

Teton County School District #401
Minutes of the Regular Meeting of the Board of Trustees
District Office
Monday, October 10, 2016 – 5:30 PM

Members Present:

Delwyn Jensen, Chair
Chris Isaacson, Vice Chair
Ben Kearsley
Nan Pugh
Shelley Streit
Monte Woolstenhulme, Superintendent
Becca Berry, Clerk

Excused:

I. Executive Session

At 5:00 p.m., Chris moved to go into Executive Session according to Idaho Code Section 74-206(1)(a)(b)(j) to discuss personnel, student, and legal. Ben seconded the motion. Roll Call: Shelley Streit voting yes, Nan Pugh voting yes, Delwyn Jensen voting yes, Chris Isaacson voting yes, and Ben Kearsley voting yes. No unopposed votes, motion passed 5-0.

Items discussed:

- a) Personnel
- b) Student
- j) Legal

Exited Executive Session at 5:20 pm.

II. Open Session

Present: Lisie Smith, Megan Bybee, Carl Church, Frank Mello

III. Call to Order

Delwyn Jensen welcomed those in attendance and led the group in the Pledge of Allegiance.

IV. Consent Agenda

Consideration of Minutes: September 2016 Minutes

Acceptance of Monthly Financial Reports

Personnel: Bailey Larson was hired as THS Assistant Cheer Coach

There is a request to add a position. That request will be pulled out of the consent agenda.

Chris asked on the financials if the charges for uniforms are for all sports. Mr. Woolstenhulme explained that they are on a rotation between all the different teams.

Chris asked if everything with our sprinkler system was working because she had heard it was not working. Mr. Woolstenhulme explained that they had a pump go out and then a lightning strike broke something that prevented the pump from working, but it is all working now.

Chris motioned to approve the consent agenda with minutes, and fiscal reports, personnel. Shelley seconded the motion. Passed 5-0.

V. Action Items

Public Comments

n/a

Student Requests: National FFA, College Field Trip

David Ross thanked the Board for helping FFA go to nationals last year. Amber Chambers will compete in the national speech contest as she won Idaho's FFA speech competition. He asked the Board to consider helping FFA go to nationals again this year. He has listed the specifics on a form. Nan thanked him for completing the form.

Amber Chambers presented her speech that she will give at the National Convention.

Ben motioned to approve the request for the FFA group to go to the FFA National Convention. Passed, 5-0. Approved for the \$2,350.

Abby Williams explained that she would like to take some students on a field trip to colleges in Idaho. They will tour six college campus tours in four days. PTE money will cover her expense. There is a \$200 cost to each student; last year parents were fine paying that to get kids to see colleges.

Nan motioned to approve the college field trip and fund it at \$2,500. Chris seconded. Passed 5-0.

2015-16 Audit—Scott Bond

Scott Bond reviewed the letter written just to the Board. There are three recommendations.

- Have an actuary evaluation of employee benefits—qualified audit just because of this
- There are several funds that had expenses in excess of budget. Recommend that if there are significant variances then amend the budget.
- Self-funded, self-insurance, had \$148k in fund to cover reimbursement of claims. FYI.

District controls and Federal Programs came in positive.

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These are major funds-shown separately. General, Child Nutrition, Debt Service, Plant Facility. Shows revenues and expenditures. Total expenditures in General Fund is \$11.5 million. He likes that the Board adopted a policy to have a reserve. The goal is to have a three month reserve based on that the ending balance. Because that is in there are some restrictions as to how fund balance can be spent. The District started the year at \$3.1 million and ended at \$3.7 million.

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- \$3.7 million fund balance
- Restricted \$133,961
- Committed \$3.33 million
- Unassigned \$325,920 (available to board and as needed)
- \$3.33 can only change if Board motions to use it

Scott noted that the Board should hope to never use the \$3.33 unless an emergency were to arise. The district has a good fund balance and is in a good financial position.

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Food Service had a good year. Federal funds is non-profit so the goal is to break even at the end of the year. The fund can have a three month reserve. Excess money cannot be used to reduce the cost of lunch for students but it can be used to buy better quality food. Food Service ended with a \$158k fund balance, which is just over the three month reserve. The program is running very efficiently.

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- Debt Service-Bonds
- Most covered by taxes

Page 36 and 37

- Two Bonds repaid this year.

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- Plant Facility Fund
- This is one fund was one that had more expenses than budgeted. \$845k used, \$21,717 fund balance. Bus purchases is the main thing.

The Debt Service Fund can only be used to pay for bonds. Scott noted that the big balance is just a timing issue. As soon as August hits that money is pretty much gone. Monte explained that we paid off two bonds, but our payment is not changing because we refinanced so there would be no payment change. The refinance structured the bonds so a similar payment would occur. Savings to tax payers for refinance was about \$1.2-\$1.3 million.

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- Buy Down Account
- Fund is to help stabilize insurance rates. Is a little risky to have this account; make sure keep a good balance in there.

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These are the funds that ended with more expenditures than budgeted:

- Plant Facility Fund: \$390,494
- Medicaid Fund: \$60,382

- Vocational Education Fund: \$483
- State Substance Abuse Fund: \$540
- Title VI-B IDEA School Age Fund: \$8,105
- 21st Century Grant Fund: \$3,391

There were no funds with deficits at June 30, 2016.

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- School Accounts
- This money goes through the schools, not the district

Scott Bond summarized that the year ended well for the District. He likes the policy that the Board adopted regarding fund balance. He wishes more districts would do that. Things look really strong. He would just remind them to adjust the budget if needed.

The Board will review the budget and look to approve next month.

Nan asked when the Board should have a conversation about the unassigned amount. Delwyn explained that this was last year's budget and it might not be unassigned in this year's budget. When we revise the budget we can look to see if we think there may be some excess and if so we can account for that. In teacher negotiations money was used to increase salaries.

Chris moved to amend the agenda to discuss personnel positions. Ben seconded. Passed 5-0.

Food Service Budget and Personnel Positions

Kathy, has met with Monte, Carl, and Becca in reviewing how to draw her balance down. Kathy puts in lots of time over 40 hours a week, so she would ask for a part time person to help her in the office.

Ben motioned to approve the part time person in the food service department. Passed 5-0.

Restoring Two Bus Routes—October 17-20

Nan motioned to accept the changes to the bus route. Shelley seconded.

Kendall will restore the two bus routes when get people trained. That should happen in the next few weeks.

School Reports:

TEA:

- After speaking to teachers, they said the Board is welcome in the classrooms anytime.
- Eggs in Education, teachers enjoyed attending if could have it on a grade day. They felt valued when included in that. Nan would like to do something on a grade day that would focus on the Board and staff.

TVEF:

- Ride and Dine last Friday, just under 200 people.
- Awarded Grants to teachers. Monte supplied some funds for science equipment.
- Did hearing testing at elementary and some TMS.

Admin:

- Been working on uploading teacher rosters for student/teacher feedback.
- Principals have been working with teachers on goal setting.
- Early voting is open, supplemental levy brochure going to be sending out. TEA has been very supportive in supporting and educating the community about the supplemental levy.
- October 19th to Rigby for Spanish Program Tour. Chris would like to do a parent night when we have Hispanic Parent night. Shelley suggested when a meeting is set, information should go out to current Preschool Students.

Supplemental Levy Renewal \$3.1 Million/Year for 2 Years—November 8th

Mr. Woolstenhulme is going to send out a mailer. He will forward that to the Board to review before it goes out.

PR Committee Roles with Supplemental Levy

Shelley had a few people on the PR committee ask if they could do anything to help with the Supplemental Levy. Mr. Woolstenhulme and the Board did not give them any specific job to advocate for this.

Nan suggested that the PR Committee can help with the brochure. Monte said they could in the future; this year he is almost done with it and there is probably not enough time for them to get together and complete it.

Shelley explained that right now the PR Committee is just working on helping Bob. They are very busy motivated people so the Board should direct them to specific tasks. The last was mostly getting people caught up on what is happening.

Bob Gammelin—Contract Review

Bob Gammelin created a contract and the attorney made a few changes. His original contract said \$3,800 and not to exceed that amount without written approval from the Board. Other companies that they looked at would asking for much more money.

Ben motioned to accept Bob Gammelin's contract not to exceed \$5,000. Nan seconded. Passed 5-0.

Proposed Resolution for Selecting Architect & CM/GC

Ben motioned to accept the proposed resolution for selecting an architect, Shelley seconded. Passed 5-0.

The Board has to advertise for two weeks. Firms will request the RFQ which says what we want to do. Then firms can submit a SOQ. They create the SOQ based on the guidelines. The Board could then interview the top two or three candidates if they wanted.

The Board will use the same scoring card.

Chris moved to approve the RFQ for an architecture search. Ben seconded. Passed 5-0.

Bond Website & Information

Mr. Woolstenhulme suggested using their in house web developer to make the bond website. Delwyn would rather hire a professional to do it. Nan noted that Mike Mourie is willing to help financially with the bond; he could perhaps help pay to hire someone to do the website.

PR Committee Roles with Bond

No discussion.

Review of Proof of Strategic Plan Brochure from Karen Russell

The final edits need to be to Karen by Wednesday. The Board should get them back from her by the 28th. Since the strategic plan is a five year plan, it would not hurt to print more than what is going to be sent. Discussion on weight of paper brochure.

There are around 4,600 mail boxes in Teton Idaho County. The Board would like to send the brochure to people in Alta and home with every student. Nan suggested having some available at PTC and giving multiple copies to the realtors.

The Strategic Plan is a five year plan but Dual Immersion will be done within five years so the Board will need a new brochure before the five years is up.

The Board decided to order 7,500 copies and use heavier paper.

Review/Adoption of Special Education Manual

Chris moved to adopt the 2016 Special Education Manual. Ben seconded. Passed.

National School Board Conference

This year's National School Board Conference is in Denver. Ben would love to go but is pretty busy that time of year. The conference is right before/during spring break so Delwyn and Shelley will not be able to go. Chris, Nan, and Monte are interested. Becca will make reservations and sign them up for the Conference.

Policy:

1110

Chris moved to approve 1110. Passed 5-0.

2125

Becca will change the name of policy 2125 since we already have a 2125.
Chris moved to approve 2125. Passed 5-0.

2425

Ben moved to accept changes to 2425 as outlined. Passed 5-0.

2435

Nan moved to accept policy 2435. Ben seconded. Passed 5-0.

2435F

Chris moved to approve the form 2435F. Passed 5-0.

3510

Chris moved to accept 3510. Ben seconded. Passed 5-0.

5105

Ben motioned to approve 5105. Chris seconded. Passed 5-0.

5401

Ben motioned to adopt 5401 with the proposed Procedures by the Sick Leave Bank Committee.
Passed 5-0.

5400

Nan motioned to table 5400. Passed 5-0.

5480

Discussion on \$900 amount, \$850 amount, and the cost of benefits.
Chris moved to accept 5480. Shelley seconded. Passed 5-0.

8605

Chris moved to table. Ben seconded. Passed 5-0.

VI. Other Business

When does the Board want to leave for the ISBA conference? Wednesday around 7 am. Bring an auction item if you can. The Board decided not to pursue their resolution.

Chris moved to withdraw the resolution, Funding Impact from Student Sport Participation with the ISBA. Ben seconded. Passed 5-0.

Nan noted that Eggs in Education will be November 2nd at the Community Center.

Shelley suggested that the District's logo be the header on the website.

VII. Public Comments

n/a

Chris moved to adjourn. 9:45 pm.