

**Jerome School District #261**  
**Board of Trustees Agenda**  
**March 20, 2018**  
**6:00 p.m.**  
**Administrative Complex Board Room 011518**

Board of Trustees present: Esther Peters, Staci Leavitt, Alice Thibault, Don Mitchell, Annette Lott. 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 High School Teacher Chelsie Luke, Jerome Academy Teacher Tonya Lucero, Summit Elementary School Teacher Penni Aufderheide, Child Nutrition Warehouseman Joe Westhoff. Visitors: 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) Motion to Amend Agenda** to add four items to the Consent Agenda. The additional agenda items are due to the Consent Agenda Staff Resignation and New Hire information was received after original posting of agenda. A motion was made by Alice Thibault and seconded by Staci Leavitt to amend the agenda by adding four items to the Consent agenda, due to staff resignations and new hire information were received after original posting of agenda. The motion passed by the following:  
AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

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

Award recipients, Tonya Lucero, Jerome Academy Teacher, Penni Aufderheide, Summit Elementary School Teacher, and Joe Westhoff, Child Nutrition Warehouseman, were recognized by Superintendent Layne as the Jerome School District Excellence in Education Award Recipients for March 2018.

**4) Executive Session**

- a) IC 74-206(1)(a)(b) – Personnel or Student (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.
  - 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 issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Esther Peters  
Staci Leavitt  
Alice Thiabult  
Don Mitchell  
Annette Lott

The board recessed into executive session at 6:08 p.m.  
The board returned to open session at 8:05 p.m.

**5) Consent Agenda**

- a) Approval of previous minutes
  - i) Special Meeting February 13, 2018
  - ii) February 27, 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 2018-19)
    - (1) Northside Jr/Sr High School Teacher – Gordon Smith
  - ii) Transfers (SY 2018-19)
    - (1) Horizon Elementary School Teacher Grade 3 – Stephanie Anderson
  - iii) Resignations (SY 2018-19)
    - (1) Jerome Middle School Teacher Mathematics – Jordann Hollifield
    - (2) Horizon Elementary School Teacher Grade 3 - Jennifer Mussio
    - (3) Jefferson Elementary School Para Professional Library – Jennifer Thompson
  - iv) New Hires (SY 2017-18)
    - (1) Jerome High School Child Nutrition Cashier – Amanda Campbell
  - v) New Hires (SY 2018-19)
    - (1) Summit Elementary School Teacher Special Education – Kristina McClurg
    - (7) Horizon Elementary School Teacher Grade 3 – Mikayla Fox

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the Consent Agenda as presented with amendments. The motion passed by the following:

AYE: Esther Peters  
 Staci Leavitt  
 Alice Thibault  
 Don Mitchell  
 Annette Lott

6) **Scheduled Visitors:** No scheduled visitors for March, 2018.

7) **Communications:**

- a) Office of State Board of Education acceptance of Jerome School District 2017-18 Continuous Improvement Plan (CIP)

8) **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
  - i) Enrollment Summary: comparison of current month student enrollment with previous years' enrollment.
  - ii) Facilities Update: Jerome High School technology building is being remodeled in to classrooms; plans to update school building entrances and vestibules underway; bid opening for maintenance building phase two March 22.
  - iii) Summer School Dates for 2018: Migrant Summer School June 4<sup>th</sup> –21<sup>st</sup> at Summit Elementary School; High School and Middle School May 30<sup>th</sup> – July 6<sup>th</sup>; IRI Elementary – June 16<sup>th</sup> – August 2<sup>nd</sup> at Horizon Elementary School.
  - iv) 2018-19 Negotiations Update: The first meeting is scheduled for April 2018.
  - v) Education Law Seminar April 23-24, 2018, in Boise, Idaho.

- vi) Teacher Fairs: Administrators have attended teacher fairs at Sioux Falls, South Dakota, and University of Wyoming, Laramie, Wyoming, to distribute information about Jerome School District.
- vii) Kindergarten Registration for 2018-19 School Year: April 18-19, Administration Building Gym
- l) Trustees' Reports
  - i) Idaho School Board Association Training Exercise – What Counts.

9) **Approval of Bills**

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

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

10) **Continuing Business**

- a) Long-Range Planning for New School and Real Estate Acquisition: continued discussion on school placement concept, a property appraisal will be scheduled this spring.

- b) Policy 5340 Evaluation of Teacher and Pupil Personnel Certificate Holders

- c) Policy 6400 Principals

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve Policies 5340 and 6400 as presented for second reading. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

- d) Proposed Changes to Jefferson and Horizon Elementary School Boundaries Map

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the changes to the Jefferson and Horizon Elementary School Boundaries map as presented for second reading. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

- e) Declaration that an area of need exists for the 2017-2018 school year in the schools and departments as listed:

- i) Jerome High School Social Studies – Geoffrey Rodgers

A motion was made by Alice Thibault and seconded by Staci Leavitt to declare that an area of need exists for the 2017-18 school year in the Jerome High School Social Studies Department. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

- f) Consideration of Jerome High School Track Bid Alternatives

A motion was made by Staci Leavitt and seconded by Annette Lott to accept the Jerome High School Track Bid Alternatives 1-4 as presented by the Track Doctor: #1 pave section of gravel near track for \$6,900; #2 enlarge high jump pad by 15 feet for \$16,950; #3 replace two long jump runs for \$12,200; and #4 replace pole vault runway. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

11) **New Business**

a) Annual Budget Hearing - June 26, 2018

A motion was made by Alice Thibault and seconded by Staci Leavitt to correct the date of the Annual Budget Hearing to June 26, 2018, and not the June 28, 2018, as originally on the agenda and to set the date of June 26, 2018, as the Annual Budget Hearing date. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

b) Consideration of TekHut Internet Services Contract

A motion was made by Alice Thibault and seconded by Staci Leavitt to accept the Internet Services Contract as presented by TekHut. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

c) Certification of Plant Facilities Levy Election Results Accepted

A motion was made by Alice Thibault and seconded by Staci Leavitt to accept the March 13, 2018, Plant Facilities Levy Election Results as certified by the Jerome County Commissioners. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

d) Consideration of LKV Architects Amendment to Architectural Services Agreement for Administration Building

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the Amendment to Architectural Services Agreement for the Administration Building as presented by LKV Architects. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

e) Out of State Travel Requests

i) Jerome High School Band and Choir, May 2018

ii) Jerome Middle School Band, May 2018

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the out of state travel request, by Jerome High School Band Director Hiroshi Fukuoka, for the Jerome High School Band and Choir students to travel to Anaheim, California, to participate with Disney Performing Arts Program, May 2018, and the Jerome Middle School 8<sup>th</sup> Grade Band students to travel to Farmington, Utah, to participate in the Music In the Parks Festival, May 2018. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

f) Jerome High School New Course Requests for the 2018-19 School Year

i) Elementary Statistics

ii) Honors US History A and B

iii) Journalism I and Journalism II

A motion was made by Staci Leavitt and seconded by Annette Lott to accept the recommendation of the Jerome

School District Curriculum Director and add the following courses: Elementary Statistics, Honors US History A, Honors US History B, Journalism I and Journalism II, at Jerome High School for the 2018-19 school year, as presented by Jerome High School Principal Nathan Tracy. The motion passed by the following:

AYE: Esther Peters

Staci Leavitt

Alice Thibault

Don Mitchell

Annette Lott

g) Approval of Jerome High School Schedule Change Request for Student Testing Day

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the Jerome High School April 2018 Testing Schedule, including a no school day for Freshmen and Seniors on April 10, as proposed by Jerome High School Principal Nathan Tracy. The motion passed by the following:

AYE: Esther Peters

Staci Leavitt

Alice Thibault

Don Mitchell

Annette Lott

**12) Executive Session**

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

(1) Personnel Issues

(2) Student 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 issues involving employees or student issues involving students of the district. The motion passed by roll call vote:

AYE: Esther Peters

Staci Leavitt

Alice Thibault

Don Mitchell

Annette Lott

The board recessed into executive session at 9:15 p.m.

The board returned to open session at 11:10 p.m.

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

a) Approval of Administrative Contracts

i) Principals and Assistant Principals

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve administrative contracts for the 2018-19 academic year for all current principals and assistant principals. The motion passed by the following:

AYE: Esther Peters

Staci Leavitt

Alice Thibault

Don Mitchell

Annette Lott

ii) Program Directors

A motion was made by Staci Leavitt and seconded by Alice Thibault to approve administrative contracts for the 2018-19 academic year for all current directors. The motion passed by the following:

AYE: Esther Peters

Staci Leavitt

Alice Thibault

Don Mitchell

Annette Lott

**b) Certified Employee Additional Leave Request**

A motion was made by Alice Thibault and seconded by Staci Leavitt to deny the Additional Unpaid Leave Days request submitted by Certified Employee P1718-27 and direct Superintendent Layne to send written notice to employee. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

**c) Classified Employee Dismissal**

A motion was made by Alice Thibault and seconded by Staci Leavitt to accept the recommendation by Superintendent Layne to dismiss Classified Employee P1718-26 and direct Superintendent Layne to notify employee of the decision. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

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

**a) Declaration of Truancy**

A motion was made by Alice Thibault 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, T1718-11 and T1718-12, as Habitually Truant. The motion passed by the following:

AYE: Esther Peters  
Staci Leavitt  
Alice Thibault  
Don Mitchell  
Annette Lott

**15) Adjourn**

There being no other business before the board, a motion was made by Staci Leavitt and seconded by Alice Thibault, the Board unanimously approved to adjourn the meeting at 11:20 p.m.