

## REGULAR BOARD MEETING

May 23, 2018

### 1. OPENING ITEMS

- A. The regular meeting of the Board of Trustees of Moscow School District No. 281 was called to order at 7:00 PM, May 23, 2018 by Trustee Dawn Fazio, Chair, pursuant to Idaho Code Sections 33-506 and 33-510. The meeting was held in the Board Room of the District Office, 650 N. Cleveland St., Moscow, Idaho.
- B. A quorum of the Board was determined and trustees present were Dawn Fazio, Chair, Zone 4, Kim Campbell, Vice-Chair, Zone 3, Jim Frenzel, Zone 1, Ken Faunce, Zone 2 and Martha Schmidt, Zone 5. Staff members present were Dr. Greg Bailey, Superintendent, Jennifer Johnson, Business Manager, Charlie Gerke, Operations Director, Carrie Brooks, Curriculum Director, Shannon Richards, Special Services Director and Angie Packard, Board Clerk. There were also eight patrons in the audience.
- C. The agenda was amended to add the following to the Superintendent's Report: 1) Class Action Lawsuit; 2) Interest Based Bargaining process for Negotiations; 3) Hiring Process for MMS Principal; 4) Moscow Youth Advisory Council and was then approved by unanimous consent
- D. The following minutes were presented for approval: Regular Board meeting, April 18, 2018.

### RESOLUTION 18-94

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the minutes of the April 18, 2018 regular board meeting.

Trustee Faunce moved that the Board approve Resolution 18-94, seconded by Trustee Frenzel. The motion carried 5-0-0.

### 2. INFORMATION

- A. Good News, Announcements or Presentations
  1. **PRESENTATION:** Breakfast Cart Program at MMS - Jessica Shawley, Health & PE Teacher, along with Maddy Brown, UI, gave a presentation about the breakfast participation program at MMS. Ms. Brown detailed the different types of breakfast foods that are being offered. By offering this program it has increased a 10% participation by students eating breakfast. Ms. Shawley shared it has been great working with Jessie Hunter, Student Nutrition Supervisor and that this program has been completely funded by United Dairymen Association of Idaho. She also went through the folder of items she shared with the Board. Trustee Fazio had a few questions about the presentation. Ms. Shawley explained that the cart was fully covered by the grant but the food is provided by the Student Nutrition program. She also spoke about a grant that is available to districts from the United Dairymen Association of Idaho.
  2. Congratulations to MHS senior, Tia Vierling for being selected as a finalist in the 2018 U.S. Presidential Scholars Program. Inclusion in the program is one of the highest honors bestowed upon graduating high school seniors and they are selected on the basis of superior academic and artistic achievements, leadership qualities, strong character, and involvement in community and school activities. Ms. Vierling is one of two students who will be representing Idaho on the national stage. She will be traveling to Washington D.C. to receive her Presidential Scholar medallion.
  3. Dr. Bailey encouraged everyone to attend the MMS Expo tomorrow from 5:30-7:00 PM.
  4. MHS recently received high national rankings from US News and World Reports and was ranked sixth in Idaho and 2,505 out of all high schools in the country. The ranks are based on student performance on state required tests and preparation for higher education institutions.
  5. Deirdre Meldrum, Distinguished Professor of Biosignatures Discover at Arizona State University, and MHS Valedictorian Class of 1978, was among 155 inventors recently inducted as the 2017 Fellows of the NAI (National Academy of Inventors).

6. Lena Whitmore's 5<sup>th</sup> graders recently participated in the 2018 North Idaho Botball Challenge where they showcased their coding and problem solving skills involving robots that were programmed using KIPR software and Wallaby robots. They have been busy creating programs using Basic C language to get their robots to do specific tasks. The Botball Challenge gave the teams participating specific directions to work together to write new code to meet each challenge.

B. Public Comments

1. Jill Ingram, MHS ASB president elect for 2018-19, spoke about upcoming homecoming events for next year.

C. Superintendent's Report - Dr. Bailey reported on the following:

1. Honoring Retiring Teachers & Staff

- Ned Lawton, MMS Science Teacher, 23 years, August 1995-June 2018
- Fran Trevisan, Russell Instructional Asst. Library, 19 years, September 1999-June 2018
- Debra Wyatt, West Park Title I Teacher, 23 1/2 years, December 1994-June 2018

2. Class action lawsuit that was filed against all school districts in Idaho related to student fees of any kind. Each district was told to put on hold any record destruction of written files or deleting of electronic files.

3. Halfway through the Interest Based Bargaining process for Negotiations. It has been a good process on both sides.

4. Stated that there were thirteen applicants for the MMS principal job and will be interviewing four of them next week.

5. Moscow Youth Advisory Council – Mayor Lambert would like to start this in September which would consist of 10<sup>th</sup> & 11<sup>th</sup> grades from our area schools. It would be a competitive process for the students to be a part of the council. This would be a way to have the youth of Moscow involved in issues that affect Moscow. It was noted that this was informational for the Board from the Mayor.

6. Directors Report

- Business Manager – Jennifer Johnson shared that the Business Office has begun to receive next year PO's which are limited to start up needs. She also shared that just two weeks ago an online fee payment system was implemented at MHS. She is working on the budget for next year and mentioned that it may be time to go out for an increase to the supplemental levy. This current increase has lasted seven years and prior increases have typically lasted about five years. There was some discussion on when to go out for an election and November 2018 was mentioned and recommended by Dr. Bailey.
- Operations Director – Charlie Gerke reported on the following:
  - a. Building/Grounds – 1) Hiring process for Building/Grounds Supervisor has been completed and the job has been offered to Mr. Frank Petrie who will start May 29<sup>th</sup>; 2) Interviews for temporary summer crew works have been completed; 3) Working on finalizing summer work schedule and 3) First phase of the Water Treatment project will begin at McDonald Elementary on June 11.
  - b. Technology: 1) Have hired two summer tech assistants; 2) Will continue efforts to improve coordination between maintenance and tech crews to minimize beginning of school issues; 3) There were some issues with technology during ISAT testing, especially at Russell.
  - c. Prevention: 1) Mandy Strey has been involved as the MSD representative for the Lee Newbill Safety Fair; 2) The Moscow Mentor/Bear Buddies program is winding up and the annual Mentor/Mentee Family dinner was held May 9<sup>th</sup> and 3) Mandy teamed up with SRO Fosberg and LCYAC Director Lisa Davis to sponsor lunchtime activities for Prevention Week at several schools.
  - d. Student Nutrition: 1) Summer meals and snacks program will run from June 11 to August 10; 2) Thanked Holly Schwager, Rick Fisher and Larry Neely for their assistance while

Jessie Hunter was out on leave and while working on filling the Building/Grounds Supervisor position.

e. Transportation: 1) The week of May 7 was a busy one for the transportation department, in addition to our 15 normal routes; there were 34 field/activities trips and 42 PE bus trips. 25 substitute bus drivers were utilized to make this work and 2) the two new buses were delivered last week.

- Curriculum Director – Carrie Brooks reported on recent test scores that were received. She also noted that the recent glitches that happened at Russell could impact their scores. Additionally, IRI testing is concluding and will have those results soon and that a new online test for IRI will begin in the fall. West Park was approved for a school wide Title I program. PCR is also going to apply to be a school wide Title I school. She then reported on Title II which is Professional Development. Ms. Brooks also shared about a professional development conference with Marzano Research that she and a couple of administrators recently attended in Colorado that was very powerful. She also shared the recent ELL training that was presented by Victoria Potts, our ELL teacher. Excited about our teachers and administrators that are presenting at IMENS. Gave a shout out to Katy Riebold, the new Curriculum/Data Assessment Specialist on her first successful ISEE upload.
- Special Services Director – Shannon Richards reported that Katy will also be pulling information for her that impacts her department. She noted that there will be about an \$8000 increase to the funding she receives for special education students. Spoke briefly on the summer school program for special education students. She also noted that there have been some support and training meetings on how to serve autistic students and deal with behavioral issues.

D. Farmers Market on June 2, 2018 (it was noted that the date of June 21 was incorrect) – Kim will coordinate this day with the trustees and email the Farmers Market director about a table and chairs. There was discussion on what they would like to display on the table.

E. Board Goals 2017/18: (Listed as a part of the agenda and meeting minutes each month) – the new goals for 2018/19 will be listed starting with the June meeting.

1. Develop an effective process for long range planning.
  - a. Develop a revised mission and vision statement to unify and guide the district.
  - b. Develop a long term facilities plan to communicate the needs of the district.
  - c. Develop a financial plan that will support the needs of the school district.
2. Strengthen skills in effective leadership within the Board of Trustees.
  - a. Attend trainings to learn new skills and strengthen knowledge of good boardsmanship.
  - b. Review and revise policies to achieve consistency across the district.
3. Identify ways and work to improve communication between the District and the following stakeholders.
  - a. The community as a whole.
  - b. Teachers and staff.
  - c. Parents and students.

### 3. CONTINUED BUSINESS

A. Second Reading: Revisions to Job Descriptions for Instructional Assistant, Elementary Library & Instructional Assistant, Secondary Library - Dr. Greg Bailey, Superintendent stated this is the second reading for these job descriptions and no other changes have been made.

### RESOLUTION 18-95

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the revisions to the job descriptions for Instructional Assistant, Elementary Library and Instructional Assistant, Secondary Library as presented.

Trustee Frenzel moved that the Board approve Resolution 18-95, seconded by Trustee Faunce. The motion carried 5-0-0.

- B. Second Reading: Manual for Uniform Grant Guidance for Federal Programs – Jennifer Johnson, Business Manager stated that this manual was presented last month and no other changes were made. It was noted that this manual is required by the Education Department General Administrative Regulations (EDGAR).

#### **RESOLUTION 18-96**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the Manual for Uniform Grant Guidance for Federal Programs as presented.

Trustee Frenzel moved that the Board approve Resolution 18-96, seconded by Trustee Schmidt. Trustee Fazio noted that on page 29 it should read Board of Trustees instead of Board of Directors. Trustee Frenzel asked how this document was created and Jennifer shared that the State Department had a template to work off of and that she worked with the Lewiston School District Business Manager to get the manual ready, Frenzel amended the motion to make the change noted by Trustee Fazio. The motion carried 5-0-0.

- C. Board Policy: Section I - Internal Operations - Dawn Fazio, Board Chair began the review of the policy and changes were noted. In the section that referred to the annual meeting in board policy, there was discussion on when the annual meeting would be held. Dr. Bailey gave a brief explanation on how it would take place in July and January. There was discussion on further revisions that need to be considered.

#### **4. NEW BUSINESS**

- A. Renewal of Moscow Charter School's Charter - Dr. Greg Bailey, Superintendent, stated that the charter for Moscow Charter School needs to be reviewed by the Board of Trustees before renewing. Moscow Charter School has revamped the charter to follow what is required by the Charter Commission and are requesting a five year renewal.

#### **RESOLUTION 18-97**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the renewal of the charter for Moscow Charter School as presented.

Trustee Faunce moved that the Board approve Resolution 18-97, seconded by Trustee Frenzel. The motion carried 5-0-0.

- B. Closure of New Out of District Open-Enrollment Applications for the 2018/19 School Year - Dr. Greg Bailey, Superintendent noted that class sizes continues to be an issue within the district and is recommending closure of new out of district open enrollment applications.

#### **RESOLUTION 18-98**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the closure of new Out-of-District open enrollment applications for the 2018/19 school year.

Trustee Frenzel moved that the Board approve Resolution 18-98, seconded by Trustee Schmidt. The motion carried 5-0-0.

- C. Leave of Absence for Classified Employee - Dr. Greg Bailey, Superintendent stated that Molly Roberts-Cornwall is asking for a leave of absence for sixteen (16) weeks, August 29-December 21, 2018 to do her student teaching through the PACE program at Lewis Clark State College. She will be doing her student teaching at West Park Elementary.

**RESOLUTION 18-99**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the leave of absence request for Molly Roberts-Cornwell as presented.

Trustee Faunce moved that the Board approve Resolution 18-99, seconded by Trustee Schmidt. The motion carried 5-0-0.

- D. Certificated Teacher Contracts for 2018-19 - Dr. Greg Bailey, Superintendent stated that Board action is required to issue contracts for certificated staff.

**RESOLUTION 18-100**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the issuance of contracts for certificated staff for the 2018-2019 school year for Renewable, Category 2, and Category 3 pending completion of the current year evaluation and

**FURTHER RESOLVED:** that the timeline to return certificated signed contracts will be set at ten calendar days from the date they are issued.

Trustee Frenzel moved that the Board approve Resolution 18-100, seconded by Trustee Faunce. Trustee Fazio asked for an explanation on Category 2 and 3 contracts. The motion carried 5-0-0.

- E. Administrative Contract Renewal - Dr. Greg Bailey, Superintendent stated that Board action is required to issue contracts for administrative staff.

**RESOLUTION 18-101**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the issuance of contracts for administrative staff through the 2018-2020 school year pending completion of the current year evaluation and

**FURTHER RESOLVED:** that the timeline to return administrative signed contracts will be set at ten calendar days from the date they are issued.

Trustee Faunce moved that the Board approve Resolution 18-101, seconded by Trustee Schmidt. The motion was amended to read 2018-2020. The motion carried 5-0-0.

- F. First Reading: Job Description for Educational Interpreter/Tutor for the Hearing Impaired - Dr. Greg Bailey, Superintendent noted that this job description needed to be reviewed and revised to reflect current terms and job expectations for Interpreter/Tutor for the Deaf and Hard of Hearing to reflect the required competence level set forth in the Educational Interpreter Act's. The job title and job responsibilities are being revised to reflect the current job expectations. Shannon Richards then gave some further information on the why the changes are being recommended. There was further discussion on the revisions and additional changes to this job description.

G. First Reading: New Job Description - Language Support Specialist for the Deaf/Hard of Hearing – Shannon Richards stated that the Language Support Specialist job description is being created so that the district has the flexibility to hire staff with skills in American Sign Language/Pidgin Signed English without being an Educational Interpreter. Our Deaf/Hard of Hearing students require a variety of language supports to be successful within the general education environment and curriculum.

5. **CONSENT AGENDA**

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Items listed under the consent agenda have gone through Board subcommittee review and recommendation. Items may be removed from the consent agenda at the request of any board member and added to the end of the agenda.*

**RESOLUTION 18-102**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves all items listed under the Consent Agenda as presented.

Trustee Faunce moved that the Board approve Resolution 18-102, seconded by Trustee Frenzel. The motion carried 5-0-0.

A. Fiscal Services – Board Audit of Expenditures

|  |                        |
|--|------------------------|
| Payroll, Net Payroll                                     | \$ 866,619.15          |
| Payroll Withholdings: Benefits / Federal Tax / State Tax | \$ 931,911.07          |
| Accounts Payable, Bill List                              | \$ 338,188.32          |
| <b>TOTAL BILLS and PAYROLL</b>                           | <b>\$ 2,136,718.54</b> |

B. Donations

1. None at this time.

C. Human Resources

*(Fiscal Implication: These personnel actions do not exceed the budget allocation for personnel as approved by the Board.)*

1. **Administrator – Resignations/Terminations/Retirements/Others**

Hill, Kevin, Principal, MMS, effective 6/29/18.

2. **Certified – Hires (pending completion of all documentation)**

Greig, Alex, Teacher, Social Studies, MMS, 1.0 FTE, effective 8/22/18.

Haarr, Melica, Teacher, Special Education, Lena Whitmore Elementary, 1.0 FTE, effective 8/22/18.

3. **Certified – Changes/Increase/Decrease**

Hudelson, Genevieve, Teacher, Grade 3, Lena Whitmore Elementary, reassignment to Teacher, Grade 1, McDonald Elementary, 1.0 FTE, effective 8/22/18.

Jackson, Ruby, Teacher, Special Education, PCRHS, increase from .50 to .56 FTE, effective 1/29/18.

Jackson, Ruby, Teacher, Special Education, PCRHS, additional assignment, Teacher Title I, PCRHS, .25 FTE and increase Teacher, Special Education, PCRHS, from .56 to .75 FTE, effective 8/22/18.

Karr, Paula, Teacher, Kindergarten, West Park Elementary, transfer to Teacher, Kindergarten, Lena Whitmore Elementary, 1.0 FTE, effective 8/22/18.

Watkins, Lacey, Teacher, Kindergarten, Lena Whitmore Elementary, in-building assignment change to Teacher, Title I, Lena Whitmore Elementary, 1.0 FTE, effective 8/22/18.

4. **Certified – Resignations/Terminations/Retirements/Others**

Adderson, Rebecca, Teacher, Special Education, McDonald Elementary, effective 6/8/18.

Cary, Justin, Teacher, Social Studies/English, PCRHS, effective 6/8/18.

Ingwell, Adam, Teacher, PE/Health, MHS, effective 6/8/18.

5. **Classified – Hires**

Bonine, Kara, Bus Driver in Training, Transportation, effective 5/3/18.

Miller, Mark, Bus Driver in Training, Transportation, effective 4/19/18.

*Temporary Summer Hires*

Hill, Kolten, Temporary Groundskeeper, Building & Grounds, effective 5/8/18.

Sivula, Joe, Temporary Groundskeeper, Building & Grounds, effective 5/2/18.

6. **Classified – Stipend**

Marchbanks, Valarie, Substitute Bus Driver, Transportation, \$250, 1st half of sign-on bonus with a CDL, effective 5/25/18.

Pankratz, Marley, Bus Driver, Transportation, \$250, 1st half of sign-on bonus with a CDL, effective 4/25/18.

Pankratz, Marley, Bus Driver, Transportation, \$250, 2nd half of sign-on bonus with a CDL, effective 4/25/18.

7. **Classified Exempt – Resignations/Terminations/Retirements/Other**

Barr, Lorne, Building & Grounds Maintenance Supervisor, District-wide, effective 4/30/18.

8. **Classified – Resignations/Terminations/Retirements/Other**

Bontrager, Stephanie, Aide, McDonald Elementary, effective 5/18/18.

Grant, Beau Group Leader, Adventure Club, effective 5/11/18.

Heckel, Joanne, Aide, McDonald Elementary, effective 6/6/18.

Pankratz, Marley, Food Service Worker, MHS, effective 5/25/18.

Scott, Cheryl, Secretary, MHS, effective 6/15/18.

Trevison, Frances, Instructional Assistant Paraprofessional, Elementary Library, Russell Elementary, effective 6/8/18.

Zimmerman, Caila, Group Leader, Adventure Club, effective 5/22/18.

9. **Extracurricular**

*Resignations/Terminations/Retirements/Other*

Barnes, Robin, Varsity Head Girls Basketball Coach, MHS, effective 4/23/18.

Johnson, Taylor, 9th Grade Girls Basketball Coach, MHS, effective 4/27/18.

*Hires/Rehires/Changes/Transfers*

Holt, Miranda, Assistant Track Coach, MMS, effective 3/19/18.

Prevost, Anna, Assistant Track Coach, MMS, effective 3/19/18.

Skinner, Jake, Assistant Track Coach, MMS, effective 3/19/18.

*Activities Workers – Hires*

Larson, Nancy, Activities Worker, MHS, effective 4/27/18.

*Volunteer*

Davis, Ashton, Volunteer, Softball, MHS, effective 4/16/18.

Eng, Kevin, Volunteer, Golf, MHS, effective 5/1/18.

Pettaway, Adrian, Volunteer, Athletic Trainer, MHS, effective 4/25/18.

Zeigel, Alli, Volunteer, Athletic Trainer, MHS, effective 4/12/18

D. Disposal of Surplus Equipment Value Under \$500

- (7) HP thin Client dummy terminals HSTNC-002L-TC - \$50/each
- (1) HP thin Client dummy terminal HSTNC 007 TC - \$35
- (1) Cisco network switch 2950 T - \$45
- (1) Cisco network switch 2950 G - \$45
- (1) Cisco network switch 3550 - \$45

6. **SUGGESTIONS AND COMMENTS**

A. Public Comments

1. Gabriela Holzman, Teacher, Deaf/Hard of Hearing, thanked the Board for their service to the District.

7. **EXECUTIVE SESSION**

- A. Motion and roll call vote for Executive Session pursuant to Idaho Code 74-206 (1) (j) To consider labor contract matters authorized under section 67-2345A [74-206A] (1) (a) and (b), Idaho Code.

**RESOLUTION 18-103**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 retire into Executive Session pursuant to Idaho Code 74-206 (1) (j) To consider labor contract matters authorized under section 67-2345A [74-206A] (1) (a) and (b), Idaho Code.

Trustee Campbell moved that the Board approve Resolution 18-103 second by Trustee Frenzel. Roll call vote for executive session: Mrs. Fazio – yes, Dr. Campbell – yes; Dr. Frenzel – yes, Dr. Faunce – yes. Mrs. Schmidt - yes. The vote was unanimous for the executive session. A brief break was taken and the Board then entered Executive Session at 9:15 PM.

8. **RETURN TO OPEN SESSION**

At 9:46 PM the Chair stated that the Board would be returning to open session.

9. **ADJOURNMENT**

With no further business, the meeting was adjourned at 9:46 PM.