

JOINT SCHOOL DISTRICT NO. 171

MINUTES

MEETING: Regular  
DATE: October 20, 2014  
TIME: 7:00 PM  
SITE: Orofino High School

MEMBERS PRESENT  
Jerry Nelsen  
Amy Jared  
Cindy O'Brien, Chairperson  
Dr. Charity Robinson  
Danielle Hardy

MEMBERS ABSENT  
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Robert Vian, Superintendent  
Janice Sutton, Clerk

A. Roll Call

Cindy O'Brien, Chairperson, called the meeting to order at 7:00 PM, and Janice Sutton, Clerk, called the roll of members: Jerry Nelsen, Amy Jared, Cindy O'Brien, Charity Robinson and Danielle Hardy were in attendance

B/C. Call to Order

1. Flag Salute

Chairman O'Brien led the Pledge of Allegiance.

**Executive Session (Pursuant to Idaho Code 67-2345 (a) To consider hiring...)**

A motion to recess in to Executive Session per Idaho Code 67-2345 (a) "To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of the individuals are to be evaluated in order to fill a particular vacancy or need, unless a vacancy in an elective office is being filled" was made by Mr. Nelsen, seconded by Dr. Robinson and approved unanimously. Cindy O'Brien recused herself from this discussion due to a conflict of interest.

A motion to adjourn from executive session was made by Dr. Robinson, seconded by Ms. Hardy, and approved unanimously.

Open session began at 7:15 PM

D. Approval of Agenda

Chairperson O'Brien recused herself from approving the Agenda and Consent Agenda. Mr. Nelsen, Vice-chair, took control of the meeting for these two agenda items.

Superintendent Vian asked the Board to rearrange the agenda to accommodate Phil Nuxoll and Tom Luper of PresnellGage who were at the meeting to give the annual Audit of the District's Financial Records to the Board.

A motion to approve the Agenda with the re-arrangement was made by Mrs. Jared, seconded by Ms. Hardy and approved unanimously.

E. Consent Agenda

1. Approval of Minutes
2. Payment of Bills
3. Financial Reports
  - a. Timberline
  - b. OES
  - c. Peck
4. Surplus
5. Resignations
  - a. Harold Smith, OJSHS
6. New Hires
  - a. Steve O'Brien – 3 Hour PSR @ OES (replacement)
  - b. Zach Strong- Jr. High FB Asst. @ TS (replacement)
  - c. Loni Bower-Jr. High BB Asst. @ TS (new)
  - d. Doug South – Athletic Director @ OJSHS (new)
  - e. Tami Schuman – 3 Hour PSR (new)
  - f. Stacy West- 7 Hour Title 1 Aides @ OES (replacement due to staffing adjustments resulting from Carrie Brooks departure)
  - g. Cathy Moore – Stipend Title One (same as “F” above)
  - h. Denise Pomponio – Stipend Title One (same as “F” above)
  - i. Lynette Dobson-Merry – Stipend Title One (same as “F” above)

Ms. Hardy asked the Superintendent to explain the Title I Funding as related to the above listed employees. Mr. Vian explained how the stipends for the three individuals came to be and the reasoning behind hiring the 7 hour Title 1 aide at OES.

A motion to approve the Consent Agenda was made by Mrs. Jared, seconded by Dr. Robinson and approved unanimously.

Chairperson O'Brien presided over the remainder of the meeting.

II. Audit Report 2013-14

Phil Nuxoll and Tom Luper of Presnell Gage gave a summary of the audit they completed on Joint School District No. 171.

Items reported to the Board under Audit Standards:

1. The only material adjustments made were for “capitalizing equipment activity  
\*\*recording year end accruals for activity after June 30<sup>th</sup>  
\*\*finalizing the transfers between funds.
2. There were no difficulties or disagreements with management.

There are three types of Auditor's Reports:

1. Audit Opinion - "Do the District's Basic Financial Statements accurately reflect the District's revenues, expenditure and the resulting financial position as of June 30<sup>th</sup>?"

Presnell Gage issued "a positive" opinion on the fund financial statements.

2. Accountant's Report under Government Auditing Standards – "Does the District have accounting procedures in place to account for District and Federal Funds?"

PresnellGage identified one finding that they felt the District should be aware of. PresnellGage **does not** recommend any changes.

Finding #14-01- Internal control systems generally attempt to divide up accounting tasks among several individuals to improve the ability of the organization to identify errors within the accounting system.

Joint School District No. 171 has assigned multiple duties to one individual making the segregation of duties impossible.

The District's management and the Board of Trustees believe that the cost of hiring additional staff outweighs the benefits that segregation of duties would provide.

PresnellGage concur with the District's response.

3. Account's Report under Single Audit
  - a. Listing of federal awards (\$1,310,802 in grant expenditures)
  - b. OMB requires "Single Audit" when grant expenditures are greater than \$500,000.

PresnellGage issued all "clean" reports.

Two months spending carry over is recommended. Currently the District has 38 days of operating monies available.

Every school district is losing money on their food service programs. Every district is subsidizing their lunch program.

#### F. Reports and Recognitions

Certified Employee nominees for the month of October included Deidre Jenkins, Robyn Bonner, Denise Pomponio (2 nominations), Bill Sellers, Debbie Wilson and Dan Hull.

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Robyn Bonner was chosen as “October Certified Employee”.

Classified nominations included Linda Stufflebeam, Traci Telecky and Helen Savage.

Traci Telecky was chosen for “October Classified Employee.

Doug Adams was selected as the “Volunteer of the Month” for his contributions to the students and staff at Orofino Junior Senior High School.

1. Enrollment

The enrollment figures for October 1, 2014 are unchanged from the September 4, 2014 figures. Enrollment is down 37 students from October of 2013.

The Idaho Youth Challenge Academy enrollment is 80 students. This number is down 6 students from the September 2014 enrollment.

2. Committee Reports

No committee reports were given.

3. Building Reports

Building reports from OES, OJSHS, TS and the IDYCA were provided to the Board prior to the meeting.

5. Program Reports

Program reports from Dr. Raines-Special Ed, Russ Miles-Technology, Mindy Pollock-Teacher Mentor, Carmen Griffith-Food Service and Superintendent Vian were also provided to the Board prior to the meeting.

Information from the Superintendent’s Report

1. Summer Maintenance Projects completed throughout the District include:

- a. New carpet in the entry areas and office areas at Timberline Schools
- b. Remodel of the kitchen at Timberline Schools. The kitchen was upgraded with a new steam kettle, new non-skid floor, rebuilt floor drains, a roll down serving window and a sneeze guard.
- c. The kitchen at OJSHS also received a new steam kettle.
- d. Carpet on the main floor hallways at OJSHS was removed and new tile was installed.
- e. A door connecting the gym to the “old weight room” at OJSHS was installed so students no longer have to go outside to enter the room.

- f. New bleachers were installed at OES.
  - g. The gym floor at OES was resurfaced.
  - h. A sidewalk and handicap ramp was installed at the parking lot on the east side at OES.
  - i. Special Education Classrooms at OES
- 2. The District has entered into an agreement to work with the Nez Perce Tribe on a program funded by a Federal Grant to the Nez Perce Tribe to help reduce juvenile delinquency and the use of alcohol and drugs by Native American youth.
  - 3. Our application for Special Education funding, IDEA Part B School Age was approved by the State Department of Education for \$241,551 and IDEA Pre-School at \$15,491.
  - 4. Legends of the Game - Jerry Nelsen
  - 5. Plant Facilities Reserve Monies

We have received three (3) responses with interest rates ranging from 3.00% to 3.75 %. We are waiting to hear back from several more banks and are keeping the response period open until this Friday.

- 6. Electrical repairs at Cavendish-Teakean Elementary

Wiring between the meter and the breaker box shorted out causing extensive damage. The wiring melted and caused the circuit breaker to shut down power to the building, preventing a major fire at the school. The wires were so melted that the whole section had to be bypassed. School was closed for one day.

- 7. The scanning project (scanning permanent records to a digital format) at the Administrative Office is nearing completion.

Special Education Records at the Programs Office will also be scanned to an electronic format in the future.

- 8. The sewer lagoon at Timberline has been filled and the fence removed.

#### G. Public Comments

There were no public comments.

#### H. Old Business/Discussions

This was moved to the end of the agenda.

I. Action Items

2. Resolution to reimburse district, from the School Plant Facility Levy Reserve Fund, for costs related to the Adjudication Process and the Window Project at OES

A motion to reimburse the District from the School Plant Facility Levy Reserve Fund for costs related to the Adjudication Process and the Window Project at OES was made by Ms. Hardy, seconded by Dr. Robinson and approved unanimously.

3. Choose Financial Package for School Plant Facility Levy
  - a. Proposal

Piper Jaffrey informed Superintendent Vian that only five institutions of the nineteen that were solicited for proposals responded to our request for a financial package. Of those five, Capitol One issued an offer with an interest rate at 2.7% with no bank fees. Zion Bank has a variable interest rate of .7% - 3.46% and will also charge a \$15,000 bank fee which is will be taken off the top.

Capital One has a penalty clause for early repayment.

Superintendent Vian recommends paying \$150,000 per year for eight years. He also recommends using Capitol One.

A motion to use Capital One for the District's financial package was made by Dr. Robinson, seconded by both Jerry and Danielle and approved unanimously.

4. First Reading Policy changes
  - a. Media Release Opt-Out Policy 3535
  - b. Media Release Opt-Out Form 3535 F
  - c. District Access to Electronic Information Policy 3570
  - d. Internet Opt-Out Form 3570 F
  - e. Acceptable use of Electronic Networks 3270 P

It was brought to the attention of the Board that the Policy numbers listed on the Agenda do not match those on the actual policies. Superintendent Vian said he would correct the mistake before the final readings.

No motion was made as these were the first readings.

5. Overnight travel. Timberline Girls' BB to stay in gym at Craigmont on November 14<sup>th</sup> for BB tournament.

A motion to approve the Timberline Girls' Basketball team's overnight travel request to Craigmont on November 14<sup>th</sup> was made by Ms. Hardy, with the

condition that appropriate chaperones would be attending. The motion was seconded by Dr. Robinson and approved unanimously.

6. Approve the revised Strategic Plan

A motion to approve the revised Strategic Plan as presented was made by Mrs. Jared, seconded by Mr. Nelsen and approved unanimously.

J. Board Member Comments

A trustee complimented Mrs. Snyder on doing a great job.

There was a brief discussion of the Resolutions that will be voted on at the ISBA Convention that is being held in Boise in November.

K. Executive Session

No executive session was needed.

L. Adjournment

The meeting was adjourned at 8:50 PM.

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Board Chairperson

ATTEST:

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Clerk