

**Jerome School District #261**  
**Board of Trustees Agenda**  
**July 22, 2014**  
**6:00 p.m.**  
**Administrative Complex Board Room**

Board of Trustees: Don Mitchell, Esther Peters, Alice Thibault, John Crozier, Byron Burnham. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Jerome High School Principal Keelie Campbell, Jerome High School Assistant Principals Melissa Rice and Victor Arreaga, Jerome Middle School Principal Ryan Ellsworth, Jerome Middle School Assistant Principal Landon Marlor and Beth Mower.

***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.  
The meeting was called to order at 6:10 p.m. by Chairman Don Mitchell. Superintendent Dale Layne assumed control of the meeting and called for nominations for Board Chairman.

**2) Motion to Amend Agenda to include four new Consent items and one additional New Business item.**

A motion was made by Esther Peters and seconded by John Crozier to amend the agenda to include four new Consent items and one additional New Business item. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

Alice Thibault

John Crozier

Byron Burnham

**3) Annual Meeting**

- a) Election of Board Officers for 2014-15 school year:

i) Chairman

Alice Thibault nominated Esther Peters as board chairman, the nomination was seconded by Byron Burnham. John Crozier nominated Don Mitchell as board chairman, the nomination was seconded by Esther Peters. Don Mitchell was approved as board chairman by the following Roll Call Vote: voting for Don Mitchell: Esther Peters, John Crozier, Don Mitchell; voting for Esther Peters: Alice Thibault, Byron Burnham.

Chairman Don Mitchell resumed control of the meeting.

ii) Vice-Chairman

Byron Burnham nominated Esther Peters as board vice chairman, the nomination was seconded by John Crozier. The nomination was approved by the following:

AYE: Don Mitchell

Esther Peters

Alice Thibault

John Crozier

Byron Burnham

b) Appointments

i) Clerk – Lorri Prescott

A motion was made by John Crozier and seconded by Byron Burnham to approve Lorri Prescott as Clerk for the 2014-15 year. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

Alice Thibault

John Crozier

Byron Burnham

ii) Treasurer – Brian Bridwell

A motion was made by John Crozier and seconded by Byron Burnham to approve Brian Bridwell for Treasurer for

the 2014-15 year. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham

iii) Deputy Treasurers

- (1) Janet Avery – Curriculum Director
- (2) Brendalynn Love – Federal Programs Director
- (3) Kindel Mason – Special Education Director
  - (a) Lorie Lancaster – Special Education Secretary
- (4) Angela Young – Jefferson Elementary School Principal
  - (a) Elise Gilbert – Jefferson Elementary School Secretary
- (5) Terri Fisher - Horizon Elementary School Principal
  - (a) Julie McKay – Horizon Elementary School Secretary
- (6) Eva Meyerhoeffer – Summit Elementary School Principal
  - (a) Shelley Sturgeon – Summit Elementary School Secretary
- (7) Ryan Ellsworth – Jerome Middle School Principal
  - (a) Sherri Powell – Jerome Middle School Secretary
- (8) Keelie Campbell – Jerome High School Principal
  - (a) Becky Long – Jerome High School Secretary
- (9) James Fultz – Maintenance Director
- (10) Carolyn Sullivan – Food Service Director
- (11) Shirley Hanes – Accounts Payable Clerk
- (12) Gina Cakebread – Payroll Clerk

A motion was made by John Crozier and seconded by Byron Burnham to approve the appointments as listed above for the 2014-15 year. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham

iv) School Attorneys

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

A motion was made by John Crozier and seconded by Byron Burnham to approve the School Attorneys as listed for the 2014-15 year. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham

c) Establish 2014-2015 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 Byron Burnham, 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> Avenue West.

BE IT FURTHER RESOLVED, that this designation of regular meeting shall continue in force through July of 2015, 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  
Alice Thibault  
John Crozier  
Byron Burnham

d) Designation of Public Places for Posting Public Notices

A motion was made by Alice Thibault and seconded by Esther Peters 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; 5. Jerome School District web page: [www.jeromeschools.org](http://www.jeromeschools.org). The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham

4) **Consent Agenda**

a) Approval of previous minutes

i) June 24, 2014

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 Elementary School

(2) Horizon Elementary School

(3) Summit Elementary School

(4) Jerome Middle School

(5) Jerome High School

(6) Special Services

c) Personnel

i) Retirement

(1) Jerome High School Para Professional Special Education – Sherri Andrews

ii) Transfers

(1) Jerome School District Administration Building Custodian – Kimball McCulley

(2) Horizon Elementary School Building Custodian – Jordie Byington

(3) Jerome Middle School Para Professional Building – Lisa Hernandez

iii) Resignations

(1) Jerome High School Teacher Foreign Language – Martin Espinoza

(2) Jerome High School Counselor – Wendy Stoker

(3) Jerome Middle School Coach Football 7<sup>th</sup> Grade – Brad Myers

(4) Jerome High School Activities Director (.5 FTE) – Martin Espinoza

(5) Jerome High School Activities Director (.5 FTE) – Christy Gilmore

(6) Jerome Middle School Para Professional Building – Christy Hackworth

iv) New Hires

(1) Jerome Middle School Coach Basketball Boys 8<sup>th</sup> Grade – Andy Nauman

(2) Jerome Middle School Coach Football 8<sup>th</sup> Grade – Jim Bos

(3) Jerome Middle School Coach Football 8<sup>th</sup> Grade – Steve Harrison

(4) Jerome High School Para Professional Special Education – Amber Bingham

(5) Jerome Middle School Para Professional Computer – Erick Meyers

(6) Jerome Middle School Para Professional ELL – Debra Trelles

(7) Summit Elementary School Building Custodian – Shanna Kennedy

(8) Summit Elementary School Building Custodian – Brenda Blackmon

(9) Jefferson Elementary School Building Custodian – Tara Sears

(10) Jefferson Elementary School Teacher Special Education – Martice Fontes

- (11) Jerome High School Teacher Music – Collette Clark
- (12) Jerome High School Teacher Foreign Language – Karen Tepfenhart
- (13) Jerome High School Vocal Conductor – Collette Clark

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

AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham

**5) Scheduled Visitors**

- a) Beth Mower: reviewed property values of homes within Jerome School District
- b) Jerome High School Principal Keelie Campbell, Assistant Principal Victor Arreaga and Assistant Principal Melissa Rice
- c) Jerome Middle School Principal Ryan Ellsworth and Assistant Principal Landon Marlor

**6) Community Comments:** No community comments for July, 2014.

**7) Communications**

- a) Department of Environmental Quality Approval for Jerome High School
- b) Department of Environmental Quality Approval for Jefferson Elementary School
- c) Jerome High School Health Occupation Students of America Thank You
- d) AVTT American Veterans Traveling Tribute at Summit Elementary August 7-10, 2014

**8) Approval of Bills**

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

AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham

**9) Reports**

- a) Superintendent:
  - i) Facilities Update: District programs and facilities needs list reviewed and updated for the 2014-15 school year.
    - (1) Bus Loading Request: Jefferson Elementary School construction plans created a need for special no-parking requests in front of the school and administration offices for next school year.
    - (2) Lighting Request: LED lighting needs in high school parking lot was proposed to the Jerome City Building Department.
    - (3) Jefferson Elementary School: Preliminary construction begins with bid opening on August 5, 2014.
    - (4) Jerome High School: Bid opening is planned for August 5, 2014 and construction to begin in August.
  - ii) Summer Migrant Program: Thirty students attended summer program with reading and math sessions, plus activities for students in the community.
  - iii) Safe and Drug Free Schools Funding – Safety Committee: Plans outlined by the Idaho State Department of Education to create a district safety committee.
  - iv) Leadership Awards Plan: Compensation to certificated instructional staff for going above and beyond the normal expectations of the teacher contract will be awarded to district teachers during the 2014-15 school year.
  - v) School Nurse Grant: Awarded to the District to employ a school nurse for the 2014-15 school year.
  - vi) Strategic Plan – Requirements and current plan: Updated 2014 with focus areas added and key performance indicators outlined, approved plan will be submitted to the Idaho State Department of Education.

**10) Continuing Business**

- a) ISBA Board Training Exercise: ISBA Standards 4-6  
Trustees reviewed the ISBA Training Exercise.
- b) Policy 1205 School Board Powers and Duties  
A motion was made by Alice Thibault and seconded by Byron Burnham to approve Policy 1205 as presented for second reading. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham

11) **New Business**

- a) Schedule Special Board Meetings: July and August  
A motion was made by Byron Burnham and seconded by Esther Peters to schedule a Special Board Meeting on August 8, 2014, at 1 p.m. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham
- b) Jerome High School Student Handbook 2014-2015 Approval  
A motion was made by Byron Burnham and seconded by John Crozier to approve the Jerome High School Student Handbook for the 2014-15 school year as presented. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham
- c) Horizon Elementary Student Handbook 2014-2015 Approval  
A motion was made by Byron Burnham and seconded by John Crozier to approve the Horizon Elementary Student Handbook for the 2014-15 school year as presented. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham
- d) Policy 1315 Strategic Planning (1<sup>st</sup> Reading – Information)
- e) Policy 2435 Advanced Opportunities (1<sup>st</sup> Reading – Information)
- f) Policy 3060 Education of Homeless Children (1<sup>st</sup> Reading – Information)
- g) Policy 4130 Public Access to District Records (1<sup>st</sup> Reading – Information)
- h) Policy 5292 Professional Employee Representation (1<sup>st</sup> Reading – Information)
- i) Policy 5480 Salary Schedule Placement and Supplemental Contract for Certified Employees (1<sup>st</sup> Reading – Information)
- j) Jerome School District Job Description Approvals
- i) Jerome High School Assistant Activities Director
- ii) Jerome School District ELL Specialist
- iii) **Jerome School District Nurse**  
A motion was made by Alice Thibault and seconded by Esther Peters to approve the Jerome School District Job Descriptions presented. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham
- k) Jerome High School Band Out of State Travel Request  
A motion was made by Alice Thibault and seconded by Esther Peters to approve the Jerome High School Marching Band out of state travel request to competition in Utah. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters

Alice Thibault  
John Crozier  
Byron Burnham

- l) Jerome High School Foreign Language Department Out of Country Travel Request  
A motion was made by Alice Thibault and seconded by Esther Peters to approve the Jerome High School Foreign Language Department out of country travel request to Europe in June, 2015. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham
- m) Approval of School Safety Funding  
A motion was made by Alice Thibault and seconded by Esther Peters to approve the Plan for School Safety Committee for the 2014-15 school year. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham
- n) Approval of Strategic Plan  
A motion was made by Alice Thibault and seconded by Esther Peters to approve the Jerome School District Strategic Plan for the 2014-15 school year. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham
- o) Approval of Leadership Awards Plan  
A motion was made by Alice Thibault and seconded by Esther Peters to approve the Jerome School District Plan for Leadership Awards for the 2014-15 school year. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham

**12) Executive Session**

IC 67-2345(1)(c) – Real Property: To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.

*No Executive Session was needed.*

**12) Adjourn**

There being no other business before the board, the meeting was adjourned at 10:15 p.m.