

**Snake River School Board of Trustees**  
**Held at Snake River Community Library**  
**924 W. Highway 39, Blackfoot, ID 83221**  
**Wednesday, September 17, 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 Larin Mortimer. Toni Ibarra attended via phone. Josh Sorensen was absent. Also attending was Superintendent Mark Kress and Board Clerk Terisa Coombs.

**2. PRAYER/PLEDGE OF ALLEGIANCE**

Larin Mortimer opened the meeting with a prayer.

**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 present voted aye. Motion passed 4-0.**

**4. PUBLIC INPUT**

There were no comments.

**5. ACTION ITEMS**

**a. Consent Agenda**

**Minutes:** Minutes of Regular Meeting of August 20, 2025

**Resignations:** Margie Carrillo, Bus Driver; Becca Franco, SROHS School Counselor; Paula Bearson, SROHS Teacher

**New Hires/Payroll Status Change:** Jennifer Vogler, Elementary Music Teacher; Shawn Clark, Custodian; Eric Boling, Bus Driver; Jennifer Brimhall, Bus Driver; Gloria Bennett, Moreland EL Parapro, from 7 to 7.25 hours/day.

**Budget Report (July, August 2025), Payroll, and Claims Payable for August 2025**

**Investment Statements**

**Student Teacher:** Megan Lee will be student teaching first grade at Moreland with Amy Ogden beginning October 6, 2025.

**Property Disposal:** 2004 Chevy Suburban; 2009 Honda Civic

**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 4-0.**

**b. Trustee Certification Zones 1, 4, and 5**

Chairman Lon Harrington will ask the board to certify that Lon Harrington be declared the Trustee of Zone 1, Josh Sorensen be declared the Trustee of Zone 4, and Toni Ibarra be declared the Trustee of Zone 5 since they were the only people to file a Declaration of Candidacy and no one filed a letter of intent to run as a write-in candidate within the required time line. There will be no trustee elections this year for our district. A Certificate of Election was given to each. They will be officially sworn in at the board's Annual Meeting in January.

**Larin Mortimer read the following resolution: Whereas the date for filing a write-in petition for the office of trustee for Zone 1, Zone 4, and Zone 5 of the Snake River School District #52 has passed and no other candidate has filed, that Lon Harrington (Zone 1), Josh Sorensen (Zone 4) and Toni Ibarra (Zone 5) be declared the trustee and that the board authorize the documents certifying election. Carol Hepworth seconded. All board members voted aye. Motion passed 4-0.**

**c. Preschool Fee Hearing**

Moreland Elementary recently received a grant from Blue Cross of Idaho to help expand the preschool program. The district has proposed to implement a new expanded preschool program and recommends a fee of \$40 per month to support the program's supervision, materials, and activities. This fee would be for those who do not qualify for the program. Parents would pay for three months (\$120) by the end of the first month of each trimester of the school year. Children in this program will participate in 2-hour-and-15-minute preschool classes four days per week, Monday through Thursday. Classes will be offered from 8:45 am to 11:00 am and from 12:00 pm to 2:15 pm on those days. Transportation to and from school will not be provided in this program.

**Carol Hepworth moved and Larin Mortimer seconded to approve the expanded preschool program with a recommended fee of \$40 per month as presented. All board members voted aye. Motion passed 4-0.**

**d. Bus Bid Results**

The district needs to dispose of four school buses, all 72-passenger Blue Bird Buses. Sealed bids were accepted until September 15<sup>th</sup> at 2 p.m. The following bids were received from Cody Webb (the only bidder): 2004 (04-1)-\$1460.00; 2005 (05-1)-\$2530.00; 2008 (08-1)-\$2050.00 and 2008 (08-2)-\$2,100.00.

**It was moved by Carol Hepworth and seconded by Larin Mortimer to approve the disposal of four buses to Cody Webb: the 2004 for \$1,460.00; the 2005 for 2,530.00; the 2008 for 2,050.00; and the 2008 for \$2,100.00. All board members voted aye. Motion passed 4-0.**

**e. Trip Requests**

Ray Carter, High School Principal, presented the 2025-2026 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. Also, Principal Scott Corgatelli from SROHS is requesting two trips: October 20-24, 2025 to the McCall Outdoor Science School and on May 9, 2026 to Lagoon in Farmington, Utah.

**It was moved by Larin Mortimer and seconded by Carol Hepworth to approve the regular, out-of-state, overnight trips, and out-of-state trips beyond 250 miles for the 2025-2026 school year for Snake River High School and Snake River Opportunities High School, as presented. All board members voted aye. Motion passed 4-0.**

**f. High School Intercom System**

The high school intercom system does not work and a new system is needed as soon as possible. They received a quote from the company K12 Tech for a new system that is very similar to the Junior High intercom system that was placed last year. Superintendent Kress has also been concerned about areas in the high school where it is hard to hear the announcements including the music rooms, ag shop, and gymnasiums and this system will help to make these areas more aware of an announcement. Training will be given to teachers and students. Brief discussion was held about who will install and when the system will be installed. It should be installed by the end of harvest break. Superintendent Kress is hoping that in the future the district will be able to install this type of system in each of the school buildings.

**A motion was made by Carol Hepworth and seconded by Larin Mortimer to approve the purchase of the intercom system for the high school from K12 Tech in the amount of \$66,448.59 All board members voted aye. Motion passed 4-0.**

**g. 2025-2026 Classified Salary Schedule**

The sub driver rate was not increased this year and so in an attempt to continue to be competitive, the district would like to move the sub driver rate from \$17.00 per hour up to \$19.00 per hour.

**It was moved by Carol Hepworth and seconded by Larin Mortimer to approve the revised 2025-2026 Classified Salary Schedule as presented. All board members voted aye. Motion passed 4-0.**

**h. 2025-2026 Continuous Improvement Plan**

The Continuous Improvement Plan was presented by Superintendent Kress and Principal Dave Dougal. It requires a motion before submitting it to the State Board of Education October 1<sup>st</sup>. The building principals were highly involved in designating their building goals, Literacy plan, and the College and Career Advising and Mentoring plan. Parents were also involved. The district Title I Family Night will be at the end of October and Mr. Dougal is excited about that event.

**It was moved by Larin Mortimer and seconded by Carol Hepworth to approve the Continuous Improvement Plan for the 2025-2026 school year as presented. All board members voted aye. Motion passed 4-0.**

**6. INFORMATION ITEMS**

**a. Superintendent Report**

- 1. Weight Room Building Design:** Superintendent Kress discussed the final quote on the engineering portion for the weight room. This will be brought to the board at the next meeting.
- 2. Safety Report:** Discussed above in Item F, High School Intercom System.
- 3. ACTE Career Vision Conference in Tennessee December 8-12<sup>th</sup>.**

**b. Upcoming Events**

- 1. ISBA Fall Region V Meeting is October 1, 2025 at 5:30-7:30 p.m.**
- 2. Discussion on ISBA Resolutions will take place at the October board meeting.**
- 3. Harvest Break: September 19<sup>th</sup> through October 5<sup>th</sup>, 2025 (Students return October 6<sup>th</sup>)**
- 4. Teacher Inservice will be October 10<sup>th</sup> for teachers grades 6-12.**
- 5. The Financial Audit Report is planned to take place October 15<sup>th</sup>.**
- 6. The Junior Play, Alice In Wonderland, will be October 20-24<sup>th</sup>.**
- 7. SREF Craft Fair and Halloween Carnival will be November 1<sup>st</sup>.**
- 8. Annual ISBA Conference will be November 12-14, 2025 in Coeur d'Alene**

**7. POLICY READINGS**

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

**Policy 4600 P1, Volunteer Assistance Procedure:** The edits bring the policy into alignment with ISBA's recommendation that anyone who has unsupervised contact with students or who volunteers at the school regularly enough for such contact to become likely should receive a background check. It also includes other edits for improved readability and grammar/usage.

**Policy 7405, Public Works Contracting and Procurement:** This update is based on Senate Bill 1118, which changes the dollar amount thresholds for different public works contracting processes. It shifts the cost ranges for different purchasing practices higher, allowing the less complex processes for higher-cost contracts than they were previously allowed for.

**Policy 7405 P, Procuring Public Works, Services, and Personal Property:** These edits, like those to Policy 7405, are based on Senate Bill 1118 and adjust dollar amount ranges for required practices upward. However, these changes impact public works contracts and procurement more broadly.

**Policy 7407, Public Procurement of Goods and Services:** These edits, like those to Procedure 7405P, are based on Senate Bill 1118 and adjust dollar amount ranges for required purchasing practices upward.

**Policy 7408, Entering into Professional Service Contracts:** Like the other updates to items in Section 7000, these edits raise the dollar amount thresholds required for different practices to bring them into alignment with new legislation. This policy and the updates to it relate to selection of public works professionals.

**A motion was made by Larin Mortimer and seconded by Carol Hepworth to approve the second readings of Policy 4600P1, Volunteer Assistance Procedure, Policy 7405, Public Works Contracting and Procurement; Policy 7405 P, Procuring Public Works, Services, and Personal Property; Policy 7407, Public Procurement of Goods and Services; and Policy 7408, Entering into Professional Service Contracts. All board members present voted aye. Motion passed 4-0.**

**First Readings: (ISBA Updates)**

**Policy 5100-Hiring Process and Criteria:** This is a minor correction to a reference to IC 33-512 and some other changes for improved readability and grammar/usage reasons.

**Policy 5110-Criminal History/Background Checks:** These edits are for clarity and readability.

**Policy 8300-Emergencies and Disaster Preparedness:** This update is based on House Bill 224, which requires district and school level emergency operations plans and requires coordination with local school staff and local emergency response agencies. **This is a recommended update to a recommended policy.**

**Policy 8300P-Emergencies and Disaster Preparedness Procedure:** This update is also based on House Bill 224, and it covers additional requirements, including annual review of the plan and training staff on the plan. Parts of this policy have also been rewritten and rearranged for greater clarity. Some parts that address details better covered in the emergency operations plan itself have also been removed. It is important to note that school and district emergency operations plans are exempt from disclosure under Idaho public records law. They may be safety-sensitive as they may contain information about how the school or district would respond to an intruder or other bad actor. **This is a recommended update to a recommended procedure.**

**Policy 9803-Flags and Banners:** This is a new policy aimed at implementing House Bill 41a, a new Idaho statute that restricts flags and banners that can be displayed in some places and contexts on school grounds. It outlines permissible types of flags, the exemptions to this statute, and provides an optional process for the Board to designate official school or district flags. ISBA anticipates the State Department of Education will issue further guidance on this statute sometime this summer. At that time, ISBA may provide an update to this policy. **This is a new recommended policy.**

**A motion was made by Carol Hepworth and seconded by Larin Mortimer to approve the first readings of Policy 5100-Hiring Process and Criteria; Policy 5110-Criminal History/Background Checks; Policy 8300-Emergencies and Disaster Preparedness; Policy 8300P-Emergencies and Disaster Preparedness Procedure; and Policy 9803-Flags and Banners. All board members present voted aye. Motion passed 4-0.**

**8. EXECUTIVE SESSION**

**Under Idaho Code 74-206 (1)(c) To acquire an interest in real property not owned by a public agency, Larin Mortimer moved and Carol Hepworth seconded to go into Executive Session. Roll call vote was taken: Toni Ibarra, aye; Carol Hepworth, aye; Larin Mortimer, aye; and Lon Harrington, aye. Motion passed 4-0.**

The board went into Executive Session at 7:50 p.m. until 8:15 p.m., Idaho Code 74-206 (1)(c) was discussed.

At 8:15 p.m., the doors were opened and the board returned to Regular Session.

**9. CLOSING INFORMATION ITEMS**

**The next regular Board Meeting will be October 15, 2025 at Rockford Elementary at 7:00 p.m.**

**10. ADJOURN**

**Larin Mortimer moved and Carol Hepworth seconded to adjourn.**

The meeting was adjourned at 8:15 p.m.

**ATTEST:**

**Terisa Coombs**

**Clerk**

**Lon Harrington**

**Chairman**

**October 15, 2025**

**Date**