

**Snake River School Board of Trustees
Held at the Snake River District Office
103 South 900 West, Blackfoot, Idaho 83221
Wednesday, June 18, 2014**

I. WELCOME AND ROLL CALL

Vice-Chairman, Bill Martin, called the meeting to order at 7:00 p.m. Board members present were Annis Williams, Kent Miller and Bill Martin. Wally Aldous joined in by Skype and Kim Kunz arrived at 7:05 p.m. Also attending were Superintendent Mark Gabrylczyk, Board Clerks Gayla Osborn and Terisa Coombs, Dave Kerns, Ed Jackson, Elaine Asmus, Jennifer Ellis, Glenna Hale, Alden Hale, Leslie Mielke, Ginger Whitworth, JB Hoge, Stormy Bott, Jacey Monroe, Delwin Bevan, Sandy Jackson, Jason Coles, Sydnie Hale, Dustin Carter, Laurie Grayson (SREA), Jeannie Isom, Odila Conica, Deon Hillman, Jackie Alvarez, Steve Schellenberg, Dakota Gilbert, and Jake and Marie Poulter.

II. PRAYER OR PLEDGE OF ALLEGIANCE

Kent Miller led the Pledge of Allegiance.

Kim Kunz arrived at 7:05 p.m.

III. EXECUTIVE SESSION

Under Idaho Code 67-2345 (1b) and (1d), Kent Miller moved and Annis Williams seconded to go into Executive Session to discuss personnel issues and exempt records. A roll call vote was taken: Annis Williams, aye; Kent Miller, aye; Bill Martin, aye; Kim Kunz, aye; and Wally Aldous, (by Skype) aye. Motion passed 5-0.

The board went into Executive Session at 7:05 p.m. All in attendance were asked to step out of the room. Also attending the Executive Session were Elaine Asmus and Board Clerk Gayla Osborn. Personnel issues were discussed.

IV. RETURN TO REGULAR SESSION

It was moved by Kent Miller and seconded by Kim Kunz to return to Regular Session. All the board members present and Wally Aldous by Skype voted aye. Motion passed 5-0.

The board returned to Regular Session at 7:10 p.m.

V. APPROVAL OF AGENDA

Annis Williams moved and Kim Kunz seconded to approve the agenda as written. All the board members present and Wally Aldous by Skype voted aye. Motion passed 5-0.

VI. SNAKE RIVER HIGHLIGHTS

Principals Dave Kerns (Middle School) and Ed Jackson (High School) presented their building's highlights and Superintendent Gabrylczyk noted other district highlights of this past month (see attached). Mr. Kerns also asked the board's permission to sign up with Phil Meador Toyota for the bikes they give away for perfect attendance. He called them this year and they turned him down. He said that Blackfoot, Pocatello, and American Falls are a part of this program and Mr. Kerns would like Snake River to also become a part of it. They give away free bikes to sixth graders for perfect attendance. Bill Martin thanked all of those who make this District great.

VII. PATRON FORUM

There were no comments at this time.

VIII. CONSENT AGENDA

Minutes of the Regular Board Meeting of May 21, 2014; Transcription of The Due Process Hearing of Elaine Asmus held April 4, 2014 and April 7, 2014 (This document is over 579 pages so only the first and last pages of the two volumes are enclosed to be signed).

Resignations: Roger Thomas, Jr. High Principal; Lesli Olea Dorantes, Migrant Liaison.

New Hires: Odila Conica, Jr. High Principal; Lorrie Surerus, School/Community Library Director; Warren Collins, High School Math Teacher; Matthew Belliston, High School English Teacher; Sharon Gustaveson, High School Math Teacher; Virginia Townsend, Riverside 3rd Grade Teacher; Nancy Hill, Kindergarten Teacher; Heather Ashley, Kindergarten Paraprofessional; Carmella Flores, Migrant Liaison; Lynette Daw, Middle School Librarian.

Budget Report & Claims Payable for May, 2014.

A motion to approve the Consent Agenda as presented was made by Kent Miller and seconded by Kim Kunz. All the board members present and Wally Aldous by Skype voted aye. Motion passed 5-0.

IX. STUDENT TEACHER

Idaho State University is asking to place Brent Casselman, a student teacher, under Victoria Brown in Business Ed at the Jr. High, from August 25, 2014 through December 12, 2014. This arrangement has been approved by Mr. Thomas and Superintendent Gabrylczyk.

MOTION: A motion to approve Brent Casselman as a student teacher was made by Kim Kunz and seconded by Kent Miller. All the board members present and Wally Aldous by Skype voted aye. Motion passed 5-0.

X. HIRING EMERGENCY FOR AREA OF NEED

The Snake River School/Community Library has an opening for a library director. This position was posted with the Idaho SchoolSpring job board and with a Northwest Library employment center. They have received four applications, only two of which had a teaching certificate. The library board has recommended Lorrie Surerus for hire provided she can add a Library Media Specialist endorsement to her Idaho teaching certificate. Mrs. Surerus has agreed to pursue the needed credits and will be applying for her Alternate Authorization-Teacher to New Certification/Endorsement. This requires the board to declare that an area of need exists for this position. Mr. Martin asked if Mrs. Surerus would complete this by winter. Superintendent Gabrylczyk said she will be working towards that and has to meet the schedule set with the University.

A motion was made to declare that an area of need exists for the Snake River School/Community Library Director by Annis Williams and seconded by Kim Kunz. All board members present voted and Wally Aldous by Skype voted aye. Motion passed 5-0.

XI. FFA ALUMNI COMMITTEE

Jennifer Ellis, FFA Alumni Committee Secretary, spoke to the board about the Snake River FFA. The FFA Alumni Committee consists of Kathy and Tom Mitchell, Wayne Jensen, Rick Davis, Mr. Patten (Chairman), Delwin Bevan, Alden and Glenna Hale, JB Hoge, Stormy Bott (Chapter Treasurer), Jacey Monroe (Chapter Vice President) and Dakota Gilbert (Chapter President). Mrs. Ellis thanked Mr. Gabrylczyk and Ed Jackson for their supporting the FFA Program. She also explained that FFA has evolved to training students to be prepared to go into every form of Ag Business. Starting in 9th grade, FFA students can go to District, State, and Nationals. Programs within FFA include Livestock Judging, Extemporaneous Speaking, Ag Sales, Soils, and other programs that help teach the students. Mrs. Ellis also discussed the Supervised Agriculture Experience which helps teach how to start your own business. There is money available through a \$5000 loan for those who complete this program. This is a four-year program and scholarships are available for those who apply after completing the program. She also explained how FFA teaches responsibility and leadership. The Professional Tech Program is also available. Two years ago, there were 120 students signed up and this year there were 180 students. Mr. Miller asked if the Intro to Ag is new and JB Hoge answered that it began last year. Mrs. Ellis talked about the Farm Plot and what the students learn from this program. Mrs. Williams asked how many students were involved in the summer class. Mr. Hoge answered 28. He discussed the support from the community. Doyle Hawker helped plant the russet potatoes, the Gilberts planted silage corn, Todd Shawver donated soybeans, and Western donated fertilizer this year. Mr. Hoge believes this class is sparking interest in the field of Agronomy and with the support of the community he believes they will be able to do well. Superintendent Gabrylczyk also discussed the weather station. Mr. Hoge explained that the Tech Club and the Alumni Committee went together and purchased the weather station and explained how it will benefit the students in monitoring soil. This program is one of a kind. Superintendent Gabrylczyk told Mr. Hoge and the Committee how much he appreciated them and how excited he is about the things that are happening.

The FFA Alumni Committee also does an auction every spring. Approximately 200-300 people have dinner and then an auction is held. From 2002 to 2014, \$42,500 has been raised and has been given to the students through scholarships; \$11,500 has been given to students for FFA trips and where there is a need.

In the past, the FFA Alumni Committee helped pay for a Landscape Design/Floral Arranging teacher for three years.

The Snake River Ag Days is held for K-3 students each year, which they believe helps promote the FFA Program and also gives FFA Students to show what they do. They had 1600 people attend last year.

Mrs. Ellis thanked the board for all of their support. Mr. Martin told the FFA Committee how much he appreciated them and how good of job they were doing. He was concerned that Mr. Hoge might get overwhelmed and asked if they were turning anyone away from the programs that are offered. Mr. Hoge said that he is fine and that so far it has been manageable. Ed Jackson offered his support. Mr. Miller asked when the Committee held their meetings. Mrs. Ellis answered that they meet four times a year but they have informal meetings before big events. Mr. Miller would like to be notified of when the committee met and would like to be involved.

XII. SENIOR PROJECT ADVISORY

Jason Coles presented changes to the Senior Project requirements and format (see attached handout, areas in red are the proposed changes). Mr. Coles will be taking the place of Shauna Matthews, who organized the senior projects for the last two years. He proposed the due date of the senior project be changed to give those students who may not complete all of the requirements before graduation the opportunity not to fail. The biggest change in senior project requirements is the minimum amount of time that the students will work on their projects, which they would like to be 25 hours. This would include doing the actual project and also the service portion. Additional changes are that of a Pass/Fail grade and also changes to the Final Grading Rubric including a yes/no grading system instead of a point system. Mr. Martin asked how well attended the senior project meeting was to explain the requirements for upcoming seniors. Mr. Coles said it was well attended. Mr. Miller asked how the high school is communicating these changes with the students and parents. Mr. Coles explained that he has met with all of the senior advisors and that, after receiving approval from the board, they will contact their students. He also explained that the students could sign up with the advisors they wanted on the night of the meeting and those students who were starting this summer talked to their advisors at that time. Mr. Martin thanked Mr. Coles for his hard work.

A motion was made to approve the changes to the Senior Project Requirements beginning the 2014-2015 school year by Kim Kunz and seconded by Kent Miller. All board members present and Wally Aldous by Skype voted aye. Motion passed 5-0.

XIII. MEDICAL PROFESSIONAL CAREERS PROGRAM

Dr. Jake Poulter and his wife, Marie, opened a discussion about possibly proposing a Medical Professional Careers Program. Dr. Poulter explained that currently there is a very expensive program available to a select number of students who receive letters inviting them to attend a week-long conference held in Boston. Dr. Poulter believes these are money-making opportunities and they prey on ambitious kids in the community who have high goals. The Poulters would be willing to create and execute a program for the school district; if there is interest, this would give hope, understanding, and clarity to students who may be interested in a future medical career. Dr. Poulter said through Mrs. Isom's health professions program (and HOSA) he could arrange for students interested in having a health care profession to meet with specialists of all kinds, as well as medical students, residency students, fellowship students, physical therapists, radiology, and nurses and help them learn what is expected both financially and academically. This program has two advantages: 1) students do not have to go far away to get exposure and 2) the district has the resources to do this here if there is an interest. Mrs. Poulter talked about the path Dr. Poulter took in becoming a physician and they are passionate in helping those who are interested. They have also spoken with the high school counselors who were excited about the idea. Annis Williams asked how many students would be needed to make it work. Dr. Poulter said that if there were even two students, he believes it would be successful. Superintendent Gabrylczyk asked if this would be carried out during the school year or during a summer camp. Dr. Poulter envisioned that this would be something done during the school year working with Mrs. Isom. Mr. Miller said if interest could be engaged at the beginning of the school year a program could be ready by the spring. Dr. Poulter said that would give them plenty of time to generate interest. He said kids could be exposed to different aspects of the medical profession, even the holistic approach, not just being a physician. The Poulters also believe that this could be a leadership opportunity for students. Mrs. Isom mentioned that it is phenomenal that a local doctor and his wife are willing to give up their time and believes this is the key to the success. She offered her help and would be willing to help create the program. Superintendent Gabrylczyk would like to pursue this and said that there are contacts at Bingham Memorial Hospital. He believes that if this started in August word gets out and will generate excitement quickly. The Poulters would like to start with a planning meeting in August right after school begins. Mrs. Isom feels that this could be promoted through the HOSA Club. Mrs. Poulter also said that this would be nonprofit and that they were not looking at making money for themselves. Mr. Martin offered his support for this program.

XIV. BUDGET HEARING

Superintendent Gabrylczyk and Chris Nelson, Business Manager, presented the proposed 2014-2015 district budget. See attached budget handout. Ms. Nelson explained that the district is looking at reducing the carryover by about \$55,000. She said that she was grateful for the supplement levy. Superintendent Gabrylczyk explained that it would have meant 20-25 jobs lost without it. Mrs. Nelson explained that the district does have some new revenue streams coming from the state this next year. There are funds dedicated for content and curriculum, professional development, leadership premiums, and \$2,000 for strategic plan development. The board will need to dedicate time for professional development also. There are transfers scheduled for support of supplemental programs such as the Idaho Reading Initiative, Limited English Proficiency, Technology, and ISAT Remediation. These transfers are not new but Mrs. Nelson felt it was important to note that while they are required programs, it does require local support as well. Discussion was held regarding the expected reduction in enrollment. Superintendent Gabrylczyk stated that next spring will be very critical for this school district as it will be time to renew the supplemental levy. Mrs. Nelson also stated that the district should follow our auditor's advice to increase the bond levy to \$985,000 from \$700,000. This would mean about an increase of \$80 per year on \$100,000 valued home. Mrs. Nelson further explained that when the auditor presented the financial statement for last year, he cautioned the district against having such a low cash reserve. Superintendent Gabrylczyk added that it is good to have the levy rate low to be tax friendly but when the auditor recommends that the district needs to increase the rate, it is something to look at. Discussion was also held concerning the effects levies had on budgets. Mrs. Nelson said that the Board has the authority, privilege, and right to amend the budget if they wanted. If they don't feel good about the bond levy, it can be changed at this meeting. Mr. Martin would like to leave everything the same. Mr. Miller agrees with this statement. He believes that if there is an increase in the bond, voters are less likely to pass the supplemental levy this spring. Mr. Martin asked about only increasing half the amount on the bond. Mrs. Williams said that she did not want to jeopardize the levy. Mr. Kunz is reluctant to change it very much. He does not want to raise the bond levy. He thought that it made sense to have extra cash on hand though. Mr. Martin asked if the board had to decide on this today and Superintendent Gabrylczyk said that as this is a Budget Hearing it needed to be decided on tonight. Mrs. Nelson said that according to the worksheet, the minimal amount that should be levied is \$765,000. If the amount is \$800,000, it would increase the levy rate from 0.002031117 to 0.002322441, which is about a \$30.00 increase on a home's assessed-value of \$100,000. Discussion held regarding how levy rates and cash reserve affects the credit rating. Mr. Martin thinks that everything should be kept the same and all are in agreement. Mrs. Nelson said that this year's bond levy is \$699,100 and asked if it could go to \$700,000 instead. All board members agreed with this.

A motion was made to approve the 2014-2015 Proposed Budget as amended by Kim Kunz and seconded by Kent Miller. All board members present and Wally Aldous by Skype voted aye. Motion passed 5-0.

XV. FOLLOW UP ITEMS

The ISBA Summer Leadership Institute July 17, 2014 was cancelled.

XVI. POLICY READINGS (2nd Reading)

Policy 7317, "Positive Time Reporting Policy" is a new policy required for federal programs administered through the district because they are funded by federal sources and are obligated to meet federal guidelines in order to qualify. If federal funds are used for an employee's salary, the employee is required to record time spent working on a federal program on a timesheet as hours worked through means of "positive time reporting" or actual time spent working on a set of activities under the terms and conditions of the funding source. Superintendent Gabrylczyk said that the district had the Title 1 audit in April and there are things that needed to be worked on but there was improvement over the last two years, not only financially but the findings from the last audit. Mr. Martin asked if employees are required every day to write down time that they spent with each program. Superintendent Gabrylczyk said it would be monthly so that when an audit comes next time there is documentation. Mr. Miller asked how this works with time sheets. Mr. Kerns said that time sheets are required to show a percentage of time that was spent in each program.

Policy 8294, "Transportation to Extracurricular Activities" is a revision changing Policy 8294 from Transportation to School Sponsored Extracurricular Activities. The policy has been reworked with the input of Mr. Miller, Bob Coombs, and discussion from the last meeting. We have tried to explain the use of the two forms. 8294f1, "Transportation to Extracurricular Activities Waiver Form" is to be used when a parent wishes to transport their student to and from an event if the district is not providing transportation or has given special permission (given out prior to the event). The second form 8294f2, "Bus Form Parent Release" is a form the coach uses for the parents to sign a waiver that they take responsibility for taking their child home from an event.

High School Handbook Policies (Policy 8070, "Code of Conduct": Bryce Lloyd, the district's attorney, updated the board last month on the need for revisions of Policy 8070, "Code of Conduct - Discipline Policy" with its procedure 8070p. This policy is currently in the high school handbook. Jackie Alvarez said that there was a typo on page 7 of 8 on procedure 8070p, where it says the policy will be notified it should say parent will be noted. This will be changed.

It was moved by Annis Williams and seconded by Kent Miller to approve the second reading of the new policy 7317, "Positive Time Reporting Policy," the revision of Policy 8294, "Transportation to Extracurricular Activities," and the update of Policy 8070 "Code of Conduct - Discipline Policy" with its procedure 8070p. All the board members present and Wally Aldous by Skype voted aye. Motion passed 5-0.

(1st Readings)

Policy 8201, "High School Extracurricular Academic Eligibility" is a revision of the policy. With the addition of the new advisory class at the high school, revisions to the requirements were needed for students to be academically eligible to participate in extracurricular activities. Students must be enrolled in and pass six out of seven classes that are offered each trimester. Also, every traditional student must be enrolled in an advisory class. Mr. Martin asked about the advisory class and Mr. Jackson explained that it is a class that will be daily from 11:30 a.m. to 12:00 p.m. where students will be monitored and helped by an advisor. Mr. Miller asked if these changes were more stringent than the requirements of the IHSAA. Mr. Jackson said that these meet the requirements and that they needed to be changed because of the move to a seven-hour day instead of six.

It was moved by Kent Miller and seconded by Kim Kunz to approve the first reading of the revision of policy 8201, "High School Extracurricular Academic Eligibility." All board members present and Wally Aldous by Skype voted aye. Motion passed 5-0.

XVII. YEAR-ROUND CLEANING PROPOSAL

Superintendent Gabrylczyk explained that the district was approached by a company to provide year-round custodial services. Alden Hale discussed that with Donna Packer retiring and no one to step into that position who lives locally, he would like to look into this cleaning proposal. He has been watching the Blackfoot School District, who recently signed with this same company. The company would come in and do the custodial supervisory, do hiring, etc. Mrs. Nelson said that they would use our equipment until it gives up and then they would replace it so the district would not need to purchase cleaning equipment anymore. The custodians who work for the district now would reapply and they would need to pass a 90-day probation period. If they pass then they will be on their staff. Mr. Hale said that he believes that if they are invested in PERSI they can keep it but the cleaning company will offer a 401K and, for those who are not invested, the money can be rolled over to that. This company also proposed to do our summer deep cleaning and gym floors, etc. They would like to do some landscape work but Mr. Hale didn't think this was important. Mrs. Nelson said included in the bid would be after-activity cleanup. A schedule of all activities and the specifications would need to be provided to the company. Mr. Miller asked if there was an opportunity to save money. Mr. Hale is still putting everything together and thinks there is a possibility of breaking even or a small savings. The biggest savings would be using the money for what it is designed for, this company would be supervising the custodians, wages, etc. Mr. Miller asked when we put out the RFP's if this is the only company we would consider. Mr. Hale said no. He also said that we would need to put this up to bid with all of the specifications. Superintendent Gabrylczyk thinks that it wouldn't hurt to do an RFP to see what the details would be and see what the results are. Mr. Kunz said that the Firth School District has been doing it for years and believes that this is the way everyone is going and it works. It shifts the problems to someone else.

It was moved by Kent Miller and seconded by Kim Kunz to send out Requests for Proposals for year round custodial services. All the board members present and Wally Aldous by Skype voted aye. Motion passed 5-0.

XVIII. SPECIAL MEETING TO HOLD AN EXECUTIVE SESSION

A special meeting to hold an Executive Session will be held on Monday, June 23, 2014 at 6:30 p.m. Leslie Mielke asked what this will be for and Mr. Martin said it will be for personnel issues.

It was moved by Kent Miller and seconded by Kim Kunz to have a Special Meeting to Hold an Executive Session on Monday, June 23, 2014 at 6:30 p.m. All the board members present and Wally Aldous by Skype voted aye. Motion passed 5-0.

XIX: EXECUTIVE SESSION

Under Idaho Code 67-2345 (1b) and (1d), Kent Miller moved and Kim Kunz seconded to go into Executive Session to discuss personnel issues and exempt records. A roll call vote was taken: Annis Williams, aye; Kim Kunz, aye; Kent Miller, aye; Bill Martin, aye; and Wally Aldous (by Skype), aye. Motion passed 5-0.

The board went into Executive Session at 9:15 p.m. Also attending were Superintendent Mark Gabrylczyk, Board Clerks Gayla Osborn and Terisa Coombs, Chris Nelson, Jennifer Ellis, and Delwin Bevan. Personnel issues were discussed. Jennifer Ellis and Delwin Bevan left at 9:45 p.m. At 9:50 p.m., Chris Nelson and Terisa Coombs were excused. Mr. Gabrylczyk excused himself at 10:40 p.m. and another personnel issue was discussed.

XX. RETURN TO REGULAR SESSION

MOTION: It was moved by Kim Kunz and seconded by Kent Miller to return to Regular Session. All the board members present and Wally Aldous by Skype voted aye. Motion passed 5-0.

The board returned to Regular Session at 10:50 p.m.

XXI. ADJOURN

A motion to adjourn was made by Kim Kunz.

The meeting was adjourned at 10:51 p.m.

ATTEST:



Clerk



Chairman

7-22-14

Date