

**Snake River School Board of Trustees**  
**Held at Snake River School District Office**  
**103 South 900 West, Blackfoot, Idaho 83221**  
**Wednesday, September 15, 2021**

**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, Larin Mortimer, and Lon Harrington. Also attending were Superintendent Mark Kress, Business Manager Chris Nelson, and Board Clerk Terisa Coombs.

**2. PLEDGE OF ALLEGIANCE**

Carol Hepworth opened the meeting with the Pledge of Allegiance.

**3. PATRON FORUM**

The Leadership Class from the high school came to board meeting. They introduced themselves and discussed the objectives of their class. They wanted to watch how the school district is governed by the board.

**4. ACTION ITEMS:**

**a. Approval of Agenda**

**A motion was made by Carol Hepworth and seconded by Lon Harrington to approve the agenda as amended, adding Item 5 (a)(2) Trustee Zone Project because information was received after the meeting was posted. All board members voted aye. Motion passed 5-0.**

**b. Consent Agenda**

**Minutes:** Regular Meeting of August 11, 2021

**Resignations:** Jessica Taylor, Middle School SpEd Parapro; Rebecca Rymer, Moreland Preschool Parapro; Tasha Stander, Rockford Librarian; Alexis Kunz, Moreland Librarian; Kyle Spencer, Jr. High Parapro

**New Hires:** Bronson Funk, Business Manager; Ann Watkins, Snake River Online Teacher; Shanna Rausch, Snake River Online Teacher; Deanna Mickelsen, Moreland First Grade Teacher; Sarah Clark, Rockford Title I Parapro; McKenzie Wheeler, Moreland Preschool Parapro; Suzanne Bosteder, High School SpEd Parapro; Nicole Jackson, Rockford Cook

**Budget, Payroll and Claims Payable** for August 2021

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

**c. 2020-2021 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 2021 and covered the last fiscal year through June 30, 2021. He thanked Chris Nelson, the district business manager, and all of the building secretaries for all of their help getting the books and records in good shape at yearend for a timely and successful audit. Mr. Folke discussed briefly that three new funds were added to the budget including Fund 238, changing the way student funds are reported in the district's financial statements; ESSER funds that will continue into fiscal year 2022; and the coronavirus relief funds. He also briefly discussed the three independent audit reports that are contained within the full audit report. The first report addresses the financial statement. 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 \$827,376 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 because of good budgetary control. He also mentioned that he has noticed that how school districts managed Covid had a big impact on how they did financially. The fund balance is sufficient to pay operating expenses for three to four months. (Fund balance of \$4,253,181)
2. The Child Nutrition Fund had a net change of \$37,707. This was a good year for this fund for all schools across the state mostly because the rule changed to allow all students to qualify for free lunches. (Fund balance of \$37,707)
3. The Bond R&I Fund increased \$195,593. This fund balance is sufficient and the district can pay future bond payments. (Fund balance of \$1,980,156)
4. There has been very little activity in the Capital Construction Fund this last year. There is a small reserve. (Fund balance of \$113,092)
5. There has been a fair amount of maintenance projects and repairs. (Fund balance of \$238,628)
6. In the Lottery Fund, there were no expenditures and the fund increased by \$209,039. (Fund balance of \$763,826)
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 \$607,037)
8. Net change in fund balance was \$1,590,438 and the Total Government Fund balance was **\$7,993,627.**

**A motion was made by Marci VanOrden and seconded by Lon Harrington to approve the approve the district's Financial Audit Report for the 2020-2021 school year as presented. All board members voted aye. Motion passed 5-0.**

**d. 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. The names highlighted yellow denote off-campus coaches. The salary schedule changed during negotiations and is based upon the career ladder.

**Larin Mortimer motioned and Lon Harrington seconded to approve the supplemental (extra-curricular or special assignment) contracts for the 2021-2022 school year as presented. All board members voted aye. Motion passed 5-0.**

**e. Trip Requests:**

Kyle Buttars, High School Vice Principal, will present the 2021-2022 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.

**A motion was made by Larin Mortimer and seconded by Lon Harrington to approve the regular, out-of-state, and overnight trips, and out-of-state trips beyond 250 miles for the 2021-2022 school year, as presented. All board members voted aye. Motion passed 5-0.**

**f. Continuous Improvement Plan:**

The Continuous Improvement Plan was presented by Superintendent Kress. There have been changes in the narrative and metrics requirements this last year. After board approval, the CIP will be turned in to the State Board of Education by October 1, 2021. The board would like to continue discussing the CIP further at the next board meeting in October.

**Carol Hepworth moved and Lon Harrington seconded to approve the Continuous Improvement Plan for the 2021-2022 school year as presented. All board members voted aye. Motion passed 5-0.**

**g. Revised Return to School Plan/ LEA ARP Use of Funds Plan:**

LEAs receiving ARP ESSER funds are required to have two plans: 1) Safe Return to In-Person Instruction and Continuity of Services plan and 2) LEA ARP ESSER Use of Funds plan. Developing and making these plans publicly available on the LEA's website is a condition of receiving ARP ESSER funds. The Return to School plan is required to be reviewed and revised. Superintendent Kress discussed the revisions that were made. He also discussed the Use of Funds Plan (ESSER money). This is due by October 1, 2021.

**A motion was made by Marci VanOrden and seconded by Larin Mortimer to approve the Return to School Plan revisions as presented. All board members voted aye. Motion passed 5-0.**

**Carol Hepworth moved and Lon Harrington seconded to approved the LEA ARP Use of Funds Plan as presented. All board members voted aye. Motion passed 5-0.**

**h. Reschedule November Board Meeting:**

The November board meeting is on November 17<sup>th</sup>, which is also the first day of the ISBA Conference. Superintendent Kress would like to move the meeting to the week before on Wednesday, November 10<sup>th</sup>, 2021.

**Larin Mortimer moved and Lon Harrington seconded to approve that the regular board meeting of November 17, 2021 be moved to November 10, 2021 at 7 p.m. at Moreland Elementary. All board members voted aye. Motion passed 5-0.**

**5. INFORMATION ITEMS**

**a. Superintendent Report**

1. **Trustee Zone Project:** Superintendent Kress discussed the process of trustee rezoning. The board worked on the maps and changed the boundaries to make the zones more even. These changes will be sent to ISBA and Quadrant who will finalize the maps and make descriptions. The next step will be to send them to the State Board of Education.
2. **Covid-19 Update-FDA Approved Vaccine Ramifications:** Superintendent Kress gave an update on Covid-19 in our district.
3. **Upcoming Events:**
  - a. Fall Region V Meeting is September 30, 2021 at 6 p.m. virtually
  - b. Harvest Break: September 17<sup>th</sup> through October 3<sup>rd</sup>, 2021 (Students return October 4<sup>th</sup>)
  - c. Election Day is November 2, 2021
    - Zone 1—Lon Harrington
    - Zone 4—Josh Sorenson and Joy Anderson
    - Zone 5—Toni Ibarra
  - d. ISBA Annual Convention is November 17-19, 2021

6. ACTION ITEMS—POLICY READINGS  
SECOND READINGS:

**Policy 1300, “District Policy.”** This update involves the review of policies by the Board. It offers a new option for less frequent routine review of policies. It has also been rephrased in light of the fact some policies are required to be reviewed more often.

**Policy 1303, “Policies and Procedures to Review Annually.”** By popular request, this new policy provides a list of policies that must be reviewed annually. It also provides a way to document such review.

**Policy 1315, “District Planning.”** This update is to comply with HB222, which modified the continuous improvement plan and consolidated various reporting requirements into one.

**Policy 1500, “Board Meetings.”** This reflects the change in SB1043aa, which now requires school districts and charter school boards to take action on student disciplinary hearings in Executive Session. It does require you to reflect the decision – without naming the student – in the official minutes, and place a copy of the decision in the student’s file.

**Lon Harrington moved and Carol Hepworth seconded to approve the second readings of Policy 1300, District Policy;” Policy 1303, “Policies and Procedures to Review Annually;” Policy 1315 “District Planning;” and Policy 1500, “Board Meetings.” All board members present voted aye. Motion passed 5-0.**

**FIRST READING:**

**Policy 8200, “Extracurricular Activities, Clubs, and Organizations.”** The IHSAA has changed Rule 17 which deals with how much time school and club coaches can spend with athletes outside their regular season. This policy reflects those changes. Discussion held.

**A motion was made by Marci VanOrden and seconded by Carol Hepworth to approve the first reading of Policy 8200, “Extracurricular Activities, Clubs, and Organizations.” All board members present voted aye. Motion passed 5-0.**

7. CLOSING INFORMATION ITEM

Next Board Meeting is October 20th, 2021 at 7 p.m. at Rockford Elementary.

8. ADJOURN

**Larin Mortimer moved and Lon Harrington seconded to adjourn.**

The meeting was adjourned at 8:30 p.m.

ATTEST:

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**Terisa Coombs**  
Clerk

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**Kent Miller**  
Chairman

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**October 20, 2021**  
Date