

**NOTICE OF SPECIAL BOARD MEETING MEETING OF THE BOARD OF TRUSTEES  
MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331  
RUPERT, MINIDOKA COUNTY, IDAHO**

**NOTICE IS HEREBY GIVEN** that an **Special Meeting** of the Board of Trustees of the Minidoka County Joint School District is posted for **Thursday, February 20, 2025 at 4:00 PM** at the **District Service Center 310 10th Street Rupert, ID 83350** at which meeting the following business will be conducted:

**CALL TO ORDER & ROLL CALL:**

Bonnie Heins, Chair	Dr. Kenneth Cox, Superintendent
Rick Stimpson, Vice Chair	Kerri Tibbitts, Board Clerk
Russ Suchan, Trustee	Reed Cotten, School Counsel
Jeff Gibson, Trustee	
Mary Andersen, Trustee	

1. *EXECUTIVE SESSION WILL BEGIN AT 4:00 P.M.*

EXECUTIVE SESSION: 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; (f) legal counsel

2. DISCUSSION ITEMS

A. RFQ (Request for Qualifications) District Legal Counsel

2

3. BUSINESS (Action Items)

A. Approval of District Legal Counsel

4. ADJOURNMENT

#boldsubject#

\*\* Robert's Rules of Order will govern all meetings

\*\*\* Any person needing special accommodations to participate in the above-noticed meeting should contact the Minidoka County School District one (1) day prior to the meeting at 310 10<sup>th</sup> St., Rupert, Id. (208) 436-4727



# Spartan Law, P.C.

Received

February 17, 2025

FEB 19 2025

Minidoka County  
School District Office

3:40kt

Minidoka County Jt. School District 331:

Spartan Law submits this proposal for your consideration and selection as the Minidoka County Jt. School District's legal counsel. We are excited and looking forward to the opportunity to build a lasting partnership in continuing your service to Minidoka County.

We are a local three-member law firm with over forty (40) years' experience advising public and municipal agencies.

Our dedication to public service, experience and expertise, along with our deep-rooted commitment to this community make us an ideal partner to serve as your legal counsel in the years to come.

Please find attached to this cover letter our proposal which includes our firm's description and experience, service approach, letters of recommendation, and certification.

Very Respectfully,

John Smith



## **Firm Description and Experience**

Spartan Law is a local law firm comprised of three (3) Idaho licensed attorneys: Lance Stevensen (ISB#7733), John Smith (ISB#9674), and Rob Hemsley (ISB#7955).

Together, we have over forty (40) years' experience practicing civil law. Spartan Law, P.C. is an entity and law firm through which the above-mentioned attorneys provide legal services apart from our work as attorneys for Minidoka County and in our representation of the State of Idaho in all criminal matters.

As attorneys for the County, we provide legal counsel to Minidoka County and the City of Rupert. Such legal counsel includes:

- Attend regular City Council and County Commissioner meetings to provide advice related to matters on the agenda.
- Provide ad-hoc as-needed legal counsel to County Commissioners, City Councilmen, and the various heads of the applicable municipal and City departments and agencies.
- Review, revise, and/or develop contracts for goods/services/real property.
- Provide human resource and employment law counsel to the County, City, and the various agencies and departments therein.
- Review, revise, and/or develop Memorandums of Understanding.
- Provide in-service training to elected officials, department heads, employees, and local law enforcement agencies regarding legal updates, proposed changes in the law(s), and all other best practices, policies, and procedures.
- Review, revise, and/or develop policies, ordinances, and rules associated with the various municipal departments and agencies in Minidoka County and the City of Rupert.
- Work with and/or consult with Idaho Counties Risk Management Program (ICRMP).
- Provide onsite representation at employee disciplinary meetings and/or hearings.

Our work regularly encompasses the relevant areas of law such as:

- Public bidding
- General employment
- Fair Labor Standards Act
- Idaho Open Meeting Laws
- Americans with Disabilities Act.

## **Firm Service Approach**

Our motto is, “Your problem is our problem.” This motto forms the foundation of our client-centered service approach.

This motto, however, is more than a slogan. At the heart of “Your problem is our problem” is a culture of ownership. We take ownership of our clients’ issues and concerns as well as strategic plans and goals. Accordingly, we are a change agent. We strive to improve rather than to simply maintain the status quo. Moreover, this culture of ownership implies the highest degree of attention and responsiveness.

We make ourselves readily available to all School Board members and Trustees along with all other relevant stake holders as the Board of Trustees deems appropriate. With three (3) attorneys, there will always be someone to quickly respond to phone calls, emails, or in-person consultations.

Our firm service approach, based on ownership of our client’s concerns, is not merely transactional. That is, even though we may bill for hourly work, we also recognize that a high degree of pre-billing preparation goes into that work to make it of the highest professional quality. The same principles apply to representing the School Board at meetings. That is, even though a School Board meeting is a single discrete event, our firm service approach involves thorough preparation for Board meetings and executive sessions.

This firm service approach is founded on our concept of “fair billing.” A “fair bill” is a bill that accurately represents not only the work and services performed but does not encompass more time or effort than reasonably required for the designated task. The ownership culture behind “Your problem is our problem” means we are committed to performing all work at the highest possible level of service. Accordingly, we recognize that there often is preparation required to perform each task at the highest possible level of service. As a result, our concept of fair billing recognizes that we do not bill our clients for the work or preparation necessary to perform a designated task at the highest possible level of service.

Our firm service approach complements that of the Minidoka County Jt. School District. Our ownership culture is more than that which exists in any other client-centered services model because we as attorneys already are deeply rooted and invested in the School District’s philosophy and mission. We are natives of Minidoka County, we live in the School District, and our children go to school here. Our firm’s service approach therefore is the same level of service we devote to our own families.

## **Letters of Recommendation**

February 15, 2025

Minidoka County Joint School District #331  
310 10th St.  
Rupert, Idaho 83350

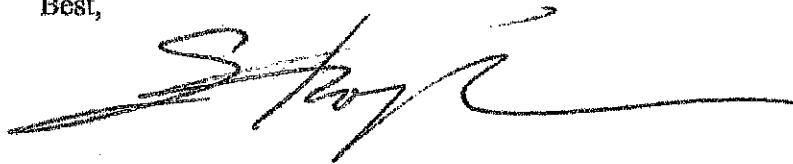
To Whom It May Concern,

It is my pleasure to enthusiastically recommend Spartan Law for the position of legal counsel for the Minidoka County Joint School District.

As a county commissioner for Minidoka County, I have had the privilege of working closely with and receiving legal counsel from Lance Stevenson, John Smith, and Rob Hemsley. During my tenure as a county commissioner, they have provided exemplary legal counsel and legal services. I cannot imagine attending to the County's business or being able to represent my constituency without their counsel and guidance.

They are more than employees—they are partners who are invested not only in my success but that of Minidoka County. I whole-heartedly offer my recommendation for their services as your next legal counsel.

Best,

A handwritten signature in black ink, appearing to read 'Sheryl Koyle', with a long horizontal flourish extending to the right.

Sheryl Koyle  
Minidoka County Commissioner  
District 1  
715 G. Street  
Rupert, Idaho 83350

February 15, 2025

Minidoka County Joint School District #331  
310 10th St.  
Rupert, Idaho 83350

To Whom It May Concern,

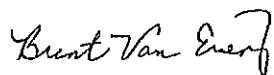
I would like to recommend Spartan Law—Lance Stevenson, John Smith, and Rob Hemsley as our school district's next attorneys.

I have known Lance Stevenson for years, and I know John Smith and Rob Hemsley are also local attorneys and area natives who work closely with Lance. Lance is the current elected attorney for Minidoka County, and John and Rob work in his office—so in recommending Lance, I can also safely recommend both John and Rob.

They are excellent attorneys with a lot of experience who also have reputations of honesty, integrity, and loyalty.

As a teacher in the Minidoka County School District, I obviously have a vested interest in the district's administration and success. There is no one else I would feel more comfortable with representing our School District.

Best,



Brent Van Every  
Teacher  
Minico High School  
bvanevery@minidokaschools.org

**CERTIFICATION**

The undersigned, being an authorized representative of Spartan Law, P.C. ("the Firm", hereby submits this Proposal and Response to Request for Statement of Qualifications and certifies that the foregoing is correct to the best of his knowledge and to the best of his knowledge the Firm is in all respects eligible to provide the requested services.

The undersigned hereby certifies that the Firm shall comply with all local, state and federal safety standards.

The undersigned hereby also certifies that this Proposal and Response is genuine and not collusive or sham; that the Firm has not colluded, conspired, connived, or agreed, directly or indirectly, with any other Firm or person, to put in a sham Proposal, or to refrain from submitting a Proposal; and has not in any manner, directly or indirectly, sought by agreement or collusion, to secure any advantage against any other Firm or any person interested in the Request for Statement of Qualifications.

Printed Name: John Smith

Title: Director

Signature: [Handwritten Signature]

Notary public: Lou Kim Bour

Subscribed and sworn before me this 19<sup>th</sup> day of February, 2025.

Signature: Lou Kim Bour  
Exp. Date: 12-23-30

