

**Jerome School District #261**  
**Board of Trustees Agenda**  
**January 22, 2019**  
**6:00 p.m.**  
**Administrative Complex Board Room**

Board of Trustees present: Esther Peters, Staci Leavitt, Alice Thibault, Annette Lott. Not present: Don Mitchell. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott; Curriculum Director Janet Avery, Federal Programs Director Kim Lickley, Special Services Director Kindel Mason, Jerome High School Principal Nathan Tracy, Jerome Middle School Principal Landon Marlor, Summit Elementary School Assistant Principal Jill Taylor, Jefferson Elementary School Principal Angie Brulotte, Horizon Elementary School Principal Wendy Ohlensehlen, Jerome Middle School Teacher Bobbi Justice, Jefferson Elementary School Teacher Lisa Henderson, Jerome School District Maintenance Staff Jose Chicas Marquez, Jerome High School Student D1819-09 Parent, and 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 Chairman Esther Peters.

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

Jerome School District Staff: Lisa Henderson, Jefferson Elementary School Teacher, Bobbi Justice, Jerome Middle School Teacher and Jose Chicas Marquez, Jerome School District Maintenance, were recognized by Superintendent Layne as the Jerome School District Excellence in Education Award Recipients for January 2019.

**3) Annual Meeting**

- a) Superintendent Dale Layne assumed control of the Annual Meeting and called for nominations for Board Chairman.  
b) Election of Board Officers  
i) Chairman  
Esther Peters nominated Alice Thibault as Board Chairman, the nomination was seconded by Staci Leavitt. No other nominations were made. Alice Thibault was approved as Board Chairman by the following Roll Call Vote:  
Aye: Staci Leavitt, Esther Peters, Alice Thibault, Annette Lott.

Chairman Alice Thibault assumed control of the meeting.

- ii) Vice-Chairman  
Annette Lott nominated Staci Leavitt as Vice-Chairman, the nomination was seconded by Esther Peters. No other nominations were made. Staci Leavitt was approved as Vice-Chairman by the following Roll Call Vote: Aye: Esther Peters, Staci Leavitt, Alice Thibault, Annette Lott.
- c) Appointments  
i) Clerk – Lorri Prescott  
A motion was made by Staci Leavitt and seconded by Annette Lott to approve Lorri Prescott as Clerk for the year, January 2019 through January 2020. The motion passed by the following:  
AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- ii) Treasurer – Brian Bridwell  
A motion was made by Staci Leavitt and seconded by Annette Lott to approve Brian Bridwell as Treasurer for the year, January 2019 through January 2020. The motion passed by the following:  
AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
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 Staci Leavitt and seconded by Annette Lott to approve the appointments as listed above as Deputy Treasurers for the year, January 2019 through January 2020. The motion passed by the following:

AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

iv) School Attorneys

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

A motion was made by Esther Peters and seconded by Staci Leavitt to approve the School Attorneys as listed for the year, January 2019 through January 2020. The motion passed by the following:

AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

d) Establish 2019-2020 Meeting Schedule and Location (Action)

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 Staci Leavitt 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 4<sup>th</sup> Avenue West.

BE IT FURTHER RESOLVED, that this designation of regular meeting shall continue in force through January of 2020, 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: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

e) Designation of Public Places for Posting Public Notices

A motion was made by Esther Peters and seconded by Staci Leavitt to designate the following locations for the posting of public notices: 1. School District Administrative Offices, 125 4<sup>th</sup> Avenue West; 2. Jerome County Courthouse, 300

North Lincoln; 3. Jerome Public Library, 100 1<sup>st</sup> Avenue East; 4. Jerome Recreation, 2032 South Lincoln; 5. Jerome School District web page: [www.jeromeschools.org](http://www.jeromeschools.org). The motion passed by the following:

AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

4) **Consent Agenda**

- a) Approval of previous minutes
  - i) December 18, 2018
- 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 -- 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 Middle School Child Nutrition Cook – Kandise Barnes
    - (2) Horizon Elementary School Para Professional Building – Jennifer Hansen
    - (3) Jerome High School Para Professional Special Educaiton – Catherine Leedom
    - (4) Jerome High School Assistant Coach Wrestling (SY 2018-19) – Brandon Robinson
    - (5) Jerome Middle School Coach Football 7<sup>th</sup> Grade (SY 2019-20) – Kevin Fernandez
    - (6) Jerome Middle School Coach Wrestling (SY 2019-20) – Kevin Fernandez
  - iv) New Hires
    - (1) Jefferson Elementary School Teacher Grade K – Gabrielle Bolich
    - (2) Jerome High School Assistant Coach Softball – Megan Hinojos
    - (3) Jerome High School Assistant Coach Softball – Karly Hudelson
    - (4) Jerome Middle School Child Nutrition Cook – Hilda Mendoza

A motion was made by Staci Leavitt 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

5) **Scheduled Visitors:** No Scheduled Visitors for January, 2019.

6) **Communications**

- a) Anderson Julian & Hull letter to ICRMP Idaho Counties Risk Management Program, re: AJH File No. 2321-516.

7) **Reports:** Items A through I written reports submitted to the Board of Trustees by Principals and Program Directors.

- 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) Child Nutrition Director
- j) Superintendent
  - i) Enrollment Summary: Comparison of current student enrollment with previous 17-18 year, January, enrollment.
  - ii) Facilities Update: Administration office project will finish paint, flooring and security system in the Spring.
    - (1) Completed Projects: review of completed projects at schools and maintenance area.
    - (2) Long Range Projects and Planning: includes an update on all buildings PA system.
  - iii) Long Term Planning – Resources: review of long term planning ideas for buildings and curriculum.
  - iv) Jerome High School 21<sup>st</sup> Century Report: student credit recovery classes report from Jerome High School.
  - v) Idaho School Boards Association Day On The Hill – February 18-19, 2019
  - vi) Supplemental Levy Election – March 12, 2019
  - vii) IHSSA 2020-22 Classification Report: Idaho High School Activities Association changes for 2020-22 school year.
  - viii) Funding Formula: proposed student centered funding formula for Idaho school reviewed.
  - ix) Donation Policies #4500, #4500R, and #4510
- k) Trustees’ Reports - Review the Code of Ethics for School Board Trustees
  - i) Idaho School Board Association Training Exercise – *Board Chairman Selection*

**8) Approval of Bills**

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

AYE: Alice Thibault  
 Staci Leavitt  
 Esther Peters  
 Annette Lott

**9) Continuing Business**

- a) Approval of Amended Architectural Services Agreement with LKV Architects

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the amended architectural services agreement as submitted by LKV Architects for Horizon Elementary, Summit Elementary and Jerome Middle School Security Vestibules. The motion passed by the following:

AYE: Alice Thibault  
 Staci Leavitt  
 Esther Peters  
 Annette Lott

- b) Consideration of Commemorative Naming Committee Recommendation

A motion was made by Staci Leavitt and seconded by Esther Peters to accept the recommendation made by the Jerome School District Commemorative Naming Committee and not grant the commemorative naming request of the Jerome High School Gymnasium. The motion passed by the following:

AYE: Alice Thibault  
 Staci Leavitt  
 Esther Peters  
 Annette Lott

**10) New Business**

- a) Consideration of 2019-2020 Academic Calendar

A motion was made by Esther Peters and seconded by Annette Lott to approve the Academic Calendar for the 2019-20 school year as presented with one provision that the Superintendent has approval to change the Certified Staff work day in May 2020 if needed. The motion passed by the following:

AYE: Alice Thibault  
 Staci Leavitt  
 Esther Peters  
 Annette Lott

- a) Superintendent Evaluation

The board will complete the superintendent evaluation in the February, 2019, meeting.

- b) Declaration that an area of need exists for the 2018-2019 school year.
- i) Gabrielle Bolich, Jefferson Elementary Teacher Grade Kindergarten
  - ii) Jamie Turner, Jerome Middle School Teacher Special Education
- A motion was made by Staci Leavitt and seconded by Esther Peters to declare that an area of need exists for the 2018-19 school year at Jefferson Elementary School Grade Kindergarten and Jerome Middle School Special Education Department. The motion passed by the following:
- AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- c) Approval of University of Idaho Go-On Program Representative for Jerome Middle School – Petra Maldonado
- A motion was made by Staci Leavitt and seconded by Annette Lott to approve the request by the University of Idaho for Petra Maldonado to serve as the Go-On Program representative at Jerome Middle School. The motion passed by the following:
- AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- d) Approval for Horizon Elementary School request for CSI Student Field Experience – Katie Hansen
- A motion was made by Esther Peters and seconded by Staci Leavitt to approve the request by the College of Southern Idaho for Katie Hansen to complete student field experience at Horizon Elementary School. The motion passed by the following:
- AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- e) Consideration of Jerome High School Senior Class Trip Out of State Travel Request
- A motion was made by Staci Leavitt and seconded by Esther Peters to approve the Jerome High School Senior Class 2019 out of state travel request to Lagoon, Farmington, Utah, in Spring 2019, with the following contingencies met prior to the trip: confirmed dated of trip reported, all students and parent/guardians sign a permission slip and waiver; funds are received from the students participating; a list of chaperones and school staff member traveling is presented to the board clerk. The motion passed by the following:
- AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- f) Policy 3572 Student Records Name/Gender Change (1<sup>st</sup> Reading – Information)
- g) Policy 3572F Student Name/Gender Change Request Form (1<sup>st</sup> Reading – Information)
- h) Approval of Jerome High School New Course Requests
- i) CTE Health Occupations Department – Sports Medicine - Allied Health 160
  - i) CTE Agriculture Department – Career Welding
- A motion was made by Esther Peters and seconded by Annette Lott to approve two new course requests: Sports Medicine – Allied Health 160 and Career Welding, as recommended by the Jerome School District Curriculum Director Janet Avery and Jerome High School administration. The motion passed by the following:
- AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott
- i) Consideration of Safety Campaign Funding Request
- A motion was made by Staci Leavitt and seconded by Annette Lott to approve the Jerome High School Student Resource Officer’s request to fund two student projects as part of the Safety Campaign 2019, with the City of Jerome matching funds received by Jerome School District. The motion passed by the following:

AYE: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

**11) Executive Session**

- a) IC 74-206(1)(a)(b)(c) – Personnel or Student; Property. (Action)  
(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) Student Issues
  - ii) Property

A motion was made by Staci Leavitt 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)(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: Alice Thibault  
Staci Leavitt  
Esther Peters  
Annette Lott

The board recessed into executive session at 8:35 p.m.  
The board returned to open session at 9:00 p.m.

**12) Consideration of Student Executive Item(s):**

- a) Declaration of Truancy  
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 two students, T1819-14, T1819-15, as habitually truant. The motion passed by the following:  
AYE: Alice Thibault, Staci Leavitt, Esther Peters, Annette Lott
- b) Student Discipline - Expulsion
- i) Student D1819-08  
A motion was made by Staci Leavitt and seconded by Esther Peters to accept the recommendations made by the Hearing Officer and to expel Student D1819-08 from Jerome School District schools for one full year and student can return to Jerome High School or a district alternative high school in January of 2020 to complete his education; and direct Superintendent Layne or designee to notify the student and guardians by letter. The motion passed by the following:  
AYE: Alice Thibault, Staci Leavitt, Esther Peters, Annette Lott
  - ii) Student D1819-02  
A motion was made by Esther Peters and seconded by Staci Leavitt to accept the recommendations made by the Hearing Officer and to expel Student D1819-09 from Jerome High School for one full year, with a limited expulsion for the 2018-19 second semester from Jerome School District and student be given the opportunity to return to an alternative school setting, or online, provided by Jerome School District in August 2019, with completion of a drug and alcohol counseling program prior to enrollment and then return to Jerome High School upon successful completion of one semester in an alternative school setting, or online, by January 2020. The student will be allowed to attend Jerome High School Graduation in May 2019, if student is successfully passing the classes and student is accompanied by an adult during the ceremony. The student may submit a senior photo in the yearbook, if summer school classes are successfully completed and the student is on track to graduate at the beginning of student's senior year. The board directs Superintendent Layne or designee to notify the student and guardians by letter. The motion passed by the following:  
AYE: Alice Thibault, Staci Leavitt, Esther Peters, Annette Lott

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

**14) Adjourn:** There being no other business before the board, a motion was made by Esther Peters and seconded by Annette Lott, the Board unanimously approved to adjourn the meeting at 9:05 p.m.