

**Snake River School Board of Trustees  
Held at Snake River District Office  
103 South 900 West, Blackfoot, Idaho 83221  
Wednesday, March 16, 2022**

**1. CALL MEETING TO ORDER**

Chairman Lon Harrington called the meeting to order at 7:00 p.m. Other board members present were Carol Hepworth, Josh Sorensen, and Toni Ibarra. Larin Mortimer was absent. Also attending was Superintendent Mark Kress.

**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 Josh Sorensen and seconded by Toni Ibarra to approve the agenda as presented. All board members voted aye. Motion passed 4-0.**

**b. Consent Agenda**

**Minutes:** Regular Meeting of February 16, 2022

**Retirements:** Deon Hillman, First Grade Teacher (23 years); Neil Hillman, High School PE Teacher (38 years); Paula Marshall, High School Special Ed Teacher (19 years); Alberto Romano, Facility Maintenance (19 years)

**Resignations:** Emma Morgan, Middle School Special Ed Teacher

**New Hires:** Marlene Hieb, Jr. High Special Ed Parapro; Cindy Bott, Middle School Cook's Helper

**Budget, Payroll and Claims Payable** for February 2022

**A motion was made by Josh Sorensen and seconded by Toni Ibarra to approve the Consent Agenda as presented with special thanks to all of those who are retiring and the many years of service they have given to the district. All board members voted aye. Motion passed 4-0.**

**c. Emergency Closure**

On February 23, 2022, an emergency closure of all the schools in the district was called because of extreme weather. Certificate of Closure was sent to the state. No makeup days are needed at this time. Superintendent Kress talked about the need to update the emergency closure policy to be more specific as far as how cold the temperature needs to be to close schools. On February 23<sup>rd</sup>, the wind chill was -25 degrees, which he felt was too cold for the safety of children.

**Toni Ibarra moved and Carol Hepworth seconded to approve the Emergency Closure of all the Snake River District schools on February 23, 2022 because of extreme weather. All board members voted aye. Motion passed 4-0.**

**d. Reschedule April Board Meeting**

Superintendent Kress will be gone on April 20<sup>th</sup> and would like to reschedule board meeting possibly on the 13<sup>th</sup> or the 18<sup>th</sup>. Discussion was held.

**Josh Sorensen moved to reschedule the April 20, 2022 board meeting to April 18, 2022 at Snake River High School at 7 p.m. Toni Ibarra seconded. All board members voted aye. Motion passed 4-0.**

**4. PATRON FORUM**

There were no comments for the patron forum.

**5. INFORMATION ITEMS**

**a. Superintendent Report**

**1. Maintenance Report:**

Superintendent Kress met with ABM Janitorial Services who contracts with our district and they discussed different areas that need improvement, including the outside garbage cans at the schools that are not getting emptied. They will continue to work on addressing those areas. Superintendent Kress also discussed a couple of plans for upgrading district facilities. He is looking forward to adding a weight-lifting center and redoing the Riverside Elementary parking lot.

**2. State Insurance Fund Update:**

Superintendent Kress attended the regional superintendent meeting and summarized things that are happening in the legislative session, especially concentrating on literacy, the career ladder, and the State Insurance Fund. He is optimistic about each of these areas helping the district. Enrollment based funding is still under review at the state level and Superintendent Kress is also watching what will happen.

**3. Day on the Hill Report and Legislative Results:**

Superintendent Kress, Toni, and Josh all attended the Day on the Hill Event in Boise gave a brief report.

6. ACTION ITEMS  
Second Readings:

Policy 5100, "Hiring Process and Criteria"

Policy 5100 P1 "Procedures for Obtaining Personnel Records for Applicants"

Policy 5100 P2, "Veteran's Preference"

Policy 5100 F1, "Authorization of Release of Information on Past Employment"

Policy 5100 F2, "Request to Employer"

Policy 5105, "Certificated Personnel Employment" The wording was updated and discussion held. The board liked the updated version.

Policy 5400, "Leaves of Absence"

Policy 5400 P1, "Classified Sick Leave and Sick Leave Bank"

Policy 5400 F1, "Classified Employee Request for Sick Leave Bank"

Policy 5400 F2, "Classified Employee Request for Sick Leave Bank—Physician's Statement"

Policy 5400 P2, "Personal Leave Procedure"

Policy 5440, "School Holidays"

Policy 5440P, "Paid Holidays for 12-Month Employees"This policy comes from our current policy manual. Discussion held

Policy 5450, "Vacation Leave" Policy is a mix of ours and theirs.

Policy 5700, "Substitutes"

Policy 5700P "Substitute Pay" This procedure comes from our current policy manual. A change was made to the rate of substitute cooks will be \$11.80 per hour.

A motion was made by Josh Sorensen and seconded by Carol Hepworth to approve the second readings of Policy 5100, "Hiring Process and Criteria;" Policy 5100 P1 "Procedures for Obtaining Personnel Records for Applicants;" Policy 5100 P2, "Veteran's Preference;" Policy 5100 F1, Authorization of Release of Information on Past Employment;" Policy 5100 F2, "Request to Employer;" Policy 5105, "Certificated Personnel Employment;" Policy 5400, "Leaves of Absence;" Policy 5400 P1, "Classified Sick Leave and Sick Leave Bank;" Policy 5400 F1, "Classified Employee Request for Sick Leave Bank;" Policy 5400 F2, "Classified Employee Request for Sick Leave Bank—Physician's Statement;" Policy 5400 P2, "Personal Leave Procedure;" Policy 5440, "School Holidays;" Policy 5440P, "Paid Holidays for 12-Month Employees;" Policy 5450, "Vacation Leave;" Policy 5700, "Substitutes;" Policy 5700P "Substitute Pay." All board members present voted aye. Motion passed 4-0.

First Reading:

Policy 7710 "Bond Continuing Disclosure and Certification Requirements"

These edits add conditions that require a Material Event Filing and which require analysis to determine whether they require a bond filing. These changes were made at the recommendation of the experts at Hawley Troxell Attorneys and Counselors.

A motion was made by Toni Ibarra and seconded by Josh Sorensen to approve the first reading of Policy 7710—Bond Continuing Disclosure and Certification Requirements." All board members present voted aye. Motion passed 4-0.

7. CLOSING INFORMATION ITEMS

a. Upcoming Events:

1. Newsies will be performed on March 18, 19, 21, 22, 25, and 26 at 7 p.m. at the High School
2. Spring Break will be March 30<sup>th</sup> through April 3<sup>rd</sup>, Students return on April 4<sup>th</sup>
3. Jr. SAT Day will be April 12<sup>th</sup>
4. Law Conference will be April 25-26

b. Next Board Meeting will be April 18, 2022 at the Snake River High School at 7 p.m.

8. ADJOURN

Carol Hepworth moved to adjourn.

The meeting was adjourned at 7:55 p.m.

ATTEST:

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Terisa Coombs  
Clerk

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Lon Harrington  
Chairman

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April 18, 2022  
Date