

**Jerome School District #261**  
**Board of Trustees Agenda**  
**August 27, 2013**  
**6:00 p.m.**  
**Administrative Complex Board Room**

Board of Trustees present: Don Mitchell, Esther Peters, John Crozier, Alice Thibault, Byron Burnham.  
Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, and Clerk Lorri Prescott; Raymond Ware of Ware and Associates; Nicole Lebsack and Tom Clifton, Jerome High School Teachers, Jerome High School students: Jordan Roldan, Colton Hunter, Nick Avila, Gretchen Hansten, Hadley Kimball, Sonora Birnie, Travis Compton and Rebekah Thompson; Sheri Hansten and Desiree Thompson, parents; Jerome High School student: Kindsey Kytile and Debbie Kytile, parent.

***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 6:10 p.m. by Chairman Don Mitchell.

**2) Motion of Amend Agenda to remove one Consent New Hire item and include one New Business item.**

A motion was made by John Crozier and seconded by Byron Burnham to amend the agenda to remove one Consent item and include one New Business item. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

John Crozier

Alice Thibault

Byron Burnham

**3) Oath of Office Zone 1 Trustee – administered Monday, August 26, 2013, to Alice Thibault by District Clerk Lorri Prescott.**

**4) Consent Agenda**

- a) Approval of previous minutes
- i) July 23, 2013
  - ii) Special Meeting August 20, 2013
- 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) Jefferson Elementary School Para Professional Building – Mary Lou Justice
  - ii) Transfers
    - (1) Jefferson Elementary School Teacher Literacy Strategies – Lea Stone
    - (2) Jerome High School Child Nutrition Kitchen Manager – Lenny Hunt
    - (3) Horizon Elementary School Child Nutrition Kitchen Manager – Debbie McCaughey
    - (4) Summit Elementary School Child Nutrition Cook – Randa Briggs
    - (5) Jefferson Elementary School Child Nutrition Cook – Dorothy Gernhart
    - (6) Jerome High School Child Nutrition Cook – Laura Hays
    - (7) Jerome Middle School Coach Soccer Boys – Carlos Hernandez

iii) Resignations

- (1) Jerome High School Teacher Family Consumer Sciences – Allison Coulson
- (2) Jerome High School Custodian – Paula Farrell
- (3) Horizon Elementary School Para Professional Building ELL – Esperanza Garcia
- (4) Jefferson Elementary School Para Professional Building – Cyndy Raygoza
- (5) Jefferson Elementary School Para Professional Building – Alejandra Becerra
- (6) Jerome High School Para Professional Special Education – Matt Brown
- (7) Jerome High School Child Nutrition Cook – Vickie Ostic
- (8) Jerome School District Behavior Specialist – Christi Dick
- (9) Jerome Middle School Coach Wrestling – Francisco Borrayo

iv) New Hires

- (1) Administrative Office Receptionist/Sub Caller – Tammie Cooley-Meyers
- (2) Jerome High School Teacher Family Consumer Sciences – Susan Bingham
- (3) Jerome Middle School Teacher English Language Arts – Kevin Rogers
- (4) Jerome Middle School Teacher English Language Arts – Debra Touchette
- (5) Jerome Middle School Teacher English Language Arts – Cheryl Farnsworth
- (6) Horizon Elementary School Para Professional Building ELL – Kenia Franco
- (7) Horizon Elementary School Para Professional Building – Catrina Tolman
- (8) Jerome Middle School Coach Volleyball Coach 7<sup>th</sup> Grade – Kaitlyn Kelley
- (9) Jerome Middle School Coach Football 8<sup>th</sup> Grade – Jon Bratton
- (10) Jerome Middle School Coach Wrestling – Jordan Leak
- (11) Jerome High School Assistant Coach Wrestling – TJ Ringling
- (12) Jerome High School Assistant Coach Wrestling – Sonny Silva
- (13) Jerome High School Assistant Coach Football – Jason Wilson
- (14) Jerome High School Assistant Coach Football – Brian Davis
- (15) Jerome High School Assistant Coach Football – Matt McClimans
- (16) Jerome High School Assistant Coach Football – Richard Stock
- (17) Jerome High School Audio Visual Coordinator – Patrick Rexroat
- (18) Jerome Middle School Child Nutrition Cook – Nona Knight
- (19) Jerome Middle School Child Nutrition Cook – Paula Stanger
- (20) Jerome Middle School Child Nutrition Cook – Anne Newbry
- ~~(21) Jefferson Elementary School Para Professional Building – Monica Rogers~~
- (22) Jefferson Elementary School Para Professional Building – Maria Crabtree
- (23) Jefferson Elementary School Para Professional Building – Teresa Gonzalez-Duque
- (24) Jefferson Elementary School Para Professional Building – Jennifer Thompson
- (25) Jefferson Elementary School Para Professional Special Education – Nicole Slegers
- (26) Jefferson Elementary School Para Professional Special Education – Paulina Dennis
- (27) Jerome High School Para Professional Special Education – Trina Gloe

A motion was made by John Crozier and seconded by Esther Peters to approve the Consent Agenda as presented. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham

5) **Scheduled Visitors**

- a) Ware and Associates Annual Audit
- b) Nicole Lebsack and Tom Clifton, Jerome High School Agriculture Teachers and Jerome High School Students
- c) Kindsey Kytte, Jerome High School Student

6) **Community Comments** – no community comments for August, 2013.

7) **Communications**

- a) Thank you from Joe Baumgartner Family
- b) Thank you from JHS graduated student

8) **Approval of Bills**

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

by the following:  
AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham

9) **Reports**

- a) Superintendent
  - i) 2013-14 New Staff – teachers reported back to school on August 26 with new staff in each school.
  - ii) Jefferson Elementary School Progress – approval for official occupancy received after completion of school offices.
  - iii) Academic Eligibility Changes – changes to the requirements for academic eligibility for extra-curricular activities were presented to students, parents and coaches.
  - iv) One additional kindergarten session has been added because of increased enrollment.

10) **Continuing Business**

- a) Policy 1500P School Board Meeting Procedure (2<sup>nd</sup> Reading – Action)
- b) Policy 5340 Evaluation of Certificated Personnel (2<sup>nd</sup> Reading – Action)
- c) Policy 5340F Teacher Evaluation Form (2<sup>nd</sup> Reading – Action)
- d) Policy 5740 Reduction in Force (2<sup>nd</sup> Reading – Action)
- e) Policy 5740P Reduction in Force Procedure (2<sup>nd</sup> Reading – Action)
- f) Policy 5820 Evaluation of Non-Certified Staff (2<sup>nd</sup> Reading – Action)
- g) Policy 7600 Declaration of Financial Emergency (2<sup>nd</sup> Reading – Action)
- h) Policy 7600F Declaration of Financial Emergency Resolution (2<sup>nd</sup> Reading – Action)
- i) Policy 7600P Declaration of Financial Emergency Procedure (2<sup>nd</sup> Reading – Action)  
A motion was made by Alice Thibault and seconded by Esther Peters to approve Policies 1500P, 5340, 5340F, 5740, 5740P, 5820, 7600, 7600F, and 7600P as presented for second reading. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham

11) **New Business**

- a) Approve FY12-13 Annual Audit: the 2012-2013 Annual Audit Report was presented by Raymond Ware, Ware and Associates, CPA's.  
A motion was made by Byron Burnham and seconded by Esther Peters to approve the 2012-13 Annual Audit Report as presented. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham
- b) Schedule Special Meeting in September for Enrollment Update: the board determined that no special meeting would be necessary to review the enrollment and attendance during September.
- c) FFA National Convention Out of State Travel Request  
A motion was made by Alice Thibault and seconded by Byron Burnham to approve the travel request by FFA teachers and student to attend the FFA National Convention in Louisville, Kentucky and to pay the convention registration fee of \$984.00 for the eight students attending, \$582.00 from the district has already been sent and the remaining balance of \$402 of registration cost will be provided. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham

- d) Approval of Classified Employees Salary Schedule Placement  
A motion was made by Alice Thibault and seconded by John Crozier to approve the salary placement for two Classified Personnel as requested by administrators. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham
- e) Additional Leave Days Request by Certificated Personnel  
A motion was made by John Crozier and seconded by Byron Burnham to approve the request by Certificated Personnel for sick leave days without pay if needed. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham
- f) ARTEC Representative Designation  
A motion was made by Alice Thibault and seconded by Byron Burnham to appoint Superintendent Dale Layne as the District's representative to both ARTE, Inc. and ARTEC Programs for the 2013-14 school year. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham
- g) CSI Idaho's Adult Basic Education Memorandum of Agreement  
A motion was made by Byron Burnham and seconded by Alice Thibault to approve the CSI Idaho's Adult Basic Education 2013-14 Memorandum of Agreement as presented. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham
- h) Approve Bus Drivers 2013-14 (Action)
- i) Approve Bus Routes 2013-14 (Action)
- j) Approve Safety Bus Routes (Action)
- i) Route 1
- ii) Route 2
- iii) Route 3
- iv) Route 4
- v) Route 5
- A motion was made by Alice Thibault and seconded by Byron Burnham to approve 2013-14 Bus Drivers, Bus Routes and Safety Bus Routes 1, 2, 3, 4 and 5 as presented. The motion passed by the following:  
AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham
- k) Facilities Update – the Facilities Advisory Committee met with Architects in August and reviewed traffic issues at Jerome Middle School and Jefferson Elementary School. The next meeting is planned for September 17, 2013.
- l) Policy 3285 Relationship Abuse and Sexual Assault

- m) Policy 3515 Food Allergy Management
- n) Policy 3515B Food Allergy Management Background
- o) Policy 3515P Food Allergy Management Procedure
- p) Policy 3570P Student Records
- q) Policy 4420 Sex Offenders
- r) Policy 4420F1 Sex Offenders Letter to Parents
- s) Policy 4420F2 Sex Offenders Letter to Vendors and Contractors
- t) Policy 8605 Retention of District Records

u) **ARTEC MOU**

A motion was made by Alice Thibault and seconded by Byron Burnham to approve the ARTEC 2013-14 Memorandum of Understanding as presented. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham

**12) Executive Session**

- a) IC 67-2345(1)(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) Classified Employee Communication
  - ii) Jerome High School Student Request

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 67-2345(1)(b), Idaho Code, regarding the personnel issue involving classified employees and students of the district.

The motion passed by a roll call vote of:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Alice Thibault  
Byron Burnham.

The board recessed into executive session at 8:15 p.m.

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

**13) Adjourn**

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