

Jerome School District #261
Board of Trustees Agenda
October 23, 2018
6:00 p.m.
Administrative Complex Board Room 011518

Board of Trustees present: Esther Peters, Staci Leavitt, Alice Thibault, Don Mitchell. Not Present: Annette Lott. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott; Curriculum Director Janet Avery, Federal Programs Director Kim Lickley, Special Services Director Kindel Mason, Jerome High School Principal Nathan Tracy, Summit Elementary School Teacher Penni Aufderheide, Jerome School District Curriculum and Federal Programs Secretary Rosaeli Martinez Valle; Education Leadership Program Students Kayla Kelly and Dina Allred.

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

2) Jerome School District *Excellence in Teaching Awards*

Jerome School District Staff Lanie Bragg, Jerome Middle School Teacher, Sarah Sauer, Jefferson Elementary School Teacher, and Rosaeli Martinez Valle, Jerome School District Curriculum and Federal Programs Secretary were recognized by Superintendent Layne as the Jerome School District Excellence in Education Award Recipients for October 2018. The award was presented to Ms. Martinez during the meeting and Mrs. Bragg and Mrs. Sauer were awarded during school faculty meetings.

3) Consent Agenda

- a) Approval of previous minutes
- i) September 9, 2018, Special Meeting
 - ii) September 25, 2018
- 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) Horizon Elementary School Para Professional Building to 1 FTE – Jennifer Hansen
 - (2) Summit Elementary School Para Professional Building to 1 FTE – Wendy Graham
 - (3) Jerome School District ELL Program Secretary .5 FTE – Melody McNabb
 - (4) Jerome Middle School Para Professional Building – Jazmine Rosales
 - (5) Jerome Middle School Child Nutrition Kitchen Manager – Shyla Myers
 - (6) Jerome Middle School Child Nutrition Cashier – Fernanda Stobart
 - (7) Jerome High School Child Nutrition Cook – Natalia Hadden
 - iii) Resignations
 - iv) New Hires
 - (1) Jerome Middle School Registrar – Jodi Stewart
 - (2) Jerome High School Custodian Building – Betty Herrera

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the Consent Agenda as presented with amendments. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell

4) **Scheduled Visitors**

- a) Summit Elementary School Robotic Team – Penni Aufderheide, Advisor: presentation of photos, trip experiences and awards received by 12 students and advisors while attending the Global Conference on Educational Robotics in California, July 2018.

5) **Communications**

- a) Thank You from Gibbons Family
- b) Jefferson Elementary School Letter of Successful Idaho Reading Indicator Pilot Project

6) **Reports:** Items A through I written reports submitted to the Board of Trustees.

- a) Curriculum Director
- b) Federal Program Director
- c) Special Education Director
- d) Jefferson Elementary School
- e) Horizon Elementary School
- f) Summit Elementary School
- g) Jerome Middle School
- h) Jerome High School
- i) Child Nutrition Director
- j) Superintendent: a list of 2019 graduates from the Education Department at Boise State University was reviewed.
 - i) Enrollment Summary: comparison of current student enrollment with Year 17-18 October enrollment.
 - ii) Facilities Update: Administration Building project continues with window installation; one school may receive security vestibule renovation during Christmas break.
 - iii) State Teacher Student Ratios, Use It or Lose It: review of statewide school district's certified staff to student ratios.
 - iv) Student Transportation: discussion on transfer and student delivery routes with number of students served.
 - v) Commemorative Naming of Buildings: plans to create Commemorative Naming of Building committee discussed.
- k) Trustees' Reports -2018 Convention Agenda and Workshops: review of November 14-16 convention workshops.

7) **Approval of Bills**

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

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell

8) **Continuing Business**

- a) Long-Range Planning for New School and Real Estate Acquisition: continued discussion on school placement concept and property acquisition.

- b) Policy 1500P School Board Meeting Procedure
- c) Policy 2435 Advanced Opportunities
- d) Policy 5290 Political Activity – Staff Participation
- e) Policy 5295 Professional Employee Representation for Purposes of Negotiations
- f) Policy 8600 Records Management
- g) Policy 8605 Retention of District Records

A motion was made by Staci Levitt and seconded by Alice Thibault to approve Policies 1500P, 2435, 5290, 5295, 8600, and 8605 as presented. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell

9) New Business

- a) Consideration of 2018-19 Audit Engagement Agreement with Ware and Associates
A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the 2018-19 Annual Audit Engagement Agreement and Management Representation Letter with Ware and Associates. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
- b) Consideration of 2018-19 Student Teaching Requests
i) Jefferson Elementary School - Gabrielle Bolich
ii) Jerome High School Agriculture Department - Riely Geritz
A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the requests made by Jerome School District Administration for student teacher placement of Gabrielle Bolich at Jefferson Elementary School and student internship placement of Riely Geritz at Jerome High School for the second semester of the 18-19 school year. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
- c) Approval of Classified Salary Step Placement Requests
i) Jerome Middle School Registrar – P1819-11 J.Stewart
ii) Jerome Middle School Child Nutrition Kitchen Manager – P1819-12 S.Myers
A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the salary placement for Classified Personnel, P1819-11 and P1819-12, as requested by school administration and program director for the 2018-19 school year. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
- d) Consideration of Jerome High School Wrestling Team Out of State Travel Request
A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the Jerome High School Wrestling Coaches Out of State Travel Request for student athletes and coaches to travel to Reno, Nevada, for the Reno Tournament of Champions in December, 2018. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
- e) Approval for Jerome High School New Club Request
A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the Jerome High School New Club Request for Tiger Table Tennis Club for the 2018-19 school year. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
- f) Policy 1120P Oath of Office (1st Reading – Information)

10) Executive Session

- a) IC 74-206(1)(a)(b)(c) – Personnel or Student; Property. (Action)
(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; (c) to acquire an interest in real property which is not owned by a public agency.
i) Personnel Issues
ii) Student Issues

iii) Property

A motion was made by Staci Leavitt 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 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: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell

The board recessed into executive session at 7:25 p.m.
The board returned to open session at 7:55 p.m.

11) Consideration of Personnel Executive Item(s)

a) Certified Professional Employee P1819-09 Release from Contract Request

A motion was made by Staci Leavitt and seconded by Alice Thibault to accept the recommendation of Superintendent Layne and approve the request by Certified Employee P1819-09 for release from contract for the 2018-19 school year and direct Superintendent Layne to send written notice to employee. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell

b) Certified Professional Employee P1819-10 Additional Leave Request

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the request for additional unpaid leave submitted by Certified Employee P1819-10, provided that any request for other unpaid leave must be presented to the board and direct Superintendent Layne to send written notice to employee. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell

12) Consideration of Student Executive Item(s)

a) Declaration of Truancy

A motion was made by Alice Thibault and seconded by Staci Leavitt to accept the declaration made by Jerome School District Clerk, Lorri Prescott, as designee of the Board of Trustees, for two students, T1819-05, and T1819-06, as habitually truant. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell

13) Consideration of Property Executive Item(s): No decisions came before the board.

14) Adjourn

There being no other business before the board, a motion was made by Alice Thibault and seconded by Staci Leavitt, the Board unanimously approved to adjourn the meeting at 8:00 p.m.