

**Snake River School Board of Trustees
Held at Snake River School District
103 South 900 West, Blackfoot, Idaho 83221
Wednesday, September 18, 2019**

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Carol Hepworth opened the meeting with the Pledge of Allegiance.

3. ACTION ITEMS:

a. Approval of Agenda

A motion was made by Lon Harrington and seconded by Carol Hepworth to approve the agenda as presented. All board members present voted aye. Motion passed 5-0.

b. Consent Agenda

Minutes: Regular Meeting of August 21, 2019

Resignations: Kaylee Scott, Middle School Kitchen Cook.

Payroll Status Changes: Robin Hendricks (from 9.25 hours to 7 hours per day) and Tarea Morgan (From part time to full-time librarian).

Budget, Payroll, and Claims Payable for August 2019.

A motion was made by Kent Miller and seconded by Carol Hepworth to approve the Consent Agenda as presented. Board members present voted aye. Motion passed 5-0.

c. Septic System Update/Construction Payment:

Superintendent Kerns updated the board on the progress of the sewer construction project. Mitch Greer from RMES, Joe Stanislaw from Edstrom Construction, and Marc Pange from Groveland Water and Sewer were also present. Mr. Greer feels that from his viewpoint the project has been very successful despite some challenges and setbacks. They have run into a lot of rock, especially along the highway towards the high school and also on the high school grounds. This has facilitated some design changes and has delayed the project some. 95% of the line has been tested and passed. Another challenge has been working with the canals along the project. There is one last canal where boring has been unsuccessful so the line is not finished at that section. They have tried boring 4-5 different times. Mr. Stanislaw said that on Saturday, September 21, they will try to bore one more time 10 feet to the south to see if that helps. This is the last section that needs to be completed. If they are successful boring underneath this weekend, the lines will be connected early next week and by Wednesday testing of the complete line can be done. All pumps are hooked up. The generators are on their way and will be hooked up by Intermountain Gas shortly after they get here. They are anticipating going live around October 1st if everything goes as planned. The fifth payment for the sewer construction project was also discussed and it was noted that there would be an additional \$100,000, give or take, in changeovers. Overall, everyone is content with the project and excited that it is nearing completion.

Kent Miller motioned and Marci VanOrden seconded to approve the fifth payment for the construction project by Edstrom Construction in the amount of \$506,557.54. All board members present voted aye. Motion passed 5-0.

d. 2018-2019 Financial Audit Report:

Kurt Folke from Quest CPAs, P.C. joined board meeting via conference call and presented the results of the financial statement audit. The audit began in the summer of 2019 and covered the last fiscal year through June 30, 2019. 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 \$450,382 for the last fiscal year. This means that the district was able to bring in more than it spent last year, stay within budget, and add 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 \$2,883,933, which is the carryover coming into the 2019-20 year. It is recommended that schools have a 2-3 month operating reserve and the district is operating just barely over that. (Fund balance of \$2,883,933)
2. The Child Nutrition Fund transferred in \$47,944. This fund has continued to lose money but less so than in the past, which is a move in the right direction. The goal would be to get to the point where this fund is breaking even. (Fund balance of \$0)
3. The Bond R&I Fund increased \$224,715. This fund needs to be self-sufficient and needs to have enough of a reserve that the district has enough money to pay for the next year's bond payment. Building the fund balance in this fund has been a work in progress and it is strong enough now where the goal going forward should be to level this out and maintain. (Fund balance of \$1,521,835)
4. The Capital Construction Fund shows not much activity. This fund was being built up in anticipation of the sewer project, and a couple of payments have been made but not much activity here. (Fund balance of \$469,726)

(Continued)

d. 2018-2019 Financial Audit Report (Continued):

5. Plant Facilities Fund had an increase of \$103,664. This fund started with \$7,915 and ended up with \$111,579. Some money was used for the sewer project. (Fund balance of \$111,579)
6. Lottery Funds were used minimally. This fund is to be used for school building maintenance and related repairs. (Fund balance of \$559,885)
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 \$97,364)
8. Net change in fund balance was \$891,133 and the Total Government Fund balance was **\$5,644,322.**

Carol Hepworth moved and Lon Harrington seconded to approve the district's Financial Audit Report for the 2018-2019 school year as presented. All board members present voted aye. Motion passed 5-0.

e. Trip Requests:

Ray Carter, High School Principal, presented the 2019-2020 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. IHSAA sponsored state tournaments and other season competitions are considered regular trips and students must qualify for most of them.

A motion was made by Marci VanOrden and seconded by Lon Harrington to approve the High School's regular, out-of-state, and overnight trips, and out-of-state trips beyond 250 miles for the 2019-2020 school year, as presented. All board members present voted aye. Motion passed 5-0.

4. PATRON FORUM

There were no comments.

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. The Special Education Program has met all of the requirements. 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. The program did well on all of the compliance pieces. The program fell down on 4th grade English/Language Arts not meeting 25% of students being proficient. 8th grade mathematics scores did not make marks either. Mrs. Larson added that even though the district is meeting requirements, they are currently making adjustments to help students grow. Discussion was held.

b. Bus Routes:

Superintendent Kerns, Sherrye Saxton and the board continued the conversation on bus routes. After a lengthy discussion, the board asked Mrs. Saxton to meet with her bus drivers in November and discuss what changes can be made to improve bus route times.

6. ACTION ITEMS

a. 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 Kent Miller and seconded by Carol Hepworth to approve the supplementary (extra-curricular or special assignment) contracts for the 2019-2020 school year as presented. All board members present voted aye. Motion passed 5-0.

b. 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 Kerns discussed the goals of the district and also the College and Career Readiness program. The board thanked the committee and Superintendent Kerns.

Carol Hepworth moved and Lon Harrington seconded to approve the Continuous Improvement Plan for the 2019-2020 school year as presented. All board members present voted aye. Motion passed 5-0.

7. INFORMATION ITEMS

a. Upcoming Events:

1. Region V Fall Meeting is September 19, 2019 at 5:30 p.m. at the Pocatello Perkins Restaurant
2. Harvest Break: September 20th through October 6th, 2019 (Students return October 9th)
3. Next Teacher In-service October 11, 2019.
4. Next Board Meeting will be October 16, 2019 at the District Office at 7 p.m.
5. ISBA Annual Convention is November 6-8, 2019.

8. ACTION ITEMS—POLICY READINGS
SECOND READINGS:

Policy 2231, “Executive Sessions” The legislature amended Idaho Code §74-206 in the 2019 legislative session to allow a school board to convene in executive session by a simple roll call majority vote if the board has vacancies such that fewer than 2/3 of the board members have been seated. The general requirement for convening in executive session is approval by 2/3 of the governing body. The policy is updated to reflect the change. No further changes.

Policy 7426, “Bus Driver Drug and Alcohol Testing Program” This policy is updated to reflect the most current federal regulations and state law governing drug and alcohol testing for school bus drivers. No further changes.

Policy 8101, “Immunizations Requirements” The regulations governing required immunizations for school children were updated in 2019 to clarify language and add immunization requirements for students entering 12th grade (beginning with the 2020-2021 school year). The policy is updated to reflect the new language. No further changes.

Lon Harrington moved and Marci VanOrden seconded to approve the second readings of Policy 2231, “Executive Sessions;” Policy 7426, “Bus Driver Drug and Alcohol Testing Program;” and Policy 8101, “Immunizations Requirements;” All board members present voted aye. Motion passed 5-0. All board members present voted aye. Motion passed 5-0.

FIRST READINGS:

Policy 6105, “Awarding High School Credit for Courses Taken Before Ninth Grade” Regulations governing course credit have been modified since this policy was last updated in 2014. The policy is updated to reflect the changes. On the last paragraph under Exceptions, Semester credits were changed to trimester credits and the amount of required credits were changed from six to eight. Otherwise, no further changes.

Policy 6111, “Grade 7 and Grade 8 Credit Requirements” Minor edits are made to this policy consistent with regulations. Discussion held. No further changes.

Policy 6449, “Junior High School Required Instruction” This policy is updated to reflect changes to IDAPA 08.02.03.104 in 2018 and 2019 regarding courses of study for middle school students. Discussion held. No further changes.

Lon Harrington moved and Carol Hepworth seconded to approve the first readings of Policy 6105, “Awarding High School Credit for Courses Taken Before Ninth Grade;” Policy 6111, “Grade 7 and Grade 8 Credit Requirements;” Policy 6449, “Junior High School Required Instruction.” All board members present voted aye. Motion passed 5-0.

9. EXECUTIVE SESSION

Kent Miller motioned and Lon Harrington seconded to table Executive Session. All board members present voted aye. Motion passed 5-0.

10. ADJOURN

Marci VanOrden moved and Lon Harrington seconded to adjourn.

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

ATTEST:

Terisa Coombs

Clerk

Bill Martin

Chairman

October 16, 2019

Date