

**Jerome School District #261**  
**Board of Trustees Agenda**  
**May 28, 2019**  
**6:00 p.m.**  
**Administrative Complex Board Room**

Board of Trustees present: Zone 1: Alice Thibault, Zone 2: Esther Peters, Zone 4: Staci Leavitt, Zone 5: Annette Lott. Zone 3 seat vacant. Other 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, Technology Directors Chris Gibson and Tyler Wardle, Jerome High School Principal Nathan Tracy, Athletic Director Jeremy Munroe, Jerome Middle School Principal Landon Marlor, Summit Elementary Principal Eva Meyerhoeffer, Horizon Elementary School Principal Wendy Ohlensehlen, Jefferson Elementary School Principal Angie Brulotte, Teacher Ashlee Hillin; Falls City Academy Principal Sean Spagnolo; Community member: Jeff Schroeder.

***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 by Chairman Alice Thibault at 6:00 p.m.

**2) Jerome School District *Excellence in Education Awards***

Jerome School District Staff: Ashlee Hillin, Jefferson Elementary School Teacher, Nicole Applewhite, Jerome Middle School Teacher and Alicin Weaver, Jerome Middle School Special Education Para Professional, were recognized by Superintendent Layne as the Jerome School District Excellence in Education Award Recipients for May 2019.

**3) Consent Agenda**

- a) Approval of previous minutes
  - i) April 23, 2019
  - ii) Special Meeting May 13, 2019
- b) Financial Report
  - i) Cash Report
    - (1) Reconciliation
  - ii) Accrual Report
    - (1) Revenue and Expense Summary
    - (2) Balance Sheet
  - i) Building Financial Reports
    - (1) Jefferson Elementary School -- Reconciliation -- Check Register -- Balance Sheet
    - (2) Horizon Elementary School -- Reconciliation -- Check Register -- Balance Sheet
    - (3) Summit Elementary School -- Reconciliation -- Check Register -- Balance Sheet
    - (4) Jerome Middle School -- Reconciliation -- Check Register -- Balance Sheet
    - (5) Jerome High School -- Reconciliation -- Check Register -- Balance Sheet
    - (6) Special Services -- Reconciliation -- Check Register -- Balance Sheet
- c) Personnel
  - i) Retirement
  - ii) Transfers SY 2019-20
    - (1) Horizon Elementary School Teacher Grade 1 – Brenda Lewis
    - (2) Horizon Elementary School Para Professional Special Education – Crystal Hunter
    - (3) Horizon Elementary School Para Professional Special Education – Elizabeth McGuigan
    - (4) Jerome School District Nurse (.5 FTE) – Kathleen Fagerland
  - iii) Resignations SY 2019-20
    - (1) Jerome High School Counselor Secondary – Kami Elorrieta
    - (2) Jerome High School Secretary Testing Coordinator – Cassandra Hinton
    - (3) Jerome High School Secretary Transition Coordinator - McCall Stauffer
    - (4) Jerome High School Para Professional Special Education – Annette Summers
    - (5) Jefferson Elementary School Teacher Grade 2 – Nina McVay
    - (6) Horizon Elementary School Para Professional Special Education – Amy Pierson
    - (7) Jerome Middle School Coach Volleyball 7<sup>th</sup> Grade – Georgia Meyer
    - (8) Jerome Middle School Coach Soccer Girls – Cinthia Sedano

- (9) Jerome Middle School Coach Soccer Boys – Gerardo Mercado
- (10) Jerome High School Assistant Coach Baseball – Brandon Robinson
- iv) New Hire SY 2019-20
  - (1) Preschool Collaborative Idaho the Way Director – Lydia Jackson
  - (2) Falls City Academy Teacher Science – Eric Whittekeind
  - (3) Falls City Academy Teacher English Language Arts – Ariel Newman
  - (4) Falls City Academy Teacher Social Studies – Nick Gonzales
  - (5) Falls City Academy Secretary/Registrar – Genevive Olivas
  - (6) Jerome High School Teacher English Language Arts – Taylor Smith
  - (7) Jerome Academy Teacher Special Education – Patricia Harvey
  - (8) Jefferson Elementary School Teacher Grade 3 – Jennifer Hope
  - (9) Jerome Middle School Counselor – Erica Martens
  - (10) Jerome Middle School Coach Volleyball 8<sup>th</sup> Grade B – Richard Burke
  - (11) Jerome Middle School Coach Football 7<sup>th</sup> Grade – Nick Gonzales
  - (12) Summit Elementary School Teacher Grade 5 – Donald Adams
  - (13) Summit Elementary School Para Professional Special Education – Keira Newby
  - (14) Horizon Elementary School Para Professional Building – Kelsey Franco
  - (15) Jerome School District Nurse (1 FTE) – Billjean Osterhout

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

AYE: Alice Thibault  
 Staci Leavitt  
 Esther Peters  
 Annette Lott

- 4) **Scheduled Visitors:** No Scheduled Visitors for May, 2019
- 5) **Communications:** Thank you from Don Mitchell Family
- 6) **Reports:** Items A thru I written reports submitted to Board of Trustees by Principals and Program Directors.
  - a) Curriculum Director
  - b) Federal Program Director
  - c) Special Education Director
    - i) 2019-20 Special Education Contracts
  - d) Jefferson Elementary School
  - e) Horizon Elementary School
  - f) Summit Elementary School
  - g) Jerome Middle School
  - h) Jerome High School
    - i) Athletic Director Report: JHS student athletes received the Idaho High School Activities Association Academic State Champion Award and Jerome High School placed fourth in the Idaho Schools of Excellence for school year 2018-19.
  - i) Child Nutrition Director
  - j) Technology Directors: Review of district's network and plans to back up and strengthen network system with co-location and cloud storage; interactive screens for classroom use displayed.  
 Superintendent: Open positions in the district reviewed; district received funds from YEA Foundation for student athlete travel to state IHSAA competitions.
    - i) Enrollment Summary: Comparison of current month student enrollment with previous years' enrollment.
    - ii) Facilities Update: Security vestibules updates begin at Horizon; receiving bids on security doors for buildings throughout the district; construction on classrooms for Falls City Academy in administration building.
    - iii) Falls City Academy Update: Teachers and support staff hired; school application to State Department of Education in process; administrator is reviewing student applications for SY 2019-20; curriculum is being developed.
    - iv) Land Purchase Update: City of Jerome passed purchase resolution; plans to close on purchase in June.
    - v) Community Meeting May 30, 2019: Scheduled for 6:30 p.m. at Jerome High School Library.
  - k) Trustees' Reports – Idaho School Boards Association Summer Leadership Institute July 11, 2019, Twin Falls
    - i) Idaho School Boards Association Convention November 6-8, 2019.
- 7) **Approval of Bills**  
 A motion was made by Esther Peters and seconded by Annette Lott to approve the bills as presented. The motion passed by

the following:  
AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

8) **Continuing Business**

- a) Out of State Travel Requests Follow Up (Information)
  - i) Summit Elementary School Botball and Junior Botball Teams – National Conference
  - ii) Jerome High School and Middle School Latinos in Action – Leadership Boot Camp
- b) Policy 1313 Conflicting Policies and Procedures
- c) Policy 1500 Board Meetings
- d) Policy 1525 Board Meeting News Coverage
- e) Policy 2700P High School Graduation Requirements
- f) Policy 7218 Federal Grant Financial Management System
- g) Policy 7235 Fiscal Accountability and IDEA Part B Funds
- h) Policy 7235F1 Federally Funded Employee Multiple Cost Objective Report
- i) Policy 7235F2 Single Federal Award or Cost Objective
- j) Policy 7235P Written Compensation Procedure
- k) Policy 7320 Allowable Uses for Grant Funds
- l) Policy 7320P Determining Necessity and Reasonableness of Expenses
- m) Policy 9100 Acquisition Use and Disposal of School Property
- n) Policy 9805 Memorials On School Grounds

A motion was made by Staci Leavitt and seconded by Esther Peters to approve Policies 1313, 1500, 1525, 2700P, 7218, 7235, 7235F1, 7235F2, 7235P, 7320, 7320P, 9100, page 9805, as presented for second reading. The motion passed by the following:

AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

9) **New Business**

- a) Consideration of Bond and Levies Defeasance  
A motion was made by Esther Peters and seconded by Annette Lott to proceed with district's bond defeasance process.  
The motion passed by the following:  
AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- b) Consideration of Tennis Courts Project Partnership with City of Jerome and Jerome Recreation District  
A motion was made by Staci Leavitt and seconded by Esther Peters to approve the request by Jerome High School Athletic Director to partner with the City of Jerome and Jerome Recreation District to update the tennis courts located in the city of Jerome. The motion passed by the following:  
AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- c) Approve Preschool the Idaho Way Collaborative Director Job Description  
A motion was made by Esther Peters and seconded by Annette Lott to approve the job description for the Preschool the Idaho Way Collaborative Director. The motion passed by the following:  
AYE: Alice Thibault  
Staci Leavitt

Esther Peters  
Annette Lott

- d) Approve of Name Selection for Jerome School District Alternative High School – Falls City Academy  
A motion was made by Staci Leavitt and seconded by Esther Peters to approve the name selection of Falls City Academy for the Jerome School District Alternative High School. The motion passed by the following:  
AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- e) Approve 2019-20 Special Education Contracts  
A motion was made by Staci Leavitt and seconded by Annette Lott to approve the Special Education Department contracts for the 2019-20 school year. The motion passed by the following:  
AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- f) Consideration of Jerome High School Football Program Requests:
- i) Varsity Football Team travel to Pocatello, Idaho to attend Football Camp, June, 2019
  - ii) Use of Jerome High School Football Equipment during Summer months, 2019  
A motion was made by Esther Peters and seconded by Annette Lott to approve the request by Jerome High School Football Team to travel to Pocatello, Idaho, to attend football camp and use the program's football equipment during summer camps. The motion passed by the following:  
AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- g) Approval of Jerome High School New Course Requests for the 2019-20 School Year:
- i) Work Study Contract
  - ii) Musical Theatre
  - iii) Accounting II (CTE Capstone)
  - iv) Business Computer Applications 1
  - v) Introduction to Business  
A motion was made by Staci Leavitt and seconded by Annette Lott to approve the Curriculum Department and Jerome High School New Course Requests of Work Study Contract, Musical Theatre, Accounting II, Business Computer Applications 1, and Introduction to Business, for the 2019-20 school year. The motion passed by the following:  
AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- h) Approval of Summit Elementary School Student Teacher Request for 2019-20 School Year – Paige Applewhite  
A motion was made by Esther Peters and seconded by Annette Lott to approve the student teacher request by Summit Elementary for Paige Applewhite for the 2019-20 school year. The motion passed by the following:  
AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

- i) Jerome High School Boys Soccer Team Out of State Travel Request  
A motion was made by Esther Peters and seconded by Annette Lott to approve the Jerome High School Boys Soccer Team request to travel out of state for Soccer Tournaments in McLoughlin High School and LaGrande High School in Oregon. The motion passed by the following:  
AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- j) Policy 2400 Special Education (1<sup>st</sup> Reading – Information)
- k) Policy 7237 Retention of Records Relating to Federal Grants (1<sup>st</sup> Reading – Information)
- l) Policy 7270 Property Records (1<sup>st</sup> Reading – Information)
- m) Policy 7400 Procurement Management System (1<sup>st</sup> Reading – Information)
- n) Policy 7400P1 Federal Award Requirements (1<sup>st</sup> Reading – Information)
- o) Policy 7400P2 Procurement Methods Under a Federal Award (1<sup>st</sup> Reading – Information)
- p) Policy 7400P3 Requirements and Restrictions for Procurement Under a Federal Award (1<sup>st</sup> Reading – Information)
- q) Policy 7450 Federal Cash Management (1<sup>st</sup> Reading – Information)

**10) Executive Session**

IC 74-206(1)(a)(b)(j) – Personnel or Student.

(a)(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) Personnel Issues

A motion was made by Staci Leavitt and seconded by Esther Peters 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 employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

The board recessed into executive session at 8:40 p.m.

The board returned to open session at 8:50 p.m.

**11) Consideration of Personnel Executive Item(s)**

**a) Classified Employee Dismissal**

A motion was made by Staci Leavitt and seconded by Esther Peters to accept the recommendation by Jerome Middle School Administration and dismiss Classified Employee P1819-25 and designate Superintendent Layne to notify employee. The motion passed by the following:

AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

**b) Certified Professional Employee Placed on Probation**

A motion was made by Esther Peters and seconded by Annette Lott to accept the recommendation by Jerome Middle School Administration and place Certified Employee P1819-22 on Probation with a Plan of Improvement for the 2019-20 school year and designate Superintendent Layne to notify employee. The motion passed by the following:

AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

**c) Contract Renewals 2019-20 for Certified Professional Employees**

**a. Contract Category 2**

A motion was made by Staci Leavitt and seconded by Esther Peters to accept the recommendation by

Superintendent Layne and renew Certified Employees P1819-26, P1819-27, P1819-28, and P1819-29 with a Contract Category 2 for the 2019-20 school year and designate Superintendent Layne to notify employees. The motion passed by the following:

AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

b. Contract Category 3

A motion was made by Staci Leavitt and seconded by Esther Peters to accept the recommendation by Superintendent Layne and renew Certified Employees P1819-30 and P1819-36 with a Contract Category 3 for the 2019-20 school year and designate Superintendent Layne to notify employees. The motion passed by the following:

AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

c. Contract Category C Renewable

A motion was made by Staci Leavitt and seconded by Esther Peters to accept the recommendation by Superintendent Layne and renew Certified Employees P1819-31 and P1819-32 with a Contract Category C for the 2019-20 school year and designate Superintendent Layne to notify employees. The motion passed by the following:

AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

d) **Consideration of Student Executive Item(s):** No student executive items for May 2019.

e) **Adjourn:** There being no other business before the board, a motion was made by Staci Leavitt and seconded by Annette Lott, the Board unanimously approved to adjourn the meeting at 9:00 p.m.