

ANNUAL BOARD MEETING

July 28, 2015

1. OPENING ITEMS

- A. The annual meeting of the Board of Trustees of Moscow School District No. 281 was called to order at 7:04 PM, July 28, 2015 by Kim Campbell, Vice-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 Kim Campbell, Vice-Chair, Zone 3, Jim Frenzel, Zone 1, Eric Torok, Zone 2 and Margaret Dibble, Zone 5. Dawn Fazio, Chair, Zone 4, was absent and excused. Staff members present were Dr. Greg Bailey, Superintendent, Susan Clark, Business Manager, Carrie Brooks, Curriculum Director, and Angie Packard, Board Clerk. There were two patrons in the audience.
- C. The agenda was approved by unanimous consent.
- D. The following minutes were presented for approval: Budget Hearing & Regular Board Meeting, June 23, 2015.

RESOLUTION 16-01

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves the minutes of the Budget Hearing & Regular Board Meeting, June 23, 2015 as presented.

Dibble moved that the Board approve Resolution 16-01, seconded by Frenzel. The motion carried 4-0-0.

2. BUSINESS OF THE ANNUAL MEETING

- A. Nomination and Election of Chair for 2015-16 – Frenzel nominated Dawna Fazio, seconded by Dibble. There were no further nominations. The vote was called and Dawna Fazio was unanimously elected Board Chair for 2015-16, passed 4-0-0.
- B. Nomination and Election of Vice-Chair – Dibble nominated Kim Campbell, seconded by Frenzel. There were no further nominations. The vote was called and Kim Campbell was unanimously elected Vice-Chair for 2015-16, passed 3-0-1.
- C. Annual Appointment of Clerk – Dr. Bailey, Superintendent stated that per Idaho Code 33-506 the board clerk must be appointed annually and recommends that Angela Packard be appointed as clerk of the board.

RESOLUTION 16-02

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby appoints Angela Packard as Clerk of the Board for the 2015-2016 year.

Frenzel moved that the Board approve Resolution 16-02, seconded by Torok. The motion carried 4-0-0.

- D. Annual Appointment of Treasurer – Dr. Bailey, Superintendent stated that per Idaho Code 33-506 the treasurer must be appointed annually and recommends that Susan Clark be appointed treasurer.

RESOLUTION 16-03

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby appoints Susan L. Clark as Treasurer of the District for the 2015-2016 year.

Torok moved that the Board approve Resolution 16-03, seconded by Dibble. The motion carried 4-0-0.

- E. Establish Annual Schedule of Board Meeting Dates and Times – Dr. Greg Bailey, Superintendent stated that the Board of Trustees has regularly scheduled its monthly meetings at 7:00 PM on the fourth Tuesday of each month, except in November and December when the meetings are held on the third Tuesday because of Thanksgiving and Winter Break. There was discussion on changing the meeting dates for September, October and April to the third Tuesday also. Dr. Bailey recommended setting the meeting time at 7:00 PM and dates for 2015-16, including setting the Annual Budget Hearing on June 28 to start at 6:15 PM, as follows:

August 25, 2015	January 26, 2016	May 24, 2016
September 15, 2015	February 23, 2016	June 28, 2016 (Budget Hearing at 6:15 PM prior to regular board meeting)
October 20, 2015	March 22, 2016	
November 17, 2015	April 19, 2016	July 26, 2016 (Annual Meeting)
December 15, 2015		

Dr. Bailey is also recommending that the all the board meetings take place at the district office instead of at Moscow Middle School. He then stated why he is recommending this change and would like to pilot it for the next year. He also stated that if there happens to be a large group expected, a change of place could happen. The board then discussed the recommendation for a change of meeting place.

RESOLUTION 16-04

RESOLVED: That the Board of Trustees of Moscow School District No. 281 shall meet on the fourth Tuesday of each month at 7 PM as the Board's regularly scheduled monthly meetings during the 2015-2016 year, except in the months of September, October, November (Thanksgiving Break), December (Winter Break) and April when they will be held on the third Tuesday.

BE IT FURTHER RESOLVED: To set the annual Budget Hearing on Tuesday, June 28, 2015 at 6:15 PM prior to the scheduled monthly board meeting in June and to hold the meetings at the District Office for 2015/16 on a pilot basis.

Frenzel moved that the Board approve Resolution 16-04, seconded by Dibble. The motion carried 4-0-0.

- F. Designation of Public Places for Posting of Public Notices – Dr. Greg Bailey, Superintendent, stated that Idaho Code 33-510 requires public notices to be placed on three public buildings within the school district. Those places have been determined to be the District Office, Moscow Middle School and Moscow High School.

RESOLUTION 16-05

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby designates the District Administrative Office (Main Entrance), 650 N. Cleveland Street, Moscow Middle School (Main Entrance), 1510 East D Street, and Moscow High School (Third Street

Entrance), 402 East Fifth Street, as the three public buildings within the school district where all written public notices of the District shall be conspicuously posted.

Dibble moved that the Board approve Resolution 16-05, seconded by Frenzel. The motion carried 4-0-0.

- G. Appointment of Affirmative Action Officer, Safety Officer, Section 504 Coordinator and ADA Coordinator – Dr. Greg Bailey, Superintendent stated that Board Policy stipulates that these officers and coordinators be appointed annually. With the retirement of Cindy Bechinski, he is recommending to appoint Kim Mikolajczyk as the Affirmative Action Officer, Title IX. The officers and coordinators recommended for 2015-16 would then be as follows: Kim Mikolajczyk, Affirmative Action Officer, Title IX; Kevin Hill, Safety Officer; Shannon Richards, Section 504 Coordinator & ADA Coordinator

RESOLUTION 16-06

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby appoints the following individuals to the positions listed: Kim Mikolajczyk, Affirmative Action Officer, Title IX; Kevin Hill, Safety Officer; and Shannon Richards, Section 504 Coordinator & ADA Coordinator.

Dibble moved that the Board approve Resolution 16-06, seconded by Torok. The motion carried 4-0-0.

- H. Authorization to Sign Documents – Sue Clark, Business Manager stated that annually, the Trustees have authorized the Chair of the Board, Superintendent, and the Business Manager and in the case of the absence of the Chair, the Vice-Chair of the Board, to sign as agents of the District. Authorized agents of the District should be identified and limited in number and support the needs of the District and recommends authorizing the Chair of the Board, Superintendent, the Business Manager, and in the case of the absence of the Chair, the Vice-Chair of the Board, to sign as agents of the District the documents, reports, projects, contracts, agreements, and grant applications for the District, and for funds and/or accounts including: General Fund; Federal Forest Fund; Local, State and Federal Special Funds; Local, State or Federal Project Applications and Reports; Student Activity Funds; Bond Interest and Redemption Fund; Food Services Account; Plant Facilities Reserve Fund; King County Directors Association (KCDA); and Capital Project Funds.

RESOLUTION 16-07

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby authorizes Dawna C. Fazio, Chair of the Board, Dr. Gregory J. Bailey, Superintendent, Susan L. Clark, Business Manager, and in the case of the absence of the Chair of the Board, Kimberly Garland Campbell, Vice Chair of the Board, to sign, as agents of the District, the documents, reports, projects, contracts, agreements, and grant applications for the District, and for funds and/or accounts as listed: General Fund; Bond Interest & Redemption Fund; Federal Forest Fund; Food Service Account; Local, State, and Federal Special Funds; Plant Facilities Reserve Fund; Idaho Division of Purchasing; Local, State, or Federal Project Applications and Reports; King County Directors Association (KCDA); and Student Activity Funds.

Frenzel moved that the Board approve Resolution 16-07, seconded by Torok. The motion carried 4-0-0.

- I. Authorization for Signatories – Sue Clark, Business Manager, stated that annually, the Trustees have authorized signers on the District's financial institution(s) as the Board Chair, Vice Chair and Business Manager. Last year, the superintendent was added when he served as interim treasurer. Authorized signers must be designated for depository accounts and it is recommended that the Board of Trustees requests, authorizes and directs the District's financial institutions to accept or receive deposits, and honors checks, drafts or other orders for the payment, transfer or withdrawal of funds drawn in the District's name including those payable to the individual order or any person or persons whose name or names appear thereon as signers thereof, when bearing or purporting to bear a signature of Dawna C. Fazio, Board Chair, Kimberly Garland Campbell, Board Vice-Chair, Susan L. Clark, Treasurer or Dr. Gregory J. Bailey, Superintendent. The financial institutions are entitled to honor and to charge the District for such checks, drafts or other orders if such signatures resemble the specimens duly certified to or filed with the bank.

RESOLUTION 16-08

RESOLVED: That the signatories designated for the accounts of Moscow School District No. 281 be the Board Chair, Treasurer/Business Manager, Superintendent, and the Board Vice-Chair.

FURTHER RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby authorizes and directs the District's financial institutions to accept or receive deposits, and honor checks, drafts or other orders for the payment, transfer or withdrawal of funds drawn in this District's name, including those payable to the individual order or any person or persons whose name or names appear thereon as signers thereof, when bearing signature(s) of any one of the following: Dawna C. Fazio, Chair; Kimberly Garland Campbell, Vice Chair; Susan L. Clark, Treasurer and Dr. Gregory J. Bailey, Superintendent. The financial institutions are entitled to honor and to charge the District for such checks, drafts or other orders if such signatures resemble the specimens duly certified to or filed with the bank.

BE IT FURTHER RESOLVED: That this resolution shall continue in force until express written notice of its rescission or modification has been furnished to and received by the bank.

Torok moved that the Board approve Resolution 16-08, seconded by Frenzel. The motion carried 4-0-0.

- J. Authorization for Designated Depository - Sue Clark, Business Manager, stated that the Trustees must annually authorize the District Treasurer to deposit District funds to designated depositories. District funds must be deposited to district accounts with a financial institution or investment portfolio authorized by Idaho Code and recommends that funds of the District be deposited by the District Treasurer with the Idaho State Local Government Investment Pool (LGIP) or a financial or investment institution authorized by Idaho Code 67-1210.

RESOLUTION 16-09

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves that funds of the District be deposited by Susan L. Clark, District Treasurer, with the State of Idaho Local Government Investment Pool (LGIP) or a financial or investment institution authorized by Idaho Code 67-1210.

Dibble moved that the Board approve Resolution 16-09, seconded by Torok. The motion carried 4-0-0.

- K. Appointment of Board Representatives to Committees – Kim Campbell, Vice-Chair stated that there are five committees listed that will have a board member serve on them. Currently the following board members serve on the following committees: Calendar Committee (currently Jim Frenzel; Sick Leave Bank (currently Dawn Fazio); Negotiations (currently Margaret Dibble and all Trustees as alternates); District Leadership Team (currently Kim Campbell & Eric Torok) and Audit Committee (currently Eric Torok). After discussion, the trustees were agreeable to remaining on the committee they are currently serving on.
- L. 2015-16 Trustees Annual Schedule – Dr. Greg Bailey, Superintendent stated that this is the monthly tasks that the board addresses. One addition to this schedule was adding policy review each month.
- M. Code of Ethics for Board Members – Kim Campbell, Vice-Chair, stated this is a document that the board members review and sign each year. It will also be posted to the district's website.

3. INFORMATION

A. Good News, Announcements or Presentations

- 1. Jim Frenzel, Board Trustee shared that MHS senior Tucker Goodwin created nine bike racks to use around town through a project offered to him by his teacher, Zach Russell and that Mark Shipley and Ken Berger are hiking the Wonderland Trail around Mt. Rainer (which is 93 miles at an elevation of 22,000 feet) this summer to raise funds for MOSS camp.

B. Public Comments

- 1. Susan Mahoney, MEA president, mentioned that the MEA will be holding a BBQ on August 27 at 5PM at East City Park and everyone is invited to attend.

C. Superintendent's Report - Dr. Greg Bailey

- 1. Start of School Year – coming quickly. Planning on starting on time this year. August 26 is the first day for staff to return and there will be a workshop for new staff members. There are trainings and meetings on August 27. Staff to have August 28 and 31 to prepare for the first day of school. Enrollment is good at this time with the class sizes at the elementary level not exceeding the number set for them.
- 2. Facilities Update –Mats are up in the Bear Den; completed all punch list items for the ball fields and this project is done. Bear Den - restrooms will have tile on the floors, re-landscaping the gravel area that is at the back of the middle school and the two bathrooms with the hot floor issues have been corrected. Other projects that were not completed by the general contractor will be taken care of by another contractor that the district will hire. Additionally, the metal strip that is around the basketball court in the Fieldhouse will be removed and the floors will be refinished. Science room punch list was very minor but were also not completed. Torok asked about the watering that is being done at the ball fields during the daylight hours. Dr. Bailey stated that the city made a mistake with this as they didn't believe that they could complete all the watering during the night hours but have corrected it and it will not be happening any more. Kim asked about any other facility projects that are being planned. Dr. Bailey stated that they are waiting to see what funds are left before going out for bid on security systems. Also looking on how to get a bathroom in the special education room at the high school. In addition, the asphalt work at MMS will take place next summer and be completed before school starts.
- 3. Upcoming IASA Conference – all the administrators, along with Special Services Director and Curriculum Director will travel to Boise on August 5-7 to attend this conference.
- 4. Dr. Bailey shared that he will be serving in the capacity of President of Region II Superintendent's Association this coming year. He also mentioned that he is no longer on the IHSAA board.
- 5. Directors Report
 - Business Manager – Sue Clark – nothing at this time. However, Dr. Bailey did note that the installation of a new freezer at the warehouse went very smoothly.

- Curriculum Director – Carrie Brooks stated that the ISAT results have been received and individual student reports were mailed out last week. She then reviewed what each report contained. Torok asked if Brooks had any feedback from parents yet and she said no. However, there was a parent in the audience that stated she really liked the report and it was very easy to read. Brooks then went on to report on the District's results by grade and how our average compared to the state's average. It was noted that our participation rate for both tests was very high. Dr. Bailey shared that just this afternoon, the SAT scores came out and our district did very well. These results will be shared at the August meeting. There was some discussion on the math goal that was written as part of the Accreditation Plan and Frenzel asked what the goal said. Discussion continued on the reports. Dr. Bailey shared the math goal and also spoke on the accreditation process that the district just went through. Torok asked if the next accreditation was in five years and Dr. Bailey stated that is in three years. Torok also asked about an external audit of the material for accreditation. It was noted that this is done by the District Leadership Team and membership will change and rotate over the years. There was further discussion on how this would work.

D. Other – none at this time.

4. CONTINUED BUSINESS

- A. Bus Driver Hiring Incentives - Dr. Greg Bailey, Superintendent, stated that during the past two years it has been very difficult to hire new bus drivers to replace drivers that have left or retired. It has become apparent that some form of incentive needs to be in place to attract people that can provide the needed transportation that assures our students safety. The district has been trying to hire enough bus drivers to meet the demand during the past two years. In reviewing other school districts it appears that some of them have put in place an incentive program to attract candidates and would like the Board to consider this proposal to enhance the likelihood of hiring additional staff. It is recommended that a cap per year of \$7,000 be placed on this incentive or when needed personnel are hired.

RESOLUTION 16-10

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves the Incentive Program - Hiring of Bus Drivers, as presented.

Frenzel moved that the Board approve Resolution 16-10, seconded by Torok. There was some discussion on the incentive. The motion carried 4-0-0.

- B. Idaho School Board Association Resolution – Dr. Greg Bailey, Superintendent, stated that each year districts are asked to submit legislative resolutions to the Idaho School Board Association (ISBA) for consideration by the membership. If accepted, this resolution will become one issue that ISBA will promote during the upcoming Idaho legislative session. He would like to see the Board submit a resolution that addresses the requirement of requesting a new employee's past personnel files which is time consuming and causes some privacy issues. The proposed resolution is to streamline the process by asking for a data page to be completed rather than sending the entire personnel file. This modification will save time and money, but will still allow a district to receive information that will allow them to make an informed decision regarding hiring of personnel. There was discussion on the resolution and some wording.

RESOLUTION 16-11

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves submitting the proposed resolution on information on past job performance to the Idaho School

Board Association, as presented, with the understanding that there may be minor changes at a future time.

Frenzel moved that the Board approve Resolution 16-11, seconded by Dibble. Campbell noted that the resolution should be submitted as is and allow wordsmithing at a future time. There was further discussion on this resolution. The motion carried 4-0-0.

5. NEW BUSINESS

- A. Board Goals for 2015/16 – Kim Campbell, Vice-Chair, noted the board goals from last year. It was discussed having a workshop before the next board meeting to work on the goals for 15-16. A tentative date was set for August 17 at 6:00 PM.
- B. First Reading: Revision to Section I - Board Policy 1250.30 Foods & Beverages Sold Individually – Dr. Greg Bailey, stated that policy revisions occur as needed. Board Policy 1250.30 needed to have some minor revisions to parts A & B related to selling food and beverages at the elementary and secondary level. Additionally, the proposed revisions would add an appendix for the healthy snack list. These revisions were done by a committee consisting of the Physical Education Department and the school nurse. Dr. Bailey also stated that a survey was taken and he will share those results next month.

6. 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.

A. Fiscal Services – Board Audit of Expenditures

Payroll, June Net Payroll	\$ 854,240.72
Payroll Withholdings: Benefits / Federal Tax / State Tax	\$ 881,325.74
Accounts Payable, June Bill List	\$ 522,209.50
TOTAL BILLS and PAYROLL	\$ 2,257,775.96

B. Donations

- 1. Thank you to the following individuals, Mary Carloye-\$50, Sandra Russell-\$100, Donald Orlich-\$50, Alice Spitzer-\$250, Karl & Maryann Boehmke-\$75, Richard & Nancy Mack-\$50, Ronald Huffman-\$100, Sid & Renee Eder-\$50, Joanne Reece & Bill Voxman-\$250, Tom & JoAnn Trail, \$100, Barbara & Richard Wells-\$200, Stanton & Lucille Linden-\$50, John & Kathleen Bodley-\$50, Helen Bobisud-\$250, Bonnie Frederick-\$400, Martha Mullen-\$100, Birgitta Ingemanson-\$500, Christy & Jason Dearien-\$50, Ronald & Elli Ziegler-\$25, Jon & Kathleen Warren-\$150, and Jeanne Wallace-\$100, for their generous donations to support sending a second teacher to the Met's intensive teacher training workshop in New York City as part of the "Met: HD Live in Schools" program.
- 2. Thank you to Andrew Scheef for the generous donation of \$50 to support the MOSS camp at Moscow Middle School through the Walk-A-Thom that Mark Shipley, MHS teacher, is doing around Mt. Rainer.
- 3. Thank you to Mike & Marie McCabe for the generous donation of \$200 to support the Summer Lunch Program.

C. Human Resources

1. Administration – Resignations/Terminations/Retirements

Green, Allen, Assistant Principal/Activities Director, MHS, effective 6/6/15.

2. Certified – Hires

- McIntosh, Janet, Teacher, Orchestra, MMS, .1667 FTE, effective 8/26/15.
3. **Certified – Hires (pending completion of all documentation)**
Adderson, Rebecca, Teacher, Special Education, McDonald Elementary, 1.0 FTE, effective 8/26/15.
Johnson, Mikaela, Teacher, Special Education, MMS, 1.0 FTE, effective 8/26/15.
Mendoza, Marco, Teacher, Spanish, MMS, 1.0 FTE, effective 8/26/15.
Snyder, Martha, Teacher, Language Arts, MHS, 1.0 FTE, effective 8/26/15.
 4. **Certified – Changes/Increase/Decrease**
Stelck, Luella, Gifted/Talented Facilitator, Lena Whitmore & West Park elementary schools, transfer to Teacher, Enrichment & Gifted/Talented Facilitator, Russell Elementary, 1.0 FTE, effective 8/26/15.
 5. **Certified - Stipends**
Hughes, Diane, Teacher, Grade 1, Lena Whitmore, \$875 Leadership Premium Stipend, effective 7/1/15.
 6. **Certified – Resignations/Terminations/Retirements**
Flabetich, Allison, Teacher, Title I, Russell Elementary, effective 6/22/15.
Mullin, Linda, Teacher, Spanish, MHS, effective 6/30/15.
Wood, Lisa, Teacher, Grade 2, West Park Elementary, effective 7/13/15.
 7. **Classified – Changes/Increase/Decrease**
Meier, Tessa, Nursing Assistant, District-wide, increase from 178 to 186 days/year, effective 8/18/15.
Watson, Kelly, Instructional Assistant Paraprofessional, Reading Intervention, McDonald Elementary, transfer to Instructional Assistant Secondary Library, MMS, 7.25 hours/day, effective 8/28/15.
 8. **Classified – Stipend**
Pengilly, Mimi, Director of Student Nutrition, District-wide, \$2,062.41 stipend for additional hours worked for the summer food program, effective 7/24/15.
 9. **Classified – Resignations/Terminations/Retirements**
Croyle, Christine, Food Service Worker, Lena Whitmore, effective 7/20/15.
Finke, Christy, Custodian, Night, District-wide, effective 8/21/15.
Morris, Stacy, Secretary, Curriculum, District Office, Effective 7/20/15.
Snyder, Lisa, Secretary, McDonald Elementary, effective 7/13/15.
 10. **Extracurricular - Hires/Rehires/Changes/Transfers/Resignations/Terminations/Retirements**
Football – MMS Resignations/Terminations/Retirements
Gress, Garrett, Assistant Football Coach, MMS, effective 6/15/15.
Visbal, Chris, Assistant Football Coach, MMS, effective 6/15/15.
Boys Soccer – MHS Resignations/Terminations/Retirements
Sorensen, Clayton, JV Boys Soccer Coach, MHS, effective 7/16/15.

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 – None this month.

RESOLUTION 16-12

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

Torok moved that the Board approve Resolution 16-12, seconded by Frenzel. The motion carried 4-0-0. Kim Campbell noted the Board's thanks for the donations.

7. SUGGESTIONS AND COMMENTS

A. Public Comments

1. None at this time.

8. EXECUTIVE SESSION

- A. Motion and roll call vote for Executive Session pursuant to Idaho Code 74-206 (1) (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement and (j) To consider labor contract matters authorized under section 74-206 (1) (a) and (b), Idaho Code.

RESOLUTION 16-13

RESOLVED: That the Board of Trustees of Moscow School District No. 281 retire into Executive Session pursuant to Idaho Code 74-206 (1) (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement and (j) To consider labor contract matters authorized under section 74-206A (1) (a) and (b), Idaho Code.

Dibble moved that the Board approve Resolution 16-13, second by Torok. Roll call for the vote on the resolution for executive session: Campbell – yes, Frenzel – yes, Torok – yes. Dibble - yes. The vote was unanimous for the executive session. A brief break was taken prior to the Board entering into executive session. The Board then entered Executive Session at 9:07 PM.

9. RETURN TO OPEN SESSION AND AJOURNMENT

At 9:44 PM the Board returned to open session and with no further business, the meeting was immediately adjourned.