

Jerome School District #261
Board of Trustees Agenda
November 24, 2015
5:30 p.m.
Administrative Complex Board Room

Board of Trustees present: Don Mitchell, Esther Peters, Alice Thibault, Byron Burnham; not present: Staci Leavitt. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Jerome Middle School Principal Ryan Ellsworth, Jerome Middle School Secretary Sandra Pulido and Jerome Middle School Students of the Month for 2015 and Parents; Student D1516-01 and parent; Jefferson Elementary School Principal Angela Brulotte, St. Luke's Jerome Medical Center Administrator Curtis Maier.

Educating Today for Tomorrow's World

1) Call to Order

Waive reading of the minutes of the previous board meeting as submitted to each board member.
The meeting was called to order at 5:30 p.m. by Chairman Don Mitchell.

2) Executive Session

- a)** IC 74-206(1)(a)(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)** Student Issues

A motion was made by Esther Peters 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 classified and certified employees of the district and public school student issues. The motion passed by roll call vote:

AYE: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham

The board recessed into executive session at 5:35 p.m.
The board returned to open session at 6:10 p.m.

3) Jerome Middle School Students of the Month

Award recipients for Jerome Middle School Students of the Month for November 2015 were recognized by Trustee Alice Thibault and the Board of Trustees.

4) Motion to Amend Agenda to add one Consent item, one Communications Item and move one Scheduled Visitor item to Communications and two Executive Session items.

A motion was made by Esther Peters and seconded by Byron Burnham to amend the agenda to add one Consent item, one Communications Item and move one Scheduled Visitor item to Communications and two Executive Session items. The motion passed by the following:

AYE: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham

5) Consent Agenda

- a) Approval of previous minutes
 - i) October 27, 2015
 - ii) Special Meeting November 2, 2015
- 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) Horizon Elementary School Child Nutrition Cook – Laura Hays
 - ii) Transfers
 - iii) Resignations
 - (1) Horizon Elementary School Teacher Grade 3 – Francesca Cantone
 - iv) New Hires
 - (1) Jerome Middle School Custodian – Jacob Halterman
 - (2) Jerome High School Head Coach Softball – Chris Bragg
 - (3) Jerome School District Maintenance General – Michael Bankhead
 - (4) Jerome School District Maintenance General – Garrett Wells
 - (5) Jerome High School Custodian – Rosio Cervantes
 - (6) Horizon Elementary School Teacher Grade 3 – Janice Walter
 - (1) Horizon Elementary School Custodian – Diana Whitney

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

6) Scheduled Visitors

- a. Curtis Maier, Site Administrator, St. Luke’s Jerome Medical Center: presented Walktober Competition results.
- b. Angela Brulotte, Jefferson Elementary School Principal: demographics of 2015-16 staff and students, academic progress of students and educational goals presented.

7) Community Comments: No community comments for November, 2015.

8) Communications

- a. Idaho State University College of Education Outstanding Educator Award Recipient – Kindel Mason
- b. Summit Elementary Schools’ Walking Challenge Results: awarded \$2,000 from Children’s Health Collaborative, Idaho Dairy Council and St. Luke’s Medical Center for competing in the Mayor’s School Walking Challenge.
- c. Idaho State Department School District Transportation Inspection Notification
- d. Michelle Keller, School Nurse – Immunization Report plus Yearly Goals

9) Approval of Bills

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

AYE: Don Mitchell
 Esther Peters
 Alice Thibault
 Byron Burnham

10) Reports

- a. Superintendent
 - i. Enrollment Update: comparison of current enrollment from previous month presented.
 - ii. Facilities Update: Jefferson and Administration parking lots paved; Jerome High School project progressing on schedule.
 - iii. Administration Christmas Party, Friday, December 11, 6:00 p.m. hosted by Mr. and Mrs. Layne
 - iv. Leadership Premium Summary Report 2015
 - v. Fees: Jerome High School and Middle School student fees reviewed.
 - vi. College Application Week: over 95% participation by Jerome High School 2016 graduating seniors.
 - vii. Semester Transition: parent meetings held to discuss transition from trimesters to semesters.

- b. Trustees' Reports
- c. Curriculum Director
- d. Federal Programs Director
- e. Special Services Director
- f. Child Nutrition Director
- g. Jefferson Elementary School
- h. Horizon Elementary School
- i. Summit Elementary School
- j. Jerome Middle School
- k. Jerome High School
- l. Northside Jr/Sr High School

11) Continuing Business

- a. Idaho School Boards Association Annual Convention and Boardmanship Award: Trustees received boardmanship awards for service at the 2015 ISBA Annual Convention.
- b. Construction:
 - i. Approval of Change Orders
A motion was made by Alice Thibault and seconded by Byron Burnham to approve the construction change orders as presented. The motion passed by the following:
AYE: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham
 - ii. Contract for Architect Services at Jerome Middle School and Summit Elementary School
A motion was made by Alice Thibault and seconded by Byron Burnham to approve the contract with LKV Architects for the Jerome Middle School and Summit Elementary School construction projects. The motion passed by the following:
AYE: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham

12) New Business

- a. 2015-16 Audit Engagement Agreement with Ware and Associates Approval
A motion was made by Alice Thibault and seconded by Byron Burnham to approve the 2015-16 Annual Audit Engagement Agreement and Management Representation Letter with Ware and Associates. The motion passed by the following:
AYE: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham
- b. Policy 1260 Authorization of Signatures (1st Reading – Information)
- c. Policy 1500 Board Meetings (1st Reading – Information)
- d. Policy 1510 Open Meeting Law Compliance and Cure (1st Reading – Information)
- e. Policy 1515 School Board Hearing Procedure (1st Reading – Information)
- f. Policy 3570 Student Records (1st Reading – Information)
- g. Policy 3570P Student Records Procedure (1st Reading – Information)
- h. Policy 4260 Records Available to Public (1st Reading – Information)
- i. Policy 4260F District Record Request Form (1st Reading – Information)
- j. Policy 5340 Evaluation of Certified Personnel (1st Reading – Information)
- k. Policy 5340P Evaluation of Certified Personnel Protocol (1st Reading – Information)
- l. Policy 5340F2 Instructional Specialist Evaluation Form (1st Reading – Information)
- m. Policy 5340F3 Library Media Specialist Evaluation Form (1st Reading – Information)
- n. Policy 5340F4 School Nurses Evaluation Form (1st Reading – Information)
- o. Policy 5340F5 School Counselors Evaluation Form (1st Reading – Information)
- p. Policy 5340F6 School Psychologist Evaluation Form (1st Reading – Information)
- q. Policy 5340F7 Therapeutic Specialist Evaluation Form (1st Reading – Information)

- r. Policy 5500 Personnel Files (1st Reading – Information)
- s. Policy 6400 Principals (1st Reading – Information)
- t. Policy 6400F1 Administrator Evaluation Form (1st Reading – Information)
- u. Policy 6400F2 Administrator Individual Professional Learning Plan (1st Reading – Information)
- v. Policy 8600 Records Management (1st Reading – Information)
- w. Policy 8605 Retention of District Records (1st Reading – Information)

13) Executive Session

- a. IC 74-206(1)(a)(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 Issues
 - ii) Student Issues

A motion was made by Alice Thibault and seconded by Byron Burnham 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 classified and certified employees of the district and public school student issues. The motion passed by roll call vote:

AYE: Don Mitchell
 Esther Peters
 Alice Thibault
 Byron Burnham

The board recessed into executive session at 8:15 p.m.
 The board returned to open session at 8:25 p.m.

1) Personnel Issues

- a) Employee Additional Leave Request - Classified Employee P1516-12

A motion was made by Byron Burnham and seconded by Esther Peters to approve the request by one classified employee for seven and one-half additional sick leave days and to direct Superintendent Layne to send written notice to the employee. The motion passed by the following:

AYE: Don Mitchell
 Esther Peters
 Alice Thibault
 Byron Burnham

2) Student Issues

- a) Declaration of Truancy

A motion was made by Byron Burnham and seconded by Alice Thibault to declare three students, T1516-04, T1516-05, T1516-06, T1516-07, T1516-08 and T1516-09, as habitually truant. The motion passed by the following:

AYE: Don Mitchell
 Esther Peters
 Alice Thibault
 Byron Burnham

- b) Discipline

2) A motion was made by Alice Thibault and seconded by Esther Peters to expel Jerome Middle School student D1516-01, from Jerome School District schools for one full year and student is not allowed on any Jerome schools property or attend any extra-curricular school events, and directs the Superintendent or his designee to send written notice to parent or guardian of student. The motion passed by the following:

AYE: Don Mitchell
 Esther Peters
 Alice Thibault
 Byron Burnham

14) Adjourn

There being no other business before the board, the meeting was adjourned at 8:30 p.m.