

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

The Board of Trustees of Potlatch School District No. 285 met in regular session on Tuesday, November 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 and Heidi Davis, Zone 4. 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 6:10 p.m.**

**Charlie Johnson moved and Heidi Davis seconded to accept the following policies in their final form: Policy #5285 (PERSONNEL) Solicitations, Policy #5310 (PERSONNEL) Tobacco Free Policy, Policy #5330 (PERSONNEL) Employee Electronic Mail and On-line Services Usage, Policy #5335 (PERSONNEL) Employee Use of Electronic Communications Devices, Policy #5350 (PERSONNEL) Certified Personnel Resignation (Release from Contract), Policy #5700 (PERSONNEL) Substitutes. Motion carried. (Absent and not voting, Mark Moorer, Zone 3 and Shirley Ackerman, Zone 5) (See attached Exhibit 1, 11/10/09)**

**Heidi Davis moved and Charlie Johnson seconded to accept the 2<sup>nd</sup> reading and move to the 3<sup>rd</sup> and final reading of Policy #5340 (PERSONNEL) Evaluation of Certificated Personnel. Motion carried. (Absent and not voting, Mark Moorer, Zone 3 and Shirley Ackerman, Zone 5)**

**Mark Moorer, Zone 2 arrived at 6:28 p.m.**

**Heidi Davis moved and Charlie Johnson seconded to accept Policy #5100 (PERSONNEL) Hiring Process and Criteria as its 1<sup>st</sup> reading and move to the 2<sup>nd</sup> reading. Motion carried. (Absent and not voting, Shirley Ackerman, Zone 5)**

**Mark Moorer moved and Charlie Johnson seconded to accept as a 1<sup>st</sup> reading Policy #5270 (PERSONNEL) Report of Suspected Child Abuse, Abandonment or Neglect. Motion carried. (Absent and not voting, Shirley Ackerman, Zone 5)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5270 (PERSONNEL) Report of Suspected Child Abuse, Abandonment or Neglect as a 2<sup>nd</sup> and 3<sup>rd</sup> reading and to bring it back at the next meeting in final form. Motion carried. (Absent and not voting, Shirley Ackerman, Zone 5)**

**Shirley Ackerman, Zone 5 arrived at 6:40 p.m.**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5320 (PERSONNEL) Drug and Alcohol Free Workplace as a 1<sup>st</sup> reading as amended. Motion carried. (5 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5320 F1 (PERSONNEL) Drug and Alcohol Abuse Testing Acknowledgment as a 1<sup>st</sup> reading. Motion carried. (5 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5320 F1 (PERSONNEL) Drug and Alcohol Abuse Testing Acknowledgment as the 2<sup>nd</sup> reading and move to the 3<sup>rd</sup> and final reading. Motion carried. (5 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5320 F2 (PERSONNEL) Drug and**

Alcohol Abuse Testing Agreement as a 1<sup>st</sup> reading. Motion carried. (5 ayes)

Mark Moorer moved and Charlie Johnson seconded to accept Policy #5320 F2 (PERSONNEL) Drug and Alcohol Abuse Testing Agreement as the 2<sup>nd</sup> reading and move to the 3<sup>rd</sup> and final reading. Motion carried. (5 ayes)

Mark Moorer moved and Charlie Johnson seconded to accept Policy #5320 FP (PERSONNEL) Drug and Alcohol Abuse Testing Program and Procedures as a 1<sup>st</sup> reading. Motion carried. (5 ayes)

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

**CONSENT AGENDA**

Heidi Davis moved to approve the Consent Agenda as presented. Mark Moorer seconded. Motion carried. (5 ayes)

**Consent Agenda items included:**

- Minutes:**
  1. Regular board meeting held on October 8, 2009
  2. Executive Session meeting held on October 8, 2009
  3. Special meeting minutes held on October 15, 2009
  4. Special meeting minutes held on October 20, 2009
  4. Executive Session meeting held on October 20, 2009

**Approval of Bills:**

1. October Potlatch Jr. - Sr. High Bills - \$13,121.31
2. Potlatch School District #285 – Breakdown:

Additional OCT A/P	\$ 116,808.06
OCTOBER Payroll	244,005.77
NOVEMBER A/P	<u>35,631.44</u>
	\$ 396,445.27

**Approval of the Special Education Budget for 2009-2010:**

- IDEA Part B Preschool Budget:** \$5,896
- IDEA Part B Preschool ARRA Budget** \$3,612
- IDEA Part B School Age Budget:** \$101,520
- IDEA Part B School Age ARRA Budget:** \$84,896

**“WHATS RIGHT IN POTLATCH”**

Junior high wood shop teacher Mr. Uhle gave an overview of his class projects that students participate in. Several students shared their projects with the trustees. These projects included scroll saw puzzles and scenery designs, step stools, bird houses, cutting boards and ink pen kits. Mr. Uhle wanted to thank Bennett Lumber for donating their mill ends and also Larry Turnbow for donating hardwood scraps. Students utilize these materials in their projects.

**ALERT NOW PRESENTATION**

Superintendent Kren arranged to have a representative of the Alert Now organization call in and have a telecommunication conference using their website for a presentation on this notification system. Trustees and parents enjoyed the presentation and several questions were asked.

**COMMUNICATIONS**

-none

**ADMINISTRATIVE REPORTS**

Elementary Principal, Hugh Maxwell  
-Student Count – 231

- On November 3<sup>rd</sup> a team consisting of Tami Dial, Megan Cuellar and Emily Spellman from Potlatch Elementary competed against other teams from local schools to scratch as many of their 300 Lottery tickets as they could in a limited amount of time. The result ended being \$139.00.
- The Elementary fundraiser concluded October 23<sup>rd</sup> with expected delivery of items by November 20<sup>th</sup>. Thanks to family and friends who made purchases. It is expected to have made approximately \$3,500. The plan is to use these funds to help support such things as PE equipment purchases, AR Enterprise licensing and library materials.
- Mr. Maxwell attended the Project Leadership Academy in Boise November 1-4. He attended sessions on Instructional Leadership, Leaders and Math Achievement, Communication and Media Training, and Supervision and Evaluation using the Charlotte Danielson Framework.
- Parent-Teacher conferences were held Thursday, November 5<sup>th</sup> from 8:00 a.m. until 8:00 p.m. They were well attended and the feedback from staff regarding the single day for conferences has been positive.
- Kindergarten parents who attended conferences received ELLA (Early Learning Literacy Activities) training from our VISTA coordinator, Ida Courier.
- November 15 – 21 is Idaho Family Reading Week. Students and their parents are encouraged to read as a family that week and hopefully continue on throughout the year.
- Training for the Saxon Math has been scheduled for November 16<sup>th</sup>. This is to provide instruction to several of our staff who are new to Saxon.

High School Principal, Kent Sherwood

- Quarter ended on October 30<sup>th</sup> with grades going home with students on November 3<sup>rd</sup>.
- The secondary staff met on November 5<sup>th</sup> for in-service training. The primary topic was “Writing Across the Curriculum.” Dr. Rodney McConnell from the University of Idaho will be the main speaker and presenter.
- Parent-teacher conferences were held from 4:00 p.m. – 8:00 p.m. on Thursday November 5<sup>th</sup>.
- The fall ISATs were successfully given to sophomores. Great thanks to Lois Johnson for running this.
- A Veteran’s Day assembly will take place on Wednesday, November 11<sup>th</sup> starting at 9:05a.m.
- The football team finished 2<sup>nd</sup> in the Whitepine League.
- The state cross country teams met on October 30<sup>th</sup> in Worley. The boy’s team was led by Tyler Westbrook and Ryan Minden. Cayla Smeltzer participated in the girl’s competition.
- The volleyball team finished in 4<sup>th</sup> place at the district tournament.
- Doug Richards took several band members from the district to participate in the University of Idaho’s football halftime show at its homecoming game.
- Jim Haddock took several students to a math competition on Nov 3<sup>rd</sup> where the Loggers took five-of-seven possible trophies in their classification.

Special Education Director, Shannon Richards

- December 1 Child Count will be due in the middle of December
- The Gifted and Talented budget is due November 16<sup>th</sup>. This money can only be used for training of staff or parents.
- Mrs. Richards participated in the Project Leadership Academy in Boise. She attended sessions on understanding how we handle conflict, leadership in special education, marketing our schools, how to be a 21<sup>st</sup> century leader and changing the culture of schools to ensure success.

Transportation Supervisor, Jerry Schwartzman

- Repairs and maintenance have been routine with things shaking apart from rough roads being the major issue. Now that it has rained the road conditions are greatly improved. Tire replacement will be the most major maintenance expense this fall.
- Mr. Schwartzman had a chance to review the new 2010 emission system that incorporates a urea injection system to reduce emissions.
- Mr. Schwartzman previewed some new training videos which are very good but very expensive. It is a

goal to update our training materials which are currently 8 – 15 yrs old.

-The safety inspector recently noted some issues with the bus garage building and shed. An inspection has been scheduled to get a complete evaluation of the building.

Maintenance Supervisor, Craig Cochran

-Problems have developed with the metal shop furnace. There are holes in the heat exchanger. It has been determined that the furnace needs to be replaced.

**Mark Moorer moved to authorize Superintendent Kren to purchase 2 furnace units through Bartlett Electric. Charlie Johnson seconded. Motion carried. (5 ayes)**

-A classroom at the high school and the girl's restroom in the elementary gym was painted recently.

-The paving that was destroyed at the elementary due to the city's sewer project was recently replaced.

Technology Coordinator, Jay Baldwin

-The Lightspeed Total Traffic Control solution has been purchased to address our network utilization, content filtering and antivirus needs.

-The Nutrikids School Lunch Point of Sale system is fully installed and has been working well for the past several weeks.

-The district network infrastructure has been evaluated and will need to be replaced. It is Mr. Baldwin's recommendation that the district start looking for replacement options for a potential summer rollout.

School Lunch Supervisor, Diana Cochran

- Absent but report was submitted (**See attached Exhibit 2, 11/2/09**)

Superintendent, Joseph Kren

-Red Cross Emergency Shelter surveys were completed recently that will be used to assess the usefulness of our facilities in the event of a disaster.

-The teacher evaluation committee had its first committee meeting Monday. It was a great start to an exciting process. Committee members include Davalee Minden, Heidi Olsen, Hugh Maxwell, Jeff Nitcy, Brian Potter, Joe Kren, Mark Moorer, and Kent Sherwood. Superintendent Kren shared that the committee is to develop a tool that will aid teachers in their professional growth, will state exactly what teachers are expected to do, it is state mandated, the committee needs to develop a tool that works best for Potlatch, each member has a responsibility to share information with their colleagues but make sure sensitive information is kept confidential, the group will work towards consensus and the final model will be supported by all. Members of the committee were asked to share their thoughts on what they hoped the committee would accomplish and what their goals are. Responses were: want a useful tool, something that allows more flexibility than just satisfactory or unsatisfactory, need some type of middle ground measure, common language for all teachers to work with, these are our standards and it is a tool for a prescribed set of targets, something that will help principals begin a dialogue that is open and honest, helps teachers and administrators know where they need to go, allows for discussion, is more accurate but flexible between teachers and administrators, the ability to give ground level input into the development of the instrument, helps identify what good teaching is and is not, allows for continuous improvement, is simple but effective, celebrates what people are doing, helps everyone to have a goal that exceeds expectations, ongoing evaluation where there are no surprises, measure progress against a set of goals, clarify what is stated in the domains and elements, make sure our domains and elements are fair to both teacher and administrator, to be a part of the progression from a vision to implementation, create teacher buy-in, help teachers have clarity, to learn what the board can do to make our system better and to support teaches through professional development. Performance measures, domains and elements as described in Danielson's book were reviewed as well as the topics of weighing elements and the importance of self reflective practice were discussed. As far as a plan of action, teachers will review each of the domains and the elements contained within each domain. They are to rate each element by how important they feel each one is. A scale of 1 (not important) to 4 (most important) is to be used. This will be used as a guide to determine which elements may be contained in the instrument along with those required by the state.

Mr. Maxwell, Mrs. Minden, and Mr. Sherwood will be responsible for reviewing the levels of performance and offering suggestions on a possible rating scale. Superintendent Kren will begin addressing questions and requirements of the plan that involve management of the plan.

-Superintendent Kren has contacted all of our vendors and anyone who might have contact with our students informing them of our background check policy. Twenty-seven letters in all were sent out. Response has been slow, but positive.

-Superintendent Kren reviewed the district report card. Essentially this is a report of how our district is doing in terms of assessment, enrollment numbers, attendance figures and other demographic information. It is on our website as well as at the state department of education.

-Mr. Maxwell, Mr. Sherwood, and Mr. Kren recently attended the first phase of the Employee Discipline in an Educational Environment workshop. They were introduced to several items that they will be working on and bringing to the board in terms of policy and procedures. Some of the issues we reviewed were: how not to send symbols that can lead to a discriminating affect; the notion of the scroll of authority and how it can work for and against an administrator; how to establish a fair monitoring system; the idea of looking at misconduct issues as growth opportunities; the need to use progressive discipline only if it is applied vertically and horizontally; how to memorialize informal and formal discipline; aggravating vs. mitigating factors; ultimately, discipline must send a message. It was excellent training in how it demonstrated that a subjective world can be translated in an objective report or decision.

-The upcoming Law Institute is April 19-20 in Boise.

-Superintendent Kren thanked everyone who helped plan and carry out the annual Halloween party. It was once again a successful event.

## **PATRON INPUT**

-None

## **DISTRICT LEADERSHIP COMMITTEE PROGRESS REPORT**

Superintendent Kren reviewed the minutes of the meeting that was held right after school today. (See attached **Exhibit 3, 11/10/09**)

## **HEALTH DEPARTMENT AND FLU SHOTS**

The first round of vaccinations will be at the elementary school November 12 from 1:00-3:00 p.m. The vaccinations are voluntary. On the 12<sup>th</sup>, the Health department will be vaccinating only those students who are under ten years of age. Because this age requires two doses (the vast majority will be done via nasal spray), and it is sorted by age not grade, we will include students from the 5<sup>th</sup> grade who are under ten. Letters and permission forms are going home. The second round of vaccinations will be on November 23 from 1:00-3:00 p.m. for grades 7-12 and on December 10 from 1:00-3:00 p.m. for grades K-6. There is currently no time line for vaccinating adults.

## **IDAHO SPECIAL EDUCATION MANUAL**

**Mark Moorer moved and Charlie Johnson seconded to adopt the 2007 Idaho Special Education Manual and any subsequent revisions as they come forward. Motion carried. (5 ayes)**

## **REVIEW BUS SPECIFICATIONS – BID PROCESS**

Transportation Supervisor Jerry Schwartzman reviewed the need to continue maximizing the depreciation schedule with the possibility of acquiring a mid-sized bus that would have a price tag of approximately \$68,000. Mr. Schwartzman explained that approximately \$40,000 would be available from depreciation and there is grant funding from the state department that would total \$17,000 so a total of \$11,000 would need to be taken from the School Plant Facility Fund. Superintendent Kren recommended that the board approve opening the bid process to get a better idea of what a true cost might be.

**Charlie Johnson moved to open the bid process. Heidi Davis seconded. Chairman Scoville called for a roll call vote; Mark Moorer-nay, Shirley Ackerman-nay, Charlie Johnson-aye, Heidi Davis-nay and Doug**

Scoville-aye. Motion failed. (2 ayes/3 nays)

**ISBA GROUP AUTO AND HOMEOWNERS INSURANCE PROGRAM**

Superintendent Kren explained that Moreton & Company is the largest Group Auto & Home Insurance broker in the west. This company helps employers add benefits with minimal cost or workload and helps employees save money. Potlatch was one of the first districts Moreton talked to. The ISBA program is what they call a “Choice Model” where employees will have access to MetLife and Liberty Mutual as carriers. This model helps more employees save money than would be the case with a single carrier. They have also designed this program so that employers and employees get the advantages of a “Choice Model” without the extra administrative burden for the employer. They consolidate the payroll deduction for both carriers into a single interface and serve as the single point of contact for the program. Superintendent Kren suggested that board trustees visit the ISBA booth at the convention this week and gather information.

**STUDENT PARTICIPATION IN MODIFIED YOUTH RISK AND BEHAVIOR SURVEILLANCE SURVEY (YRBSS)**

Superintendent Kren received information from the Centers for Disease Control and Prevention (CDC) that has recently announced a funding opportunity from the American Recovery and Reimbursement Act of 2009 (Recovery Act) for evidence-based clinical and community-based prevention and wellness strategies that support specific, measurable health outcomes to reduce chronic disease rates. Based on this announcement, Public Health-Idaho North Central District is partnering with the Idaho Department of Health and Welfare’s Idaho Physical Activity and Nutrition Program to collaborate in the Communities Putting Prevention to Work (CPPW) Initiative. As a requirement of the CPPW Initiative, Idaho Department of Health and Welfare and Public Health-Idaho North Central District request our school district’s participation in a modified Youth Risk and Behavior Surveillance Survey (YRBSS). Students in grades 9 through 12 will be asked to complete the survey. Mr. Kren has reviewed this and along with Mr. Sherwood is recommending that the board support participation in this survey by our students.

**Mark Moorer moved to authorize Superintendent Kren to move forward with the participation in the Modified Youth Risk and Behavior Surveillance Survey. Charlie Johnson seconded. Motion carried. (5ayes)**

**EXECUTIVE SESSION – 9:20 P.M.**

Chairman Doug Scoville announced that the next order of business would be consideration of the Board recessing into executive session to hear complaints brought against a public officer. After a full and complete discussion, upon motion duly made by Heidi Davis and seconded by Mark Moorer 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, to hear complaints brought against a public officer as authorized by Section 67-2345 (1) (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 9:58 p.m.

**ACTION TAKEN FROM EXECUTIVE SESSION**

**Mark Moorer moved to authorize Superintendent Kren to negotiate with patron "A". Charlie Johnson seconded. Motion carried. (5 ayes)**

**FUTURE AGENDA ITEMS**

- none

**ADJOURNMENT**

**Chairman Scoville declared the meeting adjourned at 10:00 p.m.**

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Chairperson

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Clerk-Treasurer