

**POTLATCH SCHOOL DISTRICT NO. 285  
BOARD OF TRUSTEES MEETING  
February 11, 2010**

The Board of Trustees of Potlatch School District No. 285 met in regular session on Thursday, February 11, 2010 at 6:00 p.m. in the Potlatch Jr.-Sr. High School Library for policy review then complete regular business. Members present: Mark Moorer, Zone 2; Charlie Johnson, Zone 3; 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.

Vice chairman Heidi Davis called the policy review meeting to order.

**Chairman Scoville arrived at 6:15 p.m.**

**Heidi Davis moved and Shirley Ackerman seconded to accept Policy #5340 (PERSONNEL) Evaluation of Certificated Personnel as its 3<sup>rd</sup> and final reading. Motion carried. (4 ayes) (Absent and not voting, Mark Moorer, Zone 2) (See attached Exhibit 1, 2/11/10)**

**Heidi Davis moved and Charlie Johnson seconded to accept Policy #5360 (PERSONNEL) Dress and Appearance as its 3<sup>rd</sup> and final reading. Motion carried. (4 ayes) (Absent and not voting, Mark Moorer, Zone 2) (See attached Exhibit 2, 2/11/10)**

**Heidi Davis moved and Charlie Johnson seconded to accept Policy #5370 (PERSONNEL) Nonschool Employment by Professional Staff Members as its 3<sup>rd</sup> and final reading. Motion carried. (4 ayes) (Absent and not voting, Mark Moorer, Zone 2) (See attached Exhibit 3, 2/11/10)**

**Mark Moorer arrived at 6:25 p.m.**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5400 (PERSONNEL) Leaves of Absence as its 3<sup>rd</sup> and final reading. Motion carried. (4 ayes) (Absent and not voting, Mark Moorer, Zone 2) (See attached Exhibit 4, 2/11/10)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5413 (PERSONNEL) Witness for Court Appearance Leave as a 1<sup>st</sup> reading. Motion carried. (5 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5413 (PERSONNEL) Witness for Court Appearance Leave as its 2<sup>nd</sup> reading and move to a 3<sup>rd</sup> and final reading. Motion carried. (5 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5420 (PERSONNEL) Long-term Illness/Temporary Disability/Maternity Leave as a 1<sup>st</sup> reading and move to a 2<sup>nd</sup> reading. Motion carried. (5 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5430 (PERSONNEL) Insurance Benefits for Employees/Trustees with option 1 inserted as a 1<sup>st</sup> reading and move to a 2<sup>nd</sup> reading. Motion carried. (4 ayes/1 nay)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5440 (PERSONNEL) School Holidays as a 1<sup>st</sup> reading. Motion carried. (5 ayes)**

**Mark Moorer moved and Charlie Johnson seconded to accept Policy #5440 (PERSONNEL) School Holidays as its 2<sup>nd</sup> reading and move to a 3<sup>rd</sup> and final reading. Motion carried. (5 ayes)**

**Chairman Scoville revised the agenda to reflect adding “c” (negotiations) to the Executive Session and also move “Request to use elementary gym for annual gun show” to be heard right after the Consent agenda.**

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. Charlie Johnson seconded. Motion carried. (5 ayes)**

**Consent Agenda items included:**

- Minutes:** 1. Regular board meeting held on January 14, 2010
- 2. Executive Session meeting held on January 14, 2010
- 3. Special Board meeting held on January 28, 2010
- 4. Special Board meeting held on February 2, 2010
- 5. Executive Session meeting held on February 2, 2010

**Approval of Bills:**

- 1. January Potlatch Jr. - Sr. High Bills - \$ 3,271.82
- 2. Potlatch School District #285 – Breakdown:
 

Additional JAN A/P	\$ 74,515.10
JANUARY Payroll	242,362.10
February A/P	<u>36,028.92</u>
	<b>\$ 352,906.07</b>

**“WHATS RIGHT IN POTLATCH”**

Elementary Principal Hugh Maxwell introduced Kellyn Guettinger, Jayden McKinney, Billy Anderson and Liann Kren who were chosen to give a presentation on the “Leader in Me”. These young ladies are students in Mrs. Debbie Dawes and Mrs. Emily Spellman’s 3<sup>rd</sup> grade classes. This program supports the fact that teaching our students positive and effective habits through leadership opportunities will foster the greatest academic, social and emotional growth.

**COMMUNICATIONS**

-Thank-you card from Sharon Montgomery for the sympathy gift.

**ADMINISTRATIVE REPORTS**

Elementary Principal, Hugh Maxwell

- Student Count – 234
- “Time-Out” for training program is working well. Certificated staff continues to work with NIWP on 6 Trait strategies and practices and the classified staff members are completing the SafeSchools trainings.
- Elementary Knowledge Bowl will be in Potlatch on Monday, February 22<sup>nd</sup> at 6:00 for a competition.
- The Idaho Reading Inventory (IRI) and Curriculum Based Measure (CBM) testing were completed on February 5<sup>th</sup>.
- Artists come into classrooms to work with teachers and students the week of February 1. Each grade level had a one hour lesson during the week. A big thanks goes out to the artists who donated their time and the Potlatch Arts Council and Potlatch Parks and Recreation for covering other costs
- Classroom spelling bee winners in 2 – 6 grades have been chosen and given a work list to study for the upcoming school wide bee that will be held on Wednesday, February 17<sup>th</sup> at 9:00 a.m. The winner will advance to the Northwest Inland Bee held in Lewiston on March 6<sup>th</sup>.
- Congratulations to Cutis Barnhill for winning our school Geography Bee. Good job as well to Autumn Barnhill as runner-up and to the following students who represented their classrooms: Jessica Nygaard, Shasta Ockerberg, Wyatt Atkinson, Bryson Potter, Libby Sheffler, Becca Bass, Will Riley, Matthew Hacker and Callee Beebe.

- Our first Donuts and Dads (DAD) event was a huge success. On Friday, January 29<sup>th</sup> at 7:30 a.m. every 3<sup>rd</sup> grade student showed up with an adult to have a donut, read a short book and take an Accelerated Reader test.

-Potlatch Elementary School received a Children, Youth and Families At Risk (CYFAR) Grant that was written by Mauri Knott who is the 4-H Program Coordinator for Latah County. This grant will ensure funding for an afterschool program for the next 5 years.

#### High School Principal, Kent Sherwood

-First semester has ended and honor rolls have been posted. There were 20 students in grades 7 – 12 who earned a 4.00 grade point average.

-Deputy Chris Middleton of the LCSO, recently gave a talk to all 8<sup>th</sup> grade students about bullying and harassment. He is also working to help create an assembly for the student body about the legal and health hazards of drinking and driving.

-The high school recently had a recognition assembly. Students and groups recognized at this assembly were honor roll members, Students of the Month, winter sports and club accomplishments, as well as the varsity dance team which performed for the student body.

-The “Course Catalog” is coming along nicely. Teachers have been given the task of writing up course descriptions for courses they teach as well as proposed courses they would like to offer.

-The high school wrestling program installed and dedicated its Wall of Fame on February 4<sup>th</sup> in the gym.

-The Business Professionals Association (BPA) recently qualified ten students and teams for state in twelve events.

#### Special Education Director, Shannon Richards

-Preschool screening and Kindergarten Round-Up is scheduled for March 8<sup>th</sup> and 9<sup>th</sup> at the elementary school.

-There are currently 22 gifted and talented students that have been identified and are being served either formally or informally. Ms. Chris Petersen currently provides pull-out services to the qualifying 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> graders.

-The State Department of Education is providing training about the new “Specific Learning Disability” criteria through a webinar format. Our special education teachers are meeting together to discuss the new criteria and the implications for our district.

-Eight staff members attended the first day of Mandt de-escalation training held January 25<sup>th</sup>.

#### Athletic Director, Pat Amos

-There seems to be increased student participation in all sports.

-This year we have been using volunteer gate keepers, clock timers and announcers and it has been going well.

-We have re-entered the Whitepine League and it appears that some rivalries have been re-established.

-There was a parent meeting in the fall for all students and parents that were participating in fall sports. Rules and expectations were reviewed with every sport represented.

-There are plans to organize an all sports clinic this summer where coaches can get training.

#### School Lunch Supervisor, Diana Cochrane

- The Fruit and Veggie program is being well received. The children’s favorite fruits are pineapple sticks and bananas.

-Lunch counts for the 18 day period in January were: 2038 breakfasts served at the elementary, 3541 children lunches served at the elementary and 1956 lunches served at the high school.

-The Summer Food Program for this summer and the After School Snack Program for next year are being researched.

-The Free and Reduced percentage is 56% at the Elementary and 43% at the High School for an average total of 49% district-wide. (This is up 1% from last month)

Maintenance Supervisor, Craig Cochran

- With the lack of snow maintenance has been routine.
- A white board was installed and a counter was moved in the high school science room.
- A new door is being installed in the back of the telecommunications lab to close off the two storage rooms and potentially making the two rooms into one storage room in the future.
- Desks have been torn apart and parts salvaged as time permits.
- Some of the parking bumpers have been changed out at the high school with materials that have been donated by Central Premix.
- The wood shop furnace was temporarily out of service on January 29<sup>th</sup> but was repaired and is now back in service.

Transportation Supervisor, Jerry Schwartzman

- The weather continues to be cooperative and there have been no weather related issues except for a few soft roads.
- Bus 03-1 continues to have some issues related to the retrofit project. The district received a letter from the Department of Environmental Quality at least acknowledging that there is a problem with the CCV system.
- All of our drivers are currently back to work and we have an adequate number of substitutes.
- Fuel prices continue to be stable but I have noticed a fairly large increase in oil and grease prices.

Superintendent, Joseph Kren

- Congratulations to Trustee Mark Moorer for receiving the Award of Merit and Master of Boardmanship for his service and commitment to becoming an effective board member.
- Superintendent Kren attended the Idaho School Superintendents Association annual meeting that was held in Boise last week. Much of what was learned focused on financial issues. Superintendent Kren attended a training session on how with districts can gather information and better communicate with all stakeholders within a district through surveys and other methods. It also works on developing surveys that aide districts in better defining their strategic plan. Superintended Kren also had an opportunity to meet with the representatives from IEN and ENA and believe the discussions coupled with our new technology coordinator who has already worked with them in a successful way will accelerate our acquisition of a high speed internet connection. We have been informed by our attorney that the Idaho Supreme Court ruling has come back in favor of the School district. I have given you all copies of the opinion.
- With regard to the Office of Civil Rights case, the OCR has come back ruling in our favor and we were cleared of the claims of harassment, discrimination and retribution made by the parent.
- In addition to our normal workings with Deputy Middleton, the district has also been working with him on two trainings that will be offered to education professionals in Latah County. The first one is an alcohol and Drug Training – Trends and Indicators which will be on April 15 at Moscow High School. The other training is Reasonable Suspicion training in accordance with I.C. 33-210. This will be done by area drug recognition professionals and will be offered to area administrators and any other staff who are involved with doing reasonable suspicion searches. Potlatch School District plans on hosting this event to take place sometime in April.
- Superintendent Kren has been working with Gary Hayden of Atlas Sand and Rock to have our school district mascot logo put on one of his mixer trucks.
- Several patrons, parents and staff will be working at the Boys District Basketball tournament in Lewiston next week.

**PATRON INPUT**

-None

**DISTRICT LEADERSHIP COMMITTEE PROGRESS REPORT**

Work ensued on analyzing/auditing the various grade level curriculum maps. It quickly became obvious that a better defined template is needed in order to list all standards and focus items teachers are teaching at various levels. This template is critical if we are to identify those areas of instruction that need additional work and development. Superintendent Kren reminded the group that gaps that are identified are not a reflection on a weakness of a teacher. Rather it demonstrates gaps in the curriculum program that need to be filled. It was also recognized by the group that different grades still submitted different looking curriculum maps based on how they interpreted what they were supposed to do. The group also discussed the difference between writing to learn and learning to write and tried to identify just what are we asking teachers to identify through this process. Superintendent Kren and Elementary Principal Hugh Maxwell will research and bring to the group a template that could be used as the curriculum, will be audited and gaps will be identified. Moving forward the committee will continue with the curriculum audit so they can get back to the teachers with areas and gaps that need to be addressed.

**REQUEST TO USE ELEMENTARY GYM FOR ANNUAL GUN SHOW**

(John and Wanda Milbert who had made this agenda item request were not in attendance)

**DRAFT OF TEACHER PERFORMANCE EVALUATION PLAN**

Superintendent Kren shared that there is still some work to be done but at least at this point this current document has met the current state requirement. Superintendent Kren believes it is an excellent piece of work that many people spent a great deal of time developing. He is beginning to receive good input from teachers about how we can improve the document as well as good questions concerning areas we need to address. Two big issues that Mr. Kren sees are completion of the development of the tiered system as well as emphasizing with teachers the intent of the parent input form.

**Mark Moorer moved and Charlie Johnson seconded to approve the Teacher Performance Evaluation Model as recommended by Superintendent Kren and to forward this plan on to the State Department of Education. Motion carried. (5 ayes) (See attached Exhibit 5, 2/11/10)**

**BUS BIDS**

Superintendent Kren reviewed the bid breakout sheet. Transportation Supervisor Jerry Schwartzman explained that if the district were to be able to use the projected 09-10 depreciation allowed by the State Department of Education along with the Department of Environmental Quality Grant and the trade in of bus 00-1, the district would only need to use approximately \$5,965 from the School Plant Facility Fund to purchase the low-bid bus.

Superintendent Kren recommended the purchase of a bus in order to maintain the maximum return of our money.

**Mark Moorer moved and Charlie Johnson seconded to approve the low-bid on the International 30 Passenger EC Bus. Chairman Scoville called for a roll call vote - Mark Moorer-aye, Charlie Johnson-aye, Shirley Ackerman- nay, Heidi Davis-aye and Doug Scoville-aye. Motion carried. (4 ayes/1 nay) (See attached Exhibit 6, 2/11/10)**

**LETTER FROM THE POTLATCH EDUCATION ASSOCIATION**

Chairman Scoville discussed a letter that he had received from the Potlatch Education Association asking for a "written acknowledgement of the breach of contract and assurance from the school board that future violations of the master contract will not occur". The trustees discussed the matter and authorized Chairman Scoville to draft a letter reflecting the board's desires. **(See attached Exhibit 7, 2/11/10)**

**ECONOMIC FORECAST FOR 2009-2010 and 2010-2011**

Superintendent Kren reviewed the economic forecast for 2010-2011 which is not looking good. He met with teachers and staff on Monday afternoon to go over this information and emphasize the need for everyone to voice their opinions, offer input, but most importantly, stay together, and he has been receiving some good comments and suggestions.

Superintendent Kren put a little slide show together to take a look at and then reviewed a list of ideas that had been submitted. The State Department of Education is saying that a mid-year holdback could be as high as \$110,000 and a 10% lower appropriation comes to approximately \$283,000.

This coupled with what the district will have to spend out of our fund balance (what we needed to do in order to keep the levy low enough for folks to pass last Spring) means that the district will be getting close to a fund balance that will be less than one month's payroll costs.

Projected expenses that the district has not yet factored in is a health insurance increase (Superintendent Kren is hearing 8% which is roughly \$21,000) and step advancement at \$24,000. Superintendent Kren is not sure how the new foundation program will look with regard to our transportation dollars, nor has a line by line analysis been done to do a projection for added costs.

The district has worked extremely hard to raise achievement and pride in our district in the last three years and we have the credible evidence to prove this. While some teachers have not fully embraced what the board and the administration is expecting to be done, they have none the less been a part of the plan and everyone can take credit in helping make the improvements the district has seen.

Our patrons have seen the positive side of the improvements we have made and will understandably continue to want more and more for their children. Superintendent Kren is not sure how we will meet those demands, but we need to make sure they are listened to. Mr. Kren emphasized that the district needs to take every opportunity to find the good in what we are doing, celebrate it and go from there. He also emphasized the need for all individuals and stakeholder groups in the district to work together as well as promote the direction of the district to our patrons.

**EXECUTIVE SESSION – 9:30 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 an employee, to hear complaints brought against a public officer and discuss negotiations. 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, to consider hiring an employee, to hear complaints brought against a public officer and discuss negotiations as authorized by Section 67-2345 (1) (a) (b) (c) 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
Charlie Johnson	Yes
Shirley Ackerman	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 10:25 p.m.

**ACTION TAKEN FROM EXECUTIVE SESSION**

-none

**FUTURE AGENDA ITEMS**

- Administrator evaluations

**ADJOURNMENT**

**Chairman Scoville declared the meeting adjourned at 10:30 p.m.**

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Chairperson

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Clerk-Treasurer