

Jerome School District #261
Board of Trustees Agenda
July 26, 2016
6:00 p.m.
Administrative Complex Board Room

Board of Trustees present: Don Mitchell, Esther Peters, Alice Thibault, Staci Leavitt. Not present: Byron Burnham. 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 Don Mitchell.
- b) Superintendent Dale Layne will assume control of the Annual Meeting and called for nominations for Board Chairman.

2) Motion to Amend Agenda to add five Consent items and one Communications Item.

A motion was made by Alice Thibault and seconded by Staci Leavitt to amend the agenda to add five Consent Items, and one Communication item. The motion passed by the following:

AYE: Don Mitchell
Esther Peters
Alice Thibault
Staci Leavitt

3) Annual Meeting

a) Election of Board Officers

i) Chairman

Alice Thibault nominated Esther Peters as Board Chairman, the nomination was seconded by Staci Leavitt. No other nominations were made. Esther Peters was approved as Board Chairman by the following Roll Call Vote: Aye: Alice Thibault, Esther Peters, Staci Leavitt. Abstain: Don Mitchell.

Chairman Esther Peters resumed control of the meeting.

ii) Vice-Chairman

Staci Leavitt nominated Alice Thibault as Vice-Chairman, the nomination was seconded by Esther Peters. No other nominations were made. Alice Thibault was approved as Vice-Chairman by the following Roll Call Vote: Aye: Esther Peters, Alice Thibault, Staci Leavitt. Abstain: Don Mitchell.

b) Appointments

i) Clerk – Lorri Prescott

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve Lorri Prescott as Clerk for the 2016-17 year. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Staci Leavitt

ii) Treasurer – Brian Bridwell

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve Brian Bridwell as Treasurer for the 2016-17 year. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Staci Leavitt

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) Terri Fisher - 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) Ryan Ellsworth – 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) Carolyn Sullivan – Food Service Director
- (11) Shirley Hanes – Accounts Payable Clerk
- (12) Gina Cakebread – Payroll Clerk

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the appointments as listed above as Deputy Treasurers for the 2016-17 year. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Staci Leavitt

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 2016-17 year. The motion passed by the following:

AYE: Esther Peters
Alice Thiabult
Don Mitchell
Staci Leavitt

c) Establish 2016-2017 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 Trustee for the ensuing year.

After a full and complete discussion, upon motion duly made by Alice Thibault and seconded by Staci Leavitt, 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 2017, 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
Alice Thibault
Don Mitchell
Staci Leavitt

d) Designation of Public Places for Posting Public Notices

A motion was made by Staci Leavitt and seconded by Alice Thibault to designate the following locations for the posting of public notices: 1. School District Administrative Offices, 125 4th Ave. West; 2. Jerome County Courthouse, 300 North Lincoln; 3. Jerome Public Library, 100 1st Ave. 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
Alice Thibault

Don Mitchell
Staci Leavitt

4) **Consent Agenda**

- a) Approval of previous minutes
 - i) June 28, 2016
 - ii) July 14, 2016 Special Meeting
- 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 High School Teacher Social Studies – Brad Davidson
 - ii) Transfers
 - (1) Jerome High School Assistant Principal – Jeremy Munroe
 - (2) Jerome School District Federal Programs Director/Grant Writer – Kim Lickley
 - (3) Jerome High School Assistant Coach Football – Brad Myers
 - (4) Summit Elementary School Custodian – Leticia Cervantes-Garcia
 - (5) Horizon Elementary School Custodian – Koleen Drain
 - iii) Resignations
 - (1) Jerome School District Maintenance General – Garrett Wells
 - (2) Jerome High School Assistant Coach Football – Michael McDonald
 - (3) Jerome High School Assistant Coach Football – James Bos
 - (4) Jerome Middle School Teacher Social Studies – Douglas Pease
 - (5) Jerome Middle School Coach Volleyball 8th Grade – Nicole Wolf
 - (6) Jerome Middle School Assistant Coach Football 8th Grade – Brian Wilson
 - (7) Jerome High School Head Coach Wrestling – Tyler Wardle
 - (8) Horizon Elementary School Para Professional – Dawn Salisbury
 - (9) Summit Elementary School Teacher Grade 5 – Jennifer Shaw
 - iv) New Hires
 - (1) Jerome High School Teacher Mathematics – Richard Black
 - (2) Jerome High School Teacher Health/Physical Education – Jeff Prihode
 - (3) Jerome Middle School Teacher English Language Arts – Hanna Hillier
 - (4) Jerome High School Assistant Coach Freshman Football – Cody Westbrook
 - (5) Jerome High School Assistant Coach Football – Eli Andersen
 - (6) Jerome High School Assistant Coach Football – Logan Horrocks
 - (7) Jerome High School Assistant Coach Football – Brandon Robinson
 - (8) Jerome High School Assistant Coach Boys Soccer – Javier Nolasco
 - (9) Jerome High School Assistant Coach Tennis – Sarah Buechele
 - (10) Horizon Elementary School Custodian – Krystal McKean
 - (11) Jerome High School Custodian – Maria Gonzalez
 - (12) Jerome Middle School Teacher English Language Arts – E.Scott Spencer
 - (13) Jerome Middle School Teacher Health/PE – Jon Cook
 - (14) Jefferson Elementary School Teacher Kindergarten Dual Immersion – Roxana Camacho
 - (15) Jefferson Elementary School Teacher Special Education – Brittany Maikranz
 - (16) Summit Elementary School Teacher Grade 4 – Nadine Burke
 - (17) Summit Elementary School Teacher Grade 5 – April Winder

(18) Jerome Middle School Wrestling Coach – Tyler Powell

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
Alice Thibault
Don Mitchell
Staci Leavitt

5) **Scheduled Visitors:** No Scheduled Visitors for July, 2016.

6) **Community Comments:** No Community Comments for July, 2016.

7) **Communications**

- a) Jerome High School Band Teacher, Hiroshi Fukuoka, appointed to National Federation High School Music Committee
- b) Thank You Note from Jerome High School Health Occupations Student Association

8) **Reports**

- a) Superintendent: Exit surveys and comments received from staff resigned after 2015-16 school year reviewed.
 - i) Facilities Update: Horizon Elementary School parking lot site work is progressing on schedule, as are construction projects of new classrooms at Jerome Middle School and Summit Elementary School. Jefferson Elementary School parking lot pavement has been replaced and the District office parking lot is scheduled to be replaced in August.
 - (1) Jerome High School Construction update: network fiber was cut by construction and has been replaced; all construction projects are on scheduled with completion dates staggered depending on area and time of need.
 - (2) Jerome High School Remodel Dedication scheduled for August 24, 2016, 6:30 p.m.
 - ii) 2016-17 Beginning of Year Activities: list of planned activities for staff reviewed.
 - iii) Audit of 2015-16 School Year: the fiscal audit for 15-16 school year is underway.
- b) Trustees' Reports
 - i) Idaho School Board Association Training Exercises – Code of Ethics for School Board Members Review and Board Chairman Selection

9) **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
Don Mitchell
Alice Thibault
Staci Burnham

10) **Continuing Business**

a) Construction - Change Orders

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

AYE: Esther Peters
Alice Thibault
Don Mitchell
Staci Leavitt

b) Consideration of Community Eligibility Program for the Child Nutrition Department

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the request of Child Nutrition Director Carolyn Sullivan to participate in the Community Eligibility Program for one year, contingent on Idaho State Department of Education approval. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Staci Leavitt

c) Consideration of Administrators Work Days

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the request of Superintendent Layne and increase the total work days for Administrators as proposed for the 2016-17 school year. The motion passed by the

following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Staci Leavitt

d) Consider of Compensation for Year Round Employees

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the request of Superintendent Layne and increase the compensation for Year Round Employees as proposed for the 2016-17 school year. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Staci Leavitt

e) Consideration of Classified Employee Step Placement Request

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the salary placement for Classified Personnel, P1617-2, as requested by program director for the 2016-17 school year. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Staci Leavitt

f) Policy 5460 Workers' Compensation Benefits

g) Policy 7210 Fixed Assets and Management Discussion and Analysis

h) Policy 7320 Allowable Uses for Grant Funds

i) Policy 7400 Purchasing Authorization and Control

j) Policy 7400F Federally Funded Employee Multiple Cost Objectives Report

k) Policy 7400P Procurement Under a Federal Award

l) Policy 7430 Travel Allowances and Expenses

m) Policy 7450 Federal Cash Management

n) Policy 7460 Credit Cards

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve Policies 5460, 7210, 7320, 7400, 7400F, 7400P, 7430, 7450 and 7460 as presented for a second reading. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Staci Leavitt

11) **New Business**

a) Northside Jr/Sr High Alternative School Program Approval

No information provided from Idaho State Department of Education, Trustees will review in August 2016.

b) Jerome High School Student Handbook 2016-17 Approval

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the Jerome High School Student Handbook for school year 2016-17 as presented with all references to trimesters corrected to semesters and semester numbering as appropriate. The motion passed by the following:

AYE: Esther Peters
Alice Thibault
Don Mitchell
Staci Leavitt

c) Consideration of Idaho School Boards Association Resolution

A motion was made by Alice Thibault and seconded by Staci Leavit to support the Idaho School Board Association Resolution as proposed. The motion passed by the following:

AYE: Esther Peters
Alice Thibault

Don Mitchell
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) Personnel Issues

A motion was made by Alice Thibault and seconded by Staci Leavitt 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
Staci Leavitt

The board recessed into executive session at 7:45 p.m.

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

13) Consideration of Personnel Executive Item(s)

- a) Certified Professional Employee P1617-1 Non Renewal of Contract
 - A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the request by Jerome Middle School Administration for non-renewal of contract for Certified Professional Employee P16-17-1 for the 2016-17 school year and direct Superintendent Layne to send written notice to employee. The motion passed by the following:
 - AYE: Esther Peters
 - Alice Thibault
 - Don Mitchell
 - Staci Leavitt

14) Adjourn

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