

## Regular School Board Meeting Minutes

Swan Valley School District 92 Irwin, Idaho  
Regular School Board Meeting in the School Library  
Tuesday October 13, 2020  
7:00 PM

- I. **Chairman Hulse called the meeting to order at 6:59PM.**
  - a. **Chairman Hulse, Vice-Chairman McClure, Trustee Liss, Superintendent Jacobson and Clerk Heilesen all present.**
- II. **Chairman Hulse led the Pledge of Allegiance**
- III. **CONSENT AGENDA - ACTION ITEMS-** Vice-Chairman McClure motioned to approve the Consent Agenda. Trustee Liss seconded. 3 in favor. 0 opposed.
  - a. Approval of Agenda
  - b. Board Meeting Minutes from September 15, 2020
  - c. Payment of Bills October 2020
- IV. **INFORMATION ITEMS/REPORTS**
  - a. 2019-20 Audit Report – Sheri Poulsen, Jensen Poulsen & Company, PLLC: Discussed Audit Report and explained the audit report to the board.
  - b. 2020-21 Engagement Letter with Jensen Poulsen & Company, PLLC: Discussed the engagement letter.
  - c. COVID-19 – Work Agreement to Perform Additional Responsibilities: A Special Distribution has been given to school to help off set some of the funding holdbacks. A discussion was held with the board about distributing this special distribution to staff to help with the extra hours being worked to accommodate for COVID-19 virtual planning. Sheri Jensen, our auditor, suggested that we keep a timecard for staff to sign each week for the extra hours worked. She also suggested that we write an agreement for each of the staff members to sign.
  - d. Superintendent Report
    - i. First Day of Preschool was on September 29<sup>th</sup>. Pre-k has 10 students this year.
    - ii. Combined District Plan submitted and posted on website
    - iii. Idaho Department of Building Safety Report: There are a few concerning issues that need to be addressed on the exterior of the building. The water draining off the gym wall and bricks are starting to fall, playground needs proper fill and borders, and the fire system is also a concern.
  - e. Re-Opening Plans for 2020-21 School Year revisions.
    - i. Daily Procedures at School are going well. Parents have been good about keeping sick students' home.
    - ii. November School Schedule: Propose to keep November school schedule the same as it has been, with virtual days on Wednesday.
  - f. ISBA Training Discussion: Training was beneficial. We would like to do a follow up training in Jan.
  - g. Swan Valley School District Snow Removal Bids: One applicant submitted a bid. This bid will be for a 2-year contract.
  - h. Classified Staff Salary Schedule Project. After updating policies, we need to start outlining pay for classified staff. Discussion was held with the board.
  - i. Plant Levy Discussion: the board discussed the plant levy and all the items on the list. The board has decided to purchase a shuttle car, for the High School route, out of the general fund. The board has given permission to purchase a vehicle prior to a board meeting should the right car come available. The board discussed the amount and they have decided that they would give a budget of no more than \$15,000.00 for the purchase. The board also discussed resurfacing the blacktop out of the general fund. The board discussed the possibility of a bond for the furnace and adding items into that list that also need to be upgraded.
    - i. Key Election Dates: The board decided that they would like to try for the March Election and would like to discuss further in our November board meeting.
      1. March 9, 2021, May 18, 2021, & August 31, 2021
    - ii. Plant Levy Packet

- iii. Swan Valley School needs: Need to re-evaluate the list of needs. Take off the smaller ticket items that can be done with the general fund. Need to focus on the safety of the kids and structure of the school.
- j. Preschool Paraprofessional Hire – Chelsea Lundquist: No questions or discussion was held.
- k. Re-issue Contract for Nicole Alt: Nicole has 24 additional credits which entitles her to receive an updated contract. Last month there was a discussion to hire a reading aide for a couple grades. After discussing this need, we approached Nicole about adding the aide position to her afternoon schedule.

**V. PATRON INPUT: None**

**VI. ACTION ITEMS**

- a. Vice-Chairman McClure motioned to accept the 2019-20 Audit Report – Sheri Poulsen, Jensen Poulsen & Company, PLLC. Trustee Liss seconded. 3 in favor. 0 opposed.
- b. Trustee Liss motioned to approve the 2020-21 Engagement Letter with Jensen Poulsen & Company, PLLC. Vice-Chairman McClure seconded. 3 in favor. 0 opposed.
- c. Vice-Chairman McClure motioned to approve the COVID-19 – Work Agreement to Perform Additional Responsibilities. Trustee Liss seconded. 3 in favor. 0 opposed.
- d. Trustee Liss motioned to continue in BLUE for November for the Re-Opening Plans for 2020-21 School Year. Vice-Chairman McClure seconded. 3 in favor. 0 opposed.
- e. Vice-Chairman McClure motioned to approve the Swan Valley Lawns bid for a 2 year contract for Swan Valley School District Snow Removal. Trustee Liss seconded. 3 in favor. 0 opposed.
- f. Trustee Liss motioned to approve the Preschool Paraprofessional Hire – Chelsea Lundquist. Vice-Chairman McClure seconded. 3 in favor. 0 opposed.
- g. Vice-Chairman McClure motioned to approve the Re-issue Contract for Nicole Alt. Trustee Liss seconded. 3 in favor. 0 opposed.

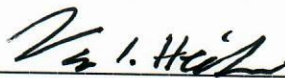
**VII. INFORMATION ITEMS-**

- a. Board Member input for future agenda items: Plant Levy and Classified Staff Salary Schedule. The board wanted to discuss an email that was received from the teachers and staff raving about Vanessa Heilesen, the Business Manager. The letter said very nice things about her and also asked the board to consider giving Vanessa Heilesen a raise. The board decided that they wanted to add this onto the next board meeting.
- b. November Regular Board Meeting – Tuesday November 10, 2020 7:00 PM

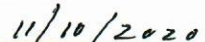
**VIII. Meeting adjourned at 9:41PM.**



Approved



Attested



Date