

OFFICIAL MINUTES
JT SCHOOL DISTRICT #342
CULDESAC, ID 83524

The Board of Trustees held their rescheduled meeting on Monday, September 17, 2018 at 7:00 p.m. in the school library as posted. Those in attendance were Chairman Cecil Martin, Vice-chairman Bryce Scrimsher, Trustees Eric Steigers and Dustin Heinzerling, Superintendent Alan Felgenhauer, Principal Chase Woodford, Clerk/Treasurer Loretta Hammond-Nichols, Auditor Tony Matson of Hayden Ross, two new staff and three employees. (Absent-Trustee Mitchell Reid)

ORDER/SALUTE

Chairman called the meeting to order at 7:03 p.m. and those present joined in the flag salute.

REPORTS AND COMMENTS

Superintendent Report

*Budget Status (8/31/18) – Revenues and expenditures look good with payment in August for half of the state funds. July and August expenses are mostly the accruals for staff summer payroll and benefits. September will be the first month showing current year staff payroll/benefit expenses.

*Region II ISBA Meeting – This is scheduled in Lewiston on Wednesday the 26th at 6:00 p.m.

*Special Education Teacher, JoAnn Bricker (Early Childhood Endorsement Application) – Ms. Bricker has sent the application to the State Department of Certification for the new endorsement to help serve preschool students.

*Title I CSI UP Grant (School Improvement Funds) – Due to low performance in the high school for ISAT math scores and being a K-12 school, this grant of \$7,500.00 up front is to cover expenses for staff training and travel. It is available for up to three years to help Culdesac student test scores reach proficient and raise graduation rate percentage from the cohort to above 80%. Culdesac School needs to implement a college and career readiness program for the students to enroll in advance opportunity classes that have dual college credit and career certification programs. The projected total funding could be \$70,000.00 per year to accomplish these goals. The grant requires a three year needs assessment with annual improvement documented. We are one of 27 schools in the state of Idaho that have been identified for this assistance.

Principal Report

*Enrollment – Culdesac has 50 students in elementary, 12 junior high students and 30 in the high school. The Preschool has seven students for a total of 99.

*Activities/Events- Staff this year are learning a new student management system. The school switched from Schoolmaster to Powerschool software.

*Dr. Moore the school science teacher received a Cardboard Challenge Grant of \$350.00. These funds will help demonstrate students' creativity with the upcoming Homecoming event. It is open to the high school and elementary. Dr. Moore purchased a vending machine to use as a fundraiser for the Robotics Club. It will be filled with smart snacks and available to students when Food Service is not serving meals. We need approval to go ahead as we do not want to hurt or compete with the Food Service Program. Costco has items to stock the vending machine that meet the smart snack guidelines. (Chairman asked the administration to explore the option and report back in a few months.)

*New staff introductions-Tony Smallen is the new Junior High teacher, Chanel Harming is the English teacher and Poppy Filipponi as the new Administrative Assistant in the office.

Public Comments

A staff suggested sending a note home to parents to inform them of the new vending machine.

Board Comments

Trustee Eric Steigers noted that construction surprises can be costly like the Spokane district spending a quarter million dollars to dispose of an old oil burner.

Superintendent noted years ago it cost about \$40,000.00 to dispose of an old gas tank that was in the corner of the parking lot at Culdesac.

CONSENT AGENDA – (Agenda/Minutes/Finance Report/Current Bills/Employee Leave Report Approval/Approve Revised Minutes of February 8, 2012/2018-19 Student Handbook Approval/2018-19 Staff Handbook Approval)
Superintendent noted no changes were needed and that the Clerk sent out the two handbooks earlier for your convenience to review.

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

ACTION ITEMS AGENDA

Unfinished Business

Second Reading Policy 703.1-Open Enrollment

Superintendent changed the wording as discussed from the first reading.

Trustee Bryce Scrimsher moved to approve Policy 703.1 as presented. Seconded by Trustee Eric Steigers/Motion passed.

New Business

Audit Report for 2017-2018 Fiscal Year

Mr. Matson of Hayden and Ross reviewed the government letter with the Board and reported that the audit went well and no disagreements with the management during the process. New this year is the reporting of the GASB 75 OPEB standards as discussed last year. This report had not been part of the audit since 2012. The previous report showed a \$22,000.00 liability for retirement health insurance benefit costs. The 2017-2018 liability is currently at \$20,000.00 which is down due to higher premiums that the retirees decide not to continue during retirement. The new GASB standards for the upcoming audit will cover lease agreements the district has in place with vendors such as vending and copiers. The audit reflects a clean opinion without any qualifications. PERSI shows an unfunded liability which is two one-hundredths of a percent that is Culdesac School Districts' portion. The district ended with an increase net equity of \$214,000.00 which shows stability. Five of the last ten years the revenues have exceeded expenditures. The recommendation is a fund balance equal to two months of expenditures in revenue and the district has approximately 2.4 months as an ending balance. The district had a slight increase in funding units which reflects the increase in state funding. The local levy is relied upon to keep the district stable. Instruction costs of payroll and benefits is about 59% of the expenditures. Child Nutrition program still continues to need the district support to operate. Capital Projects account received a \$200,000.00 transfer from the M&O account to help fund future construction/remodel projects for the district. The levy may permanently need to continue to cover future costs. The presentation continued with review of the graphs for the General Fund revenue and expenditure ten year comparison including the fund balance. Revenue analysis showed federal funds at 2.3%, local at 15.3%, and State funds at 82.5% of the M&O Account. The M&O expenditures analysis breakdown shows instruction at 44.81%, instruction support at 42.87%, and non-instruction at 1.32% with transfer at 11% due to the capital projects portion. Payroll is 43% with benefits at 15.8% for a total of 58.8% of the budget. The other expenses of 30.2% pay the remainder of the costs of the district. The transfer of 11% covers the bus depreciation and capital projects for future construction remodel projects. Additional equipment increases this year were for the CTE program for a van and plasma table purchase through grants. The Child Nutrition account did increase the ending balance due to increase enrollment and participation in the program this year with support of the district. The Capital Projects fund balance increased due to the transfer. Auditor commented that the M&O and Capital Project Funds were in good condition which reflects the Board and Management doing a good job with the funds they are given to oversee to support the school.

Chairman Martin noted that plumbing issues in concrete walls with a building built in 1939 could be costly. It is one of the upcoming projects that the district needs to address. Mr. Martin thanked the Auditor for the presentation and enjoys the graphs and a concise report.

Trustee Bryce Scrimsher moved to approve the audit for 2017-2018 fiscal year as presented. Seconded by Trustee Dustin Heinzerling/Motion passed.

2017-2018 Financial Summary Publication Approval as Per Audit

Trustee Bryce Scrimsher moved to approve the 2017-18 Financial Summary as audited for publication. Seconded by Trustee Eric Steigers/Motion passed.

Approve 2018-2019 Coop Agreement with FSA via Spokane School District

Superintendent recommended approval of the agreement since this provides affordable prices for the Food Service Program.

Trustee Bryce Scrimsher moved to approve the 2018-2019 agreement coop with FSA as presented. Seconded by Trustee Dustin/Motion passed.

First Reading Policy 105.0 Board Meeting Procedures

Superintendent commented that the policy meets the new guidelines in the law for meeting requirements for notice of agenda and items on the agenda. Superintendent received discussion for changes to executive session minutes for the next reading.

Chairman noted acceptance for the first reading of the policy.

Delete Policy 703.2 – Process for Non-Resident Enrollment

Superintendent recommended to delete this open enrollment policy due to adoption of new policy that included an update to this language.

Delete Policy 703.3-Guidelines for Enrolling Non-Resident Students

Superintendent recommended to delete this policy as well as it was part of the adoption of the previous open enrollment updated policy.

Trustee Bryce Scrimsher moved to delete Policies 703.2 and 703.3 as recommended. Seconded by Trustee Eric Steigers/Motion passed.

November Board Meeting Date Change-Tuesday, November 13, 2018 at 7:00 pm

Superintendent recommended the change due to the ISBA conference in Boise for November 14-16th.

Trustee Bryce Scrimsher moved to change the November meeting to Tuesday the 13th. Seconded by Trustee Dustin Heinzerling/Motion passed.

EXECUTIVE SESSION as per IC 74-206 1(b) for Student Matters

Trustee Bryce Scrimsher moved to enter executive session as per IC 74-206 for student matters. Seconded by Trustee Dustin Heinzerling/Board Poll: Yes, Yes, Yes and Yes/Affirmative response.

INTO EXECUTIVE SESSION: 8:07 PM

Clerk excused from session

Student matters –NICHE student placement agreement discussion.

OUT OF EXECUTIVE SESSION: 8:18 PM

Chairman declared no decisions were made during executive session.

Minutes recorded by Superintendent

Student Matters – No motion needed at this time.

ADJOURNED: 8:19 PM

Chairman

Clerk