

**Snake River School Board of Trustees**  
**Held at Snake River Community Library**  
**924 W. Highway 39, Blackfoot, ID 83221**  
**Wednesday, June 18, 2025**

**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 and Toni Ibarra. Josh Sorensen attended by phone. Larin Mortimer was absent. Also attending was Superintendent Mark Kress, Board Clerk Terisa Coombs, and Business Manager Harmony Shuler.

**2. PRAYER/PLEDGE OF ALLEGIANCE**

Carol Hepworth opened the meeting with the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

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

**4. PATRON FORUM**

There were no comments in the Patron Forum.

**5. ACTION ITEMS**

**a. Consent Agenda**

**Minutes:** Minutes of Regular Meeting of May 21, 2025

**Resignations:** Lorise Merkley, HS Special Ed Parapro; Aneka deLint, Moreland Special Ed Parapro; Marcia Hicken, Rockford Special Ed Parapro;

**New Hires:** Sara Porter, Jr. High Special Ed Teacher; Shawnee Zelenka, SROHS Summer School Teacher/At Risk Student Mentor Teacher; Stephanie Owens, SROHS Summer School Teacher/Math Teacher; Shannon Hons, High School Business Teacher; Tracey Munk, Tiana Bluth, Lacey Allen, Crystal Tracy, Carly Anderson, Chynell Nate, and Matthew Dinning, SRO K-8 Teachers; Megan Lee, Moreland Special Ed Parapro; Kaylee Garling, HS Behavioral Interventionist; Cleo Corum, Bus Driver; Jennifer Howell, Bus Driver.

**Payroll Status Changes:** Sam Kudla, Technology Assistant Director; David Mirhadi, Kevin Curtis.

**Student Teacher:** Eli Erikson will be at the High School with KayLynn Hammond from October to November.

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

**b. 2025-2026 Budget Hearing**

Superintendent Kress and Business Manager Harmony Shuler presented the proposed 2025-2026 district budget. They discussed budget projection baselines including projected student enrollment, ADA and salary-based apportionment, and payment of the Overture Learning contract. Discussion was held about the importance and role of attendance in funding and how to maximize it. Projected salaries and FTE support units of certified and non-certified staff were also discussed. Please see the attached budget and budget presentation.

**Toni Ibarra moved and Josh Sorensen seconded to approve the proposed 2025-26 Maintenance and Operations Budget as presented. A roll call vote was taken: Lon Harrington, aye; Josh Sorensen, aye; Toni Ibarra, aye; and Carol Hepworth, abstained due to conflict of interest. Motion passed 3-0.**

**c. RFI for Qualified Contractor for the Jr. High Lead Abatement Project**

The Snake River School District has received the lead remediation funding from the DEQ from the Drinking Water State Revolving Fund (SRF). On May 27, 2025, the RFI for qualified responsive contractor was opened and on June 6, 2025, it closed. The RFI was awarded to HMH Engineering, contract is pending negotiations.

**Carol Hepworth moved and Toni Ibarra seconded to approve the RFI for qualified responsive contractor to HMH Engineering, contract amount to be determined. All board members voted aye. Motion passed 4-0.**

**d. RFQ High School Weight Room Project**

The Snake River School District is in the planning stages of building a weight room on the northeast side of the high school. On June 2, 2025, an RFQ for qualified responsive contractors was opened and it closed on Monday, June 16, 2025. There were five companies who submitted a bid and all were very qualified. Each bid was scored by the committee. The first choice was Resin and Design West and second choice was Jeff Steadman Construction. Superintendent Kress would like to have the project begin this fall but it is all pending negotiations.

**It was moved by Carol Hepworth and seconded by Toni Ibarra to approve Resin as the contractor with the secondary choice of Jeff Steadman Construction for the weight room project pending negotiations. All board members voted aye. Motion passed 4-0.**

**e. Administrative Salary Rubric**

An update to the responsibility factor for the Federal Programs Director was needed on the administrative salary rubric.

**A motion was made by Toni Ibarra and seconded by Carol Hepworth to approve the amended 2025-2026 administrative salary rubric as presented. All board members present voted aye. Motion passed 4-0.**

f. **Reschedule July Board Meeting**

Superintendent Kress is requesting to reschedule the July board meeting from the 16<sup>th</sup> to the following week to a date that works well for the board (22, 23, or 24). The location of the meeting also needs to be changed from the District Office to the Community Library.

**Carol Hepworth moved and Toni Ibarra seconded to reschedule the board meeting scheduled on July 16, 2025 at the Snake River School District Office to July 23, 2025 at the Snake River Community Library at 7 p.m. All the board members voted aye. Motion passed 4-0.**

6. **INFORMATION ITEMS**

a. **Superintendent Report**

1. **School Board Appreciation Month:** Superintendent Kress presented the board with a Blackfoot Movie Mill date night movie ticket and also thanked each one for the tremendous service and support they give to the district.
2. **Moreland Roof Repair:** The roof project is complete. School modernization funds will be used to pay for the project.
3. **Change of Insurance Carrier:** Moreton and Company has been the district's insurance carrier through ICRMP. The district will continue with Moreton and Company but not through ICRMP. More information will be presented next month.
4. **Summer Maintenance Projects:** The LED lights project will be completed by the end of the summer. This has been about a ten-year project. The Jr. High parking lot has received a seal coat. The steps below the high school memorial garden will be removed and a ramp placed. Carpeting and painting is ongoing in all of the buildings. The bus parking behind the district office has all been leveled and gravel placed. There were also a couple of fences taken out because they served no purpose. In the near future, the Child Nutrition freezer will need to be replaced.

c. **Upcoming Events**

1. **AASA National Conference July 7-11, 2025 in Washington DC.** Superintendent Kress was nominated and selected to serve on a national committee and will be at the AASA Convention on July 8<sup>th</sup> to accept the nomination.

7. **POLICY READINGS**

**Second Readings (Policy Updates from ISBA)**

**Policy 1313-Conflicting Policies and Procedures:** This correction clarifies that the superintendent promulgates policies.

**Policy 3570P—Student Records:** This update narrows the types of student records that must be kept permanently. It removes discussion of responsibilities carried out by people beyond the district's/charter school's authority. It revises the circumstances under which a person under 18 years of age takes over rights related to their records from their parents in accordance with advice from the attorney ISBA consulted about this policy. It removes parent/guardian names and addresses from the list of directory information that can be shared publicly, in accordance with more current practices and sensibilities around privacy. Finally, these updates include material moved from Form 3570F1 to this procedure.

**Policy 3570F1—Notification to Parents' and Student's Rights Concerning a Student's School Records:** Most of these changes are deletions of material now covered by 3570P. The edits include changes bringing it into alignment with the procedure's guidance on individuals under 18 years of age taking over responsibility for their records from their parents. It also includes some general cleanup of language to provide greater clarity and specificity.

**Policy 3570F2—Permission to Use Likeness:** These updates add additional protections for the district/charter school and provide some clarification and cleanup.

**Policy 4600F2—Volunteer Confidentiality:** These updates add more restrictions on the sharing of information about students by school volunteers. It also removes a list of types of information that are classified as directory information, replacing it with a reference to Procedure 3570P.

**Policy 5825—Evaluation of School Bus Drivers:** This update notes that the State Department of Education's model procedure, as well as their model form, will be used when evaluating bus drivers.

**Policy 7400—Miscellaneous Procurement Standards:** These edits remove in-text references to other policies that are already included among the cross references.

**Policy 8100--Transportation:** This update adds clarification about the possible reimbursement implications of transporting students from daycare. It also adds required policy language about disaster preparedness and transportation.

**Policy 8115—Hours of Service Drivers:** New language clarifies that the "employing motor carrier" refers to the district/charter school or their transportation provider. It also adds a caveat about certain documentation of transportation only being required for trips of more than 100 miles.

**Policy 8120—Bus Routes, Stops, and Non-Transportation Zones:** In addition to some changes to this policy for clarity and conciseness, these edits add required language on choosing bus stop locations. We've also added required language about the loading and unloading of passengers.

**Policy 8140—Student Conduct on Buses:** This update adds new required language about approaching student safety systematically and clarifying the roles of students and drivers in ensuring student safety. At the suggestion of the attorney we consulted about this update, we've also added more detail about involving parents/guardians in transportation discipline matters.

**Policy 8160—Contracting for Transportation Services:** We've corrected this language to indicate contracts for transportation services must be approved by the State Department of Education Director of Student Transportation, rather than the State Superintendent. The policy now also notes that this director must also approve these contracts.

**Policy 8170—District-Owned Vehicles:** This policy now includes a paragraph about pre-trip and post-trip inspections. It includes requirements about documenting these inspections and lists the minimum requirements for what these inspections must include.

**Policy 8170P—District-Owned Vehicles Procedure:** These updates are relatively minor clean-up aimed at improving brevity and readability.

**Policy 8180—Driver Training and Responsibility:** We’ve added some new required language about driver interactions with students. This update also includes extensive new language about bus driver training requirements, which vary based on whether they have previous experience as a driver with the district/charter school or with another district/charter school.

**Policy 8180P—Driver Training and Responsibility—Responsibilities When Operating a School Bus:** This new procedure outlines bus driver responsibilities, which must be stated in policy or procedure. It covers such topics as driving safely, ensuring passengers don’t engage in dangerous behavior or bring dangerous items onto the bus, what to do in the event of a bus breakdown, and helping students cross the street.

**Policy 8190—Emergencies Involving Transportation Vehicles:** This update adds a lot of new required material on instructing students on safety when riding the bus, evacuating from it in the event of an emergency, and appropriate behavior when riding the bus. It also adds a requirement to have an emergency procedure that covers transportation emergencies. There is a new subsection about bus evacuations, including such aspects as having a plan and including every student possible in evacuation drills. Finally, the updates include restrictions on bringing objects onto the bus that could block the aisle or otherwise pose a danger. The word semester was changed out to state twice a year.

**Policy 8195—District Vehicle Idling:** This update provides more detailed guidance on when school buses are and are not allowed to remain stationary with their motor running

A motion was made by Carol Hepworth and seconded by Toni Ibarra to approve the second readings of Policy 1313-Conflicting Policies and Procedures; Policy 3570P—Student Records; Policy 3570F1—Notification to Parents’ and Student’s Rights Concerning a Student’s School Records; Policy 3570F2—Permission to Use Likeness; Policy 4600F2—Volunteer Confidentiality; Policy 5825—Evaluation of School Bus Drivers; Policy 7400—Miscellaneous Procurement Standards; Policy 8100—Transportation; Policy 8115—Hours of Service Drivers; Policy 8120—Bus Routes, Stops, and Non-Transportation Zones; Policy 8140—Student Conduct on Buses; Policy 8160—Contracting for Transportation Services; Policy 8170—District-Owned Vehicles; Policy 8170P—District-Owned Vehicles Procedure; Policy 8180—Driver Training and Responsibility; Policy 8180P—Driver Training and Responsibility—Responsibilities When Operating a School Bus; Policy 8190—Emergencies Involving Transportation Vehicles; Policy 8195—District Vehicle Idling. All board members present voted aye. Motion passed 4-0.

**First Readings** (Negotiation Policy Updates)

Policy 5210, Work Day

Policy 5400, Leaves of Absence

Policy 5400P2, Personal Leave Procedure

Policy 5430P, Employee Benefit Schedule

Policy 5700P, Substitute Pay

A motion was made by Toni Ibarra and seconded by Carol Hepworth to approve the first readings of Policy 5210, Work Day; Policy 5400, Leaves of Absence; Policy 5400P2, Personal Leave Procedure; Policy 5430P, Employee Benefit Schedule; and Policy 5700P, Substitute Pay. All board members present voted aye. Motion passed 4-0.

**8. CLOSING INFORMATION ITEMS**

The next regular Board Meeting will be July 23, 2025 at Snake River Community Library at 7:00 p.m.

**9. ADJOURN**

Toni Ibarra moved and Carol Hepworth seconded to adjourn.

The meeting was adjourned at 8.10 p.m.

**ATTEST:**

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Terisa Coombs  
Clerk

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Lon Harrington  
Chairman

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July 23, 2025  
Date