

**Jerome School District #261**  
**Board of Trustees Agenda**  
**July 24, 2012**  
**6:00 p.m.**  
**Administrative Complex Board Room**

Board of Trustees present: Don Mitchell, Esther Peters, John Crozier, Alice Thibault. Not present: Byron Burnham  
Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, and Clerk Lorri Prescott

***Educating Today for Tomorrow's World***

**1) Call to Order**

- a) Waive reading of the minutes of the previous board meeting as submitted to each board member.
- b) The board may vote to go into executive session at any time during the meeting.  
The meeting was called to order at 6:03 p.m. by Chairman Don Mitchell. Superintendent Dale Layne assumed control of the meeting and called for nominations for Board Chairman.

**2) Annual Meeting**

a) Election of Board Officers

i) Chairman

John Crozier nominated Don Mitchell as board chairman for the 2012-13 year. The nomination was seconded by Alice Thibault. The nomination was approved by the following:

AYE: Esther Peters

John Crozier

Alice Thibault

Don Mitchell

ii) Vice Chairman

John Crozier nominated Esther Peters as board vice chairman for the 2012-13 year. The nomination was seconded by Alice Thibault. The nomination was approved by the following:

AYE: Don Mitchell

Esther Peters

John Crozier

Alice Thibault

b) Appointments

i) Clerk – Lorri Prescott

A motion was made by Alice Thibault and seconded by Esther Peters to approve Lorri Prescott as Clerk for the 2012-13 year. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

John Crozier

Alice Thibault

ii) Treasurer – Brian Bridwell

A motion was made by Esther Peters and seconded by Alice Thibault to approve Brian Bridwell as Treasurer for the 2012-13 year. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

John Crozier

Alice Thibault

iii) Deputy Treasurers

(1) Clark Muscat – Federal Programs/Curriculum

(2) Kindel Mason – Special Education Director

(a) Lorie Lancaster – Special Education Secretary

(3) Sherri Johns – Jefferson Elementary School Principal

(a) Elise Gilbert – Jefferson Elementary School Secretary

- (4) Teresa Jones, Horizon Elementary School Principal
  - (a) Julie McKay – Horizon Elementary School Secretary
- (5) Eva Meyerhoeffer – Summit Elementary School Principal
  - (a) Shelley Sturgeon – Summit Elementary School Secretary
- (6) Janet Avery – Jerome Middle School Principal
  - (a) Sherri Powell – Jerome Middle School Secretary
- (7) Ryan Bowman – Jerome High School Principal
  - (a) Becky Long – Jerome High School Secretary
- (8) James Fultz – Maintenance Director
- (9) Carolyn Sullivan – Food Service Director
- (10) Shirley Hanes – Accounts Payable Clerk
- (11) Marsha Capps – Payroll Clerk
- (12) Gina Cakebread – Payroll Clerk

A motion was made by Alice Thibault and seconded by John Crozier to approve the appointments as listed above. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault

iv) School Attorney

- (1) Rob Williams, Williams Meservy & Lothspeich
- (2) Eberharter-Maki & Tappen, PA

A motion was made by John Crozier and seconded by Alice Thibault to approve the School Attorneys as listed for the 2012-13 year. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault

c) Establish 2012-2013 Meeting Schedule and Location

The Chairperson announced that the next order of business would be the establishment of a schedule of the regular meetings of the Board of Trustees for the ensuing year.

After a full and complete discussion, upon motion duly made by Alice Thibault and seconded by Esther Peters, the following resolution was presented:

BE IT RESOLVED, that the Board of Trustees of Jt. Jerome School District No. 261 hereby designates that the regular meetings of said Board of Trustees shall be held at 6:00 p.m. o'clock on the fourth Tuesday of each month at the District Office Board Room, 125 4<sup>th</sup> Ave. West.

BE IT FURTHER RESOLVED, that this designation of regular meeting shall continue in force through July of 2013, unless modified by action of the Board of Trustees.

BE IT FURTHER RESOLVED, that the Clerk is instructed to conspicuously post written notice of this designation of regular meeting at the School District Administrative Offices and at least two (2) or more public buildings within the boundaries of the School District. The resolution passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault

d) Designation of Public Places for Posting Public Notices

A motion was made by Esther Peters and seconded by Alice Thibault to designate the following locations for the posting of public notices: 1. School District Administrative Offices, 125 4<sup>th</sup> Ave. West; 2. Jerome County Courthouse, 300 North Lincoln; 3. Jerome Public Library, 100 1<sup>st</sup> Ave. East; 4. Jerome Recreation, 2032 South Lincoln.

The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault

3) **Motion of Amend Agenda to include one New Business item.**

A motion was made by Esther Peters and seconded by Alice Thibault to amend the agenda to include New Business items. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault

4) **Consent Agenda**

a) Approval of previous minutes

i) June 2012

b) Financial Report

i) Cash Report

(1) Reconciliation

ii) Accrual Report

(1) Revenue and Expense Summary

(2) Balance Sheet

iii) Building Financial Reports

(1) Jefferson

(2) Horizon

(3) Summit

(4) Middle School

(5) High School

(6) Special Services

c) Personnel

i) Resignations

(1) Summit Elementary School Para-Professional – Jennifer Mora

(2) Jefferson Elementary School 2<sup>nd</sup> Grade Teacher – Tracy Newton

(3) Jerome High School Wrestling Head Coach – Des Case

(4) Jerome High School Wrestling Assistant Coach – Tyler Wardle

ii) Transfers

(1) Horizon Elementary School Head Custodian – Norman Jones

(2) Jerome High School Math Teacher – Gordon Smith

(3) Jerome High School Softball Head Coach – Jay Cummins

(4) Jerome Middle School Literacy Studies Strategies – Connie Molyneux Nicholson

iii) New Hires

(1) Jefferson Elementary School Kindergarten and Literacy Studies Teacher – Samantha Fletcher

(2) Jefferson Elementary School Kindergarten Teacher – Melisa Bennett

(3) Jefferson Elementary School 1<sup>st</sup> Grade and Literacy Studies Teacher – Jorma Fletcher

(4) Jefferson Elementary School 2<sup>nd</sup> Grade Teacher – Winona Gurney

(5) Summit Elementary School Food Service Cook – Valinda Garman

(6) Summit Elementary School Para-Professional – Stacie Rambo

(7) Jerome Middle School Special Education Teacher – Clint Bergstrom

(8) Jerome Middle School English Language Arts Teacher – Bonnie Mahannah

(9) Jerome Middle School English Language Arts Teacher – Aaron Lee

(10) Jerome Middle School Soccer Boys 7<sup>th</sup> & 8<sup>th</sup> Grade Coach – Will Gibson

(11) Jerome High School Band Teacher – Samuel Stone

(12) Food Service Warehouseman – Dan Dayley

A motion was made by John Crozier and seconded by Esther Peters to approve the Consent Agenda as presented. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault

5) **Scheduled Visitors:** No scheduled visitors for July, 2012.

6) **Communications:** No communications for July, 2012.

7) **Approval of Bills**

A motion was made by Esther Peters and seconded by John Crozier to approve the bills as presented. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault

8) **Reports**

- a) Superintendent: the staff back to school breakfast is planned for Monday, August 27.
  - i) Student's Come First: pay for performance criteria must be in place by September 1<sup>st</sup>.
  - ii) Building Projects: lighting retrofit in the JHS gym is almost complete, construction on the maintenance building is on schedule and the freezer for food service has been ordered.
  - iii) Strategic Plan: Wise Tools were used to reference components in the district and schools' strategic plan.
  - iv) Facilities Planning: review of the multi-year plan for each building and district offices.
  - v) SDE Special Education Program Determination: review by the State Department of Education on seven compliance indicators determined that JSD Special Education has met all requirements for the 2011-12 school year.

9) **Continuing Business**

- a) ISBA Board Training Exercise: Board Clerk Duties & Responsibilities  
The trustees reviewed the clerks' duties and responsibilities for the 2012-13 school year.
- b) Policy 3505 Students Concussion Guidelines (2<sup>nd</sup> Reading)
- c) Policy 3505F1 Students Acknowledgement of Receipt of Concussion Guidelines (2<sup>nd</sup> Reading)
- d) Policy 3505F2 Students Authorization to Return to Play or Participate in Student Sports (2<sup>nd</sup> Reading)
- e) Policy 5740F Personnel Reduction in Force Rubric (2<sup>nd</sup> Reading)  
A motion was made by Alice Thibault and seconded by John Crozier to approve Policies 3505, 3505F1, 3505F2 and 5740F as presented. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault

10) **New Business**

- a) **Approve construction change orders**  
A motion was made by Alice Thibault and seconded by Esther Peters to approve the construction change orders as presented. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault
- b) Policy 2440 Curriculum and Instruction Alternative Credit Options (1<sup>st</sup> Reading – Information)
- c) Policy 3020P Students Enrollment and Attendance Records Procedure (1<sup>st</sup> Reading – Information)
- d) Policy 5105 Personnel Certificated Personnel Reemployment (1<sup>st</sup> Reading – Information)
- e) Policy 5210 Personnel Work Day (1<sup>st</sup> Reading – Information)
- f) Policy 5400 Personnel Sick and Bereavement Leave (1<sup>st</sup> Reading – Information)
- g) Policy 6100P Administration Board/Superintendent Relations (1<sup>st</sup> Reading – Information)
- h) Policy 7250 Fund Accounting System (1<sup>st</sup> Reading – Information)
- i) Policy 7430 Travel Allowances and Expenses (1<sup>st</sup> Reading – Information)
- j) Policy 7430F Travel Allowances and Expenses Reimbursement Form (1<sup>st</sup> Reading – Information)

11) **Executive Session**

12) **Adjourn**

There being no other business before the board, the meeting was adjourned at 8:27 p.m.