

**Snake River School Board of Trustees  
Held at the Snake River District Office  
103 South 900 West, Blackfoot, Idaho 83221  
Wednesday, June 21, 2017**

**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, and Annis Williams. Kim Kunz was absent. Kent Miller joined by telephone. Also attending was Superintendent David Kerns, Business Manager Chris Nelson, 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 Consent Agenda as presented. All board members voted aye. Kim Kunz was absent. Motion passed 4-0.**

**4. CONSENT AGENDA**

**Minutes:** Regular Meeting of May 17, 2017

**Resignations:** Carol Laughter, High School Special Education Parapro; Terri Groll, High School IDLA Parapro and Foodservice Delivery Person;

**New Hires:** Amber Crapo, Speech/Language Pathologist; Nai-jiin (Jean) Yang, School Psychologist; Rebecca Martinez, Riverside Special Education Teacher.

**Internship:** Zoe Creed, School Psychology.

**Transfers:** Kevin Curtis, Special Education Teacher from Riverside transferring to the Jr. High.

**Budget Report, Payroll, and Claims Payable:** for May, 2017.

**Property Disposal:**

1. Sale of bus per bid opening of June 20, 2017. The following bid was received for the sale of one 71 passenger bus: Mick Martin with Martin Equipment for \$1325.00.
2. Disposal of an older upright piano at Moreland Elementary valued at \$200.
3. Obsolete or broken technology items.

**A motion was made by Carol Hepworth and seconded by Annis Williams to approve the Consent Agenda as presented with the bid for the sale of the 71-passenger GMC BlueBird Bus going to Mick Martin with Martin Equipment for \$1325.00; also to dispose of an older upright piano at Moreland Elementary; and to dispose of obsolete or broken technology items. All board members voted aye. Kim Kunz was absent. Motion passed 4-0.**

**5. PATRON FORUM**

There were no comments at this time.

**6. BOARD PRESENTATION**

Chairman Bill Martin presented a plaque of appreciation to the out-going board members, Annis Williams and Kim Kunz, for their four years of service on the board. Their time and experience have been invaluable. This is their last board meeting as board members.

**7. SEPTIC SYSTEM UPDATE**

Superintendent Kerns, Paul Groesbeck, Mitch Greer, and David Assan from Rocky Mountain Engineering and Surveying updated the board on the planning and design of the Septic System. The district recently received the Idaho Public Wastewater Facilities Planning Grant, which is a matching grant to help with the planning and design of the septic system. The grant will give the district \$37,500 and the district will match that number. RMES is in the preliminary design stages. They have also been working with the Idaho Transportation Department for permits. Hopefully by the next meeting, they will have a preliminary cost estimate from a contractor. Superintendent Kerns said that a scoping meeting, which will help fulfill a requirement of the grant, will tentatively be held on August 17, 2017 at the junior high at 7 p.m. This meeting will be an informative meeting on the septic system.

RMES discussed the need to grant authorization for the Superintendent and/or Business Manager to sign all applications, grant agreements, and other documents relating to wastewater planning grants and Chairman Martin read the following resolution:

A Resolution of the Board of Trustees of the Snake River School District Authorizing the Superintendent and/or Business Manager to sign all applications, grant agreements, and other documents relating to wastewater planning grants.

WHEREAS, the Snake River School District intends to develop a plan for wastewater facilities for the district wastewater system, such plan being necessary to determine the needs of the area for health, safety, and wellbeing of the people; and

WHEREAS, the plan is to be developed in accordance with the requirements of Idaho "Administration of Wastewater Treatment Facility Grants" (IDAPA 58.01.04), and will set forth wastewater facilities required to be constructed to serve the needs of the area; and

WHEREAS, the costs of the planning of the wastewater facilities are eligible for state funding;

(Continued)

7. **SEPTIC SYSTEM UPDATE (Continued)**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Snake River School District, Blackfoot, Idaho, that the Superintendent and/or Business Manager are duly authorized to sign applications, grant agreements and amendments, and other documents relating to wastewater facilities planning grants. Annis moved and Carol Hepworth seconded. 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.

8. **BUDGET HEARING**

Business Manager Chris Nelson presented the proposed 2017-2018 district budget (see attached budget handout). Mrs. Nelson explained that the first step to establish the funding level is to determine, by projection, next year's enrollment. There will be a reduction of about 13 students next year if the enrollment holds. In the past 20 years, there has been a reduction of 675 students. Mrs. Nelson discussed some of the changes from the current budget year to next year. A carryover of \$1.7 million is anticipated. There will be a 7% increase in state funding, which can be attributed to increased enrollment and attendance. Elementary salaries will increase by \$100,000 because there will be an additional teacher in the sixth grade. Secondary teacher salaries will increase by about \$250,000, which is due to several 2016-17 hires being placed higher on the salary schedule than the teachers they replaced. Also, the Drama and English FTE is being increased by 0.87. To help absorb student fees for the jr. high and high school, \$7,000 was added to the jr. high budget and \$25,000 was added to the high school budget. Principal salaries are up \$180,000 due to 1.7 principals being added. Technology Services are \$100,000 less than the current year. Last year, \$100,000 was built into the budget to cover possible e-rate reimbursement. This lawsuit has been settled. Also, the state will be paying for internet connection for all of our schools next year. \$60,000 was added to Utilities for the failing sewer system because eventually the district will start paying utility costs.

Transfers will be increased by \$400,000. The school lunch program is not doing as well as it has in the past and will need a \$60,000 transfer. The foodservice supervisor is working on ways to increase participation that will hopefully increase revenue. There will need to be about a \$341,000 transfer to Special Education. Mrs. Larson, Special Education Director, has plans to reduce expenses which will include restructuring how they provide services to the students.

A cost of benefits versus state funding graph was presented showing the difference between the cost of providing salaries and benefits versus the amount funded for those items specifically.

The district is deficit spending and relying on our carryover. Discussion was held on ways to decrease the deficit. Our bond levy will need to be 1.2 million again this year, which is the amount of the payments. In 2018-19, the payments will decrease, which will make a difference at that time. The gain of revenue over expenses was \$68,316 which went into contingency reserve.

**Annis Williams moved and Kent Miller seconded to approve the proposed 2017-18 Maintenance and Operations budget as presented, to approve the proposed 3% increase to the classified salary schedule, and the proposed increase for exempt employees. A roll call vote was taken: Annis Williams, aye; Kent Miller, aye; and Bill Martin aye; Carol Hepworth abstained from the vote due to conflict of interest. Kim Kunz was absent. Motion passed 3-0.**

9. **PLANT FACILITY LEVY PRESENTATION AND RESOLUTION**

The District's current Plant Facility Levy will end on June 30, 2018 and must be renewed to carry on operations. Superintendent Kerns recommends that the amount for the levy be increased from \$500,000 to \$750,000, and that an election be held asking patrons to August 29, 2017. Passage is critical for the district to keep its facilities operating and in good repair. There are many projects around the district that need to be done. Such projects include roof repair, snow removal and equipment, carpet and paint costs, parking lot maintenance, sprinkler system upgrades, light repairs at the football field, heat pumps, etc. Paul Groesbeck, Maintenance Director, said that it is better to be proactive instead of having deferred maintenance.

After extensive discussion was held, the board has decided to hold the plant facility levy election on November 7, 2017. The resolution needs to be to the County Clerk by September 18<sup>th</sup>. Therefore, another plant facility levy presentation will take place at the August board meeting as the September meeting is held after the deadline.

10. **WATER RIGHTS AT ROCKFORD ELEMENTARY**

Superintendent Kerns and Paul Groesbeck discussed the issue of water rights at Rockford Elementary. There are eight acres at Rockford and currently there are only 5 water rights. Three more water rights are needed. Possible solutions were discussed.

11. **FEE HEARING FOR FOOTBALL HELMET RECONDITIONING**

Head Football Coach, Jeb Harrison, proposed a helmet reconditioning fee for the upcoming 2017 fall football season. This fee would be an annual fee of \$40 for all football players. This money would be used to recondition helmets. Reconditioning includes but not limited to: repainting, inspections for cracks or breakage and padding or bladder repairs. Football helmets must be reconditioned and inspected by licensed and approved vendors every 2-3 seasons and helmets may not be used after its tenth season regardless of condition. Discussion held.

**A motion was made by Carol Hepworth and seconded by Annis Williams to approve the helmet reconditioning fee of \$40 as presented. All board members voted aye. Kim Kunz was absent. Motion passed 4-0.**

**12. DECLARE AREA OF NEED EXISTS**

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. **Riverside Special Education Teacher:** The district hired Rebecca Martinez as a Riverside Special Education Teacher. She is in the process of receiving her teaching certification through ABCTE. The board needs to approve the request for an alternate authorization for Rebecca Martinez, who should receive a clear credential in August of 2018.
- b. **Riverside Second Grade Teacher:** The district hired Cindy Kofford as a Riverside Second Grade Teacher. She needs to add an Elementary K/8 All Subjects endorsement to her certificate, therefore, an alternate authorization is needed while she finishes the requirements.
- c. **Special Education Teacher (Renewal):** Rockford Special Education Teacher, Mabelle Wheeler, is requesting to extend her alternate authorization into this next year (third year) to finish her course work and testing.

**Annis Williams moved and Kent Miller seconded to declare that an area of need exists to hire a Riverside Elementary Special Education Teacher and approve the request for an Alternative Authorization for Rebecca Martinez who should receive a clear credential in August 2018. All board members voted aye. Kim Kunz was absent. Motion passed 4-0.**

**Annis Williams moved and Kent Miller seconded move to declare that an area of need exists for a Riverside Second Grade teacher and to approve the request for an Alternate Authorization to add the K/8 Endorsement to Cindy Kofford's certificate. All board members voted aye. Kim Kunz was absent. Motion passed 4-0.**

**Carol Hepworth 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 Mabelle Wheeler. All board members voted aye. Kim Kunz was absent. Motion passed 4-0.**

**13. CANVASS OF TRUSTEE ELECTION ZONE 1**

Bingham County has sent an official certification of the canvass for the May 16, 2017, Zone 1 Trustee Election between Lon Harrington and Tyler Watt. The official canvass was made May 23, 2017. Lon Harrington will be sworn in next month at the annual meeting as the Zone 1 Trustee. A Certificate of Election was presented to Lon Harrington.

**A motion was made by Carol Hepworth and seconded by Annis Williams to accept the canvass of the May 16, 2017 Zone 1 Trustee Election made by the Bingham County Board of Canvassers. All board members voted aye. Kim Kunz was absent. Motion passed 4-0.**

**14. CERTIFICATION OF ELECTION**

According to Idaho Code 34-1410, a Certificate of Election is to be issued to new board of trustees. Kent Miller has been declared as trustee of Zone 4 and Marci VanOrden has been declared as trustee of Zone 5. Certificates of Election were presented to both.

**Annis Williams moved and Carol Hepworth seconded to approve the election by acclamation of Kent Miller and Marci VanOrden. All board members voted aye. Kim Kunz was absent. Motion passed 4-0.**

**15. TECHNOLOGY UPDATE**

Technology Director, Steve Schellenberg, updated the board on the 1:1 Initiative for incoming freshmen, which was approved by the board at the last meeting. The technology committee met again and decided on the device to use for the 1:1 initiative. The committee came up with 11 criteria that they felt each device needed to have: It must be durable, easy to carry, centrally managed, compatible with state testing, has a long battery life, easy and economical to repair, compatible with other applications as much as possible, affordable, user friendly, resist virus infection, and have a quick start up. The final recommendation from the committee to the board is to go with the ChromeBook instead of the Inspiron laptop. They would also plan on purchasing gumdrop sleeves to protect each device. Chairman Martin asked about what happens if the device gets broken. Mr. Schellenberg would like to have a policy and procedure discussing these issues along with virus protection, etc., and the Technology Committee will meet and come up with this policy.

**16. UPCOMING EVENTS**

- a. ISBA Summer Leadership Institute will be July 13, 2017 in Rigby. Lon Harrington and Marci VanOrden will be attending.
- b. Annual Meeting/Next Board Meeting will be July 19, 2017.
- c. The Annual ISBA Conference will be in Coeur d'Alene, November 8-10, 2017. Registration opens in August.

**17. POLICY READINGS  
SECOND READINGS:**

**Policy 5610, "Bids and Quotations."** This policy is updated. In the third paragraph on the first page, a paragraph was added (in green). On 5610f, "If you are planning to purchase items, equipment, or services which will exceed 4,500, "but less than \$25,000" will be added.

**Policy 6116, "Repeating High School Course."** Mrs. Crook, high school counselor, is requesting that a couple of changes be made to this policy and form, therefore, the policy and form are updated. Changes are in green. Also per your request, the words "Beginning with the Class of 2002" were removed from the policy. No other changes were made.

17. **POLICY READINGS (Continued)**

**FIRST READINGS:**

**Policy 5325, "Student Fees."** This policy is new and provides options to the District regarding payment of IDLA course fees. This District is only required to pay for IDLA course fees in particular circumstances, particularly if the course is offered by the District. The District is not required to pay for IDLA course fees if the student simply elects to take IDLA courses that are offered by the District, takes courses beyond full-time enrollment, or elects to take summer school courses. The District may adopt this wording allowing the District to collect fees from the student when the student elects to take IDLA courses that do not meet District criteria. No changes.

**Policy 7120, "Employment Contracts with Certificated Employees"** This policy is updated reflecting legislative changes moving the required completion date of employee evaluations from May 1 to June 1 and that a formal written evaluation be done prior to issuing a contract prior to the June 1 evaluation deadline. No changes.

**Carol Hepworth moved and Annis Williams seconded to approve the second reading of Policy 5610, "Bids and Quotations" and Policy 6116, "Repeating High School Course;" Also to approve the first readings of Policy 5325, "Student Fees" and Policy 7120, "Employment Contracts with Certificated Employees." All board members voted aye. Kim Kunz was absent. Motion passed 4-0.**

15. **EXECUTIVE SESSION**

**Under Idaho Code 74-206 (1b) Personnel, Annis Williams motioned and Carol Hepworth 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 9:30 p.m. Also attending were Superintendent David Kerns and Board Clerk Terisa Coombs. Personnel issues were discussed until 9:45 p.m.

16. **RETURN TO REGULAR SESSION**

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

The board returned to Regular Session at 9:45 p.m.

17. **ADJOURN**

**Carol Hepworth moved to Adjourn.**

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

ATTEST:

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Clerk

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date