

**Snake River School Board of Trustees**  
**Held at Moreland Elementary**  
**185 North 7750 West, Blackfoot, Idaho 83221**  
**Monday, November 20, 2023**

**1. CALL MEETING TO ORDER**

Vice Chairman Lon Harrington called the meeting to order at 6:00 p.m. Other board members present were Carol Hepworth, Larin Mortimer, and Toni Ibarra. Josh Sorensen was absent. Others attending were Superintendent Mark Kress, Business Manager Harmony Shuler, and Board Clerk Terisa Coombs.

**2. PRAYER/PLEDGE OF ALLEGIANCE**

Lon Harrington opened the meeting with a prayer.

**3. ACTION ITEMS**

**a. Approval of Agenda**

**A motion was made by Larin Mortimer and seconded by Carol Hepworth to approve the agenda as presented. All board members voted aye. Motion passed 4-0.**

**b. Consent Agenda**

**Minutes:** Regular Meeting Minutes of October 18, 2023

**Retirements:** At the end of the year, Jane Reynolds, Moreland Principal (32 years); As of November 30<sup>th</sup>, Wendy Lasley (30 years).

**Resignations:** Aubrie Aguero, High School Special Ed Parapro; Louise Andersen, Bus Driver

**New Hires/Payroll Status Change:** Makenzie Huntsman, SRO K-8 Teacher/Interventionalist; Madison Thieman, Moreland Special Ed Parapro; Margarita Carrillo, Bus Driver; Carlie McCarty, Middle School Special Ed Parapro; Orlen Disney, Custodian; Patricia Pierce, Jr. High Cook from 4 to 6.5 hours; Jenna Lee, Middle School Cook (6.5 hours) to Jr. High Kitchen Helper (2.5 hours).

**Budget for July 2023, Payroll and Claims Payable for October 2023.**

**A motion was made by Carol Hepworth and seconded by Toni Ibarra to approve the rest of the Consent Agenda as presented. All board members voted aye. Motion passed 4-0.**

**c. 2022-2023 Financial Audit**

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 2022 and covered the last fiscal year through June 30, 2023. He thanked everyone for their help getting the books and records ready as it was a very complex year for school finance. Mr. Folke briefly discussed the three independent audit reports that are contained within the full audit report. The first report addresses the financial statement, which 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 was one finding relating to procurement policies and best practices. The report highlights that some of the expenditure transactions did not follow the procurement policies and best practices that the school district had outlined. This issue was first identified by the school's management team and corrective action was taken before the audit and the issues were resolved. 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 a net decrease of \$373,095 for the last fiscal year. There were a lot of reasons for this decrease including reliance of ESSER Grant III. The district chose to spend all of the grant in 2022 and not spread it out over 2022 and 2023, which is fine, but it made the general fund look really strong in fiscal 2022 and worse in fiscal 2023. The ending fund balance of \$6,431,422 is a little over a four-month operating reserve at the current expenditure rate. The district is still in a good position. (Fund balance of \$6,431,422)

2. The Child Nutrition fund had a tiny decrease (\$64), basically a break-even year. This fund had a difficult year across the state due, in part, to the Free Lunch Initiative going away and also because of increasing operating costs and food and labor costs. For the Child Nutrition fund to have a break-even year is impressive in comparison to other school districts. (Fund balance of \$245,910)

3. The Bond R&I Fund increased to \$170,151. This fund balance is sufficient and the district can pay future bond payments. Mr. Folke reminded the district that one of the bond payments will be paid off in fiscal 2024. (Fund balance of \$2,201,236)

4. There were no projects or activity in the Capital Construction Fund this last year. There is a small carryover. (Fund balance of \$19,298)

5. In the Plant Facility fund, there were a lot of maintenance projects and repairs last year. There was a decrease of \$190,626. (Fund balance of \$43,292)

6. The Lottery Fund was used for small projects and there was an increase of \$205,132. (Fund balance of \$661,025)

7. Other Governmental Funds include Technology, Title I, Special Education funds, etc. (Fund balance of \$1,480,576)

8. Net change in fund balance was \$643,049 and the Total Government Fund balance was **\$11,082,759.**

**A motion was made by Carol Hepworth and seconded by Toni Ibarra to approve the approve the district's Financial Audit Report for the 2022-2023 school year as presented. All board members voted aye. Motion passed 4-0.**

**4. PATRON FORUM**

There were no comments.

5. INFORMATION ITEMS

- a. **Child Nutrition Report:** Rene Osman, Child Nutrition Director, reported on the state of the Child Nutrition Program. There recently was an Administrative Review by the State Department. Overall, the review was very good. There were three findings and corrective action paperwork was submitted. She also discussed staffing and changes that will be made at the different buildings, including the high school. All of the food preparation for the junior high is being prepared at the high school and transported to the junior high. The new Unpaid School Meals Policy was discussed. Ms. Osman also explained that there has been a 25% increase in food and supplies. The freezer at the district office also needs to be replaced and they are actively looking into grants to help in the costs of getting a new freezer. Superintendent Kress would like to increase efforts in getting more free and reduced applications filled out by parents and there are plans being made to help advertise and collect these applications. The board thanked Mrs. Osman and her department for all of the hard work that they do.
- b. **SROHS Report:** Scott Corgatelli, Principal at Snake River Opportunities High School (SROHS) gave the board a flyer for SROHS showing the positive things that are happening. The online high school is growing fast and this year there was a 3% gain in students. There was a 97% graduation rate last year and he was very excited about that. He praised the teachers in the school and says that they are doing very well. He discussed a few of the activities that area happening at SROHS and he is excited for what is to come.
- c. **Superintendent Report**
  1. **School Safety Report:** Superintendent Kress reported that the Night Locks installation have been completed. He also showed a video on how the locks actually work.
  2. **ISBA Annual Conference Report:** The entire board went to the ISBA Annual Conference in Boise this last week. Many beneficial things were taken away from the conference and he is grateful for the commitment of the board.
  3. **SREA Negotiations:** The State Department is predicting about a 5-7% decrease in state funding. Superintendent Kress has talked with the SREA and at this time, negotiations will not be reopened.
  4. **Upcoming Events:**
    1. November 21, 2023—No school for Grades K-6 for Teacher Inservice
    2. Thanksgiving Break will begin November 22<sup>nd</sup> and students return November 27<sup>th</sup>, 2023
    3. Christmas Programs begin the first week of December.

6. **Policy Readings: Policies to Waive and Adopt: (All are from Section 8000—Non-Instructional Operations)**

a. **Policy Readings:**

**Policy Deletion:**

**(Policy 4410—Investigations and Arrests by Police:** This policy needs to be deleted as it has been joined with Policy 3545.

**Policies to Waive and Adopt: (All are from Section 8000—Non-Instructional Operations)**

**Policy 8200—Local School Wellness**

**Policy 8245—Unpaid School Meal Charges**

**Policy 8300—Emergency and Disaster Preparedness**

**Policy 8300P1—Emergency and Disaster Preparedness Procedure**

**Policy 8300P2—Explosion or Fallen Aircraft Procedure**

**Policy 8300P3—Hazardous Material Spill**

**Policy 8300P4—Bomb Threat**

**Policy 8300P4F—Bomb Threat Report Form**

**Policy 8300P5—Violent or Criminal Behavior**

**Policy 8300P6--Earthquake**

**Policy 8300P7—Severe Weather Emergency: Tornado or Lightning Procedure**

**Policy 8300P8—Natural Gas Leak**

**Policy 8300P9—Broken Water Main**

**Policy 8320—Fire Drills and Evacuation Plans**

A motion was made by Carol Hepworth and seconded by Larin Mortimer to delete Policy 4410, Investigations and Arrests by Policy and also to waive the first reading and adopt Policy 8200—Local School Wellness; Policy 8245—Unpaid School Meal Charges; Policy 8300—Emergency and Disaster Preparedness; Policy 8300P1—Emergency and Disaster Preparedness Procedure; Policy 8300P2—Explosion or Fallen Aircraft Procedure; Policy 8300P3—Hazardous Material Spill; Policy 8300P4—Bomb Threat; Policy 8300P4F—Bomb Threat Report Form; Policy 8300P5—Violent or Criminal Behavior; Policy 8300P6—Earthquake; Policy 8300P7—Severe Weather Emergency: Tornado or Lightning Procedure; Policy 8300P8—Natural Gas Leak; Policy 8300P9—Broken Water Main; and Policy 8320—Fire Drills and Evacuation Plans. All board members voted aye. Motion passed 4-0.

7. CLOSING INFORMATION ITEMS

- a. Next Board Meeting will be December 20, 2023 at Snake River Jr. High at 7 p.m.

**8. ADJOURN**

**Larin Mortimer moved and Toni Ibarra seconded to adjourn.**

The meeting was adjourned at 7:07 p.m.

**ATTEST:**

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**Terisa Coombs**  
Clerk

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**Josh Sorensen**  
Chairman

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**December 18, 2023**  
Date