

Board of Trustees' Meeting
District Office
270 East Bridge Street
Blackfoot, Idaho

July 25, 2024
6:30 p.m.

Minutes

Chairwoman Bonnie Hepworth called the meeting to order at 6:30 p.m. Mrs. Hepworth welcomed the audience and led them in reciting the Pledge of Allegiance.

Board members in attendance were Chairwoman Bonnie Hepworth, Vice-Chairman Carlos Mercado, Treasurer Cleon Chapman, Trustee Mary Jo Marlow and Trustee Kevin Callahan. Also in attendance were Assistant Superintendent Ryan Wilson, Board Clerk Jennifer Hatch, Teresa Rowe, Joy Mickelsen, Melissa Nichols, Heidi Cornell, Jan Neish, Lynette Carter, and Teresa Crane.

Approval of the Agenda- There were no changes to the posted agenda.

Public Forum – No one came forward for public forum.

June Financial Report (Information) - The June financial report was given by Ms. Teresa Rowe. (See Attachment A)

Policy 262: Board Meetings (Information) – Mr. Wilson presented Policy 262 for a second reading. Board members wanted more time to look this policy over. It is a combination of several board policies being combined into a new policy. The board appreciates how the policy is laid out and will move it to be a business item next month.

District Continuous Improvement Plan (Information) – Ms. Mickelsen came to share information about the District Continuous Improvement Plan. Our vision and mission statement have not changed. The patron advisory committee met in June to talk about test scores. The scores from Fort Hall Elementary doubled on the IRI. The state guidelines regarding the makeup of the committee for the selection of curriculum materials has changed. Our district is following the new state guidelines. Half of the members or more are parents. Ms. Mickelsen invited the board to look over the CIP plan and come to her with any questions. It must be submitted to the state by October 1st.

ISBA Convention (Information) – The ISBA Convention will be held November 6th-8th in Boise. Please let Mrs. Hatch know if you would like to attend.

School Handbooks (Information) – Mr. Wilson pointed out that we are gearing up for the start of the new year. The school handbooks were shared via the Google drive. If there are any changes or additions that need to be made, please let him know. We want all expectations to be outlined clearly for each building. The handbooks will be available on the district website once they are approved.

August Work Session (Information) – Mr. Wilson shared with the board that Mr. Kress needs to have a board work meeting during the second week of August to discuss the requirements that need to be met due to HB 521. The board has to approve how the district will spend the anticipated revenues. The board decided on Tuesday, August 13th at 6:30pm. Mrs. Hepworth would also like to discuss boardsmanship during that meeting if there is time.

FY24 Supplemental Levy Expenditures (Information) – Mr. Wilson stated that we are required each July to report what we utilize our supplemental monies for. We use them in six areas: School building security, technology supplies, classroom instructional supplies, transportation, salaries for certified staff, and salaries for classified staff. Our district has to contribute \$3,660,327 above the amount that the state funds.

Bus Stops and Safety Busing (Action) – Ms. Nichols requested that the board approve the school bus routes for the 2024-25 school year. There may be changes as the year gets going and we find students who have moved in or out. Mr. Chapman moved that the board of trustees approve the bus routes and safety busing as presented by Mrs. Nichols. Mr. Mercado seconded the motion. All approved. The motion passed.

Policy 356: Vacations and Holidays, Year-Round Employees (Action) – Mr. Wilson talked about what Policy 356 covers. There are times when year-round employees are not able to utilize their vacation days. The board has decided that they should be paid out for these days. These funds are budgeted for every year; the board just has to approve the amounts. Mr. Mercado moved that the board of trustees approve payment of the unused vacation days for year-round staff in accordance with Board Policy 356: Vacations and Holidays, Year-Round Employees as presented by Mr. Wilson. Mr. Chapman seconded the motion. All approved. The motion passed.

MVMS 7th Grade Only Day (Action) – For several years Blackfoot High School has had only the freshmen attend in person on the first day of each school year. This gives them a chance to get to know where their classes are, practice with lockers, and be less overwhelmed on their first day. Mountain View Middle School would like to follow suit and have only the 7th graders attend in person on August 21st. This will hopefully alleviate some of the anxiousness that our students feel. Mrs. Marlow moved that the board of trustees approve having only 7th grade students attend in person at MVMS on August 21, 2024. Mr. Callahan seconded the motion. All approved. The motion passed.

Policy 512: School Climate (Action) – We are required by the state to have certain policies addressed every year. We have several policies that cover each of the following areas: The relationship abuse and sexual assault prevention and response section is tied into our Title IX procedures. The topics covered are: Discipline; Violence Prevention; Student Harassment, Intimidation, and Bullying; Student Health; Possessing Weapons on Campus; Substance Abuse- tobacco, alcohol, and other drugs; Suicide Prevention; Drug-free School Zones; Building Safety including Evacuation Drills/ and Relationship Abuse and Sexual Assault Prevention and Response. Mr. Mercado moved that the board of trustees approve Policy 512: School Climate as presented in written format. Mr. Chapman seconded the motion. All approved. The motion passed.

Policy 402: Background Checks (Action) – Mr. Wilson pointed out that the big change in this policy is that the building administrator has control over what volunteers are in their buildings. Also, all volunteers are required to pay for their own background checks. The board did not have any questions. Mrs. Marlow moved that the board of trustees approve Policy 402: Background Checks as presented in written format. Mr. Callahan seconded the motion. All approved. The motion passed.

Policy 402.1: Volunteer Assistance (Action) – Mr. Wilson said that this works in conjunction with Policy 402. We appreciate our volunteers. We would like our building administrators to make sure volunteers are being given a degree of training and understanding of their responsibilities when they are in the

buildings. Mr. Callahan moved that the board of trustees approve Policy 402.1: Volunteer Assistance as presented in written format. Mr. Chapman seconded the motion. All approved. The motion passed.

Policy 857.50F1: Professional Service Provider Agreement (Action) – During reviews of this policy with our service providers it came up that we needed to have a section on certifications of the contractors. This has been added. Mr. Chapman moved that the board of trustees approve Policy 857.50F1: Professional Service Provider Agreement as presented in written format. Mr. Mercado seconded the motion. All approved. The motion passed.

Quarterly Policy Updates (Action) – Mr. Wilson presented the following policies for the second reading for the second quarter: 246: Trustee Vacancy, 260: Agenda Preparation- DELETE, 264: Annual Meetings-DELETE, 266: Regular Meetings- DELETE, 268: Special Meetings- DELETE, 270: Executive Sessions-DELETE, 272: Board Meeting Minutes- DELETE, 274: Quorum at Board Meetings- DELETE, 276: Access to Public Records, 409: Military Leave, 553: Restraint and Seclusion, 560: Epinephrine Auto-Injectors- DELETE, 561: Administering Medications, 561F1: Medication Request and Release, 561P1: Emergency Anaphylaxis Procedures- NEW, 648: Health/Wellness, 652: Library and Resource Center Materials, 652F: Library and Resource Center Materials- NEW, 652P: Library and Resource Center Materials Procedures- NEW, , 838: Activity Funds, 850: Purchasing, 850.30: Purchasing Service or Personal Property, 850.90: Publics Works Construction, 857: Personal Service Contracts- Notice Requirements- DELETE. Mr. Wilson asked for these policies to be approved. Mrs. Hepworth asked if there were any questions.

Policy 838: Mrs. Marlow had a question about the approval of expenditures exceeding \$1,000 needing to be board approved. She would like that amount to be raised or taken out entirely and being subject to approval by the building principal. There is also a question of the district treasurer reporting the transactions, assets, liabilities, and fund balances for each activity fund. Those items will be discussed in the August board meeting. Mr. Mercado moved that the board of trustees approve the quarterly policies as presented in written format. Mr. Chapman seconded the motion. All approved. The motion passed.

Motion to Executive Session (Action) – Mr. Callahan moved that the board of trustees recess into executive session in the manner and for the purposes authorized by Section 74-206, Idaho Code (1) (a) to consider hiring a public officer, employee, staff member or individual agent, (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student. Mrs. Marlow seconded the motion.

Mrs. Hepworth noted that this is proper business for consideration in executive session as per Idaho Code 74-206. All board members in attendance voted in the affirmative in a roll call vote. Mrs. Hepworth – aye. Mr. Mercado – aye. Mr. Chapman – aye. Mrs. Marlow – aye. Mr. Callahan – aye. The motion passed.

Executive Session

July 25, 2024
7:28 p.m.

Mr. Wilson presented the personnel recommendations.

The board reconvened into open session at 8:02 p.m.

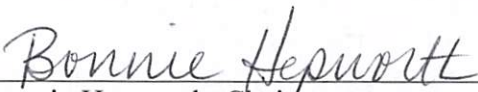
Consent Agenda (Action) – Mrs. Hepworth asked if there were any questions regarding items on the consent agenda. There were no questions. Mr. Chapman moved that the board of trustees approve the prior board minutes, personnel recommendations as they appear below in these minutes with the requested area of need, and payment of June bills. Mr. Mercado seconded the motion. Mrs. Marlow abstained from the vote. All other board members agreed. The motion passed.

PERSONNEL RECOMMENDATIONS:

<u>New Hires</u>	<u>Position</u>	<u>Location</u>
Craig Marlow	Social Studies/Science Teacher	BSD Online
<u>Transfers</u>	<u>From</u>	<u>To</u>
Tonya Houston	English/SpEd Teacher- BHS	FT SpEd Para- BHS
Dana Steffensen	Intervention Teacher- FH	Counselor- IHS
<u>Extracurricular</u>	<u>Position</u>	<u>Location</u>
Megan Evans	8 th Grade Assistant Volleyball Coach	MVMS
<u>Resignations/Retirements</u>	<u>Position</u>	<u>Location</u>
Brittany Beasley	Registered Nurse	DW
Michelle Larsen	Paraprofessional	ISSC
Keshia Polatis	Family and Consumer Science Teacher	HIS
Cassie Secol	ERR Paraprofessional	STA
Rachel Shryock	Counselor	IHS
Lyndzi Turner	PE Specialist	GRO

Future Agenda Items (Information) – The board would like to have an activity funds report and the CTE numbers. Policy 838 will be on the August agenda. They would also like a tour of Riverbend Elementary once the teachers have had time to put their personalized mark on it.

Adjournment (action) – Mr. Mercado moved that the July meeting of the board of trustees be adjourned. Mr. Callahan seconded the motion. All agreed. The motion passed. The meeting adjourned at 8:07 p.m.



 Bonnie Hepworth, Chairwoman



 Jennifer Hatch, Clerk

BLACKFOOT SCHOOL DISTRICT NO. 55
FINANCIAL REPORT
For the Month Ending:
June 30, 2024

ZIONS BANK

M & O - CMIA Account	\$	1,915,920.16
Outstanding Checks	\$	(583,021.06)

ZIONS BANK M&O TOTAL	\$	<u>1,332,899.10</u>
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DL EVANS BANK (School Lunch)	\$	609,731.50
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ZIONS BANK

Blackfoot Performing Arts	\$	166.54
Outstanding Checks	\$	-

ZIONS BANK - Performing Arts Total	\$	<u>166.54</u>
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INVESTMENTS - GENERAL OPERATIONS

State Investment Pool	\$	<u>3,044,048.41</u>
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D.L. Evans-Bond	\$	<u>81,100.76</u>
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PETTY CASH

District Balance 6/30/2024	\$	<u>3,500.00</u>
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TOTAL RECONCILED DISTRICT BANK FUNDS -June 30, 2024	\$	<u><u>5,071,446.31</u></u>
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TOTAL RECONCILED DISTRICT BANK FUNDS -June, 2023	\$	<u><u>3,978,734.67</u></u>
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BLACKFOOT SCHOOL DISTRICT NO. 55
CASH FLOW STATEMENT
ALL DISTRICT FUNDS
For the Month Ending:
JUNE 2024

JUNE 1, 2024 Balance Forward:

\$ 6,861,141.77

REVENUE:

Other State Support	\$ 477,339.00
Federal-Title I	\$ 372,615.73
Federal-IDEA	\$ 178,484.00
Federal-Title VII Indian Education	\$ 141,481.74
Federal-PL 81-874 Impact Aid	\$ 123,400.00
Medicaid	\$ 116,761.77
State-Professional/Tech	\$ 86,290.50
Federal-Food Service	\$ 69,162.67
Federal-Title I-C Migrant	\$ 58,450.74
Federal-Title II-A Improving Teacher Quality	\$ 45,033.75
Local Revenue (Rent, Donations, Tuition, Etc.)	\$ 34,700.50
Earnings on Investments	\$ 28,444.55
Gear Up Grant	\$ 27,198.86
Local Property Tax	\$ 27,088.03
Federal-Title IV-A Student Support	\$ 18,258.45
Federal-IDEA Preschool	\$ 8,341.55
Local Food Service	\$ 7,555.57
State-Driver's Education	\$ 4,814.91

TOTAL REVENUE:	\$ <u>1,825,422.32</u>
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EXPENDITURES:

June Payroll	\$ 2,697,835.30
Bldg. Repair, Maint., Supplies, Equip.	\$ 283,937.30
Transportation	\$ 239,301.00
Textbooks/Computer/Equipment/Technology	\$ 126,989.30
Contract Service/Membership	\$ 107,006.30
Custodial Contract	\$ 95,648.86
Utilities/Telephone	\$ 33,355.39
Food Services	\$ 31,044.33

TOTAL EXPENDITURES:	\$ <u>3,615,117.78</u>
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NET DECREASE IN CASH POSITION:

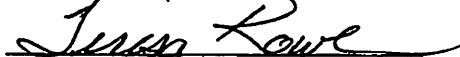
\$ (1,789,695.46)

ENDING BALANCE:

\$ 5,071,446.31

General Fund

FY24 Revenue To Date 06/30/2024	\$ 37,223,514.28	103.5%
FY24 Expenditures To Date 06/30/2024	\$ 32,314,577.98	84.6%
FY23 Actual Revenue thru 06/30/2023	\$ 32,873,534.28	100.0%
FY23 Actual Expenditures thru 06/30/2023	\$ 29,320,173.64	86.4%


6/22/2024

BLACKFOOT TECHNICAL EDUCATION CENTER
Financial Report
6/30/2024

DL EVAN BANK

BTEC Construction	\$	39,718.41	
Outstanding Checks	\$	(2,452.50)	
			<u>\$ 37,265.91</u>
DL EVANS BANK TOTAL			

INVESTMENT

BTEC State Pool			<u>\$3,924,554.37</u>
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BTECH CASH HOLDING

\$3,235,037.00

EXPENDITURES

Headwaters Construction	\$	705,157.63	-
Connecting Testing & Inspection	\$	2,632.50	

TOTAL EXPENDITURES

\$ 707,790.13