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MINUTES

**Shelley Joint School District No. 60
Regular Meeting of the Board of Trustees
District Service Center – 6:00 p.m.
185 W. Center Street
Shelley, ID 83274
Wednesday, October 18, 2017**

Board Chair Cole Clinger called the meeting to order at 6:37 p.m. In Attendance were Brian Osterman, Rich Brown, Scott Fredrickson, Lisa Marlow, and Superintendent Bryan Jolley.

Agenda:

Moved by Lisa Marlow, seconded by Scott Fredrickson that the board amend the agenda with the following: Remove Local Athletic Support and add Substitute Pay, Renewal of Supplemental Levy, and Work Session Report to the New Business Section. Also, move item a. Wipfli LLP Audit Report by Judy Brower from the New Business section to item XI. on the agenda. Also add Holiday Bonus underneath the New Business section. Voting was unanimous in the affirmative.

Moved by Scott Frederickson, seconded by Lisa Marlow that the board approve the agenda. Voting was unanimous in the affirmative.

Moved by Lisa Marlow, seconded by Brian Osterman that the board approve the agenda with the following amendment to add Alternate Authorization to the New Business Section. Voting was unanimous in the affirmative.

Executive Session:

Moved by Rich Brown, seconded by Brian Osterman that the board go into Executive Session at this time to discuss personnel, as allowed by Section 74-206 (1) (a) of the Idaho Code. Voting was as follows: Rich Brown – yea, Cole Clinger – yea, Scott Fredrickson – yea, Lisa Marlow – yea, Brian Osterman – yea. Time: 6:40 p.m.

Public Session:

Mr. Clinger called the session to order at 7:05 p.m.

Pledge of Allegiance:

Mr. Brown led.

Budget Report:

Business Manager Lanell Farmer reported at this point in the year, we should be at 25% of the budget. She said that we have a couple of line items that show significantly over that percent. 512 - Medicaid Match - need to reverse \$38,873.14 back to 2016-17 year. 260 Medicaid Revenue - need to reverse \$136,213.08 back to 2016-17 year. 420 – Plant Facilities – need to reverse \$167,480 back to 2016-17 year. Mrs. Farmer said that "I'm waiting to reverse these entries until after the audit is reported and complete." 665 Maintenance Grounds is over budget due to the track resurface that was authorized by the board. Other than those items, we are under budget to this point in the year.

Treasurer Statement:

Brian Osterman stated that he had looked over the financials and everything appeared to be in order.

Consent Calendar:

Moved by Scott Fredrickson, seconded by Lisa Marlow, that the board approve the consent calendar items which include the following: minutes of the September 21, 2017 regular board meeting; approval of September bills; New Hires: Vince Wray - Shelley High School Ag Economics Teacher; Substitutes: Shelley Wright, Ann Jolley, Jarryd Dicus, Wendy Christiansen, Camber Lewis, Jessica Cox. Voting was unanimous in the affirmative.

Motions from Executive Session:

None.

Patron Input:

Kent Esplin addressed the board regarding his support of Bingham Memorial's Athletic Trainer Proposal.

Fiscal Year 2017 Audit Report:

Judy Brower of Wipfli LLP reported that she met yesterday with Scott Fredrickson, Lanell Farmer, and Dr. Jolley to go over the audit in detail. She said that the audit went very well this year and was pleased to work with the new Business Manager Lanell Farmer and see the new transition within the district.

Ms. Brower said that they started the audit back in June before Trish Dixon had retired to do some of the work at that time to minimize how much of a negative impact they have on the district during September since the district office staff works around the auditors to accommodate them. She said she appreciates how good they work with them and they realize the district office's payroll staff gets incredibly busy with setting up new employees and payroll etc. in that month. She feels that this went really smoothly and they plan to continue doing the audit this way.

After passing out the audit to each board member Ms. Brower discussed the auditor's opinion that the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Shelley Joint School District #60, as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States. Further discussed were the financial highlights, the district as a whole which included the assets, liabilities and total net position. The debt service fund showed us servicing more debt than what we brought in from property taxes in an effort to keep levy rates low. The general fund balance at the end of FY 2017 was \$1,065,938 where on July 1, 2016 it was \$1,205,102.

Moved by Scott Fredrickson, seconded by Brian Osterman that the board approve the 2017 Audit Report. Voting was unanimous in the affirmative.

79 **District Reports:**

80 Foodservice – Director Barbara Pearson reported on the foodservice program since school has started back in session. She said
81 they have hired 7 new employees bringing the number of foodservice staff to 31. She said that we have good quality employees working in
82 foodservice and that the staff has decorated lunch rooms, dressed up, and had coloring contests at the elementary schools. They have also
83 had taste testing's at all the schools which the kids have loved because that is giving them the opportunity to have a little bit of say. At the
84 high school they had Jason James who is also a DJ come and play music in the lunchroom for a week and she had positive feedback from
85 the students there. Mrs. Pearson also said that it has been a goal of hers to provide more fresh fruits and vegetables and to be able to
86 provide a different variety and she is meeting that goal.

87
88 Mrs. Pearson said the free and reduced percentages are 44% compared to last year 42%. She shared her concerns with the board in
89 regards to the fund balance, Stuart and Hobbs kitchens being without soft water units and that being hard on the kitchen equipment. She
90 also talked about the nutri-kids software being 15 years old and the technology department encouraging foodservice to make an update.
91 She also said that there is a need for new hardware as the foodservice is still using Windows XP. Board members asked questions and
92 discussed the concerns with Mrs. Pearson. Other than her concerns Mrs. Pearson feel that the foodservice department is doing great.

93
94 Project Leadership - School Administrators Burke Davis, Jared Heath, Robyn Elswood, and Mike Messick all graduated from a 3
95 year training called Project Leadership academy sponsored by the Idaho Association of School Administrators. Dr. Jolley spoke on the
96 following different areas taught: Level 1 - First Year: Effective leadership styles, developing teams, goals and growth plans, business skills
97 and communication skills. Level 2 - Second Year Conflict management leadership in special education, marketing your school, 21st Century
98 leadership, re-culture for school success. Level 3 - Third Year stress and time management, legal issues in your school, communication
99 media training, technology and education instruction leadership. Each administrator then spoke about their capstone project they did at the
100 end of their 3 year mark and shared what they had learned. Mr. Messick and Mr. Heath worked together on a project with Mr. Messick doing
101 the behavior intervention part and Mr. Heath completing the case study. Miss Elswood did her project on essential standards with her staff
102 teaching some of those standards that they felt were the most important things for their students to learn. Mr. Davis's project was based on
103 a mental and emotional health aspect with stress management.

104 **District Recognition:**

105 Administrators - Dr. Jolley thanked the Administrators who graduated from Project Leadership for their willingness to do this
106 program and Mr. Clinger gave them a token of appreciation.

107
108 Riverview Elementary Principal Ben Lemons and Superintendent Dr. Jolley recognized Ms. Sandi Eatinger who is the school
109 counselor at Riverview. Mr. Lemons said that Ms. Eatinger is a "right hand person" who is always volunteering and willing to help do
110 whatever needs to be done to help the students. He said she is absolutely an asset to our district and her attitude is always whatever the
111 kids need and is just an amazing person. Mr. Clinger also gave her a token of appreciation.

112 **Academic Achievement Update:**

113 Attendance/Enrollment - Mrs. Farmer gave an update on where we are currently at with attendance and enrollment numbers in
114 our schools. She talked about being halfway into our reporting period and our average daily attendance (ADA) numbers this year compared
115 to last year. She said that our ADA is 95.4788 and the state strives for 95 so we are a little above that and last year we were at 96.55. Our
116 numbers are higher than what we projected. An increase in attendance numbers could increase our state support of the general fund. The
117 first reporting period is the first Friday in November and we will know what we can count for sure at that time.

118 **Old Business:**

119 None.

120 **New Business:**

121 Levy - Mrs. Farmer went over the actuals from last tax year 2016 which included the Net Market Value at 520,903,109, URA Value
122 14,665,170, Supplemental 575,000 at 1.074, Plant Levy 390,000 at 0.728, Bond Levy at 750,000 at 1.400, Tort 18,046 at 0.035 giving us a
123 total of 1,733,046 at a rate of 3.237 for 2016. For 2017 our Net Market Value is sitting at 534,234,926 (Bingham Co. Market Value
124 348,755,349 and Bonneville Co. Market Value at 185,479,577) which is up by 2.56%. The URA Value 15,861,412, Supplemental 575,000 at
125 1.045, Plant Levy at 390,000 at 0.709, Bond Levy 850,000 at 1.545, and Tort 20,993 at 0.039 coming to a total of 1,835,993.00 for a rate of
126 3.339 which roughly equates to \$3.34 per thousand. Mrs. Farmer asked the board if they had any questions and there were none.

127
128 Work Session Report - Board Clerk Lisa Marlow went over the topics discussed in the work session which were substitute pay,
129 levy, and athletic trainer contract.

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131 Substitute Pay - Dr. Jolley gave a recommendation to the board to enhance the substitute pay for those who continue to serve for
132 us for a cumulative of 10 days during the school year will receive an extra \$5.00 increasing their daily pay to \$75.00 for the remainder of the
133 school year as an incentive to help retain those who are doing a great job for us. The district also reimburses the cost of the fingerprinting
134 fee paid up front by the substitute after they have worked for 7 full days.

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136 Moved by Scott Fredrickson, seconded by Lisa Marlow that the board approve the substitute pay to be increased by an additional \$5.00 after
137 working 10 cumulative days going from \$70.00 to \$75.00. Voting was unanimous in the affirmative.

138
139 Renewal of Supplemental Levy - Moved by Scott Frederickson, seconded by Rich Brown that the board approve to certify the
140 renewal of the supplemental levy on March 13, 2018 for \$575,000.00 for two years. Voting was unanimous in the affirmative.

141
142 Holiday Bonus - Dr. Jolley said that every year the board has tried to recognize our employees by giving them a token of their
143 appreciation. He said that we have budgeted for a bonus this Christmas season and asked the board for approval so that the execution of
144 payroll can start.

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146 Moved by Rich Brown, seconded by Lisa Marlow that the board approve the holiday bonus. Voting was unanimous in the affirmative.

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148 Alternate Authorization - Moved by Scott Fredrickson, seconded by Rich Brown that the board approve the hiring emergency for
149 the position of Ag Economics at the Shelley High School and hire Vince Wray for that position. Voting was unanimous in the affirmative.

150 **Superintendent's Report:**

151 None.

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Policies:

- a. 502.40 Motor Vehicle/Driving Policy - 2nd Reading

The board discussed proposed changes and agreed upon them. They decided to move this policy to November's consent calendar with the changes.

Moved by Lisa Marlow, seconded by Rich Brown that the board move 502.40 Motor Vehicle/Driving Policy to the consent calendar with the discussed changes. Voting was unanimous in the affirmative.

- b. 401.22 Nepotism - 1st Reading

The board discussed the proposed change from the ISBA and decided to have Stephanie Harker insert it as item C. and re-letter the remainder of the policy. They decided to move this policy to the 2nd Reading for November.

Moved by Scott Fredrickson, seconded by Brian Osterman that the board move 401.22 Nepotism Policy to the 2nd Reading. Voting was unanimous in the affirmative.

Action Item Recap:

- 1. Dr. Jolley to ask maintenance to put a proposal together on water softeners for Stuart and Hobbs schools.

Moved by Lisa Marlow, seconded by Scott Fredrickson that the meeting adjourn. Voting was unanimous in the affirmative. Time: 8:14 p.m.

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Stephanie Harker, Board Secretary

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**Executive Session Minutes
October 18, 2017**

Present: Rich Brown, Cole Clinger, Scott Fredrickson, Lisa Marlow, Brian Osterman, and Superintendent Bryan Jolley.

- 1. Substitutes
- 2. Christmas Bonus



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