

Jerome School District #261
Board of Trustees Agenda
November 22, 2016
6:00 p.m.
Administrative Complex Board Room

Board of Trustees present: Alice Thibault, Don Mitchell, Byron Burnham, Staci Leavitt. Not present: Esther Peters. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Curriculum Director Janet Avery, Federal Programs Director Kim Lickley, Special Education Director Kindel Mason, Child Nutrition Director Carolyn Sullivan, Jefferson Elementary School Principal Angela Brulotte, Horizon Elementary School Principal Terri Fisher, Summit Elementary School Principal Eva Meyerhoeffer, Jerome Middle School Principal Ryan Ellsworth, Jerome High School Principal Nathan Tracy, Jerome High Assistant Principal Melissa Rice, Jerome High School Teacher and Future Farmers of America Club Advisor Tom Clifton, Jerome High School Health Occupations Students of America Advisor Paige Vickrey, Jerome High School Students: Student Council Representative Cole Arbaugh; Senior Class Representatives Suyuki Laurian, Mila Chavez, Hannah Colvin; FFA Club Representatives Gretchen Hansten, Alyssa Hansten, Cody Jackson; HOSA Club Representative Araceli Reyes; Jerome Middle School Students of the Month for 2016 and Parents; Community Members: Paula Mason, Alan Hansten, Sheri Hansten and Annette Lott.

Educating Today for Tomorrow's World

1) Call to Order

- 1) 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 Vice Chairman Alice Thibault.

2) Jerome Middle School *Students of the Month*

Award recipients for Jerome Middle School Students of the Month for November 2016 were recognized by Trustee Byron Burnham and the Board of Trustees.

3) Motion to Amend Agenda to correct New Business Items 3 to Jerome Middle School Mathematics Department and Jerome Middle School Mathematics Teacher and add Declaration of Zone 4 Vacancy on Board of Trustees Action Item to Agenda.

A motion was made by Byron Burnham and seconded by Stacie Leavitt to amend the agenda to correct New Business Item 3 and add Declaration of Zone 4 Vacancy on Board of Trustees Action Item to Agenda. The motion passed by the following:

AYE: Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

4) Consent Agenda

- 1) Approval of previous minutes
 - i) October 25, 2016
- 2) 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
- 3) Personnel
 - i) Retirement
 - ii) Transfers
 - (1) Jerome High School Wrestling Assistant Coach Junior Varsity – Ted Larsen
 - (2) Jerome High School Track Boys Head Coach – Mark Van Orden
 - iii) Resignations

(1) Jerome Middle School 8th Grade Boys Basketball Coach – Cameron Stauffer

iv) **New Hires**

(1) Jefferson Elementary School Para Professional Building – Deloris Argyle

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: Alice Thibault

Don Mitchell

Byron Burnham

Staci Leavitt

5) **Scheduled Visitors** (Information)

- 1) Carolyn Sullivan, Jerome School District Child Nutrition Director: Review of schools' lunch program and requirements, report of grant award received by department based on submission by Child Nutrition Secretary Brianna Luper.
- 2) Suyuki Laurian, Jerome High School Senior Class President: Class representatives presented detailed travel request.
- 3) Paige Vickrey, Jerome High School Health Occupations Students of America Advisor and Araceli Reyes, HOSA Student: Experiences and slides presented on International Leader Conference attended Summer 2016.
- 4) Tom Clifton, Jerome High School Teacher and Future Farmers of America Advisor, FFA Students and FFA Alumni Booster Representatives: Students attended National Dairy Competition and placed 7th overall; Advisor presented FFA club plans for spring 2017; Boosters reported on fundraising efforts for FFA club and National FFA Conference attended.

6) **Community Comments:** No community comments for November, 2016.

7) **Communications:** No communications for November, 2016.

8) **Reports:** Items 1 through 10 written reports submitted to Board of Trustees.

- 1) Curriculum Director
- 2) Federal Program Director
- 3) Special Education Director
- 4) Jefferson Elementary School
- 5) Horizon Elementary School
- 6) Summit Elementary School
- 7) Jerome Middle School
- 8) Jerome High School
- 9) Northside Jr/Sr High School
- 10) Child Nutrition Director
- 11) Superintendent: Goals and recommendations for future projects reviewed: Facilities Summer 2017 projects: schools' roof repairs, administration building paint and window replacement; safety and camera upgrades, carpet replacement in classrooms; Programs: expand Career Technical Education courses offered, add All-Day Kindergarten program.
 - i) Enrollment Summary: Comparison by total enrollment and grades with previous school year enrollment reviewed.
 - ii) Facilities Update: Summit Elementary School classrooms nearing completion; Jerome Middle School classroom construction on schedule with two classrooms almost ready for use; Jerome High School auditorium complete early December with event planned December 8th, new flooring installed during Christmas break, old office area under construction with new classrooms planned.
 - (1) Jerome High Reader Board: replacement planned for reader board with help of Ridley's monetary donation; plans submitted to Jerome City Planning and Zoning
 - iii) Administration Christmas Party, Friday, December 9, 6:30 p.m.
 - iv) Jerome High School Student Council request for ATM Machine: District will research ATM Vendors on details of placing a machine on school property and requirements or fees for transactions.
- 12) Trustees' Reports
- 13) Idaho School Boards Association Convention 2016: Trustees and District Administration reviewed workshops attended at the ISBA Convention November 2016. Trustees were awarded the Boardmanship award by ISBA officials.

9) **Approval of Bills**

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

AYE: Alice Thibault

Don Mitchell

Byron Burnham

Staci Leavitt

10) Continuing Business

1) Construction - Change Orders

- i) Jerome High School Construction Project
- ii) Jerome Middle School and Summit Elementary School Construction Project
- iii) Horizon Elementary School Parking Lot and Roof Project

A motion was made by Staci Leavitt and seconded by Byron Burnham to approve the Jerome High School, Jerome Middle School and Summit Elementary School, and Horizon Elementary School Parking Lot and Roof Projects construction change orders as presented. The motion passed by the following:

AYE: Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

2) Consideration of Jerome High School Graduation 2017 Location

A motion was made by Staci Leavitt and seconded by Byron Burnham to move Jerome High School Graduation Ceremony back to the Jerome High School Gymnasium for Graduation on May 24th, 2017. The motion passed by the following:

AYE: Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

11) New Business

1) Consideration of 2016-17 Audit Engagement Agreement with Ware and Associates Approval

A motion was made by Byron Burnham and seconded by Staci Leavitt to approve the 2016-17 Annual Audit Engagement Agreement and Management Representation Letter with Ware and Associates. The motion passed by the following:

AYE: Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

2) Consideration of Supplemental Levy Resolution

A motion was made by Byron Burnham and seconded by Staci Leavitt to approve a supplemental levy resolution in the amount of \$650,000.00 each year for two years for an election to be held, on March 14, 2017. The motion passed by the following:

AYE: Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

3) Declaration that an area of need exists for the 2016-2017 school year in the Jerome Middle School Mathematics Department

i) Jerome Middle School Mathematics Teacher – Eric Hopkins

A motion was made by Byron Burnham and seconded by Staci Leavitt to declare that an area of need exists for the 2016-17 school year in the Jerome Middle School Mathematics Department. The motion passed by the following:

AYE: Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

4) Consideration of Jerome High School New Club Requests

- i) Crossing Bridges Club
- ii) Gaming Club

A motion was made by Staci Leavitt and seconded by Byron Burnham to approve the new club requests, Crossing Bridges Club and Gaming Club, as recommended by the Jerome High School administration. The motion passed by the following:

AYE: Alice Thibault

Don Mitchell
Byron Burnham
Staci Leavitt

- 5) Consideration of Jerome High School Student Council request for ATM Machine
A motion was made by Byron Burnham and seconded by Staci Leavitt to approve the request by Jerome High School Student Council for installation of an ATM Machine on school premises. The motion passed by the following:
AYE: Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt
- 6) Consideration of Jerome High School Senior Class Trip Out of State Travel Request
A motion was made by Byron Burnham and seconded by Staci Leavitt to approve the travel request by the Jerome High School Senior Class for February 9-10-11 to Tamarack Resort, after the following contingencies are met by December 20th: submit list of school personnel and chaperones, collect full deposit for the trip, signed waivers by parents, signed property liability forms by students. The motion passed by the following:
AYE: Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt
- 7) Jerome School District School Safety Task Force Appointment
A motion was made by Byron Burnham and seconded by Staci Leavitt to set up a Jerome School District School Safety Task Force and appoint two Trustees and Community members to serve, along with school district personnel and city administration members. The motion passed by the following:
AYE: Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt
- 8) Health Insurance Dividend – Salary Adjustment Plan
A motion was made by Byron Burnham and seconded by Staci Leavitt to approve the request by Superintendent Layne to present district employees with their individual share of the health insurance dividend when received and the district would pay the employees taxes and PERSI portion of the dividend. The motion passed by the following:
AYE: Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

12) Executive Session

- 1) 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) Student Issues

A motion was made by Byron Burnham and seconded by Staci Leavitt 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 students of the district. The motion passed by roll call vote:

AYE: Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

The board recessed into executive session at 9:15 p.m.
The board returned to open session at 9:25 p.m.

13) Consideration of Student Executive Item(s)

1) Student Discipline D1617-03

A motion was made by Byron Burnham and seconded by Staci Leavitt to accept the recommendations of the hearing officer and expel Student D1617-03 from Jerome School District schools for one full calendar year with placement at the Northside Jr/Sr High School upon return for the second semester 2017-18 school year and to direct Superintendent Layne to notify student and parents by letter. The motion passed by the following:

AYE: Alice Thibault

Don Mitchell

Byron Burnham

Staci Leavitt

2) Student Discipline D1617-04

A motion was made by Byron Burnham and seconded by Staci Leavitt to accept the recommendations of the hearing officer and expel Student D1617-04 from Jerome School District schools for the remainder of the 2016-17 school year with placement at the Northside Jr/Sr High School upon return for the first semester 2017-18 school year and to direct Superintendent Layne to notify student and parents by letter . The motion passed by the following:

AYE: Alice Thibault

Don Mitchell

Byron Burnham

Staci Leavitt

3) Declaration of Truancy

A motion was made by Byron Burnham and seconded by Staci Leavitt to declare two students, T1617-05 and T1617-06, as habitually truant. The motion passed by the following:

AYE: Alice Thibault

Don Mitchell

Byron Burnham

Staci Leavitt

14) Declaration of Zone 4 Vacancy on Board of Trustees

The Vice Chairman announced that the next order of business would be consideration of the need to declare a vacancy on the Board of Trustees. After a full and complete discussion, upon motion duly made by Staci Leavitt and seconded Don Mitchell, the following resolution was presented:

WHEREAS, Byron Burnham has been a member of the Board of Trustees of School District No. 261, after having been sworn into office on October 27, 2008, after having been duly appointed in accordance with the applicable laws of the State of Idaho; and

WHEREAS, said trustee has resigned his appointment; and WHEREAS, pursuant to Section 33-504, Idaho Code, this Board of Trustees is required to declare a vacancy when the above stated condition exists;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Jt. Jerome School District No. 261 hereby declares that Byron Burnham is disqualified from holding the office of Trustee for the above stated reasons: (c) remove himself from his trustee zone of residence;

BE IT FURTHER RESOLVED, that a vacancy on the Board of Trustees is hereby declared, which vacancy will be filled by appointment within ninety (90) days.

Vote being had on the above and foregoing resolution, and the same having been counted and found to as follows:

AYE: Alice Thibault

Don Mitchell

Staci Leavitt

The Vice Chairman declared said resolution adopted.

15) Adjourn

There being no other business before the board, a motion was made by Byron Burnham and seconded by Staci Leavitt, the Board unanimously approved to adjourn the meeting at 9:40 p.m.