

**Minidoka County School District #331
School Board of Trustees
Monthly Session Meeting Minutes
July 16, 2007**

Brian Duncan, Chairman, called the regular school board meeting to order which was held at the Minico High School Library, 292 West 100 South, Rupert, Idaho at 5:40 p.m.

Board Members Present

The following trustees were present: Brian Duncan, Chairman; George MacDonald, Trustee; and Doyle Price, Trustee, and Tammy Stevenson, Trustee. The Clerk of the Board reported a quorum was present. Greer Copeland, Vice Chairman, was not present.

Others Attending

The following were also present: Dr. Scott Rogers, Superintendent; John Fennell, Assistant Superintendent; Michael Tribe, School Counselor; and Betty Miller, Board Clerk. Others attending were: Building Principal, Sandra Miller; Maintenance Supervisor, Theo Schut; and Frank Gallardo, Chevron Project Manager.

First Executive Session

A motion was made by George MacDonald, Trustee, and seconded by Trustee Doyle Price to go into Executive Session. Executive session began at 5:41 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; Price-Yes; MacDonald-Yes; Stevenson-Yes. Vice Chairman Copeland - Absent.

Trustee George MacDonald moved to close the Executive Session and return into Open Session. Trustee Doyle Price seconded the motion which was unanimously approved. Brian Duncan, Chairman of the Board, declared the Executive Session closed at 6:59 p.m.

Return into Open Session

At 7:12 p.m., Chairman Duncan called to order the Regular Board Meeting.

Poll of the Board

The poll of the trustees follows: Duncan-Yes; Price-Yes; MacDonald-Yes; Stevenson-Yes. Vice Chairman Copeland - Absent.

Pledge of Allegiance and Welcome to Meeting

The Pledge of Allegiance was led by student, Shannon Haderlie. Following the pledge, Chairman Duncan welcomed staff and patrons.

Agenda Approved

George MacDonald, Trustee, moved to approve the agenda with the following change: Pull #5 “2007-2008 Board Goals & Strategic Plan” from the Business Section. Doyle Price, Trustee, seconded the motion which was unanimously approved.

Good News Report

West Minico students, Kaylee Blacker, Holly Call, and Shannon Haderlie reported on the successful music programs at West which includes the Band program, the beginning of a Jazz Band, Strings, Concert Orchestra, and Choir. Each group received high ratings at district competitions and music festivals. Sandra Miller, principal, expressed thanks to the board for the opportunity to travel to these competitions and expressed a special thanks to Bob Alverson for his phenomenal job as music director and to the “Music Parents” for their wonderful support. Chairman Duncan expressed his appreciation to the music department for their contribution to the students and the district and for the major improvements which have been made.

Tamra Gregory, Family & Consumer Science teacher at Minico acknowledged fellow teacher Vicki Edgar as the winner of the 2007-2008 Teacher of the Year Award with (CTEI) Career & Technical Educators of Idaho.

Student Representative Report

Melanie Fennell, Minico High School Board Representative, reported that the student council is involved with working with Burley to plan dates for the student exchange and an interschool dance. Miss Fennell announced the homecoming game will be September 28th, and that student council members are working on the theme. Plans are also being made for collecting cans for the upcoming “Souper Bowl”. Chairman Duncan stated that he would also like a monthly report on any concerns that students may have.

Patron Comments

Kathy Marker of The Family Place of Mini-Cassia, LLC, expressed interest in obtaining the north building of the current Heyburn Elementary as a donation or with a lease with option to buy. The Family Place is a new, semi-nonprofit business. With limited entertainment activities in our area, The Family Place would provide a wholesome, family oriented site for all ages. Dress standards would be monitored, hard rock or rap music would not be allowed nor smoking or drinking. Mrs. Marker would like to turn the gym into a skating rink. She feels a centralized location is very important and the Heyburn location would accomplish this objective. Chairman Duncan explained that a Patron Advisory Committee has been set up to study all considerations and to make

recommendations regarding the two school properties. A copy of the Request to Address the Board of Trustees form is hereby incorporated into these minutes by reference to exhibit #1.

Board Reorganization:

Trustee Sworn in for Zone #2

Trustee Tammy Stevenson (Zone #2) took the Oath of Office and was sworn in by Betty Miller, Clerk of the Board. Trustees serve for a term of three years. The Trustee's Oath of Office form is hereby incorporated into these minutes by reference to exhibit #2.

Appointment of Chairman and Vice Chairman

Chairman Brian Duncan opened nominations for the 2007-2008 chairman position. Trustee Doyle Price motioned to appoint Brian Duncan as Chairman of the School Board which was unanimously approved.

A nomination made by Trustee Price to appoint Greer Copeland as Vice Chairman of the School Board for 2007-2008 was unanimously approved.

Appointment of Treasurer, Clerk, and School Counsel

The appointment of Michelle DeLuna as Treasurer, Betty Miller as Board Clerk, and Michael Tribe of the Law Firm of Robinson & Associates as Legal Counsel was approved by unanimous consent.

Calendar of Regular Monthly Board Meetings, Posting Places & Modified Robert's Rules of Order Approved

Trustee George MacDonald moved to approve the 2007-2008 calendar for monthly board meetings and set Robert's Rules of Order, Simplified and Applied, as the governing rules for all school board meetings. Board meetings will be held on the third Monday of each month at 7:00 p.m. at the Minico High School Library, 292 West 100 South, Rupert, Idaho, with the exception of February & March meetings which are changed to avoid conflict with President's Day and Spring Break. Posting notices will be placed at the Minidoka School District Office, Minidoka County Court House, Rupert City Office, Snake River Mall, and Paul Post Office. Trustee Tammy Stevenson seconded the motion which was unanimously approved. A copy of the 2007-2008 calendar of regular board meetings & posting places is hereby incorporated into these minutes by reference to exhibit #3.

Review of Code of Conduct for School Trustees

Board Clerk, Betty Miller reviewed Policy #102.50 "Code of Conduct: School Trustees". A motion was made by Trustee MacDonald, seconded by Trustee Price and unanimously

approved to ratify the policy to allow for annual review and signing by each board member. A copy of the policy with board member signatures is hereby incorporated into these minutes by reference to exhibit #4.

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:

June 18, 2007, Regular Board Meeting

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: \$ 551,180.83

Payroll: \$ 2,008,865.47

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

Darrel Black, District Safety Specialist, reviewed the summary of Safeschool course assignments by schools and departments and the Safeschool courses for the 2007-2008 school year. He reported that the upcoming classes will take less time to complete and are more diverse. Dr. Rogers emphasized that these courses provide pertinent training to all departments. Theo Schut, Maintenance Supervisor, recommended that supervisors be assigned the same classes as their staff. John Fennell, Assistant Superintendent, agreed to review the importance of completing these courses with the substitute teachers. Mr. Black agreed to make the necessary changes.

Dr. Scott Rogers, Superintendent, reviewed the CNA Customer Loss Report which gives details of liability losses. Three losses were reported for the year. These included two property losses and one vehicle damage loss. Dr. Rogers feels the district is safer, healthier, and is doing better overall.

Business:

Update on RFP for School Construction Projects

Frank Gallardo, Chevron Project Manager, reviewed bids for the new Heyburn and Acequia Elementary schools. Mr. Gallardo reported that Chevron is in the process of compiling all bids and will be working with the district to finalize plans. Chairman

Duncan stated that it has been three months since the groundbreaking and the district and community are anxious for construction to begin on the new schools. Mr. Gallardo reported that work has begun on the ninth grade wing at Minico High School. Plans were set for Mr. Gallardo to meet with Dr. Rogers and Theo Schut on Friday, July 20, 2007.

3% Increase in Substitute Teacher Salary Approved

Mr. John Fennell, Assistant Superintendent, reported that substitute teachers have not had an increase in salary for six years and that the district sub pool has significantly decreased in size. Last year over 200 classes did not have a sub available to teach. Board members suggested the possibility of leaving the salary as is for subs with no degree or certificate and giving the increase to subs with more education. Another suggestion was to tie in the completion of the SafeSchool classes to be entitled for a salary increase. Mr. Fennell recommended keeping the 3% increase the same for all subs for this year and will look into these suggestions for next year. Chairman Duncan asked the record to reflect that he refrained from discussion or vote as he has a pecuniary interest. A motion was made by Trustee MacDonald, seconded by Trustee Stevenson and unanimously approved to increase the substitute teacher salary by 3% for the 2007-2008 School Year. A copy of the proposed substitute salary increase chart is hereby incorporated into these minutes by reference to exhibit #5.

Personal Leave Changes Approved for Classified Employees

A motion to extend the same personal leave changes to classified employees as allowed for certificated employees was made by Trustee Price, seconded by Trustee Stevenson and unanimously approved. The change will allow employees to carry over one personal leave day for a maximum of five (5) days in any given year. Pay for unused days will increase from 50% to 55% of the employee's daily rate.

Elementary Handbooks Approved

Trustee Price motioned to approve all 2007-2008 elementary school handbooks with the modification of the Paul Elementary Handbook under the section entitled "Learning Materials" to be worded the same as Acequia's handbook. The motion was seconded by Trustee MacDonald and unanimously approved. Copies of the handbooks are hereby incorporated into these minutes by reference to exhibit #6, #7, and #8.

2007-2008 Board Goals & Strategic Plan Pulled from Agenda

The 2007-2008 Board Goals and Strategic Plan was held until the August Regular Board Meeting.

Addition of “Accountability Reports & Student Achievement/Learning” to Agenda Approved

A motion was made by Trustee MacDonald, seconded by Trustee Stevenson, and unanimously approved for “Accountability Reports and Student Achievement/Learning” to be added as a regular agenda item. This will give board members an opportunity to see what teachers in the district are doing to emphasize learning and achievement in their classes beyond regular test score reports.

2007-2008 School Fees Approved

A motion to approve the 2007-2008 school fees as presented with the noted changes of verbiage for East Minico Middle School regarding the number of weeks for Exploratory Classes and the exclusion of approval for the increase of the Minico High School Annual fee was made by Trustee Stevenson, seconded by Trustee Price and unanimously approved. Board members requested that the elementary and middle schools determine a common fee requirement for next year.

Amended/Revised/Deleted/New Policies:

1) Second Reading of Policy #501.33 “Dual Enrollment” Approved

Trustee George MacDonald moved to approve the second reading of Policy #501.33 “Dual Enrollment”. The motion was seconded by Trustee Doyle Price and unanimously approved. A copy of the policy is hereby incorporated into these minutes by reference to exhibit #9.

2) Revision of Policy #204.90 “Board Meeting Agenda” Approved

A motion was made by Trustee MacDonald, seconded by Trustee Stevenson, and unanimously approved to adopt the revision of policy #204.90 “Board Meeting Agenda”. The revision includes the addition of an agenda item entitled “Accountability Reports and Student Achievement/Learning”. A copy of the policy revision is hereby incorporated into these minutes by reference to exhibit #10.

3) Revision of Policy #404.10 “Personal Leave” Approved

Revisions to Policy #404.10 “Personal Leave” include: Both classified and certificated employees will be allowed to carry over one personal leave day for a maximum of five (5) days in any given year. Pay for unused days will increase from 50% to 55% of the employee’s daily rate. A motion was made by Trustee MacDonald, seconded by Trustee Price and unanimously approved to adopt the policy revisions. A copy of the policy is hereby incorporated into these minutes by reference to exhibit #11.

Dispositions of Fixed Assets Approved

A motion to approve all Disposition of Fixed Assets as presented was made by Trustee MacDonald, seconded by Trustee Price and unanimously approved. Copies of the forms are hereby incorporated into these minutes by reference to exhibit #12.

Travel Approvals

No travel approvals for July.

Personnel

Trustee Stevenson moved to approve all personnel recommendations and requests as hereby incorporated into these minutes by reference to exhibit “July 16, 2007” with the exception of Business Manager’s contract days. Trustee Price seconded the motion which was approved unanimously.

A motion was made by Trustee Price, seconded by Trustee Stevenson and unanimously approved to accept the resignation and release from contract of Larry Samuelson contingent upon finding a suitable replacement.

Trustee MacDonald moved to adopt the classified job descriptions as recommended by BDPA. The motion was seconded by Trustee Price and unanimously approved.

Meeting Adjourned

Motion to adjourn the regular board meeting was made by George MacDonald, Trustee, at 9:30 p.m. Doyle Price, Trustee, seconded the motion which was approved unanimously. Brian Duncan, Chairman, declared the meeting adjourned.

Brian Duncan, Chairman of School Board

Attest:
July 16, 2007, bkm

Betty Miller, Board Clerk