



Regular Board Meeting
12/13/2021 05:00 PM
1303 East Central Drive
Meridian, ID 83642

MEETING MINUTES

The regular meeting of the Board of Trustees, West Ada School District, is scheduled for Monday, December 13, 2021 at the District Service Center, 1303 E. Central Drive, Meridian, Idaho. The Board will convene in regular session at 5:00 P.M.

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>. We urge patrons to utilize this link.

Public input on discussion items will be taken by submitting a written comment only: <https://www.westada.org/RemotePublicComment>. We value your input. For us to have time to review comments please submit your comments in advance. This allows trustees time to review your input/feedback. All messages will be shared with the Board and included in public record.

Attendees

Voting Members

Amy Johnson, Chair Zone 2
Ed Klopfenstein, Trustee Zone 1
Sheena Buffi, Trustee Zone 3
Rusty Coffelt, Trustee Zone 4
Rene Ozuna, Trustee Zone 5 (Excused during Work Session at 7:20pm. Absent for the remainder of the meeting)

Non-Voting Members

Dr. Derek Bub, Superintendent
Bret Heller, Deputy Superintendent
Dave Roberts, Chief Human Resource Officer
Marcus Myers, Chief Academic Officer
Jonathan Gillen, Chief Operations Officer
Niki Scheppers, Communications (Temporary Clerk of the Board)
Troy Stephens, System Administrator
Ken Hyde, Communications Specialist
Geoff Stands, North Region Director

I. CALL TO ORDER

Meeting called to order by Chair Amy Johnson at 5:02pm

II. PLEDGE OF ALLEGIANCE

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

A. Appoint Temporary Clerk of the Board for December 13, 2021 meeting

Motion to appoint Niki Scheppers as the Temporary Clerk for the remainder of the 2021 year

Motion made by: Sheena Buffi

Motion seconded by: Rusty Coffelt

Voting:

Unanimously Approved

IV. SUPERINTENDENT'S UPDATE

Dr. Derek Bub, Superintendent, wished everyone in the School Community "Happy Holidays". Dr. Bub shared that he recently formed and met with Superintendent Advisory Committees made up of classified employees, certified employees, students and parents. During these meetings Dr. Bub was able to understand perspectives from each cohort and determine areas of strength and areas of growth for West Ada. Superintendent Advisory meetings will take place again in February 2022.

Dr. Bub shared that there are currently twenty-seven West Ada teachers going through the University of Idaho West Ada Principal cohort, courses taught by West Ada personnel to help form aspiring leaders.

Dr. Bub congratulated Chief Operations Officer Jonathan Gillen and his accounting team on their recent budget award. The District received the Meritorious Budget Award from the Association of School Business Officials International.

Dr. Bub welcomed two new Trustees to West Ada (Lori Frasure and Angie Redford) explaining that both Trustees will begin in January 2022 and recently attended a Board Orientation. The Orientation provided elected officials the opportunity to meet the West Ada executive team and ask questions.

Finally, Dr. Bub shared a WASD communications video created and produced by Communication Specialist Ken Hyde: <https://www.youtube.com/watch?v=eVYA1Y41pQQ>. The video highlights the great things taking place across West Ada. Chair Johnson explained that she was a fan of the video and was excited to see such on reader boards at sporting events in our West Ada stadiums to help share the West Ada message.

V. WEST ADA SCHOOL DISTRICT SPOTLIGHT

A. Kayleigh Philippi - Youth Commissioner for Solid Waste Advisory Commission (SWAC)

Kayleigh Philipps serves as the Youth Commissioner for the Solid Waste Advisory Commission (SWAC) of Meridian. Kayleigh is a senior at Rocky Mountain High School and was appointed to the commission in October 2021. Kayleigh shared what an honor it is to be a part of SWAC having been appointed by the Mayor of Meridian, Robert Simison. On the Commission

Kayleigh and the team are focused on ways to promote waste disposal in the city of Meridian and in the surrounding community. Kayleigh hopes to represent the youth of Meridian advocating for youth outreach to promote proper waste disposal in schools and around the community; focused on the future of the city and country.

B. Kylee Whiting - National High School Rodeo Queen

Kylee Whiting is a senior at Eagle High School and is currently the National High School Rodeo Queen. Kylee has been enrolled in West Ada for nine years and brought with her Miss Jada June, the NHSRA Student President. Together Kylee and Jada shared the history of the NHSRA and how important the organization is to each of them. The National High School Rodeo Association has 13,000 members worldwide and over the years has provided students \$2 million dollars in scholarships.

Kylee and Jada briefly explained the rules of rodeo and how the NHSRA promotes academic excellence and incentivizes students with even participation at rodeos.

As the National High School Rodeo Queen, Kylee represents the state of Idaho, promotes the sport of rodeo and the great things NHSRA has to offer and the joy it brings its members. Kylee shared that the queen competition provides a foundation for girls in public speaking, interview skills and communication skills emphasizes the goodness of rodeo queens and all that the sport of rodeo can offer.

Kylee is honored to be a voice for the National High School Rodeo Association and promote the sport of rodeo.

C. Idaho Fine Arts Academy (IFAA) Student Performances

Leigh Falconer, teacher and vocal instructor from Idaho Fine Arts Academy, led the middle school IFAA vocal majors to perform three songs a Capella:

1. Jingle Bells
2. Vuelie from *Frozen 2*
3. We Wish You a Merry Christmas

D. Trustee Recognition: Ed Klopfenstein and Sheena Buffi

Dr. Bub shared his appreciation for both Trustee Buffi and Trustee Klopfenstein whose service to the Board ends this month. Dr. Bub shared that Board service is the toughest volunteer role and explained how each Trustee took on their Board duties with dedication, grace and seriousness thanking them both for their dedication to the District. Dr. Bub presented Trustee Buffi and Trustee Klopfenstein a gift of appreciation from the District.

Chair Johnson opened up the opportunity to speak to the rest of the Board:

- Trustee Coffelt shared that he appreciated the welcoming attitude that the Board members had, being so gracious when he was elected; appreciating their professionalism and friendship.
- Trustee Ozuna explained that both Trustee Buffi and Trustee Klopfenstein stepped in to West Ada during difficult times for different reasons. She went on to share that while the Trustees don't always agree, they have mutual respect for one another. Trustee Ozuna thanked both Trustee Buffi and Trustee Klopfenstein for their friendship explaining that the Board feels sometimes like a family. Trustee Ozuna thanks both exiting Trustees for always doing the right thing for our students, staff and community and shared how proud she is to have been their colleague.
- Trustee Johnson shared how Trustee Buffi joined the Board in the middle of a pandemic showing how much she cares about kids in West Ada. Trustee Johnson explained that she has a great amount of respect for Trustee Buffi and will miss her viewpoint. Trustee Johnson stated that the Board would lose a bunch of knowledge upon his exit thanking Trustee Klopfenstein for his service and always acting with resolve and fortitude.
- Trustee Buffi shared that it was an honor and a privilege to represent zone 3 on the Board and that she had nothing but respect for the Board and the District. Trustee Buffi has students in West Ada and will continue as part of the parent population. Trustee Buffi wished an abundance of success to the Board and the District and is looking forward to spending more time with her kids.

Trustee Klopfenstein thanked the teachers for tireless work over the past two years - stating that it makes us proud that teachers always put kids first working together with the janitorial staff, nurses, food staff, and bus drivers - stating that the staff of West Ada are "true heroes". Trustee Klopfenstein thanked the West Ada administrative staff: Bret Heller, Jonathan Gillen former Superintendent Rannells and current Superintendent Dr. Bub sharing that these District representative are the public face of the District making great sacrifices, enduring them with dignity.

VI. WORK SESSION

The Board moved in to Work Session at 5:41pm to work on the "West Ada Board Procedures Handbook"

Attendance:

- Amy Johnson - Chair of the Board
- Rene Ozuna - Trustee
- Rusty Coffelt - Trustee
- Sheena Buffi - Trustee
- Ed Klopfenstein - Trustee
- Dr. Derek Bub - Superintendent
- Bret Heller - Deputy Superintendent
- Dave Roberts - Chief Human Resources Officer
- Niki Scheppers - Temporary Clerk of the Board
- Julie Henthorn - Human Resources

- Lori Frasure - Zone 1 Trustee effective January 1, 2022
- Angie Redford - Zone 3 Trustee effective January 1, 2022

Work Session began at 5:48pm and was made available to the public via LiveStream on Microsoft Teams.

Together, the team reviewed the "West Ada School District Board Procedures Handbook". Chair Johnson explained that the regular meeting of the Board was moved to 5:00pm due to Trustee Ozuna having a flight later that evening. The Work Session provided the Board the opportunity to have dinner and conduct business at the same time.

Mr. Heller led the Board through the Handbook noting the recommendations suggested by the Trustees in their working draft of the document through "track changes" in Microsoft Word. The goal of the Handbook review and creation of a Handbook was to gain consistency and create a document for Trustees and District officials to utilize for clarity or questions.

Chair Johnson explained that this process began in Summer 2021 when the Board met for a two day strategy session. The Board utilized a handbook from Bismarck School District as a guide to create their own. Chair Johnson stated that every Board member had the opportunity to provide comments, review feedback and discuss changes and that the Board could act after the Work Session is over should they wish to.

Mr. Heller reviewed changes and opened the floor to discussion with the team in the following sections of the Handbook:

- Operating Protocols
- Community Forums
- Board Member Method of Election
- Board Members Unexpired Term of Office
- Public Forum - a request was made by Chair Johnson to have Legal Counsel provide a draft concerning Public Input/Comment at Board meetings

Trustee Ozuna excused herself from the meeting at 7:20pm with the approval of the Chair, Amy Johson.

Discussion and review of the Handbook continued regarding the following sections:

- Policy Feedback
- New Board Member Orientation
- Onboarding Checklist
- Superintendent Recruitment and Appointment - Chair Johnson recommended to remove this section from the Handbook and adhere to West Ada policy. The team agreed.
- Board of Trustees Self-Assessment

Work Session ended at 7:40pm

10 minute Recess

Resume Open Session at 7:50pm

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

A. Possible motion(s) to address matters considered in Work Session

Open Session resumed at 7:51pm

Chair Johnson noted that Trustee Ozuna had an excused absence for the remainder of the Board Meeting

Chair Johnson began the discussion by asking the Board if they were prepared to act on the Board Handbook discussed during work session.

Mr. Heller walked through the Handbook document with the Board removing mark-ups and comments from the draft that were suggested to finalize the document summarizing the following:

- The Handbook is a Board document for procedures on how the Board operates, it is a board procedural handbook that was created using handbooks from other school boards and other states as a guide. Specifically the handbook from the Bismarck School District.
- The Handbook is a working draft of procedures - reviewed over several Board work sessions
- The goal for the Handbook was to adopt on 12.13.2021, based on feedback from work sessions in order to provide newly elected Trustees a guide to follow as they take office in January 2022
- Mr. Heller reiterated that adopting and making decisions was entirely up to the Board and that the Board Handbook was solely for the use of the Board
- The Handbook is intended to serve as a compliment to West Ada policies currently in place and includes such items as the Code of Ethics, ISBA procedures and standards, operating protocols, board member method of election, board reorganization meeting, board vacancies - applied from West Ada policy and code, board application, school board meeting specifics - quorum, work session, retreat, regular meeting, special meeting, emergency meeting, board agenda and pre-meeting preparation, example timeline for board meeting, regular meeting agenda, meeting minutes and what they should include - approval and publication of minutes, executive session - location, minutes, who can be in attendance, retaining information from exec. session, reasons for such, news coverage at board meetings, consultants to the board, advisory committees to the board, policy review committee, board development opportunity, new board member orientation and

onboarding, school board evaluation, board communication with the public,
Chair Johnson and the Trustees requested that the section of the Handbook on "public participation at board meetings" be temporarily removed from the Handbook pending review from legal counsel prior to the Handbook being considered for action

Chair Johnson requested that the action on the Handbook be delayed and moved to Discussion

Mr. Heller clarified whether or not the Board wanted to remove the section on "board advisory committees" pending review from legal counsel. Trustee Coffelt stated that he felt the section was separate from "public participation and agreed to keeping the section in the current version to which Trustee Klopfenstein also agreed.

Chair Johnson requested a Motion from the Board to delay the action item for the Handbook in order to provide Mr. Heller time to finalize the document for a motion to act on.

Motion to postpone Action Item A under Section 7 to be moved to Section 9 of the Agenda and me made Action Item C

Motion made by: Ed Klopfenstein

Motion seconded by: Sheena Buffi

Voting:

Amy Johnson - Yes

Ed Klopfenstein - Yes

Sheena Buffi - Yes

Rusty Coffelt - Yes

Rene Ozuna - Not Present

VIII. DISCUSSION

A. Revised Policy 502.60 (second reading) - Geoff Stands

North Region Director Geoff Stands presented the second reading of policy 502.60 Search and Interview. Director Stands explained that the policy was sent to legal counselor for review after the last Board meeting. Trustee Coffelt asked Director Stands to identify the changes made by legal counsel. Director Stands reviewed:

- Lines 11-13
- Lines 20-23
- Lines 27-29
- Lines 43-53 which included new information on "seizure of property"

Chair Johnson requested that "their" in line 27 be changed to "there".

B. Revised Policy 203.3 Patron Grievance (third reading) - Bret Heller

Deputy Superintendent Bret Heller reviewed Policy 203.3 Patron Grievance including changes from the previous board meeting with the Trustees. Mr. Heller explained that the document has been reviewed by the policy review committee and legal counsel.

Chair Johnson explained that during the Work Session there was discussion regarding the following: "If two or more trustees notify the Clerk that this item should be heard by the board, then the matter will be placed on an upcoming board agenda, as an Executive Session item" and asked if there was any feedback from the Board on such. Trustee Coffelt approved the language from policy, but made the suggestion to clarify that the executive session should be changed to "special meeting". Trustee Buffi explained that executive session could take place in a regular or a special meeting. Trustee Klopfenstein questioned the state code involved with Executive Session and how many board members are required to go into Executive Session. Chair Johnson requested background behind the language from the Trustees on the policy committee. Trustee Buffi, who was on the policy committee, explained that in order for a grievance to be valid and/or warrant board action or to be heard by the board it was recommended to include two or more trustees in an effort to align the language with the portion of policy that outlines filing a grievance against the Superintendent.

Chair Johnson suggested the phrasing: "if two or more trustees advise the Board Clerk that they believe a complaint meets the definition of grievance and such grievance is timely and pursuant to the policy then the matter will be placed before the Board Chair for consideration for an upcoming agenda item".

Mr. Heller updated the policy during the meeting to reflect the changes suggested by Chair Johnson.

C. Revised Policy 1003.2 Rental Fees (second reading) - Jonathan Gillen

Revised Policy 1003.2 Rental Fees was reviewed by Chief Operations Officer Jonathan Gillen. Mr. Gillen explained that the policy reflects minor changes suggested by the Board in the last reading and referenced the changes in the policy explaining that long-term there would be a re-design of the entire rental process for West Ada that will allow rentals to happen on a more self-service basis.

The Board had no questions for Mr. Gillen.

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

A. Revised Policy 203.3 Patron Grievance

Mr. Heller presented changes to the Board based on the language suggested by Chair Johnson in Discussion: "if two or more trustees advise the Board Clerk that they believe a complaint meets the definition of grievance and such grievance is timely and pursuant to the policy, the matter will be placed before the Board Chair, for decision regarding placement on an upcoming board meeting agenda as an Executive Session item."

Motion to approve revised policy 203.3 Patron Grievance with the addition of the language identified on Page 2 and 8 that states the matter will be placed before the Board Chair for decision regarding placement and as an Executive Session item.

Motion made by: Rusty Coffelt

Motion seconded by: Ed Klopfenstein

Voting:

Amy Johnson - Yes

Ed Klopfenstein - Yes

Sheena Buffi - Yes

Rusty Coffelt - Yes

Rene Ozuna - Not Present

B. Revised Policy 1003.2 Rental Fees

Motion to approve Revised Policy 1003.2 Rental Fees as presented this evening.

Motion made by: Rusty Coffelt

Motion seconded by: Sheena Buffi

Voting:

Amy Johnson - Yes

Ed Klopfenstein - Yes

Sheena Buffi - Yes

Rusty Coffelt - Yes

Rene Ozuna - Not Present

C. Possible motion(s) to address matters considered in Discussion

Possible motion(s) to address matters considered in Work Session (previously Action Item 7A):

- Mr. Heller explained that the Board Handbook from the evening's Work Session has the section on Public Participation in board meetings temporarily removed pending legal review. In addition, red lines items were removed to create a final draft. The section on Advisory Committees, discussed in Work Session, remained.

Motion to approve the document created during the Work Session as presented.

Following the motion by Trustee Klopfenstein, Trustee Coffelt explained that the section on Public Participation was removed temporarily pending legal

review in an effort to improve public participation in meetings which was a topic in the evening's Work Session. The Public Participation section would be added back to the Handbook after review by legal counsel.

Parent (D. Binetti) removed from the meeting by Superintendent Dr. Bub, at the request of Chair Johnson, for violating Board Decorum at 8:31pm after receiving a warning.

Chair Johnson explained that the Board has never had a set of protocols as to how the Board will operate. The Handbook from Work Session dictates Board operations (e.g. public comment). The Handbook was discussed during Work Session which was available to the public. Chair Johnson went on to explain that it is the Board's decision as to how they operate which comes from Idaho Code, put in the Handbook to assist newly elected trustees, the public and the school system, a document not currently in place at West Ada. Chair Johnson shared that the document is not a "be all, end all" but can change in the future in an effort for the Board to continuously improve.

Trustee Coffelt reiterated that the Handbook is for the Board of Trustees outlining how the Board conducts business. The document is not a changing of policy but an identification of how the Board of Trustees currently conducts business to share with newly elected Board members. Trustee Coffelt explained that the Handbook is a working document, subject to change.

Motion to approve the document created during the Work Session as presented.

Motion made by: Ed Klopfenstein

Motion seconded by: Sheena Buffi

Voting:

Amy Johnson - Yes

Ed Klopfenstein - Yes

Sheena Buffi - Yes

Rusty Coffelt - Yes

Rene Ozuna - Not Present

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 member of the Board asks that an item be removed from the Consent Agenda for discussion and action later in the agenda.

Clerk of the Board explained that Item H on the Consent Agenda needed to be removed.

- Good Faith reason: The District was notified at 3:39pm, December 13, the afternoon prior to the Board meeting that the document before the board required corrections in order for Nampa Highway District to approve. Nampa Highway District is requiring a permanent easement for the project and the current proposal from West Ada is for a temporary easement. More time is required to collaborate with Nampa Highway District based on their communication and requirements.

Motion to adopt the Consent Agenda minus Item H: Recommendation to approve Griffin Slope Easement

After the motion, Trustee Coffelt pointed out Item R on the Consent Agenda: Recommendation to approve Classified Employee Stipend. Trustee Coffelt elaborated sharing that he appreciates the efforts of Dr. Bub and administration to recognize the work that certified, classified and other staff do; appreciating all staff members. Trustee Coffelt explained that the money for stipends is coming from the Governor's COVID Relief Funds to help retain and recruit positions that are difficult to fill and in an effort to recognize the staff in West Ada that enables the District to operate every day.

Motion to adopt the Consent Agenda minus Item H: Recommendation to approve Griffin Slope Easement

Motion made by: Sheena Buffi

Motion seconded by: Ed Klopfenstein

Voting:

Amy Johnson - Yes

Ed Klopfenstein - Yes

Sheena Buffi - Yes

Rusty Coffelt - Yes

Rene Ozuna - Not Present

- A. Board Expense Report / Payment of Bills: November 1-30, 2021**
- B. Board Report / PCard Expenses: October 1-31, 2021**
- C. Finance & Operations Monthly Reports: November 1-30, 2021**
- D. Meeting Minutes of:**
 - 1. November 15, 2021 Regular Board Meeting**
 - 2. November 11, 2021 Special Board Meeting**
- E. Associated Student Body (ASB) Reports**
- F. Employment Recommendations: New Hires, Changes and Separations**
- G. Leave Requests**
- H. Recommendation to approve Griffin Slope Easement**

Item not approved: *Motion to adopt the Consent Agenda minus Item H: Recommendation to approve Griffin Slope Easement*
- I. Recommendation to approve Ustick Road Right-of-Way Dedication**
- J. Recommendation to approve bid package for Site Work and Utilities Remodel for Meridian Middle School Cafeteria**
- K. Recommendation to approve Specialties for the Remodel of the Cafeteria at Meridian Middle School**

- L. Recommendation to approve rebid for Food Service Equipment for Remodel of Cafeteria at Meridian Middle School
- M. Recommendation to approve rebid package for Fiber Cement Siding for Remodel of Cafeteria at Meridian Middle School
- N. Recommendation to approve offer from GRHH Performance Flint Drive LLC for the sale of IFAA Portables
- O. Recommendation to approve Request for Qualifications (RFQ) for Facility Commissioning Services
- P. Recommendation to approve Wagner Farm Lease Renewal
- Q. Recommendation to approve 2022-2023 Curriculum Course Proposals
- R. Recommendation to approve Classified Employee Stipend
- S. Recommendation to approve 2021-22 School Year Calendar Revisions
- T. Recommendation to approve Fine Arts, World Language & Gifted and Talented Curriculum
- U. Recommendation to approve Eagle High School donation of gymnasium sound system
- V. Disposal of Personal Property Notification
- W. Recommendation to approve Student Tours, Excursions and Overnight Trips:
 - 1. Owyhee High School Boys Basketball Team to attend Varsity Boys Basketball Tournament in La Verne, CA leaving December 26 and returning December 31, 2021

XI. FUTURE AGENDA ITEMS

Trustee Klopfenstein asked whether or not the Board would need another meeting in December to discuss the Handbook from Work Session. Chair Johnson explained a meeting would depend on the access of available staff.

XII. ADJOURNMENT

Motion to adjourn - 8:39pm

Motion made by: Ed Klopfenstein

Motion seconded by: Sheena Buffi

Voting:

Amy Johnson - Yes

Ed Klopfenstein - Yes

Sheena Buffi - Yes

Rusty Coffelt - Yes

Rene Ozuna - Not Present

Chairperson

Clerk