

Jerome School District #261
Board of Trustees Agenda
October 27, 2015
6:00 p.m.
Administrative Complex Board Room

Board of Trustees present: Don Mitchell, Esther Peters, Alice Thibault, Staci Leavitt, Byron Burnham. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Jerome Middle School Principal Ryan Ellsworth, and Jerome Middle School Students of the Month for 2015 and Parents; Jerome High School Principal Keelie Campbell, Jerome High School Assistant Principal Melissa Rice, Jerome High School Assistant Principal and Athletic Director Kaly Gillette-Shippen, Jerome High School Teachers Susan Bingham, Birch Criswell, Sid Gambles, Val Jones, Gary Krumm, Tyler Wardle; Jerome High School Student Viviana Barrera, Visitors Lynn Olsen, Michael Corbett, John Ellorietta, , Scott Munk, Ty Shippen; and Raymond Ware and Ben Ware of Ware and Associates, CPA.

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) Jerome Middle School Students of the Month

Award recipients for Jerome Middle School Students of the Month for October 2015 were recognized by Trustee Esther Peters and the Board of Trustees.

3) Consent Agenda

- a) Approval of previous minutes
 - i) September 22, 2015
 - ii) Special Meeting October 19, 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 Head Coach Baseball – Michael McDonald
 - iii) Resignations
 - (1) Jerome High School Para Professional Special Education – Tenisha Hoptowit
 - (2) Jerome High School Head Coach Softball – Tenisha Hoptowit
 - (3) Jerome High School Assistant Coach Softball – Logan Parker
 - (4) Horizon Elementary School Para Professional Building (.5 FTE) – Nicole Ferrin
 - iv) New Hires
 - (1) Jerome Middle School Para Professional Building – Amanda Thyne
 - (2) Jefferson Elementary School Para Professional Special Education – Nickole Mellon
 - (3) Jerome High School Para Professional Special Education – Nicholas Jaynes
 - (4) Jerome High School Assistant Coach Wrestling – Tyler Powell
 - (5) Jerome High School Assistant Coach Wrestling – Theodore Ringling
 - (6) Horizon Elementary School Child Nutrition Cook – Nicole Kasimatis
 - (7) Horizon Elementary School Para Professional Building (.5 FTE) – Dejah Carlier

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

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

4) **Scheduled Visitors**

- a) Ware and Associates Annual Audit: Raymond Ware presented the Jerome School District 2014-15 Audit Report.
- b) Sid Gambles, Jerome High School Teacher and Head Football Coach: Presented highlights of 2015 football season and summer camp attended by players.
- c) Susan Bingham, Jerome High School Teacher and Family Career and Community Leaders of America (FCCLA) Advisor: report on current school year program and goals set by FCCLA club members, also state and national conferences highlighted.
- d) Samuel Sharp, Valerie Jones, Gary Krumm, Tyler Wardle, Jerome High School Teachers, and Wendy Ohlensehlen, Jerome High School Counselor: Teachers presented a plan for conversion from trimester system to semester system for schools.
- e) Keelie Campbell, Jerome High School Principal: Road map vision to success for 2015, current student demographics and educational goals discussed.

5) **Community Comments:** No community comments for October, 2015.

6) **Communications:** No communications for October, 2015.

7) **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: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham
Staci Leavitt

8) **Reports**

- a) Superintendent
 - i) Enrollment Update: comparison of enrollment from previous month presented.
 - ii) Facilities Update: color board for Jerome High School construction project on display, project is on schedule; Jefferson Elementary School project should be complete by late fall; next projects will be classroom construction at Jerome Middle School and Summit Elementary School.
 - iii) ICRMP (Idaho Counties Risk Management Program) Dividend: Jerome School District received a dividend from ICRMP for the 2014-15 school year.
 - iv) Web Page Requirements: the district's web page is in compliance in all areas of posting as required by Idaho Code.
- b) Trustees' Reports
- 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

9) **Continuing Business**

- a) ISBA Annual Convention Agenda: Idaho School Boards Association 2015 Convention will be November 11-13.
- b) Jerome High School Trimester to Semester Transition Plan: Jerome High School teachers led a discussion on conversion from current trimester system to a semester system for the 2016-17 school year, presented pros and cons and gave outline of steps required to complete the conversion.
- c) Construction: Approval of Change Orders
 - i) Jefferson Elementary School 1412-002

ii) Jerome High School STR-018—STR-024

A motion was made by Alice Thibault and seconded by Byron Burnham to approve the construction change orders Jefferson 1412-00 as presented by Stanley Construction and Jerome High School STR-018-STR-024 as presented by Starr Construction. The motion passed by the following:

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

- d) Policy 3270 Student Access To and Responsible Use of District Computer, Network and Internet
- e) Policy 5330 Personnel Access To and Responsible Use of District Computer, Network and Internet
- f) Policy 5330P Acceptable Use Policy Access to Networked Information Resources – Remove Policy
- g) Policy 5330F Responsible Use Agreement and Contract for Employees and Volunteers

A motion was made by Alice Thibault and seconded by Byron Burnham to approve Policies 3270, 5330 and 5330F and remove Policy 5330P as presented for second reading. The motion passed by the following:

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

10) **New Business**

a) Approve FY14-15 Annual Audit

A motion was made by Byron Burnham and seconded by Esther Peters to approve the 2014-15 Annual Audit Report as presented. The motion passed by the following:

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

b) November and December, 2015, Board Meeting Date Change

The Chairman announced the next order business would be to leave the regular meeting of the Board of Trustees on November 24th and to change the schedule of the December, 2015, regular meeting of the Board of Trustees from December 22nd to December 15th, 2015, at 6:00 p.m. in the Administrative Offices Board Room. A motion was made by Byron Burnham and seconded by Staci Leavitt to reschedule the December meeting of the Board of Trustees as presented.

The motion passed by the following:

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

c) Approval of Jerome School District Leadership Plan for 2015

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the Jerome School District Leadership Plan for 2015 as presented. The motion passed by the following:

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

d) Jerome High School New Club(s) Request

- i) JHS Roaring Times
- ii) JHS Orange Crush

A motion was made by Byron Burnham and seconded by Esther Peters to approve the Jerome High School new clubs request, JHS Roaring Times and JHS Orange Crush, for the 2015-16 school year. The motion passed by the following:

AYE: Don Mitchell
Esther Peters

Alice Thibault
Byron Burnham
Staci Leavitt

e) Student Internship for 2015-16 School Year Approval

i) Jerome Middle School Math Department – Rosa Gonzalez

A motion was made by Alice Thibault and seconded by Esther Peters to approve the Jerome Middle School request for a student intern in the math department for the 2015-16 school year. The motion passed by the following:

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

f) Declaration that an area of need exists for the 2015-2016 school year in the schools and departments as listed.

i) Horizon Elementary Special Education and Pre-School Education Department

ii) Jerome Middle School Secondary Counseling, Science and Health/Physical Education Department

iii) Jerome High School Assistant Principal, Foreign Language and Health/Physical Education Departments

A motion was made by Alice Thibault and seconded by Byron Burnham to declare that an area of need exists for the 2015-16 school year in the schools and departments as listed. The motion passed by the following:

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

11) 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 Esther Peters 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 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 9:10 p.m.

The board returned to open session at 9:40 p.m.

1) Personnel Issues

i) Employee Additional Leave Request

a. Classified Employee P1516-9

A motion was made by Alice Thibault and seconded by Byron Burnham to deny the request by one classified employee for additional leave days as professional development but approve one additional employee unpaid day as leave if needed 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

b. Certified Professional Employee P1516-10

A motion was made by Alice Thibault and seconded by Byron Burnham to deny the request by one certified

professional employee for additional leave days as professional development but approve one additional employee unpaid day as leave if needed 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

iii) Classified Employee Dismissal P1516-11

A motion was made by Alice Thibault and seconded by Byron Burnham to accept the recommendation by Superintendent Layne to dismiss one Classified Employee P1516-11 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

2) Student Issues

a. Declaration of Truancy

A motion was made by Esther Peters and seconded by Staci Leavitt to declare three students, T1516-01, T1516-02, and T1516-03, as habitually truant. The motion passed by the following:

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

b. Jerome High School Early Graduation Request

A motion was made by Esther Peters and seconded by Staci Leavitt to approve the early graduation request by Jerome High School for two students, E1516-01, E1516-02, for the 2015-16 school year. The motion passed by the following:

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

12) **Adjourn**

There being no other business before the board, the meeting was adjourned at 9:50 p.m.