

**Snake River School Board of Trustees
Held at the Snake River District Office
103 South 900 West, Blackfoot, Idaho 83221
Wednesday, September 19, 2018**

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Kent Miller opened the meeting with the Pledge of Allegiance.

3. ACTION ITEMS:

a. Approval of Agenda

A motion was made by Carol Hepworth and seconded by Lon Harrington to approve the agenda as presented. All board members present voted aye. Bill Martin was absent. Motion passed 4-0.

b. Consent Agenda

Minutes: Regular Meeting of August 15, 2018.

Resignations: Stacey Hall, Moreland Special Education Parapro;

New Hires: Alysha Williams, Moreland Special Education Parapro; Marlene Prouse, High School Special Education Parapro; Macy Carlson, Middle School LEP Parapro; Paul Turpin, High School IDLA Student Proctor; Heidi Sasser, Riverside Cook;

Budget Report, Payroll and Claims Payable for August, 2018

A motion was made by Lon Harrington and seconded by Marci Van Orden to approve the Consent Agenda as presented. All board members present voted aye. Bill Martin was absent. Motion passed 4-0.

c. 2017-2018 Financial Audit Report

Kurt Folke from Quest CPAs, P.C. joined board meeting via Skype and presented the results of the financial statement audit. The audit began in the summer of 2018 and covered the last fiscal year through June 30, 2018. He thanked Chris Nelson, the district business manager, for all of her help getting the books and records in good shape at yearend. Mr. Folke discussed briefly the three independent audit reports that are contained within the full 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 to make decisions. 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 such as invoices and payroll transactions, etc. There were no findings reported this year. The last report is Federal Compliance over Federal Awards including Title I, Child Nutrition Program, etc. Again, there were no findings found. Mr. Folke then continued with the Financial Performance of the District:

1. The general fund had an increase of \$51,205 for the last fiscal year. This means that the district was able to stay in budget, bring in enough revenue to take care of expenditures, and add a little to the carryover. Reasons for this include state funding increased a little bit and there was good budgetary control. The ending fund balance in the district's general fund is \$2,433,551, (2.8 months operating reserve) which is the carryover coming into the 2018-19 year. Mr. Folke stated that the ending balance sounds like a 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. It is recommended that schools have a 2-3 operating reserve and the district is operating right at that. (Fund balance of \$2,433,551)
2. The Child Nutrition Fund decreased by \$14,385. This is after a transfer in of \$47,343. The real loss was \$61,728. This fund has struggled the last few years and the district will continue to try to determine the reasons and will work on this as time goes on. Contributing factors include participation was down therefore revenue was down and then school-wide raises were given, which made expenditures go up. (Fund balance of \$0)
3. The Bond R&I Fund increased \$349,242. This fund needs to be self-sufficient and needs to have enough of a reserve that it is paying for itself. Mr. Folke is pleased that it has enough money to pay for the next year's bond payment. The goal going forward is to level this out. (Fund balance of \$1,297,120)
4. The Capital Construction Fund shows that not much was spent this last year. This fund is being built up in anticipation of the upcoming sewer project. (Fund balance of \$466,902)
5. Plant Facilities Fund had a decrease of \$32,313. There were a lot of repairs and maintenance. This fund started with \$40,228 and ended up with \$7,915. (Fund balance of \$7,915)
6. Lottery Funds were not used this year. This fund is to be used for school building maintenance and related repairs. (Fund balance of \$429,165)
7. Other Governmental Funds include Technology funds, Title I and Special Education funds, etc., and is performing as it should. There were no issues or concerns (Fund balance of \$118,536)
8. Net change in fund balance was \$763,099 and the Total Government Fund balance was **\$4,753,189**.

Marci VanOrden moved and Lon Harrington seconded to approve the district's Financial Audit Report for the 2017-2018 school year as presented. All board members present voted aye. Bill Martin was absent. Motion passed 4-0.

4. PATRON FORUM

There were no comments at this time.

5. INFORMATION ITEMS

- a. 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. Rose Larson was present and discussed the results. She mentioned that the requirements of the report have changed. In addition to record compliance, they have added student achievement and testing proficiency components as far as meeting state targets in mathematics and language arts. Mrs. Larson added that the district is meeting requirements, not at 100%, but there is room to grow. Discussion was held.

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- b. **High School Parking Fee Discussion:** Assistant Principal Rich Dunn and Resource Officer Drew Lusk were present and proposed increasing the high school parking fee from \$2 for a 4-year period to \$5 per year. The parking lot fee is used to pay for parking lot maintenance including upkeep of the parking lot, including but not limited to repainting, numbering, signs, and crack repair. A fee hearing will be held at the October board meeting and will be advertised in the newspaper two weeks prior.

6. ACTION ITEMS

- a. **Trip Requests:** Ray Carter, High School Principal, presented the 2018-2019 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 School Board in the September Board meeting. A list of these trips is included. IHSAA sponsored state tournaments and other season competitions are considered regular trips. Students must qualify for most of these trips.

Marci VanOrden moved and Carol Hepworth seconded to approve the High School's regular, out-of-state, and overnight trips, and out of state trips beyond 250 miles for the 2018-2019 school year, as presented. All board members present voted aye. Bill Martin was absent. Motion passed 4-0.

- b. **Supplemental Contract Approval:** A list of extra-curricular and special assignment contracts is attached. These are contracts given to personnel who take on special assignments or do extra-curricular activities. Discussion held.

A motion was made by Carol Hepworth and Lon Harrington seconded to approve the supplementary (extra-curricular or special assignment) contracts for the 2018-2019 school year as presented. All board members present voted aye. Bill Martin was absent. Motion passed 4-0.

- c. **Continuous Improvement Plan:** The Continuous Improvement Plan committee has met and Superintendent Kerns presented and summarized the final copy of the CIP to the board. After approval from the board, the CIP will be submitted to the State Board of Education. Superintendent discussed the new mission statement, which is Learning Together Every Day. The new vision statement is "Snake River School District is a collaborative learning community that cultivates an empowering 21st century education." The College and Career Advising and Mentoring Plan and the Early Literacy Plan were included into the CIP. Measurements were discussed. Superintendent Kerns discussed that the district needs to meet or exceed state benchmarks of 5%, which we are doing. The board thanked the committee and Superintendent Kerns.

Carol Hepworth moved and Lon Harrington seconded to approve the Continuous Improvement Plan for the 2018-2019 school year as presented. All board members present voted aye. Bill Martin was absent. Motion passed 4-0.

- d. **Declare an Area of Need Exists:** Special Education Teacher (Renewal): Middle School Special Education Teacher, Dana Romriell, is requesting to extend her alternate authorization into this next year (second year) to finish her testing.

A motion was made by Lon Harrington and seconded by Marci VanOrden to declare that an area of need exists for a middle school special education teacher and to approve the request for an Alternative Authorization for Dana Romriell. All board members present voted aye. Bill Martin was absent. Motion passed 4-0.

7. INFORMATION ITEMS

- a. **Rockford Water Rights/High School Boiler:** Superintendent Kerns updated the board about the opportunity the district has of purchasing water rights for Rockford so we no longer will need to rent. There are six acres. He also discussed the need to replace the high school boiler. The previous boiler shut down and the high school is without heat. The district has purchased a new boiler that will be installed during harvest.

b. **Upcoming Events:**

1. Region V Fall Meeting is tomorrow, September 20, 2018 at 5:30 p.m. at the Pocatello Perkins Restaurant
2. Harvest Break: September 21 through October 7, 2018 (Students return October 8)
3. The Evie Clair Concert will be October 6, 2018 at 7:30 p.m. presented by the Fine Arts Association
4. Next Teacher Inservice is October 12, 2018. The board is invited to attend
5. Next Board Meeting will be October 17, 2018 at the District Office at 7 p.m.
6. The SREF is hosting the Halloween Carnival on October 20, 2018 at SRHS followed by the Seussical Musical
7. ISBA Annual Convention is November 14-16, 2018

**8. ACTION ITEMS—POLICY READINGS
SECOND READINGS:**

Policy 7580 “Information on Past Job Performance” This policy is updated to reflect the legal reference to the records which are exempt from disclosure (Idaho Code 74-106) updated legal references to United States Code, Code of Federal Regulations, and Idaho Code. It also adds definitions related to drug-free workplaces. Discussion held. On both forms, in the box on the bottom, "Pursuant to Idaho Code 33-1210" was added. No further changes were made.

Policy 8445, “Exclusion for Communicable Diseases” This policy is updated to clarify the group of students with a communicable disease who may be excluded from school by the board of trustees. Discussion held. No further changes made.

Lon Harrington moved and Carol Hepworth seconded to approve the second readings of Policy 7580, “Information on Past Job Performance” and Policy 8445, “Exclusion for Communicable Diseases.” All board members present voted aye. Bill Martin was absent. Motion passed 4-0.

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FIRST READINGS:

Policy 6520 “Prohibition Against Reproduction of Copyrighted Materials” This policy is updated to include the definition of “copies” as set forth in federal law and regulation. Discussion held.

Policy 8200, “Extracurricular Activities and Organizations” Athletic Director Bob Coombs was present and discussed concerns about high school sports, non-school clubs, and use of facilities. The high school coaches feel that the changes to this policy creates a solution and addresses these concerns. Discussion held about the conflict of interest and competition between non-school organizations and school activities and organizations. The board was in agreement with the changes made to this policy.

Policy 8655, “Student Surveys and Medical Exams” This policy is updated to include an additional legal reference and to remove language citing the No Child Left Behind Act. Discussion held.

Carol Hepworth moved and Lon Harrington seconded to approve the first readings of Policy 6520 “Prohibition Against Reproduction of Copyrighted Materials;” Policy 8200, “Extracurricular Activities and Organizations;” and Policy 8655, “Student Surveys and Medical Exams.” All board members present voted aye. Bill Martin was absent. Motion passed 4-0.

9. EXECUTIVE SESSION
a. Executive Session

Under Idaho Code 74-206 [1b] personnel, Lon Harrington motioned and Marci VanOrden seconded to go into Executive Session. A roll call vote was taken: Kent Miller, aye; Lon Harrington, aye; Marci VanOrden, aye; and Carol Hepworth, aye; Bill Martin was absent. Motion passed 4-0.

The board went into Executive Session at 8:25 p.m. SREA President Jon Hawkes entered Executive Session at that time. Personnel discussed until 9:15 p.m. and Jon Hawkes left Executive Session.

Personnel was continued to be discussed until 9:20 p.m.

b. Return to Regular Session

It was moved by Marci VanOrden and seconded by Lon Harrington to return to Regular Session. All the board members voted aye. Bill Martin was absent. Motion passed 4-0.

The Board returned to Regular Session at 9:20 p.m.

c. Adjourn

Carol Hepworth moved and Lon Harrington seconded to adjourn.

The meeting was adjourned at 9:20 p.m.

ATTEST:

Clerk

Chairman

Date