

Jerome School District #261
Board of Trustees Agenda
June 25, 2019
6:00 p.m.
Administrative Complex Board Room

Board of Trustee presents: Zone 1 Alice Thibault, Zone 2 Esther Peters, Zone 4 Annette Lott, Zone 5 Staci Leavitt. Not present: Zone 3 Trustee Vacant. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott; Scheduled Visitors Jane Miller and 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) Annual Budget Hearing

a) Revised Budget FY18-19

Revised Budget FY18-19 was presented for approval by Brian Bridwell during the budget hearing.

A motion was made by Esther Peters and seconded by Staci Leavitt to approve the revised budget for Fiscal Year 2018-19 as presented. The motion passed by the following:

AYE: Alice Thibault

Staci Leavitt

Esther Peters

Annette Lott

b) Proposed Budget FY19-20

Proposed Budget FY19-20 was presented by Brian Bridwell during the budget hearing.

A motion was made by Staci Leavitt and seconded by Esther Peters to adopt the proposed budget for Fiscal Year 2019-20 as presented. The motion passed by the following:

AYE: Alice Thibault

Staci Leavitt

Esther Peters

Annette Lott

3) Consent Agenda

a) Approval of previous minutes

i) May 28, 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

(1) Jerome High School Teacher Health/Physical Education – Aaron Jackson

(2) Jerome High School Testing Coordinator – Jeanice Gonterman

(3) Jerome High School Teacher English Learner EL – Kevin Fernandez

(4) Jerome High School Para Professional Special Education – Denae Robinson

(5) Jerome Middle School Teacher Health/Physical Education – Richard Burke

(6) Jerome Middle School Teacher Social Studies – Richard Sobers

iii) Resignations

(1) Jerome High School Teacher Physical Education – Julee Smith

(2) Jerome High School Teacher Mathematics – Richard Stock

(3) Jerome High School Teacher CTE Business – Lori Peterson

(4) Jerome High School Head Coach Baseball – Michael McDonald

(5) Jerome High School Assistant Coach Baseball – Logan Horrocks

(6) Jerome High School Assistant Coach Baseball – Cody Westbrook

(7) Jefferson Elementary School Para Professional Building – Dawnetta Nichole Capps

iv) New Hires

(1) Jerome School District Maintenance Grounds – Antonio Sedano

(2) Jefferson Elementary School Teacher Grade 3 – Britani Barrus

(3) Jefferson Elementary School Teacher Grade 0 – Maria Garcia

(4) Summit Elementary School Teacher Grade 4 – Margaret Miklia

(5) Summit Elementary School Para Professional Special Education – Jasmin Kowalscuk

(6) Jerome High School Counselor – Dale Conrad

(7) Jerome High School Teacher Mathematics Gr 9-12 – Karolyn Crockett

(8) Jerome High School Transition Coordinator – Kylie Knight

(9) Jerome Middle School Teacher Science – Beverly Welch

(10) Jerome Middle School Teacher English Language Arts – Natasha Fox

(11) Jerome Middle School Coach Wrestling – Steven Boone

(12) Jerome Middle School Coach 7th Grade Volleyball – Anny Firth

(13) Jerome Middle School Coach 8th Grade Girls Basketball – Joshua LaCroix

(14) Jerome Middle School Gear-Up Site Coordinator – Allison Martens

(15) Jerome Middle School Coach Dance – Allison Martens

(16) Jerome Middle School Teacher English as a Second Language EL – Cheryl Schleiss

A motion was made by Esther Peters and seconded by Annette Lott 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**

a) Zone 3 Trustee Candidate Interviews:

i) Jane Miller

ii) Jeff Schroeder

5) **Communications**

a) Jerome Freedom Festival, Saturday, June 29, 2019

6) **Reports** : Items A thru K written reports submitted to Board of Trustees by Principals and Program Directors.

a) Curriculum Director

b) Federal Program Director

c) Special Education Director

d) Technology Director

e) Jefferson Elementary School

f) Horizon Elementary School

g) Summit Elementary School

h) Jerome Middle School

i) Jerome High School

i) 21st Century Lab Credit Report 2018-19

j) Falls City Academy

k) Child Nutrition Director

l) Superintendent: unfilled staffing positions for the 2019-20 school year reviewed; science curriculum adoption plan for Jerome Middle School presented; community meeting held in May and next meeting is scheduled for July.

- i) Facilities Update: the Administration building the Idaho Orchid Award for improvements made to the building; renovation of classrooms for Falls City Academy underway; addition of security vestibules at schools in progress.
 - ii) Fund Codes: Idaho State Department of Education finance codes (IFARMS) reviewed.
 - iii) SRO Update: the City of Jerome may reduce the Student Resource Officers from 2 officers to 1 for the 2019-20 school year due to lack of available officers currently employed at the city.
 - iv) Falls City Academy Update: Administrator attended Master Learning Conference; schedule and handbook are in process; student applications have been received for the new year.
- m) Trustees' Reports – JSD Budget Hearing 2019-20

7) Approval of Bills

A motion was made by Staci Leavitt and seconded by Esther Peters 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) Consideration of Purchase of Land and Pay Closing Costs

A motion was made by Esther Peters and seconded by Annette Lott to purchase land from Eastside Group, LLC, for a purchase price of \$360,000.00 and pay closing cost minus escrow for a total of \$359,642.42. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

b) Approval of Jerome School District 2019-20 Leadership Plan

A motion was made by Staci Leavitt and seconded by Esther Peters to approve the Jerome School District 2019-20 Leadership Plan. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

c) Out of State Travel Requests Follow Up: Jerome Middle School Technology Team Competition (Information)

d) Policy 2400 Special Education

e) Policy 7237 Retention of Records Relating to Federal Grants

f) Policy 7270 Property Records

g) Policy 7400 Procurement Management System

h) Policy 7400P1 Federal Award Requirements

i) Policy 7400P2 Procurement Methods Under a Federal Award

j) Policy 7400P3 Requirements and Restrictions for Procurement Under a Federal Award

k) Policy 7450 Federal Cash Management

A motion was made by Esther Peters and seconded by Annette Lott to approve Policies 2400, 7237, 7270, 7400, 7400P1, 7400P2, 7400P3 and 7450, as presented for second reading. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

9) New Business

a) Approval of Falls City Academy Application

A motion was made by Staci Leavitt and seconded by Esther Peters to approve the 2019-20 Falls City Academy Application prepared for the Idaho State Department of Education. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

b) Consideration 2019-20 Student Handbook Approval

- i) Jerome High School
- ii) Jerome Middle School
- iii) Summit Elementary School
- iv) Horizon Elementary School
- v) Jefferson Elementary School

A motion was made by Staci Leavitt and seconded by Esther Peters to approve the 2019-20 Student Handbooks for Jerome High School, Jerome Middle School, Summit Elementary School, Horizon Elementary School and Jefferson Elementary School. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

c) Classified Employee Salary Step Placement Request – P1819-42 Antonio Sedano

A motion was made by Esther Peters and seconded by Annette Lott to approve the request by Maintenance Director Fultz of placement on the Salary Schedule of Step 6 for Classified Employee P1819-42. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

d) Consideration of Out of State Travel Request – Jerome High School Cheer Team

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the out of state travel request for Jerome High School Cheer Team to MAC All Star Gym in Draper, Utah in July 2019. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

e) Consideration of Middle School Science Curriculum Adoption

A motion was made by Esther Peters and seconded by Annette Lott to approve the request by Curriculum Director Avery and Jerome Middle School Administration to adopt the Inspire Earth, Inspire Life Science and Inspire Physical Science Curriculum from McGraw Hill Education. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

f) Consideration of Jerome High School New Course Request – French 201 and French 202

A motion was made by Staci Leavitt and seconded by Esther Peters to approve the request by Curriculum Director Avery and Jerome High School Administration to add New Courses of French 201 and French 202 for the 2019-20 school year. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

g) Declaration of Conveyance of Jerome School District Assets (Action)

A motion was made by Esther Peters and seconded by Staci Leavitt to declare a conveyance of Jerome School District assets, including furniture and 1995 Chevrolet Van. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

10) Executive Session

a) IC 74-206(1)(a)(b) – 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
- (2) Student 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 8:10 p.m.

The board returned to open session at 8:25 p.m.

2) Consideration of Personnel Executive Item(s)

a) 2019-20 Contract Category 3 and Category C Renewals for Certified Professional Employees

A motion was made by Staci Leavitt and seconded by Esther Peters to accept the recommendation by Superintendent Layne and renew Certified Employee P1819-33 with a Contract Category 3, and Certified Employees P1819-34, P1819-35 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

b) Recommendation for Certified Employee Unpaid Leave

A motion was made by Esther Peters and seconded by Staci Leavitt to accept the recommendation by Superintendent Layne and place Certified Employee P1819-41 on Unpaid Leave and designate Superintendent Layne to notify employee. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

c) Classified Employee Additional Leave Request

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the Additional Leave request for Classified Employee P1819-37 and designate Superintendent Layne to notify employee. The motion passed by the following:

AYE: Alice Thibault
Staci Leavitt
Esther Peters
Annette Lott

d) Request for Dismissal of Classified Employees

A motion was made by Staci Leavitt and seconded by Annette Lott to accept the recommendation by Superintendent Layne and dismiss Classified Employees P1819-38, P1819-39, P1819-40 and designate Superintendent Layne to notify

employees. The motion passed by the following:

AYE: Alice Thibault

Staci Leavitt

Esther Peters

Annette Lott

3) **Consideration of Student Executive Item(s)**

a) Declaration of Truancy – Student T1819-35 J.Titone

A motion was made by Esther Peters and seconded by Staci Leavitt to accept the declaration made by Jerome School District Clerk, Lorri Prescott, as designee of the Board of Trustees for one student, T1819-35, as habitually truant. The motion passed by the following:

AYE: Alice Thibault

Staci Leavitt

Esther Peters

Annette Lott

4) **Consideration of Zone 3 Vacancy Trustee Selection**

a) Appointment of Zone 3 Trustee

The board reviewed the Letter of Interests received from Jane Miller and Jeff Schroeder for the Zone 3 Trustee Vacancy, and an interview was conducted during the Scheduled Visitors session of the June 25, 2019, regularly scheduled board meeting. A motion was made by Esther Peters and seconded by Staci Leavitt to approve the appointment of Jeff Schroeder as Zone 3 Trustee for the remainder of the current term. The motion passed by the following:

AYE: Alice Thibault

Staci Leavitt

Esther Peters

Annette Lott

5) **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 8:30 p.m.