

Jerome School District #261
Board of Trustees Agenda
October 25, 2016
6:00 p.m.
Administrative Complex Board Room

Board of Trustees present: Esther Peters, Alice Thibault, Don Mitchell, Byron Burnham, Staci Leavitt. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Curriculum Director Janet Avery, Jerome High School Assistant Principal Jeremy Munroe, Jerome Middle School Assistant Principal Samuel Sharp, Jerome High School Teacher Hiroshi Fukuoka, Jerome Middle School Teacher Gayla Otto; Jerome High School Students and Student Council Representatives Abbie Fullmer and Cole Arbaugh; Jerome Middle School Students of the Month for 2016 and Parents; and Raymond Ware, Ben Ware and Calvin Cotton of Ware and Associates, CPA.

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.

- 1) **Motion to Amend Agenda** to add Jerome School District Excellence in Teaching Award Presentation and one new Consent item. A motion was made by Alice Thibault and seconded by Stacie Leavitt to amend the agenda to add Jerome School District Excellence in Teaching Award Presentation and one new Consent Item. The motion passed by the following:

AYE: Esther Peters

Alice Thibault

Don Mitchell

Byron Burnham

Staci Leavitt

- 2) **Jerome Middle School Students of the Month**

Award recipients for Jerome Middle School Students of the Month for October 2016 were recognized by Trustee Byron Burnham and the Board of Trustees.

- 3) **Jerome School District Excellence in Teaching Awards**

Award recipients: Gayla Otto, Jerome Middle School Teacher, and Erin Heileman, Horizon Elementary School Teacher, were recognized by Superintendent Layne as the Jerome School District Excellence in Teaching Award recipients for October 2016.

- 4) **Consent Agenda**

- a) Approval of previous minutes
 - i) September 27, 2016
- 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
 - (1) Jerome School District Copier Technician – Mark Scheer
 - ii) Transfers
 - iii) Resignations
 - (1) Jerome Middle School Coach 7th Grade Football (SY 17-18) – Cory Musgrave

iv) **New Hires**

- (1) Horizon Elementary School Para Professional Special Education – Christina Ramirez
- (2) Jerome School District Maintenance Skilled – David Gerdes
- (3) Jerome School District Computer Technician – Forrest Cunningham
- (4) Jerome School District Food Services Roving Cashier – Bonnie Walters
- (5) Jerome Middle School Coach Wrestling – Riley Argyle
- (6) Jerome High School Scholastic Tournament Advisor (.5 FTE) – Wes Hall
- (7) Jerome High School Para Professional Special Education – Heidi Helsley

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

AYE: Esther Peters
Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

5) **Scheduled Visitors**

- a) Ware and Associates Annual Audit: Raymond Ware presented the Jerome School District 2015-16 Audit Report.
- b) Hiroshi Fukuoka, Jerome High and Middle School Band Teacher: Reported on the Jerome High School Band trip to Washington D.C. to march in the 4th of July Parade with 37 students marching and 15 chaperones; the band placed 2nd in District 4 Marching Band competition during the 2016 season.
- c) Jeremy Munroe, Jerome High School Assistant Principal and Girls Basketball Head Coach: Presented highlights of Jerome High School sports, band and FFA teams success during Fall 2016 competitions; previewed of 2016-17 JHS Girls Basketball season and tournament schedule.

6) **Community Comments:** No community comments for October, 2016.

7) **Communications:** No communications for October, 2016.

8) **Reports:** Items A through K written reports submitted to 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) District Nurse Immunization Report
- l) Superintendent:
 - i) Enrollment Summary: Comparison by total enrollment and grades with previous school year enrollment reviewed.
 - ii) Facilities Update: New district-wide phone system is in place. Jefferson Elementary School construction is complete; Summit Elementary School construction is in the final phase; Jerome Middle School construction on schedule; Jerome High School new offices are in final stages of completion and old offices are being converted into classrooms which is the last phase of construction project.
 - (1) Jerome High School Roof: photos of roof drainage system reviewed and plans made to re-roof the building.
 - iii) ICRMP (Idaho Counties Risk Management Program) Dividend - \$2,614: funds sent to district from ICRMP.
 - iv) Supplemental Levy: Discussion for March 2017 election.
 - v) Beautification Award: Jerome Chamber of Commerce will present award to Jerome School District and Jerome at the December 14, 2016, Chamber Banquet.
- m) Trustees' Reports
 - i) Idaho School Boards Association Convention Agenda and Workshops 2016: Convention dates: November 9-11, 2016.

9) **Approval of Bills**

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

AYE: Esther Peters
Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

10) Continuing Business

a) Construction - Change Orders

- i) Jerome High School Construction Project
- ii) Jerome Middle School – Summit Elementary School Construction Project

A motion was made by Alice Thibault and seconded by Byron Burnham to approve the Jerome High School, Jerome Middle School and Summit Elementary School construction change orders as presented. The motion passed by the following:

AYE: Esther Peters
Don Mitchell
Alice Thibault
Byron Burnham
Staci Leavitt

- b) Policy 1110 – Election
- c) Policy 2125 – K-3 Reading Intervention
- d) Policy 2425 – Parental Rights
- e) Policy 2435 – Advanced Opportunities
- f) Policy 2435F – Advanced Opportunities Participation Form
- g) Policy 3510 – Student Medicines
- h) Policy 5105 – Certificated Personnel Employment
- i) Policy 5400 – Leave of Absence
- j) Policy 5480 – Salary Schedule
- k) Policy 8605 – Retention of District Records

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve Policies 1110, 2125, 2425, 2435, 2435F, 5105, 5400, 5480, 8605 as presented for second reading and reserve Policy 3510 for a third reading in November 2016. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

11) New Business

a) Approve FY15-16 Annual Audit

A motion was made by Byron Burnham and seconded by Alice Thibault to approve the 2015-16 Annual Audit Report as presented. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Byron Burnham
Staci Leavitt

b) Consideration of November 22 and December 27, 2016, Board Meetings Date Change

The Chairman announced the next order business would be to leave the regular meeting of the Board of Trustees on November 22nd and to change the schedule of the December, 2016, regular meeting of the Board of Trustees from December 27th to December 20th, 2016, at 6:00 p.m. in the Administrative Offices Board Room. A motion was made by Alice Thibault and seconded by Staci Leavitt to reschedule the December meeting of the Board of Trustees as presented. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Byron Burnham

Staci Leavitt

c) Consideration of Addition of Bus Route for Jerome Early Education Program

A motion was made by Alice Thibault and seconded by Byron Burnham to approve the request by Jerome School District Administration to add a second bus route for the Jerome Early Education Program. The motion passed by the following:

AYE: Esther Peters

Alice Thibault

Don Mitchell

Byron Burnham

Staci Leavitt

d) Consideration of Classified Employees Salary Step Placement Request

A motion was made by Byron Burnham and seconded by Staci Leavitt to approve the salary placement for Classified Personnel, P1617-5 and P1617-6, as requested by administration and program directors for the 2016-17 school year. The motion passed by the following:

AYE: Esther Peters

Alice Thibault

Don Mitchell

Staci Leavitt

Byron Burnham

e) Consideration of Jerome High School Girls Basketball Out of State Travel Request

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the Jerome High School Girls Basketball Varsity and Junior Varsity teams out of state travel request to tournaments in Afton, Wyoming, as presented by JHS Girls Basketball Head Coach Jeremy Munroe. The motion passed by the following:

AYE: Esther Peters

Alice Thibault

Don Mitchell

Staci Leavitt

Byron Burnham

f) Consideration of Jerome School District Leadership Award Plan 2016-17

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the Jerome School District Leadership Plan 2016-17 as presented. The motion passed by the following:

AYE: Esther Peters

Alice Thibault

Don Mitchell

Byron Burnham

Staci Leavitt

12) Executive Session

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

(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) Student Issues

A motion was made by Alice Thibault and seconded by Byron Burnham 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 and student issues involving classified employees and students of the district. The motion passed by roll call vote:

AYE: Esther Peters

Alice Thibault

Don Mitchell

Byron Burnham

Staci Leavitt

The board recessed into executive session at 7:50 p.m.

The board returned to open session at 7:55 p.m.

13) **Consideration of Student Executive Item**

a) Declaration of Truancy

A motion was made by Alice Thibault and seconded by Staci Leavitt to declare three students, T1617-2, T1617-3, T1617-4, as habitually truant. The motion passed by the following:

AYE: Esther Peters

Alice Thibault

Don Mitchell

Byron Burnham

Staci Leavitt

14) **Adjourn**

There being no other business before the board, a motion was made by Byron Burnham and seconded by Alice Thibault, the Board unanimously approved to adjourn the meeting at 8:00 p.m.