

**MANSFIELD SCHOOL
BOARD OF DIRECTORS REGULAR BOARD MEETING
MANSFIELD SCHOOL DISTRICT #207
July 25, 2023**

The Board of Directors met in the Mansfield School District library. Board members present were Brad Murison, Tara Tupling, Dusty Wittig and Cassidy Tupling. Superintendent Bruce Todd, Principal Lisa Guzman and Business Manager Kim Pease were present. Guests present were Patty Hanson and Bo Roberts.

Board member Brad Murison called the meeting to order at 8:00 PM.

Adoption of Agenda

Dusty Wittig motioned to approve the agenda with the addition of Resolution 2023-7-3 Fixing and Adopting the Budget under New Business, Cassidy Tupling seconded. Motion carried.

Consent Agenda

Board Meeting Minutes:

1. Regular Board Meeting Minutes June 27, 2023.

July Expenditures:

- A. **Payroll - \$183,002.82**
Wire Transfers: #34 - DRS \$26,768.65; #35 & #36 EFTPS/ACH - \$114,207.53
Check #8021256 - \$3,661.23
AP #8021257 thru #8021269 \$38,365.41
- B. **GF A/P - Checks #8021283 thru #8021297 - \$16,399.00.**
- C. **ASB A/P - None**
- D. **CPF A/P - Check #8021298 - \$9,971.50.**
- E. **TVF A/P - None**

Dusty Wittig motioned to approve the consent agenda, Tara Tupling seconded. Motion carried.

Personnel

Resignations

None

Recommended Hires-

None

Reports

Budget Report

June 2023 fund balances:

Gen Fund-\$702,047.06

Cap Projects Fund-\$44,377.50

ASB Fund-\$53,042.17

TV Fund-\$220,947.69

The June 2023 financials were reviewed with the board.

Superintendent's Report:

*Enrollment is at 98.03 FTE, K thru 12th grade.

*Construction Updates – Discussed updates on concrete sealing and parking lot striping.

*Staffing – To date, we have not received any applicants for the 2023-24 school year School Nurse position. Superintendent Todd will be contacting the NCESD for further discussion and possible options.

*Grant Updates – Awarded the Small District Modernization Planning Grant of \$45,000. Superintendent Todd is working through the application process for the ADA Grant, the Urgent Grant and the Healthy School-Healthy Kids Grant for potential facilities and grounds updates. He is also working the application process for a Study & Survey Grant, this process assesses the district's surroundings and environment for potential risk of earthquake and/or flood zones. Discussion took place.

*Facilities – The gym floor is scheduled to be refinished this summer.

*Superintendent Todd was contacted by Town Mayor Clint Wall in regards to a discussion that had taken place pertaining to annexing the school in to the Town of Mansfield. Superintendent Todd stated that there had been no prior discussion amongst the school board and/or himself but he will do some further research and report back to the board.

Principal's Report

Principal Guzman shared with the board updates regarding upcoming year changes and additions, spoke about the ESA112 transition, and also mentioned several school/community events that will be taking place.

Patty Hanson asked the board if they would approve a vacation leave rollover for herself as she has not had time to use her 2022-23 vacation leave allocation. Discussion took place. Topic was tabled until next month so that further information could be gathered.

Bo Roberts provided the board a packet of information on a potential piece of equipment and some tools and attachments to that equipment that could take the place of multiple district equipment pieces for board discussion and review. Discussion followed.

Old Business

None

New Business

2021-22 OSPI CNS Procurement Review

Superintendent Todd and Business Manager Pease provided the board with copies of the final letter for the district's 2021-22 Procurement Review, the completed corrective action plan, and a sample of the Small Purchase Quote form created that will be used in future procurement situations. Discussion took place.

2021-22 Assessment Audit

Superintendent Todd and Business Manager Pease provided the board with copies of the State Auditor's results of the district's 2022 fiscal year, which included the management letter regarding the district's past executive session protocol and documentation of duration with recommendations regarding that, as well as, the district's Sole Source Procurement process

pertaining to the parking lot project and recommendations for that also. The exit letter and audit report were provided to the board for their review as well.

Policy 6220 – Bid or Request for Proposal Requirements - First Read

Superintendent Todd presented the board with current Policy 6220 and recommended additions for review and discussion. The policy changes include the required language discovered missing during the CNS Procurement Review. Cassidy Tupling made a motion to acknowledge as a first reading Policy 6220 Bid or Request for Proposal Requirements, Tara Tupling seconded. Motion carried.

Procedure 2162P – Special Education and Related Services

The board was presented with Procedure 2161P Special Education and Related Services, with noted additions, for their review and discussion. Dusty Wittig motioned to accept the updated Procedure 2162P Special Education and Related Services, Tara Tupling seconded. Motion carried.

Resolution 2023-07-01 Cancelled Warrant

Cassidy Tupling made a motion to approve Resolution 2023-07-01 Cancelled Warrant, Dusty Wittig seconded. Motion carried.

Resolution 2023-07-02 Cancelled Warrant

Cassidy Tupling made a motion to approve Resolution 2023-07-02 Cancelled Warrant, Tara Tupling seconded. Motion carried.

Resolution 2023-07-03 Fixing and Adopting the Budget

Board members were provided copies of Resolution 2023-07-03 showing the following funds and appropriation amounts:

General Fund	\$3,948,286
Capital Projects Fund	\$1,390,000
Associated Student Body Fund	\$112,000
Transportation Vehicle Fund	\$135,000

Tara Tupling made a motion to approve Resolution 2023-07-03 Fixing and Adopting the 2023-2024 Fiscal Budget, the four-year budget plan summary, and the four-year enrollment projection as presented, Dusty Wittig seconded. Motion carried.

Certificated Salary Schedule Adjustment

Superintendent Todd provided the board with the current certificated salary schedule and his proposed salary schedule that consists of combining the current BA +135 and the MA columns in to one column, eliminating the MA column, that consisted of salaries actually lower than the BA +135 amounts. Discussion took place. Dusty Wittig made a motion to approve the proposed certificated salary schedule as presented, eliminating the MA column, Cassidy Tupling seconded. Motion carried.

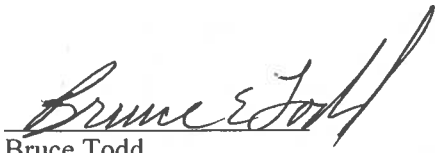
Study and Survey Grant Application

Information was covered under the Superintendent’s Report.

Good of Order



The next regular board meeting is August 22nd at 8:00PM.

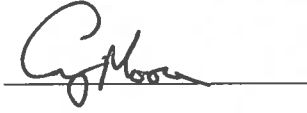
Board meeting adjourned at 9:08PM.



Bruce Todd
Board Secretary

These July 25, 2023 minutes are subject to Board approval at the next regularly scheduled meeting.





cc draft minutes:
Mansfield Board Members
Superintendent