vice Chair Stimpson to appoint Robinson and Tribe as legal counsel. Motion carried.

**3. Board Meeting Policy Review**

Dr. Cox reviewed the different kinds of meetings held with the Board and audience.

**4. Calendar of Regular Monthly Meetings and Places of Notice Posting**

The Notice Posting clarifies notice of meetings which is submitted to the newspaper. A motion to accept the agenda posting as presented was made by Trustee Stevenson. Motion carried. The calendar of dates showed the agenda review beginning at 4:30 on regular scheduled board meetings.

**5. School Board Ground Rules – Robert’s Rules of Order**

The Board uses a modified version of Robert’s Rules of Order. A motion was made by Trustee Stevenson to continue to use the modified version of Robert’s Rules of Order. Motion carried.

**6. School Board Operating Protocol**

This policy was reviewed by Trustees. The date of revision will show July 17, 2017.

**7. Trustee Code of Ethics Policy Review**

Trustees signed the Code of Conduct Policy Review. Ratification will be revised. A motion to ratify the policy as signed was made by Vice Chair Stimpson. Motion carried.

**Consent Agenda**

Chair Heins called for any objections to the Consent Agenda. Hearing none, the Consent Agenda was adopted by unanimous consent.

**Minutes of Previous Board Meetings Approved**

Minutes of previous board minutes were unanimously approved for:  
June 19, 2017 were approved.

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, with addendum, and payroll for payment.

Accounts Payable: \$926,871.50

Payroll: \$1,903,954.58

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

**Discussion Items**

**1. Board Member Training, Updates & Committee Reports**

The ISBA Conference was discussed. Those who plan to attend are: Dr. Cox, Trustee Gibson, Trustee Andersen, Chair Heins and Board Clerk, Kerri Tibbitts and Reed Cotton, attorney.

**2. Committee Assignments**

Board members discussed the various committees in the District and trustees selected those they would serve as liaisons. The committees with Board representation are as follows:  
Facilities – Chair Heins; Health/Wellness – Vice Chair Stimpson; Insurance – Jeff Gibson; Negotiations – Trustee Andersen; Parent Patron Advisory – Chair Heins, Trustee Andersen; Policy Review – Vice Chair Stimpson; Safety – Trustee Andersen; Technology – Trustee Stevenson; Gifted and Talented – Trustee Stevenson; Multi-Tiered System of Support, Trustee Stevenson; Leadership Premium – Trustee Stevenson; Minidoka Education Foundation – Chair Heins, Trustee Gibson; Curriculum – Trustee Stevenson, Chair Heins; Calendar – Trustee Gibson.

## Administrator/Department/Committee Reports

### **Continuous Improvement Plan 2017-18 Draft**

Dr. Cox shared with the Board the CIP plan for the upcoming year. Trustee Stevenson stated she like how the plan was presented. The final draft will be presented to the Board in September.

## Policy Discussion

### **Policy D410.52 Emergency Closure**

Dr. Cox shared the changes made within the MCEA agreement, but also changes pertaining to classified staff. This will go to the Policy Review Committee in August and back to the Board in September for first reading.

## Supplemental Levy Update

Dr. Cox reviewed the timeline the District will follow to communicate with the patrons about the supplemental levy.

## Superintendent's Report

Dr. Cox reviewed with the Board events across the District.

Special Ed received notification the District was in compliance 100%.

The bullying report was reviewed by Sanie Baker. She stated by law the District is required to address bullying, have procedures and policies in place, and provide training. She will work with Michele Widmier to write the grant for the upcoming year.

## Business

### **1. Swearing in of Trustees in Zone 1 and Zone 4**

Board Clerk, Kerri Tibbitts, swore in Jeff Gibson (Zone 1) and Mary Andersen (Zone 4) as school board trustees.

### **2. Change in Calendar**

Dr. Cox discussed the proposed change in the school calendar due to the upcoming solar eclipse. He proposed student orientation would be held on Friday, August 18 as would be classified as a professional day. Monday, August 21, will be a teacher workday. Administrators will send out emails and the call out system will be used to notify parents. A motion was made by Trustee Stevenson to approve the calendar change. Motion carried.

### **3. Supplemental Levy Resolution**

This document is required from the District so that a supplemental levy may be put on the ballot for November. A motion was made by Trustee Andersen to approve the resolution. Motion carried

### **4. Pizza Bid Acceptance**

The recommendation by to accept Domino's Pizza as low bid. A motion was made by Trustee Stevenson to accept the bid. Motion carried.

### **5. Fuel Bid Acceptance**

The recommendation was to accept Lynch Oil as low bid for the gasoline and red dye diesel and Bailey Oil for the diesel.

There were concerns expressed over the red dye diesel because of the water it contained which affected the buses. Legal counsel asked Alicia Bywater, Director of Transportation, how often the diesel was tested. She stated it could be tested any time, there was not a set date as to when to test the fuel. If they have problems with the bus, then they test the fuel. She stated they have gone through double the amount of filters this year compared to last year and several buses

stopped due to gelled fuel. The Board asked Ms. Bywater if when having Bailey Oil as the supplier if there were similar problems. She stated no. It was discussed as to whether or not they could accept the higher bid; however legal counsel, Mike Tribe, stated there must be justification as to why. The Board must make sure why the high bid was not accepted. Trustee Andersen stated she felt the main concern was safety. Mr. Tribe stated we could table the red dye fuel bid until next month

Dr. Cox recommended they accept the bid with the exception of the red dye fuel until further information can be collected. Trustee Gibson made a motion to accept the low bids for gasoline and diesel but table the red dye diesel bid until next month. Motion carried.

The Board asked Alicia Bywater to present to the Board next month the cost of repairs or materials purchased due to the bad fuel.

**6. Dairy Bid Acceptance**

A motion was made to accept the Meadow Gold Dairy bid (only bid received) by Mary Anderson. Motion carried.

**7. Resolution for Sale of Old District Building**

The title company is requiring a resolution be approved by the Board for the sale of the old District building. A motion was made by Vice Chair Stimpson to approve the resolution. Motion carried.

**8. You Matter Campaign Request**

Dr. Cox shared with the Board a request to continue the You Matter Campaign for the upcoming year. Funds would be used for wrist band, t-shirts, etc. for staff. Teachers from elementary and secondary will speak to the board on improvement and accomplishments they have made. Twice during the year there will be a drawing from those who have presented at the Board meeting. A motion to accept the You Matter Campaign request was made by Trustee Stevenson. Motion carried.

**9. Board Resolution to ISBA**

Dr. Cox discussed the resolution he sent to the ISBA. He proposed a resolution to allow a teacher be allowed to teach one period a day without being endorsed in that area. A motion made by Trustee Gibson was made to accept the resolution. Motion carried.

**10. SRO Renewal Agreement**

Deputy Rob Higinis has been recommended as the new SRO for the District. A motion was made to approve the SRO agreement by Trustee Gibson. Motion carried.

**11. Approval of Student Handbooks**

It was noted by the Board some handbooks needed changes made such as lunch prices and the school year. A motion was made by Trustee Stevenson to approve the handbooks with changes made. Motion carried.

**New/Amended/Deleted Policies**

**1. Policy 105.00 Elementary and Secondary Education Act Waiver**

ISBA is deleting this policy because it is no longer applicable. A motion was made to delete the policy by Vice Chair Stimpson. Motion carried

**2. Policy D505.35 Soliciting and Accepting Grants or Donations (1<sup>st</sup> Reading)**

This policy clarifies if a teacher applies for a grant, the materials belong to the District/School. If the employee wants to keep the materials, they cannot use the District's name. In the procedure section, they are to have the check written to the District. There is a form that needs to be filled out when a grant is applied for. This applies to ARTEC grants also. Trustee

Stevenson stated that if some grants that may not want to donate money directly to schools can be run through the Minidoka Education Foundation. Dr. Cox stated yes. The Board held this policy for a second reading.

**3. Policy D705.00 Aerial System Drone Regulations (2nd Reading)**

Ty Shippen stated that when teams go to different locations, you cannot take the drone. They must use other ways to film the game. Trustee Andersen stated that a permit may be needed to run a drone. Vice Chair Stimpson stated some schools will not allow drones and they can only be flown in the end zones. Legal counsel stated that as of now a permit is not needed. A motion was made by Vice Chair Stimpson to approve the policy. Motion carried.

**Travel Approvals**

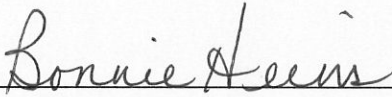
A motion was made by Trustee Andersen to approve the travel requests. Motion carried.

**Personnel Recommendations**

A motion was made by Trustee Stevenson to accept the personnel recommendations as presented. Motion carried.

**Meeting Adjourned**

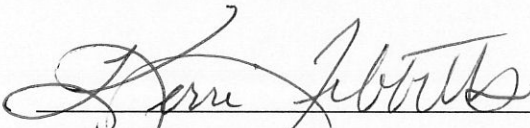
A motion to adjourn the regular board meeting was made by Vice Chair Stimpson at 8:42 p.m. Chair Heins declared the meeting adjourned.



---

Bonnie Heins, Chair of School Board

Attest: August 14, 2017 kt



---

Kerri Tibbitts, Board Clerk

