

**Jerome School District #261**  
**Board of Trustees Agenda**  
**September 23, 2014**  
**6:00 p.m.**  
**Administrative Complex Board Room**

Board of Trustees present: Don Mitchell, Esther Peters, John Crozier, Alice Thibault, Byron Burnham. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Curriculum Director Janet Avery, Jerome Middle School Principal Ryan Ellsworth, Jerome Middle School Assistant Principal Landon Marlor, and Jerome High School Teacher Sid Gambles.

***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 6:05 p.m. by Chairman Don Mitchell.

2) **Motion to Amend Agenda** to include one new Consent item and two new Superintendent's Report items.

A motion was made by Esther Peters and seconded by John Crozier to amend the agenda to include one new Consent item and two new Superintendent's Report items. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

Alice Thibault

John Crozier

Byron Burnham

3) **Consent Agenda**

- a) Approval of previous minutes
- i) August 26, 2014
  - ii) Special Meeting September 4, 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
  - ii) Transfers
  - iii) Resignations
    - (1) Jerome Early Education Program Teacher – Margaret King
    - (2) Jerome High School Coach Girls Cross Country – Randy Tolman
  - iv) New Hires
    - (1) Jerome School District Day Treatment Teacher – Dana Clark
    - (2) Jerome High School Assistant Coach Tennis – Eva Matuszyk
    - (3) Jerome High School Coach Girls Cross Country (.5) – Kim Green
    - (4) Jerome High School Coach Girls Cross Country (.5) – Kabina Parker
    - (5) Jerome Middle School Activities Director – Jens Jacobsen
    - (6) Jerome Early Education Program Teacher – Scott Neff
    - (7) Jefferson Elementary Para Professional Computer – David Palmer

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  
Alice Thibault  
John Crozier  
Byron Burnham

4) **Scheduled Visitors**

- a) Sid Gambles, Jerome High School Football Coach: reported on the summer camp attended by the Jerome High School Football Team in Logan, Utah and listed several service projects the team has been involved in during the season.
- b) Ryan Ellsworth, Jerome Middle School Principal and Landon Marlor, Jerome Middle School Assistant Principal: Jerome Middle School's 2014 Key Performance Indicators reviewed.

5) **Community Comments:** No community comments for September, 2014.

6) **Communications**

- a) Kennedy Family Thank You

7) **Approval of Bills**

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

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

8) **Reports**

- a) Superintendent: The Jerome School District Foundation has regained the 501(c)3 status and will begin to meet.
  - i) 2014-15 Enrollment Update Comparison of student enrollment with September 2013 and September 2014 shows an overall increase of student enrollment.
  - ii) Facilities Update: Construction continues on the Jefferson entrance, Jerome High School north parking lot and Date Street by Jerome Middle School. All paving is scheduled to be completed by the end of the paving season.
  - iii) Jerome High School Senior Night Procedure: developed by the Jerome High School Athletic Department to give a continuity to all scheduled senior night presentations.
  - iv) Para Professional Excellent Award: Donna VanHoozer, Para Professional at Horizon Elementary received the honor.
- b) Curriculum Director
- c) Federal Programs Director
- d) Special Services Director
- e) Jefferson Elementary School
- f) Horizon Elementary School
- g) Summit Elementary School
- h) Jerome Middle School
- i) Jerome High School
- j) Northside Jr/Sr High School

9) **Continuing Business**

- a) ISBA Board Training Exercise: 8 Characteristics of an Effective Board: Trustees reviewed the ISBA Training Exercise.
- b) Review of Bids for Removal of Personal Property  
A motion was made by Esther Peter and seconded by Byron Burnham to approve of the demolition of the house on Jerome School District property located at 504 North Fillmore as a result of no responses received by the district to sell the house and outbuildings after advertising the notice of sale. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
John Crozier  
Byron Burnham

- c) Policy 2335 Digital Citizenship and Safety Education
- d) Policy 3265 Devices Allowed with Controls
- e) Policy 5325 Employee Use of Social Media Sites Including Personal Sites
- f) Policy 5325P Recommended Practices for Use of Social Media Site Including Personal Sites
- g) Policy 3575 Student Data Privacy and Security Policy

A motion was made by Byron Burnham and seconded by Esther Peters to approve Policies 2335, 3265, 5325, 5325P, and 3575 as presented for second reading. The motion passed by the following:

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

**10) New Business**

- a) ISBA Region Fall Region Meeting, September 25, 2014
- b) ISBA Annual Convention, November 12-14, 2014
  - i) Proposed Resolutions for 2015 Legislative Session
  - ii) Convention Attendance: the meetings will be held in Boise and an agenda will be posted in October.
- c) Declaration that an area of need exists for the 2014-2015 school year in the schools and departments as listed:
  - i) Jerome School District Early Education Program
  - ii) Jerome School District School Psychologist

A motion was made by Alice Thibault and seconded by Esther Peters to proclaim that an area of need exists for the 2014-15 school year in the departments as listed. The motion passed by the following:

AYE: Don Mitchell  
 Esther Peters  
 John Crozier  
 Alice Thibault  
 Byron Burnham
- d) CSI Idaho's Adult Basic Education Memorandum of Agreement
 

A motion was made by Byron Burnham and seconded by Esther Peters to approve the Memorandum of Agreement for the College of Southern Idaho's Adult Basic Education Program. The motion passed by the following:

AYE: Don Mitchell  
 Esther Peters  
 John Crozier  
 Alice Thibault  
 Byron Burnham
- e) 2014-15 Audit Engagement Agreement with Ware and Associates Approval
 

A motion was made by Esther Peters and seconded by Byron Burnham to approve the 2014-15 Annual Audit Engagement Agreement and Management Representation Letter with Ware and Associates. The motion passed by the following:

AYE: Don Mitchell  
 Esther Peters  
 John Crozier  
 Alice Thibault  
 Byron Burnham
- f) Policy 1610 Conflict of Interest (1<sup>st</sup> Reading – Information)
- g) Policy 1615 Trustee Spouse Employment (1<sup>st</sup> Reading – Information)
- h) Policy 2375 Homebound, Hospital and Home Instruction (1<sup>st</sup> Reading – Information)
- i) Policy 2380 Elementary and Secondary Education Act Waiver (1<sup>st</sup> Reading – Information)
- j) Policy 3585 Relations with Non-Custodial Parents (1<sup>st</sup> Reading – Information)
- k) Policy 4130 Public Access to District Website (1<sup>st</sup> Reading – Information)
- l) Policy 5110 Criminal History / Background Checks (1<sup>st</sup> Reading – Information)
- m) Policy 5280 Professional Standards Commission PSC Code of Ethics (1<sup>st</sup> Reading – Information)

- n) Policy 5340 Evaluation of Certificated Personnel (1<sup>st</sup> Reading – Information)
- o) Policy 5430 Insurance Benefits for Employees / Trustees (1<sup>st</sup> Reading – Information)
- p) Policy 5485 Salary Schedule, Placement and Supplemental Contract for Classified Employees (1<sup>st</sup> Reading – Information)
- q) Policy 5800 Classified Employment, Assignment and Grievance (1<sup>st</sup> Reading – Information)
- r) Policy 5800P Classified Grievance Procedure (1<sup>st</sup> Reading – Information)

**11) Executive Session**

- i) IC 67-2345(1)(b) – Personnel or Student

(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.

- i) Personnel

A motion was made by Byron Burnham and seconded by Esther Peters 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 67-2345 (1)(b), Idaho Code, regarding personnel issues involving classified employees of the district. The motion passed by roll call vote:

AYE: Don Mitchell

Esther Peters

Alice Thibault

John Crozier

Byron Burnham

The board recessed into executive session at 8:00 p.m.

The board returned to open session at 8:10 p.m.

- ii) Classified Employee Salary Step Placement Request

A motion was made by Esther Peters and seconded by Alice Thibault to approve the salary placement for two Classified Personnel as requested by administrators. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

John Crozier

Alice Thibault

Byron Burnham

**12) Adjourn**

There being no other business before the board, the meeting was adjourned at 8:15 p.m.