

Jerome School District #261
Board of Trustees Agenda
July 17, 2018
6:00 p.m.
Administrative Complex Board Room

Board of Trustees: Esther Peters, Alice Thibault, Don Mitchell, Annette Lott, Staci Leavitt. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, 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 Esther Peters.
- b) Superintendent Dale Layne assumed control of the Annual Meeting and called for nominations for Board Chairman.

2) Annual Meeting

- a) Election of Board Officers
 - i) Chairman
 - ii) Vice-Chairman
A motion was made by Alice Thibault and seconded Annette Lott to continue with Esther Peters as Board Chairman and Staci Leavitt as Vice-Chairman until the January 2019 Annual Meeting. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
Annette Lott

Chairman Esther Peters resumed control of the meeting.

- b) Appointments
 - i) Clerk – Lorri Prescott
A motion was made by Alice Thibault and seconded by Staci Leavitt to approve Lorri Prescott as Clerk for the 2018-19 year. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
Annette Lott
 - ii) Treasurer – Brian Bridwell
A motion was made by Alice Thibault and seconded by Staci Leavitt to approve Brian Bridwell as Treasurer for the 2018-19 year. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
Annette Lott
 - iii) Deputy Treasurers
 - (1) Janet Avery – Curriculum Director
 - (2) Kim Lickley – Federal Programs Director
 - (3) Kindel Mason – Special Education Director
 - (a) Lorie Lancaster – Special Education Secretary
 - (4) Angela Brulotte – Jefferson Elementary School Principal
 - (a) Anne Jackson – Jefferson Elementary School Secretary
 - (5) Wendy Ohlensehlen - 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) Landon Marlor – Jerome Middle School Principal
 - (a) Sherri Powell – Jerome Middle School Secretary
- (8) Nathan Tracy – Jerome High School Principal
 - (a) Becky Long – Jerome High School Secretary
- (9) James Fultz – Maintenance Director
- (10) Brianna Luper – Child Nutrition Directors
- (11) Shirley Hanes – Accounts Payable Clerk
- (12) Gina Cakebread – Payroll Clerk

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the appointments as listed above as Deputy Treasurers for the 2018-19 year. The motion passed by the following:

AYE: Esther Peters
 Staci Leavitt
 Alice Thibault
 Don Mitchell
 Annette Lott

iv) School Attorneys

- (1) Rob Williams, Williams Meservy & Lothspeich
- (2) Moore Smith Buxton & Turke, Chartered

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the School Attorneys as listed for the 2018-19 year. The motion passed by the following:

AYE: Esther Peters
 Staci Leavitt
 Alice Thibault
 Don Mitchell
 Annette Lott

c) Establish 2018-2019 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 Trustees for the ensuing year.

After a full and complete discussion, upon motion duly made by Alice Thibault and seconded by Annette Lott, 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 Avenue West.

BE IT FURTHER RESOLVED, that this designation of regular meeting shall continue in force through July of 2019, 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: Esther Peters
 Staci Leavitt
 Alice Thibault
 Don Mitchell
 Annette Lott

d) Designation of Public Places for Posting Public Notices

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

AYE: Esther Peters
 Staci Leavitt
 Alice Thibault
 Don Mitchell
 Annette Lott

3) **Consent Agenda**

- a) Approval of previous minutes

- i) June 26, 2018
- 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
 - iii) Resignations
 - (1) Jerome High School Custodian – Alma Martinez
 - (2) Jerome High School Coach Football Varsity Assistant – Richard Stock
 - (3) Jerome High School Coach Football Varsity Assistant – Brad Myers
 - iv) New Hires
 - (1) Jerome High School Counselor – Kami Elorrieta
 - (2) Horizon Elementary School Para Professional Building – Noemi Vences
 - (3) Jerome High School Dance Coach – Waynett Salone Page
 - (4) Jerome High School Coach Football Varsity Assistant – Aaron Jackson
 - (5) Jerome High School Coach Football Varsity Assistant (.5 FTE) – Geoffrey Rogers
 - (6) Jerome High School Coach Football Varsity Assistant (.5 FTE) – Cameron Knight
 - (7) Jerome High School Coach Football Varsity Assistant (.5 FTE) – Trever Ostler

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

AYE: Esther Peters
 Staci Leavitt
 Alice Thibault
 Don Mitchell
 Annette Lott

4) **Scheduled Visitors:** No Scheduled Visitors for July 2018

5) **Communications**

- a) Rayborn Family Thank You

6) **Reports**

- a) Superintendent
 - i) Enrollment Summary - Summer Schools, Alternative, Migrant and Elementary: reported on number of students attending summer schools provided by the district in 2018. Elementary Summer School began on July 16.
 - (1) Migrant Summer School Testing Summary: 72 students attended and testing summary reviewed.
 - (2) Alternative Summer School 2018 Report: 10 students received graduation diplomas during the high school session and over 40 students attended the Middle School session.
 - ii) Facilities Update: District building update and Maintenance building addition projects are underway; Jerome High School track resurfacing is complete, plus a service road was added, the technology building is under construction and should be complete by beginning of school year; several school parking lots have been resurfaced.
 - iii) 2018-19 Beginning of Year Activities: Certified staff return on August 13, activities scheduled for the entire week.
 - iv) Current Certified Openings for 2018-19 School Year – Hiring Update
 - (1) Certified Exit Survey Responses: report of comments provided by certified staff that have left the district.
 - v) Audit 2017-18 School Year scheduled July 30-August 3
 - vi) Open Meeting Law Changes: review of changes to the open meeting law which began July 1, 2018.
- b) Trustees' Reports: Review the Code of Ethics for School Board Trustees
 - i) Idaho School Board Association Training Exercise – Board Chairman Selection

7) **Approval of Bills**

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

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
Annette Lott

8) **Continuing Business**

a) Long-Range Planning for New School and Real Estate Acquisition: continued discussion on school placement concept, and property acquisition.

- b) Policy 2360_Extra-Curricular and Co-Curricular Programs
- c) Policy 2395_Idaho Digital Learning Academy Classes
- d) Policy 2420_Parent and Family Engagement
- e) Policy 2420P_Parent and Family Engagement Guidelines
- f) Policy 2440_Alternative Credit Options
- g) Policy 2700_High School Graduation Requirements
- h) Policy 2700P_Publication of Graduation Requirements
- i) Policy 3200_Student Rights and Responsibilities
- j) Policy 3320_Substance and Alcohol Abuse
- k) Policy 3330_Student Discipline
- l) Policy 3380_Extra-Curricular and Co-Curricular Participation
- m) Policy 3390_Extra-Curricular and Co-Curricular Chemical Use
- n) Policy 3400_Extra-Curricular Activities Drug-Testing Program
- o) Policy 3440_Student Fees, Fines and Charges / Return of Property
- p) Policy 4300_Conduct on School Property
- q) Policy 5330F_Responsibilities Use Agreement and Contract for Employees and Volunteers

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve Policies 2360, 2395, 2420, 2420P, 2440, 2700, 2700P, 3200, 3320, 3330, 3380, 3390, 3400, 3440, 4300, 5330F as presented for second reading. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
Annette Lott

9) **New Business**

a) Consideration of Jerome Food Service Lunch Price Increase

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the request by Jerome Food Service to increase the price of lunch by 5 cents (.05) per meal for the 2018-19 school year. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
Annette Lott

b) Appointment of Collin Robertson as Student Hearing Officer

A motion was made by Alice Thibault and seconded by Don Mitchell to appoint Collin Robertson as Student Hearing Officer for the 2018-19 school year. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
Annette Lott

- c) Approval of 2018-19 Jerome High School Student Body Constitution
A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the Jerome High School Student Body Constitution as submitted by Jerome High School Student Government. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
Annette Lott

- d) Consideration of Jerome School District and YMCA After School Program Memorandum of Understanding
A motion was made by Alice Thibault and seconded by Don Mitchell to approve the After School Program Memorandum of Understanding with Jerome School District and Magic Valley YMCA. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
Annette Lott

- e) Consideration of Jerome Middle School Teacher Internship Request for 2018-19 School Year and New Hire Approval – Emily Olsen. A motion was made by Alice Thibault and seconded by Don Mitchell to approve the Jerome Middle School request for Emily Olsen to serve as a Teacher Intern and recommendation for hire for the 2018-19 school year. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Don Mitchell
Annette Lott

- f) Policy 1110_Election (1st Reading – Information)
- g) Policy 1120_Taking_Office (1st Reading – Information)
- h) Policy 1120P_Oath_of_Office (1st Reading – Information)
- i) Policy 1200_Annual_Organization_Meeting (1st Reading – Information)
- j) Policy 3010P_Open Enrollment Procedures (1st Reading – Information)
- k) Policy 3060_Education of Homeless Children (1st Reading – Information)
- l) Policy 3090_Foreign Exchange Students (1st Reading – Information)
- m) Policy 3525_Immunization Requirements (1st Reading – Information)
- n) Policy 5270_Personal Conduct (1st Reading – Information)
- o) Policy 5360_Dress_and_Appearance (1st Reading – Information)
- p) Policy 5470_Leaves of Absence – Military Leave (1st Reading – Information)
- q) Policy 5710_ParaProfessionals, Teachers’ Aides and Para-Educators (1st Reading – Information)
- r) Policy 6200_District Organization (1st Reading – Information)
- s) Policy 7430_Travel_Allowances_and_Expenses (1st Reading – Information)
- t) Policy 7430F_Travel_Reimbursement_Form (1st Reading – Information)
- u) Policy 7440_District_Credit_Cards (1st Reading – Information)
- v) Policy 7460_Paying_Bills (1st Reading – Information)
- w) Policy 8100_Transportation (1st Reading – Information)
- x) Policy 8800_Drones (1st Reading – Information)
- y) Policy 9100_Acquisition Use and Disposal of School Property (1st Reading – Information)

10) Executive Session

- a) IC 74-206(1)(a)(b)(c) – Personnel or Student; Property.
(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; (c) to acquire an interest in real property which is not owned by a public agency.
 - i) Personnel Issues
 - ii) Student Issues
 - iii) Property

A motion was made by Staci Leavitt and seconded by Alice Thibault 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)(c), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district; and property matters. The motion passed by roll call vote:

AYE: Esther Peters

Staci Leavitt

Alice Thibault

Don Mitchell

Annette Lott

The board recessed into executive session at 7:10 p.m.

The board returned to open session at 7:40 p.m.

11) **Consideration of Personnel Executive Item(s)**: No decisions came before the board.

12) **Consideration of Student Executive Item(s)**: No decisions came before the board.

13) **Adjourn**

There being no other business before the board, a motion was made by Staci Leavitt and seconded by Alice Thibault, the Board unanimously approved to adjourn the meeting at 7:45 p.m.