

# **MCS D #331 Board of Trustees**

## **Monthly Session Meeting Minutes**

### **November 21, 2016**

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 5:10 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, Tammy Stevenson; Trustees, Jason Gibbons, Rick Stimpson and Jeff Gibson

Chair Heins welcomed everyone to the Work Session.

#### **Work Session**

##### **A. Staff Travel:**

Dr. Cox shared with the Board the proposed changes to the policy, form and the new procedure.

1. The time frame to submit travel requests has been changed. At least eight (8) weeks prior to the event to ensure that Board approval can be obtained is required. The employee will not fill out the travel form. It must be completed by designated travel coordinators. Sylvia Lujan will also be available to help with the forms.
2. Administrators who have regularly scheduled meetings in-radius, will not have to fill out a request except for reimbursement.
3. Mileage will be reimbursed per the district rate. It will originate from District office to the destination.

**B. Professional Development:** When meeting with administrators it was suggested to reduce Professional development days to four. October 5<sup>th</sup> would be a PD day, October 6<sup>th</sup>, non-contract day, so staff could attend state in-services as needed. Parent teacher conferences would be reduced from three to two conferences. Admin suggested that school be a regular day with students, conferences would be held in the evenings and the following day in the morning. Another suggestion was that students would be released early every Monday. The remainder of the day teachers would have professional development. There were concerns expressed over those students who are in sports particularly at the middle schools. Before presenting it to the Board, the admin team will take into consideration what to do with students who need to attend activities. Para professionals would still work their regular hours with this proposal.

#### **Executive Session**

A motion was made by Vice Chair Stevenson to go into Executive Session. Chair Heins called the Executive Session to order at 6:17 p.m. for the purpose of Idaho Code 74-206 (1) (a) personnel.

The poll of the trustees follows: Stevenson - Yes; Gibbons – Yes; Heins – Yes; Stimpson – Yes; Gibson – 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 6:43 p.m.

### **Others Attending**

The following were also present: Superintendent, Dr. Kenneth Cox; Legal Counsel, Michael Tribe; Board Clerk, Kerri Tibbitts; Principals, Sanie Baker, Laurie Copmann, Colleen Johnson, Suzette Miller, Tim Perrigot, Kelly Arritt, Bryan McKinney; Assistant Principals, Ellen Austin, Josh Aston; Director of Special Programs, Sherry Bingham; Director of Federal Programs, Heather Hepworth; Student Achievement Director, Ashley Johnson; IT Director, Kent Jackson; Parents, Patrons, Students and Staff.

### **Open Session**

Chair Heins called the Regular Board Meeting to order at 7:05 p.m.

### **Poll of the Board**

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

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

Chair Heins welcomed everyone and led the group in prayer. The Pledge of Allegiance was led by Taylor Still.

### **Agenda Approved**

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

### **Good News Reports**

#### **A. Free Curriculum**

Tina Williams and Zelma Woodward presented to the Board free science curriculum that is available to teachers online. Teachers can create their own lessons based on the online materials and students may access it with their Google documents account.

#### **B. Social Students Conference**

Brittini Darrington, Minico, shared the information received by attending the Idaho Social Studies Conference in Boise. They were able to gain many ideas to share with other staff.

### **Student Representative Report**

Taylor still shared the many events that have taken place at Minico this past month

## **Accountability and Student Achievement Report**

Colleen Johnson and Ellen Austin shared scores and achievements at Paul Elementary. They presented many technology devices they have available for students. Their students are learning computer coding and a video was shared showing the students using the devices.

## **Data Report**

### **A. Attendance**

Dr. Cox shared attendance from week 11. The graph that was displayed compared attendance the last two years. The Board has asked that the graph be presented at each Board meeting. It is also be available on our website.

## **Patron Comments**

There were no patron comments.

## **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: October 17 and 28, 2016. 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: \$351,992.63

Payroll: \$1,912,689.30

Disposition of Fixed Assets

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

## **Discussion Items**

### **A. Board Member Training, Updates & Committee Reports**

Members of the Board shared with the audience the information they gained from attending the ISBA conference.

### **B. Administrator/Department/Committee Reports**

1. Advanced Opportunities: Brooke Claridge shared the opportunities offered to students through advanced opportunities. So far this year there have been 587 seniors and juniors

taking dual credit classes. She stated that parents are becoming more involved and asking more questions in regard to the program.

2. District Three Year Professional Development Plan  
Heather shared a draft version of the plan. The focus will be writing and literacy. It is unknown as to how much money the State will give us for the upcoming year.
3. Migrant Program Report:  
Heather Hepworth shared an overview of the program so far this year. We currently have 276 students in the program.

### **C. Policy Discussion**

#### **1. Policy D204.05 Open Meeting Law Compliance and Cure:**

This is from the ISBA. It deals with what to do if the Board is out of compliance with open meeting laws how it will be fixed.

#### **2. Policy D210.00 Electronic Signatures:**

This is from ISBA and will be presented to the Policy Review Committee next month..

### **D. Superintendent's Report**

Dr. Cox reviewed the information Board members requested in regards to the middle school soccer program.

The Board requested a curriculum expenditure report comparing past years and what has been spent on curriculum. Dr. Cox showed the comparisons and what has presently been spent.

The copier contract proposal was accepted was from Valley Office. They will provide printer cartridges as well as copy machine supplies and it will be approximately \$3,000 less than what we are currently spending.

Health and Wellness Committee has found a company willing to come and do health screenings for the entire staff. Because it is preventative, insurance will cover it. This will help those staff members who normally wouldn't go to the doctor for regular checkups. It is similar to what the Health Fair offers.

### **Business**

#### **A. ARTEC Performance Framework:**

Dr. Cox discussed the ARTEC report. This year there were only two schools who were not proficient compared to previous years of only two schools being proficient. A motion as made to accept the ARTEC Performance Framework by Vice Chair Stevenson, motion carried.

#### **B. New/Amended/Deleted Policies**

##### **1. Policy D102.00P Personnel Code of Ethics**

This was informational for the Board because we passed a new 102.00 policy last month and our old (which deals only with violations) is presented here as procedure.

##### **2. Policy D104.00 Parental Rights**

This will be held for a second reading

##### **3. Policy D305.31 Administrative Travel**

A motion was made by Trustee Stimpson to remove this policy as recommended by Dr. Cox. Motion carried.

**4. Policy D402.95 Employee Use of Social Media**

Motion was made by Trustee Gibson to approve. Motion carried.

**5. Policy D404.14 Sick Leave**

A motion was made by Vice Chair Stevenson to approve. Motion carried.

**6. Policy D413.53 Employee Injury**

This will be held for a second reading.

**7. Policy D501.40 Student Records**

This will be held for a second reading

**8. Policy D501.50 Student and Family Privacy Rights**

A motion was made by Trustee Stimpson to approve. Motion carried.

**9. Policy D504.17 Administering Medication**

A motion was made by Vice Chair Stevenson, motion carried.

**10. Policy D605.50 Advanced Opportunities**

This will be held for a second reading

**11. Policy D803.30 District Purchasing**

A motion was made by Trustee Stimpson to approve. Motion carried.

**12. Policy D803.50 Federal Cash Management**

A motion was made by Trustee Stimpson for approval. Motion carried.

**13. Policy D803.51 Allowable Use of Grants**

A motion was made by Trustee Stimpson for approval. Motion carried.

**14. Policy D803.53 Capital Outlay – Fixed Assets**

A motion was made by Trustee Stimpson for approval. Motion carried.

**15. Policy D1004.12/1004.12F1/1004.12P Use of Facilities**

A motion was made by Vice Chair Stevenson for approval. Motion carried.

**C. Travel Requests**

A motion was made by Vice Chair Stevenson to approve all submitted requests for travel. Motion carried.

**D. Personnel**

A motion was made by Trustee Gibbons to approve all personnel changes as presented. Motion carried.

**Meeting Adjourned**

A motion to adjourn the regular board meeting was made by Vice Chair Stevenson at 9:15 p.m. Chair Heins declared the meeting adjourned.



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Bonnie Heins, Chair of School Board

Attest: December 14, 2016, kt



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Kerr Tibbitts, Board Clerk

