



MEETING MINUTES

The regular meeting of the Board of Trustees, West Ada School District, is scheduled for **Monday, February 14, 2022** at the District Service Center, 1303 E. Central Drive, Meridian, Idaho. The Board will convene in regular session at 6:00pm.

In person attendance will be subject to seats available (60) in the Sawtooth boardroom. Masks will be optional in the boardroom. When all seats are full, patrons can view the board meeting broadcast live at this location: <https://www.westada.org/Page/35419> (<https://simbli.eboardsolutions.com//SU/DKbiiHNYakV3tFVNplusxNDRQ==>) . We urge patrons to utilize this link.

West Ada and the Board of Trustees values stakeholder input. Public testimony on agenda items will be taken in-person and in writing for this meeting (refer to agenda item VII. Patron Input, below, for details). (Idaho Code: 74-203 (<https://simbli.eboardsolutions.com//SU/hWvjGoPXQkVWaqPo9INr6A==>))

Attendees

Voting Members

Lori Frasure, Vice-Chair, Trustee Zone 1
Amy Johnson, Trustee, Zone 2
Angie Redford, Trustee Zone 3
Rusty Coffelt, Chair, Trustee Zone 4
Rene Ozuna, Trustee Zone 5 (remote)

Non-Voting Members

Dr. Derek Bub, Superintendent
Dave Roberts, Chief Human Resource Officer
Bret Heller, Deputy Superintendent
Amy White, General Counsel
Niki Scheppers, Clerk of the Board
Marcus Myers, Chief Academic Officer
Jonathan Gillen, Chief Operations Officer
Troy Stephens, Communications
Ken Hyde, Communications

I. CALL TO ORDER

Chairman Coffelt called the meeting to order at 6:00pm.

II. PLEDGE OF ALLEGIANCE

III. AGENDA APPROVAL (Action Item)

There were no changes or amendments to the agenda.



IV. ACTION: the Board may take action to approve, deny, amend, modify, or postpone action of any of the items listed below

i. Open Meeting Law Complaint: The Board may consider taking action to acknowledge a perceived violation and an intent to cure at the time of the meeting (Idaho Code 74-208(7))

a. Self-recognition of an Open Meeting Law Complaint/Violation - Idaho Code 74-208(7) (Action Item)

Chairman Coffelt explained that an Open Meeting Law complaint was received regarding the December 13, 2021 board meeting.

Trustee Frasure moved that pursuant to Idaho Code section 74-208(7), based on the receipt of an Open Meeting law complaint, and for the sole purpose of transparency, the Board acknowledge a perceived Open Meeting law violation and the Board accept self-recognition of an Open Meeting Law violation occurring December 13, 2021. Trustee Frasure further moved that to cure any such violation, the Board declares the action on the Board Procedures Handbook null and void, and of no effect at this time.

Motion made by: Lori Frasure

Motion seconded by: Angie Redford

Voting:

Amy Johnson - Yes

Lori Frasure - Yes

Angie Redford - Yes

Rusty Coffelt - Yes

Rene Ozuna - Yes

V. SUPERINTENDENT'S UPDATE (Dr. Derek Bub)

Dr. Bub explained that moving forward parents would have the option to opt in to COVID exposure notifications. In grades K-5 these notifications would be grade specific and in grades 6-12, these notifications would be school. Dr. Bub explained that a survey would be sent out to families by the end of the week to opt in to notifications.

Dr. Bub shared that the District is working on an Endemic Plan to address quarantine, attendance, symptom management and administration hopes to bring it forward to the Board at the regular meeting scheduled for February 28.

Celebrations:

- National School Counseling Week (February 7-11)
- Congratulate Eagle High School Dance Team on being named the 5A State Champions
- Rocky Mountain High School Dance team named State Academic Champions
- Centennial High School Wrestling team named State Academic Champions



- Dr. Bub shared that he recently attended a conference at NNU where the Choir and Band from Eagle High School and Centennial High School both performed commenting that it was great to see students shining

VI. WEST ADA SCHOOL DISTRICT SPOTLIGHT:

i. Career and Technical Education (CTE)

Dr. Bub introduced the Career and Technical Education (CTE) program at West Ada. Both Trustees Frasure and Coffelt shared their appreciation of the school and programs it offers to our students.

a. Staci Low - Director of Career and Technical Education for West Ada

Staci Low, Director of Career and Technical Education for West Ada thanked the Board for spotlighting the CTE programs in West Ada. Mrs. Low continued, sharing that last week CTE hosted two information nights for students and families to showcase the various opportunities and pathways offered in West Ada. Mrs. Low estimates approximately 300 students in attendance at both Open Houses. Mrs. Low introduced the faculty and students in attendance at the Board meeting explaining that each student has completed an internship in their pathway along with completing their CTE capstones.

b. Chloe Muthiora - Rocky Mountain High School FCS Teacher

Family Consumer Science teacher at Rocky Mountain High School, Chloe Muthiora attended Silver Sage Elementary then Lake Hazel Middle School and graduated from Rocky Mountain High School where she currently works.

Mrs. Muthiora shared that as a student she loved CTE and FCS (family consumer science), the content, fabric, family, teachers, food, and FCCLA. As a teacher in CTE Ms. Muthiora loves many of the same things in addition to being a teacher, watching her students progress and grow and enjoys being an FCCLA advisor. Mrs. Muthiora explained that her students continue to show up physically and emotionally to work, to make progress, to grow personally and individually; committed to their education and growth.

c. Chloe Gibb - Renaissance High School Culinary Teacher

Chloe Gibb Culinary Arts instructor and graduate of Renaissance High School shared that she began high school wanting to be a cardiologist until she took a culinary elective at Renaissance and fell in love with culinary arts and found that she had a passion for food. With her drive, she was able to go to nationals with her team, earned her degree in baking and pastry and began teaching at Renaissance becoming involved in CTE. Chloe stated that the everlasting support she received as a student has motivated her to become a teacher and she hopes to pass on the support she received to the students she now teaches.

d. Bridget Mannion - Centennial High School Ed. Asst. Student

Senior Bridget Mannion from Centennial High School is involved in the Education Assistant program and has been since her sophomore year. Bridget has grown to learn teaching strategies and educational



philosophies and put such into place during her internship at Pioneer Elementary. In Advanced Education, she was placed in another internship and received her paraprofessional license in addition to her CPR and first aid certification all paid for through Fast Forward Funding. Bridget now works as a paraprofessional at Joplin Elementary, earning this certification during her CTE pathway, growing her love for education and elementary education.

e. Harmon Keep - Eagle High School Collision Repair Student

Harmon Keep - senior at Eagle High School and in the Collision Repair pathway. Completed an internship Treasure Valley Collision Center. Attending CTE program at MHS since sophomore year. Introduced to CTE at a young age absolutely loved both classes giving him the opportunity to increase his knowledge and ability in these fields as well as a real-life, hands-on experience in a body shop. Harmon plans to take these skills and apply these to his future as he continues work and finds a career. He thanks CTE for helping him better himself, embrace friends and connections, and preparing him for his future as he explores opportunities moving forward.

VII. PATRON INPUT - 30 MINUTES: Idaho Code 74-203

i. In-person: Patrons will be provided the opportunity to provide public testimony for a total of 30 minutes (2 minutes per speaker). Groups or organizations are encouraged to select a spokesperson on their behalf. Testimony will be limited to agenda items. A Request to Address the Board form may be completed in the Sawtooth Boardroom with the Clerk of the Board beginning at 5:00pm on February 14, 2022 (1303 E. Central Drive Meridian, ID 83642) to be received no later than the commencement of the meeting. All requests will be shared with the Board and included in public record.

There were no patrons signed up to give public testimony. Chairman Coffelt did a final check with those in attendance to see if anyone in attendance was interested in providing public comment, seeing none Chairman Coffelt closed the floor for patron input.

ii. In writing: Public input on discussion items may be taken by submitting a written comment: <https://www.westada.org/RemotePublicComment>. For Trustees to have time to review comments please submit your comments at least 24 hours in advance of the meeting. All messages will be shared with the Board and included in public record.

VIII. DISCUSSION

i. Policy 201.1 - Board of Education - Code of Ethics (first reading) - Bret Heller, West Ada Deputy Superintendent

Mr. Heller introduced Policy 201.1 Board of Education - Code of Ethics with minor changes, reviewing the changes with the Board.

Chairman Coffelt opened the floor to comments from the Trustees involved in the policy review committee.

Trustee Ozuna had no additional information to add.



Trustee Johnson had a question asking why there was a deviation. Legal Counsel explained that the Board operated within the parameters of the law properly, but such was not documented in policy. Trustee Johnson questioned the portion of policy regarding hearings asking if the Superintendent was involved in an executive session hearing. Mr. Roberts explained that the policy is in regard to a hearing regarding a student or teacher of which we have not had in recent years. Trustee Johnson requested a change in language of "and/or" in the policy.

ii. 2022-2023 School Year Calendar - Marcus Myers, West Ada Chief Academic Officer

Mr. Myers reviewed the 2022-2023 calendar with the Board in an effort to be transparent with the community and explain prospective changes to families based on the January 24 work session with the Board.

- Addition of spring Parent/Teacher Conferences - February 17, 2023
 - Mid-year benchmark data available
 - Backs up to a 3-day weekend
 - Will provide guidance for school admin and MTSS teams
- Last day of school June 1, rather than May 31
- Draft updated on website

Process:

- 5th revision of the calendar
- Prioritization of teaching and learning
- Academic Leadership Team, Executive Team, and Principal/School Leadership Team Input
 - Successes, Opportunities, Barriers
 - Revisions made based on prioritized areas
 - Initial draft posted online November 2021 (revised Monday, Feb. 7)

Areas of Revision/Improvement:

- Mr. Myers reviewed the areas of improvement and revision with the Board
- Current and future changes reviewed:
 - Elimination of early release days K-12
 - Use instructional days as full days of school
 - Transition full day collaboration days to Professional Learning Days
 - Make all attempts to have every West Ada school on the same calendar
 - Eliminate the communication and calendaring of 'last day' for seniors at a district level until instructional planning is established
 - Eliminated the calendaring of 'finals' at a district level (building level decision based on instructional planning"
 - Create a teacher prep day between semesters
 - Align holiday breaks with surrounding school districts

Next Steps:



- District-wide professional learning calendar
- Reframing our daily bell schedules
- 2023-24 school year calendar under development with the goal of ending first semester before Christmas break
 - Provide the opportunity for stakeholder input
 - Goal is to provide a draft 2023-24 calendar to the board before the end of the 2022 school year

Questions/Comments:

Trustee Johnson stated that she is a huge proponent of getting a second parent/teacher conference in the school year stating that in the fall, parent/teacher conferences are two days and asking Mr. Myers, how do you see spring conferences working?

Mr. Myers stated that academic leadership will provide guidance in holding targeted tiered conferences to students in offering enrichment activities or supplemental activities regarding what students need in spring conferences.

Trustee Johnson asked - With conferences the Friday before a 3-day weekend - how is this beneficial?

Mr. Myers stated that Friday is a work day for teachers, guidelines are provided to staff regarding expectations. Benchmark testing aligns with the date in order for teachers to review scores. Also aligns with leadership institute dated so that leaders can access and analyze data. Operationally beneficial as well.

Trustee Johnson requested that there be a future conversation regarding the changing of the bell schedule potentially having elementary students be dismissed later in the day? Trustee Johnson shared that she hoped that we look at the bell schedule and how it aligns with the school year calendar.

There were no other comments or discussion.

iii. Opioid Settlement request from the Attorney General's Office - Shantel Chapple Knowlton, Deputy Attorney General, Consumer Protection (remote)

Shantel Chapple Knowlton from the Attorney General's office share the work on opioid litigation that the state is involved in and that West Ada is requested to participate in explaining that the District is asked to approve and sign the letter provided. Ms. Knowlton reviewed the epidemic in Idaho, the settlements involved in this litigation, funding for Idaho and the incentives involved for the state. Ms. Knowlton requested that the letter be signed and returned no later than April 1, 2022 for the state to receive accelerated payments from Johnson & Johnson.

Chairman Coffelt opened the floor for questions and comments.



IX. ACTION: the Board may take action to approve, deny, amend, modify, or postpone action on any of the items listed below

i. Policy 201.1 - Board of Education - Code of Ethics (Possible Action)

Additional work requested to come back to the Board on February 28 for a second reading.

ii. Opioid Settlement request from the Attorney General's Office (Possible Action)

Action on the letter was held for another date, to provide the Board time to gain more clarity and understanding as to how the District could be impacted financially, benefiting from those receiving funds.

X. CONSENT AGENDA: All items on Consent Agenda are considered Action Items. The Board may approve all of the following items by a single motion and vote - unless any members of the Board asks that an item be removed from the Consent Agenda for discussion and action later in the agenda.

Motion to approve the Consent Agenda.

There was no discussion.

Motion made by: Angie Redford

Motion seconded by: Lori Frasure

Voting:

Unanimously Approved

i. Board Expense Report January 1-31, 2022

ii. Board Report / PCard Expenses: December 1-31, 2022

iii. Finance & Operations Monthly Reports: January 1-31, 2022

iv. Associated Student Body (ASB) Reports

v. Meeting Minutes of:

a. January 24, 2022 - Regular Board Meeting

vi. Employment Recommendations: New Hires, Changes and Separations

vii. Leave Requests

viii. Alternate Authorization - Teacher to New

a. Amy Price to teach IB Social & Cultural Anthropology

ix. Recommendation to approve 201401 Wireless Access Points RFP



- x. Recommendation to approve 201402 Network Switches RFP
- xi. Recommendation to approve 201403 Firewall RFP
- xii. Recommendation to approve 201404 Universal Power Supply RFP
- xiii. Recommendation to approve 201405 Copper Cabling RFP
- xiv. Recommendation to approve Bid #2202801: TI84 CE Plus Graphing Calculators and Charging Stations
- xv. Recommendation to approve Central Academy High School Pathway Easement
- xvi. Recommendation to approve Elementary, Middle and High School Student Handbook Revisions: Electronic Devices
- xvii. Disposal of Personal Property Notification

XI. WORK SESSION

i. West Ada School District Long-term Facilities Plan Information

a. Student Generation Rate Data Analysis (Marci Horner, West Ada Planning and Development Administrator)

Jonathan Gillen, Chief Operations Officer explained to the Board that the presentation is not a comprehensive long-term facilities plan but a synopsis of how enrollment works.

- District growth reviewed with the Board - enrollment increase by percent
- Population Growth by areas that we serve
- Forecasted areas of growth - "hot spots" of growth within district boundaries

Marci Horner review the following in her presentation with the Board:

- Forecasting future students - definitions of frequent terms reviewed with the Board
- Methodology/History:
 - Previously student generation rate was based on census data, historical growth trends and compass development data
 - Currently SGR is calculated based on actual student data and development data compiled by staff using agency information as well as historical trend
- Planning Meeting - Development Letters and Analysis
 - Analyze - How do we analyze the growth, developments, student households, etc.
 - To track data, we divide the district into a grid consisting of approximate square mile blocks following natural boundaries for more consistent tracking
 - What does WASD track?



- New residential developments
 - Pre-application meeting
 - City planners send a transmittal of a pending development application
 - City council and planning and zoning meetings are followed to know if the preliminary plat is approved
 - A second transmittal is received, city council meeting held to approve the final plat
 - District staff updates Ada county assessor data quarterly to show when the land has been separated into individual lots, indicating the final state of the development process
- Student household location
 - District staff uses student addressed from powerschool to geocode students linking address data to the map
- Parcels of land
 - Parcel data is used by WASD and updated quarterly to identify if a parcel is residential, commercial, farm, etc.
- School Attendance Areas - identifies the school the student will likely attend
- Data is collected and organized:
 - Developments, students, parcels and subdivisions and even attendance areas lay within and can be identified by their grid label
- Calculating Student Generation Rate (SGR) using actual data - multi-family housing, number of actual students generated per multi-family unit, total units per blocks, etc.
- Mary McPherson example reviewed with the Board to give prospective regarding generation rate and how it impacts elementary, middle and high school enrollment
- Project future enrollment:
 - Mary McPherson example reviewed with the Board - attendance areas analyzed and the data corresponding to it
 - Calculate the single and multi-family units in the attendance area
 - Breakdown of developments in the school's attendance area

Data Shared:

- Development letters sent calculating future students using SGR of the area, identifying what schools are impacted, current school information specific to the development, show what city council has already approved and project future students by what is approved per attendance area
- Explain the impact the development could have based on current schools, attendance, areas, programs in schools, enrollment, capacity
 - Describe ways the district can meet the needs of additional students

Chairman Coffelt opened the floor to questions and comments from the Board.

XII. EXECUTIVE SESSION: per (Action Item)



Motion to enter Executive Session per Idaho Code 74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints to charges brought against, a public officer, employee, staff member or individual agent, or public school agent.

Motion made by: Lori Frasure

Motion seconded by: Angie Redford

Voting:

Amy Johnson - Yes

Lori Frasure - Yes

Angie Redford - Yes

Rusty Coffelt - Yes

Rene Ozuna - Yes

The Board moved in to Executive Session at 7:58pm.

i. Idaho Code 74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints to charges brought against, a public officer, employee, staff member or individual agent, or public school student.

Attendance:

- Derek Bub - Superintendent
- Amy White - General Counsel
- Rusty Coffelt - Chairman of the Board
- Amy Johnson - Zone 2 Trustee
- Rene Ozuna - Zone 5 Trustee (remote)
- Julie Henthorn - Back-up Clerk of the Board
- Niki Scheppers - Clerk of the Board

XIII. ACTION ITEM: the Board may take action to approve, deny, amend, modify, or postpone action on any of the items listed below

i. Possible motion(s) to address matters considered in Executive Session

The Board resumed Open Session at 8:47pm.

Motion to approve the written response to the Code of Ethics violation complained dated January 12, 2022.

Motion made by: Amy Johnson

Motion seconded by: Rene Ozuna

Voting:

Amy Johnson - Yes

Lori Frasure - Abstain

Angie Redford - Abstain

Rusty Coffelt - Yes

Rene Ozuna - Yes



XIV. GOOD OF THE ORDER:

- i. Notice of Quorum: ISBA Day on the Hill - February 21 and 22
- ii. Notice of Quorum: Meridian Performing Arts Center (MPAC) Ribbon Cutting Ceremony - February 22
- iii. Notice of Quorum: Idaho Fine Arts Academy (IFAA) Ribbon Cutting Ceremony - March 2
- iv. First monthly Regular Board Meeting in May moved from Monday, May 9 to Tuesday, May 10 (6:00pm at District Service Center - 1303 E. Central Dr. Meridian, ID 83642) (Action Item)

Motion to move regularly scheduled Board meeting in May from Monday, May 9 to Tuesday, May 10.

(Time and location of the meeting remain the same)

There was no discussion.

Motion made by: Lori Frasure

Motion seconded by: Angie Redford

Voting:

Unanimously Approved

XV. FUTURE AGENDA ITEMS

Trustee Johnson called for a point of personal privilege announcing her resignation as Zone 2 Trustee to the Board.

Chairman Coffelt opened the floor for questions and comments.

XVI. ADJOURNMENT (Action Item)

Motion to adjourn at 9:00pm

Motion made by: Angie Redford

Motion seconded by: Amy Johnson

Voting:

Unanimously Approved

Chairperson

Clerk