

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 371J, PAYETTE AND WASHINGTON COUNTIES, IDAHO, AUGUST 14th, 2017 AT 6:00 P.M., IN THE PAYETTE HIGH SCHOOL CHOIR ROOM.

<p>Procedural Matters- Posting Locations</p> <p>Agenda Review</p> <p>2016-2017 Annual Audit</p>	<p>Chairman Adam Rynearson called the meeting to order in the Payette High School choir room at 6:00 P.M. with Board members Jessica Lowry, Elisa Massoth and Candita Strong present. Elizabeth Long was excused.</p> <p>Chairman Rynearson led those in attendance in the Pledge of Allegiance.</p> <p>Chairman Rynearson noted that the posting places for required notices had not been established at the annual meeting. The official posting place for all notices will be the Payette School District Office – 20 N. 12th Street, Payette, Idaho.</p> <p>Chairman Rynearson reviewed the agenda and asked if there were any introductions. Superintendent Robin Gilbert introduced Dan Coleman from Quest CPAs.</p> <p>Dan Coleman, CPA, representing Quest CPAs, P.C. presented the 2016-2017 audit report. In all material respects, the financial position of governmental activities, each major fund of the Payette School District and the results of its operations ended in conformity with accounting principles. Mr. Coleman stated the district exercised good internal controls and noted that unmodified opinions were stated in the audit for general fund and federal funds. Mr. Coleman commended the District for the accuracy and timeliness of its accounting records noting that Payette is their first of over 50 Idaho school audits every year because they are confident in the abilities of the District staff.</p> <p>The general fund balance increased from \$112,519 to \$502,164. The balance represents less than one month of operating expenses. Mr. Coleman stated that fund balances are up statewide. He continues to recommend a reserve of 1 ½ to 3 months to ensure adequate cash flow. The average fund balance for the Idaho schools audited by Quest CPAs is two months.</p> <p>The McCain Endowment fund is the result of an endowment that restricts the use of the funds. It is performing as required.</p> <p>The Child Nutrition fund decreased to \$87,359 from \$165,541; the decrease was intentional. Federal standards do not allow the fund to exceed a balance of three months operating expenses. Continually maintaining a balance that exceeds three months operating expenses could put the district in a position to return the excessive funds to the federal lunch program. The current fund balance is healthy and within the federal guidelines.</p> <p>The Plant Facilities fund decreased significantly. Major expenses were the construction of the Westside roof and excessive snow removal costs. The fund balance is \$655,926.</p> <p>All other funds are behaving as they should.</p>
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A new fund for insurance proceeds is included in this year's financial reports. The insurance proceeds are from the damage caused by the snow. The fund balance of \$126,472 is expected to be spent during the 2017-2018 school year.

Mr. Coleman gave an overview of the GASB rules that affect schools as well as a bank fraud prevention process called positive pay.

Trustee Elisa Massoth reviewed the line item differences in the general fund budget to actual expenses for 2016-2017. More revenue was received as a result of the state's adjustment to ADA for snow days and corrections to administrators' index for salary based apportionment. The taxes due from the county were also more than was expected. Budgeting for employee insurance expense is done as if all employees are on the school benefit plan. Some employees waive the coverage which eliminates the expense. Trustee Massoth stated the finance committee would review this practice in the future. The other under budget expenses seem to be one-time situations. The finance committee will meet and review the possibility of salary increases to classified staff that did not receive increases and technology expenses. Classified salary changes and certified salary negotiations need to remain separate issues.

Motion was made by Elisa Massoth and seconded by Jessica Lowry to accept the audit as presented. Motion carried unanimously.

Safety Busing

Chairman Rynearson introduced Transportation Supervisor Steve Phillips for a review of safety busing routes. Mr. Phillips explained what constitutes a safety busing route designation and why they are needed in our district. Mr. Phillips stated that the safety busing routes would remain the same as those approved by the Board for the 2016-2017 school year. Some sidewalks have been added to Iowa Avenue but they are not continuous; the safety issue still exists. Motion was made by Jessica Lowry and seconded by Candita Strong to approve the Safety Busing Plan for the 2017-2018 school year. Motion carried unanimously.

Facilities Planner
Contract

Superintendent Gilbert presented a contract from Dr. Richard Bauscher to assist with the creation of a 10-year facilities plan for the district. As a former school superintendent, Dr. Bauscher is well known throughout the state for his expertise in school facilities planning. Dr. Bauscher would identify and make recommendations regarding repair or replacement of district facilities. Trustee Massoth noted that a great deal of discussion had occurred with the levy committee regarding the topic of repair or replace. This plan would provide the information to assist with those decisions. Trustee Massoth does not want the contract to include a community survey but rather go back to the stakeholders that provided levy input. Trustee Massoth was concerned about estimates and their accuracy. Superintendent Gilbert said the cost recommendations would be done with the assistance of local architects.

Motion was made by Candita Strong and seconded by Jessica Lowry to hire Dr. Bauscher to assist with creating a Payette School District 10-year facilities plan. Motion carried unanimously.

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Declare Equipment
Excessive

Consent Agenda

Motion was made by Candita Strong and seconded by Jessica Lowry to declare the following items excessive and dispose of in the most cost-effective manner:

- Non-functioning Genie man-lift. Estimated value, \$0.00
- Household RCA refrigerator, purchased with CTE funds. Estimated value, \$15.00
- Household Maytag dishwasher, purchased with CTE funds. Estimated value, \$15.00

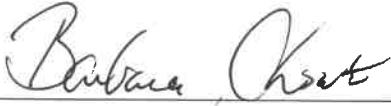

Motion carried unanimously

Motion was made by Jessica Lowry and seconded by Candita Strong to approve the consent agenda.

- A. Approve minutes for the July 10th, 2017 Annual Meeting and July 17th, 2017 work session.
- B. Approve August 2017 bills
- C. Personnel Actions:
 - i. Release from contract and resign the following:
 1. Kristyn Amy – ½ time PE teacher, PPS
 2. Averil Krall – Band Director MMS and PHS
 3. Jody Greif – PPS Kindergarten teacher
 - ii. Resign the following
 1. Resign Sue Brown-Robinson- PHS Custodian
 2. Travis Tuckett – PHS Asst Football Coach
 3. Bob Davis – PHS Asst Softball Coach
 4. Megan Stork – PPS After School Coordinator
 5. Anna VanWeerdhuizen – MMS Track Coach
 - iii. Hire:
 1. Jody Greif – 21st Century Grant Coordinator – Kindergarten program and After School (STEAM) program
 2. Amanda Johnson – PPS Kindergarten teacher
 3. Eric Held – Band Director MMS and PHS
 4. Peggy Hash – ½ time Special Education Pre-School teacher
 5. Melaney Auxier – ½ time Kindergarten grant teaching assistant
 6. Ashley Gantz – PPS After School Coordinator
 7. Amy Hopkins – PHS JV Volleyball Coach
 8. Tyler Bollington – PHS Asst Wrestling Coach
 9. Jerry Lopez – Full time PHS Asst Football Coach (Previously hired on a shared contract)
 10. Bryson Vasey – PHS Asst Football Coach
 11. Kristina Anderson - MMS Volleyball
 12. Kip Crofts - MMS Basketball Boys 7th grade
 13. Winona Allaire – PPS Elementary Teacher

Motion carried unanimously.

<p>Payette School District Page 4 August 14, 2017</p> <p>Board Goals</p>	<p>Chairman Rynearson reviewed items from the work session and presented the following “Board Working Norms”:</p> <ul style="list-style-type: none"> • We will be a united team by building a relationship of trust and support. • We will be actively engaged – participating in discussions, questioning and listening. • We will speak with one voice. • We will assume positive intentions of each other. • We will speak honestly with dignity and respect and with consideration of others. • We will be transparent with the community, staff, and students as well as with each other. • We will be accountable and responsible to the team – “Be all in!” • We will demonstrate value and respect to others’ time and person. • We will attend prepared and on time. • We will educate each other and remain coachable. <p>Motion to adopt the Board Working Norms was made by Elisa Massoth and seconded by Candita Strong. Motion carried unanimously.</p> <p>Trustee Jessica Lowry collected the board self-evaluation documents from each trustee. Trustee Lowry will tally and report the results at the next meeting. Board goals will be reviewed at that time</p>
<p>Increase Certificated Staff by .5FTE</p>	<p>Superintendent Gilbert requested a .5 FTE increase to the current number of certificated staff. The Payette Primary School has had two part-time physical education teachers; one certified and one classified. Both positions are open at this time. One certificated person has applied for both positions. Motion was made by Jessica Lowry and seconded by Candita Strong to approve the increase in certificated staff. Motion carried unanimously.</p>
<p>Hire Teachers Seeking an Alternate Route to Certification</p>	<p>Motion was made by Candita Strong and seconded by Jessica Lowry to hire the following teachers seeking an Alternate Route to Certification:</p> <ul style="list-style-type: none"> • MaKayla MacKenzie – Payette Primary School Elementary Teacher • Rickey Kamimae – Payette Primary School PE Teacher <p>Motion carried unanimously.</p>
<p>Leadership Positions</p>	<p>Leadership position lists by school are attached. The positions meet the Idaho Code requirement. Superintendent Gilbert is working with administrators to clarify and prepare formal descriptions for the positions.</p>
<p>Approve Standard Overnight Field Trips</p>	<p>Motion was made by Jessica Lowry and seconded by Candita strong to approve the following overnight field trips with sufficient chaperones for each event and no negative impact to student achievement:</p> <ul style="list-style-type: none"> • All in-state 2017-2018 Idaho High School Activities Association sanctioned district/state competitions that require overnight travel. • All in-state 2017-2018 district/state club competitions that require overnight travel. <p>Motion carried unanimously.</p>

<p>Payette School District Page 5 August 14, 2017</p>	<p>Superintendent Gilbert presented a calendar for certified staff review and contract renewal recommendations. The calendar is attached. Motion was made by Jessica Lowry and seconded by Candita Strong to approve the calendar as presented. Motion carried unanimously.</p>
<p>PHS Handbook Electronic Device Policy</p>	<p>Approval of the Payette High School student handbook was tabled at the May meeting pending amendments to the electronic device policy. The revised policy is attached. Motion was made by Elisa Massoth and seconded by Candita Strong to adopt the policy with the word in item #5 changed from “may” to “shall”. McCain Middle School is to adopt the same verbiage change in the McCain Middle School student handbook. Motion carried unanimously.</p>
<p>Superintendent Report</p>	<p>Superintendent Gilbert reported on the administrator collaboration and IASA conference stating that it was an excellent team building experience.</p>
<p>Furniture Gift</p>	<p>Superintendent Gilbert acknowledged a tremendous gift received from Toll Brothers/Coleman Homes and Chase Moving. Toll Brothers/Coleman Homes upgraded their office furniture and donated their like new desks, chairs, cubicle walls and storage hutches to the school district. Chase Moving reduced their transport costs, charging less than \$1300 for the delivery of the furniture. The desks have already been distributed to teachers.</p>
<p>Executive Session</p>	<p>Clerk Choate read: “Be it resolved by the Board of Trustees of School District 371J Payette, Idaho, as provided in Section 74-206 subsection 1 (b) of the Idaho Code, the Board will now go into executive session at 7:27 P.M. for the purpose of discussing the superintendent evaluation. Motion is therefore made by Candita Strong and seconded by Jessica Lowry that the Payette School Board go into executive session.” Motion requires a roll call vote. Voting yes: Jessica Lowry, Elisa Massoth, Adam Rynearson and Candita Strong. Voting no: No one.</p> <p>The board was declared out of executive session at 8:23 P.M. No action was necessary.</p> <p>The meeting adjourned at 8:23 P.M.</p>
<p>Attest</p>	<p> _____ Approved </p>

Payette School District Leadership Premiums 2016-17	Units
Special Education	
Mandt	1
SLP	1
New teacher mentor	2
Total	4

Payette Primary School	
Mentor Teacher	4
Grade Level Chair	4
Parent/Volunteer Coordinator	2
Communication Liaison	2
Total	12

Westside Leadership Positions	
Volunteer Coordinator	1
News/Public Relations Coordinator	2
Grade Level Representative	2
Mentor Teacher to new teachers	4
Extra Support/professional practices	1
Grant Writing	2.5
total	11.5

McCain Middle School	
Dept Chair	4
Dept Chair/RTI	5
Grade Level Leader	3
Parent Communications	1
Volunteer Coordinator/IDFY	2
Total	15

Payette High School	
Alternative school - administrative intern	1
Academic eligibility	1
Volunteer coordinator	1
Senior project coordinator	2
Grade book coordinator	1
Advanced opportunities coordinator	2
Data collection / Report building / scheduling	2
Student leadership coordinator	1
After school study hall coordinator / instructor	1

Department Chair English / RTI / Attendance	1
Department Chair Math / RTI / Attendance	1
Department Chair Science / RTI / Attendance	1
Department Chair PTE / RTI / Attendance	1
Department Chair PE, Health, and Social Studies / RTI / Attendance	1
Department Chair Humanities & Electives / RTI / Attendance	1
Dual Credit Instructor	3
Totals	21

District Wide	
Safe and Drug Free Coordinator	1
Testing Coordinator	4
Curriculum Committee (Proposed for 17-18)	5
total	10

Grant Total

73.5

Certified Contract Renewal Calendar

Certificated employees are to have two observations per year, one prior to January 1st, and one summative evaluation by June 1st annually. It is highly recommended that building administrators in classrooms and throughout the building daily. Building administrators, with support from the Superintendent, are responsible for the observation, evaluation and recommendation of personnel assigned to their respective buildings.

July

Board reviews goals and determines priorities for Superintendent evaluation

August

The Board will be notified of any teacher serving on an interim or provisional certificate. Superintendent presents professional goals and strategies in relation to Board goals. Board to set student achievement targets

September

Discuss goals in open meeting with report on progress.

November

Board notified of any teacher underperforming in need of a written Plan of Improvement. Update on progress toward goals given in open meeting by Superintendent

January

The Superintendent conducts annual evaluations for each administrator

February

Recommendations for administrator contract renewal
Update on progress toward goals given in open meeting by Superintendent
Feedback to Superintendent based on individual trustee rating (executive session)

March

Recommendations for renewable contract employees
Notification of progress or new plans of improvement for certificated staff

April

Recommendations for non-renewable contract employees

May

Superintendent final summative report (executive session) final report read in open session

June

Coaches evaluations completed by direct supervisor. Filed but not reviewed by Board. Recommendations for supplemental contracts

Proposed Payette High School Electronic Device Policy

1. Students or parents who bring any electronic device to school or to a school activity, do so at their own risk. Payette School District and its schools assume no liability for damage, theft, loss, etc.
2. Students may use electronic devices before and after school, during lunch, at break and during passing periods. Electronic devices must be silenced and out of sight during class. During class time, use of such devices for non-educational purposes is prohibited.
3. Teachers may request the use of student cell phones or other electronic devices for educational use in the classroom by submitting lesson plans and obtaining administrative approval.
4. Use of these devices must not violate any district policy, or cause classroom disruption, nor may they be used in the access, creation, or possession of inappropriate material.
5. If electronic device policies are violated, the classroom teacher or administrator ^{shall} ~~may~~ determine consequences based on the severity of the incident and like other classroom policy violations.
6. Upon any violation of the electronic device policy the device may be confiscated until a parent/guardian retrieves it from the front office/administration.