**UNADOPTED**

**SILVER FORK SCHOOL DISTRICT**

**M I N U T E S**

Regular Board Meeting  
Board of Trustees  
December 18, 2012

Call to Order  
The meeting was called to order at 4:30 p.m. at Silver Fork School.

Administration of Oath of Office  
Superintendent Kevin Monsma administered the Oath of Office to re-elected incumbent Board member Mary Erba.

Members Present  
Mary Erba  
James Ussery  

Board President Robert Bowman was absent.

**Annual Organizational Meeting**

<table>
<thead>
<tr>
<th>Election - Board President</th>
<th>It was moved by Mr. Ussery, seconded by Mrs. Erba, to elect James Ussery as Board President. Motion unanimously carried.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election - Board Clerk</td>
<td>It was moved by Mr. Ussery, seconded by Mrs. Erba, to elect Mary Erba as Board Clerk. Motion unanimously carried.</td>
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<tr>
<td>Election - EDCSBA Representative</td>
<td>It was moved by Mr. Ussery, seconded by Mrs. Erba, to elect Mary Erba as EDCSBA Representative. Motion unanimously carried.</td>
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<tr>
<td>Determination - Date, Time, and Location of Regular Meetings in 2013</td>
<td>It was moved by Mrs. Erba, seconded by Mr. Ussery to set the date and time of the 2013 regular meetings of the Silver Fork Elementary School District Board of Trustees as the fourth Tuesday of the month (with two exceptions: March 19 and December 17), at 4:00 p.m. at the Silver Fork School. Motion unanimously carried.</td>
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<tr>
<td>Adoption of Agenda</td>
<td>It was moved by Mr. Ussery, seconded by Mrs. Erba, to adopt the agenda. Motion unanimously carried.</td>
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<tr>
<td>Public Comment</td>
<td>There were no public comments.</td>
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<tr>
<td>Consent Agenda</td>
<td>It was moved by Mr. Ussery, seconded by Mrs. Erba, to approve the Consent Agenda. Motion unanimously carried.</td>
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</tbody>
</table>
1) Approval of Minutes of Regular Board Meeting of September 25, 2012

2) Approval of Warrants


4) Review of Facility Inspection Program Report

5) Approval of Quarterly Report on Investments for the period ending September 30, 2012

8) Acceptance of Superintendent’s Affidavits declaring all credentialed employees properly credentialed for 2012-2013

**Finance and Business**

Acceptance - First Interim Report

It was moved by Mr. Ussery, seconded by Mrs. Erba, to accept the 1st Interim Financial Report as presented. Motion unanimously carried.

Presentation - 2011-2012 Audit

The 2011-2012 Audit Report prepared by the Stephen Roatch Accountancy Corporation included the following information:

- Financial statements and supplementary financial and statistical information, including the schedule of state and federal financial assistance, were presented fairly.
- The district complied with applicable state laws and regulations tested in accordance with the audit guide.
- There were no instances of noncompliance found.
- There were no material weaknesses or reportable conditions in the system of internal controls.
- There were no audit findings.

First Reading/Adoption - Board Policies, Administrative Regulations, and Exhibits

It was moved by Mr. Ussery, seconded by Mrs. Erba, to adopt the following Board Policies (BP), Administrative Regulations (AR), and Exhibits (E) for Series 0000 and 1000:

Series 0000

a. BP and AR 0000, “Vision”
b. BP 0100, “Philosophy”
c. BP 0200, “Goals for the School District”
d. BP 0400, “Comprehensive Plans”
1. BP 0410, “Nondiscrimination in District Programs and Activities”
2. BP and AR 0420, School Plans/Site Councils
   A. BP and AR 0420.1, “School-Based Program Coordination”
   B. BP and AR 0420.4, “Charter School Authorization”
3. BP and AR 0430, “Comprehensive Local Plan for Special Education”
4. BP 0440, “District Technology Plan”
5. BP and AR 0450, “Comprehensive Safety Plan”
e. BP 0500, “Accountability”
   1. BP 0510, “School Accountability Report Card”
   2. BP, AR, and E 0520.2, “Title I Program Improvement Schools”
   3. BP and AR 0520.3, “Title I Program Improvement Districts”

Series 1000
   a. BP 1000, “Concepts and Roles”
   1. BP 1020, “Youth Services”
b. BP 1100, “Communication with the Public”
   1. BP 1112, “Media Relations”
   2. BP and AR 1113, “District and School Web Sites”
   3. BP 1150, “Commendations and Awards”
   4. BP 1160, “Political Processes”
d. BP and AR 1220, “Citizen Advisory Committees”
e. BP and AR 1230, “School-Connected Organizations”
f. BP and AR 1240, “Volunteer Assistance”
g. BP and AR 1250, “Visitors/Outsiders”
h. BP and AR 1312.1, “Complaints Concerning District Employees”
i. BP, AR, and E 1312.2, “Complaints Concerning Instructional Materials”
j. BP and AR 1312.3, “Uniform Complaint Procedures”
k. AR and E 1312.4, “Williams Uniform Complaint Procedures”
l. BP 1321, “Solicitation of Funds from and by Students”
m. BP 1325, “Advertising and Promotion”
n. BP, AR, and E 1330, “Use of Facilities”
o. BP 1330.1, “Joint Use Agreements”
p. BP and AR 1340, “Access to District Records”
q. BP 1400, “Relations Between Other Governmental Agencies and the Schools”
   1. BP 1431, “Waivers”
r. BP 1700, “Relations Between Private Industry and the Schools”

Motion unanimously carried.
First Reading/Adoption - It was moved by Mr. Ussery, seconded by Mrs. Erba, to adopt the following Board Policies (BP), Administrative Regulations (AR), and Exhibits (E) for Series 2000 and 7000 and Board Policy 5141.33, “Head Lice:”

Series 2000

a. BP 2000, “Concepts and Roles”
b. BP 2110, “Superintendent Responsibilities and Duties”
   1. BP 2111, “Superintendent Governance Standards”
c. BP 2120, “Superintendent Recruitment and Selection”
   1. BP 2121, “Superintendent’s Contract”
d. BP 2140, “Evaluation of the Superintendent”
e. BP 2210, “Administrative Discretion Regarding Board Policy”
f. BP 2230, “Representative and Deliberative Groups”

Series 7000

a. BP 7000, “Concepts and Roles”
b. BP 7110, “Facilities Master Plan”
   1. AR 7111, “Evaluating Existing Buildings”
c. BP 7131, “Relations with Local Agencies”
d. BP and AR 7140, “Architectural and Engineering Services”
e. BP and AR 7150, “Site Selection and Development”
f. BP and AR 7160, “Charter School Facilities”
g. BP 7210, “Facilities Financing”
   1. BP and AR 7211, “Developer Fees”
   2. BP and AR 7214, “General Obligation Bonds”
h. BP 7310, “Naming of Facility”

Motion unanimously carried.

Staff Reports and Announcements

Sharon McGaughey reported the following:

- Students are making good progress in behavior and academics.
- All students are working on Language Arts at their grade levels.
- Thirty-five to forty people attended the Thanksgiving Play and dinner.
- Students are working on costumes for the Christmas Play tomorrow which starts at 6:30 p.m.
- Students are sewing gifts for parents.
Superintendent’s Reports, Announcements, and Communications

Report - PC Pal Program Funds

The PC Pal Program ended with a balance of $2,258.52. Two 7th graders and one 8th grader will be participating in the trip to Washington D.C. The cost is $2,000 per student. The students are fundraising to cover this cost.

Board Members’ Reports and Communications

Future Board Agenda Topics

No items were suggested for future board agenda topics.

Other Board Member Reports

There were no board member reports.

Adjournment

There being no further business, it was moved by Mr. Ussery, seconded by Mrs. Erba, to adjourn the meeting at 5:28 p.m. Motion unanimously carried.

Respectfully submitted,
Kevin Monsma
District Superintendent and
Secretary to the Board

APPROVED:

__________________________________________
James Ussery, President

DATE: ____________________