

**Snake River School Board of Trustees
Held at Snake River Junior High School
918 West Highway 39, Blackfoot, Idaho 83221
Wednesday, September 16, 2020**

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Marci VanOrden 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 voted aye. Motion passed 5-0.

b. Trustee Appointment:

Zone 3 was vacated at the last board meeting and the vacancy was posted. The board received one application from Larin Mortimer. Mr. Mortimer introduced himself and he said that his motivation for wanting to serve on the board is that he would like to make a positive difference in the lives of those he comes in contact with and hopefully help others along the way. After brief questioning, a motion was held appointing Mr. Mortimer as the Trustee in Zone 3. After the motion, Vice Chairman Marci VanOrden, administered the oath of office to Mr. Mortimer and he then took his place at the table.

Carol Hepworth moved and Lon Harrington seconded to appoint Larin Mortimer as Trustee of Zone 3 to serve for the balance of the unexpired term of office, which was declared vacant, through December 2023. Roll call vote was taken: Marci Van Orden, aye; Lon Harrington, aye; Carol Hepworth, aye; and Kent Miller, aye. Motion passed 4-0.

c. Consent Agenda

Minutes: Regular Meeting of August 12, 2020.

Retirement: Leah Lyman, Moreland Title 1 Paraprofessional (7 years)

Resignations: Amber Moon, Moreland EL Paraprofessional; Carmella Flores, Bus Driver, Rockford EL Paraprofessional and District Migrant Liaison; Brenda Patten, District Homebound Teacher; Jessica McGlaughlin, Moreland Cook's Helper and Food Delivery Driver;

New Hires: Brenda Patten, Kindergarten Teacher; Jaime Mickelsen, Online Teacher (part-time) Jessica Stark, Online Teacher (full-time); Sherry Quinlan, Online Teacher (part-time); Mandie Lott, Online Teacher (part-time); Kristi Blackham, Online Teacher (from part-time to full-time); Amanda Henrie, Rockford LEP Paraprofessional; Kathryn Gilbert, Moreland Cook's Helper; Brutch Merrill, Food Delivery Driver; and McKenzie Bench, Rockford Special Ed Paraprofessional.

Budget, Payroll and Claims Payable for August 2020.

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

d. 2019-2020 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 2020 and covered the last fiscal year through June 30, 2020. He thanked Chris Nelson, the district business manager, and all of the building secretaries for all of her help getting the books and records in good shape at yearend for a timely and successful audit. 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 \$541,872 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. Mr. Folke stated that this is the trend across the state with about a 75% increase. The ending fund balance in the district's general fund is \$3,425,805, which is the carryover coming into the 2020-21 year. It is recommended that schools have a 2-3 month operating reserve and the district is operating at a three-month position which is a good position to be in. (Fund balance of \$3,425,805)
2. The Child Nutrition Fund transferred in \$78,417. This fund has continued to lose money but more so than in the past. District staff believes it is due to Covid-19, which is common across the state this year because of the unique challenges it brought with it. 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 \$262,728. This number is based on a year and a half ago when levy amounts were decreased. This fund is sufficient and the district can pay future bond payments. (Fund balance of \$1,784,563)
4. The wastewater project at the Jr. High was paid for by using money the district had allocated for the purpose within the Capital Construction Fund. The district also received a \$700,000 grant from the Department of Energy to assist with the cost of construction. (Fund balance of \$110,039)
5. Plant Facilities Fund Balance was \$72,365. This fund started with \$111,579 and ended up with \$72,365. Some money was used for the sewer project and maintenance. (Fund balance of \$72,365)
6. Lottery Funds were used minimally. This fund is to be used for school building maintenance and related repairs. (Fund balance of \$554,787)
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 \$106,876)
8. Net change in fund balance was \$410,113 and the Total Government Fund balance was **\$6,054,435.**

3d. (Continued)

A motion was made by Lon Harrington and seconded by Larin Mortimer to approve the district's Financial Audit Report for the 2019-2020 school year as presented. All board members voted aye. Motion passed 5-0.

4. **PATRON FORUM**

There were no comments for the patron forum.

5. **INFORMATION ITEMS**

a. **Superintendent Report:**

Superintendent Kress updated the board on Covid-19. The district has seen a few cases and the administrators have done a good job communicating to families and students who have been exposed. Administrators have reported that parents have been good to work with and supportive of the way things are being handled. Parents are keeping children home who have symptoms or positive tests. Jon Hawkes, SREA President, feels things are going well and for the most part teachers are happy with their work day and want to do what is best for their students.

The board also received an update on the Blended Learning Grant. Details discussed included information on devices, device availability, professional development, and internet connectivity.

Superintendent Kress and Sherrilynn Bair also updated the board on Snake River Online. There currently are 11 teachers, 5 full-time and 6 part-time teachers. There are 550 students. Things are progressing well. Discussion held.

6. a. **Trip Requests:**

Ray Carter, High School Principal, will present the 2020-2021 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.

Lon Harrington moved to approve the High School's regular, out-of-state, and overnight trips, and out-of-state trips beyond 250 miles for the 2020-2021 school year, as presented and Carol Hepworth seconded. All board members voted aye. Motion passed 5-0.

b. **Supplemental Contract Approval:**

A list of extra-curricular and special assignment contracts was discussed. These are contracts given to personnel who take on special assignments or do extra-curricular activities. The names highlighted yellow denote off-campus coaches. Discussion held.

A motion was made by Marci VanOrden and seconded by Lon Harrington to approve the supplementary (extra-curricular or special assignment) contracts for the 2020-2021 school year as presented. All board members voted aye. Motion passed 5-0.

c. **Emergency Closure:**

On September 8 and 9, 2020, emergency closures of all the schools in the district was called because of school-wide power outages and adverse weather conditions. A Certificate of Closure was sent to the state. A makeup day is not needed. Discussion was held on how the district can be better prepared if an event like this were to happen in the future including purchasing of generators for the Child Nutrition Program.

Larin Mortimer moved and Lon Harrington seconded to approve the Emergency Closures of all the Snake River District schools on September 8 and 9, 2020 because of school-wide power outages and adverse weather conditions. All board members voted aye. Motion passed 5-0.

d. **Continuous Improvement Plan:**

Superintendent Kress 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 Kress discussed the goals of the district.

A motion was made by Carol Hepworth and seconded by Lon Harrington to approve the Continuous Improvement Plan for the 2020-2021 school year as presented. All board members voted aye. Motion passed 5-0.

7. **Upcoming Events:**

1. Fall Region V Meeting is September 23, 2020 at 6 p.m. via Zoom
2. Harvest Break: September 18th to October 4th, 2020 (Students return October 5th)
3. Next Teacher In-service October 16, 2020
4. Next Board Meeting will be October 21, 2020 at Rockford Elementary at 7 p.m.
5. Election Day is November 3, 2020
6. ISBA Annual Convention is November 9-12, 2020 and will be held virtually

8. ACTION ITEMS—POLICY READINGS
SECOND READINGS:

Policy 8115, “Technology Instruction and Determining Average Daily Attendance (ADA)” This is a new policy that removes restrictions on the school years for which ADA may be computed using technology instruction. This method remains a viable option for computing ADA. No changes.

Policy 8150, “Open Enrollment” This policy is updated to include student-teacher ratios. Discussion held. No further changes were made.

Policy 8647, “Restraint and Seclusion” Since this policy was last updated in 2014, the Office for Civil Rights in the U.S. Department of Education released its *Dear Colleague Letter: Restraint and Seclusion of Students with Disabilities*, in 2016. We have updated this policy consistent with the most recent Dear Colleague Letter, and have included a reference to it in the legal references section. No changes.

Lon Harrington moved and Carol Hepworth seconded to approve the first readings of Policy 8115, “Technology Instruction and Determining Daily Attendance (ADA), Policy 8150, “Open Enrollment;” and Policy 8647, “Restraint and Seclusion.” All board members present voted aye. Motion passed 5-0.

9. ADJOURN

Marci VanOrden moved and Larin Mortimer seconded to adjourn.

The meeting was adjourned at 8:40 p.m.

ATTEST:

Terisa Coombs
Clerk

Kent Miller
Chairman

October 20, 2020
Date