

Snake River School Board of Trustees  
Held at the Snake River District Office  
103 South 900 West, Blackfoot, Idaho 83221  
Wednesday, September 17, 2014

**I. WELCOME AND ROLL CALL**

Chairman, Bill Martin called the meeting to order at 7:00 p.m. Board members present were Bill Martin, Wally Aldous, Kim Kunz, Kent Miller, and Annis Williams. Each of the board members introduced themselves for roll call. Also attending were Superintendent Mark Gabrylczyk, Board Clerk Terisa Coombs, Kurt Folke-Quest CPAs, Steve Schellenberg, Sherrilyn Bair, Bryce Salmon, Laurie Grayson, Shauna Wheelwright, Thomas Wheelwright, Amber Anderton, Bonnie Egbert, Lorrie Surerus, Sydney Hale, Robert Coombs, and Leslie Mielke.

**II. PRAYER OR PLEDGE OF ALLEGIANCE**

Kim Kunz opened the meeting with a prayer.

**III. APPROVAL OF AGENDA**

Bill Martin moved to approve the agenda as written. All the board members present voted aye. Motion passed 5-0.

**IV. FINANCIAL AUDIT REPORT**

Kurt Folke from Quest CPAs, P.C. presented the results of the financial statement audit. He reported that the audit went very well and the books and records were in excellent shape. The audit began in the summer of 2014 and covered the last fiscal year through June 30, 2014. He stated that Chris Nelson, the district staff, and district secretaries at each of the schools did a good job of keeping track of the Associated Student Body Account (ASB) records. The balances are holding very steady, in fact slightly increasing. State funding has been dropping over the years and because of this the ASB funds start to decline because they pick up for what the district accounts cannot pay for. Despite this, the ASB funds at Snake River have stayed steady. Mr. Folke recommended that the school principals oversee the ASB funds each month. For the following points, please refer to the Financial Statements on pages 9-11, which is a statement of revenues and expenditures and changes of the fund balance. This is the profit/loss statement for the district for the last 12 months ending June 30, 2014.

1. The general fund had an increase of <\$69,095 for the last fiscal year. This means that the district was able to add to the carryover. Last year this was a negative number, which shows that the district worked very hard to start building back the fund balance. The ending fund balance in the district's general fund (coming in to this new fiscal year) is \$852,921, which is the carryover coming into the 2014-15 year. Mr. Folke stated that this sounds like a lot of money but our general fund goes through about \$720,000/month to fund regular operations. This equals to be about 1.25 months of an operating reserve. Mr. Folke said that optimally a 1.5 to 3 month operating reserve is important. Also, state revenue is \$7, 839,922.00. The district received a little bit of extra state revenue that is not normal. It is called the school facilities funding and school facilities maintenance funding. It was about an extra \$60,000 that was not received in the past and the district should continue to receive it in the future. (Fund balance of <\$852,921)
2. The Child Nutrition Fund decreased by >\$8,683. Throughout the state, this fund has been struggling, especially in larger schools. Food costs are increasing and health insurance costs are on the rise. It is expected to affect the Child Nutrition Fund. The larger the Child Nutrition Fund, the more staffing required, the more health insurance costs, and therefore increase in cost. The loss is not a surprise and it still needs to be watched. (Fund balance of <\$74,141)
3. The Debt Service Fund (Bond Fund) needs to be addressed. It decreased >\$226,270. This fund primarily functions from what is levied in taxes, money that comes from the state to help pay for the bond, and then the bond payment is made. If there is a loss generated, something needs to be given; either the district asks the state for more money (which will not happen), and the district can't pay less in bond, or the district needs to get the levy rate up. Mr. Folke suggests that the levy rate is built up as soon as possible so there will not be cash flow issues down the road. (Fund balance of <\$852,921)
4. The Capital Construction Fund was down >\$149,415. (Fund balance of <\$227,027)
5. Plant Facility increased <\$104,180. This fund was actually built up. (Fund balance of <\$147,452)
6. Other Governmental Funds are all of the other funds of the school including Title I and is performing as it should. It was up <\$51,626. (Fund balance of <\$873,249)
7. Net change in fund balance was down >\$159,467 and the Total Government Fund balance was <\$2,855,817.

Mr. Folke said that all in all the funds are in good shape. Mr. Martin asked when the next opportunity to change the levy would be. Mr. Folke answered that it would be in the spring time. He also recommended that the levy be renewed over two years but not more than two years presuming the general fund stays strong. Leslie Mielke asked what was done to have \$900,000 less. Chris Nelson answered that the district passed a \$900,000 supplemental levy, which helped immensely. Mr. Folke said that last year the district decreased by \$1,000,000 in all funds. This year they were decreased by approximately \$159,000 all funds. The board thanked Mr. Folke, Mrs. Nelson, and the district staff.

A motion was made by Wally Aldous and seconded by Kent Miller to approve the district's Financial Audit Report for the 2013-2014 school year as presented. All the board members present voted aye. Motion passed 5-0.

**V. HIGHLIGHTS**

A copy of the Snake River Highlights is included with these minutes. The principals, if present, presented their building highlights. In addition, it was presented that Moreland will be starting the extended day Kindergarten after harvest break on October 6, 2014. Bryce Salmon, Riverside Elementary, presented to the Board a packet of thank you notes for the Chromebooks. Also included in highlights is the New Teacher handout introducing the new teachers to the board and district. The Meet the Board Reception was held at 6:15 p.m. prior to the board meeting.

**VI. PATRON FORUM**

There were no comments at this time.

## VII. CONSENT AGENDA

**Minutes:** Regular Meeting of August 20, 2014

**Retirement:** Alden Hale, District Maintenance (23 years)

**Resignations:** Kristi Toone, Moreland Resource Room Paraprofessional; Shelia Rice Engemann, Jr. High Special Ed Paraprofessional; Alisa Young, bus driver; and Jennifer Carmen, bus driver.

**New Hires:** Katie Mickelsen, Jr. High Sign Language Interpreter.

**Budget Report & Claims Payable** for August, 2014

**Disposal of Property:** Riverside will dispose of 10 obsolete televisions and 10 obsolete VCR's. The Jr. High will also dispose of chairs and desks. The district will dispose of miscellaneous maintenance equipment: each valued under \$500 (see list); Moreland Elementary will dispose of an old piano valued under \$500. Alden Hale would like permission to dispose of a Kitchen Slicer valued at \$800.

A motion to approve the Consent Agenda as presented was made by Kent Miller and seconded by Wally Aldous, with the approval to dispose of 10 obsolete televisions and 10 obsolete VCR's, chairs and desks, and the miscellaneous maintenance items as the district sees best; also to give permission to Moreland Elementary to dispose of an old piano and to Alden Hale to dispose of a kitchen slicer. All the board members present voted aye. Motion passed 5-0.

## VIII. 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.

A motion was made by Annis Williams and seconded by Wally Aldous to approve the supplementary (extra-curricular or special assignment) contracts for the 2014-2015 school year as presented. All board members present voted aye. Motion passes 5-0.

## IX. TRIP REQUESTS

Ed Jackson, high school principal, and Robert Coombs, high school athletic director presented the 2014-2015 overnight and out-of-state trips. All trips that are overnight, outside of Districts IV, V, & VI, out of state, or beyond 250 miles one-way must be approved by the board. The IHSAA sponsored state tournaments and other season competitions are considered regular trips. Students must qualify for most of these trips. Mr. Coombs also requested approval for the cross-country team to take an overnight trip to Eagle, Idaho for the Bob Firman Meet September 26-27, 2014. Nate Tracy discussed how important this meet will be to the runners as this is the same course where the state tournament will be held. Mr. Miller asked about the amount of band trips that will be taken. Mr. Jackson discussed that the band needed approval on the trips but they will all not be taken. This will be decided at a later date.

A motion was made by Annis Williams and seconded by Wally Aldous to approve the High School's regular and out-of-state and overnight trips and the out of state trips beyond 250 miles as presented. All board members present voted aye. Motion passes 5-0.

## X. CUSTODIAL REQUEST FOR PROPOSAL

Mrs. Nelson discussed the fact that the Board authorized the district to proceed with a Custodial Request for Proposal several months ago and she brought the Board up-to-date with the process. She contacted the Nampa School District and asked them questions about GCA custodial services. They were able to save money by contracting their services. Mrs. Nelson said that she is unsure if the district will be able to save the district money and won't know until this request is pursued. Paul Groesbeck wants to investigate and see if the district can save money or break even. He believes going with a custodial service company will be less of a headache and will increase the quality of work. The district's expectations are high and whoever is awarded the RFP will perform to the standards. Mrs. Nelson believes that having year-round contracted service would solve some of the issues of below standard work. Mr. Kunz asked how many companies the RFP will be sent to and Mrs. Nelson said two and it will be published in the newspaper. Mrs. Williams asked what will happen to all of the custodians employed by the district now. Mrs. Nelson replied that they have an opportunity to interview with the new contractor. Each company has expressed sincere desire to have a continuity of service and keep the same employees if interested. Our employers would no longer belong to PERSI. There was some concern raised over the supervision of custodian, if the company would supervise locally or from a distance. Superintendent Gabrylczyk said that the company would hire a supervisor locally. Mr. Miller asked about equipment. Mrs. Nelson said that the company would use the district's equipment until it wears out to start and then the company would replace it at their cost. Mr. Martin asked about special events custodial services. Mrs. Nelson said that it would take additional hours to do the special events cleaning. Mr. Miller asked if legal counsel would need to look at the request and Superintendent Gabrylczyk answered that this has already been done.

A motion was made by Kent Miller and seconded by Kim Kunz to approve the Custodial Request for Proposal as presented. All board members present voted aye. Motion passes 5-0.

## XI. REVIEW OF SAT DATA

Superintendent Gabrylczyk and Sherrilynn Bair discussed SAT data from the past school year. Data was collected and compared with other schools in the state for the years 2012, 2013, and 2014. All information was taken from the State Department of Education of Idaho. Scores in our district showed the consistent trend of growth and rank.

## XII. AMEND DISTRICT CALENDAR

The 2014-2015 calendar needed to be changed reflecting the addition of the Junior SAT Testing Day scheduled for April 15, 2015. Also, the first day of Harvest Vacation needs to be changed to start on September 22, 2014 instead of the September 23, 2014.

Annis Williams moved and Kent Miller seconded to change the calendar to reflect the addition of the Junior SAT Testing Day scheduled for April 15, 2015 and that Harvest Vacation starts on September 22, 2014. All board members present voted aye. Motion passes 5-0.

## XIII. SCHEDULE SPECIAL BOARD WORK MEETING AND BUILDING MEETINGS

The board scheduled a work meeting for November 7, 2014 at 8 a.m. to review multiple policies. The board also scheduled all of the Board of Trustees regular meetings to be held at the District Office at 7:00 p.m. except for January 21, 2014, which will be held at Snake River High School at 7:00 p.m. Mr. Kunz would like to take a day during the year and visit and tour all of the buildings in one day. This will be scheduled at a later date.

Kim Kunz moved and Wally Aldous seconded to approve that the board hold a work meeting on November 7, 2014 at the District Office at 8 a.m. and to schedule regular board meetings at the District Office excluding the high school, which will be held on January 21, 2015 at the high school at 7:00 p.m. All board members present voted aye. Motion passes 5-0.

## XIV. FOLLOW UP ITEMS

Mr. Martin would like to discuss board goals at the November 7, 2014 work meeting. The board agreed. Otherwise, no follow up items were discussed.

## XV. POLICY READINGS

**Policy 8520, "Student Data Privacy and Security Policy"** On March 26, 2014, Senate Bill 1372 was signed into law effective immediately. The bill added Idaho Code Section 33-133 and established the "Student Data Accessibility, Transparency and Accountability Act of 2014". Idaho Code Section 33-133 requires the State Board of Education develop a model policy for school districts and public charter schools that governs data collection, access, security, and use of such data. All public charter schools and school districts must adopt and implement the model policy and post the policy on the district or charter school's website. If a district or charter school fails to adopt, implement, and post the policy and any inappropriate release of data occurs, the district or charter school will be liable for a civil penalty of up to \$50,000. A draft copy of the policy was added to the website prior to September 14, 2014.

**Policy 8202, "Idaho High School Activities Association and Snake River Athletic Department"** This policy is amended to add the Snake River Head Coaches Handbook into district policy. The wording underlined is new to the policy. The handbook is a guide to all coaches, which is a combination of IHSAA and school district policy. Mr. Martin asked Mr. Coombs that if by making this a policy, each time there is a change to the handbook, does the board need to approve it. Mr. Coombs said that it shouldn't change that much but that if there was a change in school policy, IHSAA policy, etc., that yes it would need to be approved.

**Policy 3091, "Employing Retired Administrators"** This policy is new and follows the requirements of Idaho Code Section 33-1004H and the Idaho State Superintendent of Public Instruction approved contracts for employing retired superintendents and administrators. Mr. Martin wanted to know why this policy needed to be made. Superintendent Gabrylczyk answered stating that there may be a situation where the district couldn't hire an administrator and PERSI allows educators to come back and teach at a certain rate. Mr. Martin asked where these policies came from. Superintendent answered from Eberharter-Mackay-Tappen Law Firm.

**Policy 7178, "Employing Retired Teachers"** This policy is new and follows the requirements of Idaho Code Section 33-1004H and the Idaho State Superintendent of Public Instruction approved contract for employing retired teachers.

A motion was made by Annis Williams and seconded by Kent Miller to approve the first reading of Policy 8520, "Student Data Privacy and Security Policy," Policy 3091, "Employing Retired Administrators," Policy 1178, "Employing Retired Teachers," and the revision of Policy 8202, "Idaho High School Activities Association and Snake River Athletic Department." All board members present voted aye. Motion passed 5-0.

## XVI. SNAKE RIVER EDUCATION FOUNDATION REPORT

Marcie VanOrden, President of the Snake River Education Foundation, gave a report. On October 11, 2014 from 9 a.m. to 3 p.m. at Snake River High School there will be a Fall Carnival and Craft Fair. The Craft Fair will go from 9 a.m. to 3 p.m. and the Carnival will be from 11 a.m. to 2 p.m. This will take the place of the Halloween Carnival that is held annually. Proceeds will go to the Foundation and they will give this money to the teachers in form of grants to use in their classrooms. Since 1990, Mrs. VanOrden stated that the Foundation has raised over a half a million dollars and gave it back to the teachers in our school district. The board thanked Mrs. VanOrden and the Foundation for all of their hard work.

**XVII. SNAKE RIVER ACTIVITIES FOUNDATION REPORT**

Mr. Miller reported on the Panther Priders Booster Club fundraising event that was held on August 23, 2014. It was very successful.

**XVIII. SNAKE RIVER SCHOOL/COMMUNITY LIBRARY REPORT**

Mr. Aldous reported that the contract between the library and Snake River School District has been signed. Lorrie Surerus reported on the new programs that will begin in October. Story Time began last week and is going well. Teen Read Week is October 20, 2014 with the theme "Dream Big". The SAT prep class is scheduled to begin shortly. The library will also be holding an election party on November 4, 2014. The Board thanked Mrs. Surerus.

**XIX. TECHNOLOGY ADVISORY COMMITTEE REPORT**

Steve Schellenberg updated the Board. The district has received and configured 325 new Chromebooks and delivered them to the schools. Also, the Parent Login on PowerSchool is now operational. It was just released. This allows parents to link all of their students into one parent account. With this login, it will allow parents to login one time and see all of their students. Mr. Martin asked if the district has enough bandwidth for all of the added Chromebooks and Mr. Schellenberg answered that they will see after this last installation. He said that the peak is in the afternoon. The Board thanked the committee. Superintendent Gabrylczyk reminded the Board that on October 7, the district is hosting a legislative tour for the IEN. They will be looking at the drafting class and the farm plot. The Board was invited to attend.

**XX. EXECUTIVE SESSION**

Under Idaho Code 67-2345 (1b) and (1d), Kent Miller moved and Wally Aldous seconded to go into Executive Session to discuss personnel issues and exempt records. A roll call vote was taken: Bill Martin, aye; Annis Williams, aye; Kent Miller, aye; Kim Kunz, aye; and Wally Aldous, aye. Motion passed 5-0.

The board went into Executive Session at 8:45 p.m. Also attending were Superintendent Mark Gabrylczyk, Board Clerk Terisa Coombs, and High School Principal, Ed Jackson. Principal Jackson left the meeting at 9:00 p.m. Personnel issues and exempt records were discussed.

**XXI. RETURN TO REGULAR SESSION**

It was moved by Kent Miller and seconded by Wally Aldous to return to Regular Session. All the board members present voted aye. Motion passed 5-0.


The board returned to Regular Session at 9:30 p.m.

**XXII ADJOURN**

A motion to adjourn was made by Kim Kunz. All the board members present voted aye. Motion passed 5-0.

The meeting was adjourned at 9:31 p.m.

ATTEST:

  
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Clerk

  
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Chairman

10-15-14  
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Date