

**Minidoka County School District #331**  
**School Board of Trustees**  
**Special Board Meeting Minutes**  
**October 29, 2007**

Brian Duncan, Chairman, called the Special Board Meeting to order at 5:34 p.m. which was held at the School District Office, 633 Fremont Avenue, Rupert, Idaho.

**Board Members Present**

The poll of the trustees follows: Duncan - Yes; Price-Yes; MacDonald -Yes; Stevenson - Yes. The clerk reported a quorum was present. Vice Chairman Copeland was absent.

**Others Present**

The following were also present: Dr. Scott Rogers, Superintendent; John Fennell, Assistant Superintendent; Michelle DeLuna, Business Manager, Theo Schut, Maintenance Supervisor, Michael Tribe, Legal Counsel; and Betty Miller, Board Clerk. Others attending were: Mr. Chris Brand, Director of Business Development for Petra, Inc.; and Mr. Kent Kramer, Project Manager with McAlvain Construction, Inc.

**Executive Session**

A motion was made by Trustee George MacDonald and seconded by Trustee Tammy Stevenson to go into Executive Session. Executive session began at 5:36 p.m. for the purposes of consideration of school personnel Idaho Code 67-2345 (a), (b), and legal questions (f). The poll of the trustees follows: Duncan -Yes; Price-Yes; MacDonald-Yes; Stevenson-Yes.

**Return to Open Session**

Trustee George MacDonald moved to close the Executive Session and return into Open Session. Trustee Doyle Price seconded the motion which was unanimously approved. Brian Duncan, Chairman of the Board, declared the Executive Session closed at 5:56 p.m.

**Open Session**

After introductions of the construction company representatives, Chairman Duncan turned the time over to Dr. Rogers. Dr. Rogers explained that the Selection Committee which is made up of six members rated the construction companies of Petra, Inc. and McAlvain, Inc. on the following criteria: 1) Past Performance Rating; 2) Strength of Team (Statements of Qualifications); and 3) Project Management Approach. Based on the summary of ratings, Petra, Inc. received the highest score from the committee. The district also received one non-responsive bid which was received after the published deadline and was not rated by committee members.

Chairman Duncan then opened the meeting for questions and answers giving each company representative a chance to respond. A discussion took place regarding topics such as: 1) How weekly construction meetings will be conducted and their content; 2) How change orders will be dealt with; 3) How long it will take to begin the project; 4) The type of working partnership with other companies; and 5) How local bidders will be handled.

### **Second Executive Session**

A motion was made by Trustee Doyle Price and seconded by Trustee Tammy Stevenson to go into Executive Session. A Second Executive session began at 6:50 p.m. for the purposes of consideration of school personnel Idaho Code 67-2345 (a), (b), and legal questions (f). The poll of the trustees follows: Duncan -Yes; Price-Yes; MacDonald-Yes; Stevenson-Yes.

### **Return to Open Session**

Trustee Doyle Price moved to close the Executive Session and return into Open Session. Trustee Tammy Stevenson seconded the motion which was unanimously approved. Brian Duncan, Chairman of the Board, declared the Executive Session closed at 6:59 p.m.

### **Business:**

#### **Construction Services Contractor Approved**

A motion to accept Petra, Inc. as the preferred bidder for construction services as recommended by the Selection Committee and direct Superintendent Rogers and Michael Tribe, Legal Counsel, to develop the appropriate contract was made by Trustee Stevenson, seconded by Trustee MacDonald and unanimously approved. A copy of the RFQ for Construction Services - Summary of Ratings is hereby incorporated into these minutes by reference to exhibit #1.

#### **Early Dismissal of Schools Approved**

Trustee Tammy Stevenson moved to dismiss school for students at 1:00 on Friday, November 2, 2007 to allow for attendance at the state playoff game. Staff is to remain until 1:30. The motion was seconded by Trustee Doyle Price and unanimously approved.

#### **Meeting Adjourned**

Trustee Tammy Stevenson moved to adjourn the Special Board Meeting. The motion was seconded by Trustee George MacDonald and unanimously approved. Chairman Duncan adjourned the meeting at 7:22 p.m.

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Brian Duncan, Chairman of the Board

Attest: 10-29-07: bkm

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Betty Miller, Board Clerk