

Jerome School District #261
Board of Trustees Agenda
August 27, 2019
6:00 p.m.
Administrative Complex Board Room

Board of Trustee presents: Zone 1 Alice Thibault, Zone 3 Jeff Schroeder, Zone 4 Annette Lott, Zone 5 Staci Leavitt. Trustee not present: Zone 2 Esther Peters. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott; Curriculum Director Janet Avery, Federal Programs Director Kim Lickley, Special Education Director Kindel Mason, Technology Director Tyler Wardle, Jerome High School Principal Nathan Tracy, Assistant Principals Melissa Rice and Jeremy Munroe; Falls City Academy Principal Sean Spagnolo; Jerome Middle School Principal Landon Marlor; Summit Elementary School Principal Eva Meyerhoeffer, Special Education Teacher Brianna Kober; Horizon Elementary School Principal Wendy Ohlensehlen, Jefferson Elementary School Principal Angie Brulotte, Horizon and Jefferson Assistant Principal Toni Harbaugh.

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- 1) **Call to Order**
 - a) Waive reading of the minutes of the previous board meeting as submitted to each board member
The meeting was called to order by Chairman Alice Thibault at 6:00 p.m.

- 2) **Consent Agenda (Action)**
 - a) Approval of previous minutes
 - i) July 23, 2019
 - ii) August 6, 2019, Special Meeting
 - b) Financial Report
 - i) Cash Report
 - (1) Reconciliation
 - ii) Accrual Report
 - (1) Revenue and Expense Summary
 - (2) Balance Sheet
 - i) Building Financial Reports
 - (1) Jefferson Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (2) Horizon Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (3) Summit Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (4) Jerome Middle School -- Reconciliation -- Check Register -- Balance Sheet
 - (5) Jerome High School -- Reconciliation -- Check Register -- Balance Sheet
 - (6) Special Services -- Reconciliation -- Check Register -- Balance Sheet
 - c) Personnel
 - i) Retirement
 - ii) Transfers
 - (1) Jerome Middle School Teacher Skills for Success – Catherine Russell
 - (2) Jefferson Elementary School Child Nutrition Cashier – Valerie Wilkes
 - (3) Jerome High School Child Nutrition Kitchen Manager – Amber Doss
 - (4) Jerome High School Child Nutrition Cook – Paula Stanger
 - (5) Summit Elementary School Child Nutrition Cook – Natalia Hadden
 - (6) Jerome Middle School Child Nutrition Manager – Emilee Rose
 - (7) Jerome Middle School Para Professional Special Education – Kristi Eudey
 - (8) Jerome High School Custodian – Stacey O’Connor
 - (9) Horizon Elementary School Custodian – Raquel Heredia
 - (10) Jerome High School Custodian - Ana Parish
 - (11) Summit Elementary School Custodian - Salvador Mercado
 - (12) Jerome High School Secretary Attendance – Leticia Cervantes
 - iii) Resignations
 - (1) Horizon Elementary School Para Professional Special Education – KelliSue Montague
 - (2) Jefferson Elementary School Para Professional Special Education – Kandice Johnson
 - (3) Jerome Middle School Child Nutrition Cashier – Maria Santana
 - (4) Jerome High School Secretary Attendance – Sharlene Blackburn
 - (5) Jerome High School Volleyball Assistant Coach – Ciera Davis

- (6) Summit Elementary School Child Nutrition Cook – Dana Lage
- (7) Summit Elementary School Child Nutrition Cook – Lilia Livia
- iv) New Hires
 - (1) Jerome Middle School Teacher English Language Arts – Kristi Bourgeois
 - (2) Jerome High School Activities Director (.5 FTE) – Ronald Hanson
 - (3) Jerome High School Custodian – Alejandra Sedano
 - (4) Jefferson Elementary School Para Professional Special Education – Nicole Lee
 - (5) Jerome Middle School Child Nutrition Cook – Brenda Perez
 - (6) Jefferson Elementary School Child Nutrition Cook – Maria Viveros
 - (7) Horizon Elementary School Child Nutrition Cook – Angelica Sandoval
 - (8) Horizon Elementary School Para Professional Special Education – Amy Pierson
 - (9) Jerome High School Assistant Coach Volleyball (.66 FTE) – Alicin Weaver
 - (10) Jerome High School Assistant Coach Volleyball (.66 FTE) – Kaylynn Sharpe
 - (11) Jerome High School Child Nutrition Cook – Desiree Bailey
 - (12) Jerome Middle School Cashier – Sherri Anderson
 - (13) Jerome Middle School Para Professional Special Education – Holly Hawkes

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the Consent Agenda as presented. The motion passed by the following:

AYE: Alice Thibault
 Staci Leavitt
 Jeff Schroeder
 Annette Lott

3) Scheduled Visitors

- a) Brianna Kober, Summit Elementary School Teacher Special Education

4) Communications

- a) Northside Military Museum
- b) Falls City Academy 2019-20 Alternative School Approval by Idaho State Department of Education

5) Reports: Items A through I oral reports presented by Administrators to the Board of Trustees.

- a) Curriculum Director
- b) Federal Program Director
- c) Special Education Director
 - i) Report: Idaho State Department of Education report on disproportionality based on race in the special education environment of separate schools within the district.
- d) Jefferson Elementary School
- e) Horizon Elementary School
- f) Summit Elementary School
- g) Jerome Middle School
- h) Jerome High School
 - i) Summer School Report: report of number of students, completed courses and graduates during Summer School.
 - ii) JHS Athletic Report, Jeremy Munroe, Athletic Director: review of falls season sports at Jerome High School.
- i) Falls City Academy
- j) Child Nutrition Director
- k) Superintendent
 - i) Enrollment Summary: All schools enrollment for first week of 2019-20 school year reviewed, class sizes discussed.
 - ii) Facilities Update: Security vestibules projects nearing completion at schools with outside doors due to arrive mid-September; Jerome High School roof repair from summer fire is complete.
 - iii) Falls City Academy Update: 54 students enrolled for first semester of 2019-20, with 10 students on wait list.
 - iv) 2018-19 Audit – August 5-9, 2019: Presentation of report from auditors planned for the September board meeting.
 - v) Idaho School Boards Association Convention - Resolutions for ISBA Convention – Minidoka County School District
- a) Trustees’ Reports – ISBA Convention – Fall Meeting, September 11, 2019, 6:30 pm, Gooding High School

6) Approval of Bills

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the bills as presented. The motion passed by the following:

AYE: Alice Thibault

Staci Leavitt
Jeff Schroeder
Annette Lott

7) **Continuing Business**

- a) Policy 2160 Computer Science
- b) Policy 3563 Student-Tracking Safety Devices
- c) Policy 4530 Crowdfunding
- d) Policy 5100 Hiring Process and Criteria
- e) Policy 5100P2 Veteran's Preference
- f) Policy 5105 Certificated Personnel Reemployment
- g) Policy 5220 Assignments, Reassignments, Transfers
- h) Policy 5390 Employment Referrals and Prevention of Sexual Abuse

A motion was made by Annette Lott and seconded by Jeff Schroeder to approve Policies 2160, 3563, 4530, 5100, 5100P2, 5105, 5220, 5390, as presented for second reading. The motion passed by the following:

AYE: Alice Thibault

Staci Leavitt

Jeff Schroeder

Annette Lott

- i) Jerome School District Expulsion Procedure Review: Process for student expulsion procedure, including reinstatement requests, for all district schools reviewed by Trustees.

8) **New Business**

- a) Schedule a Special Meeting in September for Enrollment Update

A motion was made by Staci Leavitt and seconded by Annette Lott to declare that the Jerome School District Board of Trustees will not request Levy funds from Jerome County nor hold a special meeting to review the enrollment and attendance during September. The motion passed by the following:

AYE: Alice Thibault

Staci Leavitt

Jeff Schroeder

Annette Lott

- b) Consideration of Jerome Food Service Lunch Price Increase

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the request by Jerome Food Service to increase the price of lunch by 10 cents (.10) per meal for the 2019-20 school year. The motion passed by the following:

The motion passed by the following:

AYE: Alice Thibault

Staci Leavitt

Jeff Schroeder

Annette Lott

- c) Declaration that an area of need exists for the 2019-20 school year in the schools and departments as listed:

- i) Jefferson Elementary School Teachers Special Education, Elementary Grades 3:

- (1) Brittany Maikranz

- (2) Jennifer Hope

- (3) Tiffany Reed

- ii) Horizon Elementary School Teacher Special Education:

- (1) Roxanne Stokesberry

- iii) Summit Elementary School Teachers Elementary Grade 4:

- (1) Gloria Dominguez

- iv) Jerome Middle School Teachers Special Education, English Language Arts:

- (1) Nichole Applewhite

- (2) Natasha Fox

- v) Jerome High School Teachers PE/Health, Science, Social Studies:

- (1) Cory Musgrave

- (2) Aaron Jackson

- (3) Vincent Edwards
- (4) Geoffrey Rogers
- vi) Falls City Academy Teacher Science:
 - (1) Eric Whittekiend
- vii) Jerome Academy Teacher Special Education:
 - (1) Patricia Harvey
 - A motion was made by Staci Leavitt and seconded by Annette Lott to declare that an area of need exists for the 2019-20 school year in the schools and departments as listed. The motion passed by the following:
 - AYE: Alice Thibault
 - Staci Leavitt
 - Jeff Schroeder
 - Annette Lott

- d) Approval for ARTEC Representative Designation to attend the ARTEC Annual Meeting, September 2019, and Memorandum of Understanding for 2019-20 School Year Approval
 - A motion was made by Staci Leavitt and seconded by Annette Lott to approve the ARTEC Memorandum of Understanding and designate Superintendent Layne as the district representative to attend the ARTEC Annual Meeting for 2019-20. The motion passed by the following:
 - AYE: Alice Thibault
 - Staci Leavitt
 - Jeff Schroeder
 - Annette Lott

- e) Approval for ARTE Representative Designation to attend the ARTE Annual Meeting, September 2019
 - A motion was made by Staci Leavitt and seconded by Annette Lott to designate Superintendent Layne as the district representative to attend the ARTE Annual Meeting for 2019-20. The motion passed by the following:
 - AYE: Alice Thibault
 - Staci Leavitt
 - Jeff Schroeder
 - Annette Lott

- f) Consideration of Jerome Physical Therapy and Jerome High School Memorandum of Understanding
 - A motion was made by Annette Lott and seconded by Jeff Schroeder to approve the Memorandum of Understanding between Jerome Physical Therapy and Jerome High School for the 2019-20 school year. The motion passed by the following:
 - AYE: Alice Thibault
 - Staci Leavitt
 - Jeff Schroeder
 - Annette Lott

- g) Approval of Jerome School District Job Description – Safety and Security Aide
 - A motion was made by Staci Leavitt and seconded by Annette Lott to approve the Safety and Security Aide Job Description for the Jerome School District. The motion passed by the following:
 - AYE: Alice Thibault
 - Staci Leavitt
 - Jeff Schroeder
 - Annette Lott

- h) Consideration of Classified Salary Step Placement Requests
 - i) Jerome High School Para Professional Special Education - P1920-03 Erica Peterson
 - ii) Jerome Middle School Child Nutrition Cashier – P1920-04 Sheri Anderson
 - iii) Jerome Middle School Para Professional Special Education - P1920-05 Holly Hawkes
 - A motion was made by Staci Leavitt and seconded by Annette Lott to approve the salary step placement request by Jerome High School and Jerome Middle School Administration for Classified Employees P1920-03, P1920-04 and P1920-05. The motion passed by the following:
 - AYE: Alice Thibault
 - Staci Leavitt
 - Jeff Schroeder

Annette Lott

i) Consideration of Administration Internships for the 2019-20 School Year

- i) Jerome High School – Beverly Marshall
- ii) Jefferson Elementary School – Barbara Brown
- iii) District Administration – Nathan Tracy

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the administration internship requests by Jerome High School, Jefferson Elementary School and Jerome School District Administration. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Jeff Schroeder
Annette Lott

j) Declaration of Jerome School District Surplus Property – Jerome High School Food Production Gas Grill

A motion was made by Staci Leavitt and seconded by Annette Lott to declare the Jerome High School Food Production Gas Grill as surplus property and direct Jerome High School Administration to dispose of property. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Jeff Schroeder
Annette Lott

k) Policy 2550 Field Trips, Excursions, and Outdoor Education (1st Reading – Information)

l) Policy 2600 Promotion/Retention (K-5) (1st Reading – Information)

m) Policy 3285 Relationship Abuse and Sexual Assault Prevention and Response (Annual Review – Information)

n) Policy 3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying (Annual Review – Information)

9) Executive Session

a) IC 74-206(1)(a)(b)(j) – Personnel or Student.

(a)(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.

- (1) Personnel Issues
- (2) Student Issues

A motion was made by Staci Leavitt and seconded by Annette Lott that the Board of Trustees of Jt. Jerome School District #261 recess into executive session in the manner and for the purpose authorized by Section 74-206(1)(a)(b), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district; and property matters. The motion passed by roll call vote:

AYE: Alice Thibault
Staci Leavitt
Jeff Schroeder
Annette Lott

The board recessed into executive session at 9:15 p.m.

The board returned to open session at 9:30 p.m.

10) Consideration of Personnel Executive Item(s)

a) Certified Professional Employee P1920-01 Release from Contract Request

A motion was made by Staci Leavitt and seconded by Annette Lott to accept the recommendation of Superintendent Layne and approve the request by Certified Employee P1920-01 for release from contract for the 2019-20 school year, contingent on finding a suitable replacement for the assignment and direct Superintendent Layne to send written notice to employee.

The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Jeff Schroeder
Annette Lott

11) Consideration of Student Executive Item(s)

b) Request for Extended Suspension for Student D1920-01

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the request by Superintendent Layne that to provide for the health and safety of our students, that an additional temporary suspension of five (5) days be added to the current suspension for Students D1920-01, and that furthermore that the Superintendent has the authority to remove the temporary suspension following a pre-expulsion hearing, if it is determined that the health, welfare or safety of students are not jeopardized, and the board directs Superintendent Layne or his designee to send written notice of the decision. The motion passed by the following:

AYE: Alice Thibault

Staci Leavitt

Jeff Schroeder

Annette Lott

12) Adjourn

There being no other business before the board, a motion was made by Staci Leavitt and seconded by Annette Lott, the Board unanimously approved to adjourn the meeting at 9:35 p.m.