

Snake River School Board of Trustees  
Held at the Snake River District Office  
103 South 900 West, Blackfoot, Idaho 83221  
Wednesday, July 20, 2016

1. **WELCOME AND ROLL CALL**

Vice Chairman Bill Martin called the meeting to order at 7:00 p.m. Board members present were Vice Chairman Bill Martin, Carol Hepworth, Kim Kunz and Annis Williams. Kent Miller was absent. Also attending were Superintendent David Kerns and Board Clerk Terisa Coombs.

2. **PRAYER OR PLEDGE OF ALLEGIANCE**

Annis Williams opened the meeting with the Pledge of Allegiance.

3. **APPROVAL OF AGENDA**

A motion was made by Annis Williams and seconded by Carol Hepworth to approve the agenda as amended adding Item #15, Jr. High Drain Field Replacement. All board members present voted aye. Kent Miller was absent. Motion passed 4-0.

4. **BOARD TRAINING**

Superintendent Kerns gave a PowerPoint presentation for Board Training on Selecting a Board Chair.

5. **REORGANIZE BOARD AND SET MEETING DATES**

Elections for board officers were conducted. Following the election, the new chairman conducted the meeting.

Annis Williams nominated Bill Martin as Chairman and Kim Kunz seconded; with no further nominations being made, Bill Martin was elected as Chairman by consensus 4-0.

Bill Martin nominated Carol Hepworth as Vice-Chairman and Kim Kunz seconded; with no further nominations being made, Carol Hepworth was elected as Vice-Chairman by consensus 4-0.

Kim Kunz nominated Annis Williams as Treasurer and Bill Martin seconded; with no further nominations being made, Annis Williams was elected as Treasurer by consensus 4-0.

It was moved by Carol Hepworth and seconded by Kim Kunz that Terisa Coombs serve as Board Clerk. All the board members voted aye. Kent Miller was absent. Motion passed 4-0.

Annis Williams moved that the regular Board meetings be held on the third Wednesday of the month at 7:00 p.m., unless posted otherwise by the board, and that they be held at the district office as posted during the year. Motion was seconded by Carol Hepworth and all the board members voted aye. Kent Miller was absent. Motion passed 4-0.

The new chairman made the following committee assignments:

Snake River Education Foundation: Carol Hepworth  
Snake River School/Community Library: Annis Williams  
Technology Advisory Committee: Carol Hepworth  
Snake River Activities Foundation: Kent Miller  
Budget Committee: Bill Martin  
Insurance Committee: Bill Martin  
Negotiations: Kent Miller and Kim Kunz

6. **PATRON FORUM**

There were no comments at this time.

7. **CONSENT AGENDA**

**Minutes:** Regular Meeting of June 15, 2016

**Resignations:** Cindy Kofford, Rockford Fourth Grade Teacher; Rhonda Payne, Moreland Kitchen Helper; Kerry Palmer, Riverside Title I Parapro; Renee Evans, Rockford Special Education Parapro; Paul Turpin, Rockford Special Education Parapro.

**New Hires:** Vaneen Kohler, Elementary School Counselor; Jeb Harrison, High School Social Studies Teacher/Head Football Coach; Casey Ward, Jr. High PE Teacher.

**Transfers:** Neil Hillman, High School PE Teacher.

**Budget and Claims Payable** for June, 2016

**Property Disposal:** Disposal of Bus 09-1, which was totaled April 18, 2016, with a remaining depreciation value of \$16,457.

A motion was made by Kim Kunz and seconded by Annis Williams to approve the Consent Agenda as presented with approval of disposal of Bus 09-1 that was totaled on April 18, 2016. All board members present voted aye. Kent Miller was absent. Motion passed 4-0.

**8. REVIEW OF DISTRICT'S CONTINUOUS IMPROVEMENT PLAN**

Superintendent Kerns reviewed the district's Continuous Improvement Plan, created in 2013 and is in effect until 2018. The continuous improvement plan is due to be turned in to the State Department October 1, 2016. They have asked that data be added to the plan and Superintendent Kerns and Curriculum Director Sherrilynn Bair are working on gathering data to add. The final Continuous Improvement Plan will be presented to the board for their approval in the September board meeting.

**9. LEADERSHIP PREMIUMS**

Superintendent Kerns presented recommendations to the board to distribute Leadership premiums. He also proposed and outlined this year's changes. He discussed that \$900 must be paid for each leadership premium. A technology leadership premium was added, one for each school and two for the high school. Other leadership premiums include RTI, STAR testing, curriculum with an emphasis on social studies this year, PLC, and special education.

**Carol Hepworth moved and Kim Kunz seconded to approve the distribution of Leadership premiums according to the recommendations. All board members present voted aye. Kent Miller was absent. Motion passed 4-0.**

**10. JR. HIGH SPORTS FEE HEARING**

During the negotiation process, the junior high cross country coaching stipend was overlooked. Administration would like to add the junior high cross country team to the list of approved activities. A fee hearing needs to be done before fees can be charged. Superintendent Kerns discussed the estimates of what the changes may mean to students.

**A motion was made by Carol Hepworth and seconded by Kim Kunz to assess fees for Jr. High Sports as advertised. All board members present voted aye. Kent Miller was absent. Motion passed 4-0.**

**11. DECLARE AREAS OF NEED**

The district has hired teachers who did not have appropriate endorsement requirements met. Every effort was made to advertise and interview for candidates to fill these positions.

- a. Elementary School Counselor:** The district hired Vaneen Kohler to be an Elementary School Counselor for Moreland and Riverside. Mrs. Kohler is a licensed professional counselor and is required to achieve necessary hours required by the state to become a licensed school counselor. Therefore, the district needs to approve the request for an alternate authorization until those hours are achieved.

**Kim Kunz moved and Carol Hepworth seconded to declare that an area of need exists to hire a full-time Elementary School Counselor and approve the request for an Alternative Authorization for Vaneen Kohler. All board members present voted aye. Kent Miller was absent. Motion passed 4-0.**

- b. High School PE Teacher:** Snake River High Health Teacher, Jeff Gardner, is requesting an alternative authorization from the state department to add a Physical Education endorsement to his certificate. The Physical Education endorsement is in close alignment with the Health endorsement, which Mr. Gardner currently has. The district needs him to add a Physical Education endorsement to his current certificate to accommodate an area of need in the schedule for a wrestling class at the high school.

**Kim Kunz moved and Carol Hepworth seconded to declare that an area of need exists for a High School PE teacher and to approve the request for an Alternate Authorization to add the PE endorsement to Mr. Jeff Gardner's certificate. All board members present voted aye. Kent Miller was absent. Motion passed 4-0.**

- c. Special Education Teacher (Renewal):** Rockford Special Education Teacher, Machele Wheeler, is requesting to extend her alternate authorization into this next year to finish her course work and testing.

**Kim Kunz moved and Annis Williams seconded to declare that an area of need exists for a Rockford Special Education Teacher and to approve the request for an Alternate Authorization for Machele Wheeler. All board members present voted aye. Kent Miller was absent. Motion passed 4-0.**

**12. ALTERNATE AUTHORIZATION DISCUSSION**

Superintendent Kerns reported on the progress of past alternate authorizations in the district. Discussion held.

**13. INDEPENDENCE HIGH SCHOOL DISCUSSION**

Superintendent Kerns discussed fee changes at Independence High School. They will now charge any student who is registered with Independence High School from Snake River High School a per credit fee of \$75. The average student earns about 13 credits a year. Each year, the district sends between 12-15 students to Independence High School. In total with these changes, the district will be paying between \$9,000-\$11,000 per year. Discussion held about the process of sending a student to Independence High School and also the difference between when a student would like to go there versus if they are sent there. As this is new, this discussion will continue to be ongoing and more decisions will need to be made. Carol Hepworth asked about ADA and if Independence gets ADA for students that are sent there from Snake River. Superintendent Kerns answered that Independence High School does get the ADA. A fee hearing will not be needed for the district.

**14. SPECIAL EDUCATION ANNUAL DETERMINATION RESULTS**

The district received a letter with results of the annual determination for special education from Sherri Ybarra, Superintendent of Public Instruction. The district's level meets the requirements. Rose Larson, Director of Special Education, discussed this with the board. Last year's rating was a 3.89. This year the rating was 4.0. Mrs. Larson explained the compliance indicators that consists of a point system and the makeup of the determining factors. Discussion held. Kim Kunz asked about Indicator 12 and how children are identified and referred to preschool. There are many referral sources that brings children to the preschool including Infant-Toddler and Child Find. Mrs. Larson expressed her appreciation to the district and her staff for all of the great things that are happening in the district.

**15. JR. HIGH DRAIN SYSTEM REPLACEMENT**

Superintendent Kerns discussed the status of the Jr. High drain field and the need to replace it. The drain field is fully saturated. A new drain field will need to be placed east of the junior high in the soccer field. Superintendent Kerns wanted the board to be made aware of the process and that this is something that has to be done. Approval will need to go through the DEQ. An engineer has been to the junior high to assess the situation. In the future, the bidding process will begin probably about September.

**16. UPCOMING EVENTS**

- a. Summer Leadership Institute will be July 21, 2016 in Rigby.
- b. The first day back for teachers is August 15<sup>th</sup> and the first day of school for students is August 17<sup>th</sup>.
- c. The next regular board meeting will be August 17<sup>th</sup> at 7 p.m. at the district office.
- d. ISBA Annual Convention will be November 9-11, 2016 in Boise, Idaho.
- e. Joint Teacher In-Service with Blackfoot at the BPAC on August 26, 2016.

**17. DISTRICT 2016-2017 START UP INFORMATION**

The district is working on its schedule of meetings for the beginning of the school year. All the departments are planning to meet with their employees to get geared up for a fantastic year. Superintendent Kerns will give you a quick overview of plans for the All Employee Meeting on Monday, August 15, 2016. The Board Reception for New Employees is tentatively scheduled for 6:30 p.m. the night of the September board meeting.

**18. POLICY READINGS**

**SECOND READING:**

**Policy 7380, "Working Hours"** This policy is being updated to coincide with the changes made during negotiations. The changes are in green. No other changes were made.

**Policy 8201, "High School Extracurricular Academic Eligibility"** At last board meeting, Athletic Director Robert Coombs presented to you what the high school feels are some needed changes to this policy. Discussion held about the changes.

Annis Williams moved and Carol Hepworth seconded to approve the second reading of Policy 7380, "Working Hours" and Policy 8201, "High School Extracurricular Academic Eligibility." All board members present voted aye. Kent Miller was absent. Motion passed 4-0.

**FIRST READINGS:**

**Policy 2430, "Trustee Nomination and Election"** This policy has been updated to include new statutory campaign finance reporting and disclosure requirements for school district trustees in districts with 500 or more students, and to address the write-in candidate declaration deadline prior to the election.

**Policy 4310, "Access to Public Records"** This replaces current policy. The replacement incorporates code reference changes brought with the recodification of the Idaho Public Records, Idaho Code, effective July 1, 2015. It has been updated to add statutory definitions and extensive revisions. **4310 f1-Access to Public Records: Request Form.** Records Request Form (keeping from current policy). **4310 f2-Access to Public Records: 3-Day Response Letter**—Letter that responds to an initial request for public records when it is not possible to provide the records within three business days. **4310 f3-Access to Public Records: Response Letter**—Letter that informs the individual requesting public records that the request is granted, denied, or granted in part and denied in part. Discussion held.

**Policy 8110, "Attendance Policy, K-6"** Principal Bryce Salmon has requested that the Jr. High be removed from Policy 8111, "High School/Jr. High Attendance Policy" and be added to Policy 8110, "Attendance Policy, Grades K-6). **8110F5—Attendance Policy, K-6: Affidavit of Truancy**—This form is new and has been provided for the purpose of notifying the local prosecuting attorney of a student that is a habitual truant. Discussion held.

**Policy 8111, High School/Jr. High Attendance Policy.**" Principal Bryce Salmon has requested that the Jr. High be removed from Policy 8111, "High School/Jr. High Attendance Policy" and be added to Policy 8110, "Attendance Policy, Grades K-6). Discussion held.

Carol Hepworth moved and Kim Kunz seconded to approve the first readings of Policy 2430, "Trustee Nomination and Election," Policy 4310, "Access to Public Records," Policy 8110, "Attendance Policy, K-6," and Policy 8111, High School/Jr. High Attendance Policy." All board members present voted aye. Kent Miller was absent. Motion passed 4-0.

**19. EXECUTIVE SESSION**

Under Idaho Code 74-206 (1b), (1b) written report of grievance hearing panel 1-2016; and (1b) personnel, Annis Williams moved to go into Executive Session and Carol Hepworth seconded to go into Executive Session. A roll call vote was taken: Annis Williams, aye; Kim Kunz, aye; Carol Hepworth aye; and Bill Martin, aye. Kent Miller was absent. Motion passed 4-0.

The board went into Executive Session at 8:25 p.m. Also attending were Superintendent David Kerns and Board Clerk Terisa Coombs.

At 8:25 p.m., the written report of grievance hearing panel 1-2016 was discussed until 8:40 p.m.

At 8:40 p.m., Personnel issues were discussed until 8:50 p.m.

20. RETURN TO REGULAR SESSION

Carol Hepworth moved and Kim Kunz seconded to return to Regular Session. All board members present voted aye. Kent Miller was absent. Motion passed 4-0.

The board returned to Regular Session at 8:50 p.m.

21. ACTION ITEM

Annis Williams moved and Kim Kunz seconded to accept the final decision of the grievance hearing panel 1-2016, as indicated by Policy 7160. A roll call vote was taken: Annis Williams, aye; Kim Kunz, aye; Carol Hepworth aye; and Bill Martin, aye. Kent Miller was absent. Motion passed 4-0.

22. ADJOURN

Kim Kunz moved to Adjourn.

The meeting was adjourned at 8:50 p.m.

ATTEST:

Abrisa Coombs  
Clerk

Bill Martin  
Chairman

8-17-16  
Date