

Jerome School District #261
Board of Trustees Agenda
June 28, 2016
6:00 p.m.
Administrative Complex Board Room

Board of Trustees present: Don Mitchell, Esther Peters, Alice Thibault, Byron Burnham, Staci Leavitt. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott, Jerome School District Federal Programs Director Dr. Brendalynn Love and Child Nutrition Director Carolyn Sullivan.

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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.

2) Motion to Amend Agenda to add three Consent items and one Continuing Business Item.

A motion was made by Esther Peters and seconded by Byron Burnham to amend the agenda to add three Consent items, and one Continuing Business Item. The motion passed by the following:

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

3) Annual Budget Hearing

- a) Revised Budget FY16 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 2015-16 as presented. The motion passed by the following:

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

- b) Proposed Budget FY17 was presented by Brian Bridwell during the budget hearing.
A motion was made by Esther Peters and seconded by Staci Leavitt to adopt the proposed budget for Fiscal Year 2016-17 as presented. The motion passed by the following:

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

4) Consent Agenda

- a) Approval of previous minutes
 - i) May 24, 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

ii) Transfers

(1) Jerome High School Principal – Nathan Tracy

(2) Jerome High School Assistant Principal (1 FTE) – Melissa Rice

(3) Jerome High School Teacher Social Studies – Rachel Craig

(4) Jefferson Elementary School Teacher Grade 3 – Denise Baugh

(5) Jefferson Elementary School Child Nutrition Cook – Carol Sullivan

(6) Jefferson Elementary School Para Professional Building (1 FTE) – Daphne Martin

(7) Horizon Elementary School Para Professional Building (1 FTE) – Dejah Carlier

iii) Resignations

(1) Jerome High School Principal – Keelie Campbell

(2) Jerome High School College Mentor – Melissa Miller

(3) Jerome High School Teacher PE/Health – Jeffrey Miller

(4) Jerome High School Assistant Coach Boys Basketball – Jeffery Miller

(5) Jerome Middle School Teacher Social Studies – Meagan Glorfield

(6) Jerome Middle School Wrestling Coach – Jordan Leak

(7) Jerome Middle School Teacher English Language Arts – Dominic Morton

(8) Jefferson Elementary School Teacher Grade 3 – Sindy Black

(9) Summit Elementary School Teacher Grade 5 – Anna Simmons

(10) Horizon Elementary School Custodian – Romona Hand

(11) Jefferson Elementary School Child Nutrition Cashier – Melody Young

(12) Summit Elementary School Head Custodian – Cindy Pearce

(13) Jerome High School Custodian – Rocio Cervantes

iv) New Hires

(1) Jefferson Elementary School Teacher Special Education – Christine Hernandez

(2) Summit Elementary School Teacher Grade 5 – Michele Putnam Pang

(3) Summit Elementary School Teacher Grade 4 – Andrew Purin

(4) Summit Elementary School Teacher Grade 4 – Holly Fuger

(5) Jerome High School Teacher Vocational Business – Susan Fullen

(6) Jerome High School Teacher Special Education – Wendy Wheelock

(7) Jerome High School Para Professional Special Education – Erryn Phillips

(8) Jerome High School Assistant Coach Volleyball – Christian Stevenson

(9) Jerome High School Para Professional Special Education – Jodee Burnham

(10) Jerome High School Custodian Building – Leticia Cervantes-Garcia

(11) Jerome Middle School Teacher Social Studies – Froylan Vargas

(12) Jerome High School Custodian Building – Leticia Cervantes-Garcia

(13) Jefferson Elementary School Teacher Grade 1 – Joy Black

(14) Jerome Middle School Teacher Social Studies – Brandon Robinson

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

AYE: Don Mitchell

Esther Peters

Alice Thibault

Byron Burnham

Staci Leavitt

5) **Scheduled Visitors**

- a) Dr. Brendalynn Love, Federal Programs Director and District Grant Writer: an overview of district federal programs was given by Dr. Love and a list of grants, received or pending, was reviewed with the board

6) **Community Comments:** No Community Comments for June 2016

7) **Communications**

- a) Letter from Brian Morgan, former Summit Elementary School Teacher Grade 4

8) Reports

- a) Superintendent: Request from the Jerome County Prosecuting Attorney, John Horgan, for the Jerome School District Trustees and Administration to attend a court hearing on August 8 in support of the Prosecution's recommendation.
 - i) Facilities Update: The district's phone system will be replaced in July and August in all schools and administration offices; correcting measures will be taken on the Jefferson Elementary School and Administration Office parking lots to ensure that the surfaces are up to spec as per contract; Horizon Elementary, Summit Elementary and Jerome Middle Schools construction projects all underway; Jerome High School construction projects are still on schedule for proposed completion dates with the new gym floor complete and bleachers set to be installed in July.
 - (1) LKV construction update.
 - (2) Jerome High School Remodel Dedication scheduled for August 24, 2016, 6:30 p.m.
 - ii) Current Certified Openings for 2016-17 School Year – Hiring Update: review of open positions for the 2016-17 year.
 - iii) Projected Dividend Distribution SY 2015-16: Youth Endowment for Activities Foundation of the Idaho High School Activities Association report on dividend distribution for IHSSA activities to school districts that are vested in the Endowment.
 - iv) Community Eligibility Program – Child Nutrition Department: presentation of CEP program for the District Lunch Program for the 2016-17 school year.
 - v) Teacher Recognition Program: Details provided for the implementation of the Excellence in Teaching Award, to begin in September 2016 and recognize teachers each month for their commitment to their students.
- b) Trustees' Reports
 - i) ISBA Board Training Exercises – Budget Workshop attended by Trustees on May 24, 2016.
- c) Curriculum Director
- d) Child Nutrition Director
- e) Jefferson Elementary School
- f) Horizon Elementary School
- g) Summit Elementary School
- h) Jerome Middle School
- i) Jerome High School
- j) Northside Jr/Sr High School

9) Approval of Bills

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

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

10) Continuing Business

- a) Construction – Change Orders
A motion was made by Byron Burnham and seconded by Staci Leavitt to approve the construction change orders as presented. The motion passed by the following:
AYE: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham
Staci Leavitt
- b) Consideration for Approval of Terms and Conditions/Compensation of Superintendent's Contract
A motion was made by Byron Burnham and seconded by Alice Thibault to approve of the terms, conditions and compensation of 3% increase for the 2016-17 contract for Superintendent Layne. The motion passed by the following:
AYE: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham
Staci Leavitt
- c) Policy 2700P Publication of Graduation Requirements

- d) Policy 5340 Evaluation of Certified Personnel
A motion was made by Alice Thibault and seconded by Esther Peters to approve Policies 2700P and 5340 as presented for a second reading. The motion passed by the following:
AYE: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham
Staci Leavitt

- e) Consideration of GMP (Guaranteed Maximum Price) for Horizon Elementary Reroof and Fire Sprinkler Project
A motion was made by Alice Thibault and seconded by Staci Leavitt to accept the Guaranteed Maximum Price proposal of \$605,225.00 for the Horizon Elementary School Reroof and Fire Sprinkler Project as submitted by Starr Corporation. The motion passed by the following:
AYE: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham
Staci Leavitt

11) New Business

- a) Consideration of Idaho State Department of Education Memorandum of Understanding and 2016-17 Contract Renewal for Idaho Core Instructional Coach – Paula Tillquist.
A motion was made by Alice Thibault and seconded by Esther Peters to approve the Memorandum of Understanding with the Idaho State Department of Education and renew the 2016-17 contract for the Idaho Core Instructional Coach, Paula Tillquist. The motion passed by the following:
AYE: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham
Staci Leavitt

- b) Policy 5460 Workers' Compensation Benefits (1st Reading – Information)
- c) Policy 7210 Fixed Assets and Management Discussion and Analysis (1st Reading – Information)
- d) Policy 7320 Allowable Uses for Grant Funds (1st Reading – Information)
- e) Policy 7400 Purchasing Authorization and Control (1st Reading – Information)
- f) Policy 7400F Federally Funded Employee Multiple Cost Objectives Report (1st Reading – Information)
- g) Policy 7400P Procurement Under a Federal Award (1st Reading – Information)
- h) Policy 7430 Travel Allowances and Expenses (1st Reading – Information)
- i) Policy 7450 Federal Cash Management (1st Reading – Information)
- j) Policy 7460 Credit Cards (Number Change Only – 1st Reading – Information)

- k) Consideration of updating all Jerome School District Policies referencing trimesters and change to semesters and semester numbering as appropriate.
A motion was made by Alice Thibault and seconded by Byron Burnham directing Superintendent Layne or his designee to change all references of trimesters to semesters and semester numbering as appropriate in all policies in the Jerome School District Policy Manual. The motion passed by the following:
AYE: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham
Staci Leavitt

- l) Student Handbooks for 2016-17 School Year Approval
 - i) Jefferson Elementary School
 - ii) Horizon Elementary School
 - iii) Summit Elementary SchoolA motion was made by Byron Burnham and seconded by Esther Peters to approve the Jefferson Elementary School, Horizon Elementary School and Summit Elementary School Student Handbooks 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: Don Mitchell
Esther Peters
Alice Thibault
Byron Burnham
Staci Leavitt

m) Jerome High School Latinos In Action Out of State Travel Request

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the Jerome High School Latinos In Action Club out of state travel request to travel to training seminar in Utah in July 2016, with list of chaperones and travel arrangements provided. The motion passed by the following:

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

n) Jerome High School Future Farmers of America Out of State Travel Request

A motion was made by Alice Thibault and seconded by Byron Burnham to approve the Jerome High School Future Farmer of America Dairy Foods Team out of state travel request to travel to the National Convention in Indianapolis, Indiana in October 2016, and to pay for the registration fees for the students attending. The motion passed by the following:

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

o) Consideration of addition of Jerome Middle School Extracurricular "B" Teams

Information was presented by Jerome Middle School Administration to change the Jerome Middle School Extra Curricular Sports Program by adding a "B" team to all sports teams that require a cut of players that try out for the teams. With the addition of the "B" teams to the program it will give more student athletes the opportunity to participate in the school's athletic activities. Details for the proposed program will be provided to the board after the 2016-17 school year begins.

p) Student Teacher Placement Request for 2016-17 School Year – Stephanie Myers at Summit Elementary School

A motion was made by Staci Leavitt and seconded by Esther Peters to approve the 2016-2017 Student Teacher placement of Stephanie Myers at Summit Elementary School as requested. The motion passed by the following:

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

q) Jerome School District Special Education Department Annual Review and Determination

Superintendent Layne presented the Idaho State Department of Education's determination of the Jerome School District's Special Education Department Annual Review. The department's determination for the 2014-15 school year is Meets Requirements according to the Idaho State Performance Plan.

12) **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 10:20 p.m.