

**Jerome School District #261**  
**Board of Trustees Agenda**  
**December 15, 2015**  
**6:00 p.m.**  
**Administrative Complex Board Room**

Board of Trustees present: Don Mitchell, Esther Peters, Alice Thibault, Byron Burnham, Staci Leavitt. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Curriculum Director Janet Avery, Jerome High School Assistant Principal and Athletic Director Kaly Gillette-Shippen, Jerome Middle School Principal Ryan Ellsworth, Jerome Middle School Students of the Month for 2015 and Parents.

***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 Don Mitchell.

**2) Motion to Amend Agenda** to add three Consent items and one Executive Session item.

A motion was made by Esther Peters and seconded by Byron Burnham to amend the agenda to add three Consent items and one Executive Session item. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
Byron Burnham  
Staci Leavitt

**3) Jerome Middle School Students of the Month**

Award recipients for Jerome Middle School Students of the Month for December 2015 were recognized by Trustee Byron Burnham and the Board of Trustees.

**4) Consent Agenda**

- a) Approval of previous minutes
  - i) November 24, 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 Middle School Custodian – Brenda Blackmon
    - (2) Summit Elementary School Custodian – Robin Myers
  - iii) Resignations
  - iv) New Hires
    - (1) Jerome High School Science Teacher – Eli Anderson
    - (2) Jerome High School Assistant Coach Baseball – Brad Myers
    - (3) Jerome High School Assistant Coach Baseball – Jim Davis
    - (4) Jerome High School Assistant Coach Baseball – Jim Bos

- (5) Jerome High School Assistant Coach Softball – Sierra Whitmer
- (6) Jerome Middle School Coach Boys Basketball 8<sup>th</sup> Grade – Cameron Stauffer

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

AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
Byron Burnham  
Staci Leavitt

5) **Scheduled Visitors**

- a) Janet Avery, Jerome School District Curriculum Director: presentation on results of Teacher Voice Survey for certificated staff, review of teacher demographics for the district, also overview of technology and other resources available to teachers for curriculum in classroom and department's future plans and goals for the district presented.

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

7) **Communications:** No communications for December, 2015.

8) **Approval of Bills**

A motion was made by Byron Burnham 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  
Staci Leavitt

9) **Reports**

- a) Superintendent
  - i) Enrollment Update: comparisons of student enrollment through December 2015.
  - ii) Facilities Update: change orders for construction projects reviewed.
  - iii) Trimester to Semester Transition: high school credit system for semester transition reviewed.
  - iv) ESEA Every Student Succeeds Act ReAuthorization: report transition time table and frequently asked questions.
- b) Trustees' Reports: Idaho School Boards Association 2015 Convention Business Session reviewed by trustees.
- 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

10) **Continuing Business**

- a) Construction – 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  
Staci Leavitt

- b) Policy 1260 Authorization of Signatures
- c) Policy 1500 Board Meetings

- d) Policy 1510 Open Meeting Law Compliance and Cure
- e) Policy 1515 School Board Hearing Procedure
- f) Policy 3570 Student Records
- g) Policy 3570P Student Records Procedure
- h) Policy 4260 Records Available to Public
- i) Policy 4260F District Record Request Form
- j) Policy 5340 Evaluation of Certified Personnel
- k) Policy 5340P Evaluation of Certified Personnel Protocol
- l) Policy 5340F2 Instructional Specialist Evaluation Form
- m) Policy 5340F3 Library Media Specialist Evaluation Form
- n) Policy 5340F4 School Nurses Evaluation Form
- o) Policy 5340F5 School Counselors Evaluation Form
- p) Policy 5340F6 School Psychologist Evaluation Form
- q) Policy 5340F7 Therapeutic Specialist Evaluation Form
- r) Policy 5500 Personnel Files
- s) Policy 6400 Principals
- t) Policy 6400F1 Administrator Evaluation Form
- u) Policy 6400F2 Administrator Individual Professional Learning Plan
- v) Policy 8600 Records Management
- w) Policy 8605 Retention of District Records

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve Policies 1260, 1500, 1510, 1515, 3570, 3570P, 4260, 4260F, 5340, 5340P, 5340F2, 5340F3, 5340F4, 5340F5, 5340F6, 5340F7, 5500, 6400, 6400F1, 6400F2, 8600, and 8605 as presented. The motion passed by the following:

AYE: Don Mitchell  
 Esther Peters  
 Alice Thibault  
 Byron Burnham  
 Staci Leavitt

#### 11) **New Business**

- a) Jerome High School Extra Curricular Activities Review for the 2015-16 school year.

#### 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.
    - i) Personnel Issues
    - ii) Student Issues

A motion was made by Byron Burnham and seconded by Esther Peters 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  
 Staci Leavitt

The board recessed into executive session at 8:20 p.m.

The board returned to open session at 8:45 p.m.

- i) Personnel Issues
  - a) Classified Employee Salary Step Placement Request - Classified Employee P1516-13

A motion was made by Byron Burnham and seconded by Alice Thibault to approve the salary placement for one Classified Personnel, P1516-13, as requested by administrators and directors. The motion passed by the following:

AYE: Don Mitchell  
 Esther Peters

Alice Thibault  
Byron Burnham  
Staci Leavitt

b) Certified Professional Employee on Paid Leave

A motion was made by Byron Burnham and seconded by Alice Thibault to place a one Certified Professional Employee on Administrative Leave with pay. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
Byron Burnham  
Staci Leavitt

c) Classified Employee Dismissal

A motion was made by Byron Burnham and seconded by Alice Thibault to accept the recommendation by Superintendent Layne to dismiss one Classified Employee P1516-15 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  
Staci Leavitt

j) Student Issues

a) Declaration of Truancy

A motion was made by Byron Burnham and seconded by Esther Peters to declare one student, T1516-10, as habitually truant. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
Alice Thibault  
Byron Burnham  
Staci Leavitt

13) **Adjourn**

There being no other business before the board, the meeting was adjourned at 8:50 p.m.