

**Minutes of the Regular  
Board Meeting  
Joint Jefferson School District #251**

May 13 2009

**MOTION:** Moved by Mr. Peterson at 5:00 p.m. that the Board enter executive session as per Idaho Code 67-2345 (a)(b)(c)(d), 2<sup>nd</sup> by Mr. Byram. A roll call was taken and the meeting began.

Mr. Clark	“aye”
Mr. Byram	“aye”
Mr. Hepworth	“aye”
Mrs. Robison	“aye”
Mr. Peterson	“aye”
Dr. Peterson	“aye”
Mr. Hancock	“aye”

**Absent:**

Executive session concluded at 6:05 p.m.

**REGULAR SESSION:** 6:09 P.M.

**Present:** Mr. Clark, Dr. Peterson, Mr. Hepworth, Mr. Hancock, Mr. Peterson, Mr. Byram, Superintendent Ron Tolman, Assistant Superintendent Don Bingham, Nile Hall, and Rhonda Merrill, Clerk

**Absent:** Mrs. Robison

**Those in Attendance:** Ted Mecham, John Schell, Alice Schell, Diane Clark, Yvonne Thurber, LaRell Greenhalgh, Jeryl Fluckiger, Richard Howard, Ben Lemons, Robert Hale, Eric Jensen, Doug Siddoway, Debbie Timm, Ron Smith, Gary Comstock, David England, Esther Henry, Kim Bishop, Earl Bishop, Cheryl Lee, Louise Twitchell, Ken Meacham, Michael Bishop, Katie South, Mrs. Chandler, Janette Melgaard, Kayla Thomson, Brandon Simpson, Valery Chandler, Keith Scholes, Joslyn Waters, Michelle Mortimer, Steve Young, Cory Taylor, Heather Tucker, Susan Lundquist, Cody Willmore, Yvonne Waters

The meeting was called to order by Chairman Peterson at 6:10 p.m. Esther Henry led the Pledge of Allegiance and Kim Bishop offered the invocation.

**MOTION:** Moved by Mr. Clark that the Board approve the minutes of the April 8 and 23, 2009 Board meetings, 2<sup>nd</sup> by Mr. Hepworth, voted and passed unanimously.

**MOTION:** Moved by Mr. Hepworth that the Board approve the agenda for the May 13, 2009 Board meeting, 2<sup>nd</sup> by Mr. Peterson, voted and passed unanimously.

I. Recognition: The following were recognized:

1. John Schell was nominated as a candidate for the National Freida J. Riley Teacher award
2. Katie South was named a state winner in the 2008-09 Principal's Leadership Scholarship. She will receive \$1000 to continue her education. She was chosen out of 3,100 applicants.
3. Michael Bishop is a finalist in the 2009 Presidential Scholars competition. There were approximately 2.8 million graduating high school seniors and he is one of the 560 scholars moving on to the final round.

4. Kayla Thompson, Brandan Simpson, and Valery Chandler completed and received recognition at the State FCCLA convention the Power of One. The Power of One is a National FCCLA program which contains 6 self improvement units for which students set and obtain goals. They will receive recognition at the National FCCLA convention in July.
5. Mrs. Juli Sticklan was selected to be the ASNE Reynoldsburg High School Journalism Institute Fellow at Arizona State University.
6. Louise Twitchell was selected to receive the 2009 Spirit of Advising Award from FCCLA (Family, Career and Community Leaders of America) at the national FCCLA convention in July.
7. State FFA awards
  - Joslyn Waters; State Champion Nursery/Landscape & Rigby FFA Team State Champions
  - Jud Elkington, State Champion Horse Judging

II. Public Comment  
none

III. Consent Agenda—Section 1

1. Dr. Tolman read the Certificate of Trustee Election for the following:
  - Zone 1 Angie Robison
  - Zone 2 Dean Hancock
  - Zone 4 Michael Peterson
2. Personnel were recommended as listed.

Hire/Resignation	Name	Position	School
Letter of Intent	Wendy Anderson	P.E. Teacher	South Fork Elementary
Letter of Intent	Richard A. Cortez	Speech Debate Teacher	Rigby High School
Letter of Intent	Carolee Freeman	Art Teacher	Midway Middle School
Letter of Intent	Megan Loertscher	Math Teacher	Midway Middle School
Letter of Intent	Marilyn Churchill	½ time Language Arts teacher	Midway Middle School
Letter of Intent	Meghan Scoresby	1 <sup>st</sup> grade teacher	South Fork Elementary
Letter of Intent	Lesleigh Fink	Special Education Teacher	Rigby High School
Letter of Intent	Jenny Johnson	½ time SLP (Speech Lang)	District Office
Letter of Intent	Kayla Esplin	½ time School Psychologist	District Office
Letter of Intent	Lisa Roberts	1 <sup>st</sup> grade teacher	Jefferson Elementary
Letter of Intent	Emily Jensen	1 <sup>st</sup> grade teacher	Jefferson Elementary
Letter of Intent	Stacey Kirtley	3 <sup>rd</sup> grade teacher	Roberts Elementary
Letter of Intent	Stacy Gorseth	Special Ed. Teacher	Midway Middle
Letter of Intent	Cathy Johnson	Special Ed. Teacher	Rigby High School
Letter of Intent	Lisa Berry	Title I Teacher	South Fork Elementary
Letter of Intent	Chantile Haupt	½ time Sp. Ed. Teacher	Roberts Elementary
Letter of Intent	Christine Remsburg	Special Education Teacher	Rigby Jr. High
Letter of Intent	Jennifer McPherson	Title I Teacher	Roberts Elementary
Letter of Intent	Heather Adams	Special Education teacher	District
Letter of Intent	Diane Plomaritis	4 <sup>th</sup> grade teacher	Jefferson Elementary
Letter of Intent	Lauren Astle	Special Education teacher	Midway Middle School
New Member	Bob Shippen	Board Member	Education Foundation
New Member	Karen South	Board Member	Education Foundation

Resignation	Courtney Arntson	1 <sup>st</sup> grade teacher	Harwood Elementary
Resignation	Joshua Schad	Special Education Teacher	Rigby High School
Resignation	Elizabeth Watson	Science Teacher	Midway Middle School
Resignation	Lyle Thompson	Wrestling Coach	Rigby High School
Resignation	Michael Hancey	Choral Teacher	Rigby High/Jr. High
Resignation	Eric Astel	Special Education Teacher	Rigby Jr. High School
Resignation	Lacee Lerwill	School Companion	Roberts Elementary
Resignation	Tami Perez	HR/Payroll	District Office
Retirement	Ron Jones	Government Teacher	Rigby High School

**MOTION:** Moved by Mr. Byram that the Board approve Consent Agenda, Section 1, 2<sup>nd</sup> by Mr. Hepworth, voted and passed unanimously.

IV. Consent Agenda—Section 2, Financial

1. Approval of Accounts Payable was requested. Mr. Hall asked that the Board hold on the payment for the Garland Company billing at this time.
2. Acceptance of the financial report was requested.
3. Mr. Hall presented a recommendation for liability insurance. He recommended that the Board accept the bid from Falls Insurance with the understanding that we will bid it out again next year; with consideration to the service received this year in Risk Control meetings and that costs stay down as well as the district's exposure. He recommended a minimum of \$3,000,000 in an umbrella liability policy.
4. Dr. Tolman requested authorization of payment for Foundation obligations.

**MOTION:** Moved by Mr. Byram, abstaining from the bills related to his business, that the Board approve consent agenda Consent Agenda; Section 2, 2<sup>nd</sup> by Mr. Clark, voted and passed unanimously.

V. Consent Agenda—Section 3, Policy

1. Approval of the 2<sup>nd</sup> reading of the Energy Education policy and guidelines was requested. Mr. Daku will report to the Board in July.
2. A request for early graduation for 4 students from Rigby High School was presented.
3. An increase in fees at Rigby High School was requested by Mr. Comstock.
4. A recommendation for 1<sup>st</sup> reading for policy #3051, Minimum Enrollment at Rigby High School was requested.
5. A recommendation on collaboration and early release time was presented by Mr. Bingham. He recommended that the District start and stop each day at the same time and allow each school to schedule collaboration time each week when best for them. Mr. Byram suggested having longer student days and shortening the school year. Dr. Tolman suggested studying this for the next year.

**MOTION:** Moved by Mr. Hepworth that the Board approve the Consent Agenda; Section #3; 2<sup>nd</sup> by Mr. Peterson and that the option proposed by Mr. Byram be studied and a recommendation made next year, voted and passed unanimously.

## VI. Board Discussion Items

1. The Rigby High FFA program requested permission to travel to national competition in Indianapolis in November.

**MOTION:** Moved by Mr. Byram that the FFA team be allowed to attend the convention, 2<sup>nd</sup> by Mr. Hepworth, voted and passed unanimously.

2. Dr. Tolman presented information from the District Budget Advisory Committee regarding ways the District can reduce the budget due to the shortfall from the State. The following was recommended:

### **Recommendation**

It is recommended that the board direct the administration to prepare a budget with the following major changes for FY 2009-2010.

### **Reductions in staff through attrition or reassignment**

#### **Rigby High School**

- ½ time language arts reduction
- Reassignment of one counselor to an elementary school—cost avoidance
- 1 social studies position reduction
- Athletic Director teaching or supervising 2-3 periods each trimester—cost avoidance
- ½ FTE French reduction teacher assigned to teach health—cost avoidance

#### **Rigby Jr. High School**

- Reduction of 1 science FTE
- Reduction of ½ language arts FTE

#### **Midway Middle School**

- Reduction of team planning periods for team leaders (cost avoidance)
- Reduction of .50 FTE—English

#### **Administration**

- Reduction of one administrative FTE with teaching principal at Roberts Elementary School

#### **Elementary**

- No reductions are being proposed to elementary +/-
- It is hoped that the transition to a new school will occur with no increase to staff

#### **District Office**

- All office employees would participate in any cuts due to a furlough
- Look for ways to consolidate jobs to cut support staff at District Office

#### **Bussing efficiency changes**

- Kindergarten alternate full day attendance. Students would attend either all day on Monday/Wednesday or Tuesday/Thursday and Friday on alternating weeks. Estimated savings of \$176,000 the first year and \$88,000 every year thereafter.

- Consolidation of afternoon bus routes. Estimated savings, \$50,000-\$60,000 the first year, then \$25,000 to \$30,000 every year thereafter.
- Relocation of 14 busses into Rigby compound—saving approximately \$140,000 the first year and then \$70,000 each year thereafter. This will take an initial investment of approximately \$29,000.

### **Miscellaneous Adjustments**

- Realignment of textbook purchasing and cutting discretionary grants, saving approximately \$247,000
- Realignment of IBED and Special Education VI-B funded teachers, saving approximately \$70,000.
- Implement 4 day work week at District Office during summer; June 1-Aug. 6
- Direct the Board negotiator to make it a priority to negotiate the ability of the district to have the flexibility to get the best possible price for health, dental, and vision insurance without reducing coverage.
- Direct the administrative team to charge groups who use school facilities the amount it actually costs to use the facilities.
- Direct the administration to close buildings and put buildings in energy saving mode on as many weekends as possible and during all extended breaks.
- Direct the administration to conserve on copying costs, monitor use of copier more carefully, use electronic technology as often as possible to communicate internally and with patrons.
- Direct the administration to limit custodial costs by having students and staff do minor cleaning of their own area including getting trash cans to the hall.
- Direct the administration to continue with staff travel limited only to that essential to the operation of the district for the coming year.
- Direct the administration to reduce the extra curricular support contribution to the Rigby High School by 5%.
- Direct the administration to increase the participation fee for extra curricular activities to more closely reflect the actual cost of participation.
- Direct the business manager to create a budget that reflects approximately at 1.6% reduction in salary for all certified employees and those support staff employees who can be furloughed at the same time. This would best be accomplished with a 3 day furlough. A 3 day furlough would compensate to some extent for the difference between the new state salary scale and the old state salary scale. If not by a furlough, it would have to be accomplished through a reduction in force. The business manager should reflect a freeze on experience movement on all salary scales for all staff.

- Direct the administration to reduce administrative staff by approximately 1 full time equivalent position as has already been planned.
- Reallocation of District reserve funds in the amount of approximately \$200,000.

**MOTION:** Moved by Mr. Peterson that the Board approve the recommendation from Dr. Tolman for the budget cuts for the 2009-2010 school year, 2<sup>nd</sup> by Mr. Byram, voted and passed unanimously.

3. The Board discussed the designation for an architect for the Rigby High School addition and the new central office facility.

**MOTION:** Moved by Mr. Hancock that the District hire Newell Goldsberry of Sundberg and Associates as the architect for the new building projects, 2<sup>nd</sup> by Mr. Byram, Mr. Hancock amended his recommendation and specified an 8 room addition to the high school with a bid option for 2 additional rooms and a bid option to remodel some of the present rooms for physical education purposes; and the conventional design, bid, build proposal for the central office and the high school addition, 2<sup>nd</sup> by Mr. Peterson, voted and passed unanimously.

4. Dr. Tolman asked for a volunteer to help with the selection of a new H/R Payroll specialist. Mr. Hepworth volunteered for the position. They will interview next Wednesday at 9:00.
5. Consideration for a track addition at Rigby High School was presented. Dr. Tolman recommended that this project not be considered at this time and the Board concurred.

VII. Information items

1. Mrs. Timm presented the Food Service report to the Board.
2. Dr. Tolman presented an enrollment report.
3. The Rigby High School and Jefferson Alternative High School graduations were announced for May 19<sup>th</sup> at 6:30 p.m. at Rigby High School for Jefferson High and May 20<sup>th</sup> at 2:00 p.m. at the Hart Auditorium in REXBURG for Rigby High School. Dr. Peterson volunteered to present the diplomas at Jefferson High.

**Comments:** Diane Clark asked about the reasons for having the graduation during the day and felt that it worked well.

**MOTION:** Moved by Mr. Hepworth that the Board adjourn to executive session at 7:20 p.m. as per Idaho Code 67-2345 (a)(b)(c)(d), 2<sup>nd</sup> by Mr. Clark voted and passed unanimously.

Mr. Hepworth	“aye”
Mr. Clark	“aye”
Mr. Hancock	“aye”
Mr. Byram	“aye”
Mr. Peterson	“aye”
Dr. Peterson	“aye”

Dr. Peterson adjourned the meeting at 8:10 p.m.