

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF SD #4

The trustees met in regular session Monday, August 20, 2012 at 6:37 p.m. in the library. Those present throughout the meeting were Chair Manny Zuniga, trustees Rhonda Hogstad, Mark Berg, Superintendent Brent Lipp, and Business Manager Suzie Zentz. There were three visitors.

The chair called the meeting to order and led the group in the pledge of allegiance.

There were no adjustments to the agenda.

AGENDA ADJ

Charlene Severson arrived at 6:40 p.m.

Rhonda Hogstad made a motion to approve the consent agenda as presented; Mark Berg seconded the motion. There was no discussion. All voted in favor of the motion.

CONSENT AGENDA

There was no correspondence.

CORRESPONDENCE

ADMINISTRATIVE REPORT

Superintendent Brent Lipp recapped his administrative report:

ADMIN REPORT

- Kim and Leslie have rolled over and fine tuned PowerSchool for the new year. The training in California was excellent.
- Our E-grant application is finished and approved by OPI. The next project is the student improvement plan and the ADC.
- Empire is putting the finishing touches on the Kindergarten room. The punch lists are completed and we are waiting for the final word from CTA. We have been very impressed with CTA's meticulous work. The roof maintenance work is also now completed.
- Thanks to Suzie Zentz for preparation of the Trustee's Financial Summary and the Final Budget.
- We received a grant from Target (one of our alumni is a manager). They are donating \$500 to our library and providing volunteers to help in any way. They will provide supplies for students if needed also.
- We have a new director for the Yellowstone/West Carbon County Special Services Coop—Karen Underwood.
- Brent would like to consider using the AYP cash award to take middle school staff members to a conference.
- Brent also reported that he had asked CTA to do an estimate for a design proposal for the front entrance and median area. CTA would provide a proposal with several options, not to exceed \$3,000.
- Brent introduced our new staff: Samantha Anttila—Special Education (Grades 5-8), Kim Dugan—Counselor, Trina Halama—Jr High & Tech Ed. The new staff left after introduction.

- We will hold a barbeque for staff & trustees and families at 6:00 p.m. on Sunday, August 26th. Trustees will provide breakfast for staff on Monday, August 27th.
- Mark asked how we apply for E-grant funds. Brent said that they are allocated by OPI based on district poverty and other criteria.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

Brent noted that the beam project is completely finished and looks great. We did a little additional painting in that room to freshen it up. The gym stage flooring is done and looks beautiful. We had an administrators' meeting at the school and received many compliments regarding the cleanliness of the building.

ROOFING/FLOORING UPDATE

NEW BUSINESS

Charlene Severson made a motion to approve the 2011-12 Trustees' Financial Summary (TFS) as presented; Rhonda Hogstad seconded the motion. Business Manager Suzie Zentz reviewed the TFS with the trustees, explaining expenditures, revenues, and cash balances in all funds. She emphasized the District's stable financial condition and judicious use of funds at year-end, including the reroofing project. *All voted in favor of the motion.*

TRUSTEES FINANCIAL SUMMARY (TFS)

The Superintendent presented a rough draft of the beginnings of a Staff Handbook. We have just started work on it and Brent hopes to have a committee of staff and trustees work on it too. He will cross check with policy and procedures in place. Brent is anticipating having it finished by December.

STAFF HANDBOOK

Rhonda Hogstad made a motion to accept the Out-of-District students as recommended by the Superintendent; Mark Berg seconded the motion. Mark asked what the decisions were based on. Brent stated that he carefully followed Board Policy #3141-- Discretionary Nonresident Student Attendance Policy. He has tried to maintain the District's priority of smaller classes. He may put an para in the 3rd grade class due to its size. The rest of the classes look really good. He has tried to leave a cushion for new in-district students. *All in favor of the motion.*

OUT-OF-DISTRICT STUDENTS

FINAL BUDGET HEARING

Chairman Manny Zuniga asked if anyone was present to be heard on the Final Budget. There was no comment.

FINAL BUDGET HEARING

FINAL BUDGET

Mark Berg made a motion to adopt the 2012-13 Final Budget as presented; Charlene Severson seconded the motion. Suzie Zentz reviewed the Final Budget and the way revenue is derived for each fund. The district mill value has increased and changes in levies for various funds have resulted in approximately the same total mills levied over all as 2011-12. All voted in favor of the motion.

SPEC ED CO-OP PARTICIPATION

Manny Zuniga made a motion to continue participation in the Yellowstone/West Carbon County Special Services Cooperative; Charlene Severson seconded the motion. There was no discussion. All voted in favor of the motion.

SUPERINTENDENT ANNUAL GOALS

Brent reviewed his goals with the trustees and provided them as information. He has revised his goals and the trustees will use this info to develop their own goals in the September meeting.

1. School Safety—Brent wants to consider the matter of getting lights/signage on Duck Creek Road. He hopes to work with the County to see if we can get it done. We also plan to do a practice evacuation of the building this year.
2. Wellness—We are addressing the actual food component with the wellness program, but Brent would like to put more emphasis on the social/emotional well being.
3. MBI—We plan to look more at classroom expectations. He will be doing “power walk-throughs” in the classrooms. They provide data to better analyze classroom function.
4. Academics—Working on assessments and the Common Core. We are one year ahead of schedule with OPI right now. However, in 2015 testing will be difficult. We hope to see results with additional Special Ed staff and the revamping of our Title I program.
5. Technology—We now have an up-to-date server with Server 08. Rimrock Computers is continuing to provide services. We are emphasizing keyboarding and word processing.
6. Community Engagement—This is a very difficult area. We hope to really increase our volunteer involvement this year.
7. Staff—Brent is working on more positive reinforcement for staff. The “walk-through” system is a part of that effort.
8. Facility—We can cross some items off the list. He is going to work on a proposal for the front entrance

PUBLIC COMMENT

There was no public comment.

AGENDA ITEMS FOR THE NEXT REGULAR MEETING

Extra-Curricular Contracts

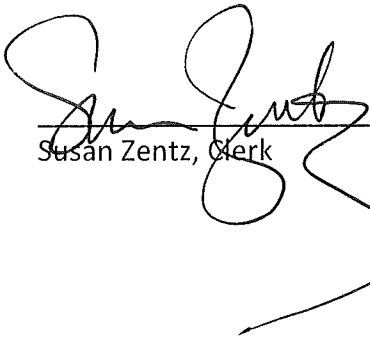
Board Goals

5 Year Plan

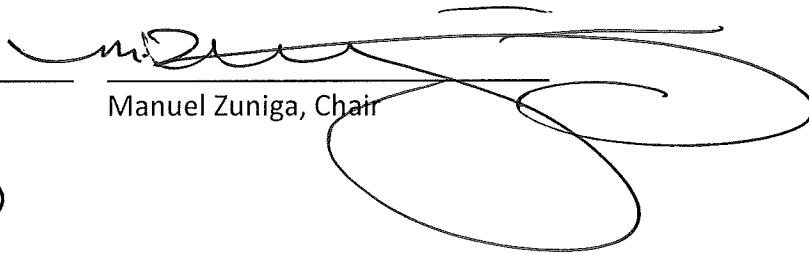
Trustee position

There being no further business, Mark Berg made a motion to adjourn at 8:10 p.m.

Respectfully submitted,



Susan Zentz, Clerk



Manuel Zuniga, Chair