

Jerome School District #261
Board of Trustees Agenda
July 25, 2017
6:00 p.m.

Administrative Complex Board Room

Board of Trustees present: Esther Peters, Don Mitchell, Staci Leavitt, Annette Lott. Not present: Alice Thibault. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Jerome Middle School Principal Landon Marlor, Jerome Middle School Teacher Tyler Powell, and Summit Elementary School Teacher Aimee Mangum.

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.
- b) Oath of Office for Trustees: Zone 1 Trustee Alice Thibault and Zone 2 Trustee Esther Peterson were administered on July 11 and 12, 2017.
- c) Superintendent Dale Layne assumed control of the Annual Meeting and called for nominations for Board Chairman.

2) Annual Meeting

- a) Election of Board Officers
 - i) Chairman
Staci Leavitt nominated Esther Peters as Board Chairman, the nomination was seconded by Don Mitchell. No other nominations were made. Esther Peters was approved as Board Chairman by the following Roll Call Vote: Aye: Staci Leavitt, Don Mitchell, Esther Peters, Annette Lott.

Chairman Esther Peters resumed control of the meeting.

- ii) Vice-Chairman
Don Mitchell nominated Staci Leavitt as Vice-Chairman, the nomination was seconded by Annette Lott. No other nominations were made. Staci Leavitt was approved as Vice-Chairman by the following Roll Call Vote: Aye: Esther Peters, Staci Leavitt, Don Mitchell, Annette Lott.
- b) Appointments
 - i) Clerk – Lorri Prescott
A motion was made by Staci Leavitt and seconded by Annette Lott to approve Lorri Prescott as Clerk for the 2017-18 year. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Don Mitchell
Annette Lott
 - ii) Treasurer – Brian Bridwell
A motion was made by Staci Leavitt and seconded by Annette Lott to approve Brian Bridwell as Treasurer for the 2017-18 year. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Don Mitchell
Annette Lott
 - iii) Deputy Treasurers
 - (1) Janet Avery – Curriculum Director
 - (2) Kim Lickley – Federal Programs Director
 - (3) Kindel Mason – Special Education Director
 - (a) Lorie Lancaster – Special Education Secretary
 - (4) Angela Brulotte – Jefferson Elementary School Principal
 - (a) Anne Jackson – 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) Landon Marlor – Jerome Middle School Principal
 - (a) Sherri Powell – Jerome Middle School Secretary
- (8) Nathan Tracy – Jerome High School Principal
 - (a) Becky Long – Jerome High School Secretary
- (9) James Fultz – Maintenance Director
- (10) Carolyn Sullivan (through October 15, 2017) and Brianna Luper – Child Nutrition Directors
- (11) Shirley Hanes – Accounts Payable Clerk
- (12) Gina Cakebread – Payroll Clerk

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the appointments as listed above as Deputy Treasurers for the 2017-18 year. The motion passed by the following:

AYE: Esther Peters
 Staci Leavitt
 Don Mitchell
 Annette Lott

iv) School Attorneys

- (1) Rob Williams, Williams Meservy & Lothspeich
- (2) Moore Smith Buxton & Turke, Chartered

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the School Attorneys as listed for the 2017-18 year. The motion passed by the following:

AYE: Esther Peters
 Staci Leavitt
 Don Mitchell
 Annette Lott

c) Establish 2017-2018 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 Staci Leavitt and seconded by Annette Lott, 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 4th Avenue West.

BE IT FURTHER RESOLVED, that this designation of regular meeting shall continue in force through July of 2018, 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: Esther Peters
 Staci Leavitt
 Don Mitchell
 Annette Lott

d) Designation of Public Places for Posting Public Notices

A motion was made by Staci Leavitt and seconded by Annette Lott to designate the following locations for the posting of public notices: 1. School District Administrative Offices, 125 4th Avenue West; 2. Jerome County Courthouse, 300 North Lincoln; 3. Jerome Public Library, 100 1st Avenue East; 4. Jerome Recreation, 2032 South Lincoln; 5. Jerome School District web page: www.jeromeschools.org. The motion passed by the following:

AYE: Esther Peters
 Staci Leavitt
 Don Mitchell
 Annette Lott

3) **Consent Agenda**

- a) Approval of previous minutes
 - i) June 27, 2017

- 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 School District Child Nutrition Director – Brianna Luper
 - (2) Jerome School District Child Nutrition Secretary – Francisca Peralta
 - (3) Jerome High School Custodian Maintenance Head Building – Terry Daniels
 - (4) Horizon Elementary School Custodian Maintenance Head Building – Amanda Fernandez
 - (5) Jerome High School Assistant Coach Football – Richard Stock
 - (6) Jerome High School Assistant Coach Football – Jeff Poulsen
 - iii) Resignations
 - (1) Jerome School District Migrant Family Liaison – Alma Rodriguez
 - iv) New Hires
 - (1) Jerome Middle School Teacher Social Studies – Katie Ladwig
 - (2) Jerome Middle School Teacher Science – Nicholas Spackman
 - (3) Jerome Middle School Teacher Science – John Kohler
 - (4) Jerome Middle School Teacher Skills for Success – Kevin Lentz
 - (5) Jerome High School Transition Coordinator – McCall Sewell
 - (6) Jerome High School Para Professional Special Education – Shellie Luke
 - (7) Jerome High School Testing Coordinator – Cassandra Hinton
 - (8) Jerome Middle School Registrar – Lynn Rivers
 - (9) Jerome Middle School Coach Football 7th Grade – Kevin Rogers
 - (10) Jerome Middle School Coach Wrestling – Kevin Fernandez
 - (11) Jerome Middle School Coach Boys / Girls Basketball 7thB – Colton Beadz
 - (12) Jerome Middle School Coach Boys / Girls Basketball 8thB – Jeffrey Miller
 - (13) Jerome High School Custodian Building – Anna Parish
 - (14) Jerome High School Child Nutrition Cashier – Haili Yuan
 - (15) Jerome Middle School Child Nutrition Cook – Tamie Eacker

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: Esther Peters
 Staci Leavitt
 Don Mitchell
 Annette Lott

4) Scheduled Visitors

- a) Tyler Powell, Jerome Middle School Mathematics Teacher

5) Communications

- a) Thank you note from Jerome High School Skills USA Team
- b) Jerome Alternative 2017 Summer School Report
- c) Special Education Annual Determination 2015 Results by State Department of Education
- d) Thank you note from Jerome Spirit Committee

6) Reports

- a) Superintendent:

- (1) Enrollment Summary – Elementary Summer School July 17 thru August 3rd: Approximately 150 students in attendance for the three week summer school, with bus transportation provided.
- (2) Facilities Update: Jerome High School and Jefferson Elementary School roof projects should be completed before school year begins; current projects are underway throughout the district.
- (3) Support Units Comparison: Report on revenue received from Idaho State Department of Education.
- (4) 2017-18 Beginning of Year Activities: New teachers begin with orientation on August 7, all certified staff return on August 14 with professional development scheduled during the week. All staff barbecue will be on August 14.
- (5) Audit 2016-17 School Year July 31- August 4, 2017
- (6) Idaho School Boards Association State Conference Agenda: Review of agenda for the November 8-10 meeting.
- (7) Jerome Outreach Project at Jerome Middle School: Grant from University of Idaho to introduce middle school students to college and university information.
- (8) Student Bus Safety Responses: Reviewed responses submitted by parents about the proposed security tracking system for students.

b) Trustees' Reports: 1) Idaho School Board Association Training Exercise – Board Chairman Selection

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: Esther Peters
 Staci Leavitt
 Don Mitchell
 Annette Lott

7) Continuing Business

- a. Long-Range Planning for New School and Real Estate Acquisition: Continued long-range planning for property acquisition for additional elementary school.
- b. Energy Efficiency Program: kWh Cumulative Savings Graphs for Jerome High School, Jerome Middle School and Jefferson Elementary School reviewed as part of Idaho Power Energy Efficiency Program participation.
- c. Policy 2380 Elementary and Secondary Education Act Waiver – Remove
- d. Policy 2385 English Learners Program
- e. Policy 2390 Education of Migratory Children
- f. Policy 2700F High School Graduation Requirements Participation Form
- g. Policy 3260 Devices Allowed With Controls - Number Change
- h. Policy 4215 Commemorative Naming of School Buildings and/or Facilities
- i. Policy 5340 Evaluation of Teacher and Pupil Personnel Certificate Holders
- j. Policy 5400 Sick and Bereavement Leave
- k. Policy 5800 Classified Employment, Assignment, and Grievance
- l. Policy 5800P Classified Employee Grievance Procedure
- m. Policy 7240 Programs for American Indian Children
- n. Policy 7240B Programs for American Indian Children Background
- o. Policy 7240P Federal Impact Funds
- p. Policy 7430 Travel Allowances and Expenses
- q. Policy 7430F Travel Reimbursement Form
- r. Policy 8100 Transportation

A motion was made by Staci Leavitt and seconded by Annette Lott to approve Policies 2380, 2385, 2390, 2700F, 3260, 4215, 5340, 5400, 5800, 5800P, 7240, 7240B, 7240P, 7430, 7430F, 8100 as presented for second reading. The motion passed by the following:

AYE: Esther Peters
 Staci Leavitt
 Don Mitchell
 Annette Lott

8) New Business

- a. Approval of Job Descriptions:
 - i. Child Nutrition Department Inventory Clerk

ii. Lead Migrant Family Liaison

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the Job Descriptions for Child Nutrition Department Inventory Clerk and Jerome School District Lead Migrant Family Liaison. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Don Mitchell
Annette Lott

b. Idaho School Boards Association Resolution: Out of State Teachers Placement

A motion was made by Staci Leavitt and seconded by Annette Lott to support the proposed Idaho School Boards Association Resolution: Out of State Teachers Placement submitted by Kimberly School District. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Don Mitchell
Annette Lott

9) Executive Session

a. IC 74-206(1)(a)(b) – 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.

i. Personnel 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 of the district and public school student issues; and Negotiations. The motion passed by roll call vote:

AYE: Esther Peters
Staci Leavitt
Don Mitchell
Annette Lott

The board recessed into Executive Session at 7:50 p.m.

Upon a motion by Staci Leavitt and a second by Annette Lott, the Board unanimously approved to move back into Open Session at 8:55 p.m.

10) Consideration of Personnel Executive Item(s)

No action item was required.

11) Adjourn

There being no other business before the board, a motion was made by Don Mitchell and seconded by Staci Leavitt, the Board unanimously approved to adjourn the meeting at 9:05 p.m.