MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES held at the District Office, 240 S. 11th Street, St. Maries, ID 83861 on Wednesday, December 16, 2015, at 4:00 p.m.

TRUSTEES PRESENT: Chair Christine Ashmead and Trustees James Broyles, Jody Hendrickx, and Sandy Kennelly

TRUSTEES ABSENT:

STAFF PRESENT: Superintendent Joseph Kren, Business Manager Danette Cordell, Board Clerk Karen Robinson, and Maintenance Supervisor Joseph Gilmore

OTHERS PRESENT:

The meeting was called to order at 4:07 p.m., in the District Office at 240 S. 11th Street, St. Maries, Idaho, by Chair Christine Ashmead, who also led the Pledge of Allegiance. Chair Ashmead welcomed the meeting attendees.

A motion was made by Trustee Hendrickx and seconded by Trustee Broyles that pursuant to Idaho Code Section 74-204, the Board of Trustees approves the Agenda for the meeting. Chair Ashmead called for discussion, and none was forthcoming. The motion carried with four affirmative votes. The Agenda stands approved.

Chair Ashmead advised that corrected copies of the Board of Trustees Self-Assessment form have been distributed to Trustees. The forms are to be completed and returned to the District Office by December 31, 2015 for tabulation. Chair Ashmead responded to Trustee Broyles’ questions related to the same.

Chair Ashmead led a discussion related to scheduling interviews for Joe Epler and Mark Reynolds, the two current applicants for the vacant Zone 3 Trustee position. Superintendent Kren explained that per Idaho Code, the interviews must be conducted in open session. Superintendent Kren advised that per information distributed by the District Office at the direction of the Board of Trustees, Letters of Interest for the position will continue to be accepted until close of business on December 18. Following discussion, Trustee Hendrickx moved to set the Zone 3 Trustee applicant interviews for Monday, December 21, 2015, at 5:00 and 6:00 p.m., with a second by Trustee Broyles. Chair Ashmead called for discussion, and it was clarified that if any additional Letters of Interest are submitted for the vacancy by the December 18 deadline, interviews will be scheduled for those Applicants as well, commencing at 7:00 p.m., and on the hour thereafter. The motion unanimously carried with four affirmative votes.

Chair Ashmead led a discussion related to the Facilities Bond Project Planning. Time was provided for Trustees to each review the individual responses to the Call for Request for Qualifications 15-16-0001 Architectural and Planning Services that were received by the District from the following architectural firms:
Superintendent Kren advised Trustees that he did preliminarily review the three RFQ responses, and the firms all appropriately responded in the pre-determined format, including the number of pages for each response. Further, all three RFQ responses shared information related to adhering to pre-determined budgets. Further, two of the three firms have history connected with the District.

Superintendent Kren further advised that Architect West, Inc., had initially provided some very broad cost estimates to the Facilities Committee for the refurbishment of the St. Maries High School Science Labs based on general information.

Superintendent Kren also advised the Board that he had a preliminary meeting with James Roletto of Enrico Consulting, LLC., regarding potential ingress/egress improvements to the upper parking lot at St. Maries High School. Enrico Consulting, LLC., has submitted an invoice to the District for services of approximately two hours.

Superintendent Kren advised that the next step in the process is to score the RFQ responses, and to schedule interviews with the selected firms. According to the published RFQ, information was distributed that selected firms would be invited for interviews on the 7th of January, and tour the facilities on the 8th of January. Superintendent Kren encouraged Trustees to provide him with any questions to be directed to the selected firms that they would like to include in the RFQ interview process. Additionally, the RFQ called for the Board to make an architect selection at their regular January 11, 2016 Board meeting.

Chair Ashmead led the evaluation and ranking of the Architect Request for Qualifications 15-16-0001. Trustees proceeded with the ranking process as a collective body, with Clerk Robinson registering the scores for each firm.

Business Manager Cordell exited the meeting at 5:05 p.m.

Following scoring and discussion, a motion was made by Trustee Kennelly, with a second by Trustee Broyles, to approve issuance of interview invitations to the three architects that submitted RFQ responses, including Architects West, Inc., Design West Architects, and Longwell + Trapp Architects. Chair Ashmead called for discussion, and Trustees discussed length of interview time, with firms to be interviewed in alphabetical order in 90-minute segments. Trustees further discussed switching the Thursday, January 7 Interviews with the Friday, January 8 Facilities tour. Following discussion, Chair Ashmead directed Superintendent Kren to contact each of the three architectural firms to see if their firms would have issues or concerns with switching the two dates. Chair Ashmead called for a vote, and the motion unanimously carried with four affirmative votes.

As per scheduled Agenda Item G, Trustee Kennelly moved to amend the Board of Trustee’s decision made on October 8, 2015 to run a six–year facilities bond for up to a maximum of
$4,000,000, with a March 8, 2016 election date, and to extend the date to a date to be determined once timelines, budgets, and projects are more defined, with a second by Trustee Broyles. Chair Ashmead called for discussion and Trustees acknowledged that the March 8, 2016 election date does not provide sufficient time for the Broad to appropriately develop the projects and budgets, and to schedule and present patron and community meetings relative to the same. A roll call vote was completed, and the roll call vote for the motion was:

Chair Christine Ashmead  Aye
Vice-Chair Jody Hendrickx  Aye
Trustee James Broyles  Aye
Trustee Sandy Kennelly  Aye

The motion unanimously carried with four affirmative votes.

There being no further business for which the meeting was called, Chair Ashmead called for a motion to adjourn. A motion was made by Trustee Hendrick, with a second by Trustee Broyles, to adjourn the meeting at 6:08 p.m., Wednesday, December 16, 2015. The motion unanimously carried with four affirmative votes.

/s/ CHRISTINE ASHMEAD
Christine Ashmead, Board Chair

/s/ KAREN M. ROBINSON
Karen M. Robinson, Board Clerk