

Jerome School District #261
Board of Trustees Agenda
August 26, 2014
6:00 p.m.
Administrative Complex Board Room

Board of Trustees present: Esther Peters, John Crozier, Alice Thibault, Byron Burnham. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Curriculum Director Janet Avery, Jefferson Elementary School Teacher Sindy Black, Jerome High School Dance Coach Caroline Andersen, and Raymond Ware of Ware and Associates, CPA.

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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 at 6:00 p.m. by Vice Chairman Esther Peters.

2) Motion to Amend Agenda to include five new Consent items, one new scheduled visitor, and one New Business item.
A motion was made by Byron Burnham and seconded by John Crozier to amend the agenda to include five new Consent items, one new scheduled visitor, and one additional New Business item. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
John Crozier
Byron Burnham

3) Consent Agenda

- a) Approval of previous minutes
- i) July 22, 2014
 - ii) Special Meeting August 8, 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
 - (1) Jerome Middle School Child Nutrition Cashier – Anne Newbry
 - (2) Jerome High School Coach Baseball (1 FTE) – Mike McDonald
 - (3) Jerome High School Secretary Counseling – Kim Green
 - (4) Jefferson Elementary School Para Professional Building – Maria Moncada
 - (5) Jerome High School Secretary Building – Sharlene Blackburn
 - iii) Resignations
 - (1) Horizon Elementary School Teacher Kindergarten – Carmen Plitt
 - (2) Jerome High School Para Professional Special Education – Trina Gloe
 - (3) Jerome Middle School Activities Director – Maggie Stump
 - (4) Jerome High School Athletic Trainer (.2 FTE) – Alan Stadelman
 - (5) Jerome High School Assistant Coach Golf – Lisa Burke
 - (6) Jerome High School Assistant Coach Boys Soccer – Chase Garey
 - iv) New Hires
 - (1) Jerome School District Nurse – Michelle Keller

- (2) Jerome High School Counselor (.5 FTE) – Debbie Greenberg
- (3) Jerome High School Teacher Foreign Language Spanish – Benjamin Carlisle
- (4) Jerome High School Teacher English Language Arts – Mark Van Orden
- (5) Jerome Middle School Teacher Social Studies – Jordan Geist
- (6) Jefferson Elementary School Teacher 1st Grade – Kira Skinner
- (7) Jerome High School Assistant Coach Football – Tyrell Teeter
- (8) Jefferson Elementary School Child Nutrition Kitchen Manager – Alvin Pittman
- (9) Jefferson Elementary School Child Nutrition Cashier – Linda Jensen
- (10) Jerome Middle School Child Nutrition Cook – Nicole Russell
- (11) Jerome Middle School Child Nutrition Cook – Judith Orsland
- (12) Summit Elementary School Child Nutrition Cook – Robin Arnold
- (13) Jerome High School Activities Director (.5 FTE) – Terry Waitley
- (14) Jerome High School Activities Director (.5 FTE) – Christi Gillmore
- (15) Jerome High School Assistant Coach Golf – Duane Criswell
- (16) Jerome High School Assistant Coach Boys Soccer – Mark Van Orden
- (17) Jefferson Elementary School Para Professional Building – Daphne Martin
- (18) Jefferson Elementary School Para Professional Building – Shelby Elison
- (19) Horizon Elementary School Para Professional JEEP – Kayla Begeman
- (20) Horizon Elementary School Para Professional Building (.5 FTE) – Sandra Reynoso
- (21) Jerome High School Para Professional Special Education – Denise Hoyt
- (22) Summit Elementary School Teacher 5th Grade – Leah Hollibaugh
- (23) Jefferson Elementary School Teacher Special Education – Chelsey Clixby
- (24) Jefferson Elementary School Teacher 3rd Grade – Alan Smith
- (25) Jerome High School Assistant Coach Football – Gary Elsensohn
- (26) Jerome High School Assistant Coach Football 9th Grade – Jens Jacobsen
- (27) Jerome High School Para Professional Special Education – Suzanne Peterson

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

AYE: Esther Peters
 Alice Thibault
 John Crozier
 Byron Burnham

4) Scheduled Visitors

- a) Ware and Associates Annual Audit: Raymond Ware presented the Jerome School District 2013-14 Audit Report.
- b) Caroline Andersen, Jerome High School Dance Coach: presented request for out of state travel plans.

5) Community Comments: No community comments for August, 2014

6) Communications

- a) NAAE selects Jerome High School Teacher as 2014 Idaho Outstanding Agricultural Education Teacher: Mr. Tom Clifton
- b) City of Jerome and Vietnam Commemorative Partner Program: Appreciation expressed to the Board of Trustees for the use of Summit Elementary School for the summer event.

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: Esther Peters
 Alice Thibault
 John Crozier
 Byron Burnham

8) Reports

- a) Superintendent: Registration continues at each school, enrollment numbers will be available first week of school.
 - i) 2014-15 New Staff: comparison of new staff hired for the 13-14 school year and current year presented.
 - ii) Facilities Update: Construction is underway at the Date Street project by the Jerome Middle School, the Jerome High School parking lot and Jefferson Elementary School entrance and parking lot. The purchase is complete on the property at 504 North Fillmore.

9) **Continuing Business**

- a) Policy 1315 Strategic Planning
- b) Policy 2435 Advanced Opportunities
- c) Policy 3060 Education of Homeless Children
- d) Policy 4130 Public Access to District Records
- e) Policy 5295 Professional Employee Representation
- f) Policy 5480 Salary Schedule Placement and Supplemental Contract for Certified Employees

A motion was made by Alice Thibault and seconded by John Crozier to approve Policies 1315, 2435, 3060, 4130, 5295, 5480 as presented for second reading and to clarify that Policy 5292 as listed on agenda should be Policy 5295. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
John Crozier
Byron Burnham

10) **New Business**

- a) Approve FY13-14 Annual Audit: the 2013-2014 Annual Audit Report was presented by Raymond Ware, Ware and Associates, CPA's.
A motion was made by Byron Burnham and seconded by Alice Thibault to approve the 2013-14 Annual Audit Report as presented. The motion passed by the following:

AYE: Esther Peters
John Crozier
Alice Thibault
Byron Burnham

- b) Schedule Special Meeting in September for Enrollment Update: the board determined that no special meeting would be necessary to review the enrollment and attendance during September.

- c) Declaration that an area of need exists for the 2014-2015 school year in the schools and departments as listed:

- i) Jefferson Elementary School Special Education Department
- ii) Summit Elementary School Grade 5
- iii) Jerome Middle School Social Studies Department
- iv) Jerome High School English Language Arts Department, Foreign Language Department and Music Department
- v) Jerome School District ELL Specialist and Day Treatment Teacher

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

AYE: Esther Peters
John Crozier
Alice Thibault
Byron Burnham

- d) Summit Elementary Student Handbook 2014-2015 Approval

A motion was made by Alice Thibault and seconded by John Crozier to approve the Summit Elementary School Student Handbook for the 2014-15 school year as presented. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
John Crozier
Byron Burnham

- e) Jefferson Elementary Student Handbook 2014-2015 Approval

A motion was made by Alice Thibault and seconded by John Crozier to approve the Jefferson Elementary School Student Handbook for the 2014-15 school year as presented. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
John Crozier
Byron Burnham

- f) ARTEC Representative Designation to attend the ARTEC Annual Meeting, September 17, 2014 and Memorandum of Agreement Approval
A motion was made by Byron Burnham and seconded by John Crozier to approve the ARTEC Memorandum of Agreement and designate Superintendent Layne as the district representative to attend the ARTEC Annual Meeting for 2014-15. The motion passed by the following:
AYE: Esther Peters
Alice Thibault
John Crozier
Byron Burnham
- g) ARTE Representative Designation to attend the ARTE Annual Meeting, September 17, 2014
A motion was made by Byron Burnham and seconded by John Crozier to designate Superintendent Layne as the district representative to attend the ARTE Annual Meeting for 2014-15. The motion passed by the following:
AYE: Esther Peters
Alice Thibault
John Crozier
Byron Burnham
- h) Approve Bus Drivers 2014-15
- i) Approve Bus Routes 2014-15
- j) Approve Safety Bus Routes 1 thru 5 for 2014-15 School Year
A motion was made by Alice Thibault and seconded by John Crozier to approve 2014-15 Bus Drivers, Bus Routes and Safety Bus Routes 1, 2, 3, 4 and 5 as presented. The motion passed by the following:
AYE: Esther Peters
John Crozier
Alice Thibault
Byron Burnham
- k) Policy 2335 Digital Citizenship and Safety Education
- l) Policy 3265 Devices Allowed with Controls
- m) Policy 3595 Model Student Data Privacy and Security Policy
- n) Policy 5325 Employee Use of Social Media Sites Including Personal Sites
- o) Policy 5325P Recommended Practices for Use of Social Media Site Including Personal Sites
- p) Use of Jerome Middle School computer lab for community class
A motion was made by Alice Thibault and seconded by John Crozier to approve the request by Jolene Dockstader to conduct a community class at Jerome Middle School. The motion passed by the following:
AYE: Esther Peters
John Crozier
Alice Thibault
Byron Burnham
- q) Jerome High School Dance Team Out of State Travel Request
A motion was made by Byron Burnham and seconded by Alice Thibault to approve the out of state travel request by the Jerome High School Dance Coach to travel to Utah for a Dance Performance. The motion passed by the following:
AYE: Esther Peters
John Crozier
Alice Thibault
Byron Burnham

11) Executive Session

- a) 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 John Crozier and seconded by Alice Thibault 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: Esther Peters

Alice Thibault

John Crozier

Byron Burnham

The board recessed into executive session at 7:35 p.m.

The board returned to open session at 8:50 p.m.

i) Certified Professional Employee Additional Leave Request

A motion was made by Alice Thibault and seconded by Byron Burnham to approve the request by one Certified Employee for sick leave days without pay. The motion passed by the following:

AYE: Esther Peters

Alice Thibault

John Crozier

Byron Burnham

ii) Classified Employee Salary Step Placement Request

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

AYE: Esther Peters

John Crozier

Alice Thibault

Byron Burnham

12) **Adjourn**

There being no other business before the board, the meeting was adjourned at 8:55 p.m.