

**POTLATCH SCHOOL DISTRICT NO. 285  
BOARD OF TRUSTEES MEETING  
August 20, 2009**

The Board of Trustees of Potlatch School District No. 285 met in regular session on Thursday, August 20, 2009 at 6:00 p.m. in the Potlatch Jr.-Sr. High School Library for policy review then complete regular business. Members present: Doug Scoville, Zone 1; Mark Moorer, Zone 2; and Shirley Ackerman, Zone 5. Others present: Superintendent Joseph Kren and Clerk Gwen Burkgart. Visitors were registered in the guest book.

Chairman Doug Scoville called the policy review meeting to order.

**Charlie Johnson, Zone 3 arrived at 6:05 p.m.**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5110 (which replaces #5122) (PERSONNEL) Criminal History/Background Checks and the accompanying form #5110F as amended as the 2<sup>nd</sup> reading and be moved to the 3<sup>rd</sup> and final reading. Motion carried. (4 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5200 (PERSONNEL) Applicability of Personnel Policies as a 1<sup>st</sup> reading. Motion carried. (4 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5200 (PERSONNEL) Applicability of Personnel Policies as a 2<sup>nd</sup> reading and be moved to the 3<sup>rd</sup> and final reading. Motion carried. (4 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5205 (PERSONNEL) Job Descriptions as a 1<sup>st</sup> reading. Motion carried. (4 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5205 (PERSONNEL) Job Descriptions as a 2<sup>nd</sup> reading and be moved to the 3<sup>rd</sup> and final reading. Motion carried. (4 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5220 (PERSONNEL) Assignments, Reassignments, Transfers as a 1<sup>st</sup> reading. Motion carried. (4 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5220 (PERSONNEL) Assignments, Reassignments, Transfers as a 2<sup>nd</sup> reading and be moved to the 3<sup>rd</sup> and final reading. Motion carried. (4 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5230 (PERSONNEL) Accommodating Individuals with Disabilities as a 1<sup>st</sup> reading. Motion carried. (4 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5230 (PERSONNEL) Accommodating Individuals with Disabilities as a 2<sup>nd</sup> reading and be moved to the 3<sup>rd</sup> and final reading. Motion carried. (4 ayes)**

**Heidi Davis, Zone 4 arrived at 6:35 p.m.**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5815 (PERSONNEL) Employee Compensation by Annualized Election as a 1<sup>st</sup> reading. Motion carried. (5 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5815 (PERSONNEL) Employee Compensation by Annualize Election as a 2<sup>nd</sup> reading and be moved to the 3<sup>rd</sup> and final reading. Motion**

**carried. (5 ayes)**

Chairman Doug Scoville called for a 10 minute recess at 6:50 p.m.

Chairman Doug Scoville called the regular meeting to order at 7:00 p.m.

Chairman Scoville announced that he was going to add the agenda item “What’s Right at Potlatch” so that new staff members could be introduced.

**CONSENT AGENDA**

**Mark Moorer moved to approve the Consent Agenda as presented. Charlie Johnson seconded. Motion carried. (5 ayes)**

**Consent Agenda items included:**

- Minutes:**
1. Regular board meeting held on July 9, 2009
  2. Executive Session meeting held on July 9, 2009
  3. Special meeting minutes held on July 13, 2009
  4. Executive Session meeting held on July 13, 2009
  5. Special meeting minutes held on July 16, 2009
  6. Executive meeting minutes held on July 16, 2009

**Approval of Bills:**

1. July Potlatch Jr. - Sr. High Bills - \$1,078.33
2. Potlatch School District #285 – Breakdown:

Additional JUNE A/P	\$ 9,554.99
JULY A/P	129,322.58
JULY Payroll	232,287.68
AUGUST A/P	<u>26,767.20</u>
	<b>\$ 397,932.45</b>

**Staff Actions:**

Resignation of **Shannie Million** as a **Paraprofessional Aide**. (See Attached Exhibit 1, 8/20/09)

Renew **School Nurse** contract with **Tammy Jo Cochran**

**Accept the following Open Enrollment Applications:**

**Kendrick-Juliaetta:**

**Liann Kren**

**Patrick Kren**

**Plummer-Worley:**

**Levi Carnahan**

**Seth Carnahan**

**Devon Church**

**Jordan Church**

**Kylynn Davis**

**Nick Davis**

**Christopher Judson**

**Kelsie Judson**

**Mackenzie Judson**

**Nicholas Judson**

**Logan Lanaham**

**Tyler Westbrook**

**“WHATS RIGHT IN POTLATCH”**

Superintendent Kren introduced the new high school principal Mr. Kent Sherwood.

Mr. Sherwood introduced Laura Wommack who has been hired for secondary science and also John Thill who will teach one section of physical education at the high school and will finish his day at the elementary teaching physical education.

Elementary principal Hugh Maxwell introduced Chris Petersen who was hired as the elementary reading specialist.

**COMMUNICATIONS**

-Superintendent Kren reviewed a letter from Wayne L. Hammon who is with the Division of Financial Management. The letter thanks the district for applying for the federal stimulus monies that were available, but that due to the overwhelming response our application was denied.

**ADMINISTRATIVE REPORTS**

Elementary Principal, Hugh Maxwell

- Preliminary enrollment – 241
- The Saxon math series will be used this year.
- The PLATO learning environment will be part of the curriculum for the next four year.
- Staff meeting was held Friday morning and discussed goals on continued improvement.
- The elementary open house will be September 9<sup>th</sup>. The PTO will serve a dinner that evening as well.
- Ida Courier has been hired through the Idaho Vista program. This program focuses on coordinating volunteers from the community with school services.

High School Principal, Kent Sherwood

- The school year has been a challenge to start out with. Our councilor has been out due to health related issues so registering junior and senior high students was challenging. High school secretary Verlynn Emerson and Resource Room teacher Robin Porter shouldered most of the assignments and did an outstanding job of getting students ready for their first day of classes.
- The high school will be hosting an open house on September 3<sup>rd</sup>.
- A meeting with the ASB leaders will take place to start planning Homecoming which is scheduled for the week of September 21<sup>st</sup> – 26<sup>th</sup>.
- Academically, the high school will be making the transition to a six-period schedule. While this will provide some challenges, Mr. Sherwood is looking forward to utilizing its advantages in working with staff and students.

Special Education Director, Shannon Richards

- The district has been notified that the monies (approximately \$8,000) for Children’s Mental Health Services will not be available this year.
- There will be two practicum students in the district this school year.
- Recommendation for hire and reassignment of aides has been given to Superintendent Kren.
- There will be an upcoming training opportunity “How RTI Works in Secondary Schools”.
- Destruction of old special education records up through the year 2000 has taking place. Old files from 2001 through 2003 will be destroyed during the fall 2009 semester. Advertising is taking place to notify the community of this action before anything takes place.

Maintenance Supervisor, Craig Cochran

- Both gym floors have been refinished.
- Some painting has been done in the high school hallways. The parking lot stripes have been repainted. The handrails on the steps to the City Library have been reinstalled and the mid rail added.
- The white half of the walls in the Elementary Gym has been painted.
- The boy’s locker room floor has been painted at the high school and the boys’ bathroom floor and the walk in cooler floor have been painted at the elementary.
- Latches have been installed on the girl’s restroom stalls in the elementary gym.
- Power has been moved to accommodate the new lunch count machine at the elementary and the outside building lights at the high school are now on an electric eye rather than a timer.
- On August 8<sup>th</sup> there was a volunteer work day on the football field. It was well attended and a lot of

projects were completed.

Transportation Supervisor, Jerry Schwartzman

- Routes have basically stayed the same with minor revisions to accommodate new students and stops.
- The district's cost per mile is currently \$2.71/mile which is down from last year (\$2.83/mile).
- Fuel costs have stabilized for the short term and our fuel tank is operational which will allow us some flexibility to store fuel when prices begin to rise.
- The transportation reimbursement workshop was attended and the district will be challenged on accounting for the new 50% versus 85% reimbursement of expenses.

Technology Coordinator, Jay Baldwin

- Absent but report was submitted. (See attached Exhibit 2, 8/20/09)

Superintendent, Joseph Kren

- Enrollment projections for the fall are as follows: 239 grade K-6 and 197 grades 7-12 for a total of 436. Keep in mind we graduated a class of 37 and currently have 31 kindergartners projected. We were at 439 at this time last year.
- The district had a good welcome back to school meeting this morning with our teachers and staff. During the meeting we had a presentation on our 457 Plan by David Miller of Nationwide Retirement Services; discussed a variety of district house cleaning issues; Mr. Baldwin reviewed the district email migration; Ms. Cochrane reviewed the medical updates and went over some preventative procedures for the spread of flu. Superintendent Kren then reviewed statewide updates; reviewed the district assessment data report that he will be going over with the trustees and reviewed the curriculum and assessment guide and alignment process. Teachers then moved on to a four hour training with Mr. Lee Wheeler from PLATO Learning on the new test pack and PLATO Learning Environments we purchased for the district.
- Newer copiers have been installed in each of the buildings.
- Teachers and staff have been assigned the first few training modules of the Safe Schools professional development series that the district has subscribed to through our insurance company.
- The point of sale machines will not be installed by Nutrikids until October 12<sup>th</sup>. Due to the large number of schools across the northwest that have been awarded a grant for this purpose through the stimulus funds, it is taking quite awhile to get everyone installed.
- The district will once again be working with the Even Start Family Literacy program through the University of Idaho. They have had moderate success with their outreach site here in Potlatch and would like to continue to offer their program services to the community at no cost. If they are funded for this year, they will be working with the elementary school on some family literacy events and book distributions.
- We had a successful volunteer day at the junior-senior high school athletic field. Twenty-three people came out to help clean-up, paint and repair the baseball dugouts, concession and announcer stands.
- The district received a \$5,000 check from the Coeur d'Alene Indian Tribe.
- As part of the new teacher evaluation process at the state level, the state department of education has put together some online training in the Danielson Model. Superintendent Kren has sent off for the necessary teacher login information. As part of his discussions with the professional development committee last year, Superintendent Kren said that part of the focus will have to be this teacher evaluation initiative.
- Several of the certificates of deposit have been coming due recently and based on available interest rates, they have been moved from US Bank to the Latah Federal Credit Union. The rates at the bank were at .6%. Rates at the credit union are at 1.25%. We will continue to track rates as other CD's mature.
- Superintendent Kren recently attended the back to school superintendent meetings in Boise. As part of the new superintendent training that he was helping with, was a presentation by a Boise attorney on the use of social networks site and texting. According to Cristina Linder from the SDE Professional Standards commission, the number one ethics issue facing Idaho teachers right now is text messaging. What often times is sent as an innocent text message from a teacher or coach, can be misinterpreted by the student or parent. Also, there have been situations where inappropriate things have indeed been sent between teachers and adults. Another part of the discussion was about use of social networking sites by teachers and board members. We were reminded that these sites are in the public domain and teacher's and board members need to be extremely careful about what is being

said or posted on their particular sites. As far as issues from the state department, one of the most pressing will be my establishing of a committee of administrators, teachers and a board member to develop our new teacher evaluation instrument. The plan has to be submitted by February of 2010. The state is providing online training for teachers and administrators on the Danielson model that all will be required to take. Mr. Moorer has volunteered for this committee due to his background working on the original task force. I will be approaching teachers into next week to finalize the members. I have already introduced this to the professional development committee last year and the need to train our teachers on this topic. Other issues we reviewed last week were middle school task force recommendations, new graduation requirements, Idaho Education Network, state assessment picture, longitudinal data system, transportation funding formula, Idaho Math Initiative, and Response to Intervention. The last bit of information that needs to be share with you in terms of his trip to Boise, concerns the projected revenues for the state. In a meeting last week we were informed that the current revenues generated as of July are already 10% below what was originally projected. Discussion centered on the use of PSEF and it being drained to hold districts harmless from a holdback. At the same time no guarantee was given that there would not be a holdback. Mr. Kren will be sure to keep the board informed as he learns more.

- The Open Meeting Law memo specifically addresses notice to amendment of the agenda; minutes pertaining to executive session; procedure for going into executive session; topics for executive session; and violations to the open meeting law and methods to cure such violations.

-On September 30<sup>th</sup>, the district will have a rare opportunity to have a national speaker come to our school. Working with “Let’s Get It Started” and “Latah County Youth Advocacy Council”, Craig Conrad will be visiting Moscow High School and then Potlatch the last week of September. Several of our students have heard him speak at the IDFY conference and brought his message back to our community with a goal to actually have him come and speak to our school and community. Mr. Conrad has taught woodshop in Colorado for the last twenty-six years. The community assembly will start the evening of the 30<sup>th</sup> with a dinner at 6:15. The assembly will then start at 7:00 p.m.

#### **PATRON INPUT**

-None

#### **BUS GARAGE**

This item was placed on the agenda primarily as a discussion item to get an idea of how the board feels about this project and with the realization that we are still in difficult financial times. None the less work has been completed on the project and consideration needs to be given on where to go next. Essentially we have spent \$70,000 on the site preparation. There is approximately \$168,000 for projects such as this. After discussion the trustees decided that they are not ready to move forward on any further discussion of this project at this time.

#### **DISTRICT POLICY MANUAL**

**Mark Moorer moved to adopt the District Policy Manual with the ISBA updates as they are introduce throughout the year for the 2009-2010 school year. Charlie Johnson seconded. Motion carried. (5 ayes)**

#### **CURRICULUM AND ASSESSMENT GUIDE**

**Mark Moorer moved to approve the Curriculum and Assessment Guide as amended. Charlie Johnson seconded. (5 ayes) (See attached Exhibit 3, 8/20/09)**

#### **EMERGENCY RESPONSE HANDBOOK**

**Mark Moorer moved to approve the Emergency Response Handbook as amended. Charlie Johnson seconded. (5 ayes) (See attached Exhibit 4, 8/20/09)**

#### **MUSIC AND MEAL FEES**

- Superintendent Kren has been working with Diana Cochrane and Doug Richards concerning the need for fee increases and has included this item on the agenda for discussion. Mr. Kren reviewed the breakdown of fees that would need to have a hearing on if the board supports this. Keep in mind I.C. 63-1311A requires us to have a fee hearing any time the district imposes a new fee or increases a current fee by 5% or more and to advertise for

public input on the matter before it takes affect. The proposed student meal fee increases are lower than 5% and only need your approval. The proposed adult meal fee increases are more than 5% and will require a hearing and then your approval. The music fees are new and so we would need to have a hearing on that as well.

**Mark Moorer moved to advertise for a public hearing on fee increases for the regular September 10<sup>th</sup> board meeting. Charlie Johnson seconded. (5 ayes)**

**BUS ROUTES**

-Superintendent Kren recommended that the board approve the bus routes presented by Transportation director, Jerry Schwartzman.

**Mark Moorer moved and Charlie Johnson seconded to approve the following Bus Routes as presented:**

**Midday Kindergarten Route** – driven by Karla Musick and Donna Sines

**Harvard/Lemman Creek Route** – driven by Roy Knecht

**Rock Creek/Flannigan Creek Route** – Wendy Gunderson

**Bear Creek/Crane Creek Route** – driven by Tamy Lisher

**Hatter Creek Route** – driven by Donna Sines

**Deep Creek Route** – driven by Karla Musick

**Garfield/Farmington Route** – driven by Abby Walser

**Palouse-Cove Route** – driven by Kendali Daily

**Motion Carried, (5 ayes)**

**ASSESSMENT REPORTS**

Superintendent Kren reviewed the following reports with the trustees showing how our students did this past year on the major tests:

1. Direct Math Assessment 1998 – 2009
2. Idaho Reading Indicator 2001-2009
3. Direct Writing Assessment 1998 – 2009
4. Idaho Standards Achievement Test 2004-2009

**Mark Moorer moved to accept the reports as presented. Charlie Johnson seconded. (5 ayes)**

**EXECUTIVE SESSION – 9:13 P.M.**

Chairman Doug Scoville announced that the next order of business would be consideration of the Board recessing into executive session to consider hiring of an employee. After a full and complete discussion, upon motion duly made by Mark Moorer and seconded by Charlie Johnson the following resolution was presented:

BE IT RESOLVED, that the Board of Trustees of School District No.285 recess from an open meeting into executive session pursuant to Section 67-2345, Idaho Code, in order to consider hiring of an employee as authorized by Section 67-2345 (1) (a) Idaho Code.

BE IT FURTHER RESOLVED, that following the executive session the Board will reconvene in public session for the purpose of conducting further business or for adjournment of the meeting.

Vote being had on the above and foregoing resolution, and the same having been counted and found to be as follows:

Doug Scoville	Yes
Mark Moorer	Yes
Heidi Davis	Yes
Shirley Ackerman	Yes
Charlie Johnson	Yes

And no less than two-thirds (2/3) of the membership is in favor thereof, Chairman Scoville declared said resolution adopted.

**MEETING RECONVENED**

The regular meeting was reconvened at 9:40 p.m.

**ACTION TAKEN FROM EXECUTIVE SESSION**

**Mark Moorer moved and Charlie Johnson seconded to adopt the recommendation of the Superintendent to hire the following people:**

**Jamie Paul as a Part-time Paraprofessional Aide**

**Maralee Sherwood as a Part-time Paraprofessional Aide**

**Chairman Scoville called for a roll call vote; Mark Moorer-aye, Shirley Ackerman-aye, Charlie Johnson-aye, Heidi Davis-aye and Doug Scoville-aye. Motion carried. (5 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to hire Tammy Bartlett as a Full-time Paraprofessional Aide.**

**Chairman Scoville called for a roll call vote; Mark Moorer-aye, Shirley Ackerman-aye, Charlie Johnson-aye, Heidi Davis-aye and Doug Scoville-aye. Motion carried. (5 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to authorize Superintendent Kren to issue Employment Notices of Non-Teaching Personnel Involved in Extra Curricular Activities to the following people:**

**Jennifer Magallon as the Fall Cheerleading Advisor**

**Bryan Bryngelson as the Varsity Wrestling Coach**

**Chairman Scoville called for a roll call vote; Mark Moorer-aye, Shirley Ackerman-aye, Charlie Johnson-aye, Heidi Davis-aye and Doug Scoville-aye. Motion carried. (5 ayes)**

**FUTURE AGENDA ITEMS**

- District Leadership Committee Report

**ADJOURNMENT**

**Chairman Scoville declared the meeting adjourned at 9:45 p.m.**

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Chairperson

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Clerk-Treasurer