

MCSD #331 Board of Trustees

Board Meeting Minutes

December 16, 2019

The Regular Board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins, at 4:38 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 Suchan, Andersen and Gibson.

Agenda Review

Those present reviewed the agenda items to be discussed at the December 16, 2019 meeting.

Executive Session (5: 04)

A motion to move into Executive Session for the purpose of: Idaho Code 74-206 (1) (a) personnel; (f) legal counsel was made by Trustee Andersen, seconded by Vice Chair Gibson. Motion carried.

A motion to move into Open Session was made by Vice Chair Stimpson, seconded by Trustee Gibson. Motion carried.

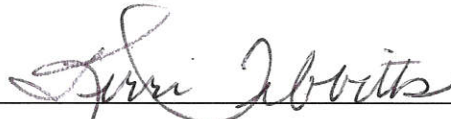
Adjournment (5:40)

A motion for adjournment was made by Trustee Gibson, seconded by Trustee Andersen. Motion carried. Adjournment was at 5:40 p.m.



Bonnie Heins, Chair of School Board

Attest: January 20, 2020 kt



Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees

Monthly Session Meeting Minutes

December 16, 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 5:47 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 Andersen, Gibson and Suchan.

Work Session

High School Accountability Reports

Minico High School: Kimberley Kidd, shared an Adobe Spark presentation with the Board, highlighting Minico's accomplishments and growth. You may view the presentation at: <https://spark.adobe.com/video/15yvac3v42BKT>

Mt. Harrison High School: Joe Fairchild shared a data presentation on the accomplishments and areas of improvement that are being addressed at Mt. Harrison.

Professional Development Calendar Options

Chair Heins clarified with the administrators that while a four-day week has been discussed, nothing has been decided upon. Information has to be gathered and reviewed before a decision can be made. Dr. Cox reiterated that a decision has not been made and would not be considered for next year and that much research needs to be done throughout next year.

Dr. Cox discussed the three calendars proposed by the Calendar Committee. He reviewed changes made to Option 1 in regards to professional development days. The Option 2 calendar has only slight changes from Option 1. The two options will be sent out and a survey for parent/staff input. There will be a calendar hearing on January 20th at 6:30 p.m. Dr. Cox noted that CSI changed their spring break, however, it will remain the same on our calendar. It is important to have the same break as Cassia due to staff who live in Cassia County.

Break (6:52– 7:02)

Others Attending

The following were also present: Superintendent, Dr. Kenneth Cox; Board Clerk, Kerri Tibbitts; Principals; Isaac Moffett, Joe Fairchild, Kim Kidd, Greg Durrant, Ellen Austin, Danelle Stutzman; Angela Davidson, Dyann Blood; Elementary Achievement Director, Ashley Johnson; Secondary Federal Programs Director, Michele Widmier; Technology Assistant, Jeremiah Draves; Patrons, and Staff.

Prayer, Pledge of Allegiance and Welcome to Meeting

Dr. Cox lead the group in prayer and Troy Bird lead the audience in the Pledge of Allegiance.

Agenda Approval (Action Item)

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

Consent Agenda (action item)

Chair Heins recused herself from voting on personnel. There was a clerical error on a date for travel, which should have been June, 2020. With the clerical error being corrected, the Consent Agenda was adopted by unanimous consent.

Minutes of previous board minutes were unanimously approved for: November 18 and 25, 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: \$703,796.53

Payroll: \$2,268,120.32

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

Travel Requests

Approval of Personnel

Student Representative Reports

Mt. Harrison (Katelynn Phillips) - Katelynn presented to the Board events that have taken place at Mt. Harrison. They had a large attendance for the Veteran's Dinner. She thanked Minico High School for having students from Mr. Harrison attend the vaping assembly they held.

Minico (Sadie Tribe) – Sadie shared events at Minico High School. They raised over \$3,000 with their Gift of Green collection that will help 17 families. She also shared that 23 players from Minico football were chosen for the all-conference football team. This is the most from any school in the conference.

Good News

Heyburn Elementary (Danelle Stutzman)

Mrs. Stutzman shared the good news from Heyburn. They are trying to change the culture on reading at school and courage positive messages and positive talk. They have also received a reading vending machine that students enjoy. You may view the presentation at:

https://mail.google.com/mail/u/0?ui=2&ik=90b41efb11&attid=0.1&permmsgid=msg-f:1653131945358291584&th=16f11abee1ee7280&view=att&disp=safe&realattid=f_k498ttgdg0

Gifted and Talented Conference

Mrs. Gochmour, Mrs. Broadhead, Mrs. Grove and Mrs. Lanier, our elementary gifted and talented coordinators shared information and ideas they learned while attending the National Gifted and Talented Convention in New Mexico last month.

Staff Recognition for Years of Service

Those who have been with the District for 25, 30 and 35 years were recognized by the Board; 25 years: Cheryl Howard, Denise Dietz; 30 Years: Tara McCall, Terril Catmull, Lisa Whatcott, Becky Hurst, Rosa Nunez, Kay Saurey; 35 years: Maren Oppelt, Jana Thomsen. The Board thanked them for their many years of service.

Patron Comments

Sylvia Lujan challenged the Board and audience members to donate to the Avenues of Hope campaign through a link on the District website.

Effective Instruction (Richard Jarvis, Mt. Harrison Jr. High)

Mr. Jarvis shared the Mastery Based ideas he is using in his classroom. It measures what the students actually know. He indicated that he is spending more time one on one with students, due to the fact they must check in with him on assignments. You may view his presentation at:

<https://www.youtube.com/watch?v=JOTwLonUOoQ&feature=youtu.be>

Discussion Items

Administrator/Department/Committee Reports

There were no comments on these reports.

Board and Administrator Newsletter (Chair Heins)

Vice Chair Stimpson shared highlights from the November newsletter regarding the responsibilities of the Board.

ISBA Convention Review

Trustee Andersen and Chair Heins shared information they received from the ISBA (Idaho State Board Association) convention in November.

Superintendent Report

There were no comments on Dr. Cox's report.

Business (Action Items)

Retirement Notification Incentive

A motion to approve the Retirement Notification Incentive was made by Vice Chair Stimpson, seconded by Trustee Suchan. Motion carried.

Certification Renewal Reimbursement

A motion to approve the Certification Renewal Reimbursement was made by Trustee Suchan, seconded by Trustee Andersen. Motion carried.

Highly Qualified Teacher Bonus

Dr. Cox clarified if a teacher previously taught in our District and returned, this would not apply. A motion to accept the Highly Qualified Teacher Bonus was made by Trustee Gibson, seconded by Vice Chair Stimpson. Motion carried.

Tree Removal Contract

Dr. Cox recommended we accept Troy Bird's recommendation to award the bid to Tree Trouble for tree removal on the Clark property in the amount of \$15,000. A motion to award the bid to Tree Trouble was made by Vice Chair Stimpson, seconded by Trustee Suchan. Motion carried.

Calendar Change

A motion to ratify the calendar change for early release on December 20, 2019 was made by Vice Chair Stimpson, seconded by Trustee Andersen. Motion carried.

New/Amended/Deleted Policies

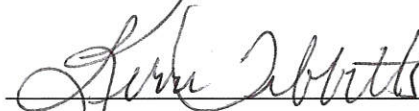
1. **Policy D272.00 Middle School Credits (First Reading)**
A motion to accept Policy D272.00 Middle School Credits as presented was made by Trustee Suchan, seconded by Trustee Andersen. Motion carried.
2. **Policy D276.00 Advanced Opportunities (First Reading)**
This will be held for a second reading.
3. **Policy D280.00 Graduation Requirements (First Reading)**
This will be held for a second reading.
4. **Policy D302.00 Open Enrollment (First Reading)**
This will be held for a second reading.
5. **Policy D426.00 Patron Visits to the Schools (Second Reading)**
A motion to accept Policy D426.00 Patron Visits to the Schools as presented was made by Trustee Gibson, seconded by Trustee Andersen. Motion carried.
6. **Policy D510.00 Personnel Hiring Process and Criteria (Third Reading)**
A motion to accept Policy D510.00 Personnel Hiring Process and Criteria as presented was made by Trustee Suchan, seconded by Trustee Gibson. Motion carried.
7. **Policy D586.00 Certificated Staff Grievances (Second Reading)**
A motion to accept Policy D586.00 Certificated Staff Grievances as presented was made by Trustee Gibson, seconded by Trustee Andersen. Motion carried.
8. **Policy D740.30 Retention of Records Relating to Federal Grants (First Reading)**
A motion to accept Policy D740.30 Retention of Records Relating to Federal Grants as presented was made by Trustee Andersen, seconded by Vice Chair Stimpson. Motion carried.
9. **Policy D748.70 Crowdfunding (Second Reading)**
A motion to accept Policy D748.70 Crowdfunding as presented was made by Trustee Suchan, seconded by Trustee Andersen. Motion carried.
10. **Policy D772.00 Property Control and Inventory (First Reading)**
This will be held for a second reading.
11. **Policy D774.00 Acquisition, Use & Disposal of District Property (Second Reading)**
A motion to accept Policy D774.00 Acquisition, Use & Disposal of District Property as presented was made by Vice Chair Stimpson, seconded by Trustee Gibson. Motion carried.
12. **Policy D872.00 Retention of District Records (First Reading)**
This will be held for a second reading.

Adjournment

A motion for adjournment was made by Trustee Gibson, seconded by Trustee Andersen. Motion carried. Adjournment was at 8:15 p.m.



Bonnie Heins, Chair of School Board



Kerri Tibbitts, Board Clerk

Attest: January 20, 2020 kt

MCSD #331 Board of Trustees
Board Meeting Minutes
January 13, 2020 (3:00)

The Executive Agenda Review meeting held at Acequia Elementary, 360 N 350 E. Rupert, Idaho was called to order by Chair Heins, at 3:05 p.m.

Board Members Present

The following trustees were present: Chair Bonnie Heins; Vice Chair Stimpson

Agenda Review

Those present reviewed the agenda items to be discussed at the January 20, 2020 meeting.

Adjournment (5:45)

Adjournment was at 5:45 p.m.



Bonnie Heins, Chair of School Board

Attest: January 20, 2020 kt



Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees

Special Board Meeting Minutes

January 13, 2020

The Special Board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins, at 6:40 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 Andersen, Gibson and Suchan.

Business

A motion to approval travel as presented was made by Vice Chair Stimpson, seconded by Trustee Gibson. Motion carried.

Superintendent Search Survey Review

Chair Heins explained to the audience that Idaho State Board Association is helping conduct the Superintendent Search. The survey was created to get input as to what staff and parents wanted when hiring for the position.

Misty Swanson from the Idaho State Board Association called in for a conference call with the audience. She explained that the public is not privy to all of the tools used when interviewing finalists because it is done in Executive Session. She also stated that ISBA redacted any time names of present or past employees due to the fact if an employment issue occurred, the Board must remain unbiased when making decisions.

Ms. Swanson informed the audience that members will often hear from the community a certain kind of person they would like hired, i.e. male or female, younger or older, certain religions. When interviews take place, these requests will not be discussed. No one can be hired based on certain factors.

Misty reviewed the survey responses with the audience members.

Question 1: The number of responses that were received: 23.66% parent/guardian; 6.11% resident; 70.23% district employees.

Question 2: Which prior positions do you think would prove most valuable for the next superintendent: The top three answers were 1) teacher; 2) building principal; 3) being superintendent in another district. She noted that the fourth response was close in number to #3 which was prior position doesn't matter that much as long as the candidate has the right skill set.

Question 3: Please note the professional qualities you feel would be important for the next superintendent. The top three qualities were 1) fosters positive community relationships 2) has positive experiences dealing with conflict and problem management 3) successful experience with managing staff. Ms. Swanson noted the next two of the top five responses were experience with budgeting and school finance and strong background in curriculum, supervision, human relation skills and team building.

Question 4: Personal qualities you feel would be important for the new superintendent. 1) shows good judgement and common sense, basing decisions on facts and without prejudice 2) shows respect for all students, staff, parents and stakeholders 3) good character with high morals and unquestionable integrity.

Question 5: In choosing the next superintendent, which path or strategy do you think the Board should take. 1) find a candidate who will stay the course and continue good work of the current administration 2) find a candidate with the same basic educational and management philosophy, but who makes some necessary changes 3) Find a very different kind of candidate, one who is ready to take the District in a significantly different direction.

Question 6: When those who took the survey asked why they chose their response, there were many pages of responses. Misty suggested the Board review each response. She noted a couple of trends. She mentioned comment one that worded it well – ‘I don’t know that we need a radical change, but also staying the same is not a great idea. The world is changing and our education and strategy for learning and growth needs to be ahead of that change, not behind. Lead the change, don’t try to play catch up.’ Those items that were consistent were 1) a good fit for the District 2) make positive changes 3) rebuild trust of patrons and staff 3) increase of input from stakeholders and 4) communication.

The last question which asked what would you like to be asked as an interview question for the new superintendent was intentionally left off. As the interview questions are finalized, more information will be shared on this question.

There were no questions from the audience for Misty, so the conference call ended.

Patron and Staff Comments

Chair Heins stated that part of the agenda was to take comments from patrons and staff. She and the Board felt that communication was a priority and also selecting someone who may be from the area. She expressed concern of what may happen if there is not a candidate from this area that applies.

Patron Comments

Chet Jeppsen – As an Ag Advisory Committee representative he expressed appreciation for the progress made. The programs are doing well, and he and the committee hopes to see forward progress with the Ag and Science programs. He also stated the new superintendent will continue to recognize the programs for students who do not attend college.

Suzette Miller – She stated each superintendent we have had in the District has brought something different to the table. Communication is important, but also as in the past a love for our community. Sometimes someone coming from the outside can be difficult. We want someone to celebrate what our kids do each day. We need someone who is a strong PR person and bring people together. Mrs. Miller also suggested visiting the area/schools of candidates. This would give you a feel as to what the candidates are really like.

Dustin Heath – He felt our District holds students to a higher standard which is good. He would like to see someone with charisma, a good listener and strong at resolving conflicts. Teachers would like to be trusted more. He sometimes feels the District is top heavy, schools should have more control in some aspects. When Trustee Andersen asked what he meant by top heavy. Dustin explained less micromanaging, being able to make decisions as a principal, not at the district level.

Heather Hepworth – There are many positive programs in place, and is hopeful the next superintendent will be supportive of the prior work that has been done. It would be nice to have someone supportive of those programs, be more involved and recognize the hard work principals and teachers have put into the programs. Other qualities she feels are important: morale, makes you feel good about what you do every single day, still good with the business and policy side and supportive in the instructional side.

Vice Chair Stimpson stated it feels like it comes back to communication.

Ashley Johnson – She stated the next superintendent needs to listen and observe and be able to see objectively what goes on. Sometimes we focus on what isn't right, maybe that's why things never change or are overwhelming. There are always ways to improve, having someone thinks outside the box and uses the resources and people around to help solve issues.

Kim Kidd – Feels that negativity needs to be stopped before it becomes that way. She liked what Debbie Critchfield, Cassia School District, stated about not accepting the negative.

Shelly Merrill – She stated if the candidate was received well in their community, and it was positive, they might be a good fit for our community. She felt a superintendent should be in touch with their community, make others feel valued, and recognizes each person's abilities and talents. Charisma and communication is important. If the new superintendent has positive relationships and trust with teachers, this maybe will have more teachers want to be in our District.

Wayne Schenk – Would like to see the fantastic programs currently in place remain. The superintendent needs to be a good listener and see what works best for our District.

Ryan Miller – Wasn't sure what was meant by change in the survey. Was it in the classroom or in the District. He would like to see the progress our District has made continue. If you set a standard and a bar high enough, the district will adhere to that and move towards that bar.

Vice Chair Stimpson expressed appreciation to administrators and staff that came to the meeting.

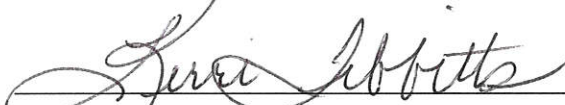
Adjournment

A motion for adjournment was made by Trustee Gibson, seconded by Trustee Andersen. Motion carried. Adjournment was at 7:46 p.m.



Bonnie Heins, Chair of School Board

Attest: January 20, 2020 kt



Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees

Special Board Meeting Minutes

January 15, 2020

The Special Board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins, at 12:05 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; Trustees Andersen, Gibson and Suchan. Also present Kerri Tibbitts, Board Clerk, Misty Swanson, Idaho State Board Association.

Board Training – Hiring Best Practices and Open Meeting Law Workshop (Misty Swanson

Misty Swanson reviewed the Open Meeting Law requirements and what decisions and discussions are to be held in Open Session. Items cannot be discussed unless they are on the agenda. Any specific qualities or specific candidate's discussion will be held in Executive Session. The Equal Employment Opportunity Commission protects applicants from discrimination against age, gender, religion, race. When discussing candidates, she will monitor the discussion in order to make sure these laws are not violated.

Business

Superintendent Timeline and Salary

Salary: There were only four applications received. When Misty contacted other applicants, the reasoning of not applying was due to the low salary. Ms. Swanson discussed that with the credentials a superintendent has, the salary we offered was low compared to others in the State. She shared the salary of other districts throughout the state. Our District is 18th largest in enrollment of students and staff, however we are 36th out of 42 in salary range for the superintendent. *A motion was made to change the salary range to \$125,000 to \$145,000 by Trustee Gibson, seconded by Trustee Andersen. Motion carried.*

Timeline: The Board felt we needed more candidates if possible in the event of applicants taking other offers or deciding not to move to this area. Changes in the timeline will be posted with this agenda.

The Board discussed extending the timeline in order to receive more applications. *A motion was made to extend the timeline for applications until January 31, 2020 by Trustee Gibson, seconded by Trustee Suchan. Motion carried.*

Copies of the applications will be given to Board members February 6 for review. The Board will do reference checks with Ms. Swanson and review the information. Special board meetings will be set up to review superintendent information in Open Session.

When the applicants are discussed in Executive Session, a form will be signed by board members stating information discussed in Executive Session is to remain confidential.

When the Board asked Ms. Swanson about a scoring sheet, she informed the Board it was not necessary. The Board's sole responsibility is to hire the Superintendent. Ms. Swanson will be at all interviews. If people have questions when it comes to selection, they should contact her.

Adjournment

A motion for adjournment was made by Trustee Gibson, seconded by Trustee Andersen. Motion carried. Adjournment was at 1:53 p.m.



Bonnie Heins, Chair of School Board

Attest: January 20, 2020 kt



Kerri Tibbitts, Board Clerk