

**Snake River School Board of Trustees
Held at Rockford Elementary
1152 West Hwy 39, Blackfoot, Idaho 83221
Wednesday, October 20, 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 and Larin Mortimer. Lon Harrington came at 7:06 p.m. Marci VanOrden was absent. Also attending were Superintendent Mark Kress, and Board Clerk Terisa Coombs.

2. PLEDGE OF ALLEGIANCE

Larin Mortimer opened the meeting with the Pledge of Allegiance.

3. APPROVAL OF AGENDA

A motion was made by Carol Hepworth and seconded by Larin Mortimer to approve the agenda as presented. All board members voted aye. Motion passed 3-0.

4. PATRON FORUM

There were no comments for the patron forum.

5. ACTION ITEMS:

a. Consent Agenda

Minutes: Regular Meeting of September 15, 2021

Resignations: Brutch Merrill, Bus Driver

New Hires: Jamie Seeley, Riverside SLP Parapro; Christine Pack, Rockford Library Aide; Rodney Johnson, Bus Driver; JaNae Crook, Moreland SLP Parapro; Ashley Johnson, Moreland Library Aide

Budget, Payroll and Claims Payable for September 15, 2021

A motion was made by Larin Mortimer and seconded by Carol Hepworth to approve the Consent Agenda as presented. All board members voted aye. Motion passed 3-0.

b. Trustee Zone Project:

The finalized maps have been forwarded to ISBA's civil engineers at Quadrant, who will draw the new map, draft the new legal descriptions, and ensure they meet all legal and SBOE requirements. Once that is done, ISBA will forward the maps to the SDE/SBOE for their review and ISBA will make a formal presentation on our behalf. The board reviewed the final maps.

Larin Mortimer moved and Carol Hepworth seconded to approve the new trustee zones in the Snake River School District as presented. All board members voted aye. Motion passed 3-0.

Lon Harrington came to the board meeting at 7:06 p.m.

6. INFORMATION ITEMS

a. Superintendent Report

1. Continuous Improvement Plan:

The Continuous Improvement Plan was approved last month. Superintendent Kress and the Board gave a brief overview again of the finalized version. It is posted on the website.

2. Use of ESSER Funds Plan:

This plan was approved at last board meeting. Superintendent Kress gave brief overview again of the finalized version. It is now posted on the website.

3. Upcoming Events:

a. Parent Teacher Conferences from October 20th through October 28th

b. SREF Fall Extravaganza and Halloween Carnival, October 23rd at the High School from 10-3

c. ISBA Annual Convention is November 17-19, 2021

b. Proposed Resolutions for the 2022 Legislative Session:

The ISBA Executive Board respectfully requests that trustees meet to discuss the resolutions and decide how each district will vote prior to the Business Session of the Annual Convention in November. Each resolution was discussed by the board and each noted how they would like to cast their vote at the Business Session.

7. ACTION ITEMS—POLICY READINGS
SECOND READINGS:

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 Carol Hepworth and seconded by Larin Mortimer to approve the second reading of Policy 8200, “Extracurricular Activities, Clubs, and Organizations.” All board members present voted aye. Motion passed 4-0.

Policy 6116, “Repeating High School Course.” The policy was reviewed and extensive discussion held. No changes were made to the policy.

Larin Mortimer motioned and Carol Hepworth seconded to approve the review of Policy 6116, “Repeating High School Course.” All board members present voted aye. Motion passed 4-0.

ISBA FINANCIAL MANAGEMENT SECTION 7000:

Upon review of the superintendent and business manager, no changes have been made to the following ISBA policies:

Policy 7120, “Budget Adjustments”

Policy 7236, “Employees Paid with Federal Funds or Unexpected or Extraordinary Closures”

Policy 7407, “Public Procurement of Goods and Services”

Policy 7408, “Entering into Professional Service Contracts with Design Professionals, Construction Managers, and Professional Land Surveyors—The Request for Qualifications Procedure”

Policy 7420, “Personal Reimbursements”

Policy 7455, “Federal Debarment and Suspension”

Policy 7600, “Declaration of Financial Emergency”

Policy 7600 F1, “Declaration of Financial Emergency Resolution”

Policy 7600 F2, “Declaration of Financial Emergency Resolution”

Policy 7600 P, “Declaration of Financial Emergency Procedure”

Policy 7700, “Bond Account”

Policy 7710, “Bond Continuing Disclosure and Certification Requirements”

A motion was made by Larin Mortimer and seconded by Lon Harrington to waive the first reading and adopt Policy 7120, “Budget Adjustments;” Policy 7236, “Employees Paid with Federal Funds or Unexpected or Extraordinary Closures;” Policy 7407, “Public Procurement of Goods and Services;” Policy 7408, “Entering into Professional Service Contracts with Design Professionals, Construction Managers, and Professional Land Surveyors—The Request for Qualifications Procedure;” Policy 7420, “Personal Reimbursements;” Policy 7455, “Federal Debarment and Suspension;” Policy 7600, “Declaration of Financial Emergency;” Policy 7600 F1, “Declaration of Financial Emergency Resolution;” Policy 7600 F2, “Declaration of Financial Emergency Resolution;” Policy 7600 P, “Declaration of Financial Emergency Procedure;” Policy 7700, “Bond Account;” and Policy 7710, “Bond Continuing Disclosure and Certification Requirements;” All board members present voted aye. Motion passed 4-0.

Policy 7210, “Fixed Assets and Management Discussion and Analysis (GASB Statement 34)”

Policy 7218, “Federal Grant Financial Management System”

Policy 7220, “Documentation and Approval of Claims”

Policy 7220P “Financial Fraud and Theft Prevention”

Policy 7235, “Fiscal Accountability and IDEA Part B Funds”

Policy 7235 F1, “Federal Funds Semi-Annual Certification Form”

Policy 7235 F2, “Personnel Activity Report”

Policy 7235 F3, “Multiple Cost Objective Time and Effort Certification”

Policy 7235 P, “Written Compensation Procedure (Time and Effort)”

Policy 7235 PF1, “Personnel Activity Report”

Policy 7235 PF2, “Single Federal Award or Cost Objective”

A motion was made by Carol Hepworth and seconded by Lon Harrington to waive the first reading and adopt Policy 7210, “Fixed Assets and Management Discussion and Analysis (GASB Statement 34);” Policy 7218, “Federal Grant Financial Management System;” Policy 7220, “Documentation and Approval of Claims;” Policy 7220P “Financial Fraud and Theft Prevention;” Policy 7235, “Fiscal Accountability and IDEA Part B Funds;” Policy 7235 F1, “Federal Funds Semi-Annual Certification Form;” Policy 7235 F2, “Personnel Activity Report;” Policy 7235 F3, “Multiple Cost Objective Time and Effort Certification;” Policy 7235 P, “Written Compensation Procedure (Time and Effort);” Policy 7235 PF1, “Personnel Activity Report;” and Policy 7235 PF2, “Single Federal Award or Cost Objective.” All board members present voted aye. Motion passed 4-0.

Policy 7237, "Retention of Records Relating to Federal Grants"
Policy 7260 and 7260P, "Student Activity Fund"
Policy 7405, "Public Works Contracting and Procurement"
Policy 7405P, "Procuring Public Works, Services, and Personal Property"
Policy 7409, "Acquisition of Real and Personal Property"
Policy 7440, "District Credit Cards"
Policy 7450, "Federal Cash Management Policy"
Policy 7450P1, "Timely Obligation of Funds"
Policy 7450P2, "Federal Program Income"
Policy 7500, "New Fees or Increase of Fees"

A motion was made by Larin Mortimer and seconded by Lon Harrington to waive the first reading and adopt Policy 7237, "Retention of Records Relating to Federal Grants;" Policy 7260 and 7260P, "Student Activity Fund;" Policy 7405, "Public Works Contracting and Procurement;" Policy 7405P, "Procuring Public Works, Services, and Personal Property;" Policy 7409, "Acquisition of Real and Personal Property;" Policy 7440, "District Credit Cards;" Policy 7450, "Federal Cash Management Policy;" Policy 7450P1, "Timely Obligation of Funds;" Policy 7450P2, "Federal Program Income;" and Policy 7500, "New Fees or Increase of Fees." All board members present voted aye. Motion passed 4-0.

Policy 7215, "Fund Accounting System (GASB Statement 54)"
Policy 7270, "Property Records"
Policy 7320, "Allowable Uses for Grant Funds"
Policy 7320 P1, "Determining Necessity and Reasonableness of Expenses"
Policy 7320 P2, "Selected Items of Cost"
Policy 7400, "Miscellaneous Procurement Standards"
Policy 7400 P1, "Federal Award Requirements"
Policy 7400 P2, "Procurement Methods Under a Federal Award"
Policy 7400 P3, "Requirements and Restrictions for Procurement Under a Federal Award - Competition"
Policy 7400 P4, "General Procurement Standards for Federal Awards"
Policy 7430, "Travel Allowances and Expenses"
Policy 7430 P1, "Travel Expense Reimbursement Procedure"
Policy 7430 P2, "District Car Checkout"
Policy 7430 F1, "Expense Account Form" .
Policy 7430 P2, "Mileage Claim Form"

A motion was made by Lon Harrington and seconded by Carol Hepworth to approve the first reading of Policy 7215, "Fund Accounting System (GASB Statement 54);" Policy 7270, "Property Records;" Policy 7320, "Allowable Uses for Grant Funds;" Policy 7320 P1, "Determining Necessity and Reasonableness of Expenses;" Policy 7320 P2, "Selected Items of Cost;" Policy 7400, "Miscellaneous Procurement Standards;" Policy 7400 P1, "Federal Award Requirements;" Policy 7400 P2, "Procurement Methods Under a Federal Award;" Policy 7400 P3, "Requirements and Restrictions for Procurement Under a Federal Award – Competition;" Policy 7400 P4, "General Procurement Standards for Federal Awards;" Policy 7430, "Travel Allowances and Expenses;" Policy 7430 P1, "Travel Expense Reimbursement Procedure;" Policy 7430 P2, "District Car Checkout;" Policy 7430 F1, "Expense Account Form;" and Policy 7430 P2, "Mileage Claim Form." All board members present voted aye. Motion passed 4-0.

7. CLOSING INFORMATION ITEM

Next Board Meeting is November 10th, 2021 at 7 p.m. at Moreland Elementary.

8. ADJOURN

Carol Hepworth moved and Lon Harrington seconded to adjourn.

The meeting was adjourned at 8:50 p.m.

ATTEST:

Terisa Coombs
Clerk

Kent Miller
Chairman

November 10, 2021
Date