

**REGULAR BOARD MEETING**

**December 15, 2015**

**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, December 15, 2015 by 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, Eric Torok, Zone 2 and Margaret Dibble, Zone 5. Staff members present were Dr. Greg Bailey, Superintendent, Susan Clark, Business Manager, Carrie Brooks, Curriculum Director, Shannon Richards, Special Services Director and Angie Packard, Board Clerk. Kim Campbell, Vice-Chair, Zone 3 and Jim Frenzel, Zone 1 were absent and excused. There were also 18 patrons in the audience.
- C. The agenda was amended as follows: New Business – Add item C – Declaration of Trustee Vacancy and Timeline and then was approved by unanimous consent.
- D. The following minutes were presented for approval: Regular Board Meeting, November 17, 2015 and Special Board Meeting, December 7, 2015.

**RESOLUTION 16-51**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the minutes of the Regular Board Meeting, November 17, 2015 and Special Board Meeting, December 7, 2015 as presented.

Torok moved that the Board approve Resolution 16-51, seconded by Dibble. The motion carried 3-0-0.

**2. INFORMATION**

- A. Good News, Announcements or Presentations
  1. PRESENTATION - Dwight Curtis, Moscow Parks & Recreation Director stated that he had an award, a citation of merit for the Board. He stated that this plaque was being given due to the ball field project and the joint efforts of the district and city. He also expressed his appreciation for the positive working relationship with the district. Dr. Bailey also shared about the upcoming realignment of the parking lot at MMS. Dawn then read the wording on the plaque.
  2. PRESENTATION - PEP Grant Update: Kevin Hill gave a brief overview of the grant and hard work of all those involved with the implementation of the grant. Jessica Shawley and several of the PE teachers each gave a brief highlight of how they are using the curriculum and equipment provided by the grant to help their students make healthy choices that will impact their lives. Kevin Hill then spoke about staff wellness and what activities can be done or are offered to staff. Kevin also gave appreciation to Jennifer Russell for all the work she has done behind the scenes as the grant manager.
  3. Dawn shared a letter that was received from Kay Braden, the artist in residence at McDonald Elementary that was provided through a grant that McDonald received.
  4. Six students from MHS participated in the regional Disability Mentoring Day in late October which allowed students to complete a job shadow where they learned first-hand about a career in their area of interest. In addition, students engaged in activities to develop soft skills and edit their individual resumes and also participated in speed interviews, which provided opportunities to hone their interview skills by practicing answering questions posed by unfamiliar individuals. The students represented MHS well and learned a tremendous amount about a potential career.
  5. McDonald had a wonderful, cold but dry Turkey Trot where the entire school raced a course on the playground surrounded by several hundred family members and friends to cheer them on. It was a fantastic event.

6. McDonald is happy to report that they had more than 98% parent attendance for their fall conferences. It was wonderful for parents and teachers to have the opportunity to communicate directly about their most important people.
7. Congratulations to the following MHS students, 9th graders Cyrene Ellet & Krystal Conley-Natividad, 10th graders Roger Conrad & Allie McIlroy, 11th graders Andrew Miller & Janice Womack and 12th graders Vincent Lyon & Julian Jaureguito, who were presented with the monthly MHS Student Recognition award for students who best personify qualities of citizenship and leadership and this month's category was "Most Improved - Academically, Attendance, and/or Attitude."
8. Congratulations to PCRHS teacher Cyndi Faircloth for earning her National Board Certification in Adolescence and Young Adulthood/English Language Arts.
9. West Park teacher Faye Nagler and her students were recently featured on the front page of the Moscow Pullman Daily News. The article called "It's full STEAM ahead for these Moscow Children" highlights the school's STEAM Program. STEAM stands for Science, Technology, Engineering, Art and Math. In this cutting-edge class, students apply problem solving in an interdisciplinary study format to solve problems and gain skills about the real world. The news article highlighted students participating in an international unit called "An Hour of Code".
10. There were several comments about the holiday concerts that have been taking place throughout the district.

B. Public Comments – none at this time.

C. Superintendent's Report - Dr. Bailey

1. Financial Training with Hayden Ross – deferred this to Sue Clark.
2. School Calendar 2016/17 Update – currently gathering feedback from staff on the proposed calendar. Dr. Bailey has received some comments back so far and final data should be back by January 8. Dawn questioned working on January 2 due to New Year's Day falling on a Sunday as she believes it is recognized as a holiday when New Year's Day falls on a Sunday. Dr. Bailey will fix this on the calendar and after any additional changes need to be made, he will take it to the District Leadership Team for review. It will then come to the Board for a first reading in January.
3. Collaboration Update – A district team, consisting of the principals, Carrie Brooks, Greg Bailey and a representative from each building will begin meeting after January 8, 2016 to discuss the collaboration meetings, how they are going, and what is and isn't working.
4. Additionally, Dr. Bailey mentioned that he and Susan will be co-leading a discussion on the Salary schedule grid and will need a board member to be part of this discussion. First meeting will be set for January 12 – 7:15 AM. There was discussion on which board member was available and how often the meetings would occur.
5. Superintendent Evaluation (January) – survey form will be sent out to all staff to get comments in regards to the superintendent. Eric asked for a week between the end of the survey and the evaluation so that there is time to review all the data. Dawn would like to have the evaluation on the Monday before the Board meeting which would be January 25.
6. School Safety Procedures Update – Dr. Bailey has been in communication with the fire department and police department and during second semester, will start reviewing safety procedures and protocols to create commonality among the schools.
7. Director Reports
  - a. Business Manager – Sue Clark stated that the Food Service department really likes the new freezer. She also spoke about the benefits fair that was held in November and that the Business office is putting in a lot of hours working on the Affordable Care Act. She also noted that just this week the single audit was certified by the SDE. She also reviewed the free training that Cade Konen of Hayden and Ross would like to give to the Board on the

financial audit. Discussion then centered on what dates would work for this training. Dr. Bailey will contact Cade to get some further information.

- b. Curriculum Director – Carrie Brooks reported on the professional development that will be taking place on January 4, 2016 and what trainings are being offered.
  - c. Special Services Director – Shannon Richards shared that Joanne Dorschel, our school nurse will be offering CPR/First Aid training on January 4 per board policy for those staff that are required to be trained. She also reported on the AEDs (automated external defibrillators) that have been placed in the district. Dibble asked how many there are and Dr. Bailey stated that each school, except PCR, currently has one and he is looking to get one for them, plus the district office and support services building. There was additional discussion on the actual usage of the AEDs.
  - d. Dr. Bailey then spoke briefly on “No Child Left Behind” and what is happening at the federal level in changing this act.
- D. Board Goals: (these 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. Enhance communication with all stakeholders.
    - a. Identify ways to increase opportunities to communicate with the stakeholders.
    - b. Identify what information needs to be communicated more effectively.
- Dawn asked Dr. Bailey about feedback he has received on the mission and vision statement and he said he shared it with the PAT presidents and they made a few comments and changes. Discussion will continue at the January board meeting. Dr. Bailey did note they all seemed to like the acronym using the word Bears as it was very catchy. Discussed having another workshop to work on this further and will revisit this topic in January.
- E. Day on the Hill, February 15-16, 2016 – will need to know who will be attending by January 11, 2016. Discussion on who might be going.
- F. Other – none at this time.

### **3. CONTINUED BUSINESS**

- A. Classified Personnel Handbook Update & First Reading - Dr. Greg Bailey, Superintendent stated that this is a first reading for proposed changes, one of which is a statement that was added per discussion at a previous board meeting. He noted that he is still pushing to remove the wording “unfair treatment” and that the paragraph he is proposing to add will address this. Discussion followed and it was noted that this is a first reading.

### **4. NEW BUSINESS**

- A. First Reading: Board Policy 4965.00 Adjustment of a Grievance (Classified) - Dr. Greg Bailey, Superintendent stated that the proposed changes will remove procedures from the policy but would reference Idaho Code 33-517. There was discussion about the removal of procedures from the policy.
- B. Leave of Absence Request: Genevieve Hudelson - Dr. Greg Bailey, Superintendent stated that Ms. Hudelson, a Title I Paraprofessional at West Park, is requesting a leave of absence for the second semester of the 2015/16 school year.

**RESOLUTION 16-52**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the leave of absence request from Genevieve Hudelson for the spring semester of the 2015-16 school year.

Torok moved that the Board approve Resolution 16-52, seconded by Dibble. The motion carried 3-0-0.

- C. Declaration of Trustee Vacancy and Timeline – Dr. Bailey noted that Margaret Dibble stated at the November meeting that she would be resigning and the December meeting would be her last. Dr. Bailey also asked that she give a written resignation to the Board chair. Margaret stated that she has enjoyed her time on the Board. Dr. Bailey then presented Margaret with a plaque for her years of service and that cake would be served at the conclusion of the meeting. Eric & Dawn expressed their thanks and appreciation for her work and service. Margaret shared some of her favorite quotes in regards to education. Dr. Bailey noted that a vacancy must now be declared.

**RESOLUTION 16-53**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby declares that a vacancy exists for Zone 5 Trustee and applicants will be sought to fill the remainder of the term which expires in 2017.

Dibble moved that the Board approve Resolution 16-53, seconded by Torok. The motion carried 3-0-0.

Dr. Bailey then reviewed the timeline for advertising the vacancy. There was further discussion on the process and what takes place. Eric also mentioned assigning a mentor for the new board member and it was noted that this was a good idea.

**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.*

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

Payroll, November Net Payroll	\$ 801,286.10
Payroll, November Withholdings: Benefits / Federal Tax / State Tax	\$ 837,342.53
Accounts Payable, November Bill List	\$ 353,620.64
<b>TOTAL BILLS and PAYROLL</b>	<b>\$ 1,992,249.27</b>

**B. Donations**

1. Thank you to Gropp Heating, Air & Electric for supporting the Engineering & Technology program at MHS with a generous donation of sheet metal, valued at \$200.
2. Thank you to Roger Korus for the generous donation of \$2000 to McDonald Elementary.
3. Thank you to the former Duck parent for the donation of \$300 to help provide for a family's needs over the holiday season.
4. Thank you to SEL, on behalf of several employees, for the generous donation of \$1900 to McDonald Elementary.

C. Human Resources

1. **Certified - Stipends**

Raney, Meghan, Counselor, Lena Whitmore Elementary, \$300 stipend for teaching the Love and Logic Parenting Class, effective 12/24/15.

Schiffelbein, Aaron, Counselor, McDonald Elementary, \$300 stipend for co-facilitating the Active Parenting Class, effective 12/24/15.

*Driver's Education:*

Fordham, Carolyn, Teacher, Special Education, Russell Elementary, \$2,323 stipend for being a winter Driver's Education instructor, effective 12/24/15.

Hudelson, Eric, Teacher, Grade 6, MMS, \$2,323 stipend for being a winter Driver's Education instructor, effective 12/24/15.

*Building Go To Mentors:*

Albrecht, Jason, Teacher, Social Studies, MMS, \$300 Stipend for being a building Go To mentor, effective 3/25/16.

Berg, Lee, Teacher, Grade 5, McDonald Elementary, \$150 Stipend for being a building Go To mentor, effective 3/25/16.

Johnson, Denise, Grade 1, McDonald Elementary, \$150 Stipend for being a building Go To mentor, effective 3/25/16.

Belknap, Lisa, Teacher, Grade 2, Lena Whitmore Elementary, \$75 Stipend for being a building Go To mentor, effective 3/25/16.

Druffel, Sally, Teacher, Grade 4, Lena Whitmore Elementary, \$75 Stipend for being a building Go To mentor, effective 3/25/16.

McNally, Renee, Teacher, Grade 2, Lena Whitmore Elementary, \$75 Stipend for being a building Go To mentor, effective 3/25/16.

Pannkuk, Molly, Teacher, Grade 1, Lena Whitmore Elementary, \$75 Stipend for being a building Go To mentor, effective 3/25/16.

Leidholm, Vicki, Teacher, Grade 2, West Park Elementary, \$300 Stipend for being a building Go To mentor, effective 3/25/16.

2. **Classified – Hires**

Lamke, Michael, Bus Driver in training, Transportation, effective 11/19/15.

Sivula, Joseph, Bus Driver in training, Transportation, effective 11/13/15.

Wright-Ogren, Brandon, Instructional Assistant Paraprofessional, Special Education Program, MHS, 6 hours/day, effective 11/30/15.

McClaine, Kaelyn, Aide, West Park Elementary, .5 hours/day, effective 11/23/15.

*Student Employees:*

Preston, Tobias, Auditorium Tech, MHS, effective 9/1/15.

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

Christian, Karrie, Custodian, night, District-wide, Building and Grounds, effective 12/1/15.

Christian, Karrie, Bus Aide, Transportation, effective 12/1/15.

Messling, Ryan, Choir Accompanist, Russell Elementary, effective 11/19/15.

4. **Extracurricular - Hires/Rehires/Changes/Transfers/Resignations/Terminations/Retirements**

*Baseball – MHS Hires/Rehires*

Lewis, Jay, Head V Baseball Coach, MHS, effective 2/26/16.

*Activities Worker – Hires*

Bloomer, Carly, Activities Worker, MMS, effective 11/9/15.

*Volunteers – MHS/MMS*

Bruce, Bradley, Volunteer, Wrestling, MHS, effective 11/16/15.

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 16-54**

**RESOLVED:** That the Board of Trustees of Moscow School District No. 281 hereby approves the Consent Agenda as presented and amended.

Torok moved that the Board approve Resolution 16-54, seconded by Dibble. The motion carried 3-0-0.

### **6. SUGGESTIONS AND COMMENTS**

#### **A. Public Comments**

1. Susan Mahoney, MEA President, congratulated Dibble on her retirement and appreciated all her years of service. Her second comment was directed to Dr. Bailey in regards to the training taking place in January for the classified staff and would they be paid. She also commented on the proposed changes to the classified handbook and policy.
2. Molly Hirschbiel, Russell Title I Paraprofessional, commented on the proposed language in the grievance policy and her concern that this may limit options for a grievance. Discussion followed her comment.
3. Kris Curnes, Russell teacher, commented that board policy language needs to be as clear as possible so that future boards will understand what was written.

### **7. ADJOURNMENT**

With no further business, the meeting was adjourned at 9:10 PM.