

**RECORD OF PROCEEDINGS**

---

**Council School District No. 13  
Adams County, Idaho  
Minutes of Special Board Meeting  
May 20, 2019**

A quorum being present, Chairman Bob Grossen called the meeting to order at 6:03pm in the high school library. Board members present were Melissa Roundtree, Julie Pate, and Shawn Stanford. Michael Paradis was absent. Other people present were Superintendent Clete Edmunson, District Clerk-Treasurer Kelsey Foster

Chairman Bob Grossen led the pledge. The board went through the 7000 series of the board policies. It opens up with overall goals. In 7100-1 they would like to add a designee as well as the superintendent to prepare the budget. 7120 deals with budget adjustments. 7220 deals with proper documentations for claims. 7237 handles all of the retention of federal grant documentation. 7260 deals with student activity funds. 7270 deals with property records. 7300 deals with revenue. 7320 is the guidelines for the uses of grant funds. 7410 deals with petty cash. 7420 handles staff reimbursement. 7450 is for federal cash management. 7500 deals with new fees and the increase of fees. 7600 is the declaration of financial emergencies. 7700 is for bond accounts.

Executive Session

Moved Shawn Stanford by to go into executive session per Idaho code 74-206(c)for the purpose of property; seconded by Melissa Roundtree; motion carried at 6:45pm by roll call vote as follows; Shawn Stanford- yes, Melissa Roundtree- yes, Julie Pate- yes, Bob Grossen- yes. Present in executive session were the previously named board members, Mr. Edmunson, Mrs. Foster. The board discussed property and returned to regular session at 6:55pm. Shawn Stanford moved to purchase the property next to us, not to exceed 45,000.0 and designate Mr. Edmunson to do the purchase for us, seconded by Melissa Roundtree, motion carried.

Melissa Roundtree moved to adjourn the meeting, seconded by Michael Paradis, motion carried at 6:57pm.

---

Chairman of the Board

---

District Clerk- Treasurer