

**MELBA SCHOOL DISTRICT #136**  
Minutes of the Meeting of the Board of Trustees  
Tuesday, April 9, 2019  
Melba School District Office

---

**I. CALL TO ORDER at 5:00 by Chairman Ed Smith.** Flag salute was held.

**ROLL CALL:** In attendance were Trustees Ed Smith, Susan Jaca, and Megan Volkers, Superintendent Andy Grover, Business Manager Dalelyn Allen, Administrative Assistant Jackie Engle, Board Clerk Beth Cole, Staff member Mindy Lincoln and students Sam Monson and Rebecca Coffelt.

**II. PUBLIC PARTICIPATION**

**A. Sam Monson and Rebecca Coffelt** reported on Student Council activities. Their Donkey Basketball and BARF week events were a big success and they just completed hosting the Junior High Retreat. Council members also volunteered at a Habitat for Humanity project. They are currently planning for the Battle of the Sexes assembly and election of next year's officers.

**III. CONSENT AGENDA**

**Motion to approve the Consent Agenda** was passed.

- A.** Approval of Agenda
- B.** Approval of Minutes of 3/12/2019
- C.** Approval of previous month's bills and misc. hand checks
- D.** Approval of Elementary, Jr/Sr High financial reports

Motion to approve by Trustee Megan Volkers.

Seconded by Trustee Susan Jaca.

Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes

**IV. SPECIAL REPORTS**

- A. Student Numbers are holding strong** and Kindergarten numbers look good. Dr. Grover will be working on teacher negotiations next week.
- B. Board members attending the National School Board Conference in Philadelphia** reported on their trip. The next state school board convention is in Coeur d'Alene.
- C. Facility projects are being completed.** The football press box is finishing up. Mrs. Hilton was here to review plans for the baseball field. She approved fencing and field improvements. Plans for the Maintenance Building are being finalized and has an anticipated start date in July. Paving the high school parking lot is also scheduled for this year.
- D. The June Board Meeting and Budget Hearing** is scheduled for June 4, 2019 in order to meet publication deadlines.

**V. OLD BUSINESS**

**A. A motion to approve second reading of Policy #3070 Students of Legal Age, was passed.**

Motion by Trustee Megan Volkers.

Seconded by Trustee Susan Jaca.

Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes

**B. A motion to approve second reading of Policy #1313 Conflicting Policies and Procedures, was passed.**

Motion by Trustee Megan Volkers.

Seconded by Trustee Susan Jaca.

Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes

**C. A motion to approve second reading of Policy #1525 Board Meeting News Coverage was passed.**

Motion by Trustee Megan Volkers.

Seconded by Trustee Susan Jaca.

Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes

**D. A motion to approve second reading of Policy #1500 Board Meetings was passed.**

Motion by Trustee Megan Volkers.

Seconded by Trustee Susan Jaca.

Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes

**E. A motion to approve second reading of Policy #9100 Acquisition, Use and Disposal of School Property was passed.**

Motion by Trustee Megan Volkers.

Seconded by Trustee Susan Jaca.

Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes

**F. A motion to approve second reading of the following policies was passed:**

Policy #7218 Federal Grant Financial Management System

Policy #7235 Fiscal Accountability and IDEA Part B Funds

Policy #7235F1 Federal Funds Semi-Annual Certification Form

Policy #7235F2 Personnel Activity Report

Policy #7235F3 Multiple Cost Objective Time and Effort Certification

Policy #7235P Written Compensation Procedure

Policy #7235PF1 Personnel Activity Report

Policy #7235PF2 Single Federal Award or Cost Objective

Policy #7237 Retention of Records Relating to Federal Grants

Policy #7270 Property Records

Policy #7320 Allowable Uses for Grant Funds

Policy #7320P1 Determining Necessity and Reasonableness of Expenses

Policy #7320P2 Selected Items of Cost

Policy #7400 Procurement Management System

Policy #7400F Time and Effort Documentation

Policy 7400P1 Federal Award Requirements

Policy #7400P2 Procurement Methods Under a Federal Award

Policy #7400P3 Req. and Restrictions for Procurement Under a Federal Award – Competition

Policy #7430 Travel Allowances and Expenses

Policy #7450 Federal Cash Management Policy

Policy #7450P1 Timely Obligation of Funds

Policy #7450P2 Program Income

Motion by Trustee Megan Volkers.  
Seconded by Trustee Susan Jaca.  
Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes

## VI. NEW BUSINESS

### A. A motion to approve the Open Enrollment report as presented was passed.

Motion by Trustee Megan Volkers.  
Seconded by Trustee Susan Jaca.  
Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes

### B. A motion to approve an Extended Trip Request from BPA to attend their National Convention was passed.

Motion by Trustee Megan Volkers.  
Seconded by Trustee Susan Jaca.  
Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes

### C. A motion to approve engagement of the auditor for the 2018-2019 fiscal year was passed.

Motion by Trustee Megan Volkers.  
Seconded by Trustee Susan Jaca.  
Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes

### D. A motion to approve July 2, 2019 as the date for the July Board Meeting was passed.

Motion by Trustee Megan Volkers.  
Seconded by Trustee Susan Jaca.  
Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith - Yes  
Motion by Trustee Megan Volkers.  
Seconded by Trustee Susan Jaca.

## VII. EXECUTIVE SESSION

In accordance with Idaho Code 74-206 a motion was made that the board convene in executive session for the purpose of discussing matters pertaining to personnel at 5:36.

Motion by Trustee Megan Volkers.  
Seconded by Trustee Susan Jaca.  
Roll Call Vote: Trustee Megan Volkers – Yes  
Trustee Susan Jaca – Yes  
Trustee Ed Smith – Yes  
Motion carried.

The Board recessed from Executive Session at 5:56.

### E. A motion to approve the Personnel report as presented was passed.

Motion by Trustee Megan Volkers.  
Seconded by Trustee Susan Jaca.  
Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes

**VIII. STANDING REPORTS**

**A. The board reviewed the Superintendent, Business Manager and Principal reports.**

**IX. MOTION TO ADJOURN AT 6:00 p.m.**

Motion by Trustee Megan Volkers.  
Seconded by Trustee Susan Jaca.  
Roll Call Vote: Trustee Susan Jaca – Yes  
Trustee Megan Volkers – Yes  
Trustee Ed Smith – Yes