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Dr. Charles J. Shackett, Superintendent Marjean McConnell, Deputy Superintendent Scott Woolstenhulme, Assistant Superintendent

**January 9, 2019
Executive Session
6:00 PM
District Office**

I. Call to Order

Chairman Paul Jenkins called the meeting to order at 6:01 p.m.

II. Roll Call

Amy Landers present
Chad Dance present
Greg Calder present
Scott Lynch present
Paul Jenkins present

III. Executive Session

A. Chairman Jenkins stated that the Board will enter into Executive Session pursuant to Idaho Code Section 74-206(1)(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled; and Idaho Code Section 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. The Executive Session will be closed to the public as permitted by law.

MOTION: Amy Landers moved to enter into executive session for the reason stated. Greg Calder seconded. The roll call vote was:

IV. Roll Call Vote

Amy Landers yes
Chad Dance yes
Greg Calder yes
Scott Lynch yes
Paul Jenkins yes

V. Discussion Items

A. Personnel - Dr. Scott Woolstenhulme, Director of Human Resources

Discussion from 6:03 p.m. to 6:05 p.m.

1. Employee Z2019

Dr. Woolstenhulme recommended to accept release of contract for the remaining school year for employee Z2019.

2. Employee AA2019

Dr. Woolstenhulme recommended to approve leave without pay for employee AA2019.

B. Superintendent Search - Marjean Lewis, Deputy Superintendent

Discussion from 6:05 p.m. to 6:54 p.m.

Mrs. Lewis reviewed the reference checks process and the January interview timeline.

VI. Motion to Move back into Open Session

MOTION: Chad Dance moved to enter back into open session. Greg Calder seconded. Motion carried.

VII. Chairman Jenkins recessed the meeting at 6:56 p.m.

**Annual Meeting
7:00 PM
District Board Room**

VIII. Pledge of Allegiance

Pledge of Allegiance was led by Paul Jenkins.

IX. Prayer was offered by Greg Calder.

X. Call to Order

Chairman Paul Jenkins reconvened the meeting at 7:02 p.m.

XI. Roll Call

Amy Landers present

Chad Dance present

Greg Calder present

Scott Lynch present

Paul Jenkins present

XII. Welcoming of Delegates and Visitors

Others in attendance were Superintendent Dr. Charles Shackett, Deputy Superintendent Marjean McConnell, Assistant Superintendent Scott Woolstenhulme, Chief Financial/Operations Officer Guy Wangsgard, Director of Maintenance & Operations John Pymm, Director of Safe Schools & Technology Gordon Howard, Director of Elementary Special Education and Federal Programs Rex Miller, D93News Samantha Williams, District Specialist Rodd Rapp, Headwaters Construction Logan Bingham, Eric Albaugh, Stan Marshall, and Kyle Larsen, Tom Hunsaker, Heidi Roth, Loa Jenkins, and Board Clerk Mary Hansen.

He also reminded those who wished to speak during Public Input to sign in, choose one spokesperson, and give any written materials to the Board Clerk. Due to their sensitive nature, comments or complaints about personnel or individual students will only be heard in Executive Session (Idaho Code § 74-206(b)).

XIII. Action Items - The board may take action to approve, deny, amend, modify or postpone action on any of the items listed below.

A. Board Reorganization

Chairman Jenkins declared the present Board organization dissolved and called for nominations for Board Chairperson. Greg Calder nominated Amy Landers. Chairman Jenkins asked if there were other nominations. Chad Dance nominated Paul Jenkins. There were two points of view about the role of the chairperson: rotating the identity of the chair person is important and holding the position more than one year can be beneficial. Chairman Jenkins agreed with both points, stating the position of board chair requires a huge learning curve and is willing to serve one more year, if so nominated. He closed nominations and asked for a roll call vote for each nominee:

Nominee Amy Landers:	Nominee Paul Jenkins:
Greg Calder	yes
Chad Dance	no
Scott Lynch	yes
Paul Jenkins	yes
Amy Landers	no

Chairman Paul Jenkins graciously accepted his nomination as the Chairman. He then called for nominations for Vice-chairperson. Paul Jenkins nominated Amy Landers. Chairman Jenkins asked if there were other nominations. Hearing none, he then closed nominations and asked for all those in favor of Amy Landers as Vice-chairperson. The vote was 5 in favor with 0 opposed. Chairman Jenkins congratulated Amy Landers as the Vice-chairman.

Chairman Jenkins then called for nominations for Treasurer. Greg Calder nominated Chad Dance. Chairman Jenkins asked if there were other nominations. Hearing none, he then closed nominations and asked for all those in favor of Chad Dance as Treasurer. The vote was 5 in favor with 0 opposed. Chairman Jenkins congratulated Chad Dance as the Treasurer.

Chairman Jenkins then called for nominations for Board Clerk. Greg Calder nominated Mary Hansen. Chairman Jenkins asked if there were other nominations for Board Clerk. Hearing none, he then closed nominations and asked for all those in favor of Mary Hansen as Board Clerk. The vote was 5 in favor and 0 opposed. Chairman Jenkins congratulated Mary Hansen as the Board Clerk.

1. Code of Ethics

Chairman Jenkins reviewed the importance of the Code of Ethics.

B. Amend/Approve the Agenda

Chairman Jenkins asked for a motion to amend the agenda to add an action item from Executive Session. This item was just determined and is time sensitive.

MOTION: Chad Dance moved to amend the Agenda as described. Greg Calder seconded. Motion carried.

MOTION: Greg Calder moved to approve the agenda as amended. Amy Landers seconded. Motion carried.

C. Consent Calendar

Chairman Jenkins asked if any Board Member would like to remove any item from the Consent Calendar to the Regular Agenda. Hearing none, he asked if any Board Member had any questions with regard to the Consent Calendar. He then asked for a motion to approve the Consent Calendar.

MOTION: Amy Landers moved to approve the Consent Calendar. Greg Calder seconded. Motion carried.

1. Minutes of Previous Meetings

- a. Executive Session/Regular Meeting 12-12-2018
- b. Special Meeting/Executive Session 12-17-2018

2. Financial

- a. Accounts Payable
 - 1) \$7,119,403.23
- b. Capital Construction Projects Report
- c. Surplus Items

3. Bid Recommendations

- a. BHS Bleachers

4. Rocky Mountain Power Easement

5. Employees

a. Conditional Employment

Estaphania	Arias	Hillcrest High School	College & Career Advisor	1/7/2019
Emily	Barnes	Federal Programs	Testing Proctor	1/8/2019
Rachel	Barney	Hillcrest High School	Cook	1/7/2019
Braxton	Beck	Lincoln High School	Custodian	12/12/2018
Jessica	Beyer	Special Services	Support Professional	1/7/2019
Christine	Cox	Federal Programs	Testing Proctor	1/8/2019
Brittany	Dawson	Special Services	Special Unit Paraprofessional	1/7/2019
Celeste	Foremaster	Federal Programs	Testing Proctor	1/8/2019
Cynthia	Hayes	Federal Programs	Testing Proctor	12/14/2018
Odalis	Lavariega	Federal Programs	ESL Paraprofessional	1/7/2019
Kera	Lloyd	Federal Programs	Testing Proctor	1/8/2019
Jill	Loera	Federal Programs	Testing Proctor	1/8/2019
Amber	Parker	Iona Elementary	PE Paraprofessional	1/7/2019
Lauren	Parrett	Falls Valley Elementary	Title One Paraprofessional	1/7/2019
Carla	Pickens	Sandcreek Middle School	Cook	1/7/2019
Kenneth	Stucki	Transportation	Bus Driver	1/16/2019
Victoria	Tracy	Tiebreaker Elementary	Teacher	1/7/2019
Liliana	Velasquez	Federal Programs	Testing Proctor	1/8/2019
Scott	Zaugg	Transportation	Bus Driver	1/7/2019

b. Resignations and Terminations

Cindy	Brown	Transportation	Bus Driver	12/21/2018
Bobbie	Glunz	Sandcreek Middle School	Cook	12/10/2018

Steven	Irvine	Summit Hills Elementary	Head Custodian	12/12/2018
Ronda	Jonak	Transportation	Bus Driver	10/4/2018
Chris	Lien	Hillcrest High School	Custodian	12/11/2018
Mindy	McKinlay	Special Services	Special Unit Paraprofessional	12/21/2018
Leonardo	Pereyra	Hillcrest High School	Custodian	12/8/2018
Carol	Tracy	Discovery Elementary	Custodian	1/11/2019
c. <u>Retirements</u>				
Susan	Croft	Hillcrest High School	ISS Paraprofessional	6/1/2019
Ione	Stanger	Special Services	Special Services Coordinator	6/3/2019
d. <u>Transfers</u>				
		From:	To:	
Adrianne	Barrett	Cook - Child Nutrition	Kitchen Manager - Discovery Elementary	
Jennifer	Daniels	Kitchen Manager - Discovery Elementary	Kitchen Manager - Rocky Mountain Middle School	
Yessica	Duran Duran	ESL Paraprofessional - Special Services	BI/PCS - Special Services	
6. <u>Students</u>				
a. <u>Early Graduation Requests</u>				
b. <u>Club Requests</u>				
1) Sandcreek Middle School Club List 2018-2019				
c. <u>Trip Requests</u>				
1) BHS - Choirs - Seattle, WA from 03-05-2019 to 03-09-2019				
d. <u>Temporary Suspensions</u>				
7. <u>School Board Meeting Calendar 2018-2019</u>				

XIV. Action Items from Executive Session

A. Employee Z2019 Decision

MOTION: Greg Calder moved to release employee Z2019 from their contract. Amy Landers seconded. Motion carried.

B. Employee AA2019 Decision

MOTION: Greg Calder moved to approve leave without pay for employee AA2019. Amy Landers seconded. Motion carried.

C. Superintendent Search

MOTION: Greg Calder moved to move two candidates forward in the Superintendent Search: Jon Abrams and Scott Woolstenhulme. Chad Dance seconded. Motion carried.

XV. Student Recognition

A. Hillcrest High School 2018 4A State Football Championship

Chairman Jenkins invited Principal Scott Miller and Athletic Director Wendy Johnson to introduce Hillcrest HS Football Coaches. Mr. Miller informed the Board that on Thursday, January 10, 2019 in the PAC the City of Ammon will honor the 2018 4A Champions! Ms. Johnson expressed her gratitude for great coaching and sportsmanship shown by the team at the State champion game. Head Kevin Meyer Coach expressed gratitude to the Board for their support of the athletic programs. He stated that winning state is not common but with strong work ethics, hard work and great athletes, he is proud to be part of this championship team!

XVI. Public Input: Pursuant to Board Policy #4105 Public Participation in Board Meetings Public Input shall be held to a maximum of 1 hour and will provide an opportunity for any Board Member, administrator, staff member, student, or patron to raise issues of interest. The Board will receive such input without comment, except to ask germane questions of those speaking. Comments should be limited to three (3) minutes. The Board will take no action relative to any items during the meeting, but may direct the Superintendent to consider such an item at a subsequent meeting. There was no public input at this meeting.

XVII. Administrative Reports/Information Items

A. Report on the State of the District - Lloyd Becker, District Crisis Team Coordinator

Chairman Jenkins invited Lloyd Becker to give the State of the District Report. Mr. Becker is a clinical social worker who has worked in the District over 30 years. The Crisis Team was started about 8 years ago. There are four members of the team: three current school counselors and Mr. Becker. The Team assists schools, students, and staff when a crisis occurs. Crisis can include death of a student, staff member or administrator due to medical, accident or suicide; mental health issues, lockdowns, or

natural disasters. When a principal senses a need for help, they contact the Deputy Superintendent. The crisis team is summoned to review the situation and determine the best course of action.

B. Administrative Financial Report - Guy Wangsgard, CFO

Chairman Jenkins invited Guy Wangsgard to present his report. Mr. Wangsgard explained the main internal controls in district: All schools in the District are on the same accounting program; before any vendors are added all information is verified by one of three District staff members; the only regular electronic payments are sent from payroll to the IRS, State Tax Department and PERSI; direct deposits are set up for interested employees; all invoices are paid by check to an authorized vendor either by mail or personal delivery; all invoice addresses must match the vendor information on file; all cash and bank balances are verified each morning by District office staff; bank statements are balanced monthly by the same person; all purchase orders go through an approval process; review of current fraud issues are reviewed monthly; accounting software has internal controls built in to avoid duplicate transactions. The process of draw requires approval from the contractor and/or architect and district representative and Director. If the check is a significant amount they are often hand delivered or picked up at the District office. There are not any electronic draws since original signatures are required.

As for the budget this year, attendance rate is down slightly from last year, which decreases state revenue. This decline will not drop the District below a 5% contingency.

C. Proposed Policy for Initial Consideration - Marjean Lewis

Chairman Jenkins invited Marjean Lewis to present policy for initial consideration.

1. 3050 Attendance
2. 3375 Student Interviews
3. 3377 Investigations and Arrests by Police
4. 4400 Relations with the Law Enforcement and Child Protective Agencies
5. 8240 Student Conduct-Discipline on Buses

D. Notification of Changes to Policy Procedures or Forms

Chairman Jenkins invited Marjean Lewis to present Notification of changes. These revisions occur when policies are revised.

1. 3355P2 Procedures for Suspension of Students with Disabilities
2. 4297F Public Records Request Form
3. 4297P Public Access to District Records Procedure

E. May 2019 Bond Discussion Continued

Chairman Jenkins invited Dr. Scott Woolstenhulme to continue discussion on May 2019 bond. Dr. Woolstenhulme informed the board that text notifications were sent out last night to patrons selected to be on the Patron Focus Group; the group should total 30-40 patrons. He reviewed the draft agenda with the Board. The meetings will include building tours and discussion as it relates to the proposed May 2019 bond election.

XVIII. Action Items - The board may take action to approve, deny, amend, modify or postpone action on any of the items listed below.

A. High School Projects CMGC Recommendations - John Pymm, Director of Maintenance & Operations

Chairman Jenkins invited John Pymm to present ranking and recommendations. Mr. Pymm informed the Board that the District received three proposals for CMGC for high school projects. The committee broke the project into two different projects since each building is unique. The ranking for Bonneville HS is Big D Construction, Headwaters Construction and Ormond Brothers Construction. The ranking for Hillcrest HS is Headwaters Construction, Big D Construction and Ormond Brothers Construction.

MOTION: Amy Landers moved to accept the CMGC ranking and recommendations for the high school renovation projects as presented. Chad Dance seconded. Motion carried.

B. Proposed Policy for 30-day Review (first reading) - Marjean Lewis

Chairman Jenkins invited Marjean Lewis to present policy for 30-day review. The procedures for this policy will also be on 30 day review.

MOTION: Amy Landers moved to post this policy and its procedures presented for 30-day review. Scott Lynch seconded. Motion carried.

1. 2700 High School Graduation Requirements

C. Proposed Policy for Final Adoption (second reading) - Marjean Lewis

Chairman Jenkins invited Marjean Lewis to review policy for final adoption.

MOTION: Amy Landers moved to approve the policies presented for final adoption. Chad Dance seconded. Motion carried.

1. 4297 Public Access to District Records
2. 5400 Family Medical Leave and Sick Leave
3. 8600 Records Management
4. 8605 Retention of District Records
5. 9260 Naming of School and Educational Support Facilities

XIX. Call for Agenda Items for Upcoming Meetings

- A. Patron Focus Group Meeting - **Wednesday, January 16, 2019** - Bonneville HS - 7:00 p.m. spec/ES
- B. Patron Focus Group Meeting - **Wednesday, January 23, 2019** - Hillcrest HS - 7:00 p.m.
- C. Work Session - **Wednesday, January 30, 2019** - Bonneville Online (Telford) - 11:30 a.m.
Location changed to District Office Board Room.
- D. Regular Meeting - **Wednesday, February 13, 2019** - District Board Room - 7:00 p.m.
- E. Work Session (TCHS & BOHS Student Councils) - **Wednesday, February 27, 2019** - District Board Room - 11:30 a.m.

XX. Adjournment

Chairman Jenkins adjourned the meeting at 8:15 p.m.

MOTION: Greg Calder moved to adjourn. Chad Dance seconded. Motion carried.

APPROVED: _____
Chairman

ATTESTED: _____
Clerk

Date: _____