

**Jerome School District #261**  
**Board of Trustees Agenda**  
**July 28, 2015**  
**6:00 p.m.**  
**Administrative Complex Board Room**

Board of Trustees present: Don Mitchell, Alice Thibault, Byron Burnham, Staci Leavitt. Not present: Esther Peters. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Jerome Middle School Principal Ryan Ellsworth, Jerome High School Assistant Principal/Athletic Director Kaly Gillette-Shippen, Jerome Middle School Coaches Jeff and Jamie Poulsen, Guest Norman Rock, and Student D1415-7 and Family Representatives.

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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 Chairman Don Mitchell.

b) Appointment of Zone 5 Trustee

A motion was made by Alice Thibault and seconded by Byron Burnham to approve the appointment of Staci Leavitt as Zone 5 Trustee for the current term of July 2015 thru June 2020. The motion passed by the following:

Aye: Don Mitchell

Alice Thibault

Byron Burnham

i) Oath of Office Zone 5 Trustee

The Oath of Office for Zone 5 Trustee was administered to Staci Leavitt by District Clerk Lorri Prescott.

c) Superintendent Dale Layne assumed control of the meeting and called for nominations for Board Chairman.

**2) Motion to Amend Agenda** to add fourteen Consent Items, one scheduled visitor, one Report item, one Continuing Business item, one New Business item and one Executive Session item.

A motion was made by Byron Burnham and seconded by Alice Thibault to amend the agenda to add fourteen Consent Items, one scheduled visitor, one Report item, one Continuing Business item, one New Business item and one Executive Session item. The motion passed by the following:

AYE: Don Mitchell

Alice Thibault

Byron Burnham

Staci Leavitt

**3) Annual Meeting**

a) Election of Board Officers for 2015-16 school year:

i) Chairman

Alice Thibault nominated Don Mitchell as Board Chairman, the nomination was seconded by Byron Burnham. Don Mitchell was approved as Board Chairman by the following Roll Call Vote: Aye: Alice Thibault, Byron Burnham, Staci Leavitt.

Chairman Don Mitchell resumed control of the meeting.

ii) Vice-Chairman

Byron Burnham nominated Esther Peters as Vice-Chairman, the nomination was seconded by Alice Thibault. Esther Peters was approved as Vice-Chairman by the following Roll Call Vote: Aye: Don Mitchell, Alice Thibault, Byron Burnham, Staci Leavitt.

b) Appointments

i) Clerk – Lorri Prescott

A motion was made by Alice Thibault and seconded by Byron Burnham to approve Lorri Prescott as Clerk for the 2015-16 year. The motion passed by the following:

AYE: Don Mitchell

Alice Thibault

Byron Burnham  
Staci Leavitt

ii) Treasurer – Brian Bridwell

A motion was made by Alice Thibault and seconded by Byron Burnham to approve Brian Bridwell as Treasurer for the 2015-16 year. The motion passed by the following:

AYE: Don Mitchell  
Alice Thibault  
Byron Burnham  
Staci Leavitt

iii) Deputy Treasurers

- (1) Janet Avery – Curriculum Director
- (2) Brendalynn Love – Federal Programs Director
- (3) Kindel Mason – Special Education Director
  - (a) Lorie Lancaster – Special Education Secretary
- (4) Angela Young – 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) Ryan Ellsworth – Jerome Middle School Principal
  - (a) Sherri Powell – Jerome Middle School Secretary
- (8) Keelie Campbell – Jerome High School Principal
  - (a) Becky Long – Jerome High School Secretary
- (9) James Fultz – Maintenance Director
- (10) Carolyn Sullivan – Food Service Director
- (11) Shirley Hanes – Accounts Payable Clerk
- (12) Gina Cakebread – Payroll Clerk

A motion was made by Alice Thibault and seconded by Byron Burnham to approve the appointments as listed above as Deputy Treasurers for the 2015-16 year. The motion passed by the following:

AYE: Don Mitchell  
Alice Thibault  
Byron Burnham  
Staci Leavitt

iv) School Attorneys

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

A motion was made by Alice Thibault and seconded by Byron Burnham to approve the School Attorneys as listed for the 2015-16 year. The motion passed by the following:

AYE: Don Mitchell  
Alice Thibault  
Byron Burnham  
Staci Leavitt

c) Establish 2015-2016 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 Byron Burnham and seconded by Alice Thibault, 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 4<sup>th</sup> Avenue West.

BE IT FURTHER RESOLVED, that this designation of regular meeting shall continue in force through July of 2016, 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: Don Mitchell

Alice Thibault

Byron Burnham

Staci Leavitt

d) Designation of Public Places for Posting Public Notices

A motion was made by Alice Thibault and seconded by Byron Burnham to designate the following locations for the posting of public notices: 1. School District Administrative Offices, 125 4<sup>th</sup> Ave. West; 2. Jerome County Courthouse, 300 North Lincoln; 3. Jerome Public Library, 100 1<sup>st</sup> Ave. East; 4. Jerome Recreation, 2032 South Lincoln; 5. Jerome School District web page: [www.jeromeschools.org](http://www.jeromeschools.org). The motion passed by the following:

AYE: Don Mitchell

Alice Thibault

Byron Burnham

Staci Leavitt

4) **Consent Agenda**

a) Approval of previous minutes

i) June 23, 2015

ii) Special Meeting July 9, 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

ii) Transfers

(1) Jerome High School Bowling Head Coach – Birch Criswell

(2) Jerome Middle School Teacher Physical Education Secondary – Cory Musgrave

(3) Jerome High School Teacher ESL and LEP Secondary – Laura Lee Carlisle

(4) Jerome High School Teacher Foreign Language Spanish – Anna Trelles

(5) Jerome High School Child Nutrition Cook – Valinda Garman

(6) Jerome High School Child Nutrition Cashier – Karla Miller

(7) Horizon Elementary School Child Nutrition Cook – Laura Hays

iii) Resignations

(1) Jerome High School Teacher Mathematics Gr 9-12 – Megan Parrish

(2) Jerome High School Teacher Mathematics Gr 9-12 – William Gibson

(3) Jerome Middle School Para Professional Library – Kathy Lundgren

(4) Jerome High School Custodian – Blanca Mercado

(5) Jerome High School Custodian – Larrell McFarland

(6) Horizon Elementary School Para Professional Special Education – Lisa Hall

(7) Jefferson Elementary School Teacher Gr 1 – Kira Skinner

(8) Jefferson Elementary School Para Professional Computer – Shelby Elison

iv) New Hires

(1) Jefferson Elementary School Teacher Gr 1 – Ashlee Hillin

(2) Jefferson Elementary School Teacher Gr 1 – Peggy Fehringer

(3) Jerome High School Teacher Science Gr 9-12 – Amanda Vaughn

(4) Jerome High School College Mentor – Janalee Hope

(5) Jerome High School College Mentor – Melissa Miller

(6) Jerome High School Teacher Health/Physical Education – Sally Ann Shore

- (7) Jerome High School Teacher Special Education – Denise Hoyt
- (8) Jerome High School Teacher Mathematics Gr 9-12 – Jennifer Lewis
- (9) Jerome High School Teacher Mathematics Gr 9-12 – Ruben Mutt
- (10) Jerome Middle School Teacher Health – Christopher Mahavong
- (11) Jerome High School Teacher Mathematics Gr 9-12 – Callie Hall
- (12) Jerome High School Teacher Mathematics Gr 9-12 (.5 FTE) – Ashley Atkins
- (13) Jefferson Elementary School Teacher Gr 1 – Shanna Young
- (14) Horizon Elementary School Teacher Gr 1 – Claudia Aguilar
- (15) Jerome School District Child Nutrition Warehouseman – Joseph Westhoff
- (16) Horizon Elementary School Child Nutrition Cashier – Crystal Anderson
- (17) Horizon Elementary School Child Nutrition Cook – Dusti Pierson
- (18) Jerome Middle School Child Nutrition Cook – Emily Lowder
- (19) Jerome High School Custodian – Eric Myers
- (20) Jefferson Elementary School Teacher Gr 1 – Denise Baugh

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

AYE: Don Mitchell  
 Alice Thibault  
 Byron Burnham  
 Staci Leavitt

5) **Scheduled Visitors**

- a) Norman Rock

6) **Community Comments:** No community comments for July, 2015.

7) **Communications:** No community comments for July, 2015.

8) **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  
 Alice Thibault  
 Byron Burnham  
 Staci Burnham

9) **Reports**

- a) Superintendent: the Idaho School Boards Association Annual Convention is scheduled for November, 2015, all Trustees are encouraged to attend; staff positions unfilled for the 15-16 school year reviewed.
  - i) Facilities Update: status of current construction projects discussed.
  - ii) 2015-16 Beginning of Year Activities: a calendar was presented with the schedule of activities for August.
  - iii) Audit of 2014-15 School Year: the fiscal audit for 14-15 school year is underway.
  - iv) Jerome High School Wrestling Program: the Bear Cat Wrestling Tournament host responsibilities reviewed.
  - v) Go On Rate and ISAT Testing: information on both programs were presented.

10) **Continuing Business**

- a) Oath of Office for Zone 3 and 4 Trustees  
 The oath of office for Zone 3 Trustee was administered to Don Mitchell on July 7, 2015, and the oath of office for Zone 4 Trustee was administered to Byron Burnham on July 9, 2015.
- b) Idaho School Board Association Training Exercise – Code of Ethics for School Board Members Review and Board Chairman Selection - Trustees reviewed the ISBA training exercises.
- c) Acceptance of Bid Proposal for Purchase of Maintenance Modular Building (Action)  
 A motion was made by Alice Thibault and seconded by Staci Leavitt to accept the bid proposal from Starr Corporation to purchase the Maintenance Modular Building for Five Thousand Dollars (\$5,000.00). The motion passed by the following:  
 AYE: Don Mitchell  
 Alice Thibault

Byron Burnham  
Staci Leavitt

11) **New Business**

- a) Jerome Food Service Student Lunch Price Increase Hearing  
A motion was made by Alice Thibault and seconded by Byron Burnham to approve of the request by Jerome School District Child Nutrition to increase the student lunch prices for the 2015-16 school year, as required by Federal Government regulations due to increase in food and non-food costs. The motion passed by the following:  
AYE: Don Mitchell  
Alice Thibault  
Byron Burnham  
Staci Leavitt
- b) Northside Jr/Sr High Alternative School Program Approval: information received from the Idaho State Department of Education.
- c) ARTEC Representative Designation to attend the ARTEC Annual Meeting, September 2015, and Memorandum of Understanding for 2015-16 School Year Approval  
A motion was made by Alice Thibault and seconded by Byron Burnham to approve the ARTEC Memorandum of Agreement and designate Superintendent Layne as the district representative to attend the ARTEC Annual Meeting for 2015-16. The motion passed by the following:  
AYE: Don Mitchell  
Alice Thibault  
Byron Burnham  
Staci Leavitt
- d) ARTE Representative Designation to attend the ARTE Annual Meeting, September 2015  
A motion was made by Byron Burnham and seconded by Alice Thibault to designate Superintendent Layne as the district representative to attend the ARTE Annual Meeting for 2015-16. The motion passed by the following:  
AYE: Don Mitchell  
Alice Thibault  
Byron Burnham  
Staci Leavitt
- e) Policy 1315 District Planning
- f) Policy 1645 Board Development Opportunities
- g) Policy 2435 Advanced Opportunities
- h) Policy 3270 District Provided Access to Electronic Information, Service and Networks
- i) Policy 3270P Acceptable Use of Electronic Networks Procedure
- j) Policy 3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing
- k) Policy 3295P Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing Procedure
- l) Policy 4130 Public Access to District Website
- m) Policy 7400 Purchasing
- n) Policy 7400P Procurement Under a Federal Award
- o) Idaho School Boards Association Resolution: Optimize Reimbursements to the School-Based Medicaid Program (Action)  
A motion was made by Alice Thibault and seconded by Byron Burnham to support the Idaho School Board Association Resolution as proposed. The motion passed by the following:  
AYE: Don Mitchell  
Alice Thibault  
Byron Burnham  
Staci Leavitt
- p) Jerome High School Gymnasium Scoreboard Sponsor Approval  
A motion was made by Byron Burnham and seconded by Alice Thibault to approve the request by the Jerome High School Administration for Starr Corporation to sponsor the Gymnasium Scoreboard. The motion passed by the following:  
AYE: Don Mitchell  
Alice Thibault

Byron Burnham  
Staci Leavitt

- q) Authorization for Professional Services for EHM Engineers: Superintendent Layne provided details concerning the authorization for EHM Engineers.
- r) Jerome Middle School Extra Curricular Activities and Programs: Jerome Middle School Principal Ryan Ellsworth provided information concerning the Cheer Team at the middle school level. A motion was made by Alice Thibault and seconded by Byron Burnham to approve the Cheer Team as an approved school extracurricular activity.

**12) 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.
    - (1) Personnel Issues
    - (2) Student Issues

A motion was made by Byron Burnham 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 and student issues involving classified employees and students of the district. The motion passed by roll call vote:

AYE: Don Mitchell  
Alice Thibault  
Byron Burnham  
Staci Leavitt

The board recessed into executive session at 7:50 p.m.  
The board returned to open session at 9:00 p.m.

- i) Classified Employee P1516-1 and P1516-3 Salary Step Placement Request
  - A motion was made by Byron Burnham and seconded by Alice Thibault to approve the salary placement for two Classified Personnel, P1516-1 and P1516-2, as requested by administrators. The motion passed by the following:  
AYE: Don Mitchell  
Alice Thibault  
Byron Burnham  
Staci Leavitt
- ii) Student Request to Enroll at Jerome High School for 2015-16 School Year
  - A motion was made by Byron Burnham and seconded by Alice Thibault to allow student D1415-7 to enroll in Northside Jr/Sr High School for the 2015-16 Fall Semester and to be re-evaluated by Superintendent Layne after the first trimester and if approved student may enroll at Jerome High School for the second trimester of the 2015-16 school year 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  
Alice Thibault  
Byron Burnham  
Staci Leavitt

**13) Adjourn**

There being no other business before the board, the meeting was adjourned at 9:10 p.m.