

**POTLATCH SCHOOL DISTRICT NO. 285  
BOARD OF TRUSTEES MEETING  
September 10, 2009**

The Board of Trustees of Potlatch School District No. 285 met in regular session on Thursday, September 10, 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; Heidi Davis, Zone 4; 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.

**Shirley Ackerman moved and Heidi Davis seconded to accept Policy #5110 (which replaces #5122) (PERSONNEL) Criminal History/Background Checks and the accompanying form #5110F as the 3<sup>rd</sup> and final reading as well as adopted. Motion carried. (3 ayes) (Absent and not voting Mark Moorer Zone 2 and Charlie Johnson Zone 3) (See attached Exhibit 1, 9/10/09)**

**Shirley Ackerman moved and Heidi Davis seconded to accept Policy #5200 (PERSONNEL) Applicability of Personnel Policies (See attached Exhibit 2, 9/10/09), Policy #5205 (PERSONNEL) Job Descriptions (See attached Exhibit 3, 9/10/09), Policy #5220 (PERSONNEL) Assignments, Reassignments, and Transfers (See attached Exhibit 4, 9/10/09), Policy #5230 (PERSONNEL) Accommodating Individuals with Disabilities (See attached Exhibit 5, 9/10/09) and Policy #5815 (PERSONNEL) Employee Compensation by Annualize Election (See attached Exhibit 6, 9/10/09) as the 3<sup>rd</sup> and final readings as well as adopted. Motion carried. (3 ayes) (Absent and not voting Mark Moorer Zone 2 and Charlie Johnson Zone 3)**

**Shirley Ackerman moved and Heidi Davis seconded to accept Policy #5240 (PERSONNEL) Sexual Harassment/Sexual Intimidation in the Workplace as a 1<sup>st</sup> and 2<sup>nd</sup> reading and be moved to the 3<sup>rd</sup> and final reading. Motion carried. (3 ayes) (Absent and not voting Mark Moorer Zone 2 and Charlie Johnson Zone 3)**

**Shirley Ackerman moved and Heidi Davis seconded to accept Policy #5260 (PERSONNEL) Abused and Neglected Child Reporting as a 1<sup>st</sup> and 2<sup>nd</sup> reading and be moved to the 3<sup>rd</sup> and final reading. Motion carried. (3 ayes) (Absent and not voting Mark Moorer Zone 2 and Charlie Johnson Zone 3)**

**Charlie Johnson, Zone 3 arrived at 6:35 p.m.**

**Shirley Ackerman moved and Heidi Davis seconded to accept Policy #5280 (PERSONNEL) Personal Conduct as a 1<sup>st</sup> and 2<sup>nd</sup> reading and be moved to the 3<sup>rd</sup> and final reading. Motion carried. (4 ayes) (Absent and not voting Mark Moorer Zone 2)**

**Shirley Ackerman moved and Heidi Davis seconded to accept Policy #5281 (PERSONNEL) Professional Standards Commission (PSC) Code of Ethics as a 1<sup>st</sup> and 2<sup>nd</sup> reading and be moved to the 3<sup>rd</sup> and final reading. Motion carried. (4 ayes) (Absent and not voting Mark Moorer Zone 2)**

**Shirley Ackerman moved and Heidi Davis seconded to accept Policy #5285 (PERSONNEL) Solicitations as a 1<sup>st</sup> reading and moved to the 2<sup>nd</sup> reading. Motion carried. (4 ayes) (Absent and not voting Mark Moorer Zone 2)**

**Shirley Ackerman moved and Heidi Davis seconded to accept Policy #5290 (PERSONNEL) Political Activity – Staff Actions as a 1<sup>st</sup> and 2<sup>nd</sup> reading and be moved to the 3<sup>rd</sup> and final reading. Motion carried. (4 ayes) (Absent and not voting Mark Moorer Zone 2)**

**Shirley Ackerman moved and Heidi Davis seconded to accept Policy #5310 (PERSONNEL) Tobacco Free Policy as a 1<sup>st</sup> reading and moved to the 2<sup>nd</sup> reading. Motion carried. (4 ayes) (Absent and not voting Mark Moorer Zone 2)**

**Shirley Ackerman moved and Heidi Davis seconded to accept Policy #5700 (PERSONNEL) Substitutes as a 1<sup>st</sup> reading and moved to the 2<sup>nd</sup> reading. Motion carried. (4 ayes) (Absent and not voting Mark Moorer Zone 2)**

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

Chairman Scoville announced that he was going to amend the agenda to include in executive session Idaho Code 67-2345 (1) (a) – hiring of a staff member.

**Mark Moorer Zone 2 called in via telecommunications to participate in the regular meeting at 7:05 p.m.**

**CONSENT AGENDA**

**Heidi Davis 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 August 20, 2009
  2. Executive Session meeting held on August 20, 2009
  3. Special meeting minutes held on August 22, 2009
  4. Executive Session meeting held on August 22, 2009

**Approval of Bills:**

1. August Potlatch Jr. - Sr. High Bills - \$7,701.39
2. Potlatch School District #285 – Breakdown:

Additional AUGUST A/P	\$ 75,552.62
AUGUST Payroll	252,728.40
SEPTEMBER A/P	0.00
	\$ 328,281.02

**Staff Actions:**

- Hire the following: **Hugh Maxwell as Director of Federal Programs**  
**Laura Wommack as Honor Society Advisor**  
**Tammy Jo Cochran as Senior Class Advisor**  
**Trisha Smeltzer & Ronda Osterberg as Junior Class Advisors**  
**Laura Wommack as Sophomore Class Advisor**  
**Pat Amos as Freshman Class Advisor**

**“WHATS RIGHT IN POTLATCH”**

Heather Cummins who has been the advisor for Idaho Drug Free Youth gave a power point presentation to the trustees highlighting some activities that the youth group has participated in. High school students Bryan Cummins and Jake McMillan attended the Youth Summit Conference last summer and shared some of their experiences.

**2008-2009 AUDIT REPORT**

Auditor Phil Nuxoll from Presnell Gage Accounting presented a management review draft of the districts audit report for 2008-2009 school year. Mr. Nuxoll explained that the information presented to the board on a monthly basis is complete. Mr. Nuxoll commented that the district is in good financial shape.

As a whole, the District’s finances turned around in 2009. Expenses were up by 5 percent from \$4,503,586 to \$4,741,973 while revenue dropped by 2 percent from \$4,740,192 to \$4,651,227. Net assets of the District’s

governmental activities decreased by \$90,746 compared to an increase of \$198,155 in 2008 and \$358,369 in 2007. Unrestricted net assets – the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements – fell to \$814,974 from \$884,742 in 2008 and \$876,554 in 2007. The District did invest in a bus garage and other equipment and increased the net assets invested in capital assets to \$1,220,370 from \$1,050,334 in 2008 and \$1,062,954 in 2007.

The State Foundation revenue is largely dependent on student counts. Fall enrollment in the District has declined from 590 students in 2000-01 to 445 in 2008-2009. The district has lost 6.6 classroom units for State funding purposes over 8 years

The general fund accounts for all the financial resources of the District that are not required to be included in another fund. In 2009, the fund expended \$48,654 more than it received and used fund balance carryover to fund the excess expenditures leaving the carryover fund balance at \$748,175 as of June 30, 2009. Excess expenditures would include \$762 in the vocational program, \$12,121 in the Title 1 program and \$6,226 in the VIB Special Education program. The decision to use fund balance carryover was based on the Board’s decision to reduce the strain to the District taxpayers.

The District’s school lunch program served approximately 4,000 more meals in 2009 than in 2008 and collected \$1,054 more than it expended compared to a deficit of \$12,202 in 2008. An additional \$34,397 in school lunch payroll taxes, benefits and equipment were paid from the general fund compared to \$27,516 in 2008. Food costs dropped from an average of \$1.32/meal in 2008 to \$1.07/meal in 2009. Approximately 66 percent of students participated in the school lunch program on an average day and 19 percent participated in the breakfast program in 2009.

The School Plant Facility Reserve is used to fund the purchase of buses and major capital improvements within the District. In 2009, an additional bus was purchased to continue with maximizing depreciation schedules. Other expenses came through repairs and replacement of windows and doors, completing the siding project at the junior-senior high school, the installation of a surveillance system in both schools and upgrading the school lunch program wagon. Plans are to continue replacing busses as well as continue with repairs across the district. The fund has a balance of \$204,665 available as of June 30, 2009.

**Heidi Davis moved to accept the 2008-2009 audit with the discussed transfers as presented. Shirley Ackerman seconded. Motion carried. (5 ayes) (See attached Exhibit 7, 9/10/09)**

**PROPOSED FEE INCREASE HEARING**

Chairman Scoville stated that the proposed meal cost increases have been posted in the paper and would like to open the floor for public comment on the proposed increase in fees:

<u>Fee</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Percent Increase</u>
K-6 <sup>th</sup> grade lunch	\$1.75	\$1.80	2.8%
7-12 <sup>th</sup> grade lunch	\$1.90	\$1.95	2.6%
Adult Breakfast	\$1.35	\$1.60	18%
Adult lunch	\$3.00	\$3.25	8.3%

After receiving no input on the proposed increase in meal fees, **Shirley Ackerman moved to accept the increased proposed fee for meals as stated and make them effective October 1, 2009. Heidi Davis seconded. 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)**

Chairman Scoville stated that the proposed new music fee has been posted in the paper and would like to open the floor for public comment on the proposed new fee:

New Fee  
Grades 7-12 Music Fee

General Purpose Fee to be paid by all students in any music related class \$25.00/semester  
 Instrument Fee paid by those students who need an instrument \$25.00/semester

Peggy Gottschalk stated that she could understand the reasoning of parents paying a rental fee for the use of district instruments but was not in favor of a general purpose fee. Ms. Gottschalk felt that this fee is not conducive to promoting a music program because it may be cost prohibitive for some children that may wish to participate. Superintendent Kren explained that there are some hardship funds available to help some of these families out.

**Charlie Johnson moved to institute the following fee schedule starting at the beginning of the second semester January 25, 2010). Shirley Ackerman seconded.**

**Grades 7-12 Music Fee**

**General Purpose Fee to be paid by all students in any music related class \$15.00/semester**  
**Instrument Fee paid by those students who need an instrument \$25.00/semester**

**Chairman Scoville called for a roll call vote; Mark Moorer-nay, Shirley Ackerman-aye, Charlie Johnson-aye, Heidi Davis-aye and Doug Scoville-aye. Motion carried. (4 ayes, 1 nay)**

**ADMINISTRATIVE REPORTS**

High School Principal, Kent Sherwood

- Open House was held September 3<sup>rd</sup>. Nearly 100 visitors attended.
- Brandon Woodin was named KLEW-TV’s athlete-of-the-week for his football performance in the Loggers’ 52-8 win over Deary.
- Homecoming week will be September 21<sup>st</sup> – 25<sup>th</sup>. Many activities are planned for the week.
- The At-Risk Task Force meets each Friday morning. Deputy Chris Middleton, Latah County SRO, Keith Ingersolls, Juvenile Probation and the high school principal meet to discuss our at-risk students.
- There will be Staff Development meetings on September 17<sup>th</sup> and 18<sup>th</sup>. Cross-curricular issues as well as assessing data to help prepare strategies for learning improvement will be discussed.
- Fall ISAT testing window will start September 14<sup>th</sup>.
- Student counts for the following sports have been submitted by the Athletic Director, Pat Amos:
 

Football:	21
Volleyball:	21
Cheerleading:	11
Cross Country:	21
Jr. High Football:	18

Elementary Principal, Hugh Maxwell

- Student Count – 230
- Elementary staff is up and running with the new school year. Student and staff engagement are high with the addition of new programs and curriculum
- The new Saxon Math materials have been received. Some “tune-up” training will be scheduled.
- The AR Enterprise was purchased this year thanks to a generous donation from a patron. AR Enterprise is a web-based version of Accelerated Reader that provides our students with access to all of Renaissance Learning’s AR tests.
- A \$5,000 grant was received to purchase a new program called “The Leader in Me”. The goal of the program is to teach students enduring skills through leadership opportunities.
- The staff will be receiving “Straight Curve Math” training on September 17<sup>th</sup>. This program provides teachers with visual learning models to demonstrate challenging math concepts as well as student pre and post tests and student learning activities.
- The fall IRI testing will be administered to the K – 3<sup>rd</sup> grade students during the week of September 21 – 25.
- There were approximately 300 people that attended the Elementary Open House and Book Fair on

September 9<sup>th</sup>. There was a free dinner for families provided by the PTO.

Transportation Supervisor, Jerry Schwartzman

- Routes have been updated to accommodate new students, stops and updated times
- Bus discipline policies have been implemented and a new "bus discipline" slip has been designed to better document misbehavior on the buses.
- Beginning this year, drivers will go over bus rules and have an emergency evacuation drill with coaches and team members at the beginning of each season.
- Students were reminded that suspension from the bus for misbehavior includes riding to extra-curricular activities.

Technology Coordinator, Jay Baldwin

- On August 20<sup>th</sup> the faculty received training on the Plato Learning Environment.
- Distribution of Accelerated Reader Enterprise at the elementary has been completed.
- The District's antivirus license comes up for renewal in November and Mr. Baldwin is currently looking to move away from our current AVG solution to a newer one with more functionality. The evaluation process has started and a recommendation will be forthcoming.

School Lunch Supervisor, Diana Cochrane

- On the district in-service day Chef salad, fruit salad and rolls were fed to approximately 50 staff members. On that same day, the lunch personnel painted the storeroom as was recommended by the Health Department.
- The Fresh Veggie and Fruit Program was started on September 31<sup>st</sup>. The goal is to serve snacks 3 days per week.
- For the six days in August, lunch participation averaged 190 per day at the elementary and 120 per day at the high school. Average breakfasts served at the elementary were 95.
- Ms Cochrane attended a workshop this summer on the new regulations for National School Lunch. They are requesting more fresh fruits and veggies be served which are very expensive.
- The students are excited about the milk bottles. The flavors include chocolate, white and orange cream.
- A big thanks goes out to the lunch crew from their supervisor. She appreciates them very much!

Special Education Director, Shannon Richards

- Absent but report was submitted (**See attached Exhibit 10, 9/10/09**)

Maintenance Supervisor, Craig Cochran

- Absent but report was submitted (**See attached Exhibit 11, 9/10/09**)

Superintendent, Joseph Kren

- The start of the school year has been quite good. Teachers quickly got down to teaching after the first of the year orientations were completed. The District is currently at 430 students which is down nine from last year at this time. Reasons for students coming and going are family relocation, students living with one parent or the other, not agreeing with our drug testing policies, or inability to get a particular class.
- The email migration has begun. All staff will be changed over to the new system by the 17<sup>th</sup>.
- In terms of professional development, staff members have begun taking the Safe Schools training. The first assigned module deals with pandemic influenza. At this point 30% of our employees have completed this training that is due on September 25, 2009. The next module will deal with sexual harassment. There were concerns raised over the amount of professional development training teachers were being required to take this year. The Danielson training has been assigned to all teachers and administrators as well as the safe schools to all teachers and staff. These concerns were addressed during the professional development committee meeting and we have worked in time on the staff in-service days to view this

training. Other items on the agenda for the in-service days are Straight Curve Math training for the elementary staff; Grade Machine and Basmati; email migration; district work-flow; and possibly some web page development will be presented to the secondary staff. As the district moves through the year, additional training will be provided to the teachers on language usage across the curriculum and the 6+1 writing program.

-These has been one teacher volunteer to be on the teacher evaluation committee. Mr. Moorer has requested a log-in to go through the Danielson online training.

-Superintendent Kren attended an IBEDS and federal funds training last week. He was also able to meet with Frank Bennett on Wednesday where they discussed the state of the district and Mr. Kren promoted the upcoming Craig Conrad assemblies.

-The students have been identified that were involved with the graffiti on the elementary basketball court. They have been cleaning what they painted. Superintendent Kren added that the relationship being established between the principals and the SRO is developing quite nicely. Deputy Middleton has been very visible and the bulk of his time has been for positive visits.

-Potlatch Elementary School received donations from the following organizations:

1. Jeffrey Geier, administrator at Moscow Family Medicine, organized a fund raiser that donated a large box of basic school supplies to area schools.
2. Gritman Medical Center's Volunteer Services donated backpacks filled with school supplies
3. Costco donated a huge box of new backpacks
4. Potlatch High School ASB, through the Kicks for Kids program established last year by Jamie Haddock, donated PE shoes for Potlatch Elementary students
5. Fox Farms Soils and Fertilizer for the purchase of the "Leader in Me" program.

#### **PATRON INPUT**

-None

#### **DISTRICT LEADERSHIP COMMITTEE PROGRESS REPORT**

The committee has met twice since the beginning of the year. Superintendent Kren gave the trustees minutes and agendas from the two meetings as well as the revised objectives that will support the goal of increased student achievement in language usage. The first meeting included discussion on the expectations stated by the board at last month's meeting. All recognized the need for accountability. Mr. Kren reviewed the roles and responsibilities of the DLC and then presented a Tip Sheet that will guide the committee in understanding what it is they are to do and how to get it all done. It was agreed on by the committee to review this sheet individually and be prepared to report back on what items suggested in the tip sheet that will need to be addressed by the committee. Support from the board to move this professional development forward in terms of materials and time will be important. During today's discussion the committee reviewed the objectives; worked on developing the specific implementation plan; developed folder and check sheet templates that teachers would use to make sure the various standards are being addressed and opportunities are being provided across the curriculum to work on written language; adopted a rubric for teachers to use; developed a list of things board needs to do to support the work of the committee

#### **457 PLAN**

Superintendent Kren reviewed the State of Idaho 457 Plan that is administered by Nationwide Retirement Services.

**Heidi Davis moved to adopt the resolution to participate in the State of Idaho 457 Plan that is administered by Nationwide Retirement Services. Shirley Ackerman seconded. Motion carried. (5 ayes) (See attached Exhibit 12, 9/10/09)**

#### **LIFE INSURANCE CARRIER**

The District recently received notice of an increase in premiums from our life insurance company, Reliance Standard. This increase came completely without warning. Because of this companies poor service record Superintendent Kren recommends that the district change companies from Reliance Standard to Western Benefit

Solutions which is part of the Idaho School District Council statewide pool. Western Benefit Solutions offered the district the same rate without an increase for the same coverage.

**Mark Moorer moved to adopt the recommendation of Superintendent Kren and change the district’s life insurance carrier to Western Benefit Solutions. Shirley Ackerman seconded. Motion carried. (5 ayes)**

**FLU RESPONSE PLAN**

The trustees reviewed copies of the flu response plan that Tammy Cochrane and Superintendent Kren developed. The one major issue is making the determination is on when to close school. We have set a 15% absentee rate as the point at which we will consider closing a building or the entire district. This closure would include all activities as well. Know that all employees are required to take the Safe Schools training on the prevention of the spread of pandemic flu.

**Mark Moorer moved to adopt the Flu Response Plan that was submitted by Superintendent Kren and the School Nurse Tammy Jo Cochrane. Heidi Davis seconded. Motion carried. (5 ayes) (See attached Exhibit 13, 9/10/09)**

**AGRICULTURAL LEADERSHIP FOR SPEECH CREDIT**

The trustees reviewed the recommendation to the board to approve using AG 410 Personal Skill Development as an additional way to teach speech and meet the state and district requirements. Superintendent Kren reviewed the course description and what is taught through AG 410. State has allowed the flexibility in IDAPA rule 08.02.03, Rules Governing Thoroughness for the Potlatch School District to declare this course (and any prerequisite courses if applicable) as a “...sequence of instructional activities that meet the state high school communications standards requirements.”

**Mark Moorer moved to adopt the recommendation of the Superintendent to approve using AG 410 Personal Skill Development as an additional way to teach speech and meet the state and district requirements. Heidi Davis seconded. Motion carried. (5 ayes)**

Chairman Scoville amended the agenda to include Section 67-2345, Idaho Code (1) (a) to hire a staff member.

**EXECUTIVE SESSION – 9:45 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 and to hear complaints brought against a public officer. After a full and complete discussion, upon motion duly made by Heidi Davis 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 and to hear complaints brought against a public officer as authorized by Section 67-2345 (1) (a) (b) 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 10:15 p.m.

**ACTION TAKEN FROM EXECUTIVE SESSION**

**Mark Moorer moved and Charlie Johnson seconded to authorize Superintendent Kren to act as the representative for the district in Small Claims court. Motion carried. (5 ayes)**

**Mark Moorer moved and Shirley Ackerman seconded to direct Superintendent Kren to respond to the district's legal counsel in regards to employee "A". Motion carried. (5 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to adopt the recommendation of the Superintendent to hire MacKenzie Dawes as the Dance/Drill team advisor. Motion carried. (5 ayes)**

**FUTURE AGENDA ITEMS**

- Girls Basketball Coaching recommendations

**ADJOURNMENT**

**Chairman Scoville declared the meeting adjourned at 10:20 p.m.**

---

Chairperson

---

Clerk-Treasurer