

**MELBA SCHOOL DISTRICT #136**  
Minutes of the Special Meeting of the Board of Trustees  
Friday, April 24, 2020  
Melba School District Office

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**I. CALL TO ORDER at 12:00 noon by Chairman Ed Smith.** Flag salute was held.

**ROLL CALL:** In attendance were Trustees Ed Smith, Jason Knopp, Megan Volkens, Travis Christensen and Susan Jaca, Board Clerk Beth Cole, ISBA representative David Brinckman, Superintendent Search Committee members Mark Thayer, Eric Forsgren, Larry Lincoln, Tad Zeyer, Debbie Saurey and Cory Dickard.

**II. SPECIAL REPORTS**

**A. Chairman Smith introduced David Brinkman from the Idaho School Board Association** who conducted a training for the committee. He distributed a copy of the Idaho Open Meeting Manual and reviewed several of the areas pertinent to school board meetings. He discussed the limitations of an agenda and an amended agenda and circumstances where a board member might abstain from voting or recuse themselves from voting. He emphasized the importance of correct procedures for Executive Session.

**B. Superintendent Search Committee Chairman Jason Knopp** reviewed the procedures for evaluating applications for the position of Superintendent in the Melba School District.

**III. EXECUTIVE SESSION**

**In accordance with Idaho Code 74-206 (1) (a) and 74-206 (1) (d)** a motion was made that the committee convene in executive session for the purpose of discussing matters pertaining to Personnel at 1:10 p.m.

Motion by Trustee Megan Volkens.

Seconded by Trustee Jason Knopp.

Roll Call Vote: Trustee Megan Volkens – Yes  
Trustee Susan Jaca – Yes  
Trustee Jason Knopp – Yes  
Travis Christensen - Yes  
Trustee Ed Smith – Yes

Motion carried.

The Board recessed from Executive Session at 3:10 p.m.

**IV. NEW BUSINESS**

**A. A motion to hold a special board meeting on April 27, 2020** for the purpose of interviewing Superintendent candidates was passed.

Motion by Trustee Megan Volkens.

Seconded by Trustee Jason Knopp.

Roll Call Vote: Trustee Megan Volkens – Yes  
Trustee Susan Jaca – Yes  
Trustee Jason Knopp – Yes  
Travis Christensen - Yes  
Trustee Ed Smith – Yes

Motion carried.

**B. A motion to invite four candidates to be interviewed on Monday, April 27, 2020 was passed.**

Motion by Trustee Megan Volkens.

Seconded by Trustee Jason Knopp.

Roll Call Vote: Trustee Megan Volkens – Yes  
Trustee Susan Jaca – Yes  
Trustee Jason Knopp – Yes

Travis Christensen - Yes  
Trustee Ed Smith – Yes

Motion carried.

Trustee Knopp thanked the Superintendent Search Committee for their work.

**V. MOTION TO ADJOURN AT 3:15 p.m.**

Motion by Trustee Megan Volkers.  
Seconded by Trustee Jason Knopp.  
Vote was unanimous