

Board Meeting Agenda Summary

September 18, 2017

Trustees: If you have questions about any item on this summary prior to the board meeting please share them with me so that I can have the appropriate information at the board meeting.

4. Work Session Topic

- A. Advisory Update** – We have received a number of documents outlining what has been and is being done in advisory throughout our secondary schools. Terry Merrill will have a short presentation on Advisory and we will review the documents that have been presented.
- B. Activity Fundraising** – We have received the student activity budget sheets from Minico and some updated ones from some of the other administrators. We will review them and answer any questions that the Board might have concerning their fundraising requests. We will have a summary for the Board to approve in the business section of the meeting.
- C. Student Fee Clarification** – We received a question concerning student fees for students taking dual credit classes. Since we are trying to move away from fees where we can, I am recommending one of the following options: 1) We only charge fees for student workbooks rather than textbooks, or 2) We approve one-time fees for dual credit classes where the textbook needs to be replaced or for a new course. Option 2 would not be set to pay for the entire textbook, since it would be used for future classes, but the fee could be set to recoup some of the initial outlay for textbooks.

I will also be recommending that the Board approve the increase of the Driver's Ed fee from \$125 to \$175 as we reintroduce this program at Minico.

7. Good News Reports

- A. Acequia Elementary** – Acequia's new principal, Heather Hepworth, will share some of what is going on at their school.
- B. New Student Resource Officer (Robert Higen)** – Deputy Higen will introduce himself and ask for questions concerning his first monthly report. In the future his report will be submitted along with our other written reports.

8. Effective Instruction

- A. Heyburn Elementary 5th Grade** – This team of teachers will share what they have done in grouping students to help them better learn math skills.
- B. Minico Math Department** – The team of instructors that are introducing the new integrated math curriculum at Minico will share how they are planning to improve effective instruction with this new curriculum.

Mikayla Simcoe – This teacher, new to West Minico, will share some effective instruction information regarding her 6th grade history classes.

12. Discussion Items

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

Board Meeting Agenda Summary

September 18, 2017

1. **Board and Administrator Review** – Trustee Stevenson will facilitate a discussion on the July issue of this resource for the Board.
2. **Town Hall Attendance** – To assist in answering questions concerning the upcoming Plant Facilities Supplemental Levy, I would ask that at least two trustees attend each of the Town Hall meetings. We have posted them as Board meetings so we can have more attend if that fits your schedule.

B. Administrator/Department/Committee Reports – We have our standard written reports.

C. Attendance Incentives – I have prepared a summary of these requests with my recommendation for Board action.

D. Graduation Report – We have received reports from both Mt. Harrison and Minco High School on the number of students who graduated last year.

E. Class Size Report – We have tallied the current class sizes from throughout the District for your review. Both Paul and Heyburn have some 4th and 5th grade classes of 30 or 31 students in them.

F. Matching Grant Clarification – I have drafted a summary clarifying what the Matching Grant can be used for.

G. Policy Discussion

1. **Policy Renumbering Update** – I have shared the proposed renumbering that we are moving toward. I appreciate the help of Jacoby Sneddon who helped on the project during the summer. I will ask the Board to approve this new numbering scheme in October and any changes to the new system will be brought to the Board for approval.

H. Superintendent's Report – See attached.

13. Business Items

A. Professional Development Proposal (Heyburn) – Sanie Baker, Heyburn's new principal, and her staff would like to implement an after school professional development schedule similar to what Acequia Elementary is doing. I am recommending the Board approve.

B. Continuous Improvement Plan Approval – Michele Widmier has updated the first draft of our Continuous Improvement Plan. We are asking for your approval, so it can be submitted to the State and posted on our website.

C. ARTEC Courses Agreement – We need Board approval for us to offer ARTEC courses at Minico, so we can receive funding for them. I am recommending approval.

D. Bus Bid Request 17-18 – Alicia Bywater is requesting that we use last year's bid for new busses instead of putting out a new request for bids. The company is offering the same price for busses this year as last. I am recommending approval.

E. Fundraising Proposals Approval – I have asked Kerri Tibbitts to put together a summary of fundraiser, for Board approval. In reviewing this document I see that many activities have

Board Meeting Agenda Summary

September 18, 2017

yet to turn in the requested form. We will continue to gather this information and bring it to the Board once it is received. I am recommending the Board approve what is presented.

- F. Student Fees** –The Board needs to decide about Dual Credit Course fees. I would recommend only one-time fees when new textbooks are needed that year, with the fee being half the cost of the texts. I would also recommend as a separate motion that the Board approve the Driver's Education fee be increased to \$175 per student in order to cover our costs as a District.
- G. Teacher Rubric – Student Achievement** – The elementary portion of this document (approved last month) was in error. This is the correct version, which is the same as last year.
- H. Attendance Incentive Allocation Approval** – We have put together a summary of these requests. Please see the attached summary for my recommendation.
- I. New/Amended/ Deleted Policies –**
 - 1. Policy D204.01 Board Meetings (2nd Reading)
 - 2. Policy D204.61 Advertising Regular Trustee Meetings (1st Reading) - Changed seven-day agenda notice to five days to match Idaho State law. I recommend approval.
 - 3. Policy D404.94 Unpaid Leave of Absence (1st Reading) - The only change to this policy is language clarifying that Extended Unpaid Leave is for an entire school year, Long-term Unpaid Leave is for more than five days but less than a year and Short-term Unpaid Leave is five days or less. I recommend a 2nd reading.
 - 4. Policy D404.95 Involuntary Leave of Absence (1st Reading) - This is a new policy from ISBA clarifying when an employee is to be placed on unpaid leave of absence. I recommend a second reading.
 - 5. Policy D410.52 Emergency Closure Days (2nd Reading)
 - 6. Policy D505.35 Soliciting and Accepting Grants or Donations (3rd Reading)
 - 7. Policy D704.00 District Owned Vehicles (704.00 P (1st Reading) - Added no smoking language to the existing policy and procedure. I recommend approval.
 - 8. Policy D 809.97 Cellular Phones (1st Reading) - This policy previously only applied to District owned phones. We have added a section addressing personal cell phone use during the work day. It has been reviewed and updated by the Policy Review Committee. I recommend further readings so it can be shared with staff.
 - 9. Policy D810.97 Salary Authorization (1st Reading) – Changed the language concerning substitute documentation for pay. I recommend approval in order to match current practice.
- J. Disposition of District Property/Fixed Assets** – We have a number of sheets of old curriculum materials, technology and three busses.
- K. Travel Approvals** – There are a number of athletic event requests as well as some for professional development.

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Upcoming Events & Board Meeting Agenda Items:

September 20 – October 2	Dr. Cox Out of District – Ashley Johnson covering
October 2	Acequia City Council Meeting 7:30
October 5	Town Hall Meeting, 6:30 @ West Minico
October 9	Agenda Review 2:00 pm
October 10	Rupert City Council – 7 pm
October 11	Paul City Council – 7 pm
October 12	Town Hall Meeting, 6:30 @ Minico
October 16	Board Meeting, 4:30