



West Ada

SCHOOL DISTRICT

SCHOOL BOARD MEETING MINUTES **November 13, 2018**

Date, Place & Time	The regular meeting of the Board of Trustees, West Ada School District, convened at 6:00 p.m. on Tuesday, November 13, 2018 at the District Service Center, 1303 E. Central Drive, Meridian, Idaho.
Trustees in Attendance	Trustees: Phil Neuhoff, Mike Vuittonet, Rene Ozuna, Steve Smylie, and Ed Klopfenstein
Staff in Attendance	Dr. Mary Ann Ranells, Cheri Newbold, Don Nesbitt, Ramona Lee, Jonathan Gillen, Miranda Carson, Dave Roberts, Mandy White, Jason Warr and Devan DeLashmutt
Guests	Sue Darden, Casey Matt, Eric Thies, and Anthony Butler
CALL TO ORDER & PLEDGE	Chairman Phil Neuhoff
Consent Agenda	<p>Trustee Smylie made a motion, Vice Chairman Vuittonet seconded, and the vote was unanimous to approve the consent agenda.</p> <p>Payment of bills dated October 1-31, 2018</p> <p>P-Card Payments dated September 1-30, 2018</p> <p>Monthly Reports</p> <p>Associated Student Body Reports</p> <p>Employment Recommendations</p> <p>Summary of Leave Requests</p> <p>Request for a special board meeting Thursday, December 20th, 2018 at 9:00 a.m.</p> <p>Request Alternative Authorization-Content Specialist for Wilson Wu to work as a Math teacher for Central Academy High School</p>

Consent Cont.

Request Alternative Authorization-Teacher to New for Kristi Christensen to work as a P.E./Health teacher for Lake Hazel Elementary School

Recommendation to reject Bid #827801 Surplus Disposal-Hobart Mixer

Recommendation to reject (RFQ) 830601: Countertops & Cabinetry Repair at Meridian Medical Art Charter High School

Recommendation to cancel bid # 826101 and release a new bid for Owyhee High School site work

Recommendation to award Bid # 830601, Disposal for Surplus School Buses to Scott Baker

Recommendation to dispose two buses to Kuna School District

Recommendation to approve Special Case Transportation Eligibility Request

Recommendation to approve the Schematic Design for Pleasant View Elementary School

Request to raffle three theatre chairs to benefit Skill USA Construction Program

Revised Policy 100.1, Impact of Residential Growth on School District Operations

Recommendation to approve Student Tours:

- a. Eagle High School (HOSA) to travel to Boise, Idaho to attend State Leadership Conference departing April 10, 2019 and returning April 12, 2019
- b. Eagle High Cheer Team to travel to Riverside, California to participate Crown Cheer and Dance Championships departing February 7, 2019 returning February 12, 2019
- c. Idaho Fine Arts Vocal Ensemble to travel to Moscow, Idaho to attend the Lionel Hampton Jazz Festival departing February 22, 2019 and returning February 23, 2019

Recommendation to approve High School Course Descriptions

Recommendation to approve Middle School Course Descriptions

Consent Cont.

Authorization for Proposed RFQ Procedure – Land Surveying Services for Projects with a Service Fee under \$25,000

District Surplus Disposal

Suspension report for the First Quarter, 2018-2019 school year

Non-resident student enrollment request for the 2018-2019 school year

Student Expulsions

Discussion

Audit for 2017-2018 school year Jonathan Gillen

Jonathan Gillen, Chief Financial Officer, introduced Kristin Diggs from Eide Bailly. Ms. Diggs went over the financial statements. Ms. Diggs stated the accounting group is excellent at West Ada. She indicated West Ada had only one finding. She went over the audit process which starts in May. They do a risk assessment and internal controls. We review board minutes discussion with personal, sample testing, compliance and accounting practices. In August we pull samples and look extensively over construction projects, payroll and revenue. We have three separate auditors which give three separate opinions on financial reporting, financial statements and compliance. We look at why things change throughout the year. The ASB funds are sampled and tested. The funds are then put through a process which breaks down individual funds. The financial statement findings for this audit is accurate and clean. There is a three-page letter that summarizes the findings of the audit. This year West Ada could add to the Fund balance and build up the reserves. Ms. Diggs indicated this is a positive movement to insure stability for the District. Average daily attendance also increased by ½ percent, with a steady increase projected to continue. Trustees asked about accounting standards and the reporting. Trustee Ozuna was encouraged by the district ability to be able to increase the fund balance. Chairman Neuhoff agreed. Chairman Neuhoff had a question about the sampling done in audits. What is the possibility of you missing something big? Ms. Diggs stated when we sample we have forms we look at and the rate of risk in the area we are sampling. Based on the controls the District has in place determines what area we sample. The forms go over what needs to be tested. Chairman Neuhoff asked about the ability to have 55 building sites tested and how the bookkeepers from each of the building is sampled. Ms. Diggs stated we hit samples at different levels we look at payroll and big-ticket items. Trustees thanked the Administration and Ms. Diggs.

Discussion Cont.

Site plan for real property sale to ISU and improvements to West Ada School District by ISU

Dr. Ranells introduced Dr. Marincic, Associate Vice President; ISU-Meridian. Dr. Ranells indicated no changes had been made to the original proposal presented to the Board. Trustee Klopfenstein asked about the timing of this project. Lawrence Rose, the construction manager of the project indicated the appraisal timing should be completed by mid-next week. Vice Chairman Vuittonet clarified the information in the document. The total amount in the proposal is the 5.6 acres with only 5-buildable acreage for use. This would accommodate 56 parking spaces for ISU students. Vice Chairman Vuittonet questioned how the appraisal is based on the intended use of the property. The value of the property as a parking lot or as the property sits, with two different values. Trustee Ozuna what are we being asked to approve tonight. Mr. Lawrence clarified the concept of the site plan and what is going to be appraised. The sale will be approved after the appraisal comes in at a future Board meeting. Dr. Ranells indicated the District would like to move forward with the plan. ISU's site plan has met all the requirements we have asked for. This site plan will close the existing entrance and create a roundabout entrance. The next step, once the board approves the site plan, would be a one-time lot split with a new parcel number being assigned. Trustee Klopfenstein asked about pedestrian safety. Mr. Lawrence indicated the cross walk would be stripped and signs would be posted. The walk way liability is covered by the joint use agreement we already have in place. The District is indemnified. Trustee Smylie thanked ISU for the planned improvement of the parking lot entrance. Chairman Neuhoff asked about the use with the soccer use currently in place. Dr. Ranells indicated Mr. Yochum would follow up on this matter with the City of Meridian. Chairman Neuhoff asked if the split has been surveyed. Mr. Lawrence indicated the subdivision split has not been described yet. Chairman Neuhoff asked about the projected timing. Mr. Lawrence indicated he would like the process with West Ada to be completed by December, so ISU can move forward with the construction of the parking lot. Trustee Ozuna stated the appraised value needs to be high enough for West Ada to want to sell. Dr. Ranells stated once the board approves the site plan the next steps for ISU is a onetime lot split of the West Property. The cost of the split is covered by ISU according to Mr. Lawrence. Dr. Ranells indicated the agreement with the City goes away it doesn't impact the soccer fields. Chairman Vuittonet asked about the public parking. Dr. Marincic stated the parking will be consistent with the current parking schedule already in place. Chairman Neuhoff asked about the funding for the project. Dr. Marincic replied that State

Discussion Cont.

organizations cannot pay more than the appraised property value.

Revised Policy 502.50 Alcohol, Drug, & Tobacco Policy (third reading) Mandy White

Mandy White, Regional Director, presented the policy with no additional changes since the last reading. Trustees had no questions on the revised policy.

Revised Policy 602.6, Special Education (second reading) Ramona Lee

Ramona Lee, Director for Special Education, presented the policy for a second reading with no changes. Trustees had no questions on the revised policy.

Revised Policy 602.62, Private/Home /Parochial School Special Services (second reading) Ramona Lee

Ramona Lee, Director for Special Education, presented the policy for a second reading with no changes. Trustees had no questions on the revised policy.

Revised Policy 602.63, Section 504 of the Rehabilitation Act of 1973 (second reading) Ramona Lee

Ramona Lee, Director for Special Education, presented the policy for a second reading with no changes. Trustees had no questions on the revised policy.

Revised Policy 602.65, Out-of-State Students in Residential Facilities (second reading) Ramona Lee

Ramona Lee, Director for Special Education, presented the policy for a second reading with no changes. Trustees had no questions on the revised policy.

Recommendation to delete Policy 101, Exception to District Policies, Rules, Regulations and Procedures Dr. Ranells

Dr. Ranells recommendation is to delete the policy. She reported ISBA does not have a policy relating to this.

Revised Policy 102, Code of Ethics of the Idaho Teaching Profession (first reading) Dave Roberts

Dave Roberts, Chief Human Resource Officer, indicated only a minor change to include classified employees. Trustees had concerns over due process, code of ethics, certain codes that only apply to certified employees and the communication that would need to include classified employees. Trustees all suggested the

Discussion Cont.

policy should include the entire code of ethics. Mr. Roberts will return with the suggested revisions.

Revised Policy 702.10. General Operation - Transportation (first reading) Miranda Carson

Miranda Carson, Transportation Liaison, indicated the change to this policy would allow students with Special Needs to be dropped off at in-home child care or family caretaker. Currently the only drop off is a licensed Day Care facility. The change in the policy would allow exception to be approved by the Superintendent. The form would be submitted to the Superintendent and not have to be approved by the board every time. Trustees Ozuna questioned why IFAA doesn't provide the students with transportation. Ms. Carson indicated the students that attend IFAA come from all parts of the District and parents understand transportation is not provided when they audition for this school. This policy will return for a second reading.

Revised Policy 603.2. High School Credits & Graduation (first reading) Cindy Sisson

Cindy Sisson, Curriculum Director, revised the policy to reflect the current graduation requirements. The revision also included the deletion of classes West Ada no longer offers or the names of the classes have been changed. Trustee Ozuna requested clarification in the class descriptions so the transcripts and requirements can be tracked to make sure graduation requirements are completed. This policy will be revised with suggestions from Trustees for the second reading.

Revised Policy 603.21. High School Diploma and Graduation Ceremony (first reading) Cindy Sisson

Cindy Sisson, Curriculum Director, had no changes for this policy. Trustee Ozuna asked about graduation participation in ceremony. If a student drops out and completes a course on line why do we not let them participate in the graduation ceremony. Ms. Sisson indicated they cannot participate in the ceremony but can come back and get a West Ada diploma after they meet all the graduation requirements. Trustee Ozuna questioned if a student has special circumstance they don't have an option to walk. Trustee Ozuna was wondering what is the reason. Chairman Neuhoff gave an example if a student has cancer and takes a class on line can they not participate in graduation ceremony. Dr. Ranells stated this would be addressed with the student being on a 504. Mr. Nesbit addressed the Board. Mr. Nesbit questioned where do we draw the line. You need to be a part of the program and finish with us. The grey area is very difficult. Parents require us to hold a standard for the West Ada students. Trustee Ozuna

Discussion Cont.

indicated maybe students won't finish because they are not going to participate in the ceremony. Ms. Sisson stated students can apply for an exception with the Superintendent. Mr. Nesbit stated we will look at every case individually. Students that are not enrolled in our schools at all cannot participate in the graduation ceremony. Dr. Ranells stated there are flexibilities in the policy for different circumstances. Dr. Ranells feels strongly about the education students get at West Ada and when they walk across the stage we are certifying all graduation requirements have been met at West Ada.

Revised Policy 603.22, Advanced Opportunities Program. (first reading) Cindy Sisson

Cindy Sisson, Curriculum Director, had only one addition to the policy. This addition included the grading practice that would appear on a college transcript. This policy will return for a second reading.

Revised Policy 1001.2, Outside/Community Speakers (first reading) Cindy Sisson

Cindy Sisson, Curriculum Director, revised the policy to delete the section on STD/STI presentations. The building administration can determine if the outside speaker is appropriate. Trustee Ozuna clarified the speaker that talks with a sports team or clubs. Do they need to have this form filled out before speaking? Trustees agreed if we create a form that is difficult to fill out then many speakers will not want to come in and schedule a visit. Trustees felt the Regional Directors should be the approver of the topic and speakers. Ms. Sisson will bring this back for a second reading with suggested changes.

Revised Policy 1003.20, Rental Fees (first reading) Jason Warr

Jason Warr, District Athletic Director, presented the revised policy 1003.20. The revisions included the clarification of the category descriptions. The revised amount the District charges compares with surrounding Districts. Mr. Warr stated from the advice of council we adjusted the rate of pay for staff. Trustees had concerns about the hold harmless agreement. Mr. Warr said we would address this during the second reading.

Audit for the 2017-2018 school year as presented
Vice Chairman Vuittonet made a motion, Trustee Klopfenstein seconded, and the vote was unanimous to approve the Audit for 2017-2018 school year.

Action

Action Cont.

Approve site plan for real property sale to ISU and improvements to West Ada School District by ISU

Trustee Smylie made a motion, **Vice Chairman Vuittonet** seconded, and the vote was 4-1 with **Chairman Neuhoff** abstaining.

Revised Policy 502, Alcohol, Drug, & Tobacco Policy

Trustee Klopfenstein made a motion, **Vice Chairman Vuittonet** seconded, and the vote was unanimous to approve revised Policy 502.

Revised Policy 602.6, Special Education

Trustee Ozuna made a motion, **Trustee Smylie** seconded, and the vote was unanimous to approve revised Policy 602.6

Revised Policy 602.62, Private/Home /Parochial School Special Services

Vice Chairman Vuittonet made a motion, **Trustee Klopfenstein** asked for the name of the policy to be corrected. **Vice Chairman Vuittonet** withdrew his motion to include the correct name of the policy **Trustee Klopfenstein** seconded, and the vote was unanimous to approve revised Policy 602.63.

Revised Policy 602.63, Section 504 of the Rehabilitation Act of 1973

Trustee Smylie made a motion, **Vice Chairman Vuittonet** seconded, and the vote was unanimous to approve revised Policy 602.63.

Revised Policy 602.65, Out-of-State Students in Residential Facilities

Trustee Klopfenstein made a motion, **Trustee Smylie** seconded, and the vote was unanimous to approve revised Policy 602.65.

Recommendation to delete Policy 101, Exception to District Policies, Rules, Regulations and Procedures

Trustee Ozuna made a motion, **Vice Chairman Vuittonet** seconded, and the vote was unanimous to delete Policy 101.

Minutes of the:

a. October 9, 2018 regular board meeting

Vice Chairman Vuittonet made a motion, **Trustee Smylie** seconded, and the vote was unanimous to approve October 9, 2018 minutes

b. October 12, 2018 special board meeting

Vice Chairman Vuittonet made a motion, **Trustee**

Action Cont.

Ozuna seconded, and the vote was 4-1 with **Chairman Neuhoff** abstaining because he did not attend this meeting.

Board Report

Trustee Smylie reported on his recent trip and how the important we can offer every student an education in our country.

Chairman Neuhoff reported the Veterans Day celebrations throughout the District.

Vice Chairman Vuittonet reported on the video Mr. Exline produced in support of Resolution 8 that will be presented at the ISBA convention. He also suggested some topics to cover during the legislative luncheon.

Trustee Ozuna suggested a training class on social media practices. She also wanted to thank many of the Administrators for all the events they attend outside of the normal work day.

Trustee Klopfenstein thanked the many students that go above and beyond.

Superintendent Report

Superintendent Ranells presented the Board with an award from the Meridian City Council for being a member for 50 years. She expressed concerns about the funding formula and acknowledge the final draft has not been released.

ADJOURNMENT

Trustee Klopfenstein made a motion, **Trustee Smylie** seconded, and the vote was unanimous to adjourn the meeting at 9:58 p.m.

Chairman

Clerk