

MCSD #331 Board of Trustees

Monthly Session Meeting Minutes

September 18, 2017

The regular monthly Board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair, Bonnie Heins at 4:33 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, Rick Stimpson; Trustees, Jeff Gibson, Tammy Stevenson, and Mary Andersen.

Agenda Review

The Board reviewed the agenda for the Board meeting. There were no clarifications needed.

Executive Session

A motion was made by Vice Chair Stimpson to go into Executive Session. Chair Heins called the Executive Session to order at 4:40 p.m. for the purpose of Idaho Code 74-206 (1) (a) personnel and (f) legal. The poll of the trustees follows: Stevenson - Yes; Gibson – Yes; Heins – Yes; and Stimpson – Yes; Andersen – Yes

Personnel 4:40 – 4:49 p.m.

Legal 4:55 – 5:03 p.m.

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 5:05p.m.

Poll of the Board

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

Chair Heins welcomed everyone to the Work Session.

Work Session

Advisory Update

West Minico

Terry Merrill shared an advisory presentation from East and West Minico. He stated personalization needs to happen throughout the whole school not just in advisory. He and Mr. McKinney explained what occurs in advisory and the effect it has on students.

Minico

Mrs. Miller shared some things each grade level does in advisory. Something that is proving to be successful is Spartan 60. If students meet certain criteria, on Friday they get a 60 minute lunch. They allow an open campus now, so students enjoy the opportunity. Teachers meet with students on Wednesday to notify them if they have qualified for Spartan 60. Teachers also note if a student has come in voluntarily to do work.

Mt. Harrison

Mr. Arritt stated they are using data to help students needing intervention. They have a half hour advisory once a week, but accomplish many things.

TLC

Mrs. Blood shared they have a total of 45 minutes for advisory. They have 30 minutes at the beginning of the day and set goals. At the end of the day they have a 15-minute advisory to review if students have accomplished the goal they set. If they have not, the goal for the next day will be that goal.

Activity Fundraising

Dr. Cox reviewed the summary of budget sheets submitted by schools. In the past the Board had requested the number of fund raisers from groups or an approximate amount to be raised. If additional requests are received, they will be presented next month. Terry Merrill expressed concerns over the contingency fund, especially when football equipment is needed.

Vice Chair Stimpson spoke to the audience from the perspective of a business owner getting continual requests from students for donations. He explained that businesses in the community are more willing to donate to schools when they can use a 501c3 and write off the full donation. If we approach business notifying them we have the Minidoka Education Foundation and they can use the 501c3, perhaps they would be willing to donate more often. Some can donate to the foundation and their corporate offices will match what is donated. Chair Heins stated the foundation is working to get options and plans in place to be more efficient for businesses wanting to donate.

Student Fee Clarification

Dr. Cox clarified using student fees for dual credits. He recommended a fee be charged for workbooks used in these classes. If a textbook is needed, he suggested the District only charge students half the price as a one-time fee. He also stated each case may need to be reviewed in regards to textbooks.

Dr. Cox in his Superintendent's Report recommended the fee for Drivers Education be increase to \$175; however, after meeting with Michelle DeLuna and reviewing the budget, he now recommends dropping the fee to \$100. Registration will be done in a lottery. Interested students will pick up tickets on September 19, and the winning numbers will be posted on the office window sometime in the afternoon.

Others Attending

The following were also present: Superintendent, Dr. Kenneth Cox; Legal Counsel, Reed Cotten, Board Clerk, Kerri Tibbitts; Principals, Sanie Baker; Heather Hepworth; Ellen Austin; Dyann Blood; Suzette Miller; Kim Kidd; Terry Merrill; Tim Perrigot; Bryan McKinney; Kelly Arritt; Shanna Lindsey; Angela Davidson; Athletic Director, Ty Shippen; IT Director, Kent Jackson; Business

Manager, Michelle DeLuna; Special Ed Director, Sherry Bingham; Student Achievement Director, Ashley Johnson; Patrons, and Staff.

Poll of the Board

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

Prayer, Pledge of Allegiance and Welcome to Meeting

Chair Heins welcomed everyone. Dr. Cox lead the group in prayer and Brian Borden lead the Pledge of Allegiance.

Agenda Approved

A motion to accept the agenda as presented was made by Trustee Andersen. Motion carried.

Good News

Acequia

Principal, Heather Hepworth shared with the Board the version of Remind they purchased. She explained the many features it has and the improvement it will make in communicating with parents. The Board asked Mrs. Hepworth to report back in January to update them on the effectiveness of this program.

New SRO

Deputy Robert Higen introduced himself to the Board. He informed members that he has met with all administrators. He expressed concerns that they panic button at Heyburn did not work. Dr. Cox stated he was informed it was now working. Deputy Higen will check to make sure it is now working correctly.

Effective Instruction

Elementary

Heyburn Elementary teachers, Tara Egbert and Tyna Christensen presented to the Board their effectiveness in teaching math to students who are grouped with other students at their level. They use pre and post tests to monitor progress. They have found it is highly effective and students become more engaged and excited about learning. They have shown a 90% growth in the last few months last year.

Secondary

Minico Math Department, Kyle Meyers, Karyn Amen and Anna Bateman presented to the Board CPM (College Prep Math). It is taught differently in the classroom. Ms. Bateman shared two different math activities with Board members.

West Minico

Social studies teacher, Mikayla Simcoe, shared ways she uses technology in her lesson. She gave the Board a hands on experience of how students can answer questions in her classroom. It was interesting to see how she created a way for students to respond using new techniques.

Student Representative Reports

Minico

Brian Borden shared events that have taken place at Minico and the upcoming homecoming events.

Mt. Harrison

New student council members introduced themselves to the Board. They will be participating in the parade with Minico for homecoming this year.

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:

August 14, 2017; August 17, 2017, September 11, 2017. 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:\$593,946.82

Payroll: \$2,007,375.39

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

Discussion Items

1. Board Member Training, Updates & Committee Reports

Trustee Stevenson shared information from the July newsletter. Board planning for leadership – the key to planning helps the Board and staff move forward as a District. Vice Chair Stimpson will present information from next month's newsletter.

2. Town Hall Attendance

Dr. Cox shared the list of town hall meetings being held. He asked that one or two board members attend each meeting. They are as follows: October 5th: Trustee Stevenson; October 12th: Chair Heins and Vice Chair Stimpson; October 19th: Trustee Andersen. There is a meeting November 2nd at East – if a Board member can attend, please let Dr. Cox know.

3. Board Member Handbook

Dr. Cox notified the audience that a handbook had been created for Board members

Trustee Stevenson asked if the resolution the Board submitted to ISBA was approved. Dr. Cox stated to the Board he had received word they had not approved it to go before the State Board of Education. A motion was made by Trustee Stevenson to withdraw the resolution made to ISBA. Motion carried.

Administrator/Department/Committee Reports

1. Attendance Incentives

Dr. Cox recommended a cap be put on the amount given to schools. He recommended the following: Elementary - \$400; Middle Schools - \$1,200; High School - \$2,000. With snow days, it was hard to determine if the incentives helped improve student attendance. It was originally given

to recognize individual students who met the criteria. With the proposals submitted, only Mt. Harrison met these requirements. Chair Heins stated she felt the incentives were to get students to quit feeling they could miss days. It needs to encourage students to stay in schools. After some discussion, the following motion was made by Trustee Stevenson: Elementary - \$500; Middle Schools - \$1,500; High School - \$2,500. Mt. Harrison would receive \$1,500 and TLC would receive \$500. Motion carried. The Board asked that in June attendance reports be submitted to see if the incentives worked.

2. Graduation Reports

Minico and Mt. Harrison showed reports as to how many seniors were enrolled last year, and how many graduated.

3. Class Size Reports

Dr. Cox shared the class numbers of all schools. There was concern over the amount of students in three of our elementary schools: Acequia, Heyburn and Paul. The Board committed to the hiring of three (3) paras for those schools. This is only for the 2017-2018 school year. This will be rolled into personnel in Executive Session.

4. Matching Grant Clarification

Dr. Cox stated there were many questions regarding matching grants. He pointed out sport teams, clubs doing fundraisers cannot turn it in and double it. If it's a project it may be considered. It is anticipated there will be \$75,000 but will initially spend \$50,000. Those who don't have resources will be highly considered.

Terry Merrill asked if there was a list of expenditures that was created of approved one-time expenditures. Dr. Cox shared a list of expenditures that was developed when the committee met earlier in the month., The Board approved the allocation of up to \$85,000 for one-time expenditures last month.

Policy Renumbering Update

Dr. Cox shared the policy renumbering that will take place after PRC reviews the updates and is passed by the Board. The renumbering is to coincide more with ISBA policies.

Superintendent's Report

Dr. Cox reviewed items on his report. He highlighted the fuel bid conditions. He discussed the quality, how fuel will be tested and the number of times tested. There are some specifications listed. It was suggested we test four (4) times, with most of that being done in the winter months. The Board directed Dr. Cox to agree to the four (4) times testing during the year and paying for the testing.

Dr. Cox also discussed with the Board mileage reimbursement cost. We will be looking towards buying a 7 passenger van to allow groups going to conferences to use whenever possible. This will cut down the mileage reimbursement cost to employees.

The IRS audit had a number of items on their audit. The business office will be working with the Board and Dr. Cox to be in compliance with their regulations

Business

A. Professional Development Proposal - Heyburn

Principal Baker asked to trade some days during the year for evening meetings (Acequia Elementary's proposal). A motion was made by Vice Chair Stimpson to accept the proposal. Motion carried.

B. Continuous Improvement Plan

There were a few minor changes made, so it is in compliance with the State. A motion was made by Trustee Stevenson to approve the plan. Motion carried.

C. ARTEC Courses Agreement

This agreement is for our teachers to teach the courses with ARTEC. It was noted Diesel Tech on the list was .5; however, it was changed to a .8. Michelle DeLuna will notify ARTEC of the error. A motion as made by Trustee Stevenson to accept the ACRTEC courses agreement with the clarification on the FTE. Motion carried.

D. Bus Bid

Alicia Bywater has recommended we accept the bid we used last year for three (3) more buses. She has also been asked to find out the price of a small bus. A motion was made by Vice Chair Stimpson to approve the bus bid. Motion carried.

E. Fund Raising Proposals Approval

Dr. Cox recommended the Board approve the submitted proposals. A motion was made by Trustee Gibson to accept the proposals. Motion carried.

F. Student Fee Clarification

Dr. Cox recommended in regards to dual credits – workbook fees will be paid by the student, half of the textbook costs will be paid for by the District for one year. A motion was made by Trustee Andersen to accept Dr. Cox’s recommendation. Motion carried.

Dr. Cox revised his recommendation on his report to \$100 for Driver’s Education. A motion made by Trustee Andersen to charge a \$100 fee for Driver’s Education was made. Motion carried.

G. Teacher Rubric

The elementary section on the previous rubric was not correct. The attached document shows the correct student achievement guidelines. A motion was made by Trustee Stimpson to approve the rubric. Motion carried.

H. Attendance Incentive Approval

A motion was made to approve caps and proposals in the work session by Trustee Stevenson. Motion carried.

New/Amended/Deleted Policies

1. Policy 204.01 Board Meetings (1st Reading)

Dr. Cox recommended to approve this policy. A motion was made by Trustee Anderson to approve. Motion carried.

2. Policy D204.61 Advertising Regular Trustee Meeting (1st Reading)

Dr. Cox recommended to pass this policy because of only minor changes. A motion was made by Trustee Stevenson for approval. Motion carried.

3. Policy D404.94 Unpaid Leave of Absence (1st Reading)

Dr. Cox stated the changes made to this policy were for clarification. A motion was made by Vice Chair Stimpson for approval. Motion carried.

4. Policy D404.95 Involuntary Leave of Absence (1st Reading)

This will be held for a second reading.

5. Policy D410.52 Emergency Closure Day (2nd Reading)

With being a second reading a motion was made by Trustee Gibson for approval. Motion carried.

6. Policy D505.35 Soliciting and Accepting Grants or Donations (3rd Reading)

Dr. Cox will send out this policy after approval, so staff will be made aware of the process and procedure. A motion was made by Trustee Gibson for approval. Motion carried.

7. Policy D704.00 District Owned Vehicles (704.00P) (1st Reading)

The change made to this policy is that no smoking is allowed in District vehicles. A motion was made by Vice Chair Stimpson for approval. Motion carried.

8. Policy D809.97 Cellular Phone Use (1st Reading)

This will be held for a second reading.

9. Policy D810.97 Salary Authorization (1st Reading)

Changes were made to state substitute pay authorization would come from our software documentation. This matches current practice. A motion was made for approval by Trustee Gibson. Motion carried.

Disposition of District Property/Fixed Assets

It was noted that this should have been in the Consent Agenda. A motion was made by Trustee Stevenson to approve requests for Disposition of District Property and Fixed Assets. Motion carried.

Travel Approvals

A motion was made by Trustee Andersen to approve all submitted requests. Motion carried.

Personnel Recommendations

A motion was made by Vice Chair Stimpson to accept the personnel recommendations as discussed. Motion carried.

Meeting Adjourned

A motion to adjourn the regular board meeting was made by Trustee Andersen at 9:12 p.m. Chair Heins declared the meeting adjourned.



Bonnie Heins, Chair of School Board

Attest: October 16, 2017 kt



Kerri Tibbitts, Board Clerk

