

## REGULAR BOARD MEETING

December 13, 2017

### 1. OPENING ITEMS

- A. The regular meeting of the Board of Trustees of Moscow School District No. 281 was called to order at 7:02 PM, December 13, 2017 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, and Jim Frenzel, Zone 1. 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. Trustee Faunce & Trustee Schmidt were not present. There were also five patrons in the audience.
- C. The agenda was amended to add the following: 1) New Business, Item D: Revisions to Superintendent Evaluation form; 2) Consent Agenda, Item D: Donations – donation from Dewey & Nicole Whiting for \$700 to McDonald Elementary. The amended agenda was then approved by unanimous consent.
- D. The following minutes were presented for approval: November 15, 2017.

### RESOLUTION 18-56

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the minutes of the November 15, 2017 regular board meeting.

Trustee Frenzel moved that the Board approve Resolution 18-56, seconded by Trustee Campbell. The motion carried 3-0-0.

### 2. INFORMATION

- A. Good News, Announcements or Presentations
  1. Congratulations to MMS students and staff that collected over 700 items for their Cub Cupboard where the items will help support the MMS Backpack Program.
  2. Congratulations to the following MHS students, 9<sup>th</sup> grade: Evan Wolfe & Xander Sterling-Laird; 10<sup>th</sup> grade: Megan Kaus & Jack Killen; 11<sup>th</sup> grade: John Goade & Breanna Gilman; and 12<sup>th</sup> grade: Alex Burns & Karissa Wear, who received this month's Student Recognition Award for "most improved, academically, attendance, and/or attitude.
  3. There was a good choir presentation last Friday.
  4. Lena Holiday concert was a success.
- B. Public Comments
  1. LaDene Edwards, Lena Music Teacher, commented on the policy revisions to Section IV.

Note: Trustee Faunce arrived at 7:10 PM.

- C. Superintendent's Report - Dr. Bailey
  1. Administrative Training - Marzano Institute – Shared about the training with Doug Finn that was also attended by three board members, Trustees Fazio, Schmidt and Faunce. This training was very valuable. The administrators reviewed the information from this training at their recent administrative council meeting and are planning to generate 6-7 questions at their January meeting, focusing on mission and vision, which would then be brought to the Board at the regular January meeting. After that, a committee would be formed consisting of teachers, students and community members to review the questions and focusing on answers to them. Then in February, there will be additional training.

2. Superintendent Presentation at Moscow Chamber of Commerce lunch in April of 2018 with a panel that will discuss traditional public school, charter school and private school. The trustees asked what day in April and Dr. Bailey stated it is on the third Wednesday of April.
3. Update on next Board Polices that will be under review: Section I: Internal Operations, Section IV: Personnel-Classified Employees, and Section VI: Instruction - this will take some time to revise as the District goes through the process of Mastery Based Learning.
4. Directors Report
  - Business Manager – Jennifer Johnson shared that the business office is working on updating insurance information and will begin the process for W-2's and 1099's.
  - Operations Director – Charlie Gerke shared that this is Mimi Pengilly's last week with the District as she is retiring after 35 years with the District. He also shared information about the Standard Response Protocol program that will be used to ensure the safety of students and staff that has been implemented at all the schools. He also talked about the upcoming website that will be going live for the sale of surplus items of the District that have a value of \$500 or less. He also spoke about the good job the maintenance department has done to keep the heat working in all the buildings. Next projects are the completion of the doors and security system and beginning the water treatment job.
  - Curriculum Director – Carrie Brooks shared an update on the Mastery Based Education work that has been taking place in the District. She also shared that Doug Finn will be back in February, along with his wife, Michelle, for additional training with staff. Brooks then spoke about the curriculum review process for science and that it is going well and hopefully will be presented to the Board in February. She gave a brief update in regards to Title I and that West Park is working towards becoming a school-wide Title I school for 2018/19.
  - Special Services Director – Shannon Richards shared the special education files that will be reviewed by the State and will get feedback soon. These files included the preschool and the charter school. She also highlighted the Deaf Education program that is in the District and what Gabriela Holzman has implemented.
5. Dr. Bailey shared what was discussed at the recent Harmony meeting he had with the MEA leadership – Mandt training, collaboration time with a PLC, and interest-based training. He noted that IEA provides interest-based training for free. The Board members in attendance thought this would be a good idea.
- D. Day on the Hill, February 19-20, 2018 in Boise, ID – Dawn Fazio, Chair stated this is coming up and who will be going. All the trustees in attendance will be going.
- E. Board Goals: (will be listed as a part of the agenda and meeting minutes each month)
  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. Board Self-Evaluation Discussion - Dawn Fazio, Chair had asked the Trustees to respond to the sheet she gave them last month. She then spoke briefly about some of the items that were on that sheet.

Trustee Frenzel noted some items that he addressed. Trustee Campbell also spoke briefly on goal setting and action on those goals. Trustee Fazio reviewed an email that Trustee Frenzel received regarding board training opportunities. Also discussed the trainings that are available through ISBA. Would like to set training on goal setting with ISBA in April.

- B. Second Reading: Board Policy Section IV, Policy Range 4000-4699, Certified Employees - Dr. Greg Bailey, Superintendent stated this is the second reading for revisions to these policies. There was discussion on how policy and how the negotiation agreement should be identical. It was discussed to table this for an additional review and all were in agreement to do so.

#### 4. NEW BUSINESS

- A. Bus Bids - Jennifer Johnson, Business Manager stated that the District purchases two buses each year to maintain a bus replacement schedule and to claim maximum depreciation as part of state funding. Bids were advertised and three were received. There was discussion of the three bids and it was noted that the bid from Bryson was for a different type of bus. Trustee Fazio had a question on how often the buses need to go to the service center. Greg Harris, Transportation said that warranty work can be from 5-10 trips per year to the service center. Warranty work covers two years.

#### RESOLUTION 18-57

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby rejects the low bid from Bryson due to the distance to the service center and the incompatibility of the bus with existing parts, with the understanding they have seven calendar days to refute the letter stating the decision of the Board and

**FURTHER RESOLVED** to accept the bid from Harlow's to purchase two (2) Type C, 71 passenger buses for a total cost of \$170,271.04.

Trustee Frenzel moved that the Board approve Resolution 18-57, seconded by Trustee Faunce. The motion carried 4-0-0.

- B. Proposal for Curricular Programming Change: New Course for Advanced Speech - Carrie Brooks, Curriculum Director stated that this class would benefit students by strengthening skills in public speaking, organization, verbal and non-verbal communication as well as introducing them to competitive speaking competitions. This course would only be available to students who have completed a speech course. Brooks then referred to Melissa Kirkland, MHS Speech teacher for further information.

Melissa Kirkland, MHS Speech teacher, spoke on the competitions at the district and state level. She stated that the Mock Trials are regional competitions and currently are paid for out of the MHS budget. She also noted that she would work with the UI for a dual credit class. Caleb Lyon, MHS student and president of the Mock Trial Club spoke on what he sees as the benefits of this class. Rosemary Adams, junior at MHS, shared her thoughts on competitive speech and debate and also thinks that this class would be beneficial. There was further discussion on when the class would be offered and what it would entail as far as what is offered during the class. There were some comments from the trustees on the value of this class.

### RESOLUTION 18-58

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the proposal for a new course, Advanced Speech, at Moscow High School, in the spring semester of 2018 or 2019, as presented.

Trustee Faunce moved that the Board approve Resolution 18-58, seconded by Trustee Frenzel. The motion carried 4-0-0.

- C. Section II: Administration: Board Policy 2010.00 - Administrative Positions - Dr. Greg Bailey, Superintendent stated that there were only minor corrections needed.

### RESOLUTION 18-59

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the changes to Board Policy 2010.00, adding Operations Director and changing the name of Director of Student Nutrition Services to Student Nutrition Supervisor to reflect current administrative positions.

Trustee Campbell moved that the Board approve Resolution 18-59, seconded by Trustee Faunce. The motion carried 4-0-0.

- D. Revisions to Superintendent Evaluation Form – Dawn Fazio, Chair stated that she began this process by taking the job description and choosing 22 of them to put on the evaluation form. There was then discussion on the evaluation form and the components on it. It was discussed to add all the components from the job description to the evaluation form at this time. Work will continue on the form.

## 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 18-60

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

Trustee Campbell moved that the Board approve Resolution 18-60, seconded by Trustee Frenzel. The motion carried 4-0-0.

#### A. Fiscal Services – Board Audit of Expenditures

Payroll, Net Payroll	\$ 865,960.62
Payroll Withholdings: Benefits / Federal Tax / State Tax	\$ 945,949.69
Accounts Payable, Bill List	\$ 445,239.13
<b>TOTAL BILLS and PAYROLL</b>	<b>\$ 2,257,149.44</b>

#### B. Donations

1. Thank you to Roger & Jean Korus for the \$700 donation to McDonald Elementary.
2. Thank you to Mike Paz for the \$300 donation to McDonald Elementary.

3. Thank you to Nicole Whiting the donation of \$1978 for the purpose of paying off student meal charges at all of our schools: West Park, Russell, Lena Whitmore, McDonald, MMS, MHS and PCRHS.

C. Human Resources

1. **Certified – Return from Leave of Absence**

Stanton, Heather, Teacher, PE/Wellness, MHS, 1.0 FTE, effective 1/29/18.

2. **Certified - Stipends**

*Leadership Positions – January Payments*

Haley, Matthew, Teacher, Social Studies, MMS, \$900, MMS Public Relations/Event/Volunteer Coordinator, effective 1/25/18.

Hoogsteen, Samuel, Teacher, Social Studies, MHS, \$1,350, MHS Public Relations/Event/Volunteer Coordinator, effective 1/25/18.

Rylee, Stephanie, Teacher, Special Education, West Park Elementary, \$900, Elementary Paraprofessional Trainer, effective 1/25/18.

Voss, Cory, Teacher, Special Education, MHS, \$900, Secondary Paraprofessional Trainer, effective 1/25/18.

3. **Classified – Hires**

Edinborough, Scott, Instructional Assistant Paraprofessional, Special Education Program, MHS, 6 hours/day, effective 11/14/17.

Hunter, Jessie, Student Nutrition Supervisor, Student Nutrition Services, full time classified exempt, 215 days/year, effective 12/1/17.

Maag, Joanie, Instructional Assistant Paraprofessional, Special Education Program, McDonald Elementary, 3.75 hours/day, effective 12/7/17.

Martin, Skyler, Bus Driver in Training, Transportation, effective 11/27/17.

Roesler, Jordan, Instructional Assistant Paraprofessional, Special Education Program, McDonald Elementary, 3.75 hours/day, effective 12/7/17.

Susa, Betty, Food Service Worker, MMS, 7.5 hours/week, effective 11/9/17.

4. **Classified – Changes/Increase/Decrease**

McClory, Jodi, Aide, Classroom, Lena Whitmore Elementary, decrease 1 hour/day, effective 12/4/17.

McGrew, Brianna, Aide, Classroom, McDonald Elementary, decrease 3 hours/week, effective 11/28/17.

Pankratz, Marley, Bus Driver, Transportation, change from substitute to route bus driver, effective 11/13/17.

Quist, Lori, Aide, Classroom, Lena Whitmore Elementary, decrease 1 hour/day, effective 11/27/17.

Rehder, Holli, Aide, Classroom, McDonald Elementary, decrease 2 hours/week, effective 11/28/17.

Sokoloski, Netia, Aide, Classroom, Lena Whitmore Elementary, decrease .75 hour/day, effective 11/27/17.

Williams, Sandi, Aide, Classroom, Lena Whitmore Elementary, decrease .75 hour/day, effective 12/4/17.

5. **Classified – Stipend**

Sanders, Robert, Bus Driver, Substitute, Transportation, \$250, 1st half of sign-on bonus with a CDL, effective 12/25/17.

6. **Classified – Resignations/Terminations/Retirements**

Babin, Acadia, Group Leader, Adventure Club, effective 12/8/17.

Beyerlein, Katharine, Bus Driver, Transportation, effective 11/10/17.

Nowak, McKenna, Group Leader, Adventure Club, effective 12/20/17.

Shamburg, Sheyenne, Group Leader, Adventure Club, effective 12/20/17.

Wold, Kate, Group Leader, Adventure Club, effective 12/6/17.

**7. Extracurricular**

*Activities Stipend*

Wilson-Bailey, Angela, Activities Coordinator, \$2,762, Winter Activities, MMS, effective 12/25/17.

*Hires/Rehires/Changes/Transfers*

Thill, John, 8th Grade Girls Basketball Coach, MMS, effective 1/2/18.

*Resignations/Terminations/Retirements/Other*

Button, Ross, Varsity Golf Coach, MHS, effective 6/28/17.

Loncar, Mateja, 7/8th Girls Basketball Coach, MMS, effective 11/28/17.

Parry, Samuel, 7/8th Girls Basketball Coach, MMS, effective 11/28/17.

Sirucek, Ryon, Assistant Wrestling Coach, MMS, effective 11/13/17.

Matsuoka, Ted, Varsity Softball Coach, MHS, effective 11/14/17.

*Activities Workers – Hires/Rehires*

Corgetelli, Joshua, Activities Worker, MHS, effective 11/28/17.

Jackson, David, Activities Worker, MHS, effective 11/16/17.

*Volunteers – MHS/MMS*

Couch, Aaron, Volunteer – Wrestling, MHS, effective 12/4/17.

Johnson, Nash, Volunteer – Wrestling, MHS, effective 12/4/17.

Palmer, Scott, Volunteer - Wrestling, MHS, effective 12/4/17.

Rhodes, Preston, Volunteer - Wrestling, MHS, effective 12/4/17.

Sheffler, Jordan, Volunteer - Wrestling, MHS, effective 12/4/17.

Westgate, Alex, Volunteer – Boys Basketball, MMS, effective 11/1/17.

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

**D. Disposal of Surplus Equipment Value Under \$500**

*From MHS weight room upgrade:*

- (6) Power Lift squat racks - approximate value \$50/each
- (2) incline weight benches - approximate value \$25/each
- (1) glut/hamstring bench - approximate value \$75
- (3) weight racks - approximate value \$50/each

*From MSD network upgrade:*

- Enclosed 4-post network ½ rack – never used; approximate value \$450.00
- 72 used Cisco network switches (2950, 2960, 3550, 3750) – individual approximate value \$30-80.00/each

**6. SUGGESTIONS AND COMMENTS**

**A. Public Comments**

1. LaDene Edwards, Lena Music Teacher, spoke again on the revisions to the Section IV policy. She also spoke on the teacher evaluation model.

**7. EXECUTIVE SESSION**

- A. Motion and roll call vote for Executive Session pursuant to Idaho Code 74-206 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student and (c) To acquire an interest in real property which is not owned by a public agency.

## **RESOLUTION 18-61**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 retire into Executive Session pursuant to Idaho Code 74-206 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student and (c) To acquire an interest in real property which is not owned by a public agency.

Trustee Frenzel moved that the Board approve Resolution 18-61 second by Trustee Faunce. Roll call vote for executive session: Mrs. Fazio – yes, Dr. Campbell – yes; Dr. Frenzel – yes, Dr. Faunce – yes. The vote was unanimous for the executive session. A brief break was taken and the Board then entered Executive Session at 9:30 PM.

### **8. ADJOURNMENT**

At 9:50 PM the Board returned to open session and as there was no further business, the meeting was immediately adjourned.