

**Jerome School District #261**  
**Board of Trustees Agenda**  
**December 17, 2013**  
**6:00 p.m.**  
**Administrative Complex Board Room**

Board of Trustees present: Don Mitchell, Esther Peters, John Crozier, Alice Thibault (departed 7:00 p.m.), Byron Burnham  
Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott; Drew Ranstrom of Moreton & Co. Insurance; Jerome High School Principal Eric Anderson, Jerome High School Assistant Principal Victor Arreaga, Jerome High School Teachers Nicole Lebsack and Tom Clifton, Jerome High School Students Jessica Reynoso, Travis Compton, Nick Avila, Jordan Roldan, Sonora Birnie, Gretchen Hansten, Colton Hunter and Sheri Hansten, parent of Jerome High School FFA student.

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**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 Vice-Chairman Esther Peters. Chairman Don Mitchell assumed control of the meeting at 6:05 p.m.

**2. Motion of Amend Agenda to include one New Business item and one Executive Session item.**

A motion was made by Byron Burnham and seconded by Esther Peters to amend the agenda to include one New Business item and one Executive Session item. The motion passed by the following:

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

**3. Consent Agenda**

- a) Approval of previous minutes
  - i) November 2013
  - ii) Special Meeting December 3, 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
  - ii) Transfers
  - iii) Resignations
    - (1) Horizon Elementary School Music Teacher – Sylvia Dill
  - iv) New Hires
    - (1) Jerome Middle School Cook – Blanca Mercado
    - (2) Jerome Middle School Track Coach 7<sup>th</sup> Grade – Chelsea Brubaker

A motion was made by Byron Burnham and seconded by Esther Peters to approve the Consent Agenda as presented, with notice that Chelsea Brubaker, Jerome Middle School Track Coach is the daughter of Superintendent Dale Layne. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters

John Crozier  
Alice Thibault  
Byron Burnham

**4. Scheduled Visitors**

- a) Jessica Reynoso, Jerome High School Student with FCCLA Program: Jessica represented Idaho as a state officer at the FCCLA National Conference in July 2013, she attended the Leadership Academy and state meetings.
- b) Nicole Lebsack and Tom Clifton, Jerome High School Teachers: students and faculty reported on National FFA Conference trip in November 2013, and faculty attended National Ag Teachers Conference in December 2013.
- c) Eric Anderson, Jerome High School Principal: Student and staff demographics reviewed, also Star Rating criteria and scoring for 2012-13 school year displayed. Mr. Anderson outlined goals for improvement in student achievement.
- d) Drew Ranstrom, Employee Benefits, Moreton & Co. Insurance: Mr. Ranstrom presented to the Trustees effective and innovative insurance strategies offered by Moreton & Co.

**5. Community Comments:** No community comments for December, 2013.

**6. Communications**

- a) PERSI Retirement Letter: Communications received by PERSI Retirement Specialist, after reviewing payroll and retirement procedures with Payroll Clerk Gina Cakebread.

**7. 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

**8. Reports (Information)**

- a) Superintendent
  - i) Enrollment totals for the 2013-14 school year updated.
  - ii) Bond Election update: presentations scheduled for staff and community in December and January.
  - iii) Safe Schools: online professional development program introduced to all district staff in December.
  - iv) District Needs List: list of staff and program needs for school district examined and updated for the 2013-14 year.
- b) Curriculum Director
- c) Federal Programs Director
- d) Jefferson Elementary School
- e) Horizon Elementary School
- f) Summit Elementary School
- g) Jerome Middle School
- h) Jerome High School
- i) Northside Jr/Sr High School
- j) Food Service
- k) Special Education

**9. Continuing Business**

- a) Health Insurance: Moreton & Co. Insurance representative Drew Ranstrom conducted a discussion with the Trustees about current and future insurance needs for the district.

- b) Policy 1500 Board Meetings
- c) Policy 3305 Prohibition of Tobacco Possession and Use
- d) Policy 4300 Conduct On School Property
- e) Policy 5310 Tobacco Free Policy
- f) Policy 7225 Financial Fraud and Theft Prevention

A motion was made by Esther Peters and seconded by Byron Burnham to approve Policies 1500, 3305, 4300, 5310 and 7225 as presented for second reading. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier

Byron Burnham

- g) Policy 6100 Superintendent (Review Only)
- h) Policy 6320 Evaluation of Administrative Staff (1<sup>st</sup> Reading – Information)

**10. New Business**

- a) Emergency Closure due to Weather Approval

A motion was made by Byron Burnham and seconded by John Crozier to declare an emergency school closure due to weather on December 9, 2013. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Byron Burnham

- b) Jerome High School Student Handbook Review

A motion was made by Byron Burnham and seconded by Esther Peters to approve the Jerome High School Student Handbook as presented, with a review of student fees listed in handbook for the 2014-15 school year. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Byron Burnham

- c) Policy 5320P Substance Abuse Procedure (1<sup>st</sup> Reading – Information)

- d) Student Teacher Placement Request (Action)

- i) Hannah Blair at Horizon Elementary School

- ii) **Joscelyn Pease at Horizon Elementary School**

A motion was made by Esther Peters and seconded by John Crozier to approve placement of two (2) Student Teachers at Horizon Elementary School. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Byron Burnham

**11. Executive Session**

- a) IC 67-2345(1)(b) – Personnel or Student

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 Issue**
- ii) Student Issue

A motion was made by Byron Burnham and seconded by John Crozier 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 personnel issues involving classified employees of the district and student issues. The motion passed by a roll call vote of: AYE: Don Mitchell, Esther Peters, John Crozier, Byron Burnham.

The board recessed into executive session at 9:05 p.m.

The board returned to open session at 9:30 p.m.

- i) Additional Leave Days Request by Classified Personnel

A motion was made by Byron Burnham and seconded by John Crozier to approve the request by Classified Personnel for sick leave days without pay if needed. The motion passed by the following:

AYE: Don Mitchell  
Esther Peters  
John Crozier  
Byron Burnham

j) Declaration of Student Truancy

A motion was made by John Crozier and seconded by Byron Burnham to declare two (2) students habitually truant. The motion passed by the following:

AYE: Don Mitchell

Esther Peters

John Crozier

Byron Burnham

12. **Adjourn**

There being no other business before the board, the meeting was adjourned at 9:40 p.m.