

REGULAR BOARD MEETING
December 13, 2016

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 13, 2016 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, Jim Frenzel, Zone 1, and Martha Schmidt, Zone 5. Staff members present were Dr. Greg Bailey, Superintendent, Jennifer Johnson, Business Manager, Charlie Gerke, Operations Director, Carrie Brooks, Curriculum Director, and Angie Packard, Board Clerk. Trustees Kim Campbell, Vice-Chair, Zone 3 and Eric Torok, Zone 2 were absent and excused. There were also three patrons in the audience.
- C. The agenda was amended to add two items (2 & 3) to the Superintendent's report and one item (F) under new business. The amended agenda was then approved by unanimous consent. Trustee Fazio took a few moments to acknowledge the passing of Tammy VanHouten, MMS custodian and Doug Bailey, Dr. Bailey's brother.
- D. The following minutes were presented for approval: Regular Board Meeting, November 15, 2016 and Special Board Meeting, November 28, 2016.

RESOLUTION 17-62

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves the minutes of the Regular Board Meeting, November 15, 2016 and Special Board Meeting, November 28, 2016.

Trustee Frenzel moved that the Board approve Resolution 17-62, seconded by Trustee Schmidt. The motion carried 3-0-0.

2. INFORMATION

- A. Good News, Announcements or Presentations
 1. Congratulations to the following MHS students, 9th grade: Sean Franklin & Garrett Greene; 10th grade: Shelby Pietrzak & Zach Eads; 11th grade: Montana Lozar & Kayla Stenzel; and 12th grade: Eryn Pierce & Jacob Cornwall, who were the recipients for the monthly "Student Recognition Award - Most Improved: Academically, Attendance and/or Attitude." This student recognition award is presented monthly to students who best personify qualities of citizenship and leadership at MHS.
 2. Congratulations to the MHS Choir, which on October 22, participated in the WSU Choral Festival. From all the groups that performed throughout the day, they were honored to be selected along with three other choirs to perform in the final Festival Concert for an audience of peer choirs.
 3. Congratulations to the following MHS students, William Murphy, Bryn Navarrete, Hannah Nielsen, and Joshua Young, who auditioned and were selected to sing in the All-State Choir in November for an audience of music educators, families and music students from across the state.
 4. Congratulations to William Murphy, a student at MHS, who auditioned and was selected to sing and represent Idaho in the American Choral Directors' Association National Honor Choir in March in Minneapolis, MN.
 5. Congratulations to Dr. Greg Bailey, Superintendent, who recently had an article published in the Perspectives magazine, a publication of the Idaho Association of School Administrators.
 6. Trustee Fazio shared that our school choirs did a great job at the annual jazz Christmas concert.

B. Public Comments

1. None at this time.

C. Superintendent's Report - Dr. Bailey

1. Survey Results – AdvancEd – a copy of the results was provided to the Board for their review. The surveys will be reviewed by building administration to see what needs to be addressed.
2. Benefits Cost Associated with Combining Positions – this issue has come up recently due to the need to add an hour to an un-benefited employee who is working in one program three hours a day and would work an additional hour in another program. There was discussion on how this could be worked out and the pros and cons of pro-rating the costs. The Board instructed the Superintendent and/or the Business Manager to check with the district's accountant for input.
3. Lead and Copper Analysis Report – Water samples from McDonald Elementary and Moscow High school have been tested for lead and copper and both received a clean report. The Board was provided with a copy of the report.
4. Directors Report
 - Business Manager – Jennifer Johnson – the business office personnel continue to keep busy with day to day operations and she is currently working on budget revisions. Transportation and Food Service audits have been completed. They went very smooth and both departments received good reports.
 - Operations Director – Charlie Gerke – Dr. Bailey introduced Charlie, who was hired as the Operations Director. Charlie reported that the security cameras have been purchased and are currently being installed.
 - Curriculum Director – Carrie Brooks – the Federal programs review went very well with the exception of one finding in the Title I school-wide program at Russell Elementary. Carrie went on to explain the finding and what corrective action will be taken to correct this finding. Carrie also asked the Board to consider having a special board meeting, possibly in January, so that she and others can give a presentation and be able to share the information that has been learned in the assessment workshops they have been attending. Carrie then briefly reported on a recent professional development opportunity workshop on assessment that some administrators and teachers attended in Portland and that the next one will be in Phoenix, Arizona in February.
 - Special Services Director – Shannon Richards was absent and excused.

D. Trustee Elections for 2017 – two trustee positions are up for election in 2017. They are Zone 2, currently represented by Eric Torok and Zone 5, currently represented by Martha Schmidt. The filing deadline is March 17.

E. Brief discussion on the mission/vision process and when a workshop can be held. Dr. Bailey will discuss this with Trustee Campbell when she returns as she has been in contact with a trainer from ISBA.

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. Superintendent Job Description - Dawn Fazio, Board Chair stated that the only changes she noticed would be to add the Operations Director to it. Supt. Bailey then reviewed a few other changes he noted. This is the first reading for this job description.
- B. Second Reading: Board Policy 5250.00 Early Graduation - Dr. Greg Bailey, Superintendent stated that no further revisions have been made to this policy from the first reading and recommends approval.

RESOLUTION 17-63

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves the revisions to Board Policy 5250.00 - Early Graduation.

Trustee Frenzel moved that the Board approve Resolution 17-63, seconded by Trustee Schmidt. The motion carried 3-0-0.

- C. Second Reading: Board Policy 7000.00-7001.00 School/Community Relations - Dr. Greg Bailey, Superintendent stated that this is the second reading for this policy. There have been additional revisions from Trustee Frenzel and those revisions were then reviewed.

RESOLUTION 17-64

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves the revisions to Board Policy 7000.00-7001.00 - School/Community Relations.

Trustee Frenzel moved that the Board approve Resolution 17-64, seconded by Trustee Schmidt. The motion carried 3-0-0.

- D. Second Reading: Certified Staff Handbooks - Dr. Greg Bailey, Superintendent stated that he would like to put this on hold until next month as he hasn't been able to give the handbooks the attention they needed due to extenuating personal circumstances. There was brief discussion on having commonality among the elementary schools in addition to consistent safety procedures among all the buildings. The certified staff handbooks will be reviewed at the February board meeting.

4. NEW BUSINESS

- A. Business Manager Job Description - Dr. Greg Bailey, Superintendent stated that this job description needed some minor revisions and is recommending approval.

RESOLUTION 17-65

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves the update to the job description for Business Manager as presented.

Trustee Frenzel moved that the Board approve Resolution 17-65, seconded by Trustee Schmidt. The motion carried 3-0-0.

- B. Job Description: Safe & Drug Free Schools Coordinator - Dr. Greg Bailey, Superintendent stated that this is a first reading as there have been several revisions made to the job description.
- C. Job Descriptions: Transportation Supervisor, Building/Grounds Supervisor, Director of Student Nutrition, Lead Network Specialist; Network Specialist & Network Technician - Dr. Greg Bailey,

Superintendent stated that the only revisions to these job descriptions are to the “Reports To” and “Supervised By” areas and recommends approval.

RESOLUTION 17-66

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves the updates to the job descriptions for Transportation Supervisor, Building/Grounds Supervisor, Director of Student Nutrition, Lead Network Specialist, Network Specialist and Network Technician as presented.

Trustee Frenzel moved that the Board approve Resolution 17-66, seconded by Trustee Schmidt. The motion carried 3-0-0.

- D. Bus Bids - Jennifer Johnson, Business Manager stated that the District purchases two buses annually and three bids were received. She is recommending accepting the bid from Harlow’s Bus Sales for \$168,660.60.

RESOLUTION 17-67

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves the bid from Harlow's Bus Sales to purchase two (2) Type C, 71 passenger buses for a total cost of \$168,660.60 as presented.

Trustee Schmidt moved that the Board approve Resolution 17-67, seconded by Trustee Frenzel. The motion carried 3-0-0.

- E. Request: Release from Contract - Brent Belschner - Dr. Greg Bailey, Superintendent stated that Mr. Belschner is asking to be released from his teaching contract for the remainder of the 2016-17 school year.

RESOLUTION 17-68

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves the request from Brent Belschner to be released from his contract for remainder of the 2016-2017 school year.

Trustee Frenzel moved that the Board approve Resolution 17-68, seconded by Trustee Schmidt. The motion carried 3-0-0.

- F. Consideration of Donation to Moscow Volunteer Fire Department for Support & Services – Dr. Bailey, Superintendent stated that he received a letter from the Fire Department asking for donations. He then went on to explain why he would like to see the Board approve a donation to them. Dr. Bailey stated that he believes this would show our appreciation to them and acknowledge their service to our schools and community.

RESOLUTION 17-69

RESOLVED: That the Board of Trustees of Moscow School District No. 281 hereby approves a donation of \$1000 to the Moscow Volunteer Fire Department.

Trustee Schmidt moved that the Board approve Resolution 17-69, seconded by Trustee Frenzel. The motion carried 3-0-0.

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 17-70

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

Trustee Frenzel moved that the Board approve Resolution 17-70, seconded by Trustee Schmidt. The motion carried 3-0-0. Trustee Fazio also acknowledged the donations that were listed.

A. Fiscal Services – Board Audit of Expenditures

Payroll, Net Payroll	\$ 828,189.59
Payroll Withholdings: Benefits / Federal Tax / State Tax	\$ 901,031.22
Accounts Payable, Bill List	\$ 799,396.50
TOTAL BILLS and PAYROLL	\$ 2,528,617.31

B. Donations

1. Thank you to Cole Hansen for his generous donation of organization, time and hard labor in installing a new fence for McDonald Elementary.
2. Thank you to Mike Paz for the \$300 donation to McDonald Elementary
3. Thank you to Corey Ray, Moscow Elks Lodge #249, for the \$600 donation to McDonald Elementary.
4. Thank you to Ben Russell for his generous donation of organization, time and hard labor in installing a new sign and updating the landscaping for McDonald Elementary.
5. Thank you to Dave Finley & Kathy Brigham for the donation of a dog bed to give comfort and security to students at McDonald Elementary.
6. Thank you to Charles & Roberta Graham for the donation of \$300 to the School Meals Program to support families that need assistance with school meals for their children.
7. Thank you to SEL for the \$200 donation to MHS on behalf of their employee, Brad Saul.
8. Thank you to the anonymous donor for the \$250 donation to the MHS Counseling Department to help meet student needs. This donation was made in memory of Anne Veseth, a 2010 MHS graduate who died in the Steep Corner Fire in Orofino in 2012.
9. Thank you to SEL for the \$200 to MMS on behalf of their employee, Helena Gregory when the funds will be used for the Cheer Program.
10. Thank you to SEL for the \$200 to MMS on behalf of their employee, Michelle Redinger where the funds will be used to assist students in need.

C. Human Resources

1. Certified - Stipends

First Year Reading Intervention Lead Stipends:

Adams, Glenn, Teacher, Title I, Russell Elementary, \$208 stipend, effective 12/23/16.

Driver Education:

Fordham, Carolyn, Teacher, Special Education, Russell Elementary, \$2,599 stipend for being a Winter 2016-2017 Driver Education instructor, effective 12/23/16.

Hudelson, Eric, Teacher, Grade 6, MMS, \$2,323 stipend for being a Winter 2016-2107 Driver Education instructor, effective 12/23/16.

Miscellaneous Stipends:

Paul, Shahna, School Psychologist, Lena Whitmore and McDonald elementary schools, \$300 stipend for co-teaching Love and Logic parenting classes, effective 12/23/16.

Schiffelbein, Aaron, Counselor, McDonald Elementary, \$300 stipend for co-teaching Love and Logic parenting classes, effective 12/23/16.

2. Classified – Hires

Bell, Kelly, Instructional Assistant Paraprofessional, Literacy Program, Lena Whitmore Elementary, 18 hours/week, effective 11/17/16.

3. Classified – Changes/Increase/Decrease

Boardman, Sidney, Bus Driver, Transportation, change from driver in training to substitute driver, effective 11/18/16.

Gerke, Charlie, Safe & Drug Free Schools Coordinator, MMS/MHS, and Aide, MMS, transfer to Operations Director, District Office, full time classified exempt, effective 12/1/16.

Heisel, Britt, Instructional Assistant Paraprofessional, Special Education Program, Russell Elementary, transfer to Instructional Assistant Paraprofessional, Literacy Program, Russell Elementary, 3 hours/day, effective 11/7/16.

Kriebel, Candi, Food Service Worker, District-wide, transfer to Aide, classroom reduction, Lena Whitmore Elementary, 1.5 hours/day, effective 11/7/16.

4. Classified – Resignations/Terminations/Retirements

Bernard, Kathryn, Nursing Assistant, District-wide, effective 12/16/16.

Morrison, Tori, Group Leader, Adventure Club, effective 12/9/16.

Schatz, Julia, Group Leader, Adventure Club, effective 12/1/16.

Vorhies, Robert, Bus Driver/Aide, Transportation, effective 12/5/16.

Vorhies, Sally, Bus Driver, Transportation, effective 12/31/16.

West, Emily, Instructional Assistant Paraprofessional, Special Education Program, MHS, effective 12/16/16.

5. Classified – Deceased

VanHouten, Tammy, Custodian, Days, District-wide, effective 11/22/16.

6. Extracurricular - Hires/Rehires/Changes/Transfers/Resignations/Terminations/Retirements

Academic Advisor – MHS Hires

Espenschade, Cari, Pep Band Director, MHS, effective 12/9/16.

Wrestling – MHS Hires

Pickering, Zachary, Assistant Wrestling Coach, MHS, effective 11/16/16.

Wrestling – MMS Hires

Sirucek, Ryon, Assistant Wrestling Coach, MMS, effective 1/3/17.

Activities Workers – MHS Hires

Jonathan, Keridwyn, Activities Worker, MHS, effective 12/6/16.

Sirucek, Ryon, Activities Worker, MMS, effective 11/10/16.

Activities Workers – MHS Student Hires

Gray, Jason, Activities Worker, MHS, effective 11/14/16.

Murphy, Ashley, Activities Worker, MHS, effective 11/14/16.

Volunteers – MHS/MMS

Iverson, Kyle, Volunteer, Wrestling, MHS, effective 11/16/16.

Westgate, Alex, Volunteer, 8th Boys Basketball, MMS, effective 10/26/16.

York, Reed, Volunteer, 9th Boys Basketball, MHS, effective 12/5/16.

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.

6. SUGGESTIONS AND COMMENTS

A. Public Comments

1. Susan Mahoney, MEA President/Lena Teacher, commented that Lena had a great concert earlier this evening.

7. ADJOURNMENT

With no further business, the meeting was adjourned at 8:15 PM.