



## WEST BONNER COUNTY SCHOOL DISTRICT #83

Special Meeting of the Board  
June 10, 2025 4:30 PM  
District Office  
134 Main St  
Priest River, ID 83856

---

### MEETING MINUTES

---

Attendance Taken at 4:28 PM.

Margaret Hall: Present  
Kathy Nash: Present  
Delbert Pound: Present  
Paul Turco: Present  
Ann Yount: Present

#### **I. Call Meeting to Order**

**Discussion:** Meeting called to order at 4:32 p.m.

#### **II. Pledge of Allegiance**

#### **III. Approval of the Agenda - Action Item**

##### **Action(s):**

Motion to approve the agenda as is. This motion, made by Kathy Nash and seconded by Margaret Hall, Passed.

**Voting Summary:** Yea: 5, Nay: 0

#### **IV. Comments from the Audience - Limit of 2 minutes**

#### **V. New Business - Action Items**

##### **Action(s):**

Motion to bring New Business to the table. This motion, made by Margaret Hall and seconded by Paul Turco, Passed.

**Voting Summary:** Yea: 5, Nay: 0

V.A. Review and Approval of Board Clerk Job Description and Next Steps

**Discussion:** The Board reviewed handouts provided regarding the duties of the Board Clerk position.

The Superintendent suggested that office experience be added to the job description to ensure that applicants are qualified to serve in the position. Keeping St. Maries 1-11 but changing verbiage on number 8, were the options discussed; as well as adding a job goal.

After discussing with other districts, the work load of the Board Clerk, Vice Chair Hall was able to determine that an individual performing those job duties would be working approximately 32 hours a month. There was also a suggestion to appoint a temporary assistant Board Clerk. Because the Board Clerk is an appointed position in January at the annual Board meeting, it would make sense to bifurcate it from the typical payroll schedule to ensure that the Board Clerk's pay schedule matches the appointed Board Clerk's term of service.

The Board discussed wages for the Board Clerk position in depth. Points were made about the differences between independent contractors and employee stipends. Considerations included taxes, workers' compensation, Medicare, social security,

**Action(s):**

Motion to modify the qualifications section of the Board Clerk job description changing a portion of it to match the document obtained by St. Maries School District #1-11, editing number 8 to put bookkeeping at the end, adding #12 from the Virginia position, adding the Job Goal section from the Virginia position. This motion, made by Paul Turco and seconded by Margaret Hall, Passed.

**Voting Summary:** Yea: 5, Nay: 0

Motion to approve the amount budgeted for the Stipend and/or the W-9 position of Board Clerk to be reevaluated in January or earlier if necessary. This motion, made by Margaret Hall and seconded by Paul Turco, Passed.

**Voting Summary:** Yea: 5, Nay: 0

Motion to appoint Margaret Hall as the Temporary Assistant Board Clerk beginning July 1st, 2025. This motion, made by Kathy Nash and seconded by Paul Turco, Passed.

**Voting Summary:** Yea: 4, Nay: 0, Abstain (With Conflict): 1

**VI. Executive Session pursuant to Idaho Code 74-206(1)**

(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student;

(d) To consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code;

**Action(s):**

Motion to postpone the Executive Session pursuant to IC 74-206(1)(b)(d) to the Regular Board Meeting on June 18th, during the Executive Session at the end of that meeting. This motion, made by Margaret Hall and seconded by Kathy Nash, Passed.

**Voting Summary:** Yea: 5, Nay: 0

**VII. Possible Action Items from Executive Session**

VII.A. Employee A (Informal Review per Policy 5107) (74-206 (1)(b)(d))

**VIII. Motion to Adjourn**

**Action(s):**

Motion to adjourn at 5:25 p.m. This motion, made by Margaret Hall and seconded by Paul Turco, Passed.

**Voting Summary:** Yea: 5, Nay: 0

---

*Sonja A. Yount, Board Chair*

---

*Julie A. Hinshaw, Board Clerk*