

**Snake River School Board of Trustees
Held at Snake River District Office
103 South 900 West, Blackfoot, Idaho 83221
Wednesday, January 15, 2020**

1. CALL MEETING TO ORDER

Chairman Bill Martin called the meeting to order at 5:35 p.m. Board members present were Carol Hepworth, Marci VanOrden, Lon Harrington, Bill Martin and Kent Miller. Also attending were Superintendent David Kerns, Board Clerk Terisa Coombs, and Misty Swanson, ISBA.

2. PLEDGE OF ALLEGIANCE

Lon Harrington opened the meeting with the Pledge of Allegiance.

3. ACTION ITEMS:

a. Approval of Agenda

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

b. Trustee Zones 2 and 3 Oath of Office:

Board Clerk, Terisa Coombs, administered the Oath of Office to Carol Hepworth (Zone 2) and Bill Martin (Zone 3).

c. Board Reorganization

Elections for board officers were conducted. Following the election, the new chairman conducted the meeting.

Lon Harrington nominated Kent Miller as Chairman; Marci VanOrden nominated Lon Harrington as Chairman; and Kent Miller nominated Marci VanOrden as Chairman; with no further nominations being made, Kent Miller was elected as Chairman by a 4-0 vote.

Bill Martin nominated Marci VanOrden as Vice-Chairman and Carol Hepworth nominated Lon Harrington as Vice Chairman; with no further nominations being made, Marci VanOrden was elected as Vice-Chairman by a 4-0 vote.

Marci VanOrden nominated Lon Harrington as Treasurer and Kent Miller seconded; with no further nominations being made, Lon Harrington was elected as Treasurer a 4-0 vote.

It was moved by Lon Harrington and seconded by Carol Hepworth that Terisa Coombs serve as Board Clerk. All the board members voted aye. Motion passed 5-0.

d. Set Meeting Calendar

Bill Martin moved that the regular Board meetings be held on the third Wednesday of the month at 7:00 p.m., unless posted otherwise by the board, and that they be held at the district office or at the schools as posted during the year. Motion was seconded by Carol Hepworth. All the board members voted aye. Motion passed 5-0.

e. Appointment of Board Representatives to Committees

The new chairman made committee assignments for the following:

**Snake River Education Foundation: Carol Hepworth
Snake River Activities Foundation: Marci VanOrden
Snake River School/Community Library: Lon Harrington
Technology Advisory Committee: Carol Hepworth
Budget Committee: Kent Miller
Insurance Committee: Bill Martin
Negotiations: Marci VanOrden and Lon Harrington
ISBA Business Session Representative: Lon Harrington**

4. PATRON FORUM

There were no comments.

5. ACTION ITEMS

a. Consent Agenda

Minutes: Regular Meeting December 18, 2019; Special Meeting December 23, 2019; Special Meeting January 2, 2020

Retirements: David Kerns, Superintendent (8 years); Kathy Raymond, Rockford EL Paraprofessional (30 years).

Budget Report, Payroll and Claims Payable for December, 2019

A motion was made by Carol Hepworth and seconded by Lon Harrington to approve the Consent Agenda as presented with a special thanks to Superintendent David Kerns and Kathy Raymond for their years of service to the district. All board members present voted aye. Motion passed 5-0.

b. Ski Club Fee Hearing

As part of his senior project, Joseph Hansen, a student at Snake River High School, has proposed to implement a new high school ski/snowboard club and fee. This fee would be used to cover the cost of transportation to the ski hill, the lift tickets, and rentals, if the user needs them. Discussion held.

A motion was made by Bill Martin and seconded by Lon Harrington to approve the Ski Club fee increase as presented. All board members present voted aye. Motion passed 5-0.

c. Bus Purchase Bid

A bid opening for the purchase of one 72-passenger school bus was held at 10:00 a.m. on Tuesday, January 14, 2020. Bids were received from Western Mountain Bus Sales, Rush Truck Centers, and Bryson Sales & Service. Galen Sasser, district bus mechanic, has checked the bids to make sure they meet specifications and has recommended that the board accept the lowest bidder, Western Mountain Bus Sales, at \$83,284. This was bid with the understanding that payment would be after the July 1, 2020 delivery.

A motion to approve the bid from Western Mountain Bus Sales in the amount of \$83,284 for the purchase of one 72-passenger bus to be paid for in the 2020-2021 school year was made by Marci VanOrden and seconded by Carol Hepworth. All the board members present voted aye. Motion passed 5-0.

d. Retain Legal Counsel

At the board meeting in December, Superintendent Kerns recommended Anderson, Julian, and Hull as legal counsel. Discussion was held.

A motion was made by Carol Hepworth and seconded by Bill Martin to retain Anderson, Julian, and Hull as legal counsel for the district as presented. All board members present voted aye. Motion passed 5-0.

e. Emergency Closures

On January 13, 2020, January 14, 2020, and January 15, 2020 emergency closures of all the schools in the district were called because of adverse weather conditions. A Certificate of Closure was sent to the state. A makeup day is not needed and discussion was held concerning future dates if needed.

Bill Martin moved and Lon Harrington seconded to approve the emergency closures of all the Snake River District schools on January 13, 2020, January 14, 2020, and January 15, 2020 because of adverse weather conditions. All board members present voted aye. Motion passed 5-0.

6. INFORMATION ITEMS

a. Upcoming Events:

- 1. Parent Teacher Conferences: January 30th: High School, Jr. High, Middle School, and Rockford. February 6th: Riverside; February 10-13th: Moreland.**
- 2. Day on the Hill is February 17-18th. Last Day to Register is January 28th. Last Day to Cancel is January 28th.**

b. Overview of Superintendent Search Process:

Misty Swanson from the Idaho School Board Association (ISBA) introduced herself and discussed the purpose and roles of ISBA. She also gave a brief overview of the superintendent search process. As applications came in, Ms. Swanson looked to see if each candidate was credentialed properly and she discussed what the State Department of Idaho will accept as far as out of state certificates. She also explained the alternative authorization option if there is an applicant working on adding the superintendent endorsement. Her main role in the superintendent search is to make everything as easy as possible for the Board but all of the decisions will be left up to the Board. Discussion was held. The applications will be screened in executive session tonight.

c. Hiring Best Practices Workshop Including Some Open Meeting Law:

From the stance of the superintendent search, Ms. Swanson discussed open meeting law. Idaho Code 74-202 says that meetings should be held in open session. General qualifications, timeline, survey results, and the process in general will be held in open session. Also, the Board will make the decision who the next superintendent will be in open session. No decisions or conclusions will be made in executive session and Ms. Swanson will guide the Board. Idaho Code 74-206 (1a) says that when discussing experience, qualities, credentials, transcripts, reference checks and interviewing of a particular candidate, this will be done in executive session. She also discussed the Equal Employment Opportunity Commission (EEOC). In the applications there will be personal information about candidates. The EEOC says that you cannot discriminate against or for candidates based on certain topics which include, age, gender, pregnancy, religion, etc. As a reminder, Ms. Swanson said that she will stop the Board if they start talking about these certain topics. Discussion was held.

d. Discuss Logistics and Dates for Future Meetings:

Ms. Swanson discussed the logistics about the future schedule in relation of naming semifinalists in open session.

7. EXECUTIVE SESSION

Under Idaho Code 74-206 [1a] To review applications for the superintendent position, Lon Harrington motioned and Marci VanOrden seconded to go into Executive Session. A roll call vote was taken: Bill Martin, aye; Lon Harrington, aye; Marci VanOrden, aye; and Carol Hepworth, aye; Kent Miller aye. Motion passed 5-0.

The board went into Executive Session at 6:30 p.m. Review of the applications for the superintendent position was performed until 8:30 p.m.

8. RETURN TO REGULAR SESSION

It was moved by Carol Hepworth and seconded by Bill Martin to return to Regular Session. All the board members voted aye. Motion passed 5-0.

The Board returned to Regular Session at 8:30 p.m.

9. ACTION ITEMS

a. Action from Executive Session regarding the Superintendent Search:

Chairman Miller asked the Board if they would like to move forward with naming semifinalists. Trustee VanOrden would like to get more information on Candidate Mark Kress; Lon Harrington would like to get more information on Candidate Marvin Hansen; Trustee Martin would like to get more information on Basil Morris; Trustee Hepworth would like to get more information on Douglas McLaren; Chairman Miller would like to get more information on Candidate Brett Cox; Trustee VanOrden would like to get more information on Candidate Gordon Howard.

It was moved by Lon Harrington and seconded by Carol Hepworth to name the following candidates as semifinalists in the Snake River School District Superintendent Search: Mark Kress, Marvin Hansen, Basil Morris, Gordon Howard, Douglas McLaren, and Brett Cox. All the board members voted aye. Motion passed 5-0.

c. Action regarding Superintendent Search Meetings and Dates:

Discussion was held about setting a date for a special meeting to go over the reference check results. Ms. Swanson will join the meeting via telephone.

A motion was made by Bill Martin and seconded by Lon Harrington to schedule a special meeting on January 27, 2020 at 6 p.m. at the District Office. Board members present voted aye. Motion passed 5-0.

10. INFORMATION ITEMS

a. Reference check protocol workshop regarding superintendent candidates:

Ms. Swanson discussed reference check protocol.

b. Next Steps in the Superintendent Search Process:

The next step in the superintendent search process will be reference checks and then to name finalists. Chairman Miller expressed thanks to Ms. Swanson for all of her help.

11. ADJOURN

Lon Harrington moved and Bill Martin seconded to adjourn.

The meeting was adjourned at 9:00 p.m.

ATTEST:

Terisa Coombs
Clerk

Kent Miller
Chairman

February 11, 2020
Date