

MCSD #331 Board of Trustees

Monthly Session Meeting Minutes

April 15, 2019

The regular monthly Board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins, at 6:20 p.m. A silent 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 Stimpson; Trustees Stevenson Gibson and Andersen

Work Session (6:25)

Chair Heins welcomed everyone to the Work Session.

Budget Assumptions and Predictions

Michelle DeLuna reviewed with the Board the Budget Assumptions and Budget Predictions for 2019. Our attendance has been low, so we are currently at only 203 units.

Ashley Johnson shared with the Board that the literacy money from the State would be used to hire new teachers in grades K-1.

There was a question in regards to some items not showing on the budget. Dr. Cox stated this was a draft of the budget.

Break (6:55 – 7:03)

Others Attending

The following were also present: Superintendent, Dr. Kenneth Cox; Board Clerk, Kerri Tibbitts; Principals: Terry Merrill, Angela Davidson, Kim Kidd, Sanie Baker, Heather Hepworth, Ellen Austin, Kelly Arritt, Laurie Copmann, Shanna Lindsey, Greg Durrant; Special Programs Director, Sherry Bingham; Secondary Achievement Director, Suzette Miller; Elementary Achievement Director, Ashley Johnson; Technology Assistant, Jeremiah Draves; Patrons, and Staff.

Prayer, Pledge of Allegiance and Welcome to Meeting

Chair Bonnie Heins lead the group in prayer and Chase Robertson lead the audience in the Pledge of Allegiance.

Agenda Approval (Action Item)

A motion to accept the agenda as presented was made by Vice Chair Stimpson, seconded by Trustee Andersen. Motion carried.

Consent Agenda (action item)

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:

Regular Board Meeting March 18, 2019. 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: 528,746.68

Payroll \$2,164,399.79

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

Disposition of Fixed Assets

Student Representative Reports

Mt. Harrison (Natalie Cruz)

Mt. Harrison's representative was not able to attend.

Minico (Grace Jensen)

Grace shared with the audience the many events and accomplishment at Minico. Tierra Jensen qualified for HOSA (Health Occupations Student Association) nationals; several FFA members qualified for State degrees and two qualified for Nationals; William Harrison won the Chapter Challenge and was awarded State Farmer of Idaho. Grace also introduced the new School Board Representative, Sadie Tribe.

Good News

East Minico Middle School

Mr. Merrill introduced Rudy Ramirez, 7th grade boys' basketball coach and Juan Garza. East Minico's team was 18 and 0 and won the championship. Out of 12 boys, 11 have a 3.0 grade average.

Mrs. Merrill and East Minico's Student Council members shared their experiences while attending a congressional conference in Boise.

Mt. Harrison High School

Travis Kent shared information from the CPM (College Preparatory Math) conference he attended. He took the information and created folders for different levels which he shared this information with all math teachers.

Patron Comments

There were no patron comments.

Effective Instruction

Elementary – There was not an elementary presentation.

Secondary – (Orchestra) Meagen Andrew

Mrs. Andrew shared the solo and ensemble she began this year. Student created rehearsal schedules, expectation of the group and goals they want to accomplish. They are now getting ready to perform at the State competition.

Discussion Items

Administrator/Department/Committee Reports

There were no questions or comments on the reports.

Board and Administrator Newsletter (Vice Chair Stimpson)

Vice Chair Stimpson shared highlights from the March newsletter. Highlights included the superintendent search process and supporting the superintendent in emergency decisions. Next month Trustee Stevenson will present.

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Policy Discussion

Policy 352.20 Student Activities – Safety

1. Dr. Cox stated this policy covers air quality and other weather related events in regards to student safety.

2. Policy D540.00 Employee Benefit Eligibility

Dr. Cox explained the primary change in this policy is there have been a number of employees retiring and wanting to come back for a year or two. This policy states the benefits they are entitled to. There was a question with substitutes in this policy. Dr. Cox will check with Andrea Schaeffer before presenting this at the May board meeting.

Superintendent Report

Dr. Cox received a letter (April 15) from Minico's Senior Celebration Committee asking for \$1,000. At the March board meeting, they indicated they had sufficient funds, because they wanted to donate funds to the Disneyland trip (which was not approved). Dr. Cox recommended that we not award the \$1,000 this year if they already have funds. The District does not want to give \$1,000 for carry over to next year.

Elementary Music Proposal – this will provide band and orchestra at the elementary schools. While the idea is universally accepted, there are some things still needing to be addressed (schedules and classrooms). The Board thanked the Brett Barker, Meagen Andrew and Jayna Johnson for their hard work in starting and organizing this program.

Business (Action Items)

Attendance Boundary Change

Dr. Cox shared with the Board the recommendation for changing the boundaries so that some Heyburn students will attend Paul Elementary due to overcrowded classrooms. Letters to parents will be sent out next week. It affects approximate 25 students. If there are special circumstances, they can fill out an Open Enrollment form to stay at Heyburn Elementary.

Heyburn Fundraiser Request

A motion to approve the Heyburn Fundraiser was made by Vice Chair Stimpson, seconded by Trustee Andersen. Motion carried.

Bus Route Changes

A motion to accept the bus route changes as presented was made by Vice Chair Stimpson, seconded by Trustee Gibson. Motion carried.

Budget Hearing Letter

The Board reviewed the Budget Hearing Letter. A motion was made to approve the hearing letter with the time changed to 6:00 p.m. by Trustee Andersen, seconded by Vice Chair Stimpson. Motion carried.

New/Amended/Deleted Policies

1. Policy D170.00 Board Meetings (First Reading)

A motion to accept policy D170.00 Board Meetings as presented was made by Trustee Andersen, seconded by Trustee Gibson. Motion carried.

2. Policy D232.00P Animals in Educational Programs Dissection Procedure
This is informational only. Board approval is not needed.
3. Policy D232.20 Animals in Agricultural Programs (Second Reading)
A motion to accept policy D232.20 Animals in Agricultural Programs as presented was made by Vice Chair Stimpson, seconded by Trustee Stevenson. Motion carried.
4. Policy D276.00 Advanced Opportunities (Second Reading)
A motion to accept Policy D276.00 Advanced Opportunities as presented was made by Trustee Andersen, seconded by Trustee Stevenson. Motion carried.
5. Policy D544.00 Personal Leave (First Reading)
A motion to accept policy D544.00 Personal Leave was made by Trustee Stevenson, seconded by Vice Chair Stimpson. Motion carried.
6. Policy D544.10 Sick Leave (First Reading)
A motion to accept Policy D544.10 Sick Leave as presented was made by Trustee Andersen, seconded by Trustee Gibson. Motion carried. With approval of this policy, it will be retroactive to the beginning of the 2018-2019 year.
7. Policy D570.00 Employee Recognition (First Reading)
A motion to accept Policy D570.00 Employee Recognition as presented was made by Trustee Stevenson, seconded by Vice Chair Stimpson. Motion carried.
8. Policy D594.00 Classified Staff Payroll (First Reading)
This will be held for a second reading.
9. Policy D756.00 Payroll Procedures (First Reading)
A motion to accept Policy D756.00 Payroll Procedures as presented was made by Trustee Gibson, seconded by Vice Chair Stimpson. Motion carried.
10. Policy D816.50 Transportation Rates (First Reading)
A motion to accept Policy D816.50 Transportation Rates as presented was made by Trustee Andersen, seconded by Trustee Gibson. Motion carried.
11. Policy D854.00 Emergency Closures (First Reading)
This will be held for a second reading.

Travel Approvals

A motion to approve the amended travel requests was made by Vice Chair Stimpson, seconded by Trustee Stevenson. Motion carried. The requests from West Dance Team Lagoon trip, East Lagoon trip and WYO-Tech Conference will need to be submitted again due to no cost on the forms.

Personnel Recommendations


A motion to approve personnel as presented was made by Trustee Andersen, seconded by Vice Chair Stimpson. Motion carried. Dr. Cox noted that Joe Fairchild will be principal at Mt. Harrison.

Meeting Adjourned

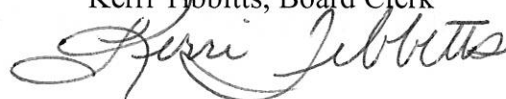
A motion for adjournment was made by Trustee Stevenson, seconded by Trustee Andersen. Motion carried. Adjournment was at 8:03 p.m.

Bonnie Heins, Chair of School Board

Attest: May 20, 2019 kt



 Kerri Tibbitts, Board Clerk



MCSO #331 Board of Trustees

Monthly Regular Session Meeting Minutes

April 15, 2019

The regular board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins at 4:02 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 Heins; Vice Chair Stimpson; Trustees Stevenson, Andersen and Gibson.

Minico Update (4:03)

Administrators shared information with the Board on staff for next year.

Agenda Review

The agenda was reviewed for the April 15, 2019 meeting.

Break: 5:00 p.m.

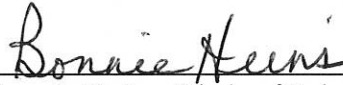
Executive Session

A motion was made by Trustee Andersen to go into Executive Session, seconded by Trustee Gibson. Chair Heins called the Executive Session to order at 5:10 p.m. for the purpose of Idaho Code 74-206 (1) (a) personnel; (f) legal counsel and (j) negotiations. The poll of the trustees follows: Chair Heins – Yes; Vice Chair Stimpson – Yes; Trustee Gibson – Yes; Trustee Stevenson – Yes; Trustee Andersen – Yes,

Vice Chair Stimpson moved to close the Executive Session and move to the Open Session, seconded by Trustee Stevenson. The motion was approved. Chair Heins declared the Executive Session closed at 6:03 p.m.

A motion for adjournment was made by Trustee Stevenson, seconded by Trustee Gibson. The meeting was adjourned at 6:15 p.m.

Attest: May 20, 2019 kt



Bonnie Heins, Chair of School Board



Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees

Special Board Meeting Minutes

April 29, 2019

The special board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins at 6:04 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 Heins; Vice Chair Stimpson; Trustees Stevenson, Gibson and Andersen.

Amendment to the Agenda

A motion to amend the agenda to move Executive Session after staff travel was made by Vice Chair Stimpson, seconded by Trustee Stevenson. Motion carried. (This was due to the guest speakers arriving for the meeting and due to time issues would not have to wait for Executive Session to be finished.)

Board Work Session

The Business Office reviewed with the Board procedures and practices regarding finances used in the District.

Purchase Orders: All orders for ALL vendors and P Cards must have a purchase order. Schools can have open purchase orders at local vendors. This allows staff to charge an item then they must bring the receipt to the book keeper. If club funds are used, there should be an advisor and student signature on the purchase order request. Coaches and others will be reminded that they can establish open POs.

New Vendors: If a there is not on the approved list, building bookkeepers must contact Sandra Clayville. A W9 will need to be received from the vendor, and she will do the necessary background work to make sure the vendor is legitimate.

Purchasing Process: All large items (televisions, computers, etc.) must be purchased through the District. This allows the items to be automatically added to the inventory. Building bookkeepers will need to submit the payment for the large items to the District, and the items will be ordered from the Business Office.

P Cards: There is a \$500 limit with Procurement (P) cards. P cards should be used only if a vendor does not accept purchase orders, BUT you must still submit a purchase order when ordering something with the P card. If a coach or staff member needs additional funds added to the P card, they must call Michelle DeLuna and she can increase the amount. The District has a \$100,000 limit on all P cards and there have been times when there are limited allocations that can be made between cards.

Ticket Takers (Gates)

Certified: If certified staff take money at activity gates, they will be paid a flat rate.

Classified: If classified staff take tickets, they will be paid minimum wage. They will put their time on a separate time sheet. If they go overtime, they will be paid the minimum wage activity rate plus

overtime. This will be a cost to athletics. Dr. Cox asked for a report showing how many people have been paid, the amount that has been paid to employees and the total collection from the gates.

The Board asked Kyle Condie, the district's auditor, if staff could be paid in cash. He stated this is a grey area, and as an auditor, he felt this should not be done.

Volunteering

Staff can volunteer if the volunteerism is separate and distinct from their normal job duties. For example, a bus driver cannot drive a team to a game because his/her normal job is a bus driver; however, he/she can volunteer to coach basketball. There must be upfront documentation that you are volunteering and not planning to be compensated for what you have done.

Refereeing

Dr. Cox suggested there could be a separate line on the classified salary schedule for refereeing. If an administrator is a certified referee he/she should get the referee arbiter rate.

Overnight Stipends

There was some discussion as to whether certified staff who have students and travel overnight on competitions, nationals, etc. should get an additional per diem rate. This will be addressed at a later date as it would need to be applied for all overnight activities.

Business Items (need action)

TLC Fundraiser

A motion to approve giving \$500 to TLC/Mt. Harrison Jr. High for their field trip and approve the additional fundraisers requested was made by Trustee Stevenson, seconded by Trustee Andersen. Motion carried.

Minico Tennis Fundraiser

A motion to approve the Minico Tennis fundraiser was made by Trustee Andersen, seconded by Vice Chair Stimpson. Motion carried.

Mt. Harrison Electrical Bid

Due to questions on the completion time on the RFP, this will be readdressed after Executive Session.

Red Halverson Sponsorship

Dr. Cox recommendation was to not approve the request because it is not the direction the District has wanted to go with fundraising. A motion to approve Dr. Cox's recommendation to not approve the Red Halverson Sponsorship fundraiser was made by Trustee Gibson, seconded by Trustee Stevenson. Motion carried.

Calendar Change

A motion to approve the changes made to the staff and student 2019-20 calendars (designated SAT date and student contact days in February) as presented was made by Trustee Gibson, seconded by Trustee Andersen. Motion carried.

Travel Approval

A motion was made to approve the new travel requests by Vice Chair Stimpson, seconded by Trustee Gibson. Motion carried.

Executive Session

A motion was made by Vice Chair Stimpson to go into Executive Session, seconded by Trustee Andersen. Motion carried. Chair Heins called the Executive Session to order at 8:30 p.m. for the purpose of Idaho Code 74-206 (1) (a) personnel; (f) legal counsel and (j) negotiations. The poll of the trustees follows: Chair Heins – Yes; Vice Chair Stimpson – Yes; Trustee Gibson – Yes; Trustee Stevenson – Yes; Trustee Andersen – Yes,

Trustee Andersen moved to close the Executive Session and move to the Open Session, seconded by Trustee Gibson. The motion was approved. Chair Heins declared the Executive Session closed at 8:55 p.m.

Open Session – Business Items (need action)

Mt. Harrison Electrical Bid

A motion to accept the bid by Ag Electric for Mt. Harrison electrical was made by Vice Chair Stimpson, seconded by Trustee Andersen. Motion carried. The Board stressed the importance of this work being completed before school begins. Pat Swigert, Maintenance Supervisor, will oversee this project and monitor the progress being made.

Personnel

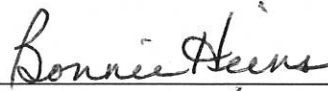
A motion to approve personnel as presented was made by Trustee Stevenson, seconded by Vice Chair Stimpson. Motion carried.

Adjournment

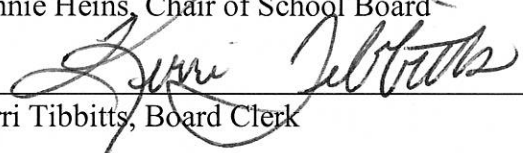
A motion for adjournment was made by Trustee Andersen, seconded by Trustee Gibson. Motion carried.

Adjourned at 9:05 p.m.

Attest: May 20, 2019 kt



 Bonnie Heins, Chair of School Board



 Kerri Tibbitts, Board Clerk

