

**Jerome School District #261**  
**Board of Trustees Agenda**  
**February 27, 2018**  
**6:00 p.m.**  
**Administrative Complex Board Room 011518**

Board of Trustees: Staci Leavitt, Don Mitchell, Annette Lott. Present by Telephone: Esther Peters at 8:40 p.m. Not present: Alice Thibault. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Curriculum Director Janet Avery, Federal Programs Director Kim Lickley, Jerome High School Principal Nathan Tracy, Jerome High School Assistant Principal/Athletic Director Jeremy Munroe, Jerome Middle School Principal Landon Marlor, Jefferson Elementary School Principal Angela Brulotte, Horizon Elementary Principal Terri Fisher, Summit Elementary School Principal Eva Meyerhoeffer, Summit Elementary School Teacher Aimee Mangum, Jefferson Elementary School Teacher Nicole Ferreira, Jerome Middle School Teacher Lori Cottle, Jerome High School Head Custodian Terry Daniels. Visitors: Beth Mower, Excellence in Education Award Recipients' family members.

***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 Vice Chairman Staci Leavitt.

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

Award recipients, Nicole Ferreira, Jefferson Elementary School Teacher, Lori Cottle, Jerome Middle School Teacher, and Terry Daniels, Jerome High School Head Custodian, were recognized by Superintendent Layne as the Jerome School District Excellence in Education Award Recipients for February 2018.

**3) Consent Agenda**

- a) Approval of previous minutes
- i) January 23, 2018
  - ii) Special Meeting February 13, 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 (SY 2017-18)
    - (1) Jerome School District Child Nutrition Inventory Clerk – Henry Joe Cone
  - ii) Transfers (SY 2017-18)
    - (1) Jerome High School Child Nutrition Kitchen Manager – Christy Fournier
  - iii) Transfers (SY 2018-19)
    - (1) Jerome Middle School Teacher English Language Arts – Aimee Mangum
  - iv) Resignations (SY 2017-18)
    - (1) Jerome High School Custodian – Jonathan Blackburn
  - v) New Hires (SY 2017-18)
    - (7) Jerome High School Custodian – Raquel Heredia
- A motion was made by Don Mitchell and seconded by Annette Lott to approve the Consent Agenda as presented. The motion passed by the following:
- AYE: Staci Leavitt  
Don Mitchell  
Annette Lott

4) **Scheduled Visitors**

- a) Jerome High School Latinos in Action – written request was submitted by students to attend the Annual Student Leadership Conference

5) **Communications**

- a) Idaho State Department of Education Transportation Audit Report

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

- a) Curriculum Director
- b) Federal Program Director
- c) Special Education 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) Child Nutrition Director
- k) Superintendent
  - ii) Enrollment Summary: comparison of current month student enrollment with previous years' enrollment.
  - i) Facilities Update: Administration Building update plans in review; Jerome High School Technology Building project of converting space into classrooms in progress; Maintenance Building project currently underway.
  - ii) School Security Update: plans to update school buildings entrances and vestibules in review.
  - iii) Building Facilities Levy Election March 13, 2018
  - iv) Day On Hill Review February 19-20, 2018
  - v) Education Law Seminar April 23-24, 2018
- l) Trustees' Reports
  - i) Idaho School Board Association Training Exercise – Self Assessment

7) **Approval of Bills**

A motion was made by Don Mitchell and seconded by Annette Lott to approve the bills as presented. The motion passed by the following:

AYE: Staci Leavitt  
Don Mitchell  
Annette Lott

8) **Continuing Business**

- a) Long-Range Planning for New School and Real Estate Acquisition: continued discussion on school placement concept. A property appraisal may be conducted if the Plant Facilities Levy passes.

- b) Policy 3225F Student Club Risk Management Plan

A motion was made by Don Mitchell and seconded by Annette Lott to approve Policy 3225F as presented. The motion passed by the following:

AYE: Staci Leavitt  
Don Mitchell  
Annette Lott

- c) Superintendent Evaluation: Evaluation for Superintendent Layne will be conducted during the Executive Session of the board meeting.

- d) Consideration of Jerome School District 2018-2019 Academic Calendar

A motion was made by Annette Lott and seconded by Don Mitchell to approve the Academic Calendar for the 2018-19 school year as presented. The motion passed by the following:

AYE: Staci Leavitt  
Don Mitchell  
Annette Lott

**9) New Business**

a) Out of State Travel Requests (Action)

- i) Jerome High School Latinos in Action
- ii) Jerome Middle School Latinos In Action

A motion was made by Annette Lott and seconded by Don Mitchell to approve the Jerome High School and Jerome Middle School Latinos In-Action Students out-of-state travel request allowing students to attend the LIA Leadership Conference in Ogden, Utah, in March, 2018, contingent on Advisors providing list of chaperones traveling with students. The motion passed by the following:

AYE: Staci Leavitt  
Don Mitchell  
Annette Lott

b) Consideration of March 27, 2018, Board Meeting Date Change

The Chairman announced the next order business would be to change the schedule of the March 27, 2018, regular meeting of the Board of Trustees from March 27 to March 20, 2018, at 6:00 p.m. in the Administrative Offices Board Room. A motion was made by Don Mitchell and seconded by Annette Lott to reschedule the March meeting of the Board of Trustees as presented. The motion passed by the following:

AYE: Staci Leavitt  
Don Mitchell  
Annette Lott

c) Policy 5340 Evaluation of Teacher and Pupil Personnel Certificate Holders (1<sup>st</sup> Reading – Information)

d) Policy 6400 Principals (1<sup>st</sup> Reading – Information)

e) Proposed Changes to Jefferson and Horizon Elementary School Boundaries Map (1<sup>st</sup> Reading - Information)

f) Student Resource Officer for Jerome School District and Jerome City Employment: a selection of a Student Resource Officer is in process with plans for an officer to begin the SRO assignment April 2018.

g) Consideration of Jerome High School New Club Request

A motion was made by Annette Lott and seconded by Don Mitchell to accept the recommendation of the Jerome High School Administration and add Jerome Ultimate Frisbee Club as a new club at Jerome High School for the 2017-18 school year. The motion passed by the following:

AYE: Staci Leavitt  
Don Mitchell  
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 Don Mitchell and seconded by Annette Lott 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: Esther Peters  
Staci Leavitt  
Don Mitchell  
Annette Lott

The board recessed into executive session at 8:42 p.m.

The board returned to open session at 10:30 p.m.

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

a) Classified Employee Additional Leave Request P1718-23

A motion was made by Don Mitchell and seconded by Annette Lott to approve the Additional Two Unpaid Leave Days request submitted by Classified Employee P1718-23 and direct Superintendent Layne to send written notice to employee. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Don Mitchell  
Annette Lott

b) **Consideration of Superintendent Administration Contract**

A motion was made by Don Mitchell and seconded by Annette Lott to approve the extension of the administrative contract for Dale Layne as Superintendent for one additional year to include the 2019-20 year. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Don Mitchell  
Annette Lott

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

a) **Declaration of Truancy**

A motion was made by Don Mitchell and seconded by Annette Lott to accept the declaration made by Jerome School District Clerk, Lorri Prescott, as designee of the Board of Trustees, for one student, T1718-10 as Habitually Truant. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Don Mitchell  
Annette Lott

12) **Adjourn**

There being no other business before the board, a motion was made by Annette Lott and seconded by Don Mitchell, the Board unanimously approved to adjourn the meeting at 10:40 p.m.