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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  
Thursday, November 8, 2018**

Board Chair Cole Clinger called the meeting to order at 6:05 p.m. In Attendance were Mr. Clinger, Brian Osterman, Rich Brown, Superintendent Bryan Jolley, Scott Fredrickson, and Lisa Marlow.

**Agenda:**

Moved by Brian Osterman, seconded by Rich Brown that the board approve the agenda. Voting was 4 - 0 in the affirmative.

**Pledge of Allegiance:**

Mr. Osterman led.

**Consent Calendar:**

Moved by Scott Fredrickson, seconded by Brian Osterman, that the board approve the consent calendar items which include the following: Minutes of the October 18, 2018 regular Board Meeting; ratification of the October bills; New Hires: Marci Hill - HS Financial Secretary; Substitutes: Camille Borup, Samantha McRae, David Turner; Resignations: Cristy Burton - High School Financial Secretary, Jake Monahan - High School Head Football Coach; Policies: 1200 Annual Organization Meeting, 204.10 Board Meetings, 1500P Board Meeting Procedure, 2435 Advanced Opportunities, 5290 Political Activity - Staff Participation, 5295 Professional Employee Representation for Purposes of Negotiations, 7440 District Credit, 8600 Records Management, 8605 Retention of District Records. Voting was 4 - 0 in the affirmative.

**Patron Input:**

None

**Budget Report/Treasurer Statement:**

Business Manager, Lanell Farmer reported that the overall budget is on target at 33% spent.

**District Reports:**

Work Session - Mr. Clinger reported that the process and timeline of the search for hiring a new Superintendent was discussed. This position will be open immediately and applications will be accepted through December 10, 2018. There will be a survey sent out from the 12th through the 19th of November to three different groups; Administrators, teachers and community members. The survey will be the will ask for input on specific areas and things that these groups would like to look for in a new Superintendent as well as be able to ask any questions of the Superintendent candidates.

From that point on the board will work together with different committees made up of Administrators, teachers and community members during the discovery process to help review and narrow down applications by ranking the candidates. The interview process will take place in January. Ideally the board would like to have the offer extended and in place by the end of January 2019.

Mr. Clinger said that they will have another work session with the committees before the December board meeting to go over the feedback from the surveys and see if they can narrow down the candidate pool at that time. Community members are invited.

Growth/Facility Committee - Mr. Clinger tabled this discussion.

**District Employee Recognition:**

Superintendent Dr. Jolley said that our employee for District Recognition was not able to make it this month so we will recognize them next month.

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**District Student Recognition:**

High School Principal Eric Lords presented a high school student who put on an assembly at Stuart Elementary about the SHIFT driving program and shifting from negative to positive for safe driving. Mr. Lords said that this student is bright and one of the best students at our high school. This student holds a 4.12 GPA. Dr. Jolley congratulated the student and presented this student with a small gift card from the board.

**Academic Achievement Update:**

None

**Superintendent Report:**

None

**Old Business:**

Ongoing Maintenance Update - Don Wilde reported that his crew has been preparing for the winter season by blowing out the sprinklers, getting the snow plows ready to go, and putting doors and heaters on the four wheelers etc. Mr. Wilde said that he has not had any uninterrupted time yet to finish completing the key fobs at the high school. He has completed the gate at Sunrise but not at Stuart Elementary. That will probably have to be completed next spring. Mr. Wilde said the security cameras are up at Sunrise. He had to put in a new server and they should be running now. Sunrise Principal, Robyn Elswood said that she cannot see them. The gymnasium ceiling at Hobbs Middle School is still on track to be re-done during the Christmas break. Dr. Jolley said that Mr. Wilde has been shorthanded this week and dealing with network issues since Monday and also with boiler that went down at Hobbs. It was made an action item for Mr. Wilde to report back to the board at the December board meeting on the high school key fobs and Sunrise security cameras.

Medicaid Audit - Mrs. Farmer gave a refresher on the June walk in Medicaid audit. They reviewed 718 school based services for 7 students. (We currently service 77 students). The school district billed behavioral intervention services for 6 students and behavioral consultation services for 1 student without proper documentation to support eligibility. This resulted in an over payment from Medicaid to the school district in the amount of \$32,825.32. We were also assessed a penalty of \$6,565.05. This is not uncommon across the state. From 2013 – 2018 the state had conducted 58 audits with 40 of those audits resulting in over payments in the amount of \$788,878.

Mrs. Farmer said that there were some issues with students that were here regarding IEP's where the students had an IEP evaluation done, had a plan in place, then moved out of district where they were re-evaluated in another district and that district re-assumed what they could offer, but then those students came back later where the IEP's were out of place. We assumed it was the same but it wasn't. Currently those students 6 out of the 7 are out of the district again.

We have a couple of options for repayment.

- If we pay the lump sum within 60 days, the state will give us 30% of the over payment back in the Medicaid Match Trust Account (\$9,847.60)
- They can withhold a percentage of what they will reimburse to us for each billing, but any balance not paid within 60 days will accrue interest at over 7%.
- We can take up to 2 years to repay, but would have to get special permission if we go longer than 1 year.

Mrs. Farmer's recommendation would be to pull from the fund balance or the contingency reserve and pay it within the 60 days to avoid excess cost of interest. The board authorized Mrs. Farmer to pay the Medicaid fine of \$39,390.37 from the contingency fund.

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**New Business:**

YEA Investment (Fund Balance Item) - Mr. Lords explained to the board what the YEA Investment stands for - "Youth Endowment for Activities" and said that it will pay for all of our state travel. To be fully vested it would cost our district about \$31,000. It has been in existence since 1984. This fund will pay for all activities such as drama, debate, speech etc. not just sports. The YEA is offering us a one year grace period to become vested at the 3A level which will save us money before they bump our classification up to the 4A. We have previously paid \$9,103 from gate jamborees. Mr. Brown asked for more information and detail of what has been covered in the last 5 years. It was made an action item for Mr. Lords to report back to the board at the January 2019 board meeting.

**Policies:**

- i. 605.33 High School Valedictorian and Salutatorian -1st Reading

Moved by Lisa Marlow, seconded by Scott Fredrickson that the board approves the change to add the wording of Concurrent and/or on 5.2 and 5.3 on the Shelley District's Policy 605.33 and moves this policy to the December 2018 Consent Calendar. Voting was 4 - 0 in the affirmative.

- ii. ISBA 1000 SERIES—BOARD OF TRUSTEES -1st Reading
  - a) 1000 Legal Status and Operation

Moved by Scott Fredrickson, seconded by Brian Osterman that the board approves to move Policy 1000 to the 2nd Reading. Voting was 4 - 0 in the affirmative.

- b) 1010 Organization and Classification - **Current SSD No. 60 103.10 Organizational Chart**

Moved by Brian Osterman, seconded by Scott Fredrickson that the board approves to move Policy 1010 to the 2nd Reading. Voting was 4 - 0 in the affirmative.

- c) 1020 Vision and Mission Statements - **Current SSD No. 60 101.12 Vision Statement, and 102.11 Mission Statement**

Moved by Scott Fredrickson, seconded by Brian Osterman that the board approves to move Policy 1020 to the 2nd Reading. Voting was 4 - 0 in the affirmative.

- d) 1025 Belief Statements - **Current SSD No. 60 101.10 Belief Statements**

Moved by Lisa Marlow, seconded by Scott Fredrickson that the board approves to move Policy 1025 to the 2nd Reading. Voting was 4 - 0 in the affirmative.

- e) 1100 Membership

Moved by Brian Osterman, seconded by Rich Brown that the board approves to move Policy 1100 to the 2nd Reading. Voting was 4 - 0 in the affirmative.

- f) 1110P Candidate Edification

Board discussed Policy 1110P and decided to make no motion to adopt.

- g) 1130 Resignation

Moved by Brian Osterman, seconded by Lisa Marlow that the board approves to move Policy 1130 to the 2nd Reading. Voting was 4 - 0 in the affirmative.

- h) 1140 Vacancies

Moved by Brian Osterman, seconded by Rich Brown that the board approves to move Policy 1140 to the 2nd Reading. Voting was 4 - 0 in the affirmative.

168 i) 1205 School Board Powers and Duties

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170 Moved by Brian Osterman, seconded by Scott Fredrickson that the board approves to move Policy 1205  
171 to the 2nd Reading. Voting was 4 - 0 in the affirmative.

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173 j) 1210 Qualifications, Terms, and Duties of Board Officers

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175 Moved by Lisa Marlow, seconded by Cole Clinger that the board approves to move Policy 1210 to the  
176 2nd Reading. Voting was 4 - 0 in the affirmative.

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178 k) 1220 Clerk

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180 Moved by Scott Fredrickson, seconded by Lisa Marlow that the board approves to move Policy 1220 to  
181 the 2nd Reading. Voting was 4 - 0 in the affirmative.

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183 l) 1230 Duties of the Treasurer

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185 Moved by Brian Osterman, seconded by Scott Fredrickson that the board approves to move Policy 1230  
186 to the 2nd Reading. Voting was 4 - 0 in the affirmative.

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188 m) 1240 Duties of Individual Trustees

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190 Moved by Brian Osterman, seconded by Lisa Marlow that the board approves to move Policy 1240 to the  
191 2nd Reading. Voting was 4 - 0 in the affirmative.

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193 n) 1250 Committees

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195 Moved by Brian Osterman, seconded by Scott Fredrickson that the board approves to move Policy 1250  
196 to the 2nd Reading. Voting was 4 - 0 in the affirmative.

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198 o) 1260 Authorization of Signatures and Electronic Signatures

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200 Moved by Scott Fredrickson, seconded by Lisa Marlow that the board approves to move Policy 1260 to  
201 the 2nd Reading. Voting was 4 - 0 in the affirmative.

202 p) 1301 Policy Manual - **Current SSD No. 60 203.11 Policy Manual**

203 q) 1310 Administrative Procedures

204 r) 1315 District Planning - **Current SSD No. 60 603.10 Continuous Improvement Plan**

205 s) 1320 Management Rights - **Current SSD No. 60 301.31 Duties of the**  
206 **Superintendent of Schools**

207 t) 1400 Board - Staff Communications

208 u) 1405 School Board Use of Email and Social Media

209 v) 1410 Board - Superintendent Relationship

210 w) 1420 Trustee Expenses - **Current SSD No. 60 400.20 Travel**

211 x) 1430 Trustee Insurance

212 y) 1440 Board Participation in Activities

213 z) 1500 Board Meetings - **Current SSD No. 60 204.21 School Board Emergency**  
214 **Meetings, and 205.10 School Board Minutes**

215 aa) 1500F Model Board Meeting Agenda

216 bb) 1510 Open Meeting Law Compliance and Cure

217 cc) 1525 Board Meeting News Coverage

218 dd) 1600 Code of Ethics for School Board Members - **Current SSD No. 60 405.70 Code**  
219 **of Ethics**

220 ee) 1610 Conflict of Interest - **Current SSD No. 60 206.50 Conflict of Interest**

221 ff) 1615 Trustee Spouse Employment - **Current SSD No. 60 401.22 Nepotism**

222 gg) 1620 Board Goals and Objectives

223 hh) 1630 Evaluation of Board

- 224 ii) 1640 Inservice Conference for Trustees
- 225 jj) 1645 Board Development Opportunities
- 226 kk) 1650 New Board Member Workshop

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228 Moved by Scott Fredrickson, seconded by Brian Osterman that the board approves to table policies p) -  
229 kk) until the December 2018 Board Meeting. Voting was 4 - 0 in the affirmative.

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**Action Item Recap:**

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1. Don Wilde to report back at December board meeting re: High School Key Fobs and Security Cameras at Sunrise Elementary.
2. Lanell Farmer to pay the Medicaid fine of \$39,390.37 out of the contingency fund.
- 235 3. Eric Lords to report back at January board meeting re: YEA Investment.
- 236 4. Dr. Jolley to check on the most current vision and mission belief statements.
- 237 5. Lanell Farmer to fill in blanks on Policy 1260 and look for policy # that reference.

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Moved by Brian Osterman, Seconded by Scott Fredrickson that the meeting adjourn. Voting was 4 - 0 in  
239 the affirmative. Time 7:33 p.m.

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Stephanie Harker, Board Clerk