

MEETING NOTICE
WEST BONNER COUNTY SCHOOL DISTRICT #83
Special Meeting of the Board - Monday, August 3, 2026 at 6:00 PM
District Office
134 Main St
Priest River, ID 83856
<https://meetings.boardbook.org/Public/Organization/2136>

Vision Statement
Strive for Greatness!
Mission Statement

Success for all with the
Understanding that
Community, parents, students, and educators will
Collaborate and
Empower the
Student to make positive lifelong choices.
Strive for greatness!

AGENDA

- I. Call Meeting to Order
- II. Pledge of Allegiance
- III. Approval of the Agenda - Action Item
- IV. Executive Assistant to District Leadership — Action Item
 - Discuss and Approve Position
- V. PRLJSHS Principal — Action Item
 - Approval Recommendation to Hire
- VI. ISBA Annual Convention — Discussion Item
 - Will be at the Boise Center, November 4–6, 2026
- VII. Motion to Adjourn

Note: If any auxiliary aids or services are needed for individuals with disabilities, please contact the administration office at 448-4439.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands. (WBCSD Policy 1510)

Posted: Administration Office

West Bonner Schools
Priest River City Hall
Oldtown City Hall

By: Julie Hinshaw, Board Clerk



WEST BONNER COUNTY SCHOOL DISTRICT #83

Administrative Office

134 Main Street, Priest River, ID 83856

(208)448-4439 • www.sd83.org

TITLE: EXECUTIVE ASSISTANT TO DISTRICT LEADERSHIP

QUALIFICATIONS

1. Higher education degree (Associates Degree or Higher) with an emphasis in financial recordkeeping, accounting, or public/private management systems
2. OR High School Diploma or General Education Degree and two years of responsible financial recordkeeping or public/private administration with one year working with minimal supervision
3. Business office experience and knowledge of a school district's programs and activities
4. Experience with Tyler and Skyward OR experience using other web-based accounting and/or management system platforms
5. Experience with Microsoft Office Suite, Google Workplace, Excel Spread sheets
6. High level of competence in typing, filing and general computer knowledge
7. Knowledge of office equipment and efficient office procedures
8. Articulate and Adaptable Communicator on the phone and in person
9. Works well under pressure and deadlines
10. Collaborative team player
11. Strong Interpersonal Skills
12. Systematic Workflow Management
13. Data-Driven Coordination
14. Methodical Problem-Solving
15. Detail-Oriented Resource Planning

PRIMARY RESPONSIBILITY TO

Superintendent and Department Directors

JOB SUMMARY

The Executive Assistant to District Leadership will perform complex administrative, clerical, and accounting functions that will provide high-level executive support, as needed and prioritized, to key District departments, including the Superintendent, Operations, Human Resources, Payroll, Business Services, Technology, Food Services, and the Board of Trustees. This position coordinates department-wide operational logistics, manages state and regulatory compliance reporting, and oversees specialized administrative workflows to ensure efficient operations and effective support across District leadership.

MAJOR DUTIES AND RESPONSIBILITIES

Essential Job Responsibilities

1. Departmental Operations: Coordinates multi-departments calendars, purchases supplies, and maintains central filing systems.
2. Assists Superintendent with setting up meetings, maintaining their calendar and drafts executive communications.
3. Compliance & Data Tracking: Prepares state-mandated district reports.
4. Budget Support: Monitors departmental funds, processes invoices, and assists with annual budget preparation.
5. Meeting & Event Coordination: Organizes district-wide meetings and events.
6. Assists HR with onboarding, substitute management and grievances.
7. Assists Operations Coordinator with work order routing, vendor management and safety compliance.
8. Assists Technology with asset tracking, software licensing and helpdesk logistics.
9. Assists Food Service with Federal Program Compliance, Health inspections and supply chain support.
10. Provides support to the Board Clerk and Board Board meetings and of Trustees, as needed, with recordkeeping.
11. Performs accounting and financial transaction support by processing accounts payable, accounts receivable, billings, purchasing documents, vendor payments, receipts, invoices, purchase orders, and other financial records; verifies transactions, assigns budget codes, reconciles accounts, and resolves billing discrepancies.
12. Assists in maintaining accurate financial records and accounting systems by collecting, reviewing, coding, entering, reconciling, and auditing financial and statistical data; establishes and maintains auditable records and filing systems; assists with budget monitoring, financial reporting, and audit activities.
13. Provides administrative and operational support for business services by ensuring compliance with District accounting procedures, maintaining authorized access to financial systems and corporate accounts, coordinating document processing, and supporting the efficient operation of assigned accounting functions.
14. Receives, greets and directs visitors; responds to inquiries and provides a variety of general information to personnel, students, parents and the public.
15. Communicates with personnel and outside agencies to exchange information and resolve issues or concerns.
16. Performs various administrative and clerical duties in support of assigned functions as required.
17. All of the above are as needed and prioritized by the Superintendent in coordination with Department Directors.

Other Duties

1. Assists in Policy, Job Manual, and Employee Handbook updates.
2. Leads the Asset tracking. Full inventory every quarter, follow Idaho State and Federal guidelines as applicable.
3. Assists in Fiscal Year Rollover processes.
4. Assists in Audit procedures.
5. Leads changing the current account masks to follow IFARMS compliance.
6. Upholds and adheres to all district policies.
7. Keeps the immediate supervisor informed of activities and any issues that may arise.
8. Attends meetings as required.
9. Represents the school district in a positive manner.
10. Safeguards sensitive company records, financial data, and personnel files from unauthorized access.
11. Maintains strict confidentiality regarding all daily business operations, executive communications, and office files.
12. Upholds high privacy standards when handling customer accounts, billing details, and contract information.
13. Ensures workplace privacy by practicing clean-desk habits and securing sensitive physical documents at day's end.
14. Exercises discretion during office phone calls, visitor check-ins, and internal staff discussions.
15. Performs other duties as assigned.

Working Conditions

Office Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prolonged Sitting; sit at a desk using a computer for up to 8-10 hours a day
2. Repetitive Motions; perform frequent typing, mouse clicking, and data entry
3. Visual Stamina; read computer screens and paper documents for extended periods
4. Material Transport; Lift, carry, push, or pull office supplies weighing up to 25 pounds
5. Physical Maneuvering; bend, stoop, kneel, and reach to access low or high files
6. Facility Movement; move frequently around the office to operate printers, scanners and mail equipment
7. Extended Standing; stand for 15 to 30 minutes at a time while sorting mail, processing inventory, or filing

EVALUATION

Performance of this position will be evaluated annually by the Superintendent in conformance with federal and state law, administrative rules, and Board Policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Approved by Employee: _____ Date: _____

Reviewed & Agreed to by: _____ Date: _____



August 3, 2026

To: West Bonner County School District Board of Trustees

Subject: Opposition to the Creation of a New District Administrative Position

Dear Members of the West Bonner County School Board,

On behalf of the Priest Lake Education Foundation (PLEF), we respectfully urge the Board to reconsider the proposal to create a new Executive Assistant position within the district office.

The Foundation recognizes the many challenges involved in managing a school district and appreciates the work of district leadership. However, we believe that, given the district's current financial circumstances, creating an additional administrative position sends the wrong message to our students, families, staff, and community.

Over the past year, the district has reduced or eliminated services that directly affect students. Most notably, transportation funding was insufficient to maintain bus service for Priest Lake students, requiring the Priest Lake Education Foundation to contribute more than **\$11,000** to preserve this essential service. If the Foundation is again asked to bridge this funding gap during the upcoming school year, that contribution is expected to increase to nearly **\$15,000**.

While we recognize that difficult budget decisions must be made, we question the priority of adding a new administrative position with a starting salary of **\$53,403** while instructional and student support services continue to face reductions.

Our concern is not with the value of administrative professionals, but with the allocation of limited financial resources. At a time when families, community organizations, and volunteers are stepping in to maintain basic educational services, we believe available funding should first be directed toward:

- Preserving student transportation.
- Protecting instructional and student support positions.
- Minimizing the need for community organizations to subsidize essential district operations.

The Priest Lake Education Foundation exists to enhance educational opportunities for students—not to replace core responsibilities that should be funded through the district's

operating budget. We are proud to support innovative programs and student enrichment, but we are increasingly concerned that charitable dollars are being used to cover essential services while additional administrative costs are being considered.

We respectfully ask the Board to postpone or reject the creation of this position until the district can demonstrate that critical student services have been fully funded and that no additional reductions to educational programs, transportation, or student support personnel are necessary.

The Foundation remains committed to partnering with the district in ways that directly benefit students, and we encourage the Board to prioritize investments that have the greatest impact on student learning and well-being.

Thank you for your consideration and for your continued service to the students and families of West Bonner County.

Sincerely,

The Board of Directors
Priest Lake Education Foundation



WEST BONNER COUNTY SCHOOL DISTRICT #83

134 Main St., Priest River, ID 83856

Sd83.org • Phone: (208) 448-4439 • Fax: (208) 448-4629

MEMO

Date: August 3, 2028
To: West Bonner County School District Board of Trustees
From: Kim Spacek, Superintendent *K.S.*
Subject: Recommendation for Hire - Principal of Priest River Lamanna Jr/Sr High School

The Jr/Sr High School Principal position was opened Monday, June 22, 2026, based on the timeline below:

Vacancy Announcement:	June 22, 2026
Application Deadline:	July 2, 2026
Screening of Applications:	July 9, 2028
Interviews	
Round 1	July 13, 2026
Round 2	July 20, 2025
Recommendation for Hire	July 21, 2026

The position was advertised by postings in the following locations:

Frontline (online) and other online platforms provided by Frontline, such as Indeed

Four applicants applied and placed into a pool to interview. Two applicants pulled out and were invited for an interview in Round 2.

The team from Round2 met Monday July, 20, 2026, to interview the two applicants and deliberate. On behalf of the Interview Team, I recommend Scott Ferguson be hired to fill this position. More information can be provided as needed.