

**Minidoka County School District #331  
School Board of Trustees  
Monthly Session Meeting Minutes  
June 18, 2007**

Brian Duncan, Chairman of the Board, called the school board meeting to order at 5:32 p.m. The poll of the board was as follows: Duncan – Yes; Copeland – Yes; Price – Yes; Sanford – Yes; McDonald – Absent.

**2007-2008 Proposed Budget Approved**

At 5:32 p.m. the 2007-2008 Proposed Budget Hearing took place in open session in the Minico High School Library. Michelle DeLuna, Business Manager, presented a PowerPoint presentation reviewing the proposed budget and fees. Vice Chairman Greer Copeland motioned to approve the 2007-2008 Proposed Budget. The motion was seconded by Trustee Doyle Price and unanimously approved. A second motion was made by Trustee Price, seconded by Trustee Sanford and unanimously approved to adopt the 2007-2008 ARTEC Charter School Budget as presented. A copy of the proposed budgets is hereby incorporated into these minutes by reference to exhibit #1. Chairman Duncan declared the Budget Hearing closed at 6:10 p.m.

**First Executive Session**

A motion was made by Vice Chairman Copeland and seconded by Trustee Doyle Price to go into Executive Session. Executive session began at 6:12 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; Copeland - Yes; Price-Yes; Sanford-Yes; MacDonald-Absent

Vice Chairman Greer Copeland moved to close the Executive Session and return into Open Session. Doyle Price, Trustee, seconded the motion which was approved unanimously. Brian Duncan, Chairman of the Board, declared the Executive Session adjourned at 7:05 p.m. with a five minute recess before Open Session would commence.

**Return into Open Session**

At 7:09 p.m., Chairman Duncan called to order the Regular Board Meeting which was which was held at the Minico High School Library, 292 West 100 South, Rupert, Idaho.

**Board Members Present**

The following trustees were present: Brian Duncan, Chairman; Greer Copeland, Vice Chairman; Doyle Price, Trustee; and Kerry Sanford, Trustee. The Clerk of the Board reported a quorum was present.

**Others Present**

The following were also present:

Dr. Scott Rogers, Superintendent; John Fennell, Assistant Superintendent; Michael Tribe, School Counsel; and Betty Miller, Board Clerk. Others attending were: Sandra Miller, West Minico Middle School Principal; Michele Widmier, Federal Programs Director; Michelle DeLuna, Business Manager; and Theo Schut, Maintenance Supervisor. Also in attendance were: Tammy Stevenson, Trustee Elect and Sven Berg from South Idaho Press.

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

The Pledge of Allegiance was led by Vice Chairman Copeland. Following the pledge, Chairman Duncan welcomed staff and patrons.

### **Agenda Approved**

Vice Chairman Copeland moved to approve the agenda with the following amendment: Move #11 “Construction Phase for New Schools” to the second item on the agenda. The motion was seconded by Trustee Sanford and unanimously approved.

### **Good News Report**

Coach Doug Stewart from West Minico Middle School reported that the Boys Eighth Grade Track Team placed second at the Conference Meet held in May. The 7<sup>th</sup> grade girls’ team also took second place. Coach Stewart reported that Tyler Brown, a seventh grader, was only one second away from the top national score and will compete in the regional meet in Spokane, Washington. Sandra Miller commended Coach Stewart for an excellent job.

Sandra Miller, principal, explained that West Minico has had a very successful year with their nutrition grant. Through funds secured through the grant, Lorie Johnson has established the West Minico Nutrition Club and a nutrition concession stand. The nutrition stand was not designed to make money, but only to sustain itself, with the main objective being to provide opportunities for students to make healthy choices.

### **Student Representative Report**

Minico School Board Student Representative, Anthony Garcia, reported that the student body has been working with Cassia in preparation for the 4<sup>th</sup> of July parade. Football and basketball camps were both successful. Chairman Duncan presented Anthony Garcia with a pen and pencil set in appreciation for his service to the board as Student Council Representative.

Chairman Duncan also presented a certificate and pen/pencil set to Trustee Kerry Sanford for his outstanding service and commitment to Minidoka County Schools for the past three years at his last official meeting presenting the district as trustee for Zone 2.

### **Patron Comments**

There were no patron comments.

## **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:

May 21, 2007, Regular Board Meeting

June 7, 2007, Special Board Meeting

June 12, 2007, Special 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: \$

Payroll: \$ 2,668,954.71

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**

Dr. Rogers explained to board members the importance of attending the annual ISBA conventions and how these meetings have benefited the district. The 2007 convention will be held on November 14-17 in Coeur D'Alene. Dr. Rogers asked the trustees to inform the board clerk if they plan to attend so that hotel reservations can be made by July 1, 2007.

## **Business:**

### **Minidoka Co. Fire Protection District's Interest in Heyburn South Site**

Mike Brown, Fire Chief for Minidoka County Fire Protection District, and Rocky Baker, Commissioner, expressed interest in acquiring the South Heyburn School site. Mr. Brown explained that the donation of the building would be advantageous for the whole community. As the Fire District has outgrown their present site, if the property could be available, it could possibly save the Fire District and taxpayers a considerable amount of money in the construction of a new fire station and training facility.

Chairman Duncan feels the school district is at a place where we need to study any proposals on the site. Dr. Rogers suggested that it would be appropriate to have a Patron Advisory Committee, post a survey on the web to collect input from the public and make recommendations. The letter of request from the Minidoka County Fire Protection District is hereby incorporated into these minutes by reference to exhibit #1.

### **Construction Phase for New Schools Discussed**

Chevron Project Manager, Frank Gallardo gave an overview of the progress on the new school sites. He explained that contractors must have ample time to submit bids for the project's components and that rushing bidders might cause possible higher or uninformed bids. Chairman Duncan stated that the time is well past to have started working on these schools. Mr. Gallardo explained that plans are 90-95% ready to move forward. Chairman Duncan insisted that the district must have the Guaranteed Maximum Price no later than the July 16, 2007 board meeting. A copy of the Review of Construction Dates presented by Mr. Gallardo is hereby incorporated into these minutes by reference to exhibit #2.

### **ARTEC Memorandum of Understanding Approved**

A motion to approve the Memorandum of Understanding between ARTEC Charter School and Minidoka Joint District #331 with the correction of changing the district number to 331 was made by Trustee Sanford. The Memorandum of Understanding agrees to provide educational services in Diesel Mechanics, IT, and Health Occupation programs to identified ARTEC Charter School students. The motion was seconded by Vice Chairman Copeland and unanimously approved. A copy of the document is hereby incorporated into these minutes by reference to exhibit #3.

### **Classified Salary Schedule (Option #4) Adopted**

Vice Chairman Copeland moved to adopt the new salary schedule (Option #4) which is a 1.5% step change and allow for a two year period to complete 150 hours credit for a one step change or equivalent. Supervisors will be dropped from the salary schedule and paid according to job description and Ranges N and O will be dropped from the salary structure. The motion was seconded by Trustee Kerry Sanford and unanimously approved. A copy of the four salary structure options and Kinds and Levels Chart is hereby incorporated into these minutes by reference to exhibit #4.

A second motion was made by Trustee Price to take the Business Manager position off of the salary schedule and increase the salary to \$38,000. The motion was seconded by Trustee Sanford and unanimously approved.

### **Middle and High School Handbooks Approved**

A motion was made by Vice Chairman Copeland, seconded by Trustee Sanford and unanimously approved to adopt the middle and high school handbooks with noted corrections. Fees are subject to approval at the July board meeting. A copy of the East, West, Minico, and Mt. Harrison Handbooks are hereby incorporated into these minutes by reference to exhibit #5, #6, #7, and #8.

### **Agreement with Cassia Regional Medical Center Approved**

Trustee Kerry Sanford motioned to approve the amendment to and extension of term agreement for Institutional Support Services with Cassia Regional Medical Center and Minidoka County School District to provide Consultative Physical and Occupational Therapy

services. The motion was seconded by Trustee Doyle Price and unanimously approved. A copy of the agreement is hereby incorporated into these minutes by reference to exhibit #9.

### **Minidoka Preschool Center Registration & Tuition Fees Approved**

Assistant Superintendent, John Fennell explained that preschool tuition fees are in line with the expansion of the Early Reading First Grant requirement to enrich the current program rather than create new. Last month the board approved the expansion of the two existing preschool classrooms be increased to four, for a total of eight sessions. The fees are not designed to be competitive and will be the same fees that are presently charged at St. Nicholas. Monthly fees will vary depending on the number of days the student will attend. Scholarships will be available for children who qualify for free or reduced lunches. A motion was made by Vice Chairman Copeland, seconded by Trustee Price and unanimously approved to approve preschool tuition for the 2007-2008 school year. A copy of the Minidoka Preschool Center proposed fees are hereby incorporated into these minutes by reference to exhibit #10.

### **Idaho Lighthouse Project Agreement Approved**

Trustee Sanford motioned to approve the district's participation in the Idaho Lighthouse Project. If chosen by the Idaho School Board Association to participate, the school district will commit to a five year collaboration, attend training sessions, and conduct annual data reports. In return, the school district will have access to research based or best practice tools and processes that improve board/superintendent leadership skills for improving student achievement. The motion was seconded by Vice Chairman Copeland and unanimously approved. A copy of the Draft Lighthouse Project agreement is hereby incorporated into these minutes by reference to exhibit #11.

### **Month-to-Month Rental Agreement Approved**

A motion was made by Trustee Price, seconded by Trustee Sanford and unanimously approved regarding the month-to-month rental agreement for the house located behind Minico High School and currently occupied by Thomas Stimpson. Lessee will provide school security in exchange for rent and will be responsible for utilities. A copy of the rental agreement is hereby incorporated into these minutes by reference to exhibit #12.

### **2007-2008 Milk Bids Approved**

Vice Chairman Copeland motioned to approve Meadow Gold Dairies, Inc. as the apparent low bidder to provide milk in plastic containers and dairy products and for the 2007-2008 school year. The motion was seconded by Trustee Price and unanimously approved. A copy of the bid sheet is hereby incorporated into these minutes by reference to exhibit #13.

### **Road Construction Project at New Acequia Site Approved**

A motion to sign a letter of commitment with the Minidoka County Highway District for \$46,620 for road construction costs at the new Acequia Elementary School site located at 350 East 350 North was made by Vice Chairman Copeland, seconded by Trustee Sanford and unanimously approved. The board directed John Fennell to write a letter of commitment to

the District Highway Department. A copy of the documents with projected project costs is hereby incorporated into these minutes by reference to exhibit #14.

### **2007-2008 Negotiated Contract Approved**

Dr. Rogers discussed items agreed on during negotiations with certificated employees. He explained that Minidoka County was one of the first districts in the state to ratify contract changes. A motion to approve the 2007-2008 Negotiated Agreement was made by Vice Chairman Copeland, seconded by Trustee Price and unanimously approved. The document entitled "Items Agreed on During Negotiations" is hereby incorporated into these minutes by reference to exhibit #15.

### **Schedule of Payroll Dates Approved**

Trustee Price motioned to approve the scheduled 2007-2008 payroll dates. The motion was seconded by Trustee Sanford and unanimously approved. A copy of the Pay Dates for FY 2007-2008 is hereby incorporated into these minutes by reference to exhibit #16.

### **Ten Year Facilities Plan Approved**

Maintenance Supervisor, Theo Schut presented a PowerPoint presentation of the state required Ten Year Facilities Plan that must be submitted by June 30, 2007. The extensive plan covers topics such as: Building and Land Statistics, District Enrollments, Building Condition Evaluation forms and calculations, etc. The plan identifies the current status and needs per school district. A motion was made by Trustee Price, seconded by Trustee Sanford, and unanimously approved to approve the Ten Year Plan with corrections as noted for Paul Elementary. A copy of the Ten Year Facilities Plan is hereby incorporated into these minutes by reference to exhibit #17.

### **Amended/Revised/Deleted/New Policies:**

#### **Revision to Policy #501.33 "Dual Enrollment" Held**

Policy #501.33 "Dual Enrollment" was treated as a first reading and will be brought back at the July board meeting. A copy of the revised policy is hereby incorporated into these minutes by reference to exhibit #18.

#### **Revision of Policy #810.96 "Payroll Procedures" Approved**

Trustee Sanford motioned to approve the revision of Policy #810.96 "Payroll Procedures". The motion was seconded by Vice Chairman Copeland and unanimously approved. A copy of the policy is hereby incorporated into these minutes by reference to exhibit #19.

#### **Disposition of Fixed Assets Approved**

A motion to approve all Disposition of Fixed Assets as presented was made by Vice Chairman Copeland and seconded by Trustee Price. The motion passed with a unanimous vote. Copies of the forms are hereby incorporated into these minutes by reference to exhibit #20.

### **Second Executive Session**

At 9:54 p.m. a motion was made by Vice Chairman Copeland, seconded by Trustee Sanford and unanimously approved to adjourn into a Second Executive Session 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: Brian – Yes; Copeland – Yes; Price – Yes; Sanford – Yes; MacDonald – Absent.

### **Return to Open Session**

At 10:54 p.m. Trustee Sanford moved to return into open session. Vice Chairman Copeland seconded the motion which was approved unanimously. Chairman Duncan declared the executive session adjourned and returned into open session.

### **Travels Requests**

Vice Chairman Copeland moved to approve all travel requests as presented. The motion was seconded by Trustee Price and unanimously approved. Copies of the travel requests are hereby incorporated into these minutes by reference to exhibit #21 and #22.

### **Personnel**

A motion was made by Vice Chairman Copeland to approve all personnel as amended with the removal of the “Instructional Team Coordinator” stipend from employee transferring from Paul Elementary to West Mincio Middle School. Trustee Sanford seconded the motion. The motion was approved with one abstaining vote from Trustee Price. The personnel recommendations are hereby incorporated into these minutes by reference to exhibit “June 18, 2007, Personnel Recommendations /Requests for Board consideration”.

### **Meeting Adjourned**

A motion to adjourn the board meeting was made by Trustee Sanford, seconded by Vice Chairman Copeland and approved unanimously. Brian Duncan, Chairman, declared the meeting adjourned at 11:03 p.m.

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Brian Duncan, Chairman of School Board

Attest:  
June 18, 2007, bkm

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Betty Miller, Board Clerk