

**MINUTES OF THE REGULAR MEETING OF**  
**BOARD OF TRUSTEES OF FILER**  
**SCHOOL DISTRICT NO. 413**  
**August 19, 2015**

**REGULAR BOARD MEETING**

The regular meeting of the Board of Trustees of Filer School District No. 413 was held at the Filer Intermediate School Library, Filer, Idaho, on August 19, 2015 as provided in section 33-510 and 67-2345 et seq. Idaho Code.

Present when the meeting began at 7:01pm were Trustees Carol Ann Lanford, Bryce Bowman, Chairman Fred Jaynes, Superintendent John Graham, and Business Manager Courtney Bingham, and Clerk Teresa Kullhem. Trustee Williams and Trustee Gailey were excused.

Superintendent Graham requested to accept the amended agenda due to the addition of some last minute resignations and the need to reevaluate hours that were established for the computer paraprofessional and library aide. Trustee Bowman made a motion to approve the revised agenda. Trustee Lanford seconded the motion. Motion carried unanimously.

Chairman Fred Jaynes presented the Committee Assignments to the board.

**HEARING SECTION**

**Early Graduation**

Student Shelby Wiggs requested that the board approve early graduation as she would like to get an early start on work in order help her get to college. Discussion was held on what she has already accomplished regarding classes and dual credits.

Student Bryson Lehman presented his request to the board for early graduation in order to be able to work and do pro rode. Discussion was held on Bryson's ability to keep up with classes.

Student Joanna Orban presented her request to the board to graduate the first trimester of her senior year. She would like to get started on her college career. It was presented that Joanna is a good candidate for early graduation because she has already taken extra summer classes to get ahead.

**Bus Routes – Michele Dameron.**

Michele Dameron asked for any questions from the board regarding the proposed routes for the 2015-2016 school year. She assured the board and administration that the bus company has enough drivers hired for this year and hope to remain on schedule.

Chairman Fred Jaynes proposed that the board move to the action section to approve the early graduation requests. Trustee Bowman made a motion to approve the early graduation requests for Shelby Wiggs, Bryson Lehman, and Joanna Orban. Trustee Lanford seconded the motion. Motion carried unanimously.

**CONFERENCE SECTION**

**Clerk's Report**

**Minutes**

The minutes of the July 8, 2015 regular meeting and the July 15, 2015 special meeting were presented to the Board for approval.

## **Business Manager's Report**

### **Monthly Expenditures and Revenue and Expense Summaries**

The July, 2015 monthly expenditures, the July, 2015 General Fund and Food Service Revenue Summaries, the July, 2015 General Fund, Food Service and Special Services Expense Summaries, and the July, 2015 SBAA reports were presented to the board for approval.

## **Superintendent's Report**

### **Resignation of Staff**

Frances Fernandez – HES Cook  
Tim Richardson – FHS Golf Coach  
Lydia Buffington – HES/FIS ELL Paraprofessional  
Sue Hanchey – FES Cook  
Kathie Fisher – FMS Cook  
Jami Whited – FES/FIS Computer Paraprofessional  
Jolene Ackerman – FIS Title I Paraprofessional (to part time)

### **Hiring of Staff**

Matt Lassen – FMS Assistant Football Coach  
Lydia Buffington – FHS Academic Para (7 hrs/day)  
Juan Ruiz – FHS Volunteer Boy's Soccer Coach  
Kathie Fisher – FES Cook (7 hrs/day)  
Irma Serratos – HES Cook (5.5 hrs/day)

### **Handbook Revisions - FMS**

Middle School Principal Shane Hild presented the 2015-2016 FMS handbook with revisions addressing the concerns regarding the good attendance day. FMS is adopted the same attendance policy that was previously approved by the board for FHS.

### **D.3 – Budget Line Item Transfer Authority – Editorial Change**

Business Manager Courtney Bingham presented the change for the schools to be able to transfer funds within their building.

### **D.8 – Audits – Editorial Change**

Business Manager Courtney Bingham presented the change in policy to strike that a copy of the report is filed with the legislative auditor. We only file with the State Department of Education.

### **D.15 – Student Activity Fund Management – Editorial Change**

Business Manager Courtney Bingham presented changes to the policy to include recording all cash on hand, each school now doing it's own bank reconciliation, accepting major credit cards at all schools, and not giving any cash back on checks or debit cards. Policy also presents new guidelines for handling of money.

### **D.16 – Reserve and Surplus Funds – Editorial Change**

Business Manager Courtney Bingham presented the change in policy to strike general fund balances being placed in a contingency reserve.

### **D.18 – Editorial Change**

Business Manager Courtney Bingham presented the way that purchase orders are now handled within the district. All PO's are to be approved by two people.

### **High School Gymnasium Update**

Superintendent John Graham presented that the gym was originally not measured correctly and so the final cost of the resurfacing job came in higher than the original bid. An extra \$4080 is needed to complete the floor. Athletic Director LaRell Patterson explained that everything is completed on the floor and Creative Carpentry has done a tremendously meticulous job on the floor and it looks very good. Leon Madsen has presented that the floor will be taken care and monitored any time the gym is open during the school day.

### **Reevaluation of Paraprofessional Hours for Library and Computer Lab**

Superintendent John Graham requested extra hours for HES, FES, and FIS from the original hours that were originally approved to cover positions that need to be filled at all three schools. An additional 44 hours per week were requested.

### **Community Input**

There was no community input.

## **ACTION SECTION (PART I)**

### **Bus Routes**

Trustee Lanford made a motion to approve the bus routes with changes as presented. Trustee Bowman seconded the motion. Motion carried unanimously.

### **Minutes**

Trustee Lanford made a motion to approve the July 8, 2015 regular meeting minutes and the July 15, 2015 special meeting minutes. Trustee Bowman seconded the motion. Motion carried unanimously.

### **Monthly Expenditures**

Trustee Lanford made a motion to approve the July 2015 monthly expenditures, and the July 2015 Revenue and Expense Summaries. Trustee Bowman seconded the motion. Motion carried unanimously.

### **SBAA Reports**

Trustee Lanford made a motion to approve the July, 2015 SBAA reports. Trustee Bowman seconded the motion. Motion carried unanimously.

### **Handbook Revisions – FMS**

Trustee Lanford made a motion to approve the FMS handbook revisions. Trustee Bowman seconded the motion. Motion carried unanimously.

### **D.3 – Budget Line Item Transfer Authority – Editorial Change**

Trustee Lanford made a motion to approve the editorial changes to D.3 as presented. Trustee Bowman seconded the motion. Motion carried unanimously.

### **D.8 – Audits – Editorial Change**

Trustee Lanford made a motion to approve the editorial changes to D.8 as presented. Trustee Bowman seconded the motion. Motion carried unanimously.

### **D.15 – Student Activity Fund Management – Editorial Change**

Trustee Lanford made a motion to approve the editorial changes to D.15 as presented. Trustee Bowman seconded the motion. Motion carried unanimously.

### **D.16 – Reserve and Surplus Funds – Editorial Change**

Trustee Lanford made a motion to approve the editorial changes to D.16 as presented. Trustee Bowman seconded the motion. Motion carried unanimously.

### **D.18 – Editorial Change**

Trustee Lanford made a motion to accept the editorial changes to D.18 as presented. Trustee Bowman seconded the motion. Motion carried unanimously.

### **High School Gymnasium Update**

Trustee Lanford made a motion to approve the additional \$4,080 expense to finish the gym floor with funds coming out of the plant facility fund. Trustee Bowman seconded the motion. Motion carried unanimously.

### **Reevaluation of Paraprofessional Hours for Library and Computer Lab**

Trustee Lanford made a motion to approve the additional hours from 16 to the 44 hours needed for the positions at HES, FES, and FIS in the computer lab, library, music and P.E. Trustee Bowman seconded the motion. Motion carried unanimously.

## **EXECUTIVE SESSION** **RESOLUTION TO RECESS FROM AN OPEN MEETING** **INTO EXECUTIVE SESSION**

The Chairman announced that the next order of business would be the consideration of the Board recessing into executive session for the purpose of discussing personnel.

After a full and complete discussion, upon motion duly made by Trustee Bowman and seconded by Trustee Lanford, the following resolution was presented:

**BE IT RESOLVED.** That the Board of Trustees of School District No. 413 recess from an open meeting into executive session pursuant to Section 74-206, Idaho Code for purpose of discussing personnel.

**BE IT FURTHER RESOLVED,** that following the executive session the Board will reconvene in public session for purpose of conducting further business or for adjournment of the meeting.

**Vote being had on the above and foregoing resolution, and the same having been counted and found to be as follows:**

<b>Fred Jaynes</b>	<b>Yes</b>
<b>Carol Ann Lanford</b>	<b>Yes</b>
<b>Bryce Bowman</b>	<b>Yes</b>

**And no less than two-thirds (2/3) of the membership in favor thereof, the Chairman declared said resolution adopted.**

Following a short recess, the board went into executive session at 8:44 p.m.

The board reconvened into open session at 8:53 p.m.

## **ACTION SECTION (Part II)**

### **Resignation of Staff**

Trustee Lanford made a motion to approve the resignations of staff as presented. Trustee Bowman seconded the motion. Motion carried unanimously.

Trustee Lanford made a motion to approve the half time resignation of Jolene Ackerman. She will continue to work 19.75 hours per week. Trustee Bowman seconded the motion. Motion carried unanimously.

### **Hiring of Staff**

Trustee Bowman made a motion to approve the hiring of all staff as presented. Trustee Lanford seconded the motion. Motion carried unanimously.

Trustee Bowman made a motion to adjourn. Trustee Lanford seconded the motion.

Chairman Jaynes adjourned the meeting at 9:05 p.m.

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Fred W. Jaynes  
Chairman

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Teresa Kullhem  
Clerk