

Jerome School District #261
Board of Trustees Agenda
July 23, 2013
6:00 p.m.
Administrative Complex Board Room

Board of Trustees present: Don Mitchell, Esther Peters, John Crozier, Byron Burnham.

Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, and Clerk Lorri Prescott.

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

2) Annual Meeting

a) Election of Board Officers

i) Chairman

Byron Burnham nominated Don Mitchell as board chairman for the 2013-14 year. The nomination was seconded by John Crozier. The nomination was approved by the following:

AYE: Esther Peters

John Crozier

Don Mitchell

Byron Burnham

Chairman Don Mitchell resumed control of the meeting.

ii) Vice-Chairman

Byron Burnham nominated Esther Peters as board vice chairman for the 2013-14 year. The nomination was seconded by John Crozier. The nomination was approved by the following:

AYE: Don Mitchell

Esther Peters

John Crozier

Byron Burnham

b) Appointments

i) Clerk – Lorri Prescott

A motion was made by John Crozier and seconded by Byron Burnham to approve Lorri Prescott as Clerk for the 2013-14 year. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

John Crozier

Byron Burnham

ii) Treasurer – Brian Bridwell

A motion was made by John Crozier and seconded by Byron Burnham to approve Brian Bridwell as Treasurer for the 2013-14 year. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

John Crozier

Byron Burnham

iii) Deputy Treasurers

(1) Janet Avery – Curriculum Director

(2) Keelie Campbell – Federal Programs Director

(3) Kindel Mason – Special Education Director

(a) Lorie Lancaster – Special Education Secretary

- (4) Sherri Johns – Jefferson Elementary School Principal
 - (a) Elise Gilbert – Jefferson Elementary School Secretary
- (5) Teresa Jones, 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) Eric Anderson – 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 John Crozier and seconded by Byron Burnham to approve the appointments as listed above for the 2013-14 year. The motion passed by the following:

AYE: Don Mitchell
 Esther Peters
 John Crozier
 Byron Burnham

iv) School Attorneys

- (1) Rob Williams, Williams Meservy & Lothspeich
- (2) Eberharter-Maki & Tappen, PA

A motion was made by John Crozier and seconded by Byron Burnham to approve the School Attorneys as listed for the 2013-14 year. The motion passed by the following:

AYE: Don Mitchell
 Esther Peters
 John Crozier
 Byron Burnham

c) Establish 2013-2014 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 Trustee for the ensuing year.

After a full and complete discussion, upon motion duly made by Esther Peters and seconded by John Crozier, 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 Ave. West.

BE IT FURTHER RESOLVED, that this designation of regular meeting shall continue in force through July of 2014, 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
 Esther Peters
 John Crozier
 Byron Burnham

d) Designation of Public Places for Posting Public Notices

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

The motion passed by the following:

AYE: Don Mitchell
 Esther Peters
 John Crozier

Byron Burnham

- 3) **Motion of Amend Agenda** to include two new Consent items, one new Superintendent report item, and one New Business item.

A motion was made by John Crozier and seconded by Byron Burnham to amend the agenda to include two new Consent items, one new Superintendent Report item and one New Business item. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

John Crozier

Byron Burnham

4) **Consent Agenda**

- a) Approval of previous minutes
 - i) June 25, 2013
 - ii) Special Meeting July 1, 2013
 - iii) Special Meeting July 16, 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) Jerome High School Teacher Mathematics Gr 9-12 – Connie Horgan
 - ii) Transfers
 - (1) Jerome High School Teacher Mathematics Gr 6-8 – William Gibson
 - (2) Jefferson Elementary Para Professional Library – Sarah Sauer
 - (3) Jefferson Elementary Para Professional Building – Melody McNabb
 - (4) Jefferson Elementary Para Professional Building – Maria Moncada
 - (5) Jerome High School Secretary Counselors – Diane Geist
 - (6) Jerome High School Secretary Attendance – Kim Green
 - iii) Resignations
 - (1) Jerome High School and Middle School Teacher Band – Samuel Stone
 - (2) Jerome Middle School Teacher English Language Arts – Hilary Biggers
 - (3) Jerome School District Receptionist and Sub Caller – Leticia Arciga
 - (4) Jefferson Elementary School Para Professional Special Education – Breanna Gilbert
 - (5) Jefferson Elementary School Teacher Literacy Strategies – Tallie Mortensen
 - (6) Jerome Middle School 7th Grade Volleyball Coach – Karen Pierce
 - (7) Jerome High School Pep Marching Band Conductor – Samuel Stone
 - (8) Jerome Middle School 8th Grade Soccer Coach – Will Gibson
 - iv) New Hires
 - (1) Jerome High School and Middle School Teacher Band – Hiroshi Fukuoka
 - (2) Jerome High School Teacher Special Education – Susan Boehm Webb
 - (3) Jerome High School Teacher English Language Arts – Katie Knudsen
 - (4) Jerome Middle School Teacher English Language Arts – Charles Buechele
 - (5) Jerome Middle School Teacher Mathematics – Kira Baird
 - (6) Jefferson Elementary School Teacher 3rd Grade – Alicia Teeter
 - (7) Jefferson Elementary School Teacher 1st Grade – Katherine Bernt
 - (8) Jerome High School Para Professional Computer – Karla Florence
 - (9) Maintenance General – John Boyd

- (10) Jerome High School Coach Drama – Patrick Rexroat
- (11) Jerome High School Pep Marching Band Conductor – Hiroshi Fukuoka
- (12) Child Nutrition Secretary – Millie Rivera

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

AYE: Don Mitchell
Esther Peters
John Crozier
Byron Burnham

5) **Scheduled Visitors:** No scheduled visitors for July, 2013.

6) **Community Comments:** No community comments for July, 2013.

7) **Communications**

- a) Jerome High School Student attending the July 2013 Washington Journalism and Media Conference as the National Youth Correspondent.

8) **Approval of Bills**

A motion was made by John Crozier and seconded by Byron Burnham to approve the bills as presented. The motion passed by the following:

AYE: Don Mitchell
Esther Peters
John Crozier
Byron Burnham

9) **Reports**

- a) Superintendent
 - i) Jerome High School Vocational Agriculture Teacher, Nicole Lebsack, selected to represent the Idaho Vocational Agricultural Teachers Association as Secretary Elect for the 2013-14 year.
 - ii) All Staff Meeting August 26, 2013: Breakfast will be served to staff by Trustees, then short meeting to follow.
 - iii) Food Service Information: Training for food service staff is scheduled during the school year.

10) **Continuing Business**

- a) ISBA Board Training Exercise: Better Board Member
Trustees reviewed the ISBA training exercise.
- b) Summer Leadership Conference Report
The conference was attended by Chairman Don Mitchell, Business Manager Brian Bridwell and District Clerk Lorri Prescott.
- c) Oath of Office for Zone 2 Trustee
The oath of office for Zone 2 Trustee was administered to Esther Peters on July 11, 2013.
- d) Idaho School Boards Association Resolutions
 - i) Oath of Office
 - ii) Statewide Student Information System
A motion was made by Byron Burnham and seconded by Esther Peters to present the Oath of Office Resolution and the Statewide Student Information System Resolution to the Idaho School Boards Association Board of Directors to be presented at the Idaho State Conference. The motion passed by the following:
AYE: Don Mitchell
Esther Peters
John Crozier
Byron Burnham
- e) Policy 2440 Online Courses and Alternative Credit Options
- f) Policy 2550 Field Trips, Excursions and Outdoor Education
- g) Policy 2610 Advanced Requirements 9-12
- h) Policy 2700P High School Graduation Requirements

- i) Policy 4130 Public Access to District Website
- j) Policy 5220 Assignments, Reassignments, Transfers
- k) Policy 5320 Drug and Alcohol Free Workplace
- l) Policy 8170P District-Owned Vehicles

A motion was made by Byron Burnham and seconded by Esther Peters to approve Policies 2440, 2550, 2610, 2700P, 4130, 5220, 5320, and 8170P as presented. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

John Crozier

Byron Burnham

11) **New Business**

- a) Appointment of Zone 1 Trustee

A motion was made by Esther Peters and seconded by John Crozier to approve the appointment of Alice Thibault as Zone 1 Trustee for the remainder of the current term. The motion passed by the following:

Aye: Don Mitchell

Esther Peters

John Crozier

Byron Burnham

- b) Good Sam Club at Jerome High School June 9-14, 2014: Idaho Chapter Conference will be held at Jerome High School.
- c) Facilities Advisory Committee Update: Next meeting is scheduled for August 20, 2013, at the Jerome High School Crowder Memorial Library.
- d) Construction Delivery Method: Three types of construction delivery methods reviewed for future planning: Design Build, General Contractor and Construction Manager.
- e) Policy 1500P School Board Meeting Procedure (1st Reading - Information)
- f) Policy 5340 Evaluation of Certificated Personnel (1st Reading – Information)
- g) Policy 5340F Teacher Evaluation Form (1st Reading - Information)
- h) Policy 5740 Reduction in Force (1st Reading - Information)
- i) Policy 5740P Reduction in Force Procedure (1st Reading - Information)
- j) Policy 5820 Evaluation of Non-Certified Staff (1st Reading – Information)
- k) Policy 7600 Declaration of Financial Emergency (1st Reading – Information)
- l) Policy 7600F Declaration of Financial Emergency Resolution (1st Reading – Information)
- m) Policy 7600P Declaration of Financial Emergency Procedure (1st Reading – Information)

- n) Certified Employee Resignation Information: Policy 5350 Certified Personnel Resignation and Release From Contract Policy reviewed by the Board of Trustees.

12) **Adjourn**

There being no other business before the board, the meeting was adjourned at 7:45 p.m.