

Board Meeting Agenda Summary

January 21, 2019

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.

2. Work Session (approximate timeframe: 5:30 – 6:45)

- A. **High School Accountability Reports** – Each of our high school principals will review their student assessment data and field questions from the Board.
- B. **2019-2020 Calendar Hearing** – We will review the survey data concerning the two calendar options developed by the Calendar Committee. The Calendar Committee will have a recommendation for future calendars for the Board to consider at their February meeting.

Calendar Option A is similar to this year's calendar with a full week off at Thanksgiving and ending the Thursday after Memorial Day.

Calendar Option B has two school days Thanksgiving week, has first semester ending before Christmas Break and ends the Friday before Memorial Day.

7. Good News Report –

- A. **Avenues for Hope Fundraiser** – Sylvia Lujan will share information about this very successful online fundraising event. All local donations were matched by the sponsoring foundation.
- B. **Amazon Future Engineer Program** – Donna Cameron will share information about this new student program that Minico recently joined.
- C. **Acequia Elementary** – Principal Heather Hepworth will share some of what is happening at her school including the all-day kindergarten program.

9. Effective Instruction –

- 1. **Elementary – Rupert Elementary (Wendy Alverson)** – She will present ideas she is using in her third grade class.
- 2. **Secondary – East Minico (Jaclyn Thompson)** - Jaclyn will be presenting her website that she has built for students and also her use of Google Classroom.

10. Disposition of Fixed Assets – There are only two this month from the District office.

11. Discussion Items –

- A. **Idaho School Board Association Board Awards** – I will present the awards our Board and Trustees received from ISBA last year.
- B. **ARTEC Program Performance Report** – Each year we ask the ARTEC Regional Professional Technical School to report on the progress of their programs. We have received the attached report from Andy Wiseman, ARTEC/ARTEI Director, that includes: a cover letter; a Performance Framework Summary page showing the various district scores for the past four years; the scoresheet for each district; a rubric showing how the scores are awarded; the program evaluation rubric used by Mr. Wiseman to evaluate individual programs; and finally the of his evaluations for last year. He does plan on being in attendance in case there are questions.
- C. **Administrator/Department/Committee Reports** – We have our standard written reports for the month. There is also an annual Response to Intervention (RTI) report from Suzette Miller.

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- D. **Board Member Training and Update Reports** – Trustee Anderson will share some of her insights from the November Board & Administrator Newsletter.
 - E. **Policy Discussion** –
 - 1. **Policy D232.00 Use of Animals in Educational Programs (F1, F2)** – As the Policy Review Committee (PRC) met there was some question about the student permission form. I wanted the Board’s input on the changes that were made on the student form (F2) prior to having the Board consider this policy for a first reading.
 - F. **Extra Duty Stipend Schedules** – This was presented last month in the Board Work Session. I have developed a separate but similar Middle School Stipend Schedule for Board consideration. There is concern that we may want to remove some of the extra assistant coaching or other activity stipend in order to make the new schedule more affordable. My current rough estimate is that the High School Stipend Schedule could cost the District at additional \$25,000 and the Middle School Stipend Schedule could cost an additional \$5,000. This is factoring in a 3% increase for next year and establishing a high school base (\$4,000) very close to the state average.
 - G. **Cell Phone Base Rate** – Last month the Board approved **Policy 532.00 Cellular Phones** which allows administrators and supervisors to be reimbursed for personal cell phone use based on a rate established by the Board. I am recommending a \$50 base monthly rate.
 - H. **Superintendent’s Report** – I will share information, updates and my activities for the past month.
 - I. **State of the District Report** – I will share a summary of what has been accomplished this past year and the challenges we yet face as a District. The Report will also include an update on student data that has been collected to date.
12. **Business**
- A. **Board Reorganization** – The Board will need to act on the following items for the 2019 calendar year.
 - 1. **Selection of Board Chair and Vice Chair** – We need to nominate and approve each of these positions.
 - 2. **Appointment of Treasurer, Board Clerk and Legal Counsel** – Our current: Treasurer is Michelle Deluna, Board Clerk is Kerri Tibbitts, Legal Counsel is Reed Cotton. We would need three separate motions.
 - 3. **Board Meeting Descriptions, Place of Notice Posting and Board Meeting Calendar** – Our Board meeting descriptions are part of Policy 170.00 and no action is needed, but we need a motion for each of the other two items.
 - 4. **School Board Ground Rules** – We would need a motion to approve the continued use of **Robert’s Rules of Order** as the Board’s Ground Rules.
 - 5. **School Board Operating Protocol** – We need a motion to approve.
 - 6. **Review of Trustee Code of Conduct** – We should read/review this and then circulate for signatures.

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- B. Construction Manager RFQ Recommendation** – As outlined in the attached recommendation the CM Selection Committee is recommending the Board approve contracting with Beniton Construction Company of Meridian Idaho to help prepare for and manage our bond construction projects.
- C. Bus Bid Approval** – There was only one bid received. I am recommending we go ahead and approve this bid.
- D. 2018-2019 Calendar Change** – In reviewing this year’s calendar we noticed that there were not enough seat hours in fourth quarter for Mt. Harrison. Andrea Schaeffer and I are recommending that the start of fourth quarter be moved from March 21 to March 14 to correct this oversight. Upon approval the revised calendars (attached) will be posted to the website. Mt. Harrison will notify parents, students and staff of the change.
- E. Cell Phone Base Rate** – As mentioned above I am recommending that the Board establish \$50 per month as the highest possible reimbursement rate for administrators and supervisors.
- F. New/Amended/Deleted Policies** –
- 1. Policy D232.00 Use of Animals in Educational Programs (F1, F2)** – This policy has been shared with staff and the Policy Review Committee (PRC) has reviewed their suggestions. The policy from ISBA has a student permission form but no staff permission form (F1) as alluded to in the policy. I recommend this policy be held over for a second reading.
 - 2. Policy D372.50 Suicide Prevention** – We have added the ISBA language in the policy instead of what was in our original policy. This is a required policy due to HB 634 from the 2018 Legislative session. I recommend this policy be held over for a second reading.
 - 3. Policy 640.00 District Evaluation Program** – Our cabinet members have begun their mid-year evaluations of all staff. In reviewing this policy, I noticed that it indicates that these should be done by January 15 which is not realistic with the holidays before Christmas Break. I am recommending that we change the recommended due date from January 15 to February 15. Because this is in alignment with current practice, I am recommending the Board approve as presented without a second reading.
 - 4. Policy D740.00 Federal Cash Management System** – There was one paragraph deleted from this policy from ISBA. It has been reviewed by our Business Manager and the PRC. I recommend this policy be approved as presented without a second reading.
 - 5. Policy D740.10 Grant Financial Management System** - This is a new required policy from ISBA. It has been reviewed by our Business Manager and the PRC. I recommend this policy be held over for a second reading.
 - 6. Policy D740.20 – Fiscal Accountability and IDEA Part B** - This is an update to a policy to outline who may approve IDEA Part B expenditures and includes necessary language for Time and Effort Reporting. It has been reviewed by our Special Services Director and the PRC. I recommend this policy be held over for a second reading.
 - 7. Policy D740.30 – Retention of Records Relating to Federal Grants** - This is a new required policy from ISBA on records retention related to federal grants. It outlines procedures for how the district shall maintain these records, the collection and transmission of these records, who has access to these

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records, and how to maintain privacy to these records. It has been reviewed by our Business Manager and the PRC. I recommend this policy be held over for a second reading.

8. **Policy D742.00 - Allowable Use of Grants** - This is updated language from ISBA on federal funding. It has been reviewed by our Business Manager and the PRC. I recommend this policy be held over for a second reading.
 9. **Policy D750.00 – District Purchasing** – We have included updated language from ISBA on purchasing limits. It has been reviewed by our Business Manager and the PRC. I recommend this policy be held over for a second reading.
 10. **Policy D774.00 – Disposing of District Property** – We have added clarifying ISBA language to our existing policy. This policy has been reviewed by the PRC. I recommend this policy be renamed to match the ISBA title (Acquisition, Use and Disposal of District Property) and be held over for a second reading.
 11. **Policy D802.50 Safety Busing Non-Instructional Operations** - We received language suggestions by our Transportation Consultant and has been adjusted to meet our District circumstances. It has been reviewed by the Transportation Supervisor and the PRC. I recommend this policy be held over for a second reading.
 12. **Policy D818.00 Certificated Bus Drivers** - We discussed this policy last month It has been reviewed by the Transportation Supervisor and the PRC. I recommend this policy be held over for a second reading.
- G. Travel Requests** – We only have one travel request from Minico for a ‘Music in the Parks’ trip in April to Lagoon in Farmington, Utah.
- H. Personnel Recommendations** – I am recommending the Board approve personnel as presented.

Upcoming Events:

January 22	Rupert City Council, 7:00
January 23	Rupert Rotary, 12:00 Heyburn City Council, 7:00
January 29	Bond Information Meeting, 6:30 at East Minico
February 6	Policy Review Committee, 3:45
February 11	Regular Board Meeting (one week early)