

**Snake River School Board of Trustees
Held at the Snake River District Office
103 South 900 West, Blackfoot, Idaho 83221
Wednesday, September 21, 2016**

1. WELCOME AND ROLL CALL

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

2. PRAYER OR PLEDGE OF ALLEGIANCE

Kent Miller 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 presented. All board members present voted aye. Kim Kunz was absent. Motion passed 4-0.

4. 2015-2016 FINANCIAL AUDIT REPORT

Kurt Folke from Quest CPAs, P.C. presented the results of the financial statement audit. The audit began in the summer of 2016 and covered the last fiscal year through June 30, 2016. He thanked Chris Nelson, the district business manager, for all of her help getting the books and records in good shape at year end. Student fund records were also in good shape and he thanked the school secretaries. Mr. Folke touched on the three independent audit reports that are contained in the audit report. The first report is Finances. This report says that based on their audit, Quest CPAs believes that the numbers are accurate and can be relied upon. The second report is on Internal Controls and Compliance. Internal controls are the processes that the district goes through to make sure that the financial records and numbers are accurate i.e. bank reconciliations, keeping supporting documentation for expenditures and payroll transactions. The compliance is the budgeting processes or bidding processes. There were no issues reported in this report. The last report is Federal Compliance over Federal Awards that includes Title I, Child Nutrition Program, etc. There were no deficiencies found and the district is in good shape. Mr. Folke then continued on with the Financial Performance of the District: In summary:

1. The general fund had an increase of \$340,482 for the last fiscal year. This means that the district was able to add to the reserve. The district worked very hard to build the fund balance. The ending fund balance in the district's general fund is \$1,548,513, which is the carryover coming into the 2016-17 year. Mr. Folke stated that the main reasons for the increase is good budgetary control, state revenues have increased in two areas: state entitlement dollars and the special distributions. He stated that the ending balance sounds like a really big number but it is important to keep in mind what an operating reserve is in terms of how long this would last this school district if no further money came in. Mr. Folke said that this amount of money would last the district two months. (Fund balance of \$1,548,513)
2. The Medicaid Support Fund captures Medicaid dollars. There was a drop of \$198,731. (Fund balance of \$377,234)
3. Child Nutrition Fund decreased by \$30,934. This is the biggest lost we have seen over the last five years. This loss is probably due to the increase in classified salaries. (Fund balance of \$37,639)
4. The Debt Service Fund (Bond Fund) increased \$28,439. This fund primarily functions from what is levied in property taxes, money that comes from the state to help pay for the bond, and then the bond payment is made. Mr. Folke believes that there are two things that should help this fund: the district refinance and changing the levy to build up the fund balance. The district needs to have enough money in the bond fund to cover the payments when they are due. (Fund balance of \$507,546)
5. The Capital Construction Fund was down \$24,625. (Fund balance of \$173,387)
6. Plant Facility increased \$899. (Fund balance of \$128,859)
7. Other Governmental Funds are all of the other funds of the school including Title I and Special Education funds, and is performing as it should. It was up \$151,945. (Fund balance of \$440,261)
8. Net change in fund balance was \$267,475 and the Total Government Fund balance was \$3,213,439.

A motion was made by Carol Hepworth and seconded by Kent Miller to approve the district's Financial Audit Report for the 2015-2016 school year as presented. All board members present voted aye. Kim Kunz was absent. Motion passed 4-0.

5. PATRON FORUM

There were no comments at this time.

6. CONSENT AGENDA

Minutes: Regular Meeting of August 17, 2016.

New Hires: Whitney Thompson, High School English Teacher/Student Teacher; Shana Lee, High School Library Aide; Julie Hudson, Moreland Title I Parapro; Sandra Paulk, Moreland Cook's Helper; Sam Kudla, District Technology Assistant; Dustin Mihm, High School Online Parapro; Corey Potter, Riverside Special Ed Parapro.

Budget and Claims Payable for August, 2016.

Property Disposal: The marching band would like to dispose of about 42 uniforms and 18 older uniforms that are out of date.

A motion was made by Kent Miller and seconded by Annis Williams to approve the Consent Agenda as presented with approval to dispose of about 60 out of date marching band uniforms. Carol Hepworth abstained from the vote due to conflict of interest. All board members present voted aye. Kim Kunz was absent. Motion passed 3-0.

7. JR. HIGH SEPTIC SYSTEM

Superintendent Kerns introduced Mitchell Greer and personnel from Rocky Mountain Engineering and Surveying (RMES) who discussed the situation with the Jr. High Septic System. The drain system at the junior high is failing. Last July, the need for a new septic system became evident when effluent was seen coming up from the drain field between the junior and senior high

JR. HIGH SEPTIC SYSTEM (Continued)

schools. RMES has been working on a plan for a septic drain field and presented it to the board. Mr. Greer explained that the drain system the district currently has is undersized and needs to be replaced. The current drain field needs to be pumped three to four times a week and then disposed of in Blackfoot's waste water disposal system. After presenting an initial plan to the Department of Environmental Quality (DEQ) for a system that would serve 340 junior high students, the DEQ denied the plan and wanted a new plan for maximum occupancy. Mr. Greer said that it would be a large soil absorption system, one of the largest on this side of the state. The drainage field would need to be 75 feet from every building. The proposed area would be 2.24 acres reserved for the junior high septic system. It would be located at the northeast corner of the school property, east of the football field. The DEQ still needs to approve this plan and the Idaho Health Department must issue a permit for construction. RMES discussed the estimated material cost (excluding excavation and labor). Discussion was held about the fact that the new septic system will be in the flood plain and if there were other options of where to put the septic system. The DEQ will allow the system to be in flood plain but this could mean more maintenance if a flood should occur. The next steps are to have a Soil Study performed, undertake NP Evaluation and study of background conditions, finalize design and construction plans, get detailed construction estimates, and likely installing a groundwater monitoring well. Because of the high costs of the repairs, RMES needs approval to act on behalf of the school district to begin the Public Works bidding process for the junior high septic system. Lengthy discussion was held.

A motion was made by Kent Miller and seconded by Carol Hepworth to authorize Rocky Mountain Engineering and Surveying to begin the bidding process for the junior high septic system. All board members present voted aye. Kim Kunz was absent. Motion passed 4-0.

8. SUPPLEMENTAL CONTRACT APPROVAL

Extra-curricular and special assignment contracts are contracts given to certified personnel who take on special assignments or do extra-curricular activities. No contracts were issued to "walk-on" coaches; they were paid stipends instead. Chairman Martin asked if there were any new positions added from last year to this year. Superintendent Kerns said that the junior high stipends were added back to the list, jr. high dance team, and jr. high cross-country. Chairman Martin asked if our district was the only one who has added back the jr. high stipends. Superintendent Kerns answered that some districts have and some have not. Marsh Valley and American Falls jr high programs are functioning.

A motion was made by Annis Williams and seconded by Carol Hepworth to approve the supplementary (extra-curricular or special assignment) contracts for the 2016-2017 school year as presented. All board members present voted aye. Kim Kunz was absent. Motion passed 4-0.

9. TRIP REQUESTS

Ray Carter, High School Principal presented the 2016-2017 overnight and out-of-state trips. All trips that are overnight, outside Districts IV, V, & VI, out of state, or beyond 250 miles one-way must be approved by the School Board in the September Board meeting. IHSAA sponsored state tournaments and other season competitions are considered regular trips. Students must qualify for most of these trips. Chairman Martin asked if there were any trips this year that were different from last year. The one trip that is different this year is the Blackfoot/Bingham County Youth Coalition in West Valley, Utah October 12-15, 2016. Other than that, Mr. Carter said that the trips were the same but the places and dates may be slightly different.

Carol Hepworth moved and Kent Miller seconded to approve the High School's regular, out-of-state, and overnight trips and the out of state trips beyond 250 miles, as presented. All the board members present voted aye. Kim Kunz was absent. Motion passed 4-0.

10. DECLARE AREA OF NEED EXISTS

a. High School English Teacher: The district is in need of hiring a part-time English teacher at the high school. Whitney Thompson is in the process of completing her education degree but she has her student teaching to complete. The board needs to approve the request for an alternate authorization for student teacher Whitney Thompson, who should receive a clear credential in January 2017.

A motion was made by Kent Miller and seconded by Annis Williams to declare that an area of need exists to hire a part-time high school English Teacher and approve the request for an Alternative Authorization for student teacher Whitney Thompson who should receive a clear credential in January 2017. All board members present voted aye. Kim Kunz was absent. Motion passed 4-0.

11. CONTINUOUS IMPROVEMENT PLAN

Superintendent Kerns presented the Continuous Improvement Plan for a motion to submit to the State Board of Education by October 1. There were very slight changes to the plan, mostly in wording. A data page was also added as it was required this year. The data reflects how our district has been preparing students for high school and college. Superintendent Kerns discussed the data. The board thanked Superintendent Kerns.

A motion was made by Annis Williams and seconded by Carol Hepworth to approve the Continuous Improvement Plan as presented for the 2016-2017 school year. All board members present voted aye. Kim Kunz was absent. Motion passed 4-0.

12. RESCHEDULE BOARD MEETING LOCATION

Ray Carter, High School Principal, has requested that the board meeting April 19, 2017 be held at the high school instead of at the district office.

A motion was made by Carol Hepworth and seconded by Annis Williams to approve that the location of the regular school board meeting held April 19, 2017 be moved from the district office to the high school. All board members present voted aye. Kim Kunz was absent. Motion passed 4-0.

13. **UPCOMING EVENTS**

- a. Region V Fall Meeting is September 22, 2017 at 6:30 p.m. at the Pocatello Sizzler. Mr. Miller and Mrs. Hepworth will be going.
- b. Harvest Break: September 26th through October 6th.
- c. Board Meeting in October will be on the 19th at 7 p.m. here at the district office.
- d. ISBA Annual Convention will be November 9-11, 2016 in Boise, Idaho. Kent, Bill, Annis and Carol are going.
- e. Panther Booster Club Winter Kickoff will be October 24th at the high school.

14. **POLICY READINGS**

SECOND 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. No further changes.

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. No further changes.

Policy 6127, Graduation Requirements. This policy is being updated. The class of 2021 has been added to the schedule. Also, the amount of elective credits have been increased for classes 2018-2020. No further changes.

Policy 6774, Special Education for Exceptional Children. This policy is updated. The Idaho Special Education Manual has been updated and to the manual the forms and appendices have been added, therefore the last paragraph can be deleted from the policy. No further changes.

Policy 8495, Wellness Policy. This policy is being updated. Vending machine portion of the policy has been updated to comply with State and Federal Regulations. No further changes.

Kent Miller moved and Carol Hepworth seconded to approve the second readings of Policy 2430, "Trustee Nomination and Election," Policy 4310, "Access to Public Records," Policy 6127, "Graduation Requirements," Policy 6774, "Special Education for Exceptional Children," and Policy 8495, "Wellness Policy." All board members present voted aye. Kim Kunz was absent. Motion passed 4-0.

FIRST READINGS:

Policy 2350, "ByLaws." This policy is updated. Under #2, Term of Office, "Members of the Board of Trustees are elected for a term of three years" needs to be changed to four years. Changes are in green. Otherwise, no changes are needed.

Policy 7132, "Supplemental Contracts for Extra-Duty Assignments." This policy is being updated. In the second and third paragraphs, "Category A, B, or grand-fathered renewable contracts" has been changed to "Category 1, 2, 3, or renewable contracts." Also, to the list of stipends, the Jr. High Cross Country stipend of \$1300 is added. No further changes.

Carol Hepworth moved and Annis Williams seconded to approve the first readings of Policy 2350, "ByLaws" and Policy 7132, "Supplemental Contracts for Extra-Duty Assignments." All board members present voted aye. Kim Kunz was absent. Motion passed 4-0.

15. **EXECUTIVE SESSION**

Under Idaho Code 74-206 (1b) discipline matter, Student 16-2-100, and (1d) exempt records, Annis Williams motioned and Kent Miller seconded to go into Executive Session. A roll call vote was taken: Kent Miller, aye; Carol Hepworth, aye; Annis Williams, aye; and Bill Martin, aye. Kim Kunz was absent. Motion passed 4-0.

The board went into Executive Session at 9:00 p.m. Also attending were Superintendent David Kerns, Principal of Student 16-2-100, and Board Clerk Terisa Coombs. Student Discipline for Student 16-2-100 was discussed. At 9:15 p.m., Parent of Student 16-2-100 entered Executive Session and a Student Discipline Hearing was held. At 9:35 p.m., Parent of Student 16-2-100 left Executive Session. Student Discipline continued to be discussed until 9:40 p.m. At 9:40 p.m., Personnel Issues were discussed until 9:43 p.m.

16. **RETURN TO REGULAR SESSION**

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

The board returned to Regular Session at 9:43 p.m.

17. ACTION ITEM

Kent Miller moved and Carol Hepworth seconded to approve Student 16-2-100 to be expelled for 12 months. A roll call vote was taken: Kent Miller, aye; Annis Williams, aye; Carol Hepworth, aye; and Bill Martin. Kim Kunz was absent. Motion passed 4-0.

18. ADJOURN

Kent Miller moved to Adjourn.

The meeting was adjourned at 9:45 p.m.

ATTEST:

Alresa Coombs
Clerk

Bill Martin
Chairman

10-19-16
Date