I. Call to Order

II. Pledge of Allegiance

III. Procedural Matters
   A. Action Items:
      1. Approval of Agenda (Additions and Deletions)

IV. Unscheduled Delegations (Audience to Address the Board)

V. Consent Calendar
   A. Approval of Minutes from the July 10, 20, and 26, 2017 Meetings
   B. Approval of Board Financial Report
   C. Approval of Building Financial Report
   D. Approval of Contracts for Private Service Providers (PSP)/Consultants/Contracts
   E. Approval of New Teacher Contracts
   F. Approval of Certified Personnel Resignations/Release of Contracts
   G. Approval of New Classified Employees
   H. Approval of Classified Personnel Resignations
   I. Approval of Extra-Curricular Employees
   J. Approval of Extra-Curricular Resignations

VI. Superintendent's Report
   A. Certified Employee of the Month- Harrison Elementary School
   B. Classified Employee of the Month- Harrison Elementary School

VII. Instruction
   A. Information Items:
      1. Homecoming Weeks
         i. CRHS Sept. 5th – 8th with Tailgate Party Sept. 8th at 4:30 p.m.
         ii. TFHS Sept. 25th – 29th with Parade Sept.29 at 4:00 p.m.
      2. Opening Day Ceremony August 14, 2017 – With Featured Speaker John Draper
      3. New Teacher Orientation Schedule - August 9, 2017
   B. Action Items: (None)

VIII. Budget and Finance
   A. Information Items:
      1. Facilities Update Report
      2. 2017-2018 Bus Routes/Safety Bus Routes
   B. Action Items:
      1. 2017-2018 Bus Routes/Safety Bus Routes

IX. Personnel
   A. Information Items:
      1. Job Description for Middle School Bookkeeper
   B. Action Items:
      1. Job Description for Head Warehouseman
      2. Job Description Accounting Supervisor
      3. Policy/Procedure Revision Recommendations for Approval

X. Board Goals
   A. Information:
      1. ISBA Annual Convention in Coeur d’Alene, November 8th – 10th, 2017
      2. September Board Work Session Draft Agenda Discussion
   B. Action Items:
      1. Committee Selection for Board Members
XI. Future Agenda Items
A. Next Board Meeting September 11, 2017
B. Board Work Session September 27, 2017
C. TFEA Breakfast Meeting Dates – August 15th, 2017, 6:45 a.m. (3rd Tues. of each Month)

XII. Adjournment

WORKING WITH YOUR SCHOOL BOARD

WELCOME to another Twin Falls School District Board of Trustees Meeting. You are encouraged to attend all regular board meetings.

We are proud of our school system and the board members are dedicated to the continued improvement of the Twin Falls Schools.

We understand that from time to time patrons of school districts have concerns and feel a need to bring those concerns to the attention of the school or teachers. In order to maintain continuity and best resolve these concerns, we recommend to our patrons the following procedures:

1. The first and most effective step is to take the concern to the staff member who is closest to the problem. (In many cases this will be the teacher, coach, etc.) We have found that most problems are resolved at this level.

2. If there is still a concern on the matter, we then recommend that the concern be brought to the attention of the Principal. We have found that unresolved concerns from item #1 are usually resolved satisfactorily by the building administrator.

3. If the concern is not satisfactorily resolved at that level, then the concern should be taken to the Director of Elementary Programs or Director of Secondary Programs.

4. If the concern is not satisfactorily resolved at that level, then the concern should be taken to the Superintendent of Schools. Difficult concerns can usually be resolved.

5. However, if the patron still feels the concern has not been properly resolved he/she may use the right of appeal to the Board of Trustees. This is done by calling or writing to the Superintendent and asking for the item to be placed on the agenda of the next regularly scheduled board meeting.

6. If you desire to address the board, we would like you to be as comfortable as possible. As a board we hold public meetings which are not public forums and therefore have rules which are necessary for the benefit of all. The following guidelines will assist you as you present your information to the board.

   A. Prepare your thoughts ahead of time. Usually a brief written outline handed to each board member helps the board follow your presentation. This outline would also give them something upon which to make notes as you speak.

   B. If a group is involved, select one individual to be your spokesperson. He/she can then guide the presentation with the board and help the board chairman in directing questions to the group.

   C. Plan your presentation to be as brief as possible. This should include a question/answer period. If more time is needed it is best to give a complete written presentation to the board for their future study. If you give more than five to six minutes of testimony, time restraints will make it difficult for the board to respond that same evening.

   D. Usually the board will direct the administration to help resolve the concerns and ask for a report back to the board at a later date. However, please remember a solution may take time to be resolved.

We are eager to have our patrons and school staff working together for the improvement of education in the Twin Falls Schools.

Thank you for coming. Please come again.

Your Board of Trustees
I. Call to Order - The Board of Trustees of School District No. 411, Twin Falls County, State of Idaho, met in its regular monthly meeting at Canyon Ridge High School Boardroom #301 located at 300 North College Road, Twin Falls, Idaho, at the hour of 7:00 p.m., on Monday, July 10, 2017. The following trustees were present: Chairman Bernie Jansen, Vice-Chairman Bryan Matsuoka, Trustee Mary Barron, Trustee Todd Hubbard, and Trustee Paul McClintock. There were also present Superintendent, Brady Dickinson; Superintendent, Wiley Dobbs; Clerk, Michelle Lucas; Director of Educational Technology and Operations, Ryan Bowman; Director of Human Resources, Shannon Swafford; Director of Fiscal Affairs, Bob Seaman; Director of Elementary Programs, Teresa Jones; Director of Secondary Programs, L. T. Erickson; Associate Superintendent, Bill Brulotte; as well as interested patrons, employees, and the media.

II. Pledge of Allegiance - The Board of Trustees stood and recited the Pledge of Allegiance.

III. Procedural Matters Action Items

1. Clerk of the Board Michelle Lucas swore in Trustee Todd Hubbard.

2. Approval of Agenda (Additions and Deletions) –Chairman Jansen asked if there were any additions or deletions to the agenda. There were none. Trustee McClintock moved to approve the agenda as submitted. Trustee Barron seconded the motion. The motion passed unanimously.

3. Chairman Jansen asked for nominations for the office of chairman and vice chairman. Trustee Barron nominated Bernie Jansen as chair and Bryan Matsuoka as vice chair. Trustee McClintock seconded the nomination. Trustee McClintock moved to close the nominations. Trustee Barron seconded the motion. Motion passed unanimously. With no other nominations, motion passed unanimously. Bernie Jansen and Bryan Matsuoka retain their positions of chair and vice chair.

4. Trustee McClintock moved to appoint Michelle Lucas as Clerk of the Board, Bob Seaman as Treasurer of the Board, and both Naomi Briggs and Sheila Rinehart as Assistant Treasurers of the Board. The motion was seconded by Trustee Barron and the motion carried.

5. Trustee McClintock moved to approve the board meeting schedule as submitted for the 2017-2018 school year. The board will meet on the second Monday and the fourth Wednesday at 7:00 p.m. with the exception for the second meeting of the months of August, November,
December, May 2018, and June 2018. The first meetings of the month will serve as the board’s business meeting and the second meeting of the month will serve as board building reports or board work-session meetings. All business meetings will be held at Canyon Ridge High School Boardroom #301 located at 300 North College Road unless posted otherwise. The second meeting of the month for the months of February through April will be at different schools as listed on the public notice. The motion was seconded by Trustee Barron. Motion passed unanimously.

IV. Unscheduled Delegations (Audience to Address the Board) – There were none.

V. Consent Calendar – Trustee McClintock moved to approve the consent calendar which included: minutes from the June 12, and June 29, 2017 board meetings; board financial reports; private service providers/consultants/contracts with Alert Solutions, MyOn, LLC, Harmony Education Services, City of Twin Falls (SRO Officers), David Standley, and Piper Jaffray & Co.; new certified employees: Caleb Worley, Erika Willsey, Stacy Green, Sherry Stucki, Aimee De La Cruz, Norma Johnson, Jenny Mark, Floyd Adams, Corissa Johns, Ethan Stokes, Corina Monoran, Laurel Kimbrough, Jared Sorenson, Rachel Jolovich, Samantha Fritz, Amelita White, and Stephanie Rose; certified resignations from Maggi Fortner, Tasha Chazaz, Abbe Frantz, Jessica Osterman, Amanda Daniels, Debbie Cook, Lea Stone, Anna Goodson, Steve Dong, and Lindy Christensen; new classified employees: Marie Stilo, Jessica Leavitt, Faith MacDonald, Amber Radmall, Rita McDonald, Kristen Pryde, Jody Jones, Christina Pierre, Mandy Claborn, Brandy Mendoza, Kathleen Diamond, Bobbie Cuenter and classified in district transfers: Dickiesue Cates, Cassandra Buffalo, Steve Diehl, Paul Jenkins, Jessica Isaacs, Thomas Thompson, Heather Dietz, Laura Egner, Kenya Anderson, and Jessica Rivera; classified resignations; classified resignations from Deborah Hartwell, Olivia Sweet, and Charity Hase; extra-curricular employees: Brittany Page, Kristina Ursenbach, Christopher Robbins, Katie Swallow, Steven Standley, Shanell Tanicala, Justin Orban, Amy Nelson, and Beth Lamb; extra-curricular resignations from Sean Spagnolo, Tasha Chadaz, Chori Huyser, and Chelsea Hamilton; and district/university agreement with Boise State University. The motion was seconded by Trustee Barron. Motion passed unanimously.

VI. Superintendent's Report

A. Superintendent Dickinson announced the exempt employee of the month recipient for the month of July as Michelle Lucas, executive secretary to the superintendent/clerk of the board and Carol Warner, administrative assistant to director of operations/community relations; and classified maintenance employee of the month of July as Pat Laughlin, maintenance district wide. Superintendent Dickinson read a brief resume’ on each recipient and presented Dr. Dobbs, Mrs. Lucas, Mr. Laughlin with a gift, plaque, and gift certificate to either Norms Café, Burger Stop, or Canyon Crest. Mrs. Warner was unable to attend. Dr. Dobbs, Mrs. Lucas and Mr. Laughlin thanked the Board for the honor.

B. Superintendent Dickinson announced Gene Voss and Jeri Henley as guest teachers of the year and presented each of them with a plaque, gift and gift certificate for Canyon Crest.
C. Superintendent Dickinson announced that last week Bob Seaman was awarded from the Idaho Association of School Business Officials the Business Official of the Year award. Congratulations Bob Seaman on this well-deserved recognition.

VII. Instruction A. Information Item:

1. The Board discussed and considered the student handbook for Bridge Academy. This is also listed as an action item due to the urgency of getting them printed before school begins.

VII. Instruction B. Action Item:

1. Trustee McClintock moved to approve the student handbook for Bridge Academy as proposed. Trustee Barron seconded the motion. Motion passed unanimously.

VIII. Budget & Finance A. Information Items:

1. Director of Fiscal Affairs, Bob Seaman shared a report outlining the different elements of the general fund balance, projected carryover fund balance, total appropriations, total resources, and net carry forward balance. Mr. Seaman reminded the Board that operations will still affect the fund balance for the next 60 days. The carryover is an improvement over last years and the district has committed to increasing fund balance over the next couple of years.

2. Superintendent Dickinson shared a facilities update on South Hills Middle School and Magic Valley High School. Dr. Dickinson noted a few items that will need scheduled soon; such as a new roof for Bickel and a section of Twin Falls High School, and Robert Stuart track repair.

3. Associate Superintendent Bill Brulotte presented the canned foods, frozen meats, products, non-food items, and equipment bids for August 1, 2017 through January 29, 2018 for board approval. The increase in the amount from last year is due to purchasing more items at once, because the district can now store more items with the new warehouse space.

VIII. Budget & Finance B. Action Items:

1. Vice Chairman Matsuoka moved to approve the bid requests for canned foods, frozen meats, products, non-food items, and equipment for $427,590.47 as submitted. Trustee Barron seconded the motion. Motion passed unanimously.

IX. Personnel A. Information Item:

1. Director of Human Resources, Shannon Swafford shared a job description for a head warehouseman with the Board. This will return next month for action.

2. Associate Superintendent Bill Brulotte shared policies 5325 Employee Use of Social Media Sites, Including Personal Sites for first reading. This will return next month for Board action.

IX. Personnel B. Action Item:
1. After a brief discussion Trustee Hubbard moved to approve policies 3340, 2380, 2385, 2390, 5340, and 8100 as submitted last month. Trustee Barron seconded the motion. Motion passed unanimously.

2. After a brief discussion and a few questions Trustee McClintock moved to approve the child nutrition; guest teacher; classified employee; and certified employee handbooks as proposed. Trustee Barron seconded the motion. Motion passed unanimously.

X. Board Goals A. Information Item:

1. Trustee Bryan Matsuoka presented an proposal to name the District Administration Office after Wiley J. Dobbs to honor his 33 years of service to the Twin Falls School District #411 with signage or placard added to the building. After a brief discussion, it was decided to add this to the July 26, 2017 work session listed as information and action in case the Board decides to take action.

X. Board Goals B. Action Item:

1. Board of trustees finalized the July 26, 2017 Board work session agenda.

2. Trustees signed the annual TFSD Code of Ethics.

3. Superintendent Dickinson reminded the board of the upcoming deadline for ISBA resolutions. After a brief discussion, it was decided not to submit a new resolution this year and let the one for classified compensation play out again this year.

XI. Future Agenda Items

A. ISBA Summer Leadership Institute is scheduled for this Wednesday, July 12, 2017 at 1:00 p.m. at Canyon Ridge High School in room #301.

B. The next board meeting is the work session scheduled for July 26, 2017.

Vice Chairman Matsuoka moved to adjourn. Trustee Barron seconded the motion. Motion carried. The time was 8:09 p.m.

______________________________
Chairman Bernie Jansen

ATTEST:

______________________________
Clerk Michelle Lucas
I. Call to Order - The Board of Trustees of School District No. 411, Twin Falls County, State of Idaho, met in a special board meeting at the District Office Boardroom located at 201 Main Ave. West, Twin Falls, Idaho, at the hour of 7:30 a.m., on Thursday, July 20, 2017. The following trustees were present: Chairman Bernie Jansen, Trustees Mary Barron (via telephone), Paul McClintock, and Bryan Matsuoka. There were also present Superintendent Brady Dickinson (via telephone), Associate Superintendent, Bill Brulotte and Director of Human Resources, Shannon Swafford as well as interested patrons, and employees. Trustee Todd Hubbard was unable to attend.

II. Procedural Matters Action Items

1. Approval of Agenda: Trustee McClintock moved to approve the agenda as submitted. Trustee Barron seconded the motion. The motion passed unanimously.

III. After reviewing the administrator contract for Sara Dorman as vice principal of O'Leary Middle School and Justin White as vice principal of Robert Stuart Middle School, Trustee McClintock moved to approve the administrators' contracts as proposed. Trustee Barron seconded the motion. Motion passed unanimously.

IV. Executive Session

With no further business at hand, Trustee McClintock moved that the Board retire into executive session pursuant to Idaho Code 74-206(1) subsection (b); to consider a personnel issue. Vice Chairman Matsuoka seconded the motion. Chairman Jansen asked the Clerk Michelle Lucas to poll the board. Roll call vote was as follows:

Chairman Bernie Jansen – Yes
Vice Chairman Bryan Matsuoka - Yes
Trustee Mary Barron – Yes
Trustee Paul McClintock – Yes

Motion carried. The Board convened into executive session at 7:35 a.m.

Trustee McClintock moved to return to open session. Vice Chairman Matsuoka seconded the motion. Motion passed unanimously. The time was 7:39 a.m.

Vice Chairman Matsuoka moved to approve the termination of classified employee “A”. Trustee McClintock seconded the motion. Motion passed unanimously.
Trustee McClintock moved to adjourn. Vice Chairman Matsuoka seconded the motion. Motion carried. The time was 7:39 a.m.

ATTEST:

_________________________
Clerk Michelle Lucas

_________________________
Chairman Bernie Jansen
TWIN FALLS PUBLIC SCHOOLS
School District No. 411
201 MAIN AVENUE WEST
TWIN FALLS, IDAHO 83301
(208) 733-6900
Executive Session
July 20, 2017
7:35 a.m.

The Board of Trustees of Twin Falls School District #411 met in executive session on Thursday, July 20, 2017, at 7:35 a.m., at the District Office Boardroom located at 201 Main Ave. West, Twin Falls, Idaho. Chairman Bernie Jansen conducted the meeting. Trustees Mary Barron (via telephone), Paul McClintock and Vice Chairman Bryan Matsuoka along with Superintendent, Brady Dickinson (via telephone), Associate Superintendent Bill Brulotte; Clerk Michelle Lucas, and Director of Human Resources, Shannon Swafford were in attendance. Trustee Todd Hubbard was unable to attend.

With no further business at hand, Trustee McClintock moved that the Board retire into executive session pursuant to Idaho Code 74-206(1) subsection (b); to consider a personnel issue. Vice Chairman Matsuoka seconded the motion. Chairman Jansen asked the Clerk Michelle Lucas to poll the board. Roll call vote was as follows:
Chairman Bernie Jansen – Yes
Vice Chairman Bryan Matsuoka - Yes
Trustee Mary Barron – Yes
Trustee Paul McClintock – Yes
Motion carried. The Board convened into executive session at 7:35 a.m.

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Vice Chairman Matsuoka moved to approve the termination of classified employee “A”. Trustee McClintock seconded the motion. Motion passed unanimously.

Trustee McClintock moved to adjourn. Vice Chairman Matsuoka seconded the motion. Motion carried. The time was 7:39 a.m.

ATTEST:

Chairman Bernie Jansen

Clerk Michelle Lucas
Call to Order - The Board of Trustees of School District No. 411, Twin Falls County, State of Idaho, met in its regular monthly meeting at South Hills Middle School, room #A3 located at 1550 Harrison Street South, Twin Falls, Idaho, at the hour of 5:00 p.m., on Wednesday, July 26, 2017. The following trustees were present: Chairman Bernie Jansen, Vice Chairman Bryan Matsuoka, and Trustees Mary Barron, Paul McClintock and Todd Hubbard. There were also present Superintendent, Brady Dickinson; Clerk, Michelle Lucas; Associate Superintendent, Bill Brulotte; Director of Human Resources, Shannon Swafford; Director of Fiscal Affairs, Bob Seaman; Director of Secondary Programs, L.T. Erickson; Director of Operations, Ryan Bowman, as well as interested patrons, and employees.

Pledge of Allegiance - The Board of Trustees stood and recited the Pledge of Allegiance.

Procedural Matters Action Items

1. Approval of Agenda (Additions and Deletions) – Chairman Jansen asked if there were any additions or deletions to the agenda. There were none. Trustee McClintock moved to approve the agenda as submitted. Motion was seconded by Trustee Barron. Motion passed unanimously.

Consent Calendar – Trustee McClintock moved to approve the consent calendar which included: certified release of contract for Shelly LeBlanc; new classified employees: Jodie Geiser, Tja Maxwell, Holly Armstrong, Johns Pearson, Corinne Rose, Julie Bruce, Jill Walters, Tim McCollum, Jon Humphreys, Chalet Reeder; in district transfer for Tricia Steel; classified resignations from Brandon Fiscus, Carol Katona, and Percy Greene; extra-curricular employee: D’Andre Mathews; and intern request for Karla Enriquez. Motion was seconded by Trustee Barron. Motion passed unanimously.

City of Twin Falls Strategic Plan Update

Phil Kushlan of Kushlan and Associates and Twin Falls City Manager, Travis Rothweiler recapped the City’s strategic plan and gave a brief update. The Board discussed with them the need for skilled laborers in the City of Twin Falls, the unemployment rate, retaining local workforce, and nurturing partnerships with the community. Mr. Kushlan asked the Board what they see as the broader issue that the Board thinks the City Council needs to consider helping in these areas. The Board brainstormed ideas with Mr. Kushlan and Mr. Rothweiler on how the school, city and college could all work together to get students to return to Twin Falls after they complete their college degrees. It was agreed to have the superintendent,
administrators and some staff from the district, and Idaho Business for Education (IBE) to meet with the city to further brainstorm what can be done about this issue. Superintendent, Brady Dickinson will work with Mr. Kushlan to set a date in the future to meet.

Trustee McClintock moved to move item VIII up next so guest speaker with IBE could get back on the road and doesn’t have to sit through the next presentations. Trustee Barron seconded the motion. Motion passed unanimously.

VI. Idaho Business for Education (IBE) Schoolhouse Strategy

IBE Representative, Rod Gramer presented Idaho Business for Education’s mission and schoolhouse strategies with the Board. The objective is to build bridges between schools, businesses, and the community. Their group works with the state department of education and the governor’s office. He discussed with the Board, setting up student achievement teams to try to help the go-on rate and credentials to help build the workforce here in Twin Falls. It was discussed having a team made up of the IBE, superintendent, members of TFSD administrative team, and business leaders to discuss challenges and areas where help is needed. A small group of TFSD administrators and business leaders will get together to define whom all needs to be in this group. Chairman Jansen offered to help as well.

VII. 2016-2017 Data Review

Associate Superintendent, Bill Brulotte presented IRI, gap analysis data and WIDA data sharing benchmarks and growth. Director of Secondary Programs, L.T. Erickson presented secondary grade level ISAT, SAT, and PSAT testing data. Director of Elementary Programs, Teresa Jones shared elementary grade level testing data. Discussed were the gap analysis, testing data comparisons by school, SAT and PSAT from 2012 to 2015. The board asked clarifying questions and reviewed the material. Future needs are curriculum needs for science K-12th grade and math at the secondary level. 6th grade is piloting science curriculum this year.

VIII. 2015-2020 Strategic Plan Update

Director of Community Relations, Eva Craner touched on a few updated topics within the strategic plan. The District Administration Team will bring task recommendations to the September board work session. Mrs. Craner will work with the committee working with IBE to incorporate in future board tasks and she asked that the Board send goal/task ideas to her to incorporate into Septembers draft plan.

IX. Naming of District Administration Building

The Board discussed and entertained additional input into naming the Twin Falls School District Administration Office building after Wiley J. Dobbs. Trustees discussed current policy #9800, which states certain guidelines should be considered and naming of a facility may occur under certain circumstances. Vice Chairman Matsuoka first brought this request to the Board at the July 10, 2017 board meeting for discussion. After a brief discussion, Trustee McClintock moved to table the discussion to a future date. Trustee Barron seconded the motion. Motion passed unanimously.
X. ISBA Training Options Discussion

After a brief discussion, the Board agreed to review the list of training modules on their own and let Chairman Jansen or Clerk Michelle Lucas know if they would like a training set up with ISBA in the future. The board discussed having a retreat this year and the consensus was not to have one again this year.

XI. Personnel Information Item

Director of Human Resources, Shannon Swafford presented a job description for an accounting supervisor. This will become the job description for Angie Carter, who will become the backup for Fiscal Affairs Director, Bob Seaman. The Board discussed and asked clarifying questions. This item will be placed on the next agenda for board action.

XII. Executive Session

With no further business at hand, Trustee McClintock moved that the Board retire into executive session pursuant to Idaho Code 74-206(1) subsection (b) to consider a personnel issue. Vice Chairman Matsuoka seconded the motion. Chairman Jansen asked the Clerk Michelle Lucas to poll the board. Roll call vote was as follows:

Chairman Bernie Jansen – Yes
Vice Chairman Bryan Matsuoka – Yes
Trustee Mary Barron – Yes
Trustee Paul McClintock – Yes
Trustee Todd Hubbard – Yes

Motion carried. The Board convened into executive session at 7:26 p.m.

Trustee McClintock moved to return to open session. Vice Chairman Matsuoka seconded the motion. Motion passed unanimously. The time was 7:32 p.m.

Vice Chairman Matsuoka moved to adjourn the meeting. Trustee McClintock seconded the motion and the motion passed unanimously. Meeting adjourned at 7:32 p.m.

__________________________
Chairman, Bernie Jansen

__________________________
Clerk, Michelle Lucas
The Board of Trustees of Twin Falls School District #411 met in executive session on Monday, July 26, 2017, at 7:26 p.m., at South Hills Middle School, room #A3 located at 1550 Harrison Street South, Twin Falls, Twin Falls County, Idaho. Chairman Bernie Jansen conducted the meeting. Trustees Bryan Matsuoka, Mary Barron, Paul McClintock, and Todd Hubbard along with Superintendent, Brady Dickinson; Clerk, Michelle Lucas; Director of Human Resources, Shannen Swafford were in attendance.

With no further business at hand, Trustee McClintock moved that the Board retire into executive session pursuant to Idaho Code 74-206(1) subsection (b) to consider a personnel issue. Vice Chairman Matsuoka seconded the motion. Chairman Jansen asked the Clerk Michelle Lucas to poll the board. Roll call vote was as follows:
Chairman Bernie Jansen – Yes
Vice Chairman Bryan Matsuoka – Yes
Trustee Mary Barron – Yes
Trustee Paul McClintock – Yes
Trustee Todd Hubbard – Yes
Motion carried. The Board convened into executive session at 7:26 p.m.

Trustee McClintock moved to return to open session. Vice Chairman Matsuoka seconded the motion. Motion passed unanimously. The time was 7:32 p.m.

Vice Chairman Matsuoka moved to adjourn the meeting. Trustee McClintock seconded the motion and the motion passed unanimously. Meeting adjourned at 7:32 p.m.

Chairman, Bernie Jansen

ATTEST:

Clerk, Michelle Lucas
EXECUTIVE SUMMARY

Submitted for Board Information MO/DD/YYYY

<table>
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<tr>
<th>Dates of Service</th>
<th>Vendor</th>
<th>Amount</th>
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<tr>
<td>17/18 school year</td>
<td>ARTEC Regional Prof. Tech. Charter School (MOU)</td>
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NOTE: Per Board Policy 5725: "The District encourages the use of private service providers and professional consultants as resource individuals when such consultative services will be helpful in the improvement of the educational program of the District. The District, through the Superintendent as its designee, may enter into contracts with private service providers and/or consultants to provide necessary services to students. " In no event shall such agreement exceed twelve (12) calendar months."
Memorandum of Understanding (MOU)

To: Twin Falls School District #411 Board of Trustees

From: Andy Wiseman, ARTEC Regional Professional Technical Charter School (RPTCS) Director

Date: July 25, 2017

For school year 2017-18, ARTEC Regional Professional Technical Charter School (RPTCS) and Twin Falls School District #411 agree to provide educational services in the Automated Manufacturing, Business and Marketing, Information Technology, and Health Professions program to identified ARTEC RPTCS students according to the following terms:

1) The Superintendent of Schools and the ARTEC RPTCS Director shall jointly approve the ARTEC RPTCS students to be served in written documents with copies for each party. Written parental notification will be provided by Twin Falls School District #411.

2) Twin Falls School District #411 agrees to:
   a. Provide adequate facilities, equipment, materials, and supplies for the Automated Manufacturing, Business and Marketing, Information Technology, and Health Professions programs and the integrated academic classes.
   b. Provide daily supervision for the Automated Manufacturing, Business and Marketing, Information Technology, and Health Professions teachers and students by a certificated administrator.
   c. Provide the supervision and evaluation for the Automated Manufacturing, Business and Marketing, Information Technology, and Health Professions employees required by Idaho Code for the certificated and non-certificated employees.
   d. Submit student average daily attendance (ADA) reports to the ARTEC RPTCS fiscal agent, Minidoka County School District.
   e. Submit student grade and other needed student data in Excel format as requested to ARTEC RPTCS.
   f. Assign a school district administrator as the onsite administrator for the ARTEC RPTCS programs, teachers, and students attending school in Twin Falls School District #411 facilities. This administrator will be responsible to communicate regularly with the ARTEC RPTCS director and/or principal and to attend ARTEC RPTCS site principal meetings as called by the ARTEC RPTCS Director and/or Principal.
   g. Provide special education and 504 services as needed to ARTEC RPTCS students.
   h. Provide property and liability insurance coverage for facilities, district personnel, visitors and students in the ARTEC RPTCS programs.
   i. Operate the Twin Falls School District #411 Automated Manufacturing, Business and Marketing, Information Technology, and Health Professions programs as an ARTEC RPTCS program according to the Twin Falls School District #411 School District Request for Proposal and this MOU.
   j. Meet the requirements of the Idaho Division of Professional-Technical Education (DPTE) for regional professional technical charter school programs, including the requirement for such programs to be approved as high end or meeting high end alternatives of the Professional-Technical School programs as approved by the Idaho Division of Professional-Technical Education which include but may not be limited to:
i. The professional-technical teachers must hold at least one industry certification and appropriate professional-technical certification.

ii. Programs must include a relevant student organization as per the Idaho DPTE high end standards.

iii. Programs, based on industry standards, must provide at least one paid or unpaid industry work experience prior to graduation as per the Idaho DPTE high end standards.

iv. Programs must include an end of program nationally recognized industry certification test and/or DPTE state or national approved end of program assessment as per the Idaho DPTE high end standards.

v. Programs must involve at least one academic teacher who works with the technical teachers to develop and present integrated academic/technical projects to both classes during the year.

vi. Programs must have functioning advisory committee with industry chairperson and hold at least two official meetings per year with minutes to be submitted to ARTEC RPTCS principal within two weeks of meetings.

vii. Programs must offer at least one Tech Prep and/or dual credit class with texts and supplies to be provided by district; the optional college credit tuition to be paid by either the district or the student at the district’s discretion.

viii. Programs must provide evidence of an industry certification made available to the students.

ix. Programs will incorporate soft skills into the curriculum as approved by the Board of Directors of ARTEC RPTCS.

x. Programs will be reviewed annually by administrative staff based upon the criteria in this agreement.

k. Submit annual financial report to ARTEC RPTCS accounting for ARTEC RPTCS funds received.

l. Submit annual Site principal assessment of ARTEC RPTCS services.

m. Assure that site principals notify parents of ARTEC RPTCS enrollment and provide opportunity to opt out.

n. Strive to keep ARTEC RPTCS students as ARTEC RPTCS students from beginning to end of program.

o. Assist ARTEC RPTCS in tracking ARTEC RPTCS graduate program completers according to the ARTEC RPTCS policy.

p. Maintain an inventory and care for and account for equipment allocated from ARTEC RPTCS just as the district does for equipment from federal funds grants.

3) ARTEC RPT Charter School agrees to:

a. Compensate the Twin Falls School District #411 for the salary and state compensated fringe benefits according to the Idaho Career Ladder Salary Apportionment for the Automated Manufacturing, Business and Marketing, Information Technology, and Health Professions teachers for school year 2017-18. Approved full time equivalent (FTE) are 4.5 FTE teachers (One FTE each for Automated Manufacturing, Business and Marketing, Information Technology, and one and one half FTE Health Professions). Teachers’ salaries and reimbursements will be prorated in the event that ADA requirements are not met for each approved ARTEC RPTCS program.

b. Compensate Twin Falls School District #411 in the amount of $30,500 per classroom unit for utility expenses, equipment, supplies and materials and other related program costs with at least 12 FTE ARTEC RPT Charter School students constituting a classroom unit. This amount will be prorated in the event that at least 12 FTE ADA students are not in attendance for each approved full time program for the school year. SDE (Idaho State Department of Education) data will be used to confirm ADA data. The Twin Falls School District #411 Automated Manufacturing, Business and Marketing, Information Technology, and Health Professions ARTEC RPTCS programs are approved for 4.5 classroom units.
c. Provide staff development to technical and academic teachers providing instruction to ARTEC RPTCS students. ARTEC RPTCS will compensate the district for the cost of substitute teachers and teacher stipends for staff development. ARTEC RPTCS will strive to avoid school days for staff development activities and, to the extent possible, will offer staff development during summer break or as online workshops.

d. Consult frequently with the supervising Twin Falls School District #411 High School principals who are assigned to supervise the ARTEC RPTCS programs delivered at Twin Falls and Canyon Ridge High Schools.

4) Failure to meet the above requirements may result in termination of ARTEC RPTCS status and termination of this MOU agreement at the discretion of the ARTEC RPTCS board.

Twin Falls School District #411
DATE ____________

by ____________________________
Superintendent (signature verifies board approval of this agreement)

ARTEC RPT Charter School
DATE 7/25/17

by ____________________________
Andy Wiseman, ARTEC RPTCS Director

** This agreement supersedes all previous agreements
<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Position Hired For</th>
<th>Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Wallace</td>
<td>Perrine Elementary</td>
<td>Kindergarten</td>
<td>0</td>
</tr>
<tr>
<td>Rebecca Ferland</td>
<td>Canyon Ridge High School</td>
<td>Math Teacher</td>
<td>23</td>
</tr>
<tr>
<td>Angela Van Hofwegen</td>
<td>Rock Creek Elementary</td>
<td>Kindergarten</td>
<td></td>
</tr>
<tr>
<td>Jonathan Goss</td>
<td>Canyon Ridge High School</td>
<td>Math Teacher</td>
<td>22</td>
</tr>
<tr>
<td>Brian Gentry</td>
<td>Robert Stuart Middle School</td>
<td>Language Arts</td>
<td>33</td>
</tr>
<tr>
<td>Debra Touchette</td>
<td>O'Leary Middle School</td>
<td>Language Arts</td>
<td>6</td>
</tr>
<tr>
<td>Stephanie Allred</td>
<td>Pillar Falls Elementary School</td>
<td>3rd Grade</td>
<td>0</td>
</tr>
<tr>
<td>Larry Morris</td>
<td>Magic Valley High School</td>
<td>Social Studies</td>
<td>0</td>
</tr>
<tr>
<td>Mary Fraley</td>
<td>Perrine Elementary</td>
<td>5th Grade</td>
<td>11</td>
</tr>
<tr>
<td>Lisa Odaffer</td>
<td>O'Leary Middle School</td>
<td>Social Studies</td>
<td>2</td>
</tr>
<tr>
<td>Beliz Garcia</td>
<td>South Hills Middle School</td>
<td>Math Teacher</td>
<td>0</td>
</tr>
<tr>
<td>Heather Francis</td>
<td>Morningside Elementary</td>
<td>1st Grade</td>
<td>7</td>
</tr>
</tbody>
</table>
Date: August 1, 2017

To: Dr. Brady D. Dickinson, Superintendent of Schools
   Twin Falls School District Board of Trustees

From: Sonia DeLeon, Human Resources Manager

Re: Certified Release of Contract

The following certified employees have submitted a resignation letter requesting to be released from their contract:

- Jacoby Fox, Physical Education Teacher at Canyon Ridge High School
- Jesse Johnson, Social Studies Teacher at Bridge Academy

The Human Resource Department recommends to the Superintendent and the Board of Trustees that these individual be released from their contract if a suitable replacement can be secured.
Date: August 1, 2017

To: Dr. Brady D. Dickinson, Superintendent of Schools
   Twin Falls School District Board of Trustees

From: Sonia DeLeon, Human Resources Manager

Re: New Classified Employees – 2017-2018

It’s the recommendation of the Human Resources Department to the Superintendent and the Twin Falls School District Board of Trustees that these individuals listed below are approved for hiring for the 2017-2018 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leticia Munguia</td>
<td>Tray Washer at Canyon Ridge High School</td>
</tr>
<tr>
<td>KymMarie Monroe</td>
<td>Paraeducator at Twin Falls High School</td>
</tr>
<tr>
<td>Maria Eldredge</td>
<td>Pre-School Paraeducator at Harrison Elementary School</td>
</tr>
<tr>
<td>Miguel Garcia</td>
<td>Behavior Paraeducator at Robert Stuart Middle School</td>
</tr>
<tr>
<td>Maria Becerra</td>
<td>Migrant Paraeducator at Robert Stuart Middle School</td>
</tr>
<tr>
<td>Mariah Edwards</td>
<td>College and Career Advisor at O’Leary Middle School</td>
</tr>
</tbody>
</table>

The individuals listed below are current employees that have been accepted for a transfer within the district for the 2017-2018 school year.

<table>
<thead>
<tr>
<th>2017-2018 NAME</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jesse Poseley</td>
<td>Head Warehouseman at Maintenance</td>
</tr>
</tbody>
</table>

All are in the process of completing the necessary consent, I-9’s, drug free work place form etc., and have met the criteria to become employees of the Twin Falls School District.

If you have any questions or concerns, please do not hesitate to contact me.
Date: August 1, 2017

To: Dr. Brady D. Dickinson, Superintendent of Schools
   Twin Falls School District Board of Trustees

From: Sonia DeLeon, Human Resources Manager

Re: Classified Resignations

The following classified employees have submitted their resignation letter resigning their position for the 2017-2018 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corinne Rose</td>
<td>Custodian</td>
<td>Pillar Falls Elementary School</td>
</tr>
<tr>
<td>Staci Spearing</td>
<td>Paraeducator</td>
<td>O'Leary Middle School</td>
</tr>
<tr>
<td>Spring Silvers</td>
<td>Paraeducator</td>
<td>Oregon Trail Elementary</td>
</tr>
<tr>
<td>Abby Montano</td>
<td>District Migrant Coordinator</td>
<td>Oregon Trail Elementary</td>
</tr>
</tbody>
</table>

The Human Resources Department recommends to the Superintendent and the Board of Trustees that we accept these resignations.
Date: August 1, 2017

To: Dr. Brady D. Dickinson, Superintendent of Schools
   Twin Falls School District Board of Trustees

From: Sonia DeLeon, Human Resources Manager

Re: Extra-Curricular Employees

It is the recommendation of the Human Resources Department to the Superintendent and the Twin Falls School District Board of Trustees that these individuals listed below are approved for hiring and a supplementary contract or employment letter be issued for the 2017-2018 school year.

If you have any questions or concerns, please do not hesitate to contact me.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley Wilson</td>
<td>Assistant Cheer Coach</td>
<td>Twin Falls High School</td>
</tr>
<tr>
<td>Christi Benson</td>
<td>Secondary Counseling Coordinator</td>
<td>District Wide</td>
</tr>
<tr>
<td>Said Salazar</td>
<td>7th Football Coach</td>
<td>South Hills Middle School</td>
</tr>
<tr>
<td>David Palmer</td>
<td>Girls Basketball Coach</td>
<td>South Hills Middle School</td>
</tr>
<tr>
<td>Kristen Young</td>
<td>Girls Basketball Coach</td>
<td>South Hills Middle School</td>
</tr>
<tr>
<td>A.J. Tackett</td>
<td>Assistant Cross Country Coach</td>
<td>Canyon Ridge High School</td>
</tr>
<tr>
<td>Joe Bartley</td>
<td>Wrestling Coach</td>
<td>South Hills Middle School</td>
</tr>
<tr>
<td>Jonathan Goss</td>
<td>JV Soccer Coach (Girls)</td>
<td>Canyon Ridge High School</td>
</tr>
</tbody>
</table>
Date: August 1, 2017

To: Dr. Brady D. Dickinson, Superintendent of Schools
   Twin Falls School District Board of Trustees

From: Sonia DeLeon, Human Resources Manager

Re: Extra-Curricular Resignations

The following employees have submitted their resignation letter resigning their position for the 2017-2018 school year:

- Jason Benjamin – Assistant Cross Country Coach at Canyon Ridge High School
- Jason Benjamin – Assistant Track Coach at Canyon Ridge High School
- Joni Solosabal – Volleyball Coach at O’Leary Middle School

The Human Resources Department recommends to the Superintendent and the Twin Falls School District Board of Trustees that we accept these resignations.

Brady D. Dickinson, Ph.D.
Superintendent of Schools

William Brulotte
Associate Superintendent
**EMPLOYEE OF THE MONTH QUESTIONS**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Chelcy Rodriguez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Kindergarten-Harrison</td>
</tr>
<tr>
<td>Hometown:</td>
<td>Plains, MT</td>
</tr>
<tr>
<td>Inspiration:</td>
<td>The kids ....I teach because it is what I am met to do, it is my passion.</td>
</tr>
<tr>
<td>Pet Peeve:</td>
<td>Loud chewing/smacking.</td>
</tr>
<tr>
<td>You Have a 10 Minute Speech to give at a High School. What is the Title?</td>
<td>Wiping noses, tying shoes, and making a difference.</td>
</tr>
<tr>
<td>What Word Describes you Best?</td>
<td>Energetic</td>
</tr>
<tr>
<td>One Thing People Don’t Know About You:</td>
<td>I went to 14 different school K-12...always the new kid.</td>
</tr>
<tr>
<td>If you Could be any Character in Fiction, Who Would you be?</td>
<td>Miss Peregrine: I am sweet and kind but fiercely loyal to those I care for (family, friends, and students).</td>
</tr>
<tr>
<td>Favorite Movie or Book:</td>
<td>Any Pete the Cat book... fun, groovy, and a good lesson.</td>
</tr>
<tr>
<td>Which Sitcom, Past or Present, is most Reflective of your Life?</td>
<td>Parenthood</td>
</tr>
<tr>
<td>How do you want to be Remembered?</td>
<td>Effective, caring, helpful, loving, and inspiring.</td>
</tr>
<tr>
<td>The Favorite Part of My Day Is:</td>
<td>Saying hello to my students, seeing their excitement to be at school gets me excited..... AND saying good morning and picking up my own kids 😊</td>
</tr>
</tbody>
</table>

**Principal Note:**

Harrison is very lucky to have Mrs. Rodriguez. She is so warm, welcoming, and inviting of all students. She gives second chances, works very well with diverse groups, and looks at the whole child. She raises student achievement even when the hill is really steep, ensures students are fed and clean, and ensures that students feel safe.
## EMPLOYEE OF THE MONTH QUESTIONS

<table>
<thead>
<tr>
<th>Name:</th>
<th>Christie Sorensen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Computer Lab Assistant (Innovation Lab)</td>
</tr>
<tr>
<td>Hometown:</td>
<td>Essex, Iowa</td>
</tr>
<tr>
<td>Inspiration:</td>
<td>Nature, finding a quiet spot and listening to the wind in the trees.</td>
</tr>
<tr>
<td>Pet Peeve:</td>
<td>Intolerance</td>
</tr>
<tr>
<td><strong>You Have a 10 Minute Speech to give at a High School. What is the Title?</strong></td>
<td>“Slow Down And Look Around You”</td>
</tr>
<tr>
<td><strong>What Word Describes you Best?</strong></td>
<td>Compassionate</td>
</tr>
<tr>
<td><strong>One Thing People Don’t Know About You:</strong></td>
<td>I have a farm in Iowa</td>
</tr>
<tr>
<td><strong>If you Could be any Character in Fiction, Who Would you be?</strong></td>
<td>Hermione Granger, the <em>Harry Potter</em> series</td>
</tr>
<tr>
<td><strong>Favorite Movie or Book:</strong></td>
<td>Beauty And The Beast</td>
</tr>
<tr>
<td><strong>Which Sitcom, Past or Present, is most Reflective of your Life?</strong></td>
<td>“Big Bang Theory”</td>
</tr>
<tr>
<td><strong>How do you want to be Remembered?</strong></td>
<td>With lots of laughter</td>
</tr>
<tr>
<td><strong>The Favorite Part of My Day Is:</strong></td>
<td>Sunrise</td>
</tr>
</tbody>
</table>

### Principal Note:

We love having Christie at Harrison. She leads our before school program with the 21st Century grant, she assists with family night activities, she has photography skills that has utilized at our dance and smores family events, she is a leader in technology instruction and integration, and she assists with our second language students. She is so warm and inviting, positive and welcoming of all students. Harrison students are lucky to have Mrs. Sorensen.
OPENING DAY CEREMONY
AUGUST 14, 2017
ROPER AUDITORIUM
1615 FILER AVE. EAST

Schedule

8:30 a.m.  Pledge of Allegiance and National Anthem
8:32 a.m.  Welcome from School Board Chairman
8:37 a.m.  Welcome from Superintendent
8:40 a.m.  Highlights and “on the Horizon” from Twin Falls Education
           Association Chair and Superintendent.
9:00 a.m.  Keynote Speaker: John Draper
10:30 a.m. Benefits Presentation: HUBB Insurance
New Teacher Orientation
2017-2018

Wednesday, August 9 – Rock Creek Elementary School

7:30 - 8:05  Registration, Breakfast, Fingerprinting, Cafeteria

8:10 - 8:30  Welcome to Twin Falls School District: Introductions and Achievements
Brady Dickinson, Ph.D., Superintendent of Schools, Stadium seating area

8:30 - 8:35  Announcements
Bill Brulotte, Associate Superintendent, Stadium seating area

8:45 - 9:30  Group 1: Technology Training, Computer Lab #113B
Group 2: Benefits Overview, Room #244
Group 3: Aesop, Employee Web Portal (iVisions), Computer Lab #245
Group 4: Human Resources, American Fidelity, Social Media, Room #243

9:35 - 10:20  Group 1: Benefits Overview, Room #244
Group 2: Technology Training, Computer Lab #113B
Group 3: Human Resources, American Fidelity, Social Media, Room #243
Group 4: Aesop, Employee Web Portal (iVisions), Computer Lab #245

10:25 - 10:40  BREAK

10:45 - 11:30  Group 1: Human Resources, American Fidelity, Social Media, Room #243
Group 2: Aesop, Employee Web Portal (iVisions), Computer Lab #245
Group 3: Technology Training, Computer Lab #113B
Group 4: Benefits Overview, Room #244

11:35 - 12:20  Group 1: Aesop, Employee Web Portal (iVisions), Computer Lab #245
Group 2: Human Resources, American Fidelity, Social Media, Room #243
Group 3: Benefits Overview, Room #244
Group 4: Technology Training, Computer Lab #113B

12:20 - 12:25  Secondary Teachers–meeting with Director Erickson, Stadium Seating Area

12:25 - 12:40  Check-out, Cafeteria/Gym

12:45 - 1:30  Lunch will be provided, Cafeteria

1:30 - 4:00**  Teachers work in room
** First year teachers will meet with their mentors, the Instructional Coaches and Bill Brulotte from 1:30 - 4:00 in Room #227.

Hub International and American Fidelity will be located in Rooms 244 & 243
Date: August 3, 2017

To: Dr. Brady D. Dickinson, Superintendent of Schools
   Twin Falls School District Board of Trustees

From: Sonia DeLeon, Human Resources Manager

Re: Job Description for Review

Please find the following updated job description attached for your review:

- Middle School Bookkeeper

Attachments
Twin Falls School District #411
Job Description

Job Title: Bookkeeper (Middle School)
Department: 
Reports To: Principal
Supervises: Student clerks as directed
FLSA Status: Non-Exempt, 10-11 month working period (days vary with school needs), wage per classified salary schedule, 1 sick day month, 3 personal days annually

Prepared By: 
Updated: 1.30.13
Approved By: Board of Trustees
Approval Date: 

JOB GOAL
To maintain an accurate accounting of students and related reports

QUALIFICATIONS
Minimum
• Working knowledge of basic office procedures and operation of standard office equipment and machines
• Proficient in typing and computer skills
• At least one year experience as a secretary or bookkeeper, preferably with a school district
• High School diploma or equivalent
• Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Desired
• Two years experience as a secretary or bookkeeper

ESSENTIAL DUTIES includes the following or other duties as assigned by the Superintendent, Board, or designee:
• Maintain bookkeeping records for all school accounts
• Count and record all monies received and disbursed
• Prepare financial statement each month for teachers and administrators and accounts payable reports to administrators, district personnel and board members
• Post and receive all student fees, withdrawals and fines on student records
• Maintain long distance telephone records, time cards and mileage reports
• Perform general secretarial duties for administrators
• Fill in for front office secretaries when they are absent
• Work on graduation, registration for summer school, posting of grades; assist in making packets and other general functions associated with the starting and ending of school
• Other duties as assigned

PHYSICAL DEMANDS (Reasonable accommodations may be made to enable a person with a disability to perform the essential functions.)
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
• Persons performing service in this position classification will exert 10 to 35 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
• This type of work involves sitting most of the time, but will involve walking or standing for extended periods.
• Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important job aspects.

EVALUATION
Performance of this position will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Classified Personnel.

OTHER
Condition of Employment
Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

This is an “at will” position in that the employer or employee may terminate employment at any time for any reason consistent with applicable state or federal law. The employment “at will” policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing and approved by the Board of Trustees of District 411.
License Requirement
• Possession of a valid Idaho Motor Vehicle Operator's License.
• Insurability by the District's liability insurance carrier.

Insurance Recommendation
On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business, therefore personal auto insurance coverage of $300,000 or more is recommended.

Job description received:

Date/year Employee signature
Date:    July 6, 2017

To:      Dr. Brady D. Dickinson, Superintendent
         Twin Falls School District Board of Trustees

From:    Sonia DeLeon, Human Resources Manager

Re:      Job Description for Review

Please find the following updated job description attached for your review:

- Head Warehouseman

Attachments
Twin Falls School District #411
Job Description

Job Title: Head Warehouseman
Department: Maintenance
Reports To: Maintenance Supervisor/School Nutrition Director
Supervises: warehouse/deliver personnel
FLSA Status: Non-Exempt, 12 month, wage per classified salary schedule, 1 sick day month, 3 personal days annually

JOB GOAL Responsible for district/food service combined receiving warehouse. Includes general receiving procedures and practices. Oversees check in, set up and staging of goods for delivery to district schools. Will ensure Safe delivery of frozen and dry goods to each school every working week of the school year and have those goods arrive on time and in good condition.

QUALIFICATIONS
Minimum:
• High school diploma or equivalent
• Demonstrate aptitude for successful performance of tasks with speed and care, highly organized
• Ability to lift large amounts of weight
• Very dependable work record
• Ability to safely operate a hyster
• Management skills to oversee warehouse/delivery personnel

ESSENTIAL DUTIES includes the following or other duties as assigned by the Superintendent, Board, or designee:
• Must be extremely dependable
• Ability to oversee warehouse and ensure foodservice goods are delivered between 7:00 am and 1:00 pm and district goods in a timely manner on school days every week during the school year and as needed through the summer.
• Oversee general warehousemen to manage delivery schedule
• Work safely with speed, care and organization.
• Observe all mandatory safety regulations for warehouse and school vehicle
• Keep assigned warehouse and vehicle clean
• Notify maintenance supervisor of mechanical failure or lateness
• Report all accidents and complete required reports
• Perform other tasks and assumes other responsibilities as the superintendent and/or board may deem necessary.

PHYSICAL DEMANDS (Reasonable accommodations may be made to enable a person with a disability to perform the essential functions.)
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
• Persons performing service in this position classification will exert 10 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
• This type of work will involve walking or standing for extended periods.
• Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important job aspects.

EVALUATION
Performance of this position will be evaluated in accordance with the Board’s policy on evaluation of classified employees.

OTHER
Condition of Employment
Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

This is an “at will” position in that the employer or employee may terminate employment at any time for any reason consistent with applicable state or federal law. The employment “at will” policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing and approved by the Board of Trustees of District 411.
License Requirement
• Possession of a valid Idaho Motor Vehicle Operator's License.
• Insurability by the District's liability insurance carrier.

Insurance Recommendation
On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business, therefore personal auto insurance coverage of $300,000 or more is recommended.

Job description received:

Date/year       Employee signature
Date: July 20, 2017

To: Dr. Brady D. Dickinson, Superintendent of Schools
   Twin Falls School District Board of Trustees

From: Sonia DeLeon, Human Resources Manager

Re: Job Description for Review

Please find the following updated job description attached for your review:

- Accounting Supervisor

Attachment
Twin Falls School District #411
Job Description

Job Title: Accounting Specialist Supervisor
Department: Business/Finance
Reports To: Director of Business Affairs
FLSA Status: Exempt, 12 month year, salary as per classified supervisor's salary schedule, .83% vacation days/month yrs 1-6; 1.25 vacation days/month 7+ yrs, 1 sick day month, 3 personal days annually
Prepared By: Human Resources Department
Prepared: 7.17.2017
Approved By: Approval Date:

JOB GOAL
Under direction of the Director of Business Affairs, provides the business/finance office with supervision in the monitoring and oversight of district budgets and financial statements especially federal programs.

QUALIFICATIONS (minimum)
• Associates Masters degree in accounting/business or
• Significant experience in all phases of accounting.

QUALIFICATIONS (desired)
• Full charge bookkeeping experience.
• Knowledge and experience in governmental accounting a plus.
• Bachelors degree in accounting

ESSENTIAL DUTIES include the following (or other duties assigned by the Superintendent or Board).

Employment Responsibilities
• Supervises the reviewing, balancing, reporting and providing guidance to stakeholders on the accounts and budgets of the school district.
• Prepares all supporting documentation and schedules for the IFARMS Annual and Amended Budget and budget forms for review.
• Preparing and ensuring budgetary compliance for budgets, documentation, policies and reports for federal, special education, transportation, food service, local revenue funds, state revenue funds, special distributions and other programs.
• Assisting stakeholders in preparation of budgets and operations of the accounting system including initial budgets, budget amendments, requisition processing, tracking purchase orders, individual and program account management, the generation of related reports, and adjusting journal entries.
• Preparation and posting of monthly board reports, contracts, payable and payroll reports, budgets and audits on the Twin Falls School District website.
• Supervises and implements freight and distribution activities and personnel within the finance department.
• Compiles and presents school district financial information to budget advisory committee, negotiations team, and board members in the absence of the Director of Fiscal Affairs.
• Providing assistance to employees in the implementation and on-going operations of the district school accounting system.
• Point of contact for district independent auditor. Prepares all required statements, schedules and documentation for the annual audit.

REQUIRED SKILLS: In order to perform the above duties, the employee must:
• Possess the ability to work independently.
• Have a mastery of Microsoft Office Products software especially Microsoft Excel.
• Be able to master the district accounting software quickly.
• Be able to communicate clearly.
• Work independently and as an integral part of the finance department and the district team.

PHYSICAL DEMANDS (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)
The physical demands and work environment indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions.
• Exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects. Lifting of more than 50 pounds or one-fourth their body weight is not required.
• The ability to sit, stand, kneel.
• Navigate stairwells.
• Participate in fire drills or other drills during an emergency situation when working in the schools.
• Manual dexterity to operate business related equipment.
• Perceive the nature of sound, near and far vision, depth perception, providing oral and written information.

EVALUATION
Performance of this position will be evaluated in accordance with board policy and Idaho Code pertaining to evaluation of classified personnel.

OTHER
Condition of Employment
Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

This is an “at will” position in that the employer or employee may terminate employment at any time for any reason consistent with applicable state or federal law. The employment “at will” policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing and approved by the Board of Trustees of District 411.

License Requirement
• Possession of a valid Idaho Motor Vehicle Operator's License.
• Possession of a CPA certificate a plus.
• Insurability by the District's liability insurance carrier.

Insurance Recommendation
On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business, therefore personal auto insurance coverage of $300,000 or more is recommended.

Job description received: ____________________________
Date ____________________________ Employee Signature ____________________________
TWIN FALLS SCHOOL DISTRICT #411
SCHOOL BOARD MEETING
HELD AT:
CANYON RIDGE HIGH SCHOOL BOARD ROOM
300 NORTH COLLEGE ROAD, #301
TWIN FALLS, IDAHO 83301

September 27, 2017
5:00 P.M.

AGENDA

5:00 p.m.  I.  Call to Order

5:00 p.m.  II.  Pledge of Allegiance

5:01 p.m.  III.  Procedural Matters
A.  Action Items:
1.  Approval of Agenda (Additions and Deletions)

5:01 p.m.  IV.  Consent Calendar
A.  Approval of New Certified Contract
B.  Approval of New Classified Employees
C.  Approval of Classified Personnel Resignations
D.  Approval of Extra-Curricular Resignation
E.  Approval of Alternative Authorizations
F.  Approval of Out of State Travel

5:05 p.m.  V.  IBE (Idaho Business for Education) Schoolhouse Update (30 min)

5:35 p.m.  VI.  2015-2020 Strategic Plan Work (60 min)

6:35 p.m.  VII.  Enrollment Update (20 min)
A.  Transfer of Certified Personnel-Process, Policy and Procedure

6:55 p.m.  VIII.  Board Monthly Awards Discussion (10 min)

7:05 p.m.  IX.  CRE 5 Year Plan – (15 min) L.T. Erickson

7:20 p.m.  X.  Curriculum Update (15 min)

7:35 p.m.  XI.  Adjournment

The School District Board Room is accessible to the physically disabled. Interpreters for persons with hearing impairments, and brailed or taped information for persons with visual impairments, can be provided upon 5 days’ notice. For arrangements contact Sonia DeLeon at 733-6900.

MISSION
Our mission is to provide a quality education necessary for all students to be successful in life.
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>2016-17 Representatives</th>
<th>2017-18 Representatives</th>
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<tbody>
<tr>
<td><strong>Activities Advisory</strong></td>
<td>Liyah Babayan</td>
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<td>Chair – Scot McNeley</td>
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<tr>
<td><strong>Safety Committee</strong></td>
<td>Bernie Jansen (Alt. Liyah Babayan)</td>
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<td>Chair – Ryan Bowman</td>
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<td><strong>Discipline Committee</strong></td>
<td>Liyah Babayan (Alt. Paul McClintock)</td>
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<td>Chair – Kasey Teske</td>
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<td><strong>Government Affairs</strong></td>
<td>Bryan Matsuoka (Alt. Mary Barron)</td>
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<td>Contact – Dan Olmstead</td>
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<td><strong>Technology Committee</strong></td>
<td>Paul McClintock (Alt. Liyah Babayan)</td>
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<td>Chair – Ryan Bowman</td>
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<td><strong>Education Foundation</strong></td>
<td>Mary Barron (Alt. Paul McClintock)</td>
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<td>Contact – Linda Watkins</td>
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<td><strong>Calendar Committee</strong></td>
<td>Mary Barron (Alt. Liyah Babayan)</td>
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<td>Co-Chairs – Brady Dickinson/Pam Rahe</td>
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<td><strong>Drop Out Committee</strong></td>
<td>Mary Barron (Alt. Paul McClintock)</td>
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<td>Chair – Mike Gemar</td>
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<tr>
<td><strong>TFSB/TFEA Breakfast Meetings (3rd Tuesday of Month 6:45 a.m. Idaho Joe’s)</strong></td>
<td>Bernie Jansen &amp; Bryan Matsuoka</td>
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<td>Contact – Peggy Hoy/ Mike Wilkinson</td>
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<td><strong>Negotiations Committee</strong></td>
<td>Bernie Jansen</td>
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<td>Contact – Brady Dickinson</td>
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<td><strong>Budget Advisory Committee</strong></td>
<td>Paul McClintock</td>
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<td>Chair – Bob Seaman</td>
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