

OFFICIAL MINUTES
JT SCHOOL DISTRICT #342
CULDESAC, ID 83524

The Board of Trustees held their regular meeting on Wednesday, September 14, 2016 in the School Library at 7:00 p.m. as posted. Those in attendance were Chairman Cecil Martin, Vice-chairman Bryce Scrimsher, Trustees Kathryn Bomar, Dustin Heinzerling and Eric Steigers, Superintendent Alan Felgenhauer, Principal Chase Woodford, Clerk/Treasurer Loretta Hammond-Nichols, one employee and Auditor Tony Mattson of Hayden Ross firm.

ORDER/SALUTE

Chairman called the meeting to order at 7:02 p.m.

SUPERINTENDENT REPORT

BUDGET STATUS (8/31/16) – Revenue paid by the SDE is about 50% of the funds for the year. Expenditures are mostly 2015-16 expenses. September the new budget begins for most of the personnel payroll expense.

PROJECT UPDATES – The final adjustments being made for the HVAC units that were installed this summer. Security Cameras have been installed. The boiler for this half of the building will be turned off to save on the fuel heating bill. The staff will need to manage the thermostats for the split units this winter.

PRINCIPAL REPORT

Enrollment – The student count is at 105 with the Preschoolers. Elementary has 61, Junior High at 16 with the High School of 28 students.

Athletics – HS Volleyball has two participants, HS Cross Country with two participants, five students in JH Football and two in JH Girls Basketball. Homecoming week will be October 10 – 13th.

Staff Training – Professional Development for milepost training is Friday at Highland.

PUBLIC COMMENTS – none

BOARD COMMENTS

Chairman asked the Principal how the house remodel project was going.

Principal explained that the plumber has been on vacation so the bathrooms are not done yet. Carpet has been removed and now waiting on the drywall to be completed before flooring or painting can be finished.

Chairman remarked that students can learn these trades as another education option and be successful.

CONSENT AGENDA (Agenda/Minutes/Finance Report/Current Bills/Leave Report Approval/2016-17 Bus Routes/2016-17 Student Handbook Approval/2016-17 Staff Handbook Approval)

Superintendent asked to move the Audit Report on the agenda to the next item of business.

Trustee Bryce Scrimsher moved to approve the consent agenda as presented with the request. Seconded by Trustee Dustin Heinzerling/Motion passed.

AUDIT PRESENTATION – Tony Mattson of Hayden Ross (Moved up from New Business on the Agenda)

Mr. Mattson presented the audit for the financial 2015-16 year with a clean opinion for the district. The first visit started in July with on-site field work done in August and some follow up in September by electronic communications. Next year the GASB standards for Post-Employment Benefits will be reviewed for reporting in 2017. This is the retirees that pay their own health insurance premiums but benefit from the group plan of school district coverage offered by Blue Cross of Idaho. Their benefit coverage is weighted in the cost of the premium. The district has always done a pay as you go option when reporting in the past for the benefits. The liability for the OPEB on the benefit was about \$22,000.00. The cost for the services to produce the report is about \$4,000.00. Also looking to expand the supplemental reporting with the same detail as the General M&O funds report details. The financial statements are reported in two different ways. A report as a business-like entity and the other is the governmental reports. The district

does not have any bonds or debt. The pension liability report for the PERSI unpaid retirement plan is a year behind due to the fiscal year reporting timeline. Culdesac School District portion of the unfunded retirement liability for PERSI is about \$187,000.00. This is the estimated cost if Culdesac was required to fully fund their retirees. PERSI is at 91% funding as of June last year. Previous year as of June 2014 PERSI was 95% funded.

The Statement of Net Position shows the district assets and liabilities with the Statement of Activities showing the difference in programs by expenses and revenues. This report shows that the district covered \$11,549 of expenses for the Food Service program this past year. The Government Funds Statement of Revenues, Expenditures and Changes in Fund Balance report shows an overall decline of \$9,755 in the M&O account balance, an increase in the Capital Projects which is the Plant/Bus Accounts of \$11,112. The Food Service Program balance ended the year at \$1,632. The total fund balance for all funds is \$930,704. Most of the M&O account balance is obligated for summer personnel payroll and benefits. The M&O account covers the other grants up front due to the fact that they operate under a reimbursement basis. The supplemental levy of \$250,000.00 has helped the district maintain stability. The chart presentation gives a visual picture of the district general fund account. The recommendation is to carry a minimum of two to three month of expenses fund balance to cover payroll between SDE payments. This best practice helps the district being able to cover the summer projects when expenditures tend to run higher than the average months during the school to pay for building upkeep. The ten year chart shows that the district has been stable with the last two years lower due to the \$300,000 transfer to the Plant Facility Account. The state support was up this last year of about 6.5% for the support unit. The legislature is trying to restore the funding for the schools at the rate before the recession. The state funds about 80% while locally the levy is funding 17% of the programs. Instructional and classroom support programs are 57% of the budget expenses. Payroll and benefits run at 65% with other maintenance, utility, insurance and technology costs at 34%

Chairman asked the difference between the larger districts versus smaller school expenses.

Auditor will look at comparing the different schools audited this year and get that info back to the school at a later date.

Trustee Eric Steigers is interested in the ratio per student cost and the percentage of old building maintenance expenses.

Auditor reviewed the Child Nutrition report noting that the district covered payroll and benefits for 2015-16 until reimbursement at the end of the year. Most districts help cover food service costs and with the limited enrollment that will continue to be the norm for Culdesac as a small school. The Bus Depreciation account has \$108,000 to cover the purchase of the bus which costs about \$80,000.00. Plant Facility expenses were covered by the M&O account with SDE payment of Lottery funds and the match funds required by the district. The continued building projects will reduce the M&O fund balance within the next few years. You will want to target and maintain at least a three month fund balance.

Chairman thanked the Auditor for the graph presentation as it makes the numbers simple to understand. It is good news to hear that the district is doing well.

Auditor noted that he appreciated the Clerk being ready for the early August audit.

Trustee Bryce Scrimsher moved to accept the audit as presented. Seconded by Eric Steigers/Motion passed.
Trustee Bryce Scrimsher moved to approve the 2016 Financial Statement publication. Seconded by Trustee Dustin Heinzerling/Motion passed.

UNFINISHED BUSINESS

PROPOSAL FOR TENNIS/BASKETBALL COURT

Chairman asked that this was tabled until all five of the Board members were present for the discussion.

Superintendent recommend that with only a few tennis players participating a single court is adequate for practice. The tree that resides just outside the court will need removed to prohibit root growth disturbing the court surface. We want to keep the existing basketball court as it is. It gets regular use by students.

Chairman agreed that the existing tennis court is enough but mentioned that it does need repairs and maintenance to be safe for players.

NEW BUSINESS

NOVEMBER BOARD MEETING DATE CHANGE

Superintendent reminded the Board of the ISBA conference in Boise for November 9-11th. Mr. Felgenhauer suggested the following Monday or Tuesday to reschedule the meeting.

Trustee Bryce Scrimsher moved to change the November meeting to Tuesday the 15th after the ISBA conference. Seconded by Trustee Kathryn Bomar/Motion passed.

REVIEW STRATEGIC PLAN POLICY

Superintendent reported that the policy needs reviewed each year with any continuous improvement strategies or goals for the district. This policy will be placed on the school website to meet SDE guidelines. The updated policy will state five goals for the school. The policy requires two readings for revision. Mr. Felgenhauer discussed the five goals with the Board. The policy will be brought back next month for approval.

FUEL BIDS FOR 2016-2017

The bids were sent to Primeland Coop, Thiessen Oil Company, Coleman Oil Company and Atkinson Company.

Only two bids were received.

One bid is for bus fuel from Coleman Oil Company at \$2.31 gallon for unleaded and \$2.33 gallon for diesel at the card lock pump just outside City of Culdesac. No heating fuel bid from Coleman.

The second bid is for delivery of heating fuel from Thiessen Oil Company at \$1.92.5 per gallon. No bus/van fuel bid from Thiessen.

Superintendent explained that now since both fuels are not from the same company the expense will not need to be bid out in the future as the heating fuel will be less with the HVAC units installed now.

Trustee Bryce Scrimsher moved to accept the Coleman Oil bid for bus/van/vehicle fuel and the Thiessen heating fuel bid as presented. Seconded by Trustee Kathryn Bomar/Motion passed.

FOOD SERVICE AGREEMENT WITH SPOKANE DISTRICT #81

Food Service of America can offer better prices through the agreement than the bids that were awarded with Lewiston School. Culdesac uses or piggybacks other area bids to try and save money on expenses. Superintendent signed the agreement and needs Board approval to submit to the Spokane District for their approval.

Trustee Bryce Scrimsher moved to join the agreement with the Spokane District #81 for Food Service Program purchases. Seconded by Trustee Kathryn Bomar/Motion passed.

OPEN ENROLLMENT REQUESTS

Noah Peterson is in the Fifth grade. His application was held last month due to misleading information on needing services that has been resolved. Noah has been attending and is doing fine.

Myles Largent who wants to return to the Eighth grade from Lewiston has signed a behavior agreement. He shows signs that demonstrate better attitude and growing up from previous attendance at Culdesac School

Trustee Eric Steigers moved to approve the two open enrollment applications. Seconded by Trustee Dustin Heinzerling/Motion passed.

Comment was that the bus turn around for that stop on the route will need to be graveled before winter to pick up student.

Trustee Bryce Scrimsher moved to enter executive session as per ID 74-206 for personnel and student matters. Seconded by Trustee Kathryn Bomar/Board Poll – Yes, Yes, Yes, Yes and Yes/Affirmative response.

INTO EXECUTIVE SESSION: 8:25 P.M. (Principal and Clerk excused)

Personnel discussed.

Student issues discussed.

OUT OF EXECUTIVE SESSION: 9:05 P.M.

No decisions were made during executive session.

Superintendent records minutes

PERSONNEL

Trustee Bryce Scrimsher moved to approve Henry Filippini and Chase Woodford as Trapshooting Advisors, Ann Munstermann-Weber as the JH Volleyball Coach and Lindsey Parkins as the JH Basketball Coach. Seconded by Trustee Kathryn Bomar/Motion passed.

RESIGNATION

Trustee Bryce Scrimsher moved to approve the resignation from Sandra Laves. Seconded by Trustee Eric Steigers/Motion passed.

ADJOURN 9:08 P.M.

Chairman

Clerk