

MELBA SCHOOL DISTRICT #136
Minutes of the Meeting of the Board of Trustees
Tuesday, January 8, 2018
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, Travis Christensen, Susan Jaca, and Megan Volkers, Superintendent Andy Grover, Business Manager Dalelyn Allen, Administrative Assistant Jackie Engle, Board Clerk Beth Cole, Technology Director Mark Thayer and Website Developer Colby Heiner.

II. ANNUAL MEETING

A. Election of Board Chairman, Vice Chairman and Board Clerk – A motion to approve the same Chairman, Vice Chairman and Board Clerk for the coming year was passed.

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

B. Regular Schedule of School Board Meetings - A motion to hold School Board Meetings on the second Tuesday of each month at 5:00 p.m. at the School District Office was passed.

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

C. Posting of Board Meetings – A motion to post notices of Board Meetings at the following locations was passed:

- School District Office
- District Webpage
- Melba Valley Market
- Melba Post Office
- Owyhee County Courthouse

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

D. Committees – A motion to appoint Board Members to the same standing committees and to include a Student Relations Committee was passed.

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

E. Annual meeting was adjourned.

III. CONSENT AGENDA

Motion to approve the Consent Agenda was passed.

- A. Approval of Agenda
- B. Approval of Minutes of 12/18/2018
- 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.
Vote was unanimous.

IV. SPECIAL REPORTS

- A. **Student Numbers are slightly lower**, due to students moving and migrant families traveling to Mexico.
- B. **Website Designer Colby Heiner presented a proposal to update the District website.** He suggested starting with the legal requirements for transparency, then add information for students, parents and other districts. His design will be ADA compliant and easy to navigate. Technology Director Mark Thayer added that the website will be hosted by Go Daddy but will be our own domain. The website should be operational by the end of February.
- C. **Superintendent Grover reported that the** Softball Press Box is almost finished and concrete for the Football Press Box should be poured this week.

V. NEW BUSINESS

- A. **Business Manager Allen presented the February Bond Payment information.** The district has used the ACH electronic payment system to submit bond payments in the past. She requested that an additional step requiring verbal phone approval by a board member for all bond payments be instituted as an additional safeguard. A motion to designate Trustee Megan Volkers as the board member to authorize bond payments was passed.

Motion by Trustee Travis Christensen.
Seconded by Trustee Susan Jaca.
Vote was unanimous.

A motion to approve the February 2019 bond payment was passed.

Motion by Trustee Megan Volkers.
Seconded by Trustee Susan Jaca.
Vote was unanimous.

- B. **Ms. Allen requested approval to change the District program from debit cards to credit cards** There have been several cases where the debit cards have been hacked and there is not insurance backing up those losses. These Capital Ed Credit Cards would have restricted funds and would be insured. All access would be through the Business Office. A motion to approve her request was passed.

Motion by Trustee Travis Christensen.
Seconded by Trustee Susan Jaca.
Vote was unanimous.

VI. 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 student issues at 5:25.

Motion by Trustee Megan Volkers.

Seconded by Trustee Susan Jaca.

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

Motion carried.

The Board recessed from Executive Session at 5:45.

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

Motion by Trustee Travis Christensen.

Seconded by Trustee Megan Volkers.

Vote was unanimous.

VII. STANDING REPORTS

A. The board reviewed the Superintendent and Principal reports.

VIII. MOTION TO ADJOURN AT 5:45 p.m.

Motion by Trustee Travis Christensen.

Seconded by Trustee Megan Volkers.

Vote was unanimous.